



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 08, 2022
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 22, 2022, Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council claims entered through March 4, 2022.
4. Review and approve the payroll register for the payroll ending February 20, 2022, totaling \$183,039.84.

New Business

Old Business

5. Discussion regarding private bond sales.
6. Cemetery parking lot update from Chair Klose.

Other Items

7. Review vacation/sick report totals for the pay period ending February 20, 2022.
8. Review the COMP/OT reports for the pay period ending February 20, 2022.
9. Mayor's Executive Update.
10. Clerk Treasurer's Financial Update.

Announcements

11. The next Budget and Finance Committee meeting will be held on March 22, 2022, at 5:30 pm.
12. Heidi Sparks will be reviewing claims for the next Budget and Finance Committee 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.

File Attachments for Item:

1. Review and approve the January 22, 2022 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, February 22, 2022**

Members Present: **Emelie Eaton - Chair** **Richard Klose**
 Heidi Sparks **Michelle Mize**

Others Present: **Mayor Waggoner**
 Nathan Herman, City Plants Superintendent
 Bethany Keeler, City Clerk/Treasurer

The meeting was called to order by the Committee Chair at 5:34 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.*

There was no public in attendance

General Items –

1. Review and approved January 25, 2022, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the January 25, 2022, Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions –
The first purchase requisition presented to the Committee was from multiple City Departments for a new pressure washer. Nathan Herman, City Plants Superintendent, presented the purchase requisition to the Committee. Emelie Eaton made a motion to approve the purchase requisition for a new pressure washer. Michelle Mize seconded the motion to approve the purchase requisition for the purchase of a new pressure washer, all in favor, motion passed 4-0.
The second purchase requisition presented to the Committee was from the Water Department for the purchase of replacement water meters. Nathan Herman, City Plants Superintendent presented the purchase requisition to the Committee. Richard Klose made a motion to approve the purchase requisition for the purchase of replacement water meters. Heidi Sparks seconded the motion to approve the purchase requisition for the purchase of replacement water meters, all in favor, motion passed 4-0.
The third purchase requisition presented to the Committee was from the Cemetery Board for the purchase of a new Cemetery Kiosk. Committee Member Klose presented the purchase requisition to the Committee. Emelie Eaton made a motion to approve the purchase requisition for the purchase of a new Cemetery Kiosk. Michele Mize seconded the motion, all in favor with Richard Klose abstaining, motion passed 3-0.
The fourth purchase requisition presented to the Committee was from the Ambulance Department for the purchase of items needed to build sleeping quarters. The Committee was presented a letter from the Ambulance Director, Lyndy Gurchiek, for review. Emelie Eaton made a motion to approve the purchase requisition from the Ambulance Department for the purchase of items needed to build sleeping quarters. Richard Klose seconded the motion to approve the purchase requisition from the Ambulance Department for the purchase of items needed to build sleeping quarters, all in favor, motion passed 4-0.
The fifth purchase requisition presented to the Committee was from the Finance Department for a valuation done by Actuaries Northwest. Bethany Keeler, the City Clerk/Treasurer, presented the purchase requisition. Heidi Sparks made a motion to approve the purchase requisition from

the Finance Department for a valuation from Actuaries Northwest. Richard Klose seconded the motion, all in favor, motion passed 4-0.

The last purchase requisition presented to the Committee was a request for an increase to a previously approved purchase requisition. Bethany Keeler, the City Clerk/Treasurer, presented the Committee with the purchase requisition previously approved to install an updated keyless entry system for City Hall. An increase to this purchase requisition was requested due to the number of key fobs purchased. Emelie Eaton made a motion to approve the increase to the previously approved purchase requisition for an updated keyless entry system for City Hall. Heidi Sparks seconded the increase to the previously approved purchase requisition for an updated keyless entry system for City Hall, all in favor, motion passed 4-0.

