

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 28, 2023**

Members Present: Richard Klose, Michelle Mize, Emelie Eaton, Heidi Sparks

Others Present: Kelly Strecker, Mayor David Waggoner

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 14, 2023, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of November 14, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. A purchase requisition was presented to repair the boiler on the east half of city hall. Kelly stated that she spoke with Kurt and the gas valve is bad and will not fire to turn the boiler on. The gas valve will need to be replaced. The cost to repair the boiler system is \$5900.00. Heidi Sparks moved to approve purchase requisition for the boiler repair. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through November 24, 2023. Richard Klose moved to approve the claims and check the register for claims entered through November 24, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending November 12, 2023, totaling \$243,344.31. Heidi Sparks motioned to approve the payroll register for the pay period ending November 12, 2023, totaling \$243,344.31. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
5. Review and approve October 2023 Financial Statements. Michelle Mize motioned to approve the October 2023 Financial Statements. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.

New Business –None.

Old Business –Kelly stated at the last meeting Heidi Sparks asked about incentives for the Yellowstone Bank visa and the Walmart credit card. She explained that after the Yellowstone Bank visa merged into one account the points were missing. Kelly said that she has the accounts payable clerk looking into the incentive program for each of these cards and has not received answers yet. Kelly will update the committee when she hears back from both credit card companies.

Other Items –

1. Review Comp/OT reports for the pay period ending November 12, 2023.
2. Mayor Update – The Mayor stated that he did not have any updates, as he has been out sick.
3. Clerk/Treasurer Financial Update-Kelly stated that she has been working very hard the last year or so trying to catch everything up that was not done from the previous city clerk/treasurer. She said that they have finally caught up from the mess that was left along with the current year. Kelly stated that as of today, everything is caught up in the finance department.
Kelly stated that she is still busy trying to put together the new budget book but has run into many bumps in the road. She said that she will be working with Clear Gov. again this week, trying to work the bugs out.

Announcements –

4. The next Budget and Finance Committee meeting will be held on December 12, 2023, at 5:30 pm.
5. Emelie Eaton is scheduled to review 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.