

**MINUTES
BUDGET/FINANCE COMMITTEE
APRIL 03, 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 5:30 p.m.

The next regular Budget/Finance meeting will be on Tuesday, April 17, 2018 at 5:00 p.m.

The **minutes** of the March 20, 2018 meeting were reviewed. Richard made a motion to approve the minutes, Scot seconded the motion, all in favor, motion passed.

Claims entered through 03/30/2018 which totaled \$31,699.01 were presented to the committee. Emelie reviewed both the Claims Detail Register and the Check Register to ensure accuracy. The Committee questioned the Rotary Dues, Fire Chief Uniform and who Laurel Power Systems, Inc. was. As the Mayor was not present during this discussion questions regarding Rotary and the Fire Chief uniform were held until the Mayor arrived. After the Mayor arrived he explained that Rotary was a place for business men and women to meet. He feels that Rotary is one location for the City of build goodwill with the community and keep current on events. The discussion regarding the Fire Chief's uniform was placed on the next Budget Finance meeting agenda. Richard made a motion to approve the claims, Scot seconded the motion, all in favor, motion passed.

Two **purchase requisition** were presented. The first purchase requisition was from the Police Chief to change out the lighting in the Police Department to LED lighting. There was a brief discussion by the Committee regarding the amount of money that would be saved annually going to LED lighting. Bruce made a motion to approve the purchase requisition for LED lighting in the Police Department, Richard seconded the motion, all in favor, motion passed. The second purchase requisition was from the Public Works Department for the new 72" lawn mower. The Committee asked if the mower was a budgeted item through the CIP. The answer was no, the lawn mower was not a budgeted item. The mower is a necessity, but it was not budgeted for the Fiscal Year 2017-2018. The Committee stated that the Public Works Department should have noted that need for the mower prior to the 2017-2018 budget and included it in the budget. Bruce made a motion to approve the purchase requisition for the 72" Lawn Mower, seconded by Scot, all Committee members voted nay, motion failed 0-4.

The **Comp/OT report** for PPE 03/25/2018 was reviewed by the Committee. The Committee questioned the continued overtime and or comp time accrual by Brittney. There has been no discussion regarding her continued comp time accrual between Brittney's department head and the Mayor.

The **Payroll Registers** for PPE 03/25/2018 totaling \$142,011.20 was reviewed by the Committee. Richard 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 she questioned her auditing team regarding movement of Water reserves from the operating cash account into the replacement cash account. After she received guidance from the auditors she then met with the Mayor and it was decided to move \$3,000,000 into the replacement cash account. These reserves are to help fund the SED Basin project and other replacement projects.

Mayor's Comments:

The Mayor stated that the SED Basin project is moving forward. The funding for the project looks to be ok but he wants to go over the engineering with staff and Great West. The 2003 intake is off at this time and is being used to expel excess water. The SED Basin project involves a valve that will meter open and closed to restrict the amount of water that enters the plant. The Committee asked if the new intake is currently working and the Mayor stated that it is. The City did not receive any acceptable applications for City Planner, so the job is still open. The City did receive several strong applications for the CAO position. All the new business cards are in and council should have received theirs. The Laurel Outlook will be hooking up a cable to the City's sound system to improve the sound broadcast through Facebook Live. The Outlook will be removing the cable after each meeting.

Other:**For next agenda:**

Fire Chief Uniform

Rotary Dues

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. Langve', with a stylized, flowing script.

Bethany Langve, Clerk/Treasurer