Minutes of City of Laurel Budget/Finance Committee Tuesday, January 14, 2020

Members Present: Emelie Eaton Bruce McGee
Richard Klose

Others Present: Mayor Nelson Bethany Langve

The Meeting was called to order by Chair Eaton at 5:30 pm.

Public Input: Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

General Items

- Review and approve the minutes of the December 23, 2019 meeting. Bruce McGee made a motion to approve the minutes of the December 23, 2019 Budget and Finance Committee meeting. Richard Klose seconded the motion to approve the December 23, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for the annual replacement of turnout gear. The Clerk/Treasurer presented the Committee with the purchase requisition. The Committee commented that this was familiar to them, as this was a reoccurring annual expense. The Clerk/Treasurer stated that the Fire Chief does this annually to prevent the City from having to replace turnouts all at once, as they are very expensive, and they must be replaced due to their useful life expiring, damage, etc. The Committee agreed that doing this annually is great. Bruce McGee made a motion to approve the purchase requisition from the Fire Department for the annual replacement of turnout gear. Richard Klose seconded the purchase requisition from the Fire Department for the annual replacement of turnout gear, all in favor, motion passed.
- Review and approve the December 2019 Utility Billing Adjustments. The Committee reviewed the December 2019 utility billing adjustments and had no questions. Bruce McGee made a motion to approve the December 2019 Billing Adjustments. Emelie Eaton seconded the motion to approve the December 2019 Billing Adjustments, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 01/10/2020. Emelie Eaton had previously reviewed the Claims Detail report and the Check Register for accuracy. There was a question regarding payment to Desert Mountain for ice slicer. The Clerk/Treasurer and Mayor explained that was for icing the streets. There was a question regarding payment to the Fire Association for Meal/Drill Pay. The Clerk/Treasurer stated that this has been questioned in the past and the meal pay is for when they have meetings for trainings. The drill pay would be better explained by the Fire Chief as she doesn't want to explain it wrong. The Clerk/Treasurer doesn't know how this began. There was a question regarding payment to MRL for pipe. The Clerk/Treasure stated that this was payment for the 5th Ave Easement. Emelie Eaton made a motion to recommend approval to Council the claims entered through 01/10/2020, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 12/29/19 totaling \$198,253.41. The two-page summary was reviewed, signed and dated. Emelie Eaton made a motion to

approve the payroll register for pay period ending 12/29/2019 totaling \$198,253.41. Bruce McGee seconded the motion, all in favor, motion passed.

New Business - None

Old Business - none

Other Items

- Review the Comp/Overtime Report for pay period ending 12/29/2019. The Committee reviewed the report and had no questions or comments.
- The Clerk/Treasurer stated that the DNRC Grant for the SED Basin project is now closed out. She learned a lot during the process and was happy that she did the leg work on the grant.
- The Mayor stated that a new prosecutor should be starting Thursday. She will be working with Sam and he will be a liaison between her and the Court. She will use the Mayor's office when she is working. The other area will be returned to a normal conference room and not an office.

Announcements -

- The next Budget and Finance Meeting will be held on Tuesday January 28, 2020 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting

Respectfully submitted,

Bethany-Langve 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.