



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 13, 2021
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

1. Review and Approve the March 23, 2021 Budget and Finance Committee Minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council, claims entered through 04/09/2021.
4. Review and approve the payroll register for pay period ending 03/21/2021 totaling \$188,095.20.
5. Review and approve the payroll register for pay period ending 04/04/2021 totaling \$199,003.57.

New Business - None

Old Business

6. Update regarding the meal pay and drill pay resolutions.
7. Update regarding the Cemetery parking lot.

Other Items

8. Review Comp Overtime Reports.
9. Clerk/Treasurer Update.
10. Mayor Update.

Announcements

11. The next Budget and Finance Committee meeting will be held on April 27, 2021 at 5:30pm.
12. Emelie Eaton is scheduled to review 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.

File Attachments for Item:

1. Review and approve the March 23, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 23, 2021**

Members Present: **Emelie Eaton**
 Richard Klose **Scot Stokes**
Others Present: **Mayor Nelson** **Bethany Langve**

The meeting was called to order by the Committee Chair at 5:32pm.

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 February 23, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the February 23, 2021 Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed.
2. Review and approve the March 9, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the March 9, 2021 Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed.
3. Review and Approve purchase requisition – The Committee was presented with a purchase requisition from the Sewer Department for replacement to the Elm lift station pump. This purchase had previously been approved by the Committee; however, the final cost was greater than the original approval. The Clerk/Treasurer stated the original approval was based upon a quote, and the actual costs were greater. She stated the additional amount needing approval was \$4,143.10. Richard Klose made a motion to approve the increase to the previously approved purchase requisition from the Sewer Department for the replacement of the Elm lift station pump. Scot Stokes seconded the purchase requisition, all in favor, motion passed.
4. Review and Approve purchase requisition – The Committee was presented with the annual purchase requisition from the Fire Department to replace turnout gear. Richard Klose made a motion to approve the purchase requisition from the Fire Department for the annual replacement of turnout gear. Scot Stokes seconded the purchase requisition, all in favor, motion passed.
5. Review and recommend approval to Council, Claims entered through 03/19/2021. The claims and check register had previously been reviewed by the Committee. Scot Stokes made a motion to approve the claims entered through 03/19/2021. Richard Klose seconded the motion, all in favor, motion passed.
6. Review and approve Payroll Register for pay period ending 03/07/2021 totaling \$196,720.40. Scot Stokes made a motion to recommend approval of the payroll register for pay period ending 03/07/2021 totaling \$196,720.40. Richard Klose seconded the motion, all in favor, motion passed.

New Business – None

Old Business –

7. The Committee asked the Mayor if he would be requesting any money from the State, for the American Rescue Plan Act of 2021, to create a Cemetery parking lot. The Mayor stated he would love to do that, but he first had to find out if the City would be receiving any money from the State.

Other Items –

8. Review the Pay Period Ending 03/7/2021 Comp/Overtime Report. The Committee asked how the Ambulance Department staffing was, and if there were enough people hired. The Mayor stated there was not enough people hired full time. The Committee stated the Ambulance Director, and the Fire Chief gave excellent reports at the last Emergency Services meeting.
9. Clerk/Treasurer Update – The Clerk/Treasurer stated she had a Utility Billing Clerk hired and her start date would be April 5th. She also stated the Finance Department staff would be back in the office full time beginning April 19th, and she planned to open up the water office the week of April 26th, although with limited hours.
10. Mayor Update – The Mayor stated there was an item on the City Council agenda, later that evening, that had not been through a workshop. He stated he would assist Council with the proper method of bringing this forward. He also stated he is continuing to work on getting the State to pay the 25% match for the Intake disaster project worksheet. He stated he would also be working on obtaining money from the new COVID bill. He stated approximately 900 million had been set aside for infrastructure projects. The Committee asked if the CARES money already received by the City could be spent. The Mayor stated it could be spent and he is working with his departments to determine needs. He stated there are no restrictions regarding spending the money. The Committee asked how the current budget was looking. The Clerk/Treasurer stated the General Fund looked good because the CARES funds had not been expended. The Committee asked if General Fund was good, even without the CARES funds. The Clerk/Treasurer stated there was concern about tax revenue, however that revenue has come in close to budget so far. The Committee stated they were concerned about the Gas Tax revenue due to the decrease in driving during COVID. The Clerk/Treasurer stated she was concerned a reduction in Gas Tax revenue would be coming for the next fiscal year. The Mayor stated Street Maintenance was not affected by COVID so far. The Mayor also stated the Water and Sewer Departments have approximately 16 million dollars in project targeted for the next budget year.

