

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 10, 2019**

Members Present: **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 of the August 20, 2019 meeting. Richard Klose made a motion to approve the minutes of the August 20, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion to approve the August 20, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – LURA Small Grants. The Clerk/Treasurer explained that when she asked for permission, from the Committee Chair, to place this item on the agenda she did so in error. The Clerk/Treasurer was thinking these small grants needed to be approved like a claim did and follow the purchasing policy. After speaking with the Mayor, he explained that the small grants are a part of the full Councils authority, under the Tax Increment Finance District, and these need to go to full Council for review. She apologized for the error and explained that these would be on the September 17th City Council Workshop for the Council to review.
- Review and approve the July 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. She explained that since this is the first month of the new fiscal year, she did not include the graphs because they would only contain a single dot. The August 2019 financial statements would have the graphs in them. The Committee reviewed the July 2019 Financial Statements and had no questions or comments. Bruce McGee made a motion to approve the July 2019 Financial Statements, Richard Klose seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 09/06/19. Scot Stokes had previously reviewed the Claims Detail report and the check register for accuracy. He had signed, dated and returned all reports to the Clerk/Treasurer prior to the meeting. Richard Klose made a motion to recommend approval to Council the claims entered through 09/06/19, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 08/25/19 totaling \$151,230.30. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 08/25/19 totaling \$151,230.30, 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 08/25/2019. The Committee reviewed the comp/overtime report for pay period ending 08/25/2019 and had no questions or comments.
- The Clerk/Treasurer stated that the auditors would be arriving Monday to begin the Fiscal Year 2019 audit. The Committee asked what she thought would be the result of this audit. She stated that the balancing audit error from last fiscal year would be removed as that was corrected. She also corrected the payroll clearing fund audit error, so that should be removed. She stated that the auditors would be checking to make sure that the City was complying with publication requirements, so staff

had all those affidavits ready for the auditors to review. She stated that she was ready for the auditors to come and she would learn something new as always.

- The Mayor stated that he is happy the budget is passed, and that is finalized for another year. He has heard the Library Board is not happy with the appointment of Councilwoman Eaton to the board, and the way it was done. He is not certain why that is as his appointment was Ms. Killebrew and Council appointed Ms. Eaton. He stated that this will be coming up at a future City Council meeting after they receive Library Board minutes.

Announcements –

- The next Budget and Finance Meeting will be held on September 24, 2019 at 5:30pm
- Richard Klose will be reviewing claims for the next meeting, however he may be a few minutes late as he has a celebration to attend honoring several individuals who are 100 years old from Laurel.

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.