

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 24, 2019**

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

Others Present: **Mayor Nelson** **Bethany Langye**

The Meeting was called to order by Vice Chair McGee at 5:35pm.

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 September 10, 2019 meeting. Bruce McGee made a motion to approve the minutes of the September 10, 2019 Budget and Finance Committee meeting. Scot Stokes seconded the motion to approve the September 10, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – Repairs to the Transit Bus. The Clerk/Treasurer presented the Committee with a purchase requisition for repairs to the transit bus. She explained that the transit bus was taken in for a turbo air leak, however multiple items were found to be needing repairs. The turbocharger did need to be replaced, along with the alternator, the recirculating cooler, the exhaust line and multiple belts and seals. The bus was not safe to drive until the repairs were completed. The Committee asked how many miles were on the transit bus, and the estimate showed 68,726. The Committee stated that Christian Brothers has a Mercedes-Benz mechanic on its staff and the next time the bus needs repairs to call them for a possible quote. Bruce McGee made a motion to approve the purchase requisition for repairs to the transit bus. Scot Stokes seconded the motion to approve the purchase requisition for repairs to the transit bus, all in favor, motion passed.
- Review and approve the August 2019 Financial Statements. The Clerk/Treasurer explained that since the auditors review of previously submitted financial statements, they've requested changes be made to the way the monthly reconciliations are done. The Clerk/Treasurer is going to redo July and August monthly reconciliations and bring those to the Budget and Finance Committee for review along with the July and August 2019 Financials. She will bring all of those to the October 8th meeting if the Committee approves. The Committee approved of the Clerk/Treasurer bringing the corrected versions to the October 8th meeting.
- Review and recommend approval to Council Claims entered through 09/20/19. Richard Klose 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. Scot Stokes made a motion to recommend approval to Council the claims entered through 09/20/19, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 09/08/19 totaling \$206,503.39. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 09/08/19 totaling \$206,503.39, Scot Stokes 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 09/08/2019. The Committee reviewed the comp/overtime report for pay period ending 09/08/2019 and asked if Rock the Block was over. The Committee stated that yes Rock the Block had ended. The Clerk/Treasurer stated that she would have her Accounts Payable Clerk bill for the event.
- The Clerk/Treasurer stated that the auditors had been at City Hall for three days. The visit went very well, and they were very thorough in going over payroll, benefits and cash. To the Clerk/Treasurer's knowledge there were no significant findings and she learned a lot. The auditors will return in the future to complete the audit and the full report will be presented to the Council at that time.
- The Mayor stated that he had nothing for now.

Announcements –

- The next Budget and Finance Meeting will be held on October 8, 2019 at 5:30pm
- 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.