3. Review and recommend approval to Council; claims entered through February 18, 2022. The Committee had previously reviewed the claims and check register. Emelie Eaton made a motion to approve the claims entered through February 18, 2022. Richard Klose seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending January 23, 2022, totaling \$190,982.99. Richard Klose motioned to approve the payroll register for the pay period ending January 23, 2022, totaling \$190,982.99. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay periods ending thru February 6, 2022, totaling \$209,508.01. Heidi Sparks motioned to approve the payroll register for the pay periods ending thru February 6, 2022, totaling \$209,508.01. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business –

6. Discussion regarding Altana CD renewal – Heidi Sparks made a motion to move the Altana CD into a CD at any Laurel MT bank with the highest interest rate. Emelie seconded moving the Altana CD into a CD at any Laurel MT bank with the highest interest rate, all in favor, motion passed 4-0.
7. Voting of Committee Chair – Emelie Eaton made a motion to appoint Richard Klose Chair of the Budget and Finance Committee. Heidi Sparks seconded the motion to appoint Richard Klose Chair of the Budget and Finance Committee, all in favor, motion passed 4-0. Voting of Committee Vice-Chair – Michelle Mize made a motion to appoint Emelie Eaton Vice-Chair of the Budget and Finance Committee. Richard Klose seconded the motion to appoint Emelie Eaton Vice-Chair of the Budget and Finance Committee, all in favor, motion passed 4-0.
8. Generate new claims review schedule:

March 8 – Michelle	March 22 – Heidi	April 12 – Richard
April 26 – Emelie	May 10 – Michelle	May 24 – Heidi
June 14 – Emelie	June 28 – Richard	

Unfinished Business –

9. On the next agenda the Committee would like to have the sale of bonds to private individuals, the total number of sick & vacation hours reports, cemetery parking lot update, and the number of burials there are per year at the cemetery.

Other Items –

10. Review Comp/OT reports for the pay period ending January 23, 2022. The Committee reviewed January 23, 2022, Comp/Overtime reports.
11. Review Comp/OT reports for the pay period ending February 6, 2022. The Committee reviewed February 6, 2022, Comp/Overtime reports.
12. Clerk/Treasurer Update – The Clerk/Treasurer gave a report regarding City finances.

13. Mayor Update – Mayor Waggoner gave an update regarding administrative activities.

Announcements –

14. The next Budget and Finance Committee meeting will be held on March 08, 2022, at 5:30 pm.

Respectfully submitted,

Bethany Keeler
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:

4. Review and approve payroll register for the payroll ending February 20, 2022, totaling \$183,039.84.

02/23/22
10:28:34

CITY OF LAUREL
Payroll Register
For Payrolls from 02/25/22 to 02/25/22

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Total for Payroll Checks

	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		2,232.07
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		397.50
COMA HOURS (Comp Time Accumulated)	81.75		
COMP HOURS (Comp Time Used)	0.50		10.91
J015 HOURS (STEP-YRS OF SER)	18.00		916.00
J024 HOURS (FIELD TRAINING)	80.00		80.00
J028 HOURS (FLEX/MED REIMBU)	0.00		173.73
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
OVER HOURS (Overtime - shift 1)	56.25		2,056.18
PERS HOURS (Personal Time Used)	39.25		891.68
REG HOURS (Regular Time)	4,482.25		111,183.12
REG1 HOURS (Additional to regular)	4.00		107.44
REG3 HOURS (Addition to regular pay)	40.00		1,050.80
REGA HOURS (Amb on-call Pay)	237.50		825.25
SHF2 HOURS (Shift 2 Differential)	301.00		225.75
SHF3 HOURS (Shift 3 Differential)	266.00		266.00
SHFA HOURS (Overtime Diff.-shift 2)	15.00		16.95
SICK HOURS (Sick Time)	206.50		5,191.04
STIP HOURS (Amb. meeting pay)	0.00		75.00
VACA HOURS (Vacation Time Used)	163.00		4,132.30
GROSS PAY	130,504.82	0.00	
NET PAY	90,863.77	0.00	
AFLAC	292.16	0.00	
AFLAC 125	553.19	0.00	
AFSCME #303	399.85	0.00	
AFSCME #316	551.52	0.00	
CAF 125-MEDICAL	115.84	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,247.20	
DENTAL-CAF125	602.56	0.00	
FIT	10,354.00	0.00	
HSA-CAF 125	100.00	0.00	
HSA-MEDICAL	0.00	436.28	
MEDICAL LIFE	0.00	199.36	
MEDICARE	1,833.61	1,833.61	
MPORS	2,367.31	3,790.33	
MPPA	190.27	0.00	
P.E.R.S.	7,581.48	8,512.34	
PACFIC - CAF 12	2,486.83	0.00	
PACFIC SOURCE	0.00	25,868.55	
SEG CU	50.00	0.00	
SIT	5,661.00	0.00	
SOCIAL SECURITY	6,170.69	6,170.69	

