

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, May 26, 2020**

Members Present: Emelie Eaton
Bruce McGee
Scot Stokes
Richard Klose

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 May 12, 2020 Budget and Finance Committee meeting minutes. Bruce McGee moved to approve the minutes as presented. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve purchase requisition from the Street Department for repairs on the street sweeper. The committee had questions regarding whether the City of Laurel was being taken advantage of in light of some of the itemized charges (\$1,600 just to ‘diagnose’ the problem; only one local vendor to make the repairs). The committee questioned whether, in light of the over \$20,000 to repair the current sweeper, it wouldn’t be less expensive to purchase a new one. There was confusion as to whether this was a bill for work already in progress or an estimate for work to be done. The committee stated that they could not determine, without answers to their questions, whether this was the best use of the taxpayer’s money. The committee felt that, in light of the amount of the request (over \$20,000) staff should have been willing to explain the request. Bruce made the motion to postpone decision on this item until such time as staff was present to answer questions. He further moved that if this was a time sensitive issue the committee could convene for a one item meeting to get this issue underway before the next Budget and Finance meeting. He felt that staff could coordinate the meeting time and availability. Scot seconded the motion. All in favor, motion passed.
- Review and recommend approval to Council, Claims entered through 5/22/20. Bruce McGee had previously reviewed the Claims Detail report and the check register for accuracy. He stated there were a couple purchases that were out of the ordinary but definitely necessary. Bruce McGee made a motion to recommend approval of the claims entered through 5/22/20. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 5/15/20 totaling \$6,264.44 and Pay Period ending 5/17/2020 totaling \$196,739.84. The two page summary for 5/17/2020 and the one page summary for 5/15/2020 were reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Registers for the pay period ending 5/15/20 totaling \$6,264.44 and 5/17/20 totaling \$196,739.84. Richard Klose seconded the motion, all in favor, motion passed.

New Business – none

Old Business – In light of the Purchase Requisition from the May 12, 2020 meeting, the committee requested staff inform them at the next meeting regarding what happened to the “old” Elena Subdivision lawn mower? The committee wanted to know if it was being used elsewhere in the City.

Other Items –

- Create a Claims Review Schedule:
 - 6/9/2020 – Scot Stokes will review the claims
 - 6/23/2020 – Richard Klose will review the claims
 - 7/14/2020 – Scot Stokes will review the claims
 - 7/28/2020 – Bruce McGee will review the claims
 - 8/11/2020 – Emelie Eaton will review the claims
 - 8/25/2020 – Richard Klose will review the claims
- Review the Comp/Overtime Report for the pay period 5/17/2020. The Committee noted that the Ambulance Department is suffering due to trying to cover all the COVID-19 calls.
- Review Olness & Associates Fiscal Year 2019 Audit letter. The committee noted that the letter was filled with so much generic wording as to be uninformative.
- Review Olness & Associates Closing Journal Vouchers for Fiscal year 2019. The committee noted that the transfers of money were coded and thus uninformative to those not familiar with the line item codes.
- Clerk/Treasurer Update. The Clerk/Treasurer was not in attendance and no update was provided.
- Update from the Mayor. The Mayor was not in attendance and no update was provided.

Announcements –

The next Budget and Finance meeting will be held on June 9, 2020 at 5:30 p.m. in the Council conference room.

Scot Stokes will be reviewing the claims for the June 9, 2020 Budget & Finance meeting.

The meeting was adjourned at 6:00.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Emelie Eaton". The signature is written in black ink and is somewhat stylized, with loops and flourishes.

Emelie Eaton
Budget and Finance Chair

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.