

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 24, 2020**

Members Present: **Emelie Eaton**

Richard Klose

Others Present: Mayor Nelson

Bethany Langve

The Meeting was called to order by Chair Eaton at 5:36 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 March 10, 2020 meeting. Richard Klose made a motion to approve the minutes of the March 10, 2020 Budget and Finance Committee meeting. Mayor Nelson seconded the motion to approve the March 10, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition - None
- Review and recommend approval to Council Claims entered through 03/20/2020. Emelie Eaton reviewed the Claims Detail report and the Check Register for accuracy. Emelie Eaton made a motion to recommend approval to Council the claims entered through 03/20/2020, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 03/08/2020 totaling \$197,988.08. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the payroll register for pay period ending 03/08/2020 totaling \$197,988.08. Emelie Eaton seconded the motion, all in favor, motion passed.

New Business

- The future Budget and Finance meetings will be either postponed or held via Zoom. If the meetings are held in person, we will adhere to the 6ft social distancing rule. The meetings will also be moved to 5pm on Tuesday temporarily. The Mayor spoke about the Financial Continuity Plan that would be voted on at tonight's Council Meeting. He stated that this plan was to make sure that claims and payroll were taken care of. The Mayor briefly went through the plan and ensured that Committee that all actions taken under the plan would be retroactively approved by the Budget and Finance Committee once the Committee met again in person. The Committee approved of the plan.

Old Business – None

Other Items

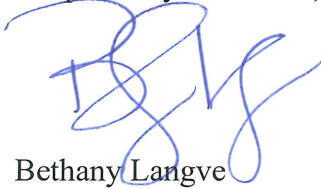
- Review the Comp/Overtime Report for pay period ending 03/08/2020. The reports were not attached to the packet and the Clerk Treasurer requested that they be added to the next Budget and Finance meeting. The Committee agreed to this request.
- The Clerk/Treasurer stated that the Fiscal Year 2019 audit completion had begun virtually. The final components were the Ambulance Department balancing and the Fire District #7 revenue.

- The Mayor stated that he had requested a proposal for updating the sound system in the Council Chambers. He had received one proposal and briefly went over that proposal with the Committee. He explained the microphones currently being used are designed for loud sound for a stage and therefore they pick up every sound. He explained there are different options for mics and he briefly went over those options.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday April 14, 2020 at 5:00pm
- Emelie Eaton will be reviewing 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.