

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 08, 2020**

Members Present: **Emelie Eaton**
 Bruce McGee

Richard Klose
Scot Stokes

Others Present: **Mayor Nelson**
 Bethany Langve

Chief Brent Peters

The Meeting was called to order by Chair Eaton at 5:31 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 increase to original purchase requisition from the Street Department for Street Sweeper repairs – The Clerk/Treasurer presented the original requisition from the Street Department for the repairs to the Street Sweeper. The actual repairs were \$423.52 greater than the original estimate. The Committee asked if the Street Sweeper was up and running. The Clerk/Treasurer stated the Mechanic did go pick it up and everything was working well. Bruce McGee made a motion to approve the increase to the original purchase requisition from the Street Department for the repairs to the Street Sweeper. Scot Stokes seconded the motion to approve the increase to the original purchase requisition from the Street Department for the repairs to the Street Sweeper, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for iPad replacement – The Fire Chief presented a purchase requisition from the Fire Department for the replacement of six iPads. The Chief explained the iPads were aging and one had in fact broken. Bruce McGee made a motion to approve the purchase requisition from the Fire Department for the replacement of six iPads. Scot Stokes seconded the motion to approve the purchase requisition from the Fire Department for the replacement of six iPads, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for Brush Truck and Command Truck purchase – The Fire Chief presented two purchase requisitions from the Fire Department for the purchase of a F-550 Brush Truck and a F-350 Command Truck. The Chief explained the Fire Department would do most of the building of the vehicles themselves to save money. The Fire Chief explained the funding for the purchase would come from a State Inter-cap loan and the annual payments would be made from the Fire Departments CIP fund. The Fire Department CIP fund is funded by 15% of the fire district contract revenues. The Chief stated the Fire Department has historically had two loans out at a time and they currently have the SCBA loan outstanding. The Committee asked how much is outstanding on the SCBA loan and when will it be paid off. The Clerk/Treasurer stated the SCBA loan would be paid off 08/15/2022 and the outstanding balance as of 06/30/2020 was \$58,681.89. The Committee asked when the Fire Department began having their own CIP fund. The Fire Chief stated he doesn't know when it began but he makes sure it is written into the Fire District contracts. The Fire Chief explained building these trucks themselves is going to save the City a significant amount of money. He stated he worked with Laurel Ford

and Councilmen Stokes built the quote for the Ford F-350. The Committee asked if that was a conflict of interest. Councilmen Stokes stated he would recuse himself from any voting on the Ford F-350. The Committee asked why there were not multiple bids for the trucks. The Fire Chief stated he could get multiple bids however the F-550 was going to be more difficult to find. The Committee asked if the City should be taking out a loan after just getting done with significant budget cuts and layoffs. The Fire Chief stated he would not be asking for these items if it caused any other department to make cuts. The Committee asked if the Fire Chief could look for grants to pay for the vehicles. The Fire Chief stated he could look for grants however it would depend on the grant committee. The Committee asked why these vehicles were not in the current budget. The Committee asked why these purchases cannot wait until the next budget year. The Chief stated the Brush Truck is a 1981 Brush Truck and the Command vehicle is undersized. He stated if their equipment breaks down, they cannot fulfill their obligations. The Committee asked the Clerk/Treasurer how the Fire CIP worked. The Clerk/Treasurer explained when the revenues are received from the fire district contracts 15% of those revenues, less any annual debt service payments, were transferred to a special cash account in the 4000 fund. This cash account was used for the Fire Department CIP purchases. The Committee asked what happens if the fire district do not pay, like fire district 7. The Clerk/Treasurer stated the revenues would not be transferred to the Fire CIP fund and the General Fund would have to pay the debt service. The Clerk/Treasurer did clarify that Fire District 7 was paid up to date now. The Fire Chief explained that each year the fire district contracts go up approximately 3%. The Committee stated they understand these assets are old and need to be replaced. The Committee also is sensitive to how the public may view a loan being taken out after the budget cuts, however this needs to be done. The Chief stated he would be happy to explain the process to the public. The Committee stated to move forward with the purchase requisitions more than one quote is required for each piece of equipment, as per the purchasing policy. The Chief stated he would get additional quotes and bring them to the next meeting.

- Review and approve purchase requisition from the Fire Department for new lockers – The Fire Chief began presenting a purchase requisition from the Fire Department for the purchase of new lockers. The Mayor stated this purchase requisition was not ready to be presented to the Budget and Finance Committee and would need to be delayed.
- Review and approve purchase requisition from the Transit Department for repairs to the transit bus transmission – The Clerk/Treasurer stated she received clarification from the City Mechanic regarding the repairs to the transit bus transmission. The City Mechanic contacted the repair shop and the transmission will be rebuilt. Scot Stokes made a motion to approve the purchase requisition from the Transit Department for the repairs to the transit bus transmission. Richard Klose seconded the motion to approve the purchase requisition from the Transit Department for the repairs to the transit bus transmission, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 09/04/2020. The Claims Detail reports and the Check Registers were reviewed for accuracy prior to the meeting, by the Committee. There was a question regarding the payment to Jedediah Walker. The Clerk/Treasurer explained this was the Medical Director. There was also a question regarding payment to Yellowstone Bank in the amount of \$25,819.86. The Clerk/Treasurer explained this was the payoff of SID 114. Bruce McGee made a motion to recommend approval to Council the claims entered through 09/04/2020. Scot Stokes seconded the motion to recommend approval to Council the claims entered through 09/04/2020, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 08/23/2020 totaling \$189,946.31. Bruce McGee made a motion to approve the payroll register for pay period ending 08/23/2020 totaling \$189,946.31. Richard Klose seconded the motion, all in favor, motion passed.

New Business - None

Old Business - None

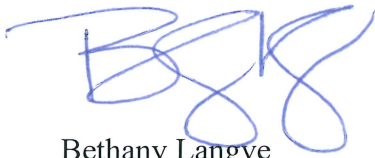
Other Items -

- Review the Comp/OT report for pay period ending 08/23/2020. The Committee reviewed the reports and had no questions or comments.
- Clerk/Treasurer Update – The Clerk/Treasurer stated she has nothing at this time.
- Update from the Mayor – The Mayor stated he had nothing at this time.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday September 22, 2020 at 5:30pm
- Richard Klose will be reviewing claims for the next meeting
- The meeting was adjourned at 6:28pm

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.