

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 06, 2019**

Members Present: **Emelie Eaton (via Phone)** **Richard Klose**
 Scot Stokes (arrived late)

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 16, 2019 meeting. Mayor Nelson made a motion to approve the minutes of the July 16, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the July 16, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – Sewer Department Screw A Pump. The Committee reviewed the purchase requisition for the Screw A Pump. The letter from the Public Works Director answered any questions the Committee may have had, so they had no additional questions. Emelie Eaton made a motion to approve the Purchase Requisition from the Sewer Department for purchase of the Screw A Pump, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – City Hall for MS Office 365 Email Migration. The Committee reviewed the purchase requisition for the MS Office 365 Email Migration. The Clerk/Treasurer explained that this purchase was to get all the City onto Microsoft Office 365 instead of PoP Email. This has been something the Mayor has been wanting since he took office. Richard Klose made a motion to approve the Purchase Requisition from City Hall for purchase of the Microsoft Office 365 Email Migration, Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve amendment to purchase requisitions – Ambulance Department for QRU. The Clerk/Treasurer explained that when the QRU purchase requisition was brought before the Budget and Finance Committee a portion of the request was included in the packet but not included in the total dollar figure. The quote for putting on the light bar, pushbar, etc. was in the packet and written on the purchase requisition but that dollar amount was not included in the total request approved by the Budget and Finance Committee. This amendment is for the approval of that quote from Sirenet. Emelie Eaton made a motion to approve the amendment to the Purchase Requisition from Ambulance Department for purchase of the QRU, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the Fiscal Year 2019 Bank Reconciliations. The Clerk/Treasurer explained that after her Fiscal Year 2018 audit finding the auditors requested that she have the Budget and Finance Committee, or the City Council review the bank reconciliations and sign off on them. The Committee reviewed the bank reconciliations and had no questions. Richard Klose made a motion to approve the Fiscal Year 2019 Bank Reconciliations, Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. The Committee reviewed the June 2019 Financial Statements and had no questions or comments. Richard Klose made a motion to approve the June 2019 Journal Vouchers, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 8/02/19. 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 8/02/19, Richard Klose seconded the motion, all in favor, motion passed.

- Review Comp/Overtime hours for pay periods ending 07/14/19 and 07/28/2019. There were no questions or comments regarding the Comp/Overtime reports.
- Review and approve Payroll Register for pay periods ending 07/14/19 totaling \$185,882.02 and 07/28/2019 totaling \$186,599.10. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay periods ending 07/14/19 totaling \$185,882.02 and 07/28/2019 totaling \$186,599.10, Scot Stokes seconded the motion, all in favor, motion passed.

New Business – none

Old Business

- The Clerk/Treasurer stated that collection accounts were being sent to Centron from Pintler. She was waiting for a report from Pintler on current collection accounts.

Other Items –

The Mayor gave an update on his current focus. He is currently focused on City growth and increasing revenues. There are four annexations coming forward soon. The SED Basin project is almost complete. The Mayor has directed staff to develop a system to blow out the new intake due to turbidities. He Committee asked if the new intake was only being partially used. The Mayor stated that the new intake was only being partially used as it is not needed entirely. During low water the 2003 intake is used, however the Mayor wants the new intake to be used 24/7 365 days a year. He wants to work with the State of Montana to get the underpass repaired as it needs a lot of work. The Emergency Services Committee is working with the Mayor to form a special committee to work on a Safety Mill Levy for the Ambulance Department. The Mayor and the EMS Committee wants this on a special ballot next year. The Mayor is working on combining the Ambulance and Fire Departments under a full-time EMS Chief and hiring EMT/Firefighters. This is a lengthy process that he is working on to ensure that it is done correctly. The Mayor stated that the City should be hiring a full-time Dispatcher soon and the dispatcher that has been out on leave should be returning soon. The Committee asked the Mayor about opening Riverside Park up for camping prior to removing the trees. The Mayor stated that MMIA named those trees as a liability issue and until they are removed there will be no camping in the park.

There will be no Budget and Finance meeting on the 3rd. There will be a meeting on the 27th and then one on the 10th of September.

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 20, 2019 at 5:30pm
- Bruce McGee 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.