

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 8, 2019**

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

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 September 24, 2019 meeting. Richard Klose made a motion to approve the minutes of the September 24, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Toughbooks. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked what the date of the last Police Department Toughbook purchase was. The Clerk/Treasurer explained that the Toughbooks the Police Department have now are one they received from another agency. She is not sure when or if the Police Department has purchase Toughbooks. Richard Klose made a motion to approve the Purchase Requisition from the Police Department for the Toughbooks. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Police Vehicle. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked for clarification regarding the lease. The Committee wanted to know if this was a lease to own or if the vehicle would be returned for a new vehicle after three years. The Clerk/Treasurer stated that after the third lease payment the City would own the vehicle. Richard Klose made a motion to approve the Purchase Requisition from the Police Department for the three-year lease of a new Dodge Durango Police Vehicle. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – City Hall Handrail. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked why there was only one quote attached to the purchase requisition. The Clerk/Treasurer explained that the Public Works Director had solicited others but only received the one quote. The Committee commented that this repair seemed to be very expensive. Richard Klose made a motion to approve the Purchase Requisition from City Hall for the replacement and repair of the handrail outside Council Chambers. Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – FAP Building Heat Trace. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked why there was only one vendor quote attached. The Clerk/Treasurer explained that the vendor was going to be doing other repairs during this time. The Clerk/Treasurer stated that the quote was for the entire FAP Building however the Mayor had decided to only do the Northwest and Southwest areas at this time. These are the two most critical areas as they are where our Fire and Police personnel frequent. The Committee asked what the warranty of the heat tape was, and the Clerk/Treasurer stated that she would investigate that and report back at the next meeting. Richard Klose made a motion to approve the Purchase Requisition for the FAP Building Heat Trace. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the July and August 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. The Committee reviewed the July and August 2019 Financial Statements and had no questions or comments. Bruce McGee made a motion to approve the July and August 2019 Financial Statements. Emelie Eaton seconded the motion, all in favor, motion passed.

- Review and approve the August 2019 Journal Vouchers. The Committee reviewed the August 2019 Journal Vouchers and had no questions or comments. Richard Klose made a motion to approve the August 2019 Journal Vouchers. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the August 2019 Utility Billing Adjustments. The Committee reviewed the August 2019 Utility Billing Adjustments and had no questions or comments. Bruce McGee made a motion to approve the August 2019 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 10/04/19. Emelie Eaton had previously reviewed the Claims Detail report and the check register for accuracy. She questioned if some departments were still making purchases days apart in order to circumvent the purchasing policy. The Clerk/Treasurer stated that the claims were locked in the vault and she would investigate that and report back at the next meeting. The Committee asked if the Century Link, Charter and Verizon billings could be consolidated into just one vendor. The Clerk/Treasurer stated that she didn't believe so since they all provided very different services, but she would check on it. Emelie Eaton made a motion to recommend approval to Council the claims entered through 10/04/19. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 09/22/19 totaling \$183,585.35. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 09/22/19 totaling \$183,585.35. Richard Klose seconded the motion, all in favor, motion passed.

New Business

- The Clerk/Treasurer asked the Committee if they wished to move the December 24th Budget and Finance meeting to Monday December 23rd to coincide with the City Council Meeting. The Committee agreed that moving the meeting to coincide with the City Council Meeting was appropriate.

Old Business – none

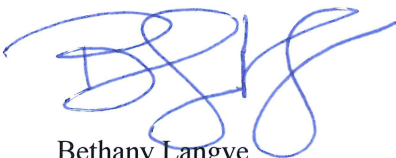
Other Items

- Review the Comp/Overtime report for pay period ending 09/22/2019. The Committee reviewed the comp/overtime report for pay period ending 09/22/2019 and had no questions or comments.
- The Mayor stated that the prosecuting attorney, Teague Westrope, met with Yellowstone County regarding the Victim Witness funds and a possible interlocal agreement. Teague stated that the City could not enter into an agreement with the County at this time. Teague is very willing and wants to utilize the funds by hiring a victim witness advocacy individual. The Mayor stated that the Judge would need to be included on anything regarding this and he would report to the Committee after any meetings take place in the future. The Mayor informed the Committee that the newly hired 911 dispatcher started working Monday the 7th.

Announcements –

- The next Budget and Finance Meeting will be held on October 22, 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.