

**MINUTES  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 05, 2019**

**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**

1. Review and approve the minutes from the January 15, 2019 Budget and Finance Committee meeting – Richard Klose made a motion to approve the minutes of the January 15, 2019 Budget and Finance Committee meeting, Scot Stokes seconded the motion, all in favor, motion passes.
2. Review claims entered through 02/01/2019 and recommend approval to Council – Bruce McGee had previously reviewed the claims detail report and check register for accuracy. He questions regarding the cost of toilet plungers and Montana Sheriffs and Peace Officers Association Dues. Those questions were answered by the Clerk Treasurer. Bruce McGee made a motion to approve the claims entered through 02/01/2019 and recommend approval to Council, Scot Stokes seconded the motion, all in favor, motion passes.
3. Review the Comp/Overtime report for Pay Period Ending 01/13/2019 – The comp/overtime report for pay period ending 01/13/2019 was reviewed by the committee. It was noted that there was a holiday worked during this pay period but nothing else to note.
4. Review the Comp/Overtime report for Pay Period Ending 01/27/2019 – The comp/overtime report for pay period ending 01/27/2019 was reviewed by the committee. It was noted that there was a holiday worked during this pay period, there was some plowing/snow removal, water leaks and the sludge dewatering project going on during this pay period.
5. Review and approve the payroll register for pay periods ending 01/13/2019 totaling \$167,282.70 and 01/27/2019 totaling \$185,141.06. The Committee reviewed the payroll register for pay periods ending 01/13/2019 and 01/27/2019. Richard Klose made a motion to approve the payroll register for pay periods ending 01/13/2019 totaling \$167,282.70 and 01/27/2019 totaling \$185,141.06, Bruce McGee seconded the motion, all in favor, motion passes.

**New Business**

**Old Business**

6. Update from the CAO regarding the Courts outstanding accounts receivables. The Committee stated that since the CAO was not in attendance there was not going to be an update on this subject. The Committee stated that for as long as this agenda item has been kept on the agenda the reporting has been slim and the question was asked if this item should be kept on the agenda going forward. The Committee asked the Clerk/Treasurer what accounting or reports she got from the Courts. The Clerk/Treasurer stated that she received monthly deposits from the Court and monthly accounting reports showing outstanding accounts receivables, including current amounts in collections. The Committee asked if the Judge had ever attended a meeting to be able to answer any of the questions asked by the Committee. Other Committee members answered that yes the Judge has attended previously to answer questions. The Judge tried to explain to staff and the Committee that from the judicial side of things she cannot simply write off these debts as the financial side would. The judicial side has different requirements than the financial side. The Committee felt that previous staff wasn't very willing to listen to the judge nor

work with her on the subject. The Committee felt that they were trying to take very different approaches to fixing the same issue. The Committee asked how this subject came to the Budget and Finance Committee. Other Committee members answered that the auditors brought forward an audit finding, and the previous CAO and Clerk/Treasurer brought it to the Budget and Finance Committee asking for help. The Committee asked why this issue is not an audit finding now. The outstanding court accounts receivable was very large and needed to reflect more accurate or collectable numbers. After the audit finding the Judge came up with a policy and has been following it to try to get the accounts receivables down. This satisfied the auditors and removed the audit finding. The Committee asked what collection agency the court currently uses. The Clerk/Treasurer stated that they use SABHRS and that they collect when people file state tax returns. The Committee asked if they collect when people file out of state returns. The Clerk/Treasurer stated that they only collect when someone files a Montana state return. The Committee asked why the courts chose SABHRS. The Clerk/Treasurer stated that she did not know why SABHRS had been chosen. The Committee decided that this subject needed to be removed from the Budget and Finance Committee agenda and that it needs to be worked on by staff. If the Mayor feels the Budget and Finance Committee needs to review this matter again, he can bring it to the Chairs attention or the Committee can be notified if it shows up through an audit finding.

#### **Other Items**

7. Chairwoman Eaton would like to share the City Council monthly budget report with the Committee – Chairwoman Eaton passed around the January monthly budget report. She stated that this report shows how the City Council is currently doing expenditure wise on their budget. She also passed around a report showing the leave totals for City staff.

#### **Announcements**

8. The next Budget and Finance Committee meeting will be held on February 19, 2019 at 5:30 pm