

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 22, 2020**

Members Present: Emelie Eaton

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 August 11, 2020 meeting. Richard Klose made a motion to approve the minutes of the August 11, 2020 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the August 11, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve the minutes of the August 25, 2020 meeting. Richard Klose made a motion to approve the minutes of the August 25, 2020 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the August 25, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve the minutes of the September 8, 2020 meeting. Richard Klose made a motion to approve the minutes of the September 8, 2020 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the September 8, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve the August 2020 Utility Billing Adjustments. The Committee reviewed the August 2020 Utility Billing Adjustments. There were no comments or questions regarding the August 2020 Utility Billing Adjustments. Mayor Nelson made a motion to approve the August 2020 Utility Billing Adjustments. Emelie Eaton seconded the motion to approve the August 2020 Utility Billing Adjustments, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 09/18/2020. The Claims Detail reports and the Check Registers were reviewed for accuracy prior to the meeting, by the Committee. There were no questions or comments regarding the claims or check registers. Richard Klose made a motion to recommend approval to Council the claims entered through 09/18/2020. Mayor Nelson seconded the motion to recommend approval to Council the claims entered through 09/18/2020, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 09/06/2020 totaling \$235,936.18. Emelie Eaton made a motion to approve the payroll register for pay period ending 09/06/2020 totaling \$235,936.18. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 09/06/2020 totaling \$3,392.86. Richard Klose made a motion to approve the payroll register for pay period ending 09/06/2020 totaling \$3,392.86. Emelie Eaton seconded the motion, all in favor, motion passed.

New Business

- The Committee wanted to discuss Conflict of Interest as it pertains to not only the Budget and Finance Committee but City Council as a whole. What warrants a possible conflict of interest and how should it be handled were the two biggest questions the Committee had. The Mayor stated he would ask his City Attorney to weigh in on the subject and he would get information to the Committee. The Committee stated they would like to have this topic discussed at the October 6th Council Workshop meeting as it is a very important one. The Mayor stated he would make sure information was ready to be distributed prior to that meeting.
- The Committee wanted to know, after last meetings CIP discussion, how and when the Fire CIP came to be. The Clerk/Treasurer stated she did some research and she found it began during the 2007-2008 Budget. She stated she could not find anything regarding CIP funds in any of the current Fire District Contacts. She stated she didn't see anything about the new transfer of funds in the 2007-2008 Budget Memo so she was unsure of how it actually got started. She stated that transfers this large, and brand new, should be talked about in the Budget Memo. The Clerk/Treasurer stated the transfers are legal because they are approved in the budget resolution. She stated the transfers have continued annually thereafter. She stated she will keep researching to see if she can find anything else on the topic.

Old Business

- The Committee asked where the City was at with the enterprise equipment lease. The Clerk/Treasurer stated a discussion with the Public Works Director needed to take place regarding increasing the solid waste fees. As it is his department, he needs to be a part of the discussion. Once the revenue for solid waste is fixed, then this lease program can be entered.
- The Committee asked about a resolution regarding the meal pay/drill pay for the Fire Department. The Mayor stated this would be up to Council and a discussion regarding this would need to happen with full Council prior to a resolution being drafted. The Committee feels a resolution would be good for future Council Members and City Staff.
- The Committee reviewed additional information provided by Fire Chief Peters for the Fire Department's F-550 Brush Truck purchase requisition. The Committee stated they wanted to see a quote for a fully built vehicle. They stated they also wanted to see information regarding possible grant opportunities for Fire Department vehicles. The Committee stated if the Fire Department could get grant funds to pay for most or all the vehicle it would be less expensive than what they were presenting now. This would leave CIP funds open for other needed equipment. The Committee asked if the Chief would need to get multiple quotes for each piece of equipment should the truck be built by the department. The Mayor stated the Chief would be expected to follow the purchasing policy for each piece of equipment he would purchase.
- The Committee requested the same for the Command Vehicle as they did for the Brush Truck. They requested a quote for a fully built Command Vehicle and information regarding grant opportunities.

Other Items -

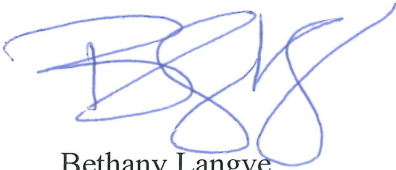
- Review the Comp/OT report for pay period ending 09/06/2020. The Committee reviewed the reports and had no questions or comments.
- Clerk/Treasurer Update – The Clerk/Treasurer stated the City can shutoff water again for non-payment. She stated all of City Hall staff, with the exception of Courts is working from home and it is going very well. She stated she is going to submit a CARES ACT reimbursement Friday the 25th and it should be funded within 30 days.

- Update from the Mayor – The Mayor stated the septic hauls for summer are above average and it is doing very well. July was \$10,621.48 and August was \$6,183.88.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday October 13, 2020 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting
- The meeting was adjourned at 6:25pm

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.