

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 10, 2024**

Members' Present: Richard Klose, Casey Wheeler, Heidi Sparks

Others Present: Kelly Strecker, Mayor Dave Waggoner, Kelly Gauslow

The meeting was called to order by the Committee Chair at 5:30 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve November 26, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of November 26, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of November 26, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through December 6, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through December 6, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of December 6, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending November 24, 2024, totaling \$154,278.41. This item was pulled from the agenda for verification of payroll total. The total that was given to the Clerk/ Treasurer, from the Payroll Clerk did not match the payroll register. The correction will be put on the next Budget Finance agenda.
5. Review and approve the 2024 November Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 November Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the 2024 November Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –Kelly stated that the claim review schedule needed to be updated. Attached is the new schedule.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending November 24, 2024.
2. Mayor Update – The mayor stated that the city is just trying to wrap things up before the end of the year. He stated that we are still waiting to hear on the grant award from the EPA, so that we can move forward with the engineering portion of the water tank project. The mayor stated that we are busy wrapping up the water and sewer rate study, along with hopefully wrapping up the Theil Road litigation.
3. Clerk/Treasurer Financial Update-Kelly stated finished up the quarterly reports for transit. She said that November cash is balanced, but did not get it finished in time to make this week's agenda. It will be on the next budget finance meeting agenda. Kelly stated that the finance office has begun cross training, so each person in that department is going to learn a new position.

Announcements –

1. The next Budget and Finance Committee meeting will be held on Monday December 23, 2024, at 5:30 pm.
2. Michelle Mize is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:00 p.m.

Respectfully submitted,



Kelly Strecker
Clerk Treasurer

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

Claim Review Schedule

January 14- Richard Klose

January 28- Heidi Sparks

February 11- Casey Wheeler

February 25- Michelle Mize

March 11- Richard Klose

March 25- Heidi Sparks

April 8- Casey Wheeler

April 22- Michelle Mize

May 13- Richard Klose

May 27- Heidi Sparks

June 10- Casey Wheeler

June 24- Michelle Mize