Announcements –

11. The next Budget and Finance Committee meeting will be held on April 13, 2021 at 5:30pm.
12. Bruce McGee 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:

4. Review and approve purchase requisition for repairs to the FAP and Library roofs.

66 River View Road
Park City, MT 59063
Office... **406.256.5657**
Cell..... **406.855.3307**
allseasonsroofing@yahoo.com

Owner's Name: CITY OF LAUREL		Owner's Address: P.O. BOX 10	
Owner's City, State, Zip: LAUREL, MT 59044		Owner's Phone: 406-628-4796	Owner's Alt. Phone: 406-208-1885, MATT
Project Name & Address: LAUREL SAFETY COMPLEX, 215 W 1ST ST., LAUREL PUBLIC LIBRARY, 720 W 3RD ST.			Email:

a. **Scope of Work:** All Seasons Roofing of Montana, LLC hereby submits the following specifications and estimates:

LAUREL SAFETY COMPLEX - RE-ROOF LOW SLOPE AREA BETWEEN POLICE STATION AND FIRE DEPT.

REMOVE OLD BUR AND GRAVEL ROOF TO THE DECK. REMOVE AND REPLACE SHINGLES AS NEEDED TO COVER NEW ROOFING.

LAY 1.5 IN. POLY ISO INSULATION OVER DECK. INSTALL A FULLY ADHERED 60 MIL. TPO MEMBRANE (WHITE).

INSTALL FLASHING AND NEW METAL AS NEEDED.

5 YEAR WORKMANSHIP, 10 YR MATERIAL WARRANTY.

TPO ROOF TOTAL = \$15,595.00

LAUREL PUBLIC LIBRARY - REPAIR SHINGLE ROOF.

REMOVE AND REPLACE DAMAGED AND MISSING SHINGLES, (BEST MATCH)

REPAIR LIBRARY ROOF TOTAL = \$1,155.00

INCLUDES ALL MATERIAL, LABOR AND WARRANTY

THIS LIST OF SPECIFICATIONS MAY BE CONTINUED ON SUBSEQUENT PAGES (SEE PAGE NUMBER BELOW)

b. **Not Included:** This proposal does not include any unforeseen items or costs.


c. **WE PROPOSE** to furnish material, equipment and labor in accordance with the above specifications for the sum of:

\$16,750.00 dollars

NOTE: This proposal may be withdrawn if not accepted within
30 days from 3/24/2021 date

Respectfully submitted by:


Company Representative

d. **WE ACCEPT** the prices, specifications, and terms as stated in this bid proposal are approved. We authorize you  so work can begin.

approved and accepted (owner or owner's authorized agent)

date

approved and accepted (second owner - if any)

date

File Attachments for Item:

