

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, January 09, 2024**

Members Present: Michelle Mize, Casey Wheeler, Heidi Sparks, Richard Klose

Others Present: Kelly Strecker

The meeting was called to order by the Committee Chair at 5:30 pm.

Public Input: There was no public comment.

General Items –

Chairman Richard Klose asked for nomination for the chair of this committee. Heidi Sparks nominated Richard Klose to remain as Chair. Michelle Mize seconded this nomination. Motion carried 4-0. Chairman Richard Klose asked for nomination for the Vice Chair of this committee. Heidi Sparks nominated Michelle Mize as vice chair. Casey Wheeler seconded this nomination. Motion carried 4-0.

1. Review and approve December 26, 2023, Budget and Finance Committee meeting minutes. The committee commented on an error in the minutes and would like Matt presented changed to Matt submitted. Heidi Sparks moved to approve the minutes of December 26, 2023, as corrected. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through January 5, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through January 5, 2024. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending December 24, 2023, totaling \$181,557.01. Heidi Sparks motioned to approve the payroll register for the pay period ending December 24, 2023, totaling \$181,557.01. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the December 2023 Utility Billing Adjustments. Heidi Sparks moved to approve December 2023 Utility Billing Adjustments. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.

New Business –

Old Business – Kelly stated that they are still working on getting the credit card rewards questions answered. There is a problem with the credit card company applying all points that were earned to only one account now. Kelly stated that we have done that and there still seems to be an error. Kelly said that she will try and work on this next week.

Other Items –

1. Review Comp/OT reports for the pay period ending December 24, 2024.

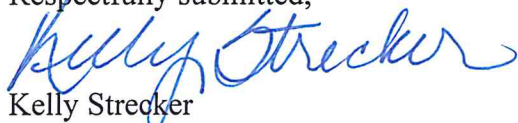
2. Mayor Update – The mayor was absent from the meeting.
3. Clerk/Treasurer Financial Update-Kelly said that all the final documents have been submitted to DNRC for the APRA reimbursement. She is just waiting to hear back that everything has been approved. Kelly will be out of the office next Thursday and Friday and stated that the auditors will be here the week of January 16th doing the annual audit. They had a cancellation so asked if they could come early. They were originally scheduled for the week of March 18, 2024.

Announcements –

4. The next Budget and Finance Committee meeting will be held on January 21, 2024, at 5:30 pm.
5. Richard Klose is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 p.m.

Respectfully submitted,



Kelly Strecker
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.