

**MINUTES
BUDGET/FINANCE COMMITTEE
FEBRUARY 06, 2018 5:35 P.M.
CONFERENCE ROOM**

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

Chairwoman Emelie Eaton called the meeting of the Budget/Finance Committee to order at 5:36 p.m.

The next regular Budget/Finance meeting will be on Tuesday, February 20, 2018 at 5:35 p.m.

Carl Jackson with KLJ was present to talk about a couple of task orders, invoicing and their processes. Carl explained how the contracting process works. There is a master service agreement between KLJ and the City of Laurel. This is a large umbrella that covers each individual project task order. Every project will be assigned a specific task order that negotiates the individual terms of each project. Carl and Kurt Markegard presented two wastewater task orders, in draft form, to the committee. To prepare a task order KLJ meets with the City employees to discuss the project. A draft task order is then prepared by KLJ and given to the City employees for comment and review. A final draft is then taken to council for approval. Kurt stated that there are times where the City may go meet KLJ in their offices. Carl explained that a majority of their services are billed in the overhead rates.

Kurt handed out a draft task order for the Screw Press. Carl explained that the task orders are detailed, so if something comes up that is not a part of the task order, a change order would not be a surprise to anyone. Carl explained that the City should be working on a long term CIP plan. Kurt explained that a long term CIP plan would help budget for future years. The Digester is one project that needs to be on a long term CIP plan. The Digester leaks so it must be fixed in the near future. Kurt handed out two additional draft task order for H2S Remediation and on-call services. The on-call task orders would be those emergency or odd jobs. KLJ would not proceed with any task orders without written requests. Kurt asked that Carl speak about the SED Basin project. Carl explained that since Great West Engineering has already done all of the project engineering it would cost the City more money to have KLJ review all of the engineering and get caught up on the design. Bruce stated that time and money are our greatest advisories and we want to save both. The Mayor stated that he had recently toured a SED Basin project that was similar to the design the City of Laurel is going to build. He stated that it works really well and he was impressed by it. The City can provide CHS raw water and save them a lot of money.

Emelie asked why the SED Basin plans were sent to DEQ prior to the council approving the project. The Mayor stated that the plans had to be approved the DEQ prior to going out to bid. Emelie asked what specifically went to DEQ for approval. The Mayor explained that all of the engineering plans went to DEQ for approval. Emelie asked how we got to the point we are now with the Intake project. Kurt stated that the Army Corps of Engineers has directed the City to do a re-survey of the wetlands to address any gains or losses to the wetlands. This survey must be done in order for the Army Corps to close out their permit. The re-survey is being requested because a culvert was taken out and put back in during the intake construction. Emelie stated that she appreciates KLJ being transparent with the City. The Mayor stated that going forward he will be ensuring that the Council will know what is going on and he will ensure transparency. Carl stated that the Public Works Director will be receiving monthly status updates on task orders. He also stated that it will take some time to figure out how the City and KLJ will work together. Scot asked who owned the culvert. The Mayor stated that the culvert is CHS's and during construction our contractors took it out and put it back in. Kurt explained that the culvert was moved approximately 100 feet and because of the move it must be re-

surveyed. Emelie explained that time was running out for the rest of the Budget Finance agenda and the committee had to move on. Everyone thanked Carl and Kurt for their time.

The **minutes** of the January 16, 2018 meeting were reviewed. Richard made a motion to approve the minutes, Bruce seconded the motion, all in favor, motion passed.

Claims entered through 02/02/2018 which totaled \$234,935.19 were presented to the committee. Emelie reviewed both the Claims Detail Register and the Check Register to ensure accuracy. There was discussion regarding the payment of claim A17118, in the amount of \$607.50. Emelie asked what exactly the claim was payment for, as there was no detailed invoicing attached. Bethany explained it was for meals and drill pay for the volunteer firemen. Emelie stated that without knowing exactly what the Budget Finance committee was approving, the claim should be put on to the next claim register, and more clarification requested. The Mayor stated that he felt the claim should be paid this time, and then future claims tabled until the clarification was received. Bruce agreed with Chairwoman Eaton and requested that the claim be removed from the current approval list until clarification was received. The claim was removed from the approval list. Emelie made a motion to approve the claims, as amended, Bruce seconded the motion, all in favor, motion passed.

No **purchase requisitions** was presented to the Committee.

The **Comp/OT report** for PPE 01/14/2018 was reviewed by the Committee. The Committee had no questions. The **Comp/OT report** for PPE 01/28/2018 was reviewed by the Committee. The Committee had no questions.

The **Payroll Registers** for PPE 01/14/2018 totaling \$176,453.26 and PPE 01/28/2018 totaling \$185,805.52 were reviewed by the Committee. Scot made a motion to recommend Council approval of the payroll registers, seconded by Richard, all in favor, motion passed.

Clerk/Treasurer Comments:

Bethany requested to move her items to the next meeting as there was little time left.

Mayor's Comments:

The Mayor stated that the TIFD would not be sunseting until 2022. Because of this there will be no large capital project done by the TIFD. Instead the TIFD will be looking into doing some projects on side streets like Wyoming and Idaho. The committee is looking at three blocks near the Railside Dinner. There is a meeting planned with KLJ to discuss the East 6th project.

Other:

For next agenda:

Enterprise Reserve Funds
Budget Process
Drill Pay/M meal Pay

The meeting adjourned at 6:25 p.m.

Respectfully submitted,



Bethany Keeler, Clerk/Treasurer