02/23/22
10:28:34

CITY OF LAUREL
Payroll Register
For Payrolls from 02/25/22 to 02/25/22

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UNEMPL. INSUR.	0.00	440.27
VISION-CAF125	116.35	0.00
VSP - VISION	0.00	172.33
WORKERS' COMP	0.00	3,864.06
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	116,357.53	0.00
MEDICARE BASE	126,456.32	0.00
PERS BASE	122,951.49	0.00
SOC SEC BASE	99,527.47	0.00
UN BASE	125,792.11	0.00
WC BASE	129,645.69	0.00

Total 52,535.02
Total Payroll Expense (Gross Pay + Employer Contributions): 183,039.84

of Employees 92 # of Checks 93

Prepared by:

Kelly Strucker

Approved by:

File Attachments for Item:

5. Discussion regarding private bond sales.

From: [REDACTED]
To: [Bethany Langve](#)
Subject: RE: Private Bond Sales
Date: Thursday, February 17, 2022 10:10:42 AM

Hi Bethany!

Always lovely to hear from you. 😊

Selling bonds to private citizens can be a tricky business. Although the City as an issuer of bonds is generally exempt from registration requirements under state and federal securities laws, certain provisions of the federal securities laws still apply to the City's sale of bonds (absent an exemption). The federal "antifraud" rules require that adequate disclosure about the securities is disclosed to prospective purchasers, with the exception being that if sales are made only to "accredited investors," no specific disclosure is mandated.

This means that if the City was selling bonds in a public, competitive sale or through an underwriter and using an Official Statement or other disclosure document, private citizens could (generally) buy the bonds. However, if the City is planning to do a private, negotiated sale (for example, the sale of the 2020 TIF bonds directly to Western Security Bank), the sale would need to be to an "accredited investor."

An *accredited investor*, in the context of a *natural person*, includes anyone who:

- earned income that exceeded \$200,000 (or \$300,000 together with a spouse or *spousal equivalent*) in each of the prior two years, and reasonably expects the same for the current year, OR
- has a net worth over \$1 million, either alone or together with a spouse or *spousal equivalent* (excluding the value of the person's primary residence), OR
- holds in good standing a Series [7](#), [65](#) or [82](#) license. [These are certain financial professional licenses.]

An accredited investor can also be:

- any trust, with total assets in excess of \$5 million, not formed specifically to purchase the subject securities, whose purchase is directed by a sophisticated person, OR
- certain entity with total investments in excess of \$5 million, not formed to specifically purchase the subject securities, OR
- any entity in which all of the equity owners are accredited investors.

The City would need to do diligence on the prospective purchaser to make sure that person qualified as an accredited investor, and the purchaser would need to make certain representations.

Note that there are also interesting state law provisions regarding "citizen bonds:"

7-7-4211. Citizen bonds authorized. (1) A city or town authorized to sell general obligation bonds under this chapter may issue and sell any portion of the bond in denominations of less than \$5,000 by:

(a) competitive public sale, directly to members of the public, at preestablished interest rates; or

(b) private sale.

(2) Citizen bonds may be issued for any purpose for which a city or town may issue general obligation bonds.

(3) Bonds issued under [7-7-4211](#) through [7-7-4213](#) may be known as "citizen bonds".

(4) An officer, employee, contracted financial consultant, or contracted advisor employed or retained by a city or town selling citizen bonds may not purchase those bonds.

I have never been involved in a sale of "citizen bonds," although we've had a couple of issuers consider doing so.

Hope this is helpful! Talk to you soon.

Courtney

From: Bethany Langve <cityclerk@laurel.mt.gov>

Sent: Wednesday, February 16, 2022 12:12 PM

To: Ellis, Courtney [REDACTED]

Subject: Private Bond Sales

EXTERNAL: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Courtney,

I hope you are doing amazing!!

Some of my City Council Members had a question regarding selling bonds to private citizens and I cannot recall where the requirements are located for that type of transaction. Can you please point me in the right direction?

Thank you much,

P.S. will you be attending the Clerk's Institute in May?

