

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 10, 2020**

Members Present: **Emelie Eaton**
 Richard Klose

Scot Stokes

Others Present: **Mayor Nelson**

Bethany Langve

The Meeting was called to order by Chair Eaton at 5:33 pm.

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

- Review and approve the minutes of the February 25, 2020 meeting. Richard Klose made a motion to approve the minutes of the February 25, 2020 Budget and Finance Committee meeting. Mayor Nelson seconded the motion to approve the February 25, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Ambulance Department for the purchase of a CPR training device. The Committee asked if the vendor was a sole-source vendor, and if that is why there were no other quotes attached. The Clerk/Treasurer stated that most EMS purchases like this were specialty items, but she would check with the Ambulance Director. The Committee had no additional questions or comments regarding the purchase requisition. Scot Stokes made a motion to approve the purchase requisition from the Ambulance Department for the purchase of a CPR training device. Richard Klose seconded the purchase requisition from the Ambulance Department for the purchase of a CPR training device, all in favor, motion passed.
- Review and approve the February 2020 Utility Billing Adjustments. The Committee reviewed the February 2020 utility billing adjustments and had no questions. Emelie Eaton made a motion to approve the February 2020 Billing Adjustments. Scot Stokes seconded the motion to approve the February 2020 Billing Adjustments, all in favor, motion passed.
- Review and approve the January 2020 Month End Balance Sheet. The Committee reviewed the January 2020 Month End Balance Sheet and had no questions. Richard Klose made a motion to approve the January 2020 Month End Balance Sheet. Scot Stokes seconded the motion to approve the January 2020 Month End Balance Sheet, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 03/06/2020. Emelie Eaton reviewed the Claims Detail report and the Check Register for accuracy. There was a question regarding payment to Great West Engineering for the SED Basins. The Clerk/Treasurer stated that Great West Engineering was completing the operating manual for the SED Basins. The Committee also commented on the purchase of “Abandoned Vehicle” stickers. They were happy to see these being purchased. The Committee asked how the collections for the Ambulance department was going. The Clerk/Treasurer stated she would report on that at the next meeting. Emelie Eaton made a motion to recommend approval to Council the claims entered through 03/06/2020, Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 02/23/2020 totaling \$196,091.12. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the payroll register for pay period ending 02/23/2020 totaling \$196,091.12. Scot Stokes seconded the motion, all in favor, motion passed.

New Business – None

Old Business – None

Other Items

- Review the Comp/Overtime Report for pay period ending 02/23/2020. The Committee reviewed the report and had no questions or comments.
- A new claims review schedule was decided upon. Here is the new schedule:
4/14/2020 – Emelie Eaton 5/12/2020 – Bruce McGee
4/28/2020 – Richard Klose 5/26/2020 – Bruce McGee
- The Clerk/Treasurer stated that the proposals are back from the banks for the EDII bond. She is happy with the proposal chosen and is excited to bring it before Council.
- The Mayor stated that the ambulance had a total of 29 calls last week and only had 3 missed calls. He is sending out emails to everyone regarding COVID-19. He will not be having a meeting with DES, but he has talked to KC Williams and KC has sent the Mayor a bulletin to share with staff. The Mayor stated that we currently have no cases of COVID-19 in Yellowstone County, but he wants to be proactive and protect the elderly and people with underlying health issues.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday March 23, 2020 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting

Respectfully submitted,



Bethany Langve
Clerk/Treasurer

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