



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JULY 02, 2019  
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**

- Review and approve the minutes from the June 18, 2019 Budget and Finance Committee meeting
- Review claims entered through 06/28/2019 and recommend approval to Council
- Review the Comp/Overtime report for Pay Period Ending 06/16/2019
- Review and approve the payroll register for pay period ending 06/16/2019 totaling \$175,312.40

**New Business**

**Old Business**

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**Other Items**

- Update from the Mayor

**Announcements**

The next Budget and Finance Committee meeting will be held on July 16, 2019 at 5:30 pm

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:**

Review and approve the minutes from the June 18, 2019 Budget and Finance Committee meeting

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, June 18, 2019**

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

**Scot Stokes**

**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 June 4, 2019 meeting. Mayor Nelson made a motion to approve the minutes of the June 4, 2019 Budget and Finance Committee meeting. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Ambulance Department QRU. The Clerk/Treasurer passed around the current fiscal year Ambulance Department budget and explained that there were currently over \$173,000 available appropriations left in the budget. Instead of using CIP funds or trying to purchase these items out of next fiscal year's budget she felt it would be better to use this current fiscal year's available appropriations. The Committee reviewed the purchase requisition for the QRU. The Committee asked why the QRU was not being purchased from Bison Ford like the Police vehicle. The Clerk/Treasurer explained that these purchases must be in the City's possession by 06/30/19 in order to be posted in this current fiscal year, and Bison Ford did not have an available vehicle. Richard Klose made a motion to approve the Purchase Requisition from the Ambulance Department for purchase of the QRU. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Ambulance Department LifePak 15 Defibrillator. The Committee reviewed the purchase requisition for the LifePak 15 Defibrillator. The Clerk/Treasurer explained that this purchase may not make it to the City by 06/30/19. The Committee asked if there were any additional costs involved with trying get these purchases here by 06/30/19 and the Clerk/Treasurers said no that there were no rush shipping or any other expedited costs. Richard Klose made a motion to approve the Purchase Requisition from the Ambulance Department for purchase of the LifePak 15 Defibrillator. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Ambulance Department Ferno COT. The Committee reviewed the purchase requisition for the Ferno COT. The Committee commented on how powered cots like this one save back injuries lifting patients. Scot Stokes made a motion to approve the Purchase Requisition from the Ambulance Department for purchase of the Ferno COT. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the May 2019 Journal Vouchers. The Committee reviewed the May 2019 Journal Vouchers and had no questions or comments. Bruce McGee made a motion to approve the May 2019 Journal Vouchers. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the May 2019 Utility Billing Adjustments. The Utility Billing documents were reviewed, signed and dated. Scot Stokes made a motion to approve the May 2019 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve the May 2019 Financial Statements. The Clerk/Treasurer went over the financial statements briefly. There were no questions or comments from the Committee. Richard Klose made a motion to approve the May 2019 Financial Statements. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 6/14/19. Richard Klose had previously reviewed the Claims Detail report and the check register for accuracy. Richard Klose made a motion to recommend approval of the claims entered through 6/14/19. Scot Stokes seconded the motion, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 06/02/19. There were no questions or comments regarding the Comp/Overtime report.
- Review and approve Payroll Register for pay period ending 06/02/19 totaling \$186,340.84. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay period ending 06/02/19 totaling \$186,340.84. Scot Stokes seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none


**Other Items –**

The Committee was provided an audit letter from Olness & Associates, P.C.

The Mayor gave an update on the solid waste fund. He stated that Billings City Council recently passed an increase to their landfill fees. This will affect the City of Laurel solid waste enterprise fund as we must take all our waste to the City of Billings landfill. The City is going to have to investigate ways to increase revenues as this fund has experienced a decrease in overall net position for a few years now due to increased landfill fees. This is due to expenditures exceeding revenues annually. The Mayor stated that he is continuing to investigate ways to help the Ambulance Department. The Chief wants a full time Ambulance crew hired. The Mayor is looking at many different options and setups.

**Announcements** – The next Budget and Finance Meeting will be held on July 2, 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.

**Item Attachment Documents:**

3. Review the Comp/Overtime report for Pay Period Ending 06/16/2019



**PPE:**

**Division:** \_\_\_\_\_

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/5	2.5		S. Phillips	Training - Great Falls	19.40
	<del>2.5</del>				
	X 1.5				
	3.75 Comp hours				
				$3.75 \times 19.40 =$	72.75 =
Total \$ 72.75					

# Comp and Overtime Report

PPE: 6/16/19

Division: Shop

Submitted by: Helly Strocker

[illegible]

Total \$ 1163.33



## Comp and Overtime Report

PPE: 6/16/19

Division: \_\_\_\_\_

Submitted by:

Rate

[illegible]