



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, FEBRUARY 11, 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 January 28, 2020 Budget and Finance Committee meeting minutes.
2. Review and approve Purchase Requisitions.
3. Review and Approve the January 2020 Utility Billing Adjustments.
4. Review and Approve the December 2019 Month End Balancing Sheet.
5. Review and Approve the December 2019 Financial Statements.
6. Review and recommend approval to Council, claims entered through 02/07/2020.
7. Review and Approve the payroll register for pay period ending 01/26/2020 totaling \$167,901.42.

New Business

Old Business

8. Fire Association pay discussion.

Other Items

9. Review the December 2019 Journal Vouchers.
10. Review Comp/OT reports for pay period ending 01/26/2020.
11. Clerk/Treasurer Update.
12. Update from the Mayor.

Announcements

13. The next Budget and Finance Committee meeting will be held on February 25, 2020 at 5:30pm.
14. Richard Klose 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:

1. Review and approve the January 28, 2020 Budget and Finance Committee meeting minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, January 28, 2020**

Members Present: **Emelie Eaton**

Scot Stokes
Richard Klose

Others Present: **Mayor Nelson**

Bethany Langve

The Meeting was called to order by Chair Eaton at 5:33 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 January 14, 2019 meeting. Richard Klose made a motion to approve the minutes of the January 14, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the January 14, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Solid Waste Department for the addition of shipping to a previously approved purchase requisition. The Clerk/Treasurer explained that the Committee had previously approved the purchase of an arm valve, for the G-10 Garbage Truck, on December 23, 2019. When the invoice arrived, there was a shipping charge of \$213.18. This shipping charge was not previously approved on the original purchase requisition. Richard Klose made a motion to approve the purchase requisition from the Solid Waste Department for the addition of shipping charges for the arm valve delivery. Scot Stokes seconded the purchase requisition from the Solid Waste Department for the addition of shipping charges for the arm valve delivery, all in favor, motion passed.
- Review and approve the December 2019 Journal Vouchers. The December 2019 Journal Vouchers were moved to the February 11th Budget and Finance Committee meeting as December has not been closed out yet.
- Review and approve the December 2019 Financial Statements. The December 2019 Financial Statements were moved to the February 11th Budget and Finance Committee meeting as December has not been closed out yet.
- Review and approve the December 2019 Month End Balancing Sheet. The December 2019 Month End Balancing Sheet was moved to the February 11th Budget and Finance Committee meeting as December has not been closed out yet.
- Review and recommend approval to Council Claims entered through 01/24/2020. Scot Stokes had previously reviewed the Claims Detail report and the Check Register for accuracy. There was a question regarding gaming chairs purchased by the Fire Department. The Clerk/Treasurer explained that they were an office style chair and not a video gaming chair. She printed out a picture for the Committee to review. The Committee again asked about the meal pay/drill pay payments to the Fire Association. The Clerk/Treasurer stated that this has been discussed on the past, however the Fire Chief can explain this better than she can. She stated she didn't want to mess up the explanation or get it wrong, and the Fire Chief knows far better than she does. The Mayor stated that if the Committee wants he can ask the Fire Chief to attend the February 11th meeting. The Committee stated they would like

the Fire Chief to attend the February 11th meeting to explain the meal pay/drill pay to them. The Mayor stated he would ask the Fire Chief or one of his representatives to attend the February 11th meeting. There were no further questions or comments regarding the claims. Scot Stokes made a motion to recommend approval to Council the claims entered through 01/24/2020, Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 01/12/2020 totaling \$197,101.50. The two-page summary was reviewed, signed and dated. Scot Stokes made a motion to approve the payroll register for pay period ending 01/12/2020 totaling \$197,101.50. Richard Klose seconded the motion, all in favor, motion passed.

New Business - None

Old Business – none

Other Items

- Review the Comp/Overtime Report for pay period ending 01/12/2020. The Committee reviewed the report and had no questions or comments.
- The Clerk/Treasurer stated that the SEG CD will mature in February. It will gain \$2,504.99 in interest, and rollover for another 12 months. She also stated that the VOIP switches will be installed on the 17th of February. That is a holiday, however the Clerk/Treasurer will be onsite to assist with anything the vendor or IT provider may need.
- The Mayor stated that he had nothing to discuss at this time.
- The Committee stated that Laurel Ford had bought out Rimrock Chevrolet. There was a question regarding have two signs at the location. The Mayor stated that question should go to the City Planning Director.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday February 11, 2020 at 5:30pm
- Bruce McGee will be reviewing claims for the next meeting

