



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 10, 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

1. Review and Approve the February 25, 2020 Budget and Finance Committee meeting minutes.
2. Review and Approve Purchase Requisitions.
3. Review and Approve the February 2020 Utility Billing Adjustments.
4. Review and Approve the January Month End Balancing Sheet.
5. Review and recommend approval to Council, claims entered through 03/06/2020.
6. Review and Approve the payroll register for pay period ending 02/23/2020 totaling \$196,091.12.

New Business - None

Old Business - None

Other Items

7. Review Comp/OT reports for pay period ending 02/23/2020.
8. Claims Review Schedule.
9. Clerk/Treasurer Update.
10. Update from the Mayor.

Announcements

11. The next Budget and Finance Committee meeting will be held on March 24, 2020 at 5:30pm.
12. 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.

Item Attachment Documents:

Review and Approve the February 25, 2020 Budget and Finance Committee meeting minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, February 25, 2020**

Members Present: **Emelie Eaton**
 Richard Klose

Bruce McGee

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 February 11, 2020 meeting. Richard Klose made a motion to approve the minutes of the February 11, 2020 Budget and Finance Committee meeting. Bruce McGee seconded the motion to approve the February 11, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve the January 2020 Month End Balance Sheet. The Clerk/Treasurer stated that the January 2020 Month End Balance Sheet was not completed. She stated that she had some important meetings to schedule and attend. She will bring the January 2020 Month End Balance Sheet to the March 10th meeting. The Committee agreed that would be acceptable.
- Review and approve the January 2020 Financial Statements. The Committee reviewed the January 2020 Financial Statements and had no questions or comments. Richard Klose made a motion to approve the January 2020 Financial Statements. Emelie Eaton seconded the motion to approve the January 2020 Financial Statements, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 02/21/2020. Richard Klose 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 02/21/2020, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 02/09/2020 totaling \$199,117.60. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the payroll register for pay period ending 02/09/2020 totaling \$199,117.60. Richard Klose seconded the motion, all in favor, motion passed.

New Business – One member of the Committee stated that the Ambulance mill levy would be brought up at the Council Meeting and asked to be put on a workshop for a discussion. Another Committee member asked if the needs assessment had been completed, and the answer was no. The Emergency Services Chair had been provided DA Davidson as a contact. They can possibly be a company that can provide guidance throughout the process of drafting the mill levy. The Ambulance Director will need to provide the needs assessment numbers to the Emergency Services Committee, and what the department needs to run full-time. The information is needed 85 days prior to the Council saying yes. There is no time to put the mill levy on the primary ballot, and Emergency Services doesn't want this going on the November ballot. If this mill levy doesn't pass the Emergency Services Committee needs to find out

why, correct the mistakes, and go out for the mill levy again. There has been lots of talk regarding this mill being an Ambulance only mill levy versus a mill levy for all emergency services. The Emergency Services Committee feels that it needs to remain an Ambulance only mill levy. The Clerk/Treasurer stated that she would ask the auditors about restricting most of the mill levy and allowing a portion of the mill levy to be unrestricted.

Old Business – None

Other Items

- Review the Comp/Overtime Report for pay period ending 02/09/2020. The Committee reviewed the report and had no questions or comments.
- Review the January 2020 Journal Vouchers. The Committee reviewed the journal vouchers and had no questions or comments.
- The Clerk/Treasurer stated that she was going to look at the Safer Grant.
- The Mayor stated that he had nothing at this time.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday March 10, 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:

2. Review and Approve Purchase Requisition from the Ambulance Department for REALITi 360 Training Equipment.

February 18, 2020

Re: Approval for Equipment Purchase

To Whom It May Concern,

I am writing this letter on behalf of the whole ambulance department. The purpose of this letter is for approval on new training equipment we want to purchase. The training equipment will be used for further education to our crew members. The whole department believes that such initiative will be helpful in growing their knowledge base and perfecting their skills, which will in turn provide the community with better patient care. As our department progresses and grows, we need to keep up with the changes in medicine and work to make sure our skills are at their best. This piece of training equipment will help us do that.

I would like to purchase the REALITi 360 by iSimulate. The total price for this will be \$8,995. I choose this company because they do not have any membership fees and because they will fix the equipment if anything should go wrong with it. With this simulation monitor, we can set up a variety of patient care scenarios to help increase our provider's abilities to provide the highest level of care for our patients.

