Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 11, 2026

Members' Present: Tom Canape, Richard Klose, Casey Wheeler, Jessica Banks

Others Present: Kelly Gauslow, Matt Wheeler, Kris Vogele, Laura Kirschenman, Elizabeth Gilg

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

Public Input: There was no public comment.

General Items –

1. Review and approve July 28, 2026, Budget and Finance Committee meeting minutes. Tom Canape moved to approve the minutes of July 28, 2026. Casey Wheeler seconded the motion. With no objection, the minutes of July 28, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Jarred presented a purchase requisition for police radio upgrades. The Police Chief stated that the upgrade will improve interoperability with neighboring agencies and provide access to the state system. First Threat Installations will be doing the work. The cost of the radio upgrades is $9,436.56. Tom Canape moved to approve the purchase requisition for the police radio upgrades. Casey Wheeler seconded the motion. With no objection, the purchase requisition was approved. The Police Chief presented another purchase requisition for a emergency repair on one of the patrol cars. He stated that the repairs included a water pump, timing components, and front axle. Laurel Ford did the emergency repair and the cost was $6,086.01. Tom Canape moved to approve the purchase requisition for the patrol car repairs. Casey Wheeler seconded the motion. With no objection the purchase requisition was approved. Matt submitted at purchase requisition for repairs to the 2007 Volvo roll-off-garbage truck. Kelly Gauslow read Matt's notes as he could not be present at the meeting. The repairs were necessary to maintain garbage collection operations. There was brief discussion regarding increasing the current $5,000 threshold for repairs to $10,000. The cost of the repairs for the 2007 Volvo roll-off truck was $6,943.00 and the work will be done by Riverside Repair. Tom Canape made a motion to approve the purchase requisition for the repairs to the roll-off-truck. Jessica Banks seconded the motion. With no objection, the purchase requisition was approved. Kelly Gauslow presented another purchase requisition for Matt and read his notes. This requisition is for the parts to complete the repairs at the Elm Lift Station. The city Public Utilities department will perform the work on finishing up the repairs for the lift station. The cost of the parts is $9,798.34. Jessica Banks made a motion to approve the purchase requisition for the parts to complete the repairs on the Elm Lift Station. Tom Canape seconded the motion. With no objection, the requisition was approved.
3. Review and recommend approval to Council; claims entered through August 7, 2026. Tom Canape moved to approve the claims and check register for claims entered through August 7, 2026. Casey Wheeler seconded the motion. With no objection, the claims and check register of August 7, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending August 2, 2026, totaling $285,037.14. Jessica Banks motioned to approve the payroll register for the pay period ending August 2, 2026, totaling $285,037.14. Tom Canape seconded the motion. With no objection, the payroll register was approved. There was no public comment.
5. Review and approve July 2026 Utility Billing Adjustments. Jessica Banks moved to approve July 2026 Utility Billing Adjustments. Tom Canape seconded the motion. With no objection, the July 2026 Utility Billing Adjustments were approved. There was no public comment.

New Business - Repair authorization limit: There was a suggestion made by Matt in a letter to discuss increasing the repair approval threshold from **$5,000 to $10,000**, particularly due to increasing vehicle and equipment repair costs. Tom inquired where the balances for repairs of the trucks would come out of. Mayor informed him that they will come out of the enterprise funds since the trucks are being used across many different departments. The mayor said there would need to be a resolution prepared and brought forward at a future Council workshop.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending August 2, 2026. There was discussion. Tom Canape brought up the DEA position and Mayor stated there are concerns raised regarding the City's financial commitment to an officer assigned to another agency, including wages and benefits versus reimbursement received. Staff will investigate the funding arrangement, historical resolutions/approvals, and overall benefit to the City before bringing the matter forward for Council consideration.
2. Mayor Update – **General Fund/reserves:** The Dillon situation and the importance of maintaining adequate General Fund reserves and cash flow was emphasized, particularly to ensure sufficient funds for payroll and essential services between tax revenue receipts. Appreciation was expressed to Kelly S. for maintaining strong cash management and reserves.
   Bus transportation agreement: A signed agreement was received providing **$50,000** in funding beginning September 2026. The city will assume responsibility for paying drivers and plans to hire two part-time positions, approximately 20 hours each. Positions will be contingent upon annual funding.

3. Clerk/Treasurer Financial Update-Kelly is actively preparing the upcoming budget. She is not sure where we are at quite yet due to the change this year with the Tax Levy Calculation Report. There is training on the new report later this week. Current projections indicate that anticipated revenue increases will primarily help cover negotiated wage increases for bargaining units rather than provide significant discretionary funding.

Announcements –

1. The next Budget and Finance Committee meeting will be held on August 25, 2026, at 5:30 pm.
2. Jessica Banks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:03 p.m.

Respectfully submitted,

Kelly Gauslow

Kelly Gauslow

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.