

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 23, 2021**

Members Present: **Emelie Eaton**
 Richard Klose **Scot Stokes**
Others Present: **Mayor Nelson** **Bethany Langve**

The meeting was called to order by the Committee Chair at 5:32pm.

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 February 23, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the February 23, 2021 Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed.
2. Review and approve the March 9, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the March 9, 2021 Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed.
3. Review and Approve purchase requisition – The Committee was presented with a purchase requisition from the Sewer Department for replacement to the Elm lift station pump. This purchase had previously been approved by the Committee; however, the final cost was greater than the original approval. The Clerk/Treasurer stated the original approval was based upon a quote, and the actual costs were greater. She stated the additional amount needing approval was \$4,143.10. Richard Klose made a motion to approve the increase to the previously approved purchase requisition from the Sewer Department for the replacement of the Elm lift station pump. Scot Stokes seconded the purchase requisition, all in favor, motion passed.
4. Review and Approve purchase requisition – The Committee was presented with the annual purchase requisition from the Fire Department to replace turnout gear. Richard Klose made a motion to approve the purchase requisition from the Fire Department for the annual replacement of turnout gear. Scot Stokes seconded the purchase requisition, all in favor, motion passed.
5. Review and recommend approval to Council, Claims entered through 03/19/2021. The claims and check register had previously been reviewed by the Committee. Scot Stokes made a motion to approve the claims entered through 03/19/2021. Richard Klose seconded the motion, all in favor, motion passed.
6. Review and approve Payroll Register for pay period ending 03/07/2021 totaling \$196,720.40. Scot Stokes made a motion to recommend approval of the payroll register for pay period ending 03/07/2021 totaling \$196,720.40. Richard Klose seconded the motion, all in favor, motion passed.

New Business – None

Old Business –

7. The Committee asked the Mayor if he would be requesting any money from the State, for the American Rescue Plan Act of 2021, to create a Cemetery parking lot. The Mayor stated he would love to do that, but he first had to find out if the City would be receiving any money from the State.

Other Items –

8. Review the Pay Period Ending 03/7/2021 Comp/Overtime Report. The Committee asked how the Ambulance Department staffing was, and if there were enough people hired. The Mayor stated there was not enough people hired full time. The Committee stated the Ambulance Director, and the Fire Chief gave excellent reports at the last Emergency Services meeting.
9. Clerk/Treasurer Update – The Clerk/Treasurer stated she had a Utility Billing Clerk hired and her start date would be April 5th. She also stated the Finance Department staff would be back in the office full time beginning April 19th, and she planned to open up the water office the week of April 26th, although with limited hours.
10. Mayor Update – The Mayor stated there was an item on the City Council agenda, later that evening, that had not been through a workshop. He stated he would assist Council with the proper method of bringing this forward. He also stated he is continuing to work on getting the State to pay the 25% match for the Intake disaster project worksheet. He stated he would also be working on obtaining money from the new COVID bill. He stated approximately 900 million had been set aside for infrastructure projects. The Committee asked if the CARES money already received by the City could be spent. The Mayor stated it could be spent and he is working with his departments to determine needs. He stated there are no restrictions regarding spending the money. The Committee asked how the current budget was looking. The Clerk/Treasurer stated the General Fund looked good because the CARES funds had not been expended. The Committee asked if General Fund was good, even without the CARES funds. The Clerk/Treasurer stated there was concern about tax revenue, however that revenue has come in close to budget so far. The Committee stated they were concerned about the Gas Tax revenue due to the decrease in driving during COVID. The Clerk/Treasurer stated she was concerned a reduction in Gas Tax revenue would be coming for the next fiscal year. The Mayor stated Street Maintenance was not affected by COVID so far. The Mayor also stated the Water and Sewer Departments have approximately 16 million dollars in project targeted for the next budget year.

Announcements –

11. The next Budget and Finance Committee meeting will be held on April 13, 2021 at 5:30pm.
12. Bruce McGee 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.