

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, June 08, 2021**

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

Others Present: **Bethany Langve, Clerk/Treasurer**

The meeting was called to order by the Committee Chair at 5:32pm.

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.*

There was no public input.

General Items –

1. Review and approve the May 11, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the May 11, 2021 Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed.
2. Review and approve the May 25, 2021 Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of the May 25, 2021 Budget and Finance Committee meeting. Richard Klose seconded the motion, all in favor, motion passed.
3. Review and Approve purchase requisition from the Ambulance Department for three Glide Scopes with carrying cases. The Committee was presented with a letter from the Ambulance Director explaining the need for the devices. The Committee had no questions, and commented they thought this would be wonderful for the staff to have. Emelie Eaton made a motion to approve the Ambulance Department purchase requisition for three Glide Scopes with carrying cases. Richard Klose seconded the motion, all in favor, motion passed.
4. Review and Approve purchase requisition from the Ambulance Department for a MegaCode Kelly training mannequin. The Committee read a letter provided by the Ambulance Director and had no questions or comments regarding the purchase. Emelie Eaton made a motion to approve the Ambulance Department purchase requisition for the MegaCode Kelly training mannequin. Richard Klose seconded the motion, all in favor, motion passed.
5. Review and Approve purchase requisition from City Staff for a 2020 Ford Escape. This vehicle would be for all city staff to drive as there is currently no vehicle available to be driven out of the area. Currently rental prices are incredibly high, and this vehicle would be used instead of renting vehicles for staff to drive to conferences and trainings. The Clerk/Treasurer stated the City Staff has been looking into purchasing a new vehicle for staff use since before CAO Heidi Jensen's departure from the City. Emelie Eaton made a motion to approve the purchase requisition for the 2020 Ford Escape. Richard Klose seconded the motion, all in favor, motion passed.
6. Review and Approve purchase requisition from the sewer department for a new sludge container. The current sludge container is leaking, and this is a health hazard. The Clerk/Treasurer did explain that the cost of this sludge container could increase as the price of steel is not stable. Bruce McGee made a motion to approve the purchase requisition from the Sewer Department for the purchase of a new sludge container. Richard Klose seconded the motion, all in favor, motion passed.

7. Review and Approve purchase requisition from the Police Department for the purchase of a new 2021 Police Interceptor vehicle. The Committee read a letter presented from Chief Langve. The Committee asked if the vehicle would come with lights installed. The Clerk/Treasurer stated the vehicle would come with everything installed, except the items listed by the Chief. She stated the vehicle would need to go have the radio and radar detector installed. The Committee asked if there was a reason why the patrol rifle being purchased was more expensive than previous versions. The Clerk/Treasurer stated she did not know that answer but could ask the Chief. The Committee asked what the lead time was for the vehicle, and the Clerk/Treasurer stated six months. Emelie Eaton made a motion to approve the purchase requisition from the Police Department for the 2021 Police Interceptor vehicle. Bruce McGee seconded the motion, all in favor, motion passed.
8. Review and recommend approval to Council, Claims entered through 06/04/2021. The claims and check register had previously been reviewed by the Committee. The Committee asked who PetroData was. The Clerk/Treasurer stated PetroData was the new name U.S. Bank was having payments sent to now. There were no other questions or comments regarding the claims. Bruce McGee made a motion to approve the claims entered through 06/04/2021. Richard Klose seconded the motion, all in favor, motion passed.
9. Review and approve Payroll Register for pay period ending 05/30/2021 totaling \$202,116.20. Emelie Eaton made a motion to recommend approval of the payroll register for pay period ending 05/30/2021 totaling \$202,116.20. Bruce McGee seconded the motion, all in favor, motion passed.
10. Review and approve the May 2021 Utility Billing Adjustments. The Committee had no questions or comments regarding the May 2021 Utility Billing Adjustments. Emelie Eaton made a motion to approve the May 2021 Utility Billing Adjustments. Bruce McGee seconded the motion, all in favor, motion passed.

New Business –

11. Discussion regarding summer lawn care/maintenance – The Committee is concerned regarding the City's ability to hire summer help. Since there were only three hired last year, and maybe one hired this year there are concerns from the Council Members. The concerns are regarding the staff working too hard with the heat. The Committee asked if the funds budgeted for the summer help could be used to possibly contract with a lawn care company? The question was asked by the Committee if the Union would allow that? The Committee asked if the summer positions were union positions? The Committee asked if a contract was entered into would it violate the Union Agreement? The Clerk/Treasurer stated these questions were outside of her purview. She did state that she did not believe the summer staff were union positions. The Committee commented the City contracted with an individual for janitorial services during COVID. The comment was made that the janitor is not a union employee, so the situation is different. Everyone in attendance wished the Mayor had attended the meeting so he could have answered some of these questions.

Old Business –

12. The Committee requested the Meal Pay and Drill Pay Resolutions be moved to the next agenda since there were no updates.
13. The Committee stated the American Legion was going to look into a long term lease option for the Cemetery.

Other Items –

14. Review the Pay Period Ending 05/30/2021 Comp/Overtime Report. The Committee reviewed the comp/overtime reports and had no questions or comments.

15. Clerk/Treasurer Update – The Clerk/Treasurer stated the auditors would be at City Hall on September 13th to begin their work on Fiscal Year 2021.

16. Mayor Update – The Mayor was not in attendance

Announcements –

17. The next Budget and Finance Committee meeting will be held on June 22, 2021 at 5:30pm.

18. Emelie Eaton will be reviewing the claims for the next meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. Langve', with a long horizontal flourish extending to the right.

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.