Bethany Keeler, CPFA

Clerk/Treasurer

City of Laurel, Montana

(406) 628-7431 extension 6669

File Attachments for Item:

7. Review vacation/sick report totals for the pay period ending February 20, 2022.

CITY OF LAUREL
Vacation/Sick Leave Report For Payrolls from 02/25/22 to 02/25/22

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[illegible]

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Report ID: P270AD

File Attachments for Item:

8. Review the COMP/OT reports for the pay period ending February 20, 2022.

Comp and Overtime Report

PPE: 2-20-22

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
2-10		4	Anglin	Gun Case P2022-0152	25.67
2-12	8		Anglin	Officer interviews	↓
2-19		5	Anglin	Officer interviews	↓
2-18		4	Anglin	LHS Bball game	↓
2-20		4 ✓	Baumgartner	Scheduled OT	24.59
2-17		6 ✓	Booth	Scheduled OT / PFMA Case	24.59
2-9		1	Brew	• DEA OT*	28.30
2-15	2		Bryant	Instructing/ Reserve Academy	27.30
2-9	4		Canape	Cover OT shift/ Dispatcher vacancy	24.93
2-20	4		Cortese	Scheduled OT	24.59
2-17	4		Johnson	Scheduled OT	25.67
2-7		1 ✓	McFarland	Search Warrant P2022-0150	24.59
2-8		2 ✓	McFarland	Trial Prep County att. P2021-06027	24.59
2-19		4	Pitts	Scheduled OT	32.26
2-9	1.5		Sedgwick	DUI blood draw P202200150	24.59
2-20	4		Sedgwick	Scheduled OT	24.59
2-16	4 ✓		Sell	Cover shift/ Dispatcher vacancy	23.38
2-17	5		Swan	Scheduled OT/ DUI task force meeting	24.59
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <p>36.5</p> <p>× 1.5</p> <p>54.75 comp hours</p> </div> <div> <p>2587.74</p> <p>31 OT hours</p> </div> </div> </div>					
				6 X 23.38 =	140.28
				21.75 X 24.59 =	534.83
				6 X 24.93 =	149.58
				18 X 25.67 =	462.06
				3 X 28.30 =	84.90
					<u>1371.65</u>
					<u>1216.09</u>

$13 \times (24.59 \times 1.5) = 479.51$
 $13 \times (25.67 \times 1.5) = 500.57$
 $1 \times (28.30 \times 1.5) = 42.45$
 $4 \times (32.26 \times 1.5) = 193.56$
1216.09

Comp and Overtime Report

PPE: 2/20/2022

Division: Shop

Submitted by: Melvin Stecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/16	2.5		B. Gonzalez	Shut off Day Water	Turn on 25.61
2/20	3.5		H. Guy	Call out for Sanding	24.69
2/16	2.5		R. Harris	Shut off Day Water	Turn on 23.95
2/19	2.5		R. Harris	Emergency Locate	23.95

11
X 1.5

16.5 comp hours

7.5 X 23.95 = 179.63
5.25 X 24.69 = 129.62
3.75 X 25.61 = 96.04
= 405.29

Total \$405.29

Comp and Overtime Report

PPE: 2/20/2022

Division: Building

Submitted by:

Kelly Tracker	
	Rate

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/8		①	K. Courtney	Council Meeting	24.83
2/15		①.25	K. Courtney	Project discussion RM	24.83
2/16		1		Planning Board Prep	24.83
<hr/>					
		2.25	OT hours		
					$2.25 \times (24.83 \times 1.5) =$
					<u>83.81</u>
<hr/>					
Total \$ 83.81					

Comp and Overtime Report

PPE: 2/20/22

Division: Court

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/12		(14.25)	S. Phillips	Disburse, Restitution Checks	21.81
2/13		(2)	S. Phillips	Time Pay Reconciliation	21.81
2/14		(.5)	S. Phillips	Complete Docs from Court Session	21.81
2/17		(2.75)		OmniBus Prep	21.81

9.5 OT hours

$$9.5 \times (21.81 \times 1.5) = 310.80$$

Total 310.80

Comp and Overtime Report

PPE: 2/22/2022

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/9		(2.5)	E. Grayson	ALS Request	22.00
2/11		(2)	E. Grayson	ALS Request	
2/12		(4)	E. Grayson	Drive Care 3 for Call	
2/15		(5)	E. Grayson	No Coverage	
2/16	1		W. Wong	Interviews	17.49
2/18	4		W. Wong	No Coverage	17.49
<hr/>					
	7				
	X 1.5				
	10.5				
				10.5 X 17.49 =	183.65
					<u> </u>
<hr/>					
				13.5	DT hours
				13.5 X (22.00 X 1.5) =	445.50
					<u> </u>
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<u>Total 629.15</u>					