

AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, JANUARY 14, 2020 5:30 PM COUNCIL CONFERENCE ROOM

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

- <u>1.</u> Review and approve the December 23, 2019 Budget and Finance Committee meeting minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and approve the December 2019 Utility Billing Adjustments.
- 4. Review, and recommend approval to Council, claims entered through 01/10/2020.
- 5. Review and approve the payroll register for pay period ending 12/29/2019 totaling \$198,253.41.

New Business

Old Business

Other Items

- 6. Review Comp/OT Report for pay period ending 12/29/2019.
- 7. Clerk/Treasurer Update.
- 8. Update from the Mayor.

Announcements

- 9. The next Budget and Finance Committee meeting will be held on January 28, 2020.
- 10. Scot Stokes will be reviewing the claims for the next meeting.

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

DATES TO REMEMBER

Item Attachment Documents:

1. Review and approve the December 23, 2019 Budget and Finance Committee meeting minutes.

Minutes of City of Laurel Budget/Finance Committee Tuesday, December 23, 2019

Members Present:	Emelie Eaton	Richard Klose
Others Present:	Mayor Nelson	Bethany Langve

The Meeting was called to order by Chair Eaton at 5:30 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 December 10, 2019 meeting. Richard Klose made a motion to approve the minutes of the December 10, 2019 Budget and Finance Committee meeting. Mayor Nelson seconded the motion to approve the December 10, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions There were none presented.
- Review and approve the November 2019 Financial Statements. The Clerk/Treasurer briefly went over the November 2019 Financial Statements. The Committee had no questions or comments. Richard Klose made a motion to approve the November 2019 Financial Statements. Mayor Nelson seconded the motion to approve the November 2019 Financial Statements, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 12/20/19. Richard Klose had previously reviewed the Claims Detail report and the check register for accuracy. There were no questions regarding the claims. Richard Klose made a motion to recommend approval to Council the claims entered through 12/20/19, Mayor Nelson seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 12/15/19 totaling \$184,329.28. The twopage summary was reviewed, signed and dated. Emelie Eaton made a motion to approve the Payroll Register for the pay period ending 12/15/19 totaling \$184,329.28, Richard Klose seconded the motion, all in favor, motion passed.

New Business - None

Old Business – None

Other Items

- Review the November Journal Vouchers. The Committee briefly reviewed the November Journal Vouchers and had no comments or questions.
- Review the Comp/Overtime report for pay period ending 12/15/2019. The Committee reviewed the
- The Clerk/Treasurer stated that she no updates at this time. The Committee asked about the upcoming East Downtown Infrastructure project bond sale and how that was going to work. The Clerk/Treasurer stated that this bond sale would be new, and she would need to speak with bond counsel regarding that. She would report back to the committee after she spoke to the bond counsel.
- The Mayor stated that he had nothing to report at this time.

Announcements -

- The next Budget and Finance Meeting will be held on January 14, 2020 at 5:30pm
- Emelie Eaton 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.

Item Attachment Documents:

6. Review Comp/OT Report for pay period ending 12/29/2019.

Comp and Overtime Report

* REIMURSED OT *

PPE: 12-30-19

Division: POLICE

Submitted by: <u>LANGVE</u>

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Coma and Overtime Report

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Coma and Overtime Report

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Comp and Overtime Report

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Coma and Overtime Report

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