

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, November 12, 2019**

**Members Present:**      **Emelie Eaton**                                      **Bruce McGee**  
   **Scot Stokes**

**Others Present:**      **Mayor Nelson**                                      **Bethany Langve**

The Meeting was called to order by Chair Eaton at 5:38 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.*

**General Items**

- Review and approve the minutes of the October 22, 2019 meeting. Bruce McGee made a motion to approve the minutes of the October 22, 2019 Budget and Finance Committee meeting. Scot Stokes seconded the motion to approve the October 22, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Sewer Department for emergent repairs to the Elm Lift Station pump. The Committee reviewed the documents provided regarding the purchase requisition. The Mayor explained that the pump had to be repaired in order to prevent sewage from backing up at the Elm Lift Station. He had approved the repairs as they were an emergency due to the potential of sewage backing up into nearby homes. The Committee asked if there were any other vendors that could have provided the repairs to the pump. The Mayor did not know but would ask the Public Works Director. Bruce McGee made a motion to approve the purchase requisition for the emergent repairs to the Elm Lift Station pump. Scot Stokes seconded the motion to approve the purchase requisition for emergent repairs to the Elm Lift Station pump, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Ambulance Department for portable radios. The Committee reviewed the documents provided regarding the purchase requisition. The committee asked if the bid was for 12 or 15 radios. The Clerk/Treasurer clarified that the request was in fact for 15 radios. The Committee commented that there were not three quotes attached nor was there documentation as to why. The Clerk/Treasurer stated that she would ask the Ambulance Director about this and get back to the Committee at the next meeting. Bruce McGee made a motion to approve the purchase requisition from the Ambulance Department for the purchase of portable radios. Scot Stokes seconded the motion to approve the purchase requisition from the Ambulance Department for the purchase of portable radios, all in favor, motion passed.
- Review and approve purchase requisitions – Purchase requisition from the Ambulance Department for a Ferno Stair Chair. The Committee reviewed the documents provided regarding the purchase requisition. The committee had no questions or comments. Bruce McGee made a motion to approve the purchase requisition from the Ambulance Department for the purchase of the Ferno Stair Chair. Scot Stokes seconded the motion to approve the purchase requisition from the Ambulance Department for the purchase of the Ferno Stair Chair, all in favor, motion passed.
- Review and approve the October 2019 Utility Billing Adjustments. The Committee reviewed the October 2019 Utility Billing Adjustments and had no questions or comments. Emelie Eaton made a motion to approve the October 2019 Utility Billing Adjustments, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve the October 2019 Financial Statements. The Clerk/Treasurer explained that she put this on the agenda in error. This item is supposed to be on the November 26, 2019 agenda. The Committee agreed to move the item to the November 26, 2019 agenda.

- Review and approve the October 2019 Month End Close Report. The Clerk/Treasurer explained that she put this on the agenda in error as well. This item is supposed to be on the November 26, 2019 agenda. The Committee agreed to move the item to the November 26, 2019 agenda
- Review and recommend approval to Council Claims entered through 11/08/19. Emelie Eaton had previously reviewed the Claims Detail report and the Check Register for accuracy. There were no questions regarding the claims. Bruce McGee made a motion to recommend approval to Council the claims entered through 11/08/19, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 10/25/19 totaling \$188,989.05. The Clerk/Treasurer stated that she had made an error on the agenda regarding the pay period ending date. The correct pay period ending date is 10/20/2019, not 10/25/2019. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 10/20/19 totaling \$188,989.05, Scot Stokes seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

**Other Items**

- Review the October 2019 Journal Vouchers. The Clerk/Treasurer explained that these were put on the agenda in error also and would need to be presented at the November 26, 2019 meeting. The Committee agreed to move the item to the November 26, 2019 meeting.
- Review the Comp/Overtime report for pay period ending 10/25/2019. The Clerk/Treasurer explained that there was an error on the agenda and the correct pay period ending date is 10/20/2019, not 10/25/2019. The Committee reviewed the comp/overtime report for pay period ending 10/20/2019 and asked if the City Police Department was participating in the DUI Task Force again this year. The Clerk/Treasurer stated that yes, they were. The Committee asked if the State of Montana did DUI checkpoints and the Mayor stated that would be a good question for the Chief of Police.
- The Clerk/Treasurer stated that she had nothing to report.
- The Mayor stated that he had received an email from a Park Board member regarding items not going to City Council. The Mayor stated that he forwarded that email to the board chair as that is the proper chain. The Mayor reported that since the EMS Director and EMTs were budgeted and after meeting with the current Volunteer Ambulance Director, it's been decided to hire five (5) full-time EMTs. He also stated that he is going to post for the full-time Fire Chief and this will not change the structure of the Fire Department. He stated that he wanted to prepare for the future now. He stated that we are currently a class two City and we've already petitioned to remain a class three City once.

**Announcements** –

- The next Budget and Finance Meeting will be held on November 26, 2019 at 5:30pm
- 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.**