Enclosed with this letter is a description of the equipment described above. We hope that you agree that this training equipment will be very beneficial to our department.

Thank you very much for your time and consideration.

All the best,

Wendy Wong

Training Officer, Deputy Chief of Laurel EMS



iSimulate USA

Albany Medical Center – BACC 43 New Scotland Ave (MC #25)
Albany
NY
United States 12208

Quote

Date Created: 02/13/2020
Valid Until: 03/13/2020
Quote Number : 7100

BILL TO:

215 West 1st Street
Laurel
MT
United States
59044

SHIP TO:

215 West 1st Street
Laurel
MT
United States
59044

Account Name: **Laurel Ambulance Service**
Contact Name: **Levi Vandersloot**

Currency: **USD**

S.No. Product Details

1. REALITI 360 Plus REALITI360PL

Qty	List Price	Total
1	\$ 8,995.00	\$ 8,995.00

REALITI 360 Plus Full Membership
- One (1) Premium Screen of choice- Life Pack 15

Simulation Set Complete including:

- One (1) iPad Wi-Fi
- One (1) iPad Pro 12.9" Wi-Fi
- Fixed Wi-Fi
- iPad Cover
- Facilitator Case
- Monitor Bag
- Simulation Lead set (Adult)
- Power System
- Configuration & Setup
- 1 Year Support
- Shipping CONUS

Sub Total	\$ 8,995.00
Tax/GST	\$ 0.00
Shipping	\$ 0.00
Grand Total	\$ 8,995.00

Terms and Conditions

A penalty of 1.5% per month will be charged on any invoices not paid within 30 days. Customers are responsible for all duties, taxes, and customs charges. All payments must be in currency listed on quote. iSimulate is not responsible for any currency exchange differences. All orders will be invoiced and/or charged on the day in which the order is shipped. Terms on iSimulate quotes supersede any terms and conditions on a customer purchase order. For US Dollar quotes, Customer agrees to fully comply with U.S. Export Administration Regulations and all other U.S. laws and regulations concerning exports and reexports to foreign countries.

Sign to accept quote:

X _____

Our Offices:

43 New Scotland Ave. MC#25 Albany, NY 12208 (USA)
Unit 17 Molonglo Mall, Fyshwick, ACT 2609 (Australia)
6 Clayton St, New Market, Auckland 1023 (New Zealand)



CPR Module

CPR Module



Meets AHA

**FEEDBACK
REQUIREMENT**



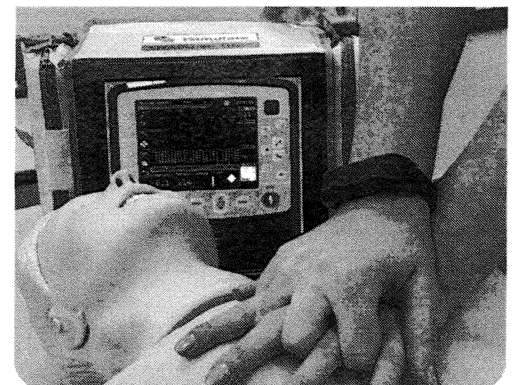
Meet the 2019 AHA Feedback Requirement with REALiTi 360

Unique to REALiTi 360, the CPR Module provides candidates with detailed, real-time visual feedback on CPR quality. The rate, depth and release of each compression is captured. This information is clearly displayed on the monitor and included in the dashboard. CPR Reports can be generated then saved, printed or emailed.

The CPR Module comes with the activation of the CPR Feature in REALiTi 360 and the hardware can be deployed in 3 different ways. The system can be used on the wrists of the team (up to 4 bands), on the manikin using the puck or mounted on inside the manikin with the bracket.

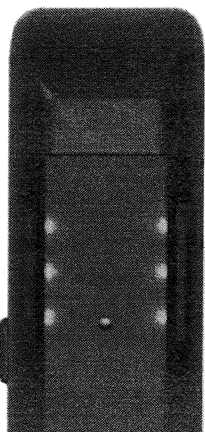
INCLUSIONS

- Storage Case
- CPR Feature Software
- 2 x CPR Sensors
- 2 x CPR Sensor Wrist Straps
- 1 x CPR Sensor Bracket
- 1 x CPR Sensor Puck
- 1 x Power Bank



CONTACT US

Albany Medical Center - BACC 43
New Scotland Ave (MC #25) Albany, NY 12208
P +1-518-261-1700
E sales@isimulate.com W isimulate.com



Reports

Provides CPR Reports



Scenarios

Build into your scenarios



Bluetooth

Quick, reliable connectivity



Rechargeable battery

Up to one hour of continuous use





REALiTi 360 is a new, modularized smart solution for more reality in clinical education.

