

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 19, 2019**

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

Others Present: **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 March 05, 2019 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes of the March 05, 2019 Budget and Finance Committee meeting, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the February 2019 journal vouchers - The Committee was informed by the Clerk/Treasurer that the February 2019 journal vouchers had not been presented to the Mayor for approval prior the Budget and Finance Committee meeting, so they were not ready for approval. The Committee decided to move this item to the April 02, 2019 meeting.
- Review and approve the February 2019 utility billing adjustments - The Committee reviewed the February 2019 utility billing adjustments. Bruce McGee made a motion to approve the February 2019 utility billing adjustments, seconded by Richard Klose, all in favor, motion passed.
- Review and approve the February 2019 financial statements – The Clerk/Treasurer stated that since the February 2019 journal vouchers were not approved by the Mayor the February 2019 Financial Statements are ready for review and approval. She further explained that without the Mayor's approval no transfers of funds can take place. Until the transfers are completed the financial statements are not accurate. Richard Klose made a motion to remove the February 2019 Financial Statements from the agenda and move them to the April 02, 2019 agenda, seconded by Bruce McGee, all in favor, motion passed.
- Review claims entered through 03/15/2019 and recommend approval to Council – Emelie Eaton had previously reviewed the claims detail report and the check register for accuracy. There was a question regarding what the asterisk meant beside some of the claims. The Clerk/Treasurer stated that it meant that line item was over budget. Emelie Eaton made a motion to recommend approval to Council all claims entered through 03/15/2019, seconded by Bruce McGee, all in favor, motion passed.
- Review the Comp/Overtime report for Pay Period Ending 03/10/2019 - The Committee reviewed the Comp/Overtime hours for pay period ending 03/10/2019 and had no questions or comments regarding the comp/overtime reports.
- Review and approve the payroll register for pay period ending 03/10/2019 totaling \$174,361.79 – The Committee reviewed the payroll register for pay period ending 03/10/2019. Emelie Eaton made a motion to approve the payroll register for pay period ending 03/10/2019 totaling \$174,361.79, seconded by Bruce McGee, all in favor, motion passed.

New Business

Old Business

Other Items

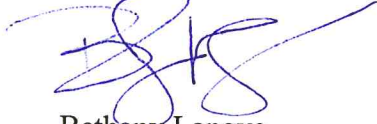
The Clerk/Treasurer stated that the Fiscal Year 2018 audit was complete. She gave a brief update and will provide the Committee with the final audit when it is completed by the auditors.

Update from the Mayor – The Mayor stated that the Fiscal Year 2020 budget process has begun. The CIP meeting was held and individual meetings with department heads will begin next week. The City Attorney, Sam Painter, will be at next weeks City Council Workshop meeting to answer questions the Council may have.

Announcements

The next Budget and Finance Committee meeting will be held on April 02, 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.