



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JULY 27, 2021  
5:00 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 July 13, 2021 Budget and Finance Committee minutes.
2. Review and approve the July 20, 2021 Budget and Finance Committee minutes.
3. Review and approve purchase requisitions.
4. Review and recommend approval to Council claims entered through 07/23/2021.
5. Review and approve the payroll register for pay period ending 07/11/2021 totaling \$208,203.25.

**New Business**

**Old Business**

6. Cemetery parking lot update from the Mayor.

**Other Items**

7. Review Comp/Overtime reports from 07/11/2021 payroll.
8. Clerk/Treasurer Update.
9. Mayor Update.

**Announcements**

10. The next Budget and Finance Committee meeting will be held on August 10, 2021 at 5:00pm.
11. Emelie Eaton will be reviewing 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.**

**DATES TO REMEMBER**

**File Attachments for Item:**

1. Review and approve the July 13, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, July 13, 2021**

**Members Present:**    **Emelie Eaton**                      **Bruce McGee**  
                                 **Richard Klose**                      **Scot Stokes**

**Others Present:**     **Bethany Langve, Clerk/Treasurer**

The meeting was called to order by the Committee Chair at 5:00pm.

**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.*

There was no public input.

**General Items –**

1. Review and approve the June 22, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the June 22, 2021 Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition increase for the replacement of the transit bus engine. The original purchase requisition needed to be increased by \$641.73. Richard Klose made a motion to approve the increase to the original purchase requisition replacing the transit bus engine. Scot Stokes seconded the motion, all in favor, motion passed.
3. Review and recommend approval to Council, Claims entered through 07/09/2021. The claims and check register had previously been reviewed by the Committee. There was a question regarding a one-thousand-dollar payment to Laurel Ford. The Clerk/Treasurer explained it was the down payment for the Ford Escape. Richard Klose made a motion to approve the claims entered through 07/09/2021. Scot Stokes seconded the motion, all in favor, motion passed.
4. Review and approve Payroll Register for pay period ending 06/27/2021 totaling \$230,129.97. The Committee asked why this payroll was greater than previous payrolls. The Clerk/Treasurer explained this payroll included Union 303 saved holiday payouts, comp time payouts, and uniform allowance pay. Bruce McGee made a motion to recommend approval of the payroll register for pay period ending 06/27/2021 totaling \$230,129.97. Emelie Eaton seconded the motion, all in favor, motion passed.
5. Review and approve the June 2021 Utility Billing Adjustments. The Committee reviewed the June 2021 Utility Billing Adjustments and had no comments or questions. Emelie Eaton made a motion to approve the June 2021 Utility Billing Adjustments. Bruce McGee seconded the motion, all in favor, motion passed.

**New Business –**

6. Discussion regarding having Budget and Finance Meetings every Tuesday. The Committee asked if we always must meet four extra hours a month? The Committee discussed extending meetings when needed but they would need to be published. Workshops would provide the Committee with more topics to discuss during the extra meetings. The Committee would like to be able to fully explain and understand the budget and all finance topics. The Committee asked if the 5<sup>th</sup> Tuesdays would still be off, and the answer is yes. The Committee decided to continue

to meet every second and fourth Tuesday at 5:00pm and see how that goes. If there is a need to increase the meetings, the Committee will discuss it again at that time.

7. The Committee and the Clerk/Treasurer had a discussion regarding the Tax Increment Finance (TIF) District funds. The Committee wanted to know if the TIF District could help provide funding for the rebuilding of West Railroad. The Clerk/Treasurer stated the TIF District could help provide funding for West Railroad through the taxes received by the district annually, or the TIF District could take out another bond. The bond would need to be paid off at the same time as the current TIF District bond payoff date.
8. The Committee discussed the funding options for West Railroad. The Clerk/Treasurer stated the potential funding options are Street Maintenance assessments, Street Maintenance bonding, TIF District assessments, TIF District bonding, ARPA direct allocation funds, ARPA minimum allocation funds, water funds, and sewer funds. The Committee asked if the company who bought Schessler is staying there, and the answer is no.