In the field, the back of an ambulance, your simulation center, or your department/unit, you can deliver extremely effective simulation anywhere and anytime.

Educators can focus on the simulation, rather than the technology with a system that will grow and adapt to your simulation needs now and in the future.

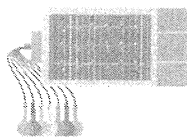
REALiTi Inclusions

Core features on REALiTi Module System



PREMIUM SCREEN

Choose from our range of screens such as Zoll or Corpuls



ADVANCED ECG

Including dynamic 12 Lead ECG



SCENARIOS

Build your own or run on the fly



MODULES

CPR, Video, Chart and many more coming soon



OSCE & LOG FUNCTION

Log and Capture performance



CONTENT

Use your own images or access the Life in the Fast Lane library



SOUNDS

Play voice, heart, lung and bowel sounds



COMMUNITY

Share scenarios, sounds, images and content

Item Attachment Documents:

4. Review and Approve the January 2020 Month End Balancing Sheet.

CITY OF LAUREL
MONTH OF JANUARY 2020

BANK BALANCE			
Petty Cash- Accounting		\$ 600.00	
Petty Cash-PWD			
Petty Cash-Court		\$ 100.00	
Yellowstone Bank - MAIN		\$ 6,319,903.02	
Western Security Bank		\$ 100,290.05	
ALTANA - Share Account		\$ 31.64	
ALTANA		\$ 104,351.26	
SEG		\$ 100,200.00	
Investments STIP CI LRLESC97		\$ 348,239.13	
Investments STIP LAUREL97		\$ 5,222,765.52	
Statement Balance - YB A/C 9214534 MM SAVINGS		\$ 5,278,191.23	
Statement Balance - YB A/C 4036336		\$ 10,864.11	
Statement Balance - Court		\$ 35,977.39	
Total Cash in Bank			\$ 17,521,513.35
ADD:			
CHECK CASHED TWICE BY OFFICE DEPOT. SENT BACK IN 01/2020		\$ 193.98	
OUTSTANDING COURT DEPOSITS			
OUTSTANDING COURT DEPOSITS - Deposit Slips			
Court Deposit To City In Transit		\$ 13,507.47	
Tax Collections		\$ 38,081.45	
01/30/2020 CR		\$ 9,554.85	
01/31/2020 CR		\$ 19,932.35	
01/29/2020 PD CC		\$ 10.00	
01/31/2020 CC		\$ 773.64	
RV 96871 HUMANA		\$ 462.34	
RV 96877 UNITED WORLD LIFE		\$ 116.14	
OUTSTANDING JAN 2020 NSF		\$ 100.00	
			\$ 82,732.22
LESS:			
OUTSTANDING FICA		\$ (29,853.55)	
OUTSTANDING MPORS		\$ (6,132.22)	
OUTSTANDING PERS		\$ (16,344.41)	
Outstanding Court Checks from Court Bank Statement		\$ (17,207.56)	
PR 09/13/19 PERS SHORT \$0.03			
Total Reductions to Cash			\$ (69,537.74)
		Ending Bank Balance	\$ 17,534,707.83
SYSTEM BALANCE:			
Beginning System Balance from cash report			\$ 17,622,663.80
ADD RECEIVED			\$ 714,164.85
LESS DISBURSED			\$ (802,120.82)
Ending System Balance from cash report			\$ 17,534,707.83
Difference between Bank and System			\$ -

CITY OF LAUREL MONTANA

JANUARY 2020

SYSTEM RECEIVED BALANCE FROM CASH REPORT	\$	714,164.85
BANK RECEIVED BALANCE	\$	714,164.85
SYSTEM-BANK	\$	-

4014081 - CREDITS \$ 727,988.54

LESS PREVIOUS MONTHS OUTSTANDING CREDITS

12/31/19 CC DEPOSIT	\$	(92.92)
12/31/19 CR DEPOSIT	\$	(6,852.39)
12/30/19 CC PD DEPOSIT	\$	(25.00)
RV 96498 LAUREL LITTLE LEAGUE	\$	(4,000.00)
RV 96826 PINTLER	\$	(285.00)