Respectfully submitted,

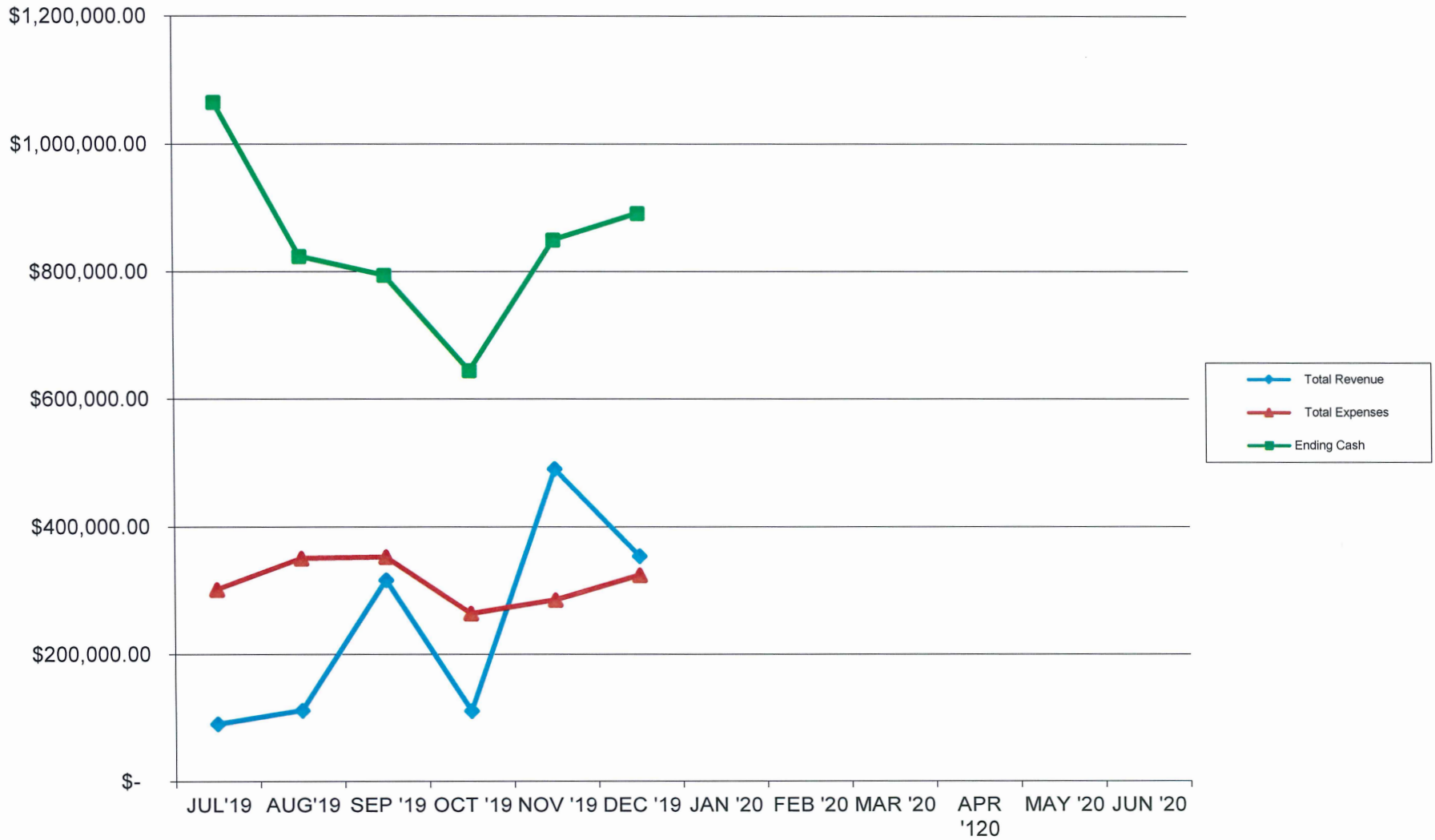
Bethany Langve
Clerk/Treasurer

