

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, July 16, 2019**

**Members Present:**    Emelie Eaton  
                                 Richard Klose

**Bruce McGee**

**Others Present: Mayor Nelson**

## Bethany Langve

**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 July 2, 2019 meeting. Bruce McGee made a motion to amend the minutes of the July 2, 2019 Budget and Finance Committee meeting to include the words “and Jude Kerr” after the word “attorney” on item number 2, under other items, and then strike the last sentence in that section. Richard Klose seconded the motion to amend the July 2, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed. Richard Klose made a motion to approve the July 2, 2019 Budget and Finance Committee meeting minutes as amended, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Fire Department Extrication Equipment. The Committee reviewed the purchase requisition for the extrication equipment. The Clerk/Treasurer explained that the City had reached out to Pat Kimmet with CHS for assistance in finding possible grants to help pay for the equipment. Mr. Kimmet forwarded a letter of need from Chief Peters to CHS’ foundation and the foundation has awarded the City \$10,000 a year for five (5) years to assist in paying for this vital equipment. Each of the Committee members expressed their gratitude and commented on the great relationship the City has with CHS. The Clerk/Treasurer stated that Chief Peters was going to try to do a demonstration for Council after he received the tools. Richard Klose made a motion to approve the Purchase Requisition from the Fire Department for purchase of the Extrication Tools, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Fire Department Ford F-350. The Committee reviewed the purchase requisition for the Ford F-350. The Clerk/Treasurer explained that this purchase was to replace an old 1976 vehicle that transports a compressor used to fill SCBAs. Richard Klose made a motion to approve the Purchase Requisition from the Fire Department for purchase of the Ford F-350, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Journal Vouchers. The Committee reviewed the June 2019 Journal Vouchers and had no questions or comments. Bruce McGee made a motion to approve the June 2019 Journal Vouchers, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Utility Billing Adjustments. The Utility Billing documents were reviewed, signed and dated. Richard Klose made a motion to approve the June 2019 Utility Billing Adjustments, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 7/12/19. Emelie Eaton reviewed the Claims Detail report and the check register for accuracy. Emelie Eaton made a

motion to recommend approval of the claims entered through 7/12/19, Mayor Nelson seconded the motion, all in favor, motion passed.

- Review Comp/Overtime hours for pay period ending 06/30/19. There were no questions or comments regarding the Comp/Overtime report.
- Review and approve Payroll Register for pay period ending 06/30/19 totaling \$210,531.14. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay period ending 06/30/19 totaling \$210,531.14, Bruce McGee seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business**

- The Clerk/Treasurer prepared a comparison of November 2017-June 2018 to November 2018- June 2019 for the Committee. The Revenues for 2108-2019 were \$1,877.70 greater. The Clerk/Treasurer explained that it is very difficult to compare and time periods for Ambulance because of all the variables involved with their billing. The Committee was happy to see that the revenues were increased by any amount.

**Other Items** –

The Mayor gave an update on the Ambulance Department. He stated that he received a proposal from AMR for two BLS staff to support our current volunteers. This would be a short-term contract to allow for more time to get the plan finalized to consolidate the Ambulance and Fire Departments and hire full time staff. The consolidation and hiring of staff takes a lot of preparation in order to do it correctly. The Mayor has been doing a lot of research and meeting with various other agencies in Montana that have consolidated Ambulance and Fire departments and he wants to make sure that this is done right.

**For Next Meeting** –

- Review update/change (journal vouchers, comp/OT, sick vacation accrual totals)
- Changing the Budget and Finance meetings to match Council Meetings

**Announcements** –

- The next Budget and Finance Meeting will be held on August 6, 2019 at 5:30pm
- Scot Stokes will be reviewing claims for the next meeting
- The Fiscal Year 2019 Audit is scheduled for September 16th

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.