

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, January 28, 2020**

**Members Present:**    **Emelie Eaton**

**Scot Stokes**  
**Richard Klose**

**Others Present:**     **Mayor Nelson**

**Bethany Langve**

The Meeting was called to order by Chair Eaton at 5:33 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 January 14, 2019 meeting. Richard Klose made a motion to approve the minutes of the January 14, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the January 14, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Solid Waste Department for the addition of shipping to a previously approved purchase requisition. The Clerk/Treasurer explained that the Committee had previously approved the purchase of an arm valve, for the G-10 Garbage Truck, on December 23, 2019. When the invoice arrived, there was a shipping charge of \$213.18. This shipping charge was not previously approved on the original purchase requisition. Richard Klose made a motion to approve the purchase requisition from the Solid Waste Department for the addition of shipping charges for the arm valve delivery. Scot Stokes seconded the purchase requisition from the Solid Waste Department for the addition of shipping charges for the arm valve delivery, all in favor, motion passed.
- Review and approve the December 2019 Journal Vouchers. The December 2019 Journal Vouchers were moved to the February 11<sup>th</sup> Budget and Finance Committee meeting as December has not been closed out yet.
- Review and approve the December 2019 Financial Statements. The December 2019 Financial Statements were moved to the February 11<sup>th</sup> Budget and Finance Committee meeting as December has not been closed out yet.
- Review and approve the December 2019 Month End Balancing Sheet. The December 2019 Month End Balancing Sheet was moved to the February 11<sup>th</sup> Budget and Finance Committee meeting as December has not been closed out yet.
- Review and recommend approval to Council Claims entered through 01/24/2020. Scot Stokes had previously reviewed the Claims Detail report and the Check Register for accuracy. There was a question regarding gaming chairs purchased by the Fire Department. The Clerk/Treasurer explained that they were an office style chair and not a video gaming chair. She printed out a picture for the Committee to review. The Committee again asked about the meal pay/drill pay payments to the Fire Association. The Clerk/Treasurer stated that this has been discussed on the past, however the Fire Chief can explain this better than she can. She stated she didn't want to mess up the explanation or get it wrong, and the Fire Chief knows far better than she does. The Mayor stated that if the Committee wants he can ask the Fire Chief to attend the February 11<sup>th</sup> meeting. The Committee stated they would like

the Fire Chief to attend the February 11<sup>th</sup> meeting to explain the meal pay/drill pay to them. The Mayor stated he would ask the Fire Chief or one of his representatives to attend the February 11<sup>th</sup> meeting. There were no further questions or comments regarding the claims. Scot Stokes made a motion to recommend approval to Council the claims entered through 01/24/2020, Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 01/12/2020 totaling \$197,101.50. The two-page summary was reviewed, signed and dated. Scot Stokes made a motion to approve the payroll register for pay period ending 01/12/2020 totaling \$197,101.50. Richard Klose 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 01/12/2020. The Committee reviewed the report and had no questions or comments.
- The Clerk/Treasurer stated that the SEG CD will mature in February. It will gain \$2,504.99 in interest, and rollover for another 12 months. She also stated that the VOIP switches will be installed on the 17<sup>th</sup> of February. That is a holiday, however the Clerk/Treasurer will be onsite to assist with anything the vendor or IT provider may need.
- The Mayor stated that he had nothing to discuss at this time.
- The Committee stated that Laurel Ford had bought out Rimrock Chevrolet. There was a question regarding have two signs at the location. The Mayor stated that question should go to the City Planning Director.

**Announcements –**

- The next Budget and Finance Meeting will be held on Tuesday February 11, 2020 at 5:30pm
- Bruce McGee 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.**