

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 09, 2021
Emelie Eaton, Committee Chair**

Members Present: **Emelie Eaton** **Richard Klose** **Bruce McGee**

Others Present: **Bethany Langve, Clerk/Treasurer**

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

Hallie Cross 1750 Ave E Billings MT 59102 – Wanted to speak to the Committee regarding the possibility of doing something with the \$10,000 available in the Animal Control budget. She stated there are a lot of stray cats in Laurel, and currently, there is nowhere for these animals to go. She stated the Animal Control officer doesn't carry a CHIP reader to determine if a cat or dog has a microchip. Cats and dogs can get out of their collars making tags useless. She stated the money could be used in conjunction with donations to spay, neuter and microchip up to 4-500 cats by December. Circle Two has offered to send out three vets with two vet technicians to assist with the process. There are foster and permanent homes lined up for these animals. There will be no euthanasia or taking of pets. She wants to help those pets who have been dumped and are reproducing. She stated distemper is a big issue with these animals, and one vaccine for distemper costs \$110. Clinics like the one she's proposing could provide this type of vaccine. Hallie stated conversations had taken place with the Chief of Police, and he stated the budget had been spoken for but there is about \$10,000 available due to the Animal Control Officer not being hired until November. She stated the Shepard and Bozeman shelters are full, and Yellowstone Valley Animal Shelters only helps Billings city limits. Whitney Solie 1101 Sunhaven Ave and Torria Tillet 54 5th Ave were also in attendance to support this effort.

General Items –

1. Review and approve the October 26, 2021, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the October 26, 2021, Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed 3-0.

2. Review and approve purchase requisition from the Water and Sewer Departments for keyless entry locking systems. The Clerk/Treasurer presented the Committee with the purchase requisition. The Committee had no questions or comments regarding the new installation. Bruce McGee made a motion to approve the purchase requisition from the Water and Sewer Departments for keyless entry locking systems. Richard Klose seconded the motion, all in favor, motion passed 3-0.
3. Review and approve the October 2021 Utility Billing Adjustments. The Committee reviewed the October 2021 Utility Billing Adjustments and had no questions or comments. Emelie Eaton made a motion to approve the October 2021 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed 3-0.
4. Review and recommend approval to Council, Claims entered through 11/05/2021. The claims and check register had previously been reviewed by the Committee. The Committee asked who had purchased coffee from Heidi's Coffee Cabin. The Clerk/Treasurer looked at the Claims report and stated she had purchased the coffee for her staff. The Committee asked her to sign her name next to the purchase and she did. There were no additional questions or comments regarding the claims. Bruce McGee made a motion to approve the claims entered through 11/05/2021. Richard Klose seconded the motion, all in favor, motion passed 3-0.
5. Review and approve Payroll Register for the pay period ending 10/31/2021 totaling \$226,647.29. Emelie Eaton made a motion to approve the payroll register for the pay period ending 10/31/2021 totaling \$226,647.29. Richard Klose seconded the motion, all in favor, motion passed 3-0.

New Business –

6. Discussion regarding HB-2 – The Clerk/Treasurer presented the Committee with sections of HB2 that pertained to the \$1,000,000 appropriated to the City of Laurel. She stated per section 4 of the bill, the money was restricted to the Laurel Water System. The Committee asked if they could pay off the intake water loan with the \$1,000,000, and the Clerk/Treasurer stated she did not see why that couldn't be done as the intake loan directly relates to the water system. She stated she would first check with the City Auditors before anything was done with the money.
7. CARES Funds Update – The Clerk/Treasurer stated she inadvertently omitted the CARES funds documents from the packet and asked if she could include the information in the November 23, 2021 packet. The Committee agreed this would be okay since one of the Committee members was not in attendance.
8. JC Hall/Fireman's Park lighting discussion – This topic had been figured out prior to the meeting and no discussion was required during the meeting.

Old Business –

9. The Committee had previously requested current CD rates. The Clerk/Treasurer provided a list of current CD rates to the Committee. The Committee reviewed the rates and asked the Clerk/Treasurer to bring the rates to the next meeting as one of the Committee members was absent from the meeting.


Other Items –

10. Review Comp/OT reports for the pay period ending 10/17/2021. The Committee asked if the Police department's shoot was local. One of the Committee members stated it was a local shoot. The Committee had no additional comments or questions.
11. Clerk/Treasurer Update – The Clerk/Treasurer stated she had no updates at this time. She did state that since there was no current Mayor, Emelie would be needed to sign all checks for the City. It would not be proper for Emelie to sign the checks and do the claims review because that would not be proper segregation of duties. The Clerk/Treasurer asked for someone to replace Emelie on the December 14th claims review schedule. Bruce McGee stated he would review claims on December 14th. Richard Klose stated he would review claims on December 28th.
12. Mayor Update – There was no update currently.

Announcements –

13. The next Budget and Finance Committee meeting will be held on November 23, 2021, at 5:30 pm.
14. 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.