

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 24, 2020**

Members Present:	Emelie Eaton	Bruce McGee
	Richard Klose	
Others Present:	Mayor Nelson	Bethany Langve
	Lyndy Gurchiek	

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 November 10, 2020 Budget and Finance Committee meeting minutes. Bruce McGee moved to approve the minutes as presented. Richard Klose seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition from the Ambulance Department for pre-approval of several equipment purchases under the condition the State approved the purchases through the CARES Act reimbursement program. The Ambulance Director, Lyndy Gurchiek, presented to the Committee a request for pre-approval of new ambulance department equipment. These pieces of equipment had previously been sent to the State of Montana for pre-approval of reimbursement through the CARES ACT funding. The City has yet to hear back from the State regarding the pre-approval request, but if the equipment is approved the Department wants the approvals from the Budget and Finance Committee in place so purchasing can proceed quickly. There is a deadline of December 31st for possession and payment of this equipment so the department will need to proceed quickly if the State approves the reimbursement. The Ambulance Director stated she had heard from other agencies they had been approved for these purchases. All the items being requested provide a level of protection between the First Responder and a potentially positive COVID-19 patient. The Committee asked if the equipment would be new and the Ambulance Director stated it would be. The Committee asked if there would be enough time to get the equipment in prior to the December 31st date and the Ambulance Director stated she would confirm delivery dates prior to placing any orders. She stated that vendors are trying to make these delivery dates happen for agencies. Bruce McGee made a motion to approve the purchase requisition for the Ambulance Department equipment listed, with the stipulation the State approves reimbursement through the CARES Act reimbursement. Richard Klose seconded the motion to approve the purchase requisition, all in favor, motion passed.
3. Review and approve the May 2020 balancing sheet. The Committee reviewed the May 2020 balancing sheet and had no questions or comments. Richard Klose made a motion to approve the May 2020 balancing sheet. Bruce McGee seconded the motion, all in favor, motion passed.
4. Review and approve the October 2020 Utility Billing Adjustments. Emelie Eaton made a motion to approve the October 2020 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
5. Review and recommend approval to Council, Claims entered through 11/20/2020. The Claims Detail report and the check register had previously been reviewed for accuracy. There were no questions regarding the claims. Richard Klose made a motion to recommend

approval of the claims entered through 11/20/2020. Bruce McGee seconded the motion, all in favor, motion passed.

6. Review and approve Payroll Register for pay period ending 11/15/2020 totaling \$202,286.64. Richard Klose made a motion to recommend approval of the payroll register for pay period ending 11/15/2020 totaling \$202,286.64. Emelie Eaton seconded the motion, all in favor, motion passed.

New Business – none

Old Business –

7. Fire Association Meal Pay – Drill Pay discussion. The Chair had drafted two resolutions for the Fire Association Meal Pay and the Fire Association Drill Pay. The Committee asked if these would go to the City Attorney. The Mayor stated any resolution would have to go to the City Attorney for review. The Committee asked if these resolutions would help the auditors. The Clerk/Treasurer stated it would help put the information on record for everyone to refer to. The Committee would like for this to go to full Council to be discussed further as these are draft resolutions.

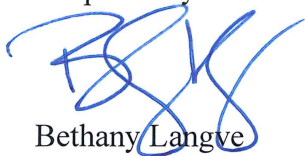
Other Items –

8. Clerk/Treasurer Update – The Clerk/Treasurer stated the City had been approved by the State to receive an additional \$350,558.00 in CARES funding.
9. Mayor Update – The Mayor stated he wanted to discuss some procedural items with the Committee.
10. The Committee requested the transit bus be discussed at the next meeting.

Announcements –

11. The next Budget and Finance Committee meeting will be held on December 8, 2020. The meeting will be held at 5:15pm via ZOOM or 5:30pm in person, method is yet to be determined.
12. Bruce McGee 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.