

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 22, 2020**

Members Present:	Emelie Eaton	Bruce McGee (arrived late)
	Richard Klose	Scot Stokes
Others Present:	Mayor Nelson	Bethany Langve

The meeting was called to order by the Committee chair at 5:20pm.

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.*

There was no public input.

General Items –

1. Review and approve the November 24, 2020 Budget and Finance Committee meeting minutes. The Clerk/Treasurer stated she did make an error on the agenda when she posted the minutes were from June 23, 2020. Scot Stokes moved to approve the minutes as presented. Richard Klose seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition from the Ambulance Department for additional costs associated with a previously approved purchase requisition. The Committee had previously pre-approved the purchase of several pieces of equipment to be reimbursed through the CARES Act reimbursement program. The two Cots that were approved under that purchase requisition require installation fees that were not included with the initial purchase requisition. The Committee verified the total cost of \$3,600 for the installation of the cots (\$1,800 per cot), and the Clerk/Treasurer confirmed this was the total amount of the increase to the purchase requisition. The Committee asked if the Ambulance department had received their cots. The Clerk/Treasurer stated all the equipment had been approved for reimbursement by the State, paid for and should be arriving within the next 10 days. Richard Klose made a motion to approve the \$3,600 increase, for cot installation costs, to the previously approve Ambulance equipment purchase requisition. Scot Stokes seconded the motion, all in favor, motion passed.
3. Review and approve the November 2020 Utility Billing Adjustments. Scot Stokes made a motion to approve the November 2020 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed. The Committee asked the Clerk/Treasurer about signing the paper documents. The Clerk/Treasurer stated the Committee members could sign the paper documents when they are in City Hall or the documents can be signed once in-person meetings resume.
4. Review and recommend approval to Council, Claims entered through 12/04/2020 and 12/18/2020. The Committee members were not notified regarding who had the claims review duties so neither of these were reviewed. Both sets of claims will be removed from the City Council Consent Agenda and moved to the 01/12/2021 meeting. The Clerk/Treasurer stated she would ask the Accounts Payable Clerk to being sending out an email to the Committee member responsible for the claims review.
5. Review and approve Payroll Register for pay period ending 11/29/2020 totaling \$226,160.99. Bruce McGee made a motion to recommend approval of the payroll register for pay period ending 11/29/2020 totaling \$226,160.99. Scot Stokes seconded the motion, all in favor, motion passed.
6. Review and approve Payroll Register for pay period ending 12/13/2020 totaling \$213,987.08. Richard Klose made a motion to recommend approval of the payroll register for pay period

ending 12/13/2020 totaling \$213,987.08. Bruce McGee seconded the motion, all in favor, motion passed. The Committee asked why this payroll was \$13,000 less than the previous payroll. The Clerk/Treasurer stated there was an employee that retired.

New Business –

7. One of the Committee members explained the issues regarding the transit bus and the repairs needed. The Committee discussed either replacing the transit bus or selling the bus. The bus needs its engine rebuilt. The Clerk/Treasurer stated the transit fund does have the money to replace/repair the engine. The Committee asked how much the repairs would cost, and the Committee member stated \$18,000. The Committee asked about the new transit bus status. The Clerk/Treasurer stated everything for the new bus had been picked out and it is being built, but an exact date of arrival has not been given yet. The Committee asked how many buses the City owns. The Clerk/Treasurer stated the City owns one bus and when that bus is down, like it is now, the Senior Center allows the City to use their bus.
8. One of the Committee members asked the Mayor for an update on the status of the State share of the intake. The Mayor stated he was working on getting this money still and would keep the Council updated on his efforts. He stated it would have to go through the legislative process again. The City would retire the SRF loan that was taken out due to the State not paying their share.
9. One of the Committee members asked for a definition of what was an emergency purchase. If an item is budgeted, why would a purchase be considered an emergency? The Mayor stated an emergency purchase would be, for instance, a pump failing, and would follow the purchasing policy. The Mayor can authorize emergency purchases per the purchasing policy.

Old Business –

10. The Committee asked for an update from the Mayor regarding the two draft resolutions. There was no update currently.
11. The Clerk/Treasurer stated she wanted to give the Committee a quick update regarding the leasing of enterprise equipment. She stated the purchases were still being discussed and this was still in the works. She did not want it to be forgotten about.

Other Items –

12. One of the Committee members stated Billings was getting a railroad overpass and wanted to know why Laurel was not getting one. The Committee member reached out to the Laurel Representative, Vince Ricci, and was told that he would be sitting on the House Appropriations Committee.
13. Clerk/Treasurer Update – The Clerk/Treasurer stated the City had been approved by the State to receive an additional \$350,558.00 in CARES funding. She stated the Ambulance equipment reimbursement was also pre-approved by the State. The Clerk/Treasurer stated there will be a final submission due in January.
14. Mayor Update – The Mayor stated he is working on developing the area around the new exchange and repairing West Railroad. He is watching what the School is doing regarding the property on W 12th, as there will be a need for egress and ingress. He is working on increasing the water storage and wants to get water to the Airport.
15. The new claims schedule is:

01/12/2021 – Richard Klose	01/26/2021 – Scot Stokes
02/09/2021 – Bruce McGee	02/23/2021 – Emelie Eaton

Announcements –

16. The next Budget and Finance Committee meeting will be held on January 12, 2021. The meeting will be held at 5:15pm via ZOOM.
17. Richard Klose will be reviewing the 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.