

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 20, 2019**

Members Present: Emelie Eaton

Scot Stokes

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 of the August 6, 2019 meeting. Scot Stokes made a motion to approve the August 6, 2019 Budget and Finance Committee meeting minutes, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve the June Fiscal Year End Closing Vouchers – The Clerk/Treasurer passed around the June closing vouchers. She gave a brief explanation for each. Scot Stokes made a motion to approve the June Fiscal Year End Closing Vouchers, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve the July 2019 Journal Vouchers. The Committee reviewed the July 2019 Journal Vouchers and had no questions or comments. Scot Stokes made a motion to approve the July 2019 Journal Vouchers, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve the July 2019 Utility Billing Adjustments. The Utility Billing Adjustment documents were reviewed, signed and dated. Mayor Nelson made a motion to approve the July 2019 Utility Billing Adjustments, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve the July 2019 Financial Statements. The Clerk/Treasurer asked if this could be moved to the September 10th meeting. She stated that it would make more sense if the financials were presented after the official budget was passed and all the correct budgetary information was entered in the accounting software. The Committee agreed and these financials will be presented on September 10th.
- Review and recommend approval to Council Claims entered through 8/16/19. Emelie Eaton reviewed the Claims Detail report and the check register for accuracy. Mayor Nelson made a motion to recommend approval of the claims entered through 8/16/19, Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 08/11/19 totaling \$176,755.43. The two-page summary was reviewed, signed and dated. Scot Stokes made a motion to approve the Payroll Register for the pay period ending 08/11/19 totaling \$176,755.43, Emelie Eaton seconded the motion, all in favor, motion passed.

New Business – none

Old Business

- The Clerk/Treasurer handed out an aged accounts receivable from Pintler Ambulance Billing showing what accounts had been turned over to Centron Collections. The Clerk/Treasurer will provide the Committee with this report on a quarterly basis.

Other Items –

- Review Comp/OT hours for pay period ending 08/11/2019 – The Committee reviewed the Comp/OT report for pay period ending 08/11/2019 and had no questions or comments.
- The Mayor gave an update on the East 6th Street project. He stated that the project is near completion, and that the sidewalk striping should be done in the next 30 days. There is going to be diagonal parking on the north side at the park and they are going to candle the crosswalk areas. The Mayor stated that there is going to be a change on the City Council agenda. All boards, commission and Committee minutes will now be placed under the *Reports of Boards and Commissions* section of the agenda. The Committee asked if someone wants to bring something to Council from a board should they wait until the minutes are on the agenda. The Mayor stated they should not wait until that board or committee's minutes are on the agenda. This is just a place for the minutes to be presented to the City Council and allow discussion of the minutes. The Mayor also stated that there is a new regional administrator for MDT, Ron Nelson, and the Mayor wants to meet with him. The underpass is going to need to be worked on in the future and the City needs to work with the railroad and MDT in order to get this done. The new intake was blown out by Rain 4 Rent. There was a lot of debris that was sucked up into the intake screen. The new intake is currently being used. After the intake was blown out, 20,000 gallons per minute were flowing through the intake. The City only needs approximately 3,000 gallons per minute to service the City and CHS. The thought is that when the new intake was turned on at low river flow it sucked up a lot of debris.
- Scot Stokes will review claims on the 10th and Richard Klose will review them on the 24th

For Next Meeting –

Announcements –

- The next Budget and Finance Meeting will be held on September 10, 2019 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting
- The Fiscal Year 2019 Audit is scheduled for September 16th

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.