6. Review and approve the payroll register for pay period ending 03/21/2021 totaling \$188,095.20.

03/24/21
08:46:53

CITY OF LAUREL
Payroll Register
For Payrolls from 03/26/21 to 03/26/21

Page: 57 of 58
Report ID: P100

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		2,255.42
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		410.00
COMA HOURS (Comp Time Accumulated)	90.00		
COMP HOURS (Comp Time Used)	22.00		518.35
J015 HOURS (STEP-YRS OF SER)	18.00		892.00
LV1 HOURS (Use Saved Hol.)	8.00		192.88
OVER HOURS (Overtime - shift 1)	63.00		2,326.29
PERS HOURS (Personal Time Used)	56.00		1,497.13
REG HOURS (Regular Time)	4,382.50		106,290.33
REG1 HOURS (Additional to regular)	77.00		1,953.49
REG3 HOURS (Addition to regular pay)	24.00		612.24
REGA HOURS (Amb on-call Pay)	154.00		517.00
SHF2 HOURS (Shift 2 Differential)	299.00		224.25
SHF3 HOURS (Shift 3 Differential)	208.00		208.00
SHFA HOURS (Overtime Diff.-shift 2)	16.50		18.65
SHFE HOURS (Overtime Diff.-shift 3)	21.00		31.50
SICK HOURS (Sick Time)	267.50		6,580.70
STIP HOURS (Amb. meeting pay)	0.00		15.00
VACA HOURS (Vacation Time Used)	291.00		7,010.18
GROSS PAY	132,226.51	0.00	
NET PAY	91,035.77	0.00	
AFLAC	182.03	0.00	
AFLAC 125	448.87	0.00	
AFSCME #303	378.37	0.00	
AFSCME #316	517.50	0.00	
CAF 125-MEDICAL	303.34	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,147.20	
DENTAL-CAF125	427.40	0.00	
FIT	11,246.26	0.00	
HSA-CAF 125	212.50	0.00	
HSA-MEDICAL	0.00	697.06	
MEDICAL LIFE	0.00	206.02	
MEDICARE	1,863.51	1,863.51	
MPORS	2,668.02	4,271.85	
MPPA	221.98	0.00	
P.E.R.S.	7,761.40	8,616.16	
PACFIC - CAF 12	2,428.65	0.00	
PACFIC SOURCE	0.00	28,163.03	
PERS-SPALINGER	150.00	0.00	
SEG CU	50.00	0.00	
SIT	5,896.00	0.00	
SOCIAL SECURITY	6,118.95	6,118.95	
UNEMPL. INSUR.	0.00	319.36	
VISION-CAF125	101.56	0.00	
VSP - VISION	0.01	200.37	

03/24/21
08:46:53

CITY OF LAUREL
Payroll Register
For Payrolls from 03/26/21 to 03/26/21

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WORKERS' COMP	0.00	4,265.18
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	117,937.27	0.00
MEDICARE BASE	128,516.69	0.00
PERS BASE	127,890.59	0.00
SOC SEC BASE	98,692.94	0.00
UN BASE	127,726.99	0.00
WC BASE	131,451.08	0.00

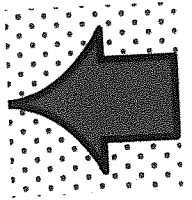
Total 55,868.69
Total Payroll Expense (Gross Pay + Employer Contributions): 188,095.20

of Employees 91 # of Checks 91

Prepared by:

Approved by:

Kelly Stricker



File Attachments for Item:

7. Review and approve the payroll register for pay period ending 04/04/2021 totaling \$199,003.57.

04/07/21
14:49:54

CITY OF LAUREL
Payroll Register
For Payrolls from 04/09/21 to 04/09/21

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Report ID: P100

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		2,298.04
ADDL HOURS (Additional)	0.00		703.85
ADDT HOURS (Transport pay)	0.00		632.50
COMA HOURS (Comp Time Accumulated)	85.88		
COMP HOURS (Comp Time Used)	83.50		2,141.12
J015 HOURS (STEP-YRS OF SER)	19.00		900.00
LV1 HOURS (Use Saved Hol.)	0.50		13.38
OVER HOURS (Overtime - shift 1)	56.00		2,133.74
PERS HOURS (Personal Time Used)	19.50		405.77
REG HOURS (Regular Time)	5,063.00		118,292.06
REG1 HOURS (Additional to regular)	16.00		405.92
REG3 HOURS (Addition to regular pay)	8.00		204.08
REG4 HOURS (Double Time)	4.00		201.64
REGA HOURS (Amb on-call Pay)	210.50		648.75
SHF2 HOURS (Shift 2 Differential)	347.00		260.25
SHF3 HOURS (Shift 3 Differential)	224.00		224.00
SHFA HOURS (Overtime Diff.-shift 2)	39.50		44.65
SHFE HOURS (Overtime Diff.-shift 3)	17.50		26.25
SICK HOURS (Sick Time)	242.00		5,472.50
ACA HOURS (Vacation Time Used)	262.50		6,267.60
GROSS PAY	141,645.35	0.00	
NET PAY	99,131.22	0.00	
AFLAC	182.03	0.00	
AFLAC 125	448.80	0.00	
AFSCME #303	378.36	0.00	
AFSCME #316	517.50	0.00	
CAF 125-MEDICAL	303.33	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,147.20	
DENTAL-CAF125	427.40	0.00	
FIT	11,491.06	0.00	
HSA-CAF 125	212.50	0.00	
HSA-MEDICAL	0.00	587.96	
MEDICAL LIFE	0.00	268.99	
MEDICARE	2,000.09	2,000.09	
MPORS	2,668.74	4,273.00	
MPPA	221.90	0.00	
OR CHILD SUPPOR	12.75	0.00	
P.E.R.S.	7,850.74	8,715.29	
PACFIC - CAF 12	2,428.62	0.00	
PACFIC SOURCE	0.00	28,253.50	
PERS-SPALINGER	150.00	0.00	
SEG CU	50.00	0.00	
SIT	6,136.00	0.00	
SOCIAL SECURITY	6,718.47	6,718.47	