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

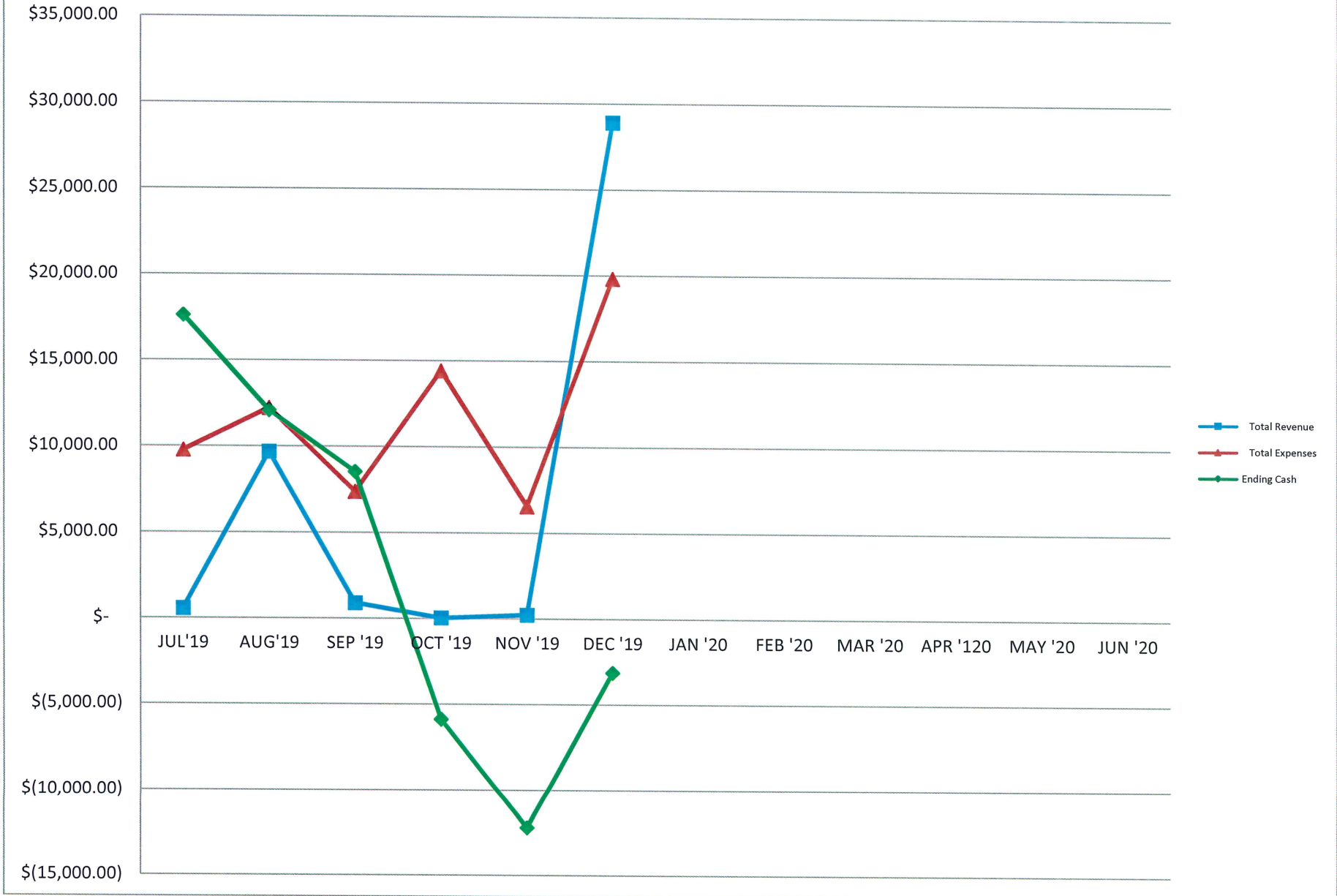
Item Attachment Documents:

