

**MINUTES
BUDGET/FINANCE COMMITTEE
JANUARY 05, 2018 5:35 P.M.
CONFERENCE ROOM**

MEMBERS PRESENT: Emelie Eaton Richard Klose
 Bruce McGee

OTHERS PRESENT: Tom Nelson Bethany Keeler

Chairwoman Emelie Eaton called the meeting of the Budget/Finance Committee to order at 5:36 p.m.

The next regular Budget/Finance meeting will be on Tuesday, January 16, 2018 at 5:35 p.m.

The **minutes** of the December 19, 2017 meeting were reviewed. Tom made a motion to approve the minutes, Richard seconded the motion, all in favor, motion passed.

Claims entered through 01/03/2018 which totaled \$209,618.14 were presented to the committee. Emelie reviewed both the Claims Detail Register and the Check Register to ensure accuracy. There was discussion regarding the payment of Firemen DeRudder's replacement turnouts. Emelie made a motion to approve the claims, Bruce seconded the motion, all in favor, motion passed.

One **purchase requisitions** was presented to the Committee from the Chief of Police, Rick Musson for a new copier/printer. Mayor Nelson explained the CIP approval process to the new committee members. Tom asked if the purchase of the copier/printer included a maintenance contract. Bruce made a motion to approve the purchase of the copier/printer, Richard seconded the motion, all in favor, motion passed.

The **Comp/OT report** for PPE 12/17/2017 was reviewed by the Committee. The Committee questioned why Karen Courtney "stayed late" on 12/05/17. Bethany stated that she would find out and report back to the Committee at the next meeting.

The **Payroll Registers** for PPE 12/17/2017 totaling \$208,604.22 was reviewed by the Committee. Richard made a motion to recommend Council approval of the payroll register, seconded by Bruce, all in favor, motion passed.

Clerk/Treasurer Comments:

Bethany presented to the Committee an example of Amber Hatton saving the City money. She got the AT&T rates lowered and the City of saving \$700.00 a month because of it. The Clerk/Treasurer, with guidance from Olness & Associates, transferred the savings account being held at Altana Credit Union to a 27 month CD at Altana Credit Union. This increased the interest by a substantial amount. The City of Laurel Annual Financial Report has been filed with the State of Montana.

Mayor's Comments:

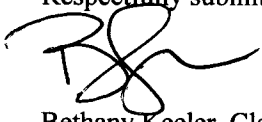
The Mayor stated that he would like the Committee to focus on the SED Basin project, as there was miscommunication given to the Council regarding how the new intake would work with new SED Basins. Bruce asked if we currently have problems with the new intake because of the old decaying SED Basins. The Mayor stated that the Council was not told about the relationship between the new intake and the SED Basins. The City will lose out on over two million dollars if this project doesn't happen soon.

Other: Bruce asked what the procedure would be if he could not attend a meeting. Emelie stated that he can contact everyone, via any means to let them know.

For next agenda:
Purchasing Policy
Advocate Victims Funds
Karen Courtney OT

The meeting adjourned at 7:07 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'BK' with a stylized flourish.

Bethany Keeler, Clerk/Treasurer