

**MINUTES
BUDGET/FINANCE COMMITTEE
AUGUST 21, 2018 5:30 P.M.
COUNCIL CONFERENCE ROOM**

MEMBERS PRESENT: Emelie Eaton Bruce McGee
 Heidi Sparks Scot Stokes

OTHERS PRESENT: Bethany Langve Mayor Tom Nelson

The Chairperson called the regular meeting of the Budget/Finance Committee to order at 5:30 p.m.

Public Input: There was no public present.

General Items:

- a. The **minutes** of the August 7, 2018 meeting were presented. Scot made a motion to approve the minutes as presented, seconded by Emelie, all in favor, motion passed.
- b. There was one **Purchase Requisition** presented to the Committee for the approval of an overhaul to the exiting City of Laurel website. Four quotes were presented to the Committee for the re-design and overhaul of the website. The City of Laurel staff recommended the Budget Finance Committee approve the Municode quote, totaling \$8,650. The Committee agreed that something needed to be done with the existing website but wanted to ensure that the technology used for the website wouldn't be lost over time as technology advances. Bethany stated that all the key features of the website would be upgraded, as those upgrades became available, for free. The Committee requested that the website be re-evaluated annually to ensure that the City is seeing a return on the investment. There was also concern about how much time it was going to take the City staff to update the website. Bethany stated she would pass on these concerns to the CAO and Mayor and the website had reports that could be used to measure traffic of certain features. If those features were not being used, they could be removed from the website. Heidi made a motion to approve the purchase requisition for the website overhaul, seconded by Scot, all in favor, motion passed.
- c. The Mayor has reviewed and signed the July **journal vouchers**, including closing journal vouchers for Fiscal Year 2018. The Committee reviewed all journal vouchers. The Committee requested that Bethany explain the journal vouchers. Bethany gave a brief description of all journal vouchers. Scot made a motion to approve the June journal vouchers and all closing journal vouchers for Fiscal Year 2018, Bruce seconded, all in favor, motion passed.
- d. The **Utility Billing adjustments** were reviewed by the Committee. Bethany noted that there was nothing unusual about the adjustments. The adjustments were reviewed by each committee member, and a brief explanation of the Utility Billing adjustments was given by Bethany. Scot made a motion to approve the UB adjustments, Bruce seconded, all in favor, motion passed.
- e. The monthly **financial statements** were not presented to the Committee as the budgetary numbers for Fiscal Year ending 2019 had not been entered fully. The data would not be complete. Bethany will present the financial statements for June and July 2018 to the committee on September 4th.
- f. Claims entered through 08/17/2018, totaling \$116,304.83, were presented to the Committee. Emelie had previously reviewed the claims detail register and check register. There were no questions from the

committee regarding the claims. Emelie made a motion to recommend approval of the claims to Council, Scot seconded the motion, all in favor, motion passed.

- g. The **Comp/Overtime** report for PPE 08/12/18 was reviewed by the Committee. There were no questions regarding this Comp/Overtime report.
- h. The **Payroll Register** for PPE 08/12/18 totaling \$175,847.47 was reviewed by the Committee. Scot made a motion to recommend approval of the payroll register to the Council, Bruce seconded the motion, all in favor, motion passed.

New Business:

- a.

Old Business:

- a. The CAO has not met with the Judge regarding the Court Accounts Receivable so there is no update yet.

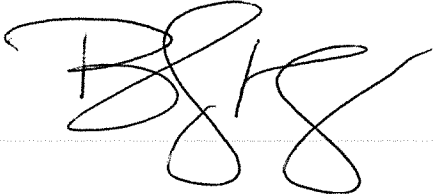
Other Items:

Announcements:

- a. The next scheduled meeting will be September 4, 2018 at 5:30 p.m.
- b. The Mayor stated that the budget process is almost complete. He will be meeting with the Clerk/Treasurer to finalize the budget numbers. In the past the CIP fund was available to the departments for use. This fiscal year the CIP funds will be used to purchase the VOIP system for the City and new dispatch software for the Police Department. The Committee asked if the budget had a second new officer budgeted. The Mayor stated that he was going to wait until Fiscal Year 2020 to see if General Fund could handle another officer. The Mayor stated that the Emergency Disaster fund has over \$174,000 in it because the City has milled 2 mills annually since the 2011 flood. The City will not be milling 2 mills this fiscal year. There will be a future Council meeting devoted to the LURA process for grants. He also reminded the Committee that this year is a business year for Montana League of Cities and Towns. He asked Chairwoman Emelie Eaton if she would be the delegate for the City. She stated that she would be happy to do that for the City.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,
Bethany Langve, City Clerk/Treasurer

A handwritten signature in black ink, appearing to be 'B. Langve', written over a horizontal dotted line.