

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 05, 2019**

Members Present: **Emelie Eaton** **Scot Stokes**
 Bruce McGee **Richard Klose**

Others Present: **Mayor Nelson** **Bethany Langve**

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 from the February 19, 2019 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes of the February 19, 2019 Budget and Finance Committee meeting, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions - Ambulance Defibrillator - There were no questions or comments regarding this purchase. Bruce McGee made a motion to approve the purchase requisition from the Ambulance Department for a defibrillator, seconded by Scot Stokes, all in favor, motion passed.
- Review and approve purchase requisitions - Sewer Department Pump - There was a brief discussion regarding these pumps as they were initially presented to the Budget and Finance Committee over a year ago. The Committee asked if the engineering firm or the contractor were responsible for paying for the pumps or the City. It was stated that City Staff was still discussing the situation with the engineering firm. The Committee asked if all replacement pumps had been ordered or just one. Bethany stated that to her knowledge, only one pump had been ordered at this time. The Committee asked why all the pumps were not being replaced. Bethany stated that the Department Head would need to answer that because she didn't have the information. The Mayor stated he would send an email to the Public Works Director regarding the pumps. Scot Stokes made a motion to approve the purchase requisition from the Sewer Department for a new pump, seconded by Bruce McGee, all in favor, motion passed.
- Review claims entered through 03/01/2019 and recommend approval to Council – Richard Klose had previously reviewed the claims detail report and the check register for accuracy. There was a question regarding who Elk River was and Bethany clarified that it is the firm that we use for the City's Prosecuting Attorney. Some of the Committee members thought that Elk River was who we paid for the City Attorney's services. It was clarified that Sam Painter no longer is with Elk River and we pay the City Attorney a wage through payroll. The Committee asked who the current IT vendor is and where their current invoice was listed on the claim register. The Committee was asking because during the previous weeks Council Workshop meeting it was stated that the new IT vendor contract would be less expensive than the current IT vendor. The Mayor and Clerk/Treasurer clarified that the statement made during the Council Workshop was incorrect. The new IT contract will be an increase to what the City is currently paying for IT services, however the bid that was chosen was the lowest bid. The current IT vendor was one of the bidders that submitted a bid for IT services. The Clerk/Treasurer stated that although the City will be paying more for IT services, she felt that the City would be receiving exceptional services as she has heard great things from other Cities about the vendor that was awarded the bid. She stated that she fully supported the award of the bid to the selected vendor.
- Review the Comp/Overtime report for Pay Period Ending 02/24/2019 - The Committee reviewed the Comp/Overtime hours for pay period ending 02/24/2019 and had no questions or comments regarding the comp/overtime reports.

- Review and approve the payroll register for pay period ending 02/24/2019 totaling \$180,902.83 – The Committee reviewed the payroll register for pay period ending 02/24/2019. Richard Klose made a motion to approve the payroll register for pay period ending 02/24/2019 totaling \$180,902.83, seconded by Emelie Eaton, all in favor, motion passed.

New Business

Old Business

Other Items

Update from the Mayor – The Mayor stated that he received a phone call from Amy with the Senior Center stating that there were citizens trapped in their homes by the snow and Meals on Wheels was having trouble getting to individuals in order to provide them with food. The Mayor declared an emergency in order to allow the City to access emergency funds. The City crews did a wonderful job helping out the Senior Center and the City had received a very nice thank you card from Amy and her staff stating as such.

Announcements

The next Budget and Finance Committee meeting will be held on March 19, 2019 at 5:30pm

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.