

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 27, 2021**

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

Others Present: **Mayor Nelson**
 Bethany Langve, Clerk/Treasurer
 Nathan Herman, Plants Superintendent

The meeting was called to order by the Committee Chair at 5:32pm.

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.*

There was no public input.

General Items –

1. Review and approve the April 13, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the April 13, 2021 Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition – The Committee was with a purchase requisition from the Water Department for replacement turbidity meters. Nathan Herman, City of Laurel Plants Superintendent, presented the Committee with the purchase requisition. He explained the current turbidity meters were approximately 15 years old and at the end of their useful life. Replacement parts for the current meters are very hard to find. Nathan explained the turbidity meters see how clean the water is after it has been treated. The current meters use a white light, and the new ones use a laser, so they are more accurate. The newer ones read across and at 90-degree angles. The three units would cost \$13,200. The Committee asked if this expenditure was budgeted. Nathan explained the Water Department budgets equipment replacement each year, and with the replacement parts getting harder and harder to find, it is time to replace the entire unit. Bruce McGee made a motion to approve the purchase requisition from the Water Department for three new turbidity meters. Richard Klose seconded the motion, all in favor, motion passed.
3. Review and Approve purchase requisition – The Committee was presented with two purchase requisitions from the Fire Department. The two purchase requisitions were presented together because they would either be approved together or denied together. The Fire Department would like to purchase a new Command Truck using CARES funds. The cost of the command truck is \$72,259.87. The Committee asked is the City had to save the CARES funds. The Clerk/Treasurer stated she had asked this question of the auditors, and they said no the City only had to abide by the purchasing policy. The Clerk/Treasurer also stated the funds had to be spent on the fund that the originally expended the money. She stated most of the money was originally expended out of the General Fund. The Committee asked what the expected time frame for delivery of the vehicle was. The Mayor and Clerk/Treasurer did not have this answer, so they were going to ask the Fire Chief and report back next Tuesday. The second purchase requisition was for the purchase and installation of radio equipment for the Command Truck. Bruce McGee made a motion to approve the purchase requisition from the Fire Department for the Command Truck. Scot Stokes seconded the motion, all in favor, motion passed. Bruce McGee made a

motion to approve the purchase requisition from the Fire Department for the purchase of radio equipment for the new Command Truck. Scot Stokes seconded the motion, all in favor, motion passed.

4. Review and recommend approval to Council, Claims entered through 04/22/2021. The claims and check register had previously been reviewed by the Committee. The Committee asked about the purchase of a new vacuum. The Clerk/Treasurer explained the Chief of Police purchased the vacuum for Calvin. The Committee asked why we had Calvin back if we had a contract with a cleaning lady. The Clerk/Treasurer explained with all the City Staff back in the offices Calvin was recalled from him layoff, and the contract with the cleaning lady was terminated. The Committee asked how many Roomba vacuums the City had. The Clerk/Treasurer stated there were two. Once in the Finance area and one in the City Court area. She explained Calvin cannot vacuum in the Finance area during the day because it is too disruptive, so the Roomba runs every day at 6:00pm. Emelie Eaton made a motion to approve the claims entered through 04/22/2021. Richard Klose seconded the motion, all in favor, motion passed.
5. Review and approve the December 2020 Utility Billing Adjustments. There were no questions or comments. Emelie Eaton made a motion to approve the December 2020 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
6. Review and approve the January 2021 Utility Billing Adjustments. There were no questions or comments. Emelie Eaton made a motion to approve the January 2021 Utility Billing Adjustments. Scot Stokes seconded the motion, all in favor, motion passed.
7. Review and approve the February 2021 Utility Billing Adjustments. There were no questions or comments. Emelie Eaton made a motion to approve the February 2021 Utility Billing Adjustments. Bruce McGee seconded the motion, all in favor, motion passed.
8. Review and approve the March 2021 Utility Billing Adjustments. There were no questions or comments. Emelie Eaton made a motion to approve the March 2021 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
9. Review and approve Payroll Register for pay period ending 04/18/2021 totaling \$192,766.22. Emelie Eaton made a motion to recommend approval of the payroll register for pay period ending 04/18/2021 totaling \$192,766.22. Scot Stokes seconded the motion, all in favor, motion passed.

New Business – None

Old Business –

10. The Mayor stated the Meal Pay and Drill Pay resolutions were just about done and should be presented at the May 11th Budget and Finance meeting.
11. Regarding the cemetery parking lot, the Planning Director was going to get some legal descriptions.

Other Items –

12. Review the Pay Period Ending 04/18/2021 Comp/Overtime Report. The Committee reviewed the comp/overtime reports and had no questions or comments.
13. Clerk/Treasurer Update – The Clerk/Treasurer stated with the recently passed American Rescue Plan, there is a provision in it that Government Entities must pay COBRA premiums for terminated or laid off employees. The Clerk/Treasurer stated she tried to get some information regarding this provision from MMIA and Montana Leagues of Cities and Towns but has yet to receive anything. The Committee asked if the City of Laurel had anyone that would possibly have their COBR premiums paid for. The Clerk/Treasurer stated there were 3, and the City's health insurance provider would handle all the notices to those individuals.

14. Mayor Update – The Mayor stated there will be no health insurance premium increases this next fiscal year. Recently there were 19 Ambulance calls and only three had no driver. He said there were 6 calls today, with 3 calls in a row. He stated the Ambulance Director has requested sleeping quarters for the employees and he is looking into making that happen as it is a much needed for them. The staff work 24 and 16 hour shifts in the ambulance department. The Mayor stated he is working with the Police Chief to remodel the Police Department breezeway. The Committee asked if the Police Department was getting an additional officer. The Mayor stated the only additional officer was the K9 Officer, Colt.

Announcements –

15. The next Budget and Finance Committee meeting will be held on May 11, 2021 at 5:30pm.
16. Richard Klose 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.