



CORRECTED AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 10, 2019
5:30 PM
CITY 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:

1. Review and approve the minutes from the November 26, 2019 Budget and Finance Committee meeting.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council claims entered through 12/06/2019.
4. Review and reapprove the payroll register for pay period ending 11/03/2019 totaling \$192,474.58. Review and approve the payroll register for pay period ending 11/17/2019 totaling \$186,768.23. Review and approve the payroll register for pay period ending 12/01/2019 totaling \$236,171.58.

New Business

5. 2020 Claims Review Schedule.

Old Business

Other Items

6. Update from Clerk/Treasurer.
7. Update from Mayor Nelson.

Announcements

8. The next Budget and Finance Committee meeting will be held on **Monday** December **23**, 2019.
9. Bruce McGee will be doing claims review 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.

Item Attachment Documents:

5. Review and approve the minutes from the November 26, 2019 Budget and Finance Committee meeting.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 26, 2019**

Members Present: **Emelie Eaton**
 Scot Stokes

Richard Klose

Others Present: **Mayor Nelson**
 Heidi Sparks

Bethany Langve

The Meeting was called to order by Chair Eaton at 5:40 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.*

Dennis Eaton with Advanced Pump & Equipment, Inc. (APE). Dennis stated that his supervisor, Mike, wanted to be at this meeting but had a family commitment so Mike could not attend. Dennis stated that his supervisor had heard the City recently repaired a lift station pump. That pump was a Gormon Rupp pump and APE works on those pumps. APE also sells pump parts and Dennis feels that his company could have saved the City some money on the repair of that pump. He stated that APE does business with Cenex, Stillwater Mine, The City of Billings, and The City of Columbus. APE is also a certified operator for the Yellowstone Boys and Girls Ranch. APE also provides maintenance programs for pumps to help save money on repairs. The maintenance programs provide reports on the health of the motors. These reports help forecast when a motor is getting ready to fail, rather than wait for it to fail. All of APE's technicians are certified "confined spaces" technicians and are certified for Berthold. They also work with a lot of the local Engineering firms, and APE is a local company. Since Dennis is married to Council President Eaton, he doesn't want anyone to think any nepotism is going on, so he has been hesitant to approach the City regarding business. The Mayor asked Dennis if he was capable of providing a proposal to the City regarding what APE could provide. Dennis stated that yes, he and his supervisor, Mike, could provide a proposal. The Committee asked the Mayor if he would like this proposal presented at a Public Works meeting on December 16th at 6:00 PM. The Mayor stated that he would like this presentation to occur at the December 16th Public Works meeting. Dennis thanked the Committee and the Mayor for their time and was looking forward to the Public Works meeting.

General Items

- Review and approve the minutes of the November 12, 2019 meeting. Richard Klose made a motion to approve the minutes of the November 12, 2019 Budget and Finance Committee meeting. Heidi Sparks seconded the motion to approve the November 12, 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 October Journal Vouchers. The Committee briefly reviewed the October Journal Vouchers and had no comments or questions. Emelie Eaton made a motion to approve the October Journal Vouchers. Heidi Sparks seconded the motion to approve the October Journal Vouchers, all in favor, motion passed.
- Review and approve the October 2019 Financial Statements. The Clerk/Treasurer briefly went over the October 2019 Financial Statements. The Committee had no questions or comments. Richard Klose made a motion to approve the October 2019 Financial Statements. Scot Stokes seconded the motion to approve the October 2019 Financial Statements, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 11/22/19. Scot Stokes had previously reviewed the Claims Detail report and the check register for accuracy. There were no questions regarding the claims. Scot Stokes made a motion to recommend approval to Council the claims entered through 11/22/19, Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 11/03/19 totaling \$192,474.58. The two-page summary was reviewed, signed and dated. Heidi Sparks made a motion to approve the Payroll Register for the pay period ending 11/03/19 totaling \$192,474.58, Emelie Eaton seconded the motion, all in favor, motion passed.

New Business – The Mayor stated that he had invited Heidi Sparks to attend this Budget and Finance Committee meeting as she has expressed interest in the Committee. If an opening comes up, she would be a great candidate for that position. For now, she would be willing to be a substitute Budget and Finance Committee member when we have current members unable to attend.

Old Business – none

Other Items

- Review the Comp/Overtime report for pay period ending 11/03/2019. The Committee reviewed the comp/overtime report for pay period ending 11/03/2019 and had no questions or comments.
- The Committee reviewed the Bank Balance Report for October 2019. There were no questions or comments.
- The Clerk/Treasurer stated that she had looked into the additional quotes for the radio purchase requisition from the ambulance. The Ambulance Director did give her the other two quotes and she passed them around for the Committee to review. The Clerk/Treasurer also asked the Public Works director about other possible vendors able to repair the Elm Lift Station pump and was told that the vendor chosen was the only available vendor.
- The Mayor stated that the City is in the process of hiring EMTs. The City needs to update the Schedule of Fees and Charges.

Announcements –

- The next Budget and Finance Meeting will be held on December 10, 2019 at 5:30pm
- Richard Klose 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.