5. Review and Approve the December 2019 Financial Statements.

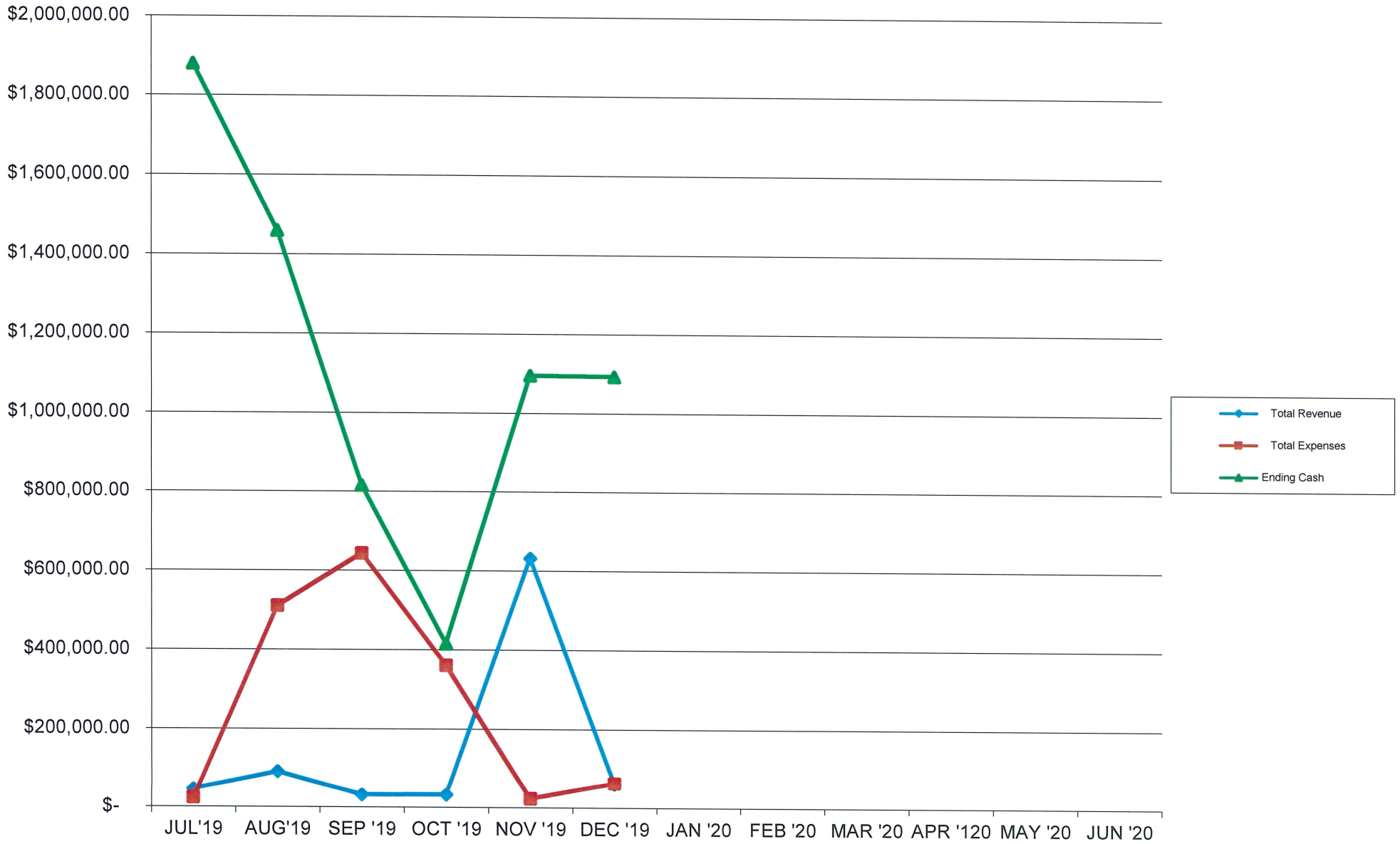
General Fund Cash, Revenue & Expense



