

**MINUTES  
BUDGET/FINANCE COMMITTEE  
MAY 15, 2018 5:30 P.M.  
COUNCIL CONFERENCE ROOM**

MEMBERS PRESENT:       Emelie Eaton                       Bruce McGee  
                                  Richard Klose                       Scot Stokes

OTHERS PRESENT:        Bethany Langve                   Mayor Tom Nelson

Emelie called the regular meeting of the Budget/Finance Committee to order at 5:30 p.m.

There was no public present.

The next scheduled meeting will be June 5, 2018 at 5:30 p.m.

The **minutes** of the May 1, 2018 meeting were presented. Bruce made a motion to approve the minutes as presented, seconded by Richard, all in favor, motion passed.

The Mayor has reviewed and signed the April **journal vouchers**. Richard made a motion to approve the March journal vouchers, Scot seconded, all in favor, motion passed.

The **Utility Billing adjustments** were reviewed by the Committee. Bethany noted that there was nothing unusual about the adjustments. The adjustments were reviewed by each committee member. Richard made a motion to approve the UB adjustments, Scot seconded, all in favor, motion passed.

The monthly **financial statements** were reviewed by the Committee. Bethany briefly went through the reports. Scot made a motion to accept the financial statements, Richard seconded, all in favor, motion passed.

There were no **Purchase Requisitions** presented to the Committee.

Claims entered through 05/14/2018, totaling \$96,873.22, were presented to the Committee. Scot had previously reviewed the claims detail register and check register. There no questions from the committee regarding the claims. Scot made a motion to recommend approval of the claims to Council, Bruce seconded the motion, all in favor, motion passed.

The **Comp/Overtime** report for PPE 05/06/18 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.

The **Payroll Register** for PPE 05/06/18 totaling \$181,323.85 was reviewed by the Committee. Scot made a motion to recommend approval of the payroll register to the Council, Richard seconded the motion, all in favor, motion passed.

**Clerk/Treasurer's Comments:** Bethany had no comments.

**Mayor's Comments:** The Mayor stated the meetings to finish up Budget talks with the Department Heads will be scheduled soon. The Committee asked what the 10% budget cuts from each General Fund department was going to be used for. The Mayor stated that he wants to hire one additional police officer and work on the Ambulance Department. The Mayor stated that the Ambulance Department has improved by leaps and bounds but there is still a lot of work to be done. The Fire Chief is looking at changing the billing company being used by the Ambulance Department. He is hoping this will help increase revenues. The Committee asked if the City just changed the billing company. The Mayor stated that the billing company wasn't changed but the Schedule of Fees and Charges was changed. The Committee asked what the Fiscal Year 2019 Capital Improvement Funds were going to be used for. The Mayor stated that the City needs a new phone system and that is what the funds will be budgeted for.

The Mayor stated that no resolution regarding West Railroad being repaired with urban funds was found. He does understand that something needs to be done on West Railroad as there is a very large hole in the road. The Committee stated that the Public Works Committee brought the urban route and the hole in the road up when the resolution was signed to approve West Railroad as the priority urban route. West Railroad was then incorporated into a LURA project that included the roundabouts. The State doesn't like the roundabouts and the grain elevators can be considered historic, so the roundabout project is not looking feasible. The Committee wants to know what the process is for getting West Railroad repaired using urban funds. Bethany stated that it was her understanding notification needed to be sent to Katie Potts with MDT to set West Railroad as the priority. The Mayor stated that he believed a resolution of intent to release the funds for use needed to be done. The Committee would like to discuss this at the May 29<sup>th</sup> Council Workshop. The Mayor stated that input from the State is required to find out how this project can be set in motion. He also wants to make sure this project will not affect the TIF District extension. The Committee asked if any urban funds had been expended. It was thought that half the funds will be used for the traffic study and the other half will be used for the improvements. The Mayor stated that he doesn't believe any of the funds have been used to date. He will get information and have it in front of Council on the May 29<sup>th</sup> Workshop meeting.

**Other:**

The Committee asked Bethany to bring the current fiscal year totals, for the dumping station, to the next meeting. The Committee asked if any stats for the Laurel Clean-Up had been received yet. The Mayor stated that he has not received any yet. The Committee stated that the Laurel Clean-Up is a great event for the community and helps keep the City looking clean. Lots of brush and debris piles were removed during the clean-up.

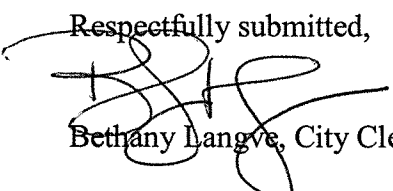
The Committee asked if Rotary was beneficial to the City. The Mayor stated that it is an opportunity for the City to network with local businesses. The Mayor will have the CAO go to these meetings once he/she is hired.

**For the Next Agenda:**

Dumping Station Fees

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

  
Bethany Langve, City Clerk/Treasurer