NOVEMBER TAXES \$ (95,756.21)

COURT DEPOSIT \$ (13,068.33)

	\$	(120,079.85)
TOTAL BANK CREDITS LESS PREVIOUS MONTH CREDITS	\$	607,908.69
LESS CURRENT MONTH'S REDEPOSITED CHARGE BACKS	\$	(566.87)
	\$	607,341.82

ADD CURRENT MONTHS CREDITS

	TAX DEPOSIT	\$	38,081.45
	COURT DEPOSIT	\$	13,507.47
01/30/2020 CR	\$	9,554.85	
01/31/2020 CR	\$	19,932.35	
01/29/2020 PD CC	\$	10.00	
01/31/2020 CC	\$	773.64	
RV 96871 HUMANA	\$	462.34	
RV 96877 UNITED WORLD LIFE	\$	116.14	

JV 1558 INCREASE TO COURT BONDS/RESTITUTION

JV COURT INTEREST ADJUSTMENT \$ 0.33

GRANT ACCOUNT CREDITS \$ 10,864.11

	\$	93,302.68
TOTAL ACCT 4014081 PLUS CURRENT MONTH CREDITS	\$	700,644.50
ADD CURRENT MONTHS CREDITS		

ALTANA INTEREST	\$	-	
SEG INTEREST	\$	-	
WSB INTEREST	\$	-	
BIG STIP INTEREST	\$	7,595.26	
LITTLE STIP INTEREST	\$	506.43	
YSB CHECKING INTEREST	\$	817.98	
MM SAVINGS INTEREST	\$	4,600.68	\$ 13,520.35
TOTAL ALL CREDITS			\$ 714,164.85

CITY OF LAUREL MONTANA
JANUARY 2020

SYSTEM DISBURSED BALANCE FROM CASH REPORT	\$	802,120.82
BANK DISBURSED BALANCE	\$	802,120.82
SYSTEM-BANK	\$	-

4014081 - DEBITS	\$	735,665.37
CHARGEBACK	\$	(150.00)
CHARGEBACK	\$	(102.62)
CHARGEBACK	\$	(113.95)
CHARGEBACK	\$	(100.00)
CHARGEBACK		
OUTSTANDING FICA	\$	29,853.55 ✓
OUTSTANDING MPORS	\$	6,132.22 ✓
OUTSTANDING PERS	\$	16,344.41 ✓
JV 1556 COURT INTEREST ADJUSTMENT		
JV 1577 DECREASE TO BONDS/RESTITUTION	\$	14,591.84

\$ 66,455.45

TOTAL ACCOUNT 4014081 LESS CHARGE BACKS	\$	802,120.82
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	\$	-
TOTAL DEBITS	\$	802,120.82

	\$	-
TOTAL ALL DEBITS	\$	802,120.82

Item Attachment Documents:

Review Comp/OT reports for pay period ending 02/23/2020.