#### **Old Business –**

9. Discussion regarding meal pay and drill pay resolutions. The Clerk/Treasurer stated the meal pay would now be under the line item in the Fire Department budget, and this was discussed with the Fire Chief during budget talks. There was no update on the drill pay resolution since the Mayor was not in attendance.
10. Discussion regarding the Cemetery parking lot. The Committee stated this process was waiting on the City Attorney.

#### **Other Items –**

11. Review the Pay Period Ending 06/27/2021 Comp/Overtime Report. There were no comments or questions regarding the report.
12. Clerk/Treasurer Update – The Clerk/Treasurer stated the City staff were working on putting in four competitive ARPA grants. She also stated the auditors would be arriving in February to do the annual audit. The Committee asked if it was time to get a new auditor. The Clerk/Treasurer states once this contract was up, the City could certainly advertise for a new auditing contract if that was what desired. The Committee stated there were pros and cons to a new auditing team and the Clerk/Treasurer agreed with that. She stated the current auditors were amazing and incredibly helpful and knowledgeable.
13. Mayor Update – The Mayor was not in attendance.

#### **Announcements –**

14. The next Budget and Finance Committee meeting will be held on July 27, 2021 at 5:00pm.
15. Scot Stokes will be reviewing the 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.**

**File Attachments for Item:**

2. Review and approve the July 20, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, July 20, 2021**

**Members Present:**    **Emelie Eaton**  
                                 **Richard Klose**                                   **Scot Stokes**

**Others Present:**    **Bethany Langve, Clerk/Treasurer**  
                                 **Mayor Nelson**  
                                 **Kurt Markegard, Public Works Director**

The meeting was called to order by the Committee Chair at 6:00pm.

**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.*

There was no public input.

**General Items –**

1. Review and approve purchase requisition from the sewer department for 126 feet of 30X14 PVC sewer pipe. The Public Works Director explained to the Committee the need for this purchase. He stated the pipe is needed for the Lindy Lane sewer replacement project, and there is a concern regarding the availability of the pipe. His recommendation is for the City to purchase the pipe directly from Ferguson and store it until the contractor can install it. Richard Klose made a motion to approve the purchase requisition from the sewer department for 126 feet of 30X14 PVC sewer pipe. Scot Stokes seconded the motion, all in favor, motion passed.
2. Review and approve purchase requisition from the Fire Department for parts to repair Squad 5. The Clerk/Treasurer explained this purchase requisition was an odd one because the City had received a check from MMIA for these parts, and the City was just passing this money on to the company repairing Squad 5. She stated the purchase requisition was being done to comply with the purchasing policy and avoid any audit findings should this claim be pulled by the auditors. Emelie Eaton made a motion to approve the purchase requisition from the Fire Department for parts to repair Squad 5. Scot Stokes seconded the motion, all in favor, motion passed.

**New Business – None**

**Old Business –**

3. Discussion regarding the Cemetery parking lot. The Mayor will ask the City Attorney about the paperwork for the parking lot.

**Other Items – None**

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on July 27, 2021 at 5:00pm.
5. Scot Stokes will be reviewing the 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.**