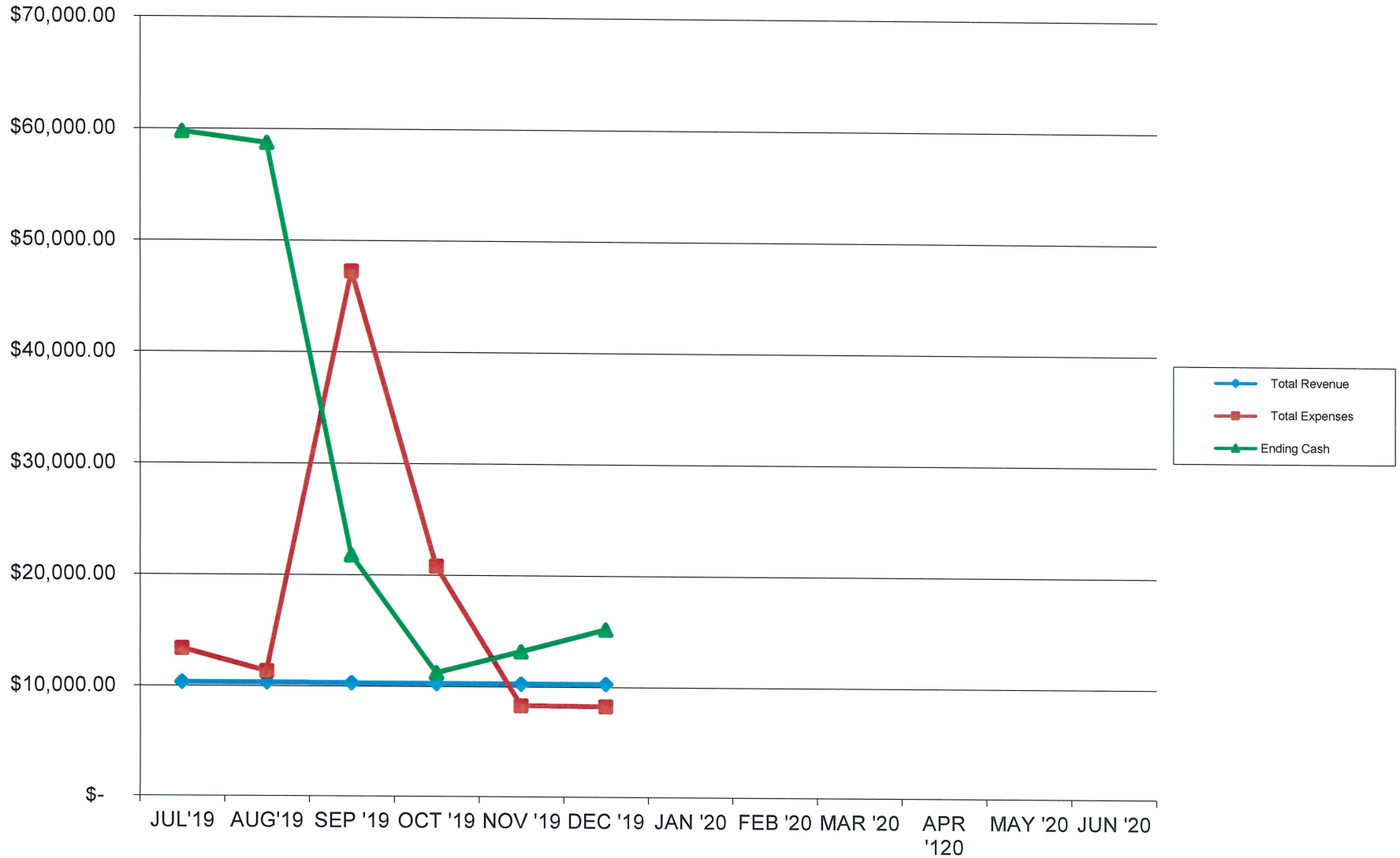
Planning Cash, Revenue & Expense



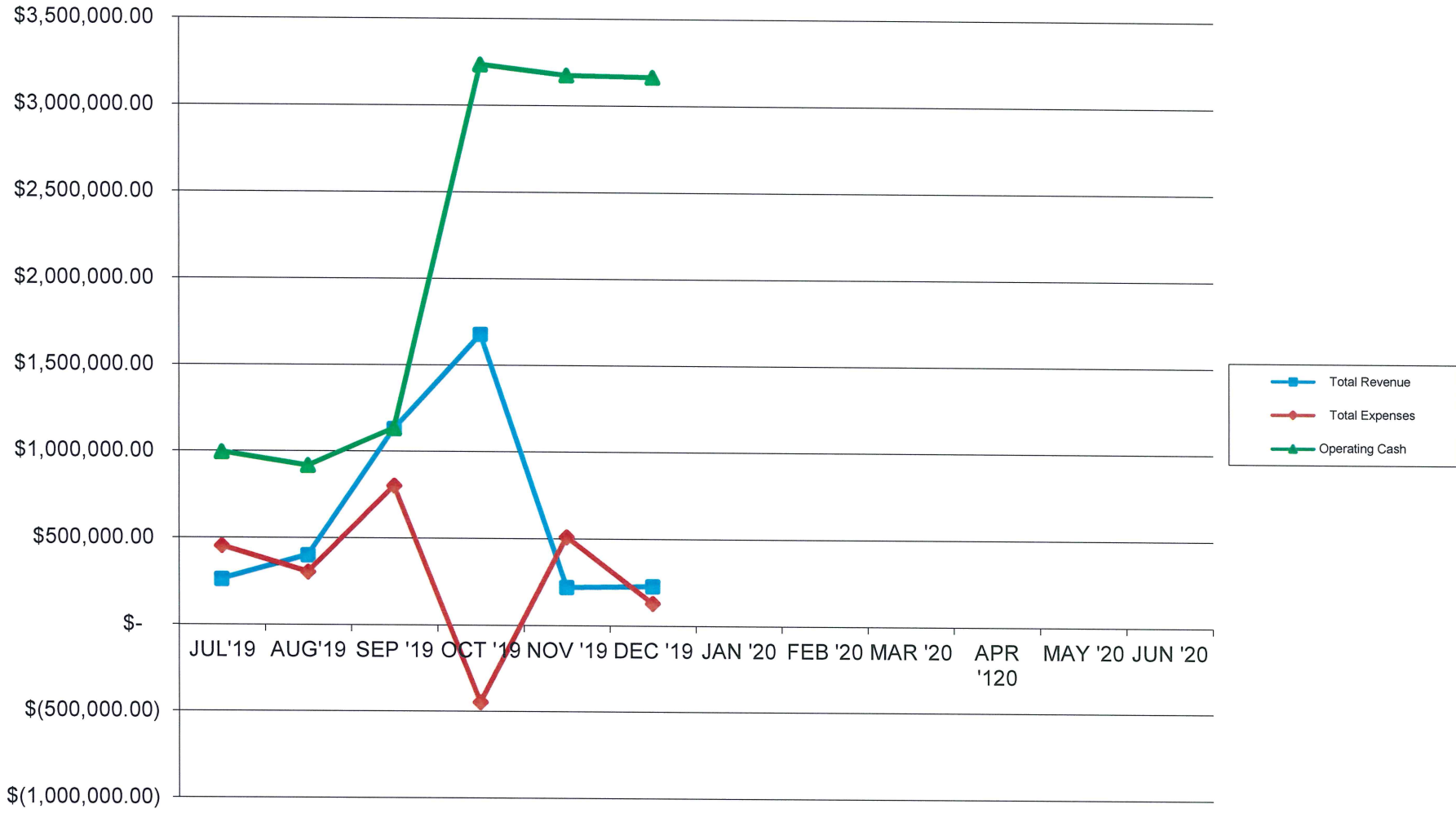
Street Maint. Dist. Cash, Revenue & Expense