04/07/21
14:49:54

CITY OF LAUREL
Payroll Register
For Payrolls from 04/09/21 to 04/09/21

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Report ID: P100

UNEMPL. INSUR.	0.00	342.90
VISION-CAF125	101.45	0.00
VSP - VISION	0.00	200.35
WORKERS' COMP	0.00	4,850.47
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	127,266.27	0.00
MEDICARE BASE	137,935.75	0.00
PERS BASE	129,690.46	0.00
SOC SEC BASE	108,362.34	0.00
UN BASE	137,145.83	0.00
WC BASE	140,934.11	0.00
Total		57,358.22
Total Payroll Expense (Gross Pay + Employer Contributions):		199,003.57

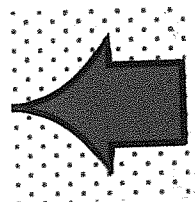
of Employees 122

of Checks 122

Prepared by:

Approved by:

Healy Strecker



File Attachments for Item:

10. Review Comp/Overtime Reports.

REIMBURSED OT

+ COVID-19 +

Comp and Overtime Report

PPE: 4-4-21

Division: POLICE

Submitted by: LANGRE

Date	Comp Hours	OT Hours	Name	Reason	Rate
3-31-21	(3)		ANGLIN	TRUANT RESERVE CLAS	24.11
3-27-21	(2)		BAUMGARTNER	DUZ ARREST P2021-0306	24.11
3-28-21	(1)		BAUMGARTNER	MENTAL HEALTH TRANSPORT P2021-0308	24.11
4-1-21	(4)		BAUMGARTNER	SCHEDULED OT	24.11
* 3-23-21		(4)	BREW	DEA OT	26.76
3-22-21	(1 1/2)		BRYANT	PFMA ARREST P2021-0	28.3 26.76
3-26-21	(1/2)		BRYANT	CITY COURT TRIAL	26.76
3-26-21	(7)		CORTESE	CITY COURT TRIAL	24.11
3-31-21	(1/2)		JOHNSON	ASSAULT P2021-0321	25.17
4-1-21	(1/2)		JOHNSON	SCHEDULED OT	25.17
4-1-21	(1/2)		MCANALAN	SCHEDULED OT	23.11
4-4-21		(4)	PITTS	SCHEDULED OT	31.32
4-4-21		(4)	RASMUSSEN	SCHEDULED OT	24.11
4-4-21		(4)	SEDERVICK	SCHEDULED OT	24.11
4-1-21	(4)		SWAN	SCHEDULED OT	23.11
					30.5
					x1.5
					45.75 Comp hours
					12 x 23.11 =
					277.32
					24 x 24.11 =
					578.64
					6.75 x 25.17 =
					169.90
					3 x 26.76 =
					80.28
					1106.14
					=
					16 OT hours
					8 x (24.11 x 1.5) =
					289.32
					4 x (26.76 x 1.5) =
					160.56
					4 x (31.32 x 1.5) =
					187.92
					1637.80

Total \$ 1743.94

Comp and Overtime Report

PPE: 4/4/21

Division: Shop

Submitted by: Kelly Tracker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/31	3		A. Arneson	Water leak	24.68
4/1	8		A. Arneson	Water leak	24.68
4