

**MINUTES
BUDGET/FINANCE COMMITTEE
JULY 02, 2018 5:30 P.M.
CONFERENCE ROOM**

MEMBERS PRESENT:	Emelie Eaton Scot Stokes	Richard Klose Bruce McGee
OTHERS PRESENT:	Tom Nelson	Bethany Langve

Chairwoman Emelie Eaton called the meeting of the Budget/Finance Committee to order at 5:31 p.m.

The next regular Budget/Finance meeting will be on July 17, 2018 at 5:30 p.m.

The **minutes** of the June 19, 2018 meeting were reviewed. Richard made a motion to approve the minutes, Bruce seconded the motion, all in favor, motion passed.

Claims entered through 06/29/2018 which totaled \$491,868.12 were presented to the committee. Bruce reviewed both the Claims Detail Register and the Check Register to ensure accuracy. Bruce made a motion to approve the claims, Scot seconded the motion, all in favor, motion passed. Scot will be reviewing the next claims detail register and check register for accuracy.

One **purchase requisition** was presented to the committee for approval. The Clerk/Treasurer presented a purchase requisition requesting approval of a contract between the City of Laurel and Dorsey and Whitney. Dorsey and Whitney are the City's bond counsel and they are going to provide services associated with the sale of the bond to fund the SED Basin project. Emelie made a motion to approve the contract with Dorsey and Whitney for bond counsel services, Scot seconded the motion, all in favor, motion passed.

The **Comp/OT report** for PPE 06/17/2018 was reviewed by the Committee. The Committee had no questions associated with the Comp/OT report.

The **Payroll Registers** for PPE 06/17/2018 totaling \$175,972.23 were reviewed by the Committee. Scot made a motion to recommend Council approval of the payroll register, seconded by Bruce, all in favor, motion passed.

Clerk/Treasurer Comments:

Bethany stated that the new fiscal year is open. Fiscal Year 2018 closing process has begun and preparation for the audit is underway. The Committee had a question regarding the CAO budget and if line items were over or under budget. Bethany explained the report and how to identify budget changes, over expended line items and under expended line items.

Mayor's Comments:

The Mayor stated that the LURA fiscal year end reports would be going to council in September, after Fiscal Year 2018 was closed out. The Committee requested that the LURA fiscal year end reports be presented in a more user-friendly report. Bethany stated that she would redo the reports and bring them back to the Committee, before presentation to council. The Committee questioned the lunches that are provided at LURA and if they were necessary. The Mayor stated that food is no longer being provided at the LURA meetings. The Mayor stated that the new CAO is up and running, the City website was down over the weekend but is back up and there was an issue with the shelter rental on the 4th of July, but it's taken care of. The Mayor reported that Thursday July 5th there would be a Park Board meeting at 5:30 pm.

Other:

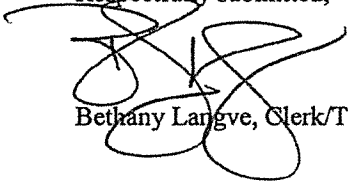
Bethany presented the LURA revenues and expenditures to the Committee, and there were no questions. Bethany stated that she had emailed Chief Peters regarding the fire driver pay formula. Chief Peters responded that a formula error had occurred and had been corrected. Bethany also found where the Fire Department had purchased a drone in June of 2016 for \$919.95. This drone is used to view areas of a wildland fire that are not accessible to the firemen due to safety issues. The Committee explained that the question regarding funding the Screw Press and Digester project had been answered by the Management Budget. The Committee did ask why the sewer camera had not been purchased. Bethany explained that the departments must wait until the Management budget has been passed and after July 1st, when the new fiscal year starts.

For next agenda:

- Clean-up Day numbers
- Dumping Station Figures
- Health Insurance Cap

The meeting adjourned at 6:20 p.m.

Respectfully submitted,



Bethany Langve, Clerk/Treasurer