

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, May 12, 2020**

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

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 April 28, 2020 meeting. Richard Klose made a motion to approve the minutes of the April 28, 2020 Budget and Finance Committee meeting. Scot Stokes seconded the motion to approve the April 28, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Parks Department – The Committee was presented with a purchase requisition from the Parks Department for a new lawnmower. The Committee clarified that this lawnmower is being purchased out of the Elena Maintenance District fund, and the Clerk/Treasurer confirmed the lawnmower is being purchased with those funds. The Committee asked if a lawnmower was purchased for Elena approximately five years ago. The Clerk/Treasurer stated that was prior to her time, however she would find out. The Committee commented these are expensive lawnmowers to be replacing every five years, however if they are needed it must be approved. The Committee asked if the trees were ever planted at Elena, as they were in the budget. The Clerk/Treasurer stated the trees were not planted due to the worry of their survival. Some of the current trees at Elena are dying and the City Staff doesn't want to play more only to have them die. Emelie Eaton made a motion to approve the purchase requisition from the Parks Department for the purchase of a new lawnmower for the Elena Maintenance District. Richard Klose seconded the motion to approve the purchase requisition from the Parks Department for the purchase of a new lawnmower for the Elena Maintenance District, all in favor, motion passed.
- Review and approve purchase requisition from the Mayor – The Committee was presented with a purchase requisition from the Mayor for an audio and video upgrade for the City Council Chambers. The Mayor stated this upgrade would provide the Council with current audio equipment. This new equipment would allow the Council Secretary to better hear the meeting for transcription of Council Minutes, allow the public to hear on the Facebook Live feed, and allow the Council to hear each other via the upgraded mic/speaker units. The Committee agreed this upgrade was much needed, however there was concern regarding the use of funds at this time. Richard Klose made a motion to approve the purchase requisition from the Mayor for the purchase of an upgrade to the audio and video system in the City Council Chambers. Emelie Eaton seconded the motion to approve the purchase requisition from the Mayor for the purchase of an upgrade to the audio and video system in the City Council Chambers, all in favor, motion passed.

- Review and approve the March 2020 Utility Billing Adjustments. The Committee reviewed the March 2020 utility billing adjustments and had no questions. Scot Stokes made a motion to approve the March 2020 Billing Adjustments. Richard Klose seconded the motion to approve the March 2020 Billing Adjustments, all in favor, motion passed.
- Review and approve the April 2020 Utility Billing Adjustments. The Committee reviewed the April 2020 utility billing adjustments and had no questions. Scot Stokes made a motion to approve the April 2020 Billing Adjustments. Emelie Eaton seconded the motion to approve the April 2020 Billing Adjustments, all in favor, motion passed.
- Review and approve the February 2020 Month End Balancing Sheet. The February 2020 Month End Balancing Sheet was reviewed by the Committee and they had no questions or comments. Scot Stokes made a motion to approve the February 2020 Month End Balancing Sheet. Richard Klose seconded the motion to approve the February 2020 Month End Balancing Sheet, all in favor, motion passed.
- Review and approve the February 2020 Financial Statements. The February 2020 Financial Statements were reviewed by the Committee and they had no questions or comments. Richard Klose made a motion to approve the February 2020 Financial Statements. Scot Stokes seconded the motion to approve the February 2020 Financial Statements, all in favor, motion passed.
- Review and approve the March 2020 Month End Balancing Sheet. The Clerk/Treasurer stated there is a \$30.00 discrepancy on this balancing sheet. She is still investigating it and when she finds her error, she will bring an updated balancing sheet to the Committee. The March 2020 Month End Balancing Sheet was reviewed by the Committee and they had no questions or comments. Richard Klose made a motion to approve the March 2020 Month End Balancing Sheet. Scot Stokes seconded the motion to approve the March 2020 Month End Balancing Sheet, all in favor, motion passed.
- Review and approve the March 2020 Financial Statements. The Clerk/Treasurer stated she would bring updated financial statements after she finds the \$30.00 discrepancy on the balancing sheet. The March 2020 Financial Statements were reviewed by the Committee and they had no questions or comments. Scot Stokes made a motion to approve the March 2020 Financial Statements. Richard Klose seconded the motion to approve the March 2020 Financial Statements, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 04/10/2020, 04/24/2020, and 05/08/2020. The Claims Detail reports and the Check Registers were reviewed for accuracy prior to the meeting by the Committee. There were no questions or comments regarding the claims. Emelie Eaton made a motion to recommend approval to Council the claims entered through 04/10/2020, 04/24/2020, and 05/08/2020. Scot Stokes seconded the motion to recommend approval to Council the claims entered through 04/10/2020, 04/24/2020, and 05/08/2020, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 03/22/2020 totaling \$190,913.95. The two-page summary was reviewed, signed, and dated. Emelie Eaton made a motion to approve the payroll register for pay period ending 03/22/2020 totaling \$190,913.95. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 04/05/2020 totaling \$199,986.56. The two-page summary was reviewed, signed, and dated. Richard Klose made a motion to approve the payroll register for pay period ending 04/05/2020 totaling \$199,986.56. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 04/19/2020 totaling \$217,221.85. The two-page summary was reviewed, signed, and dated. Scot Stokes made a motion to

approve the payroll register for pay period ending 04/19/2020 totaling \$217,221.85. Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 05/03/2020 totaling \$206,213.59. The two-page summary was reviewed, signed, and dated. Richard Klose made a motion to approve the payroll register for pay period ending 05/03/2020 totaling \$206,213.59. 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 03/08/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 03/22/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 04/05/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 04/19/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 05/03/2020. The Committee reviewed the report and had no questions or comments.
- Review the February 2020 Journal Vouchers. The Committee reviewed the February 2020 Journal Vouchers and had no questions or comments.
- Review the March 2020 Journal Vouchers. The Committee reviewed the March 2020 Journal Vouchers and had no questions or comments.
- Clerk/Treasurer Update – The Clerk/Treasurer stated she had nothing at this time.
- Update from the Mayor – The Mayor stated he may begin allowing the subcommittees to have meetings out in the Council Chambers with masks if they adhere to the social distancing requirements. He stated the Committees would need to ensure that the public can participate in the meetings either in person or via Facebook Live. The Committee asked if the County Health Officer has pushed back on meetings being held. The Mayor stated he would know more after his policy meeting the next day. He stated that Billings is not holding any meetings at this time in person. The Mayor stated he is trying to get some code changes to Council by the 19th of May or the 2nd of June. He would like to have them approved by July 1st. The Committee asked if there has been any word regarding the cancellation of 4th of July. The Mayor stated he has not heard anything yet. The Committee asked what was going to happen with regards to the pool opening. The Mayor stated that with the Council voting down the YMCA contract, and the requirements of phase 2, it does not look like the pool will be open this year. He is afraid that COVID-19 is going to affect a lot of summer activities throughout the State.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday May 26, 2020 at 5:30pm
- Bruce McGee will be reviewing claims for the next meeting
- The meeting was adjourned at 6:15pm

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'B. Langve', with a stylized, cursive style.

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.