

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, FEBRUARY 19, 2019**

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

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

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 from the February 5, 2019 Budget and Finance Committee meeting – Bruce McGee made a motion to approve the minutes of the February 5, 2019 Budget and Finance Committee meeting, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for annual replacement of turnout gear. – The Fire Chief submitted his annual purchase requisition for replacement of turnout gear. This is an annual purchase that is budgeted by the Fire Chief. There were no questions or comments regarding this purchase. Bruce McGee made a motion to approve the purchase requisition from the Fire Department for annual replacement of turnout gear, seconded by Scot Stokes, all in favor, motion passed.
- Review and approve the January 2019 journal vouchers - The Committee reviewed the January 2019 journal vouchers. Bruce McGee made a motion to approve all the January 2019 journal vouchers, seconded by Scot Stokes, motion passed.
- Review and approve the January 2019 utility billing adjustments - The Committee reviewed the January 2019 utility billing adjustments. Emelie Eaton made a motion to approve the January 2019 utility billing adjustments, seconded by Scot Stokes, all in favor, motion passed.
- Review and approve the January 2019 financial statements - Bethany briefly went over the January 2019 financial statements. The Committee commented that they appreciated the notes that the Clerk/Treasurer made on the Financial Statements. Richard Klose made a motion to approve the January 2019 financial statements, seconded by Bruce McGee, all in favor, motion passed.
- Review and recommend approval to Council claims entered through 02/15/2019 – Scot Stokes had previously reviewed the claims detail report and the check register for accuracy. There were two questions regarding claims. The Clerk/Treasurer answered the questions. Richard Klose made a motion to recommend approval to Council all claims entered through 02/15/2019, seconded by Bruce McGee, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 02/10/2019 – The Committee reviewed the Comp/Overtime hours for pay period ending 02/10/2019 and had no questions or comments regarding the comp/overtime reports.
- Review and approve payroll register for pay period ending 02/10/2019 totaling \$164,283.72 – The Committee reviewed the payroll register for pay period ending 02/10/2019. Richard Klose made a

motion to approve the payroll register for pay period ending 02/10/2019 totaling \$164,283.72, seconded by Bruce McGee, all in favor, motion passed.

New Business

Old Business

Other Items

- The auditors will be back to complete the audit March 11-13th – The Clerk/Treasurer stated that the auditors will be back on March 11th through March 13th to complete the Fiscal Year 2018 audit.
- The Committee briefly discussed the budget process with the Mayor

Announcements

The next Budget and Finance Meeting will be held March 5, 2019 at 5:30pm

Respectfully submitted,



Bethany Langve
Clerk/Treasurer