

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 22, 2019**

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

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

The Meeting was called to order by Chair Eaton at 5:40 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 October 8, 2019 meeting. Mayor Nelson made a motion to approve the minutes of the October 8, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion to approve the October 8, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Ambulance Department for two CF-33 Toughbooks. The Committee reviewed the documents provided regarding the purchase requisition. They had no questions or comments regarding the purchase. Bruce McGee made a motion to approve the purchase requisition for the two CF-33 Toughbooks. Emelie Eaton seconded the motion to approve the purchase requisition for CF-33 Toughbooks, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Water Department for a lawn tractor. The Committee reviewed the documents provided regarding the purchase requisition. The committee asked if this tractor had a cab on it for the colder temperatures. The Clerk/Treasurer stated that she didn't know but she would find out. The Committee talked briefly regarding the three quotes and chose the Kubota Lawn Tractor. The Committee had no further questions or comments regarding the purchase. Bruce McGee made a motion to approve the purchase requisition for the Water Department to purchase a Kubota Lawn Tractor. Emelie Eaton seconded the motion to approve the purchase of a Kubota Lawn Tractor for the Water Department, all in favor, motion passed.
- Review and approve the September 2019 Utility Billing Adjustments. The Committee reviewed the September 2019 Utility Billing Adjustments and had no questions or comments. Richard Klose made a motion to approve the September 2019 Utility Billing Adjustments, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the September 2019 Financial Statements. The Clerk/Treasurer briefly went over the September 2019 Financial Statements. The Committee had no questions or comments. Bruce McGee made a motion to approve the September 2019 Financial Statements. Richard Klose seconded the motion to approve the September 2019 Financial Statements, all in favor, motion passed.
- Review and approve the September 2019 Month End Close Report. The Committee reviewed the September 2019 Month End Close report. The Committee had no questions or comments. Mayor Nelson made a motion to approve the September 2019 Month End Close report. Emelie Eaton seconded the motion to approve the September 2019 Month End Close report, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 10/18/19. Richard Klose had previously reviewed the Claims Detail report and the check register for accuracy. There were no questions regarding the claims. Bruce McGee made a motion to recommend approval to Council the claims entered through 10/18/19, Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 10/06/19 totaling \$189,175.76. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay period ending 10/06/19 totaling \$189,175.76, Bruce McGee seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

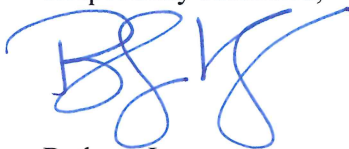
**Other Items**

- Review the September 2019 Journal Vouchers. The Committee reviewed the September 2019 Journal Vouchers and had no questions or comments.
- Review the Comp/Overtime report for pay period ending 10/06/2019. The Committee reviewed the comp/overtime report for pay period ending 10/06/2019 and had no questions or comments.
- The Clerk/Treasurer stated that she had looked into the purchases questioned at the 10/08/19 meeting. None of the purchases were made on different dates to circumvent the Purchasing Policy. What had happened is a purchase was made over a thousand dollars, with the Mayor's approval, and it was shipped in two separate shipments. The two separate shipments generated two invoices, and this is what made it look like two separate orders. All purchases were done correctly via the policy. The Clerk/Treasurer passed out to the Committee the warranty information for the heat trace approved at the 10/08/2019 meeting for the FAP Building. The Committee had no additional questions or comments regarding the heat trace.
- The Mayor stated that he had received the prosecutor's resignation. The Committee asked if it was normal for a prosecutor to put in their resignation so quickly. The Mayor stated that he had received some feedback from the previous law firm and this prosecutor that the workload was too demanding. The Committee stated that if the pay is not equal to the demand then the pay needed to be looked at. The Mayor agreed and stated that the City would need to go out for another prosecutor. The Committee asked if the City would be able to hire a full-time attorney. The Committee asked what the City currently pays for attorneys. The Clerk/Treasurer stated that currently the City pays approximately \$89,000 in just wages. The Committee asked if the City could look into hiring individuals recently out of law school. The Committee stated that if the City has a full-time workload then the City needs to pay full-time wages. The Mayor stated that he was working on a long-term solution, but it wasn't an easy one. The Mayor stated that he recently met with the Planning Director regarding delegating duties to his two staff members, and the meeting went well. The Mayor stated that he read in the Laurel Outlook a statement from Don Nelson regarding the intake not running nor being utilized. The Mayor stated that he will be attending the October 28, 2019 Emergency Services Committee meeting as the safety mill levy would be discussed. The Mayor also stated that the Ambulance response has gone up and he hopes that the department will stay encouraged with all the support they have from the Fire Department, Council and the citizens.

**Announcements** –

- The next Budget and Finance Meeting will be held on November 12, 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.**