**File Attachments for Item:**

5. Review and approve the payroll register for pay period ending 07/11/2021 totaling \$208,203.25.

07/15/21  
09:33:41

CITY OF LAUREL  
Payroll Register  
For Payrolls from 07/16/21 to 07/16/21

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Report ID: P100

Total for Payroll Checks  
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	Employee	Employer	Amount
	-----	-----	-----
ADD1 HOURS (Additional lump sum pay)	0.00		23.08
ADD2 HOURS (Addtnl lump sum - On call)	0.00		346.17
ADDG HOURS (Longevity)	0.00		2,360.03
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		1,075.00
COMA HOURS (Comp Time Accumulated)	146.25		
COMP HOURS (Comp Time Used)	90.50		2,213.67
HOL HOURS (Holiday Pay)	375.50		8,680.00
HOLP HOURS (Regular holiday-police)	56.00		1,511.86
J015 HOURS (STEP-YRS OF SER)	20.00		928.00
J026 HOURS (CANINE PAY)	1.00		350.00
LV1 HOURS (Use Saved Hol.)	11.50		313.95
OVER HOURS (Overtime - shift 1)	82.50		2,809.56
OVTH HOURS (Holiday worked)	206.50		7,377.73
PERS HOURS (Personal Time Used)	125.50		3,100.11
REG HOURS (Regular Time)	4,155.50		98,761.32
REG1 HOURS (Additional to regular)	64.00		1,623.68
REG3 HOURS (Addition to regular pay)	120.00		3,061.20
REGA HOURS (Amb on-call Pay)	356.75		1,160.38
SHF2 HOURS (Shift 2 Differential)	261.00		195.75
SHF3 HOURS (Shift 3 Differential)	209.00		209.00
SHFA HOURS (Overtime Diff.-shift 2)	35.50		40.12
SHFE HOURS (Overtime Diff.-shift 3)	26.00		39.00
SICK HOURS (Sick Time)	162.25		3,629.16
VACA HOURS (Vacation Time Used)	336.25		8,728.91
XLV1 HOURS (Save Holidays)	104.00		
GROSS PAY	148,841.53	0.00	
NET PAY	102,756.47	0.00	
AFLAC	182.03	0.00	
AFLAC 125	448.87	0.00	
AFSCME #303	378.37	0.00	
AFSCME #316	562.50	0.00	
CAF 125-MEDICAL	303.34	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,446.65	
DENTAL-CAF125	663.71	0.00	
FIT	13,209.82	0.00	
HSA-CAF 125	212.50	0.00	
HSA-MEDICAL	0.00	577.13	
MEDICAL LIFE	0.00	216.02	
MEDICARE	2,096.04	2,096.04	
MPORS	2,677.65	4,287.21	
MPPA	221.98	0.00	
P.E.R.S.	8,482.19	9,523.63	
PACIFIC - CAF 12	2,738.58	0.00	
PACIFIC SOURCE	0.00	29,353.91	



07/15/21  
09:33:41

CITY OF LAUREL  
Payroll Register  
For Payrolls from 07/16/21 to 07/16/21

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SEG CU	50.00	0.00
SIT	6,689.00	0.00
SOCIAL SECURITY	6,822.42	6,822.42
UNEMPL. INSUR.	0.00	505.22
VISION-CAF125	131.67	0.00
VSP - VISION	0.00	205.99
WORKERS' COMP	0.00	4,327.50
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	133,245.52	0.00
MEDICARE BASE	144,555.36	0.00
PERS BASE	137,782.45	0.00
SOC SEC BASE	110,039.01	0.00
UN BASE	144,342.01	0.00
WC BASE	145,433.77	0.00
Total		59,361.72
Total Payroll Expense (Gross Pay + Employer Contributions):		208,203.25

# of Employees 99

# of Checks 99

Prepared by:

*Holly Strecher*

Approved by:

**File Attachments for Item:**

7. Review Comp/Overtime reports from 07/11/2021 payroll.

# Comp and Overtime Report

PPE: 7-11-21

Division: POLICE

Submitted by: PITTS

Date	Comp Hours	O/T Hours	Name	Reason	Rate
07-04		12	Anglin	Holiday worked 4th	24.59
07-08	4		Anglin	Scheduled OT	24.59
07-03	4.5		Raumgartner	Street Dance	24.59
06-29		1	Booth	P202100604 Finish case for crime time	24.59
06-30		1	Booth	K-9 Demo	
07-01		2.5	Booth	P202100604 Return search warrant	
07-04		12	Booth	Holiday worked 4th	
07-07		3	Booth	CPS 202105289 K-9 call out	
07-08		4	Booth	Scheduled OT	
07-11	4		Raumgartner	Scheduled OT	
07-05	1		Bryant	P202100630 Animal Bite	27.30
07-11	4		Bryant	Scheduled OT	27.30
07-04		12	Canape	Holiday worked 4th	24.93
07-04		12	Cortese	Holiday worked 4th	24.59
06-29	1.5		Johnson	Reserve meeting for 4th	25.67
07-04		12	Johnson	Holiday worked 4th	25.67
07-08	4		Johnson	Scheduled OT	25.67
07-04	6		McCartney	2nd Dispatch For 4th	22.88
07-02		2.5	McFarland	P202100548 Return search warrant	24.59
07-04		8	McFarland	Holiday worked 4th	24.59
07-11	4		McFarland	Scheduled OT	24.59
07-04		12	PITTS	Holiday worked 4th	31.32
07-11		4	PITTS	Scheduled OT	31.32
06-28	1		Rasmussen	P202100605 Process scene	24.59
07-01	2.5		Rasmussen	P202100555 Return search warrant	24.59
07-04		12	Rasmussen	Holiday worked 4th	24.59
07-08	4		Rasmussen	Scheduled OT	24.59
07-04		2	Sarter	Holiday worked 4th	28.30
07-03		4.5	Seidgwick	Street Dance	24.59
07-04		8	Seidgwick	Holiday worked 4th	24.59
07-11		4	Seidgwick	Scheduled OT	24.59
07-03	4		Seil	2nd Dispatch For Street Dance	23.38
07-04		12	Seil	Holiday worked 4th	23.38