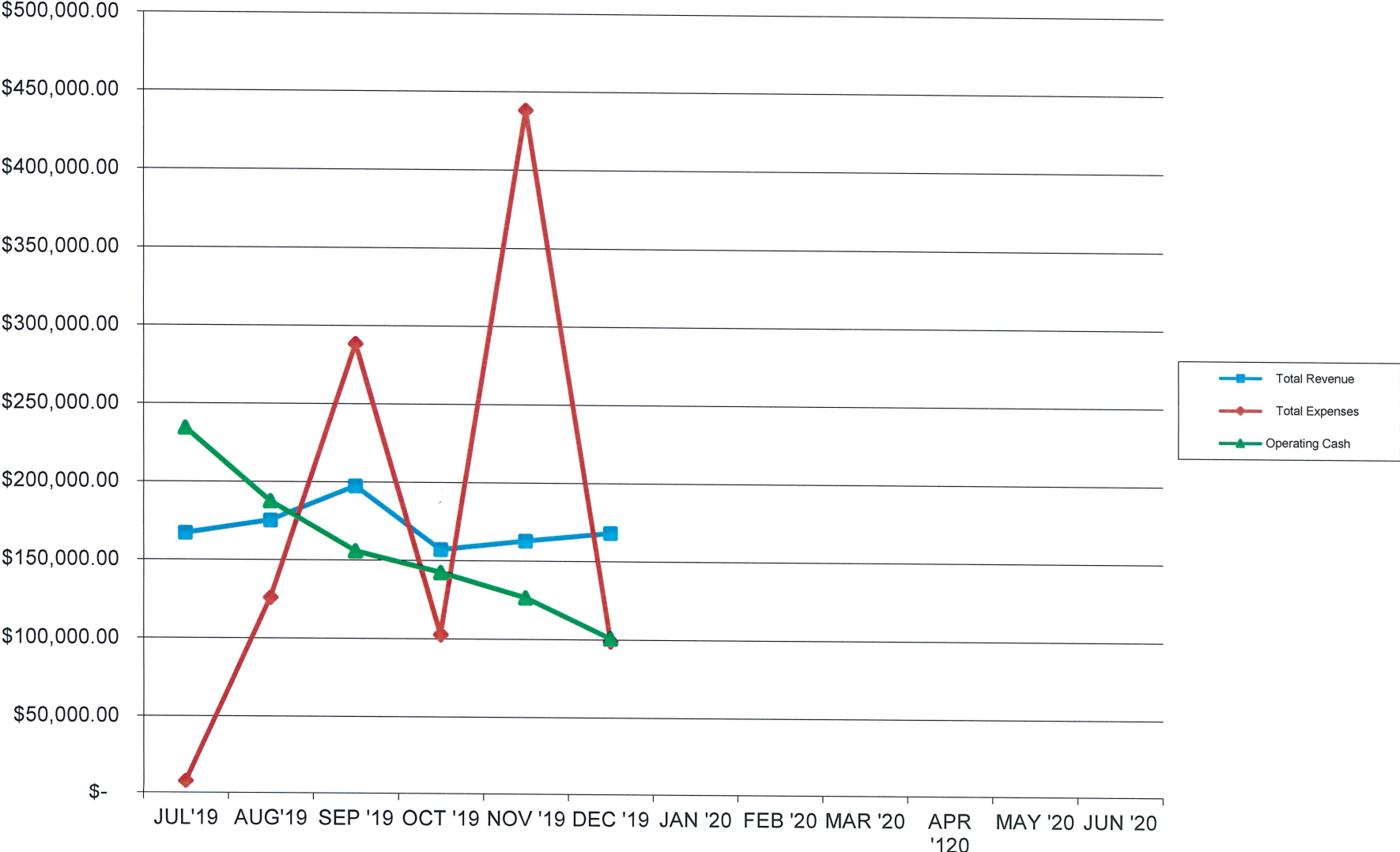
Gas Tax Cash, Revenue & Expense



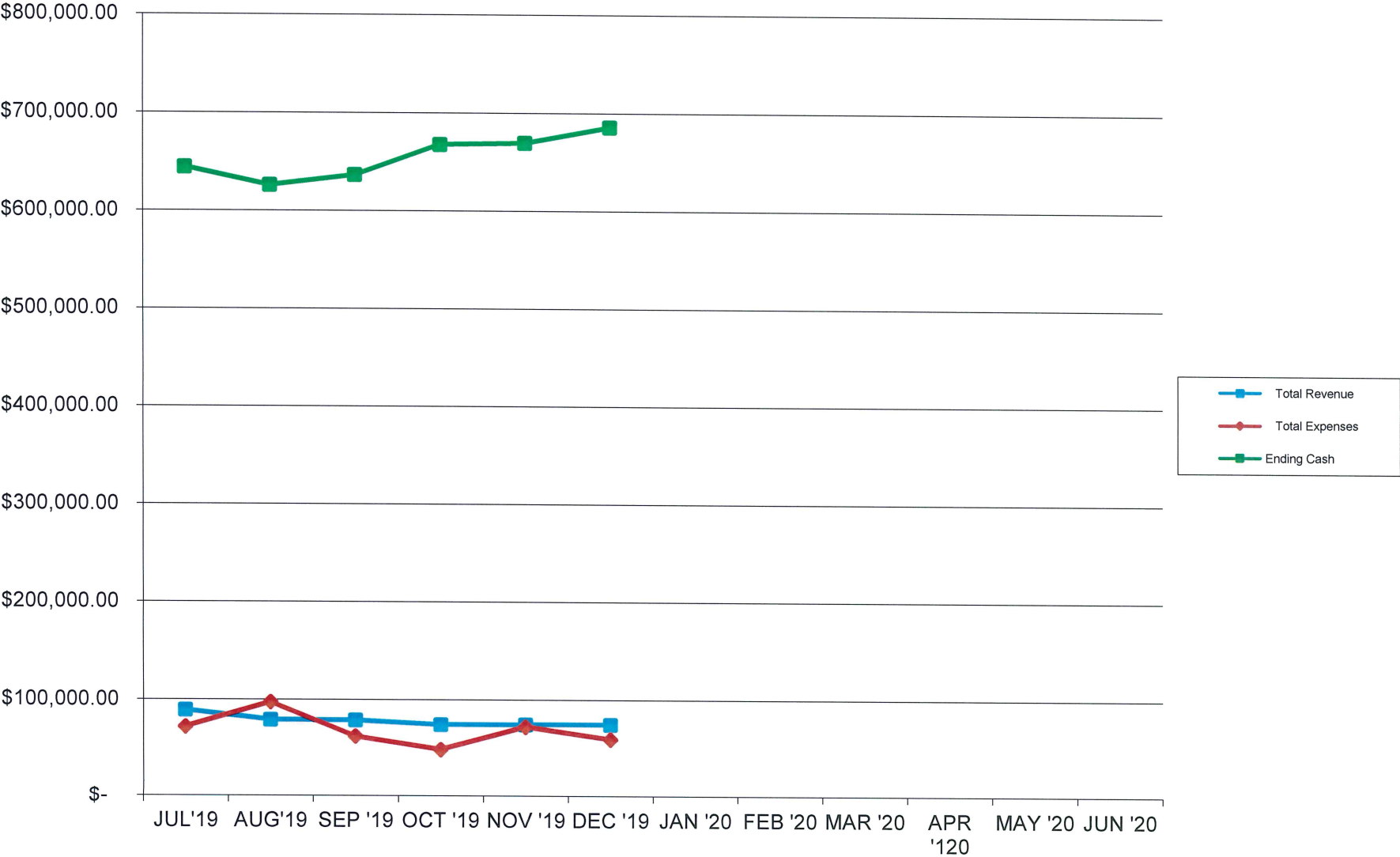
Water Fund Cash, Revenue & Expense



Sewer Fund Cash, Revenue & Expense



Solid Waste Cash, Revenue & Expense



Item Attachment Documents:

8. Fire Association pay discussion.

From: Brent Peters

Sent: Monday, February 12, 2018 4:29 PM

To: City Clerk <cityclerk@laurel.mt.gov>

Cc: City Mayor <citymayor@laurel.mt.gov>; Eaton <deaton4626@aol.com>

Subject: RE: Rejected Claim

Ok, I'm not sure what more I can clarify. There were discussions a few months back when we weren't receiving checks between April and August 2017.

Drill pay (line 190) is paid at a rate of \$8.50 per Firefighter per month. This is for the monthly maintenance program of all the equipment of the Fire Department. This includes apparatus and equipment inspection and minor repairs for the upkeep of equipment. This happens every second Wednesday of the month to keep our equipment in good operating condition and avoid break downs or having to replace broken equipment.

Meal pay (line 223) is paid at a rate of \$5.00 per Firefighter per month. This is paid monthly for the volunteer Firefighters training. Since they train every Wednesday this has always been paid and used towards a monthly meal.

Both these pays have been paid for many years, at least 20 + years. When Fire and Ambulance were combined the CAO refused to increase to reflect the 30 EMT's. This could be a reason that there is a reluctant attitude to conduct EMS maintenance and attend EMS training every month. I have always used these tools to influence Firefighters to conduct maintenance and to attend the countless trainings. I do not wish to see or the possibility of losing Firefighters dedication to performing maintenance or training because of a refusal to pay by the City. These are small amounts to pay have great rewards when it comes to equipment reliability, knowledge, safety and liability.

Let me know if there's any other questions.

Brent S. Peters
Fire Chief

Item Attachment Documents:

10. Review Comp/OT reports for pay period ending 01/26/2020.

Comp and Overtime Report

* REIMBURSED OT *

PPE: 1-20⁶-20

Division: POLICE

Submitted by: L. ANGELO

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1-20-20		(8)	ANGLIN	HOLIDAY WORKED MLK	23.64
1-21-20	(2)		ANGLIN	INSTRUCTED RESERVE ACADEMY	23.64
1-23-20		(4)	DALMAGARTNER	SCHEDULED OT	23.64
1-20-20		(12)	BOOTH	HOLIDAY WORKED MLK	23.64
1-26-20	(4)		BOOTH	SCHEDULED OT	23.64
* 1-14-20		(4)	BAEW	DEA OT	26.24
* 1-15-20		(3)	BAEW	DEA OT	26.24
* 1-16-20		(4)	BAEW	DEA OT	26.24
1-20-20		(8)	BAEW	HOLIDAY WORKED MLK	26.24
1-20-20		(12)	CAMPPE	HOLIDAY WORKED MLK	23.24
1-20-20		(12)	CORTESE	HOLIDAY WORKED MLK	23.64
1-26-20		(4)	CORTESE	SCHEDULED OT	23.64
1-23-20	(4)		JOHNSON	SCHEDULED OT	24.68
1-20-20		(12)	KINN	HOLIDAY WORKED MLK	20.95
1-20-20		(12)	PITTS	HOLIDAY WORKED MLK	30.71
1-26-20		(4)	PITTS	SCHEDULED OT	30.71
1-20-20		(10)	SAUTER	HOLIDAY WORKED MLK	27.24
* 1-24-20		(5)	RASMUSSEN	DUTY ASIL FORCE OT FROM 17-19	23.64
1-23-20	(4)		RASMUSSEN	SCHEDULED OT	23.64
1-20-20		(12)	SELL	HOLIDAY WORKED MLK	21.99
1/20/20		(8)	Bryant	Holiday worked MLK	26.24
	14				
	x 1.5				
	21 Comp hours				
				15 x 23.64 =	354.60
				6 x 24.68 =	148.08
					502.68
				12 x (20.95 x 1.5) =	377.10
				12 x (21.99 x 1.5) =	395.82
				12 x (23.24 x 1.5) =	418.32
				45 x (23.64 x 1.5) =	1595.70
				27 x (26.24 x 1.5) =	1062.72
				10 x (27.24 x 1.5) =	408.60
				14 x (30.71 x 1.5) =	737.04
					4995.30

Total @ 5497.98

Coma and Overtime Report

PPE: 1/26/20

Division: Shop

Submitted by: Kelly Strucker

Date	Coma Hours	O/T Hours	Name	Reason	Rate
1/14	4		J. Baker	Call out lift station	24.15
1/13	2.5		S. Bolison	Emergency Locate	25.52
1/14		(2)	W. Smelinger	Plowing	22.33
1/22		(2.5)	K. Emu	Call out TSO sewer	23.50
1/21	.5		R. Letter	Cover grave	23.50
1/21	.5		F. Schwuaght	Cover grave	24.87
/					
	7.5				
	1.5				
	11.25		Coma hours		
				.75 x 23.50 =	17.63
				6 x 24.15 =	144.90
				.75 x 24.87 =	18.65
				3.75 x 25.52 =	95.70
					<u>276.88</u>
/					
		4.5	OT hours		
				2 x (22.33 x 1.5) =	66.99
				2.5 x (23.50 x 1.5) =	88.13
					<u>155.12</u>
					=
Total					\$ 432.00

Coma and Overtime Report

PPE: 1/24/20

Division: WTP + WWTP

Submitted by: Kelly Stricker

Date	Coma Hours	O/T Hours	Name	Reason	Rate
1/20		(8)	C. Caswell	Holiday Worked	24.96
1/20	3.5		D. Ceaser	Holiday Worked	24.96
1/20		(4.5)	D. Ceaser	Holiday worked	24.96
1/20		(8)	T. Henry	Holiday Worked	26.35
1/19		(2.5)	N. Herman	Pump Electrical Problem	26.35
1/20		(2)	N. Herman	Work on Pump - Holiday	26.35
1/20		(2)	D. Nauman	Work on Pumps - Holiday	23.03
1/20	(10)		H. Nuernberg	-Holiday Worked + work on pump	24.96
1/20	8		D. Waggoner	Holiday Worked	24.96
/					
	21.5				
	x 1.5				
	32.25				
				32.25 x 24.96 =	804.96
/					
			27 OT hours		
				2 x (23.03 x 1.5) =	69.09
				12.5 x (24.96 x 1.5) =	468.00
				12.5 x (26.35 x 1.5) =	494.07
					1031.16
/					
Total =					1836.12

Coma and Overtime Report

PPE: 1/26/20

Division: Court

Submitted by: Andy Stricker

Date	Coma Hours	O/T Hours	Name	Reason	Rate
1/17	.25		S. Phillips	jail Court	20.75
1/22	.25		M. Salo	Court ran over	19.05
	1.5				
	.5				
	1.5				
	.75	comp hours			
				.38 X 20.75 =	7.89
				.38 X 19.05 =	7.24
					<u>15.13</u>
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;"> Total \$ 15.13 </div>					