Comp and Overtime Report

* REIMBURSED OT *

PPE: 2-23-20

Division: POLICE

Submitted by: LANGUE

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2-17-20		(8)	ANGELIN	HOLIDAY WORKED - PRESIDENTS DAY	23.64
2-20-20	(3)		ANGELIN	WORKED BASKETBALL GAME LAUREL/CELTIC	23.64
2-10-20	(3)		BAUMGARTNER	CALLED IN - DEATH INVESTIGATION - P202000122	23.64
2-20-20	(4)		BAUMGARTNER	SCHEDULED OT	
2-10-20		(16)	BOOTH	CALLED IN - DEATH INVESTIGATION - P202000122	
2-17-20		(12)	BOOTH	HOLIDAY WORKED - PRESIDENTS DAY	
2-19-20		(2 1/2)	BOOTH	CALLED IN - RANDOM DRUG SCREEN	
2-20-20		(2 1/2)	BOOTH	SEARCH WARRANT RETURN - DUE RECD - P2020	142
2-23-20		(4)	BOOTH	SCHEDULED OT	
2-10-20	(8)		BREW	CALLED IN - DEATH INVESTIGATION - P2020001	22 26.24
2-11-20	(3)		BREW	DEATH INVESTIGATION P20 20 00122	
2-12-20	(1)		BREW	DEATH INVESTIGATION P20 20 00122	
2-17-20		(8)	BREW	HOLIDAY WORKED - PRESIDENTS DAY	
2-13-20	(2 1/2)		BYRANT	INVERTLY TO COVER SHIFT, DUE TO VACATION	
2-17-20		(8)	BYRANT	HOLIDAY WORKED - PRESIDENTS DAY	
2-18-20	(6)		BYRANT	POLICE RESERVE INSTRUCTION	
2-17-20		(12)	CANAPE	HOLIDAY WORKED - PRESIDENTS DAY	23.24
2-10-20		(6)	CORTESE	CALLED IN - DEATH INVESTIGATION - P2020 00122	23.64
2-17-20		(12)	CORTESE	HOLIDAY WORKED - PRESIDENTS DAY	
2-21-20		(1 1/2)	CORTESE	FAMILY DISTURBANCE CALL CFS2020 00190	
2-23-20		(4)	CORTESE	SCHEDULED OT	
2-12-20		(8)	JOHNSON	CALLED IN - DEATH INVESTIGATION - P2020 01	22 24.68
2-20-20	(4)		JOHNSON	SCHEDULED OT	24.68
2-17-20		(12)	KININ	HOLIDAY WORKED - PRESIDENTS DAY	20.95
2-13-20		(1)	PITTS	FELONY ASSAULT - P2020 00125	30.71
2-17-20		(12)	PITTS	HOLIDAY WORKED - PRESIDENTS DAY	30.71
2-14-20	(1)		RASMUSSEN	DUI ARREST - P2020 00131	23.64
2-23-20	(4)		RASMUSSEN	SCHEDULED OT	23.64
2-10-20		(6)	SAUTER	DEATH INVESTIGATION P20 20 00122	27.24
2-11-20	(1)		SAUTER	DEATH INVESTIGATION P20 20 00122	27.24
2-17-20		(10)	SAUTER	HOLIDAY WORKED - PRESIDENTS DAY	27.24
2-17-20		(12)	SELL	HOLIDAY WORKED - PRESIDENTS DAY	31.99

40.5
X 1.5
60.75

156.50
OT hours

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[illegible]

Comp and Overtime Report

PPE: 2/23/20

Division: Shop

Submitted by: Mully Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/13	2.5		G. Rolison	Call out emerg. locate	25.52
2/18	4		J. Baker	Sewer Call out	24.15
2/18		(4)	K. Hoffman	Sewer Call out	24.15
2/22	2		F. Schweigert	Cover grave	24.87
2/18	3.5		G. Rolison	Sewer Call out	25.52
<hr/>					
	12				
	x 1.5				
	18			Comp hours	
<hr/>					
				6 x 24.15 =	144.90
				3 x 24.87 =	74.61
				9 x 25.52 =	229.68
					449.19
					=
<hr/>					
				4 OT hours	
				4 x (24.15 x 1.5)	144.90
					=
<hr/>					
<div>Total 594.09</div>					

Comp and Overtime Report

PPE: 2/23/20

Division: WWTP + WTP

Submitted by: Holly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/17		8	C. Caswell	Holiday Worked	24.96
2/17		8	D. Ceaser	Holiday Worked	24.96
2/17	8		D. Waggoner	Holiday Worked	24.96
2/17	8		H. Nuerenburger	Holiday Worked	24.96
2/17		8	I. Hereny	Holiday Worked	26.35
2/13		4	N. Herman	PLC + Valve Problem	26.35
<hr/>					
16					
x 1.5					
24 comp hours					
<hr/>					
				24 x 24.96 =	599.04
					=
<hr/>					
28 OT hours					
<hr/>					
				16 x (24.96 x 1.5) =	599.04
				12 x (26.35 x 1.5) =	474.30
					1073.34
					=
<hr/>					
<div>Total = 1072.38</div>					

Comp and Overtime Report

PPE: 2/23/20

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/14		(8)	J. Walton	High Call Volume	15.75
2/21		(7.5)	J. Walton	High Call Volume	15.75
2/17		(16)	J. Walton	Holiday Worked	15.75
2/14		(8)	M. Ecklund	High call Volume	16.35
2/17		(24)	M. Ecklund	Holiday worked	16.35
2/21		(8)	M. Ecklund	High Call Volume	16.35

71.50 OT hours

$$31.5 \times (15.75 \times 1.5) = 744.20$$

$$40 \times (16.35 \times 1.5) = 981.00$$

$$1725.20$$

Total \$ 1725.20