

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

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

**Others Present:**        **Mayor Nelson**                      **Bethany Langve**

The Meeting was called to order by Chair Eaton at 5:30 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 November 26, 2019 meeting. Council Member Eaton commented that the minutes needed to be amended. The supervisor of APE isn't Mike, it is Matt. The Clerk/Treasurer stated that she would make that correction. Richard Klose made a motion to approve the minutes of the November 26, 2019 Budget and Finance Committee meeting, as amended. Bruce McGee seconded the motion to approve the November 26, 2019 Budget and Finance Committee meeting minutes, as amended, all in favor, motion passed.
- Review and approve purchase requisitions – None
- Review and recommend approval to Council Claims entered through 12/06/19. Richard Klose had previously reviewed the Claims Detail report and the Check Register for accuracy. There were no questions regarding the claims. Richard Klose made a motion to recommend approval to Council the claims entered through 12/06/19, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 11/03/19 totaling \$192,474.58, the Payroll Register for pay period ending 11/17/19 totaling \$186,768.23, and the Payroll Register for pay period ending 12/01/19 totaling \$236,171.58. The Clerk/Treasurer stated that a couple of these had to be re-approved. The two-page summaries were reviewed, signed and dated for each pay period ending. Scot Stokes made a motion to approve all three of the Payroll Registers, Bruce McGee seconded the motion, all in favor, motion passed.

**New Business**

- 2020 Claims Review Schedule – The Committee discussed making a claims review schedule for the New Year. Emelie Eaton volunteered to review the claims for January 14<sup>th</sup>, Scot Stokes stated he would review the claims on January 28<sup>th</sup>, Bruce McGee stated he would review the claims on February 11<sup>th</sup>, Richard Klose stated he would review the claims on February 25<sup>th</sup>, Emelie Eaton stated she would review the claims again on March 10<sup>th</sup>, and Scot Stokes stated it would be his turn again on March 24<sup>th</sup>. The list is as follows:

Jan 14 – Emelie	Feb 25 - Richard
Jan 28 – Scot	Mar 10 - Emelie
Feb 11 – Bruce	Mar 24 - Scot

**Old Business** – none

**Other Items**

- The Clerk/Treasurer stated that the Committee could no longer review the detailed report of individual employee vacation, sick, comp and holiday time as this was not public record. She did state that the total amount of hours was public record and something that the Committee should

review as there was a dollar value attached to it. She would begin having the Payroll Clerk printout that total for review at each meeting.

- The Mayor stated that he had nothing to report at this time. The Committee asked him if there were any talks of adding an animal control position in the upcoming budget, as a member of the public had asked. The Mayor stated that the budget process for Fiscal Year 2021 has not started yet, however there has been talks of trying to add a half animal control, half parking control officer.

**Announcements –**

- The next Budget and Finance Meeting will be held on Monday December 23, 2019 at 5:30pm
- Richard Klose 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.**