## Comp and Overtime Report

PPE: 7/11/21

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/1	4		A. Arneson	Water Leak	24.68
7/1	4		S. Arneson	Water Leak	24.68
7/1	4		J. Baker	Water Leak	26.08
7/4	2.5		J. Baker	Sewer Call out	26.08
7/8	1		J. Baker	Turn Valves	26.08
7/1	4		B. Gonzalez	Water Leak	24.86
7/5	5		B. Gonzalez	Call out 4th help	24.86
7/6	2.5		B. Gonzalez	Sewer Call out	24.86
7/4		(6)	K. Guy	Scheduled OT	23.97
7/6		(8)	K. Guy	Holiday Worked	23.97
7/1		(4)	K. Hoffman	Water Leak	24.68
7/5		(8.5)	D. Saylor	Holiday Worked	25.37
7/9	.5		F. Schweigert	Cover grave	25.37
<hr/>					
27.5					
x 1.5					
41.25 Comp hours					
<hr/>					
12 x 24.68 =					296.16
17.25 x 24.86 =					428.84
.75 x 25.37 =					19.03
11.25 x 26.08 =					293.40
					1037.43
					=
<hr/>					
26.5 OT hours					
<hr/>					
14 x (23.97 x 1.5)					503.37
4 x (24.68 x 1.5)					148.08
8.5 x (25.37 x 1.5)					323.48
					974.93

Total

# Comp and Overtime Report

PPE: 7/11/21

Division: WTP + WWTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/5		(8)	T. Henry	Holiday Worked	26.92
7/4	8		D. Nauman	Holiday Worked	25.51
7/4		(8)	W. Springer	Holiday Worked	25.51
7/4		(8)	M. Stamps	Holiday Worked	25.51
7/4	8		D. Waggoner	Holiday Worked	25.51
7/8	8		D. Waggoner	Cover for Dan Sick	25.51
<hr/>					
	24				
	X 1.5				
	36 comp hours				
				36 X 25.51 =	918.36
					=
<hr/>					
		24 OT hours			
				14 X (25.51 X 1.5)	612.24
				8 X (26.92 X 1.5)	323.04
					935.28
					=
<hr/>					
Total \$ 1853.64					

## Comp and Overtime Report

PPE: 7/11/21

Division: Court

Submitted by: Kelly Strecker

Reason	Rate
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Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/3	1.5		S. Phillips	EOM-Worksheet Enterprise Issues	21.17
<div style="display: flex; justify-content: space-between;"> <div> <del>1.5</del>  <del>x 1.5</del>            2.25 comp hours         </div> <div> <math>2.25 \times 21.17 =</math> </div> <div> <math>47.63</math>  <math>=</math> </div> </div>					
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;">             Total \$ 47.63           </div>					



# Comp and Overtime Report

PPE: 7/11/21

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/3		8	M. Ecklund	4th of July Staffing	18.25
7/4		14	M. Ecklund	Holiday Worked	18.25
7/5		1	M. Ecklund	4th of July Staffing	18.25
7/8		12	M. Ecklund	Cover Wendy Vac.	18.25
7/4		18	E. Grayson	Holiday Worked	18.25
7/3		8	J. Walton	Holiday Staffing	18.50
7/4		8	J. Walton	Holiday Worked	18.50
7/6		.75	J. Walton	Late Call	18.50
7/11		1.25	J. Walton	Late Call	18.50
71 OT hours					
53 X (18.25 X 1.5)					1450.88
18 X (18.50 X 1.5)					499.50
					1950.38
					=
Total 1950.38					