Minutes of City of Laurel Budget/Finance Committee Tuesday, June 22, 2021

Members Present:Emelie EatonBruce McGeeRichard KloseScot Stokes

Others Present: Bethany Langve, Clerk/Treasurer

Mayor Nelson, arrived late

The meeting was called to order by the Committee Chair at 5:30pm.

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.

There was no public input.

General Items -

- 1. Review and approve the June 08, 2021 Budget and Finance Committee meeting minutes. Scot Stokes moved to approve the minutes of the June 08, 2021 Budget and Finance Committee meeting. Richard Klose seconded the motion, all in favor, motion passed.
- 2. Review and Approve purchase requisition from the Police Department for replacement of a server. Upgrading the server is one of the final pieces in the IT upgrade. Emelie Eaton made a motion to approve the Police Department purchase requisition for the replacement of a server. Bruce McGee seconded the motion, all in favor, motion passed.
- 3. Review and Approve purchase requisition from the Sewer Department for the replacement of actuator plugs. The Clerk/Treasurer read an email provided by the Plants Superintendent. Emelie Eaton made a motion to approve the Sewer Department's purchase requisition for the replacement actuator plugs. Scot Stokes seconded the motion, all in favor, motion passed.
- **4.** Review and recommend approval to Council, Claims entered through 06/18/2021. The claims and check register had previously been reviewed by the Committee. Emelie Eaton made a motion to approve the claims entered through 06/18/2021. Bruce McGee seconded the motion, all in favor, motion passed.
- 5. Review and approve the August 2020 Month End Balancing Report. The Committee reviewed the August 2020 Month End Balancing Report and had no questions or comments. Scot Stokes made a motion to approve the August 2020 Month End Balancing Report. Bruce McGee seconded the motion, all in favor, motion passed.
- **6.** Review and approve the September 2020 Month End Balancing Report. The Committee reviewed the September 2020 Month End Balancing Report and had no questions or comments. Scot Stokes made a motion to approve the September 2020 Month End Balancing Report. Bruce McGee seconded the motion, all in favor, motion passed.
- 7. Review and approve the October 2020 Month End Balancing Report. The Committee reviewed the October 2020 Month End Balancing Report and had no questions or comments. Scot Stokes made a motion to approve the October 2020 Month End Balancing Report. Bruce McGee seconded the motion, all in favor, motion passed.
- **8.** Review and approve the September 2020 Financial Reports. The Committee reviewed the September 2020 Reports and had no questions or comments. Emelie Eaton made a motion to

- approve the September 2020 Financial Reports. Richard Klose seconded the motion, all in favor, motion passed.
- 9. Review and approve the October 2020 Financial Reports. The Committee reviewed the October 2020 Reports and had no questions or comments. Bruce McGee made a motion to approve the October 2020 Financial Reports. Scot Stokes seconded the motion, all in favor, motion passed.
- **10.** Review and approve the September 2020 Utility Billing Adjustments. The Committee had no questions or comments regarding the September 2020 Utility Billing Adjustments. Emelie Eaton mad a motion to approve the September 2020 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
- 11. Review and approve Payroll Register for pay period ending 06/13/2021 totaling \$197,219.20. Scot Stokes made a motion to recommend approval of the payroll register for pay period ending 06/13/2021 totaling \$197,219.20. Richard Klose seconded the motion, all in favor, motion passed.

New Business -

12. Discussion regarding changing the start time of the Budget and Finance Committee meetings — There was discussion regarding moving the day of the week and moving the start time back to 5:00pm for the Budget and Finance Committee. The reason for the change was to allow for better in-depth discussion. Having the Budget and Finance meeting prior to the City Council meetings does not allow for discussion to continue, if it is necessary, on certain topics. Scot Stokes made a motion to move the start time of the Budget and Finance Committee to 5:00pm. Richard Klose seconded the motion, all in favor, motion passed.

Old Business -

- 13. The Mayor stated this resolution should be coming forward to City Council on the 20th. The Mayor stated the meal pay would be coming out of the "meals" line item in Fiscal Year 2022. The Drill Pay will be paid by check to each individual fireman on their paychecks.
- 14. The Committee stated the American Legion voted to go with a 20–25-year lease. The lease can be renewed in 5-year increments. The American Legion agreed to pay \$50.00 per year. The City needs the legal description from Nick. The survey has been done and it is staked.

Other Items -

- 15. Review the Pay Period Ending 06/13/2021 Comp/Overtime Report. The Committee reviewed the comp/overtime reports and asked who was racing. The Clerk/Treasurer asked the Ambulance Director. The Ambulance Director stated the Big Sky 200 race was held north on Molt Road on Buffalo Trail. The Committee asked if the Ambulance Department got paid to stand by on that race. The Ambulance Director stated they got paid \$300 for the standby.
- 16. Clerk/Treasurer Update The Clerk/Treasurer stated the City has received the first half of ARPA funds. She stated Becky Bey is going to come do a presentation regarding ARPA funds.
- 17. Mayor Update The Mayor stated we are in Stage 2 fire restrictions.

Announcements -

- 18. The next Budget and Finance Committee meeting will be held on July 13, 2021 at 5:00pm.
- 19. Richard Klose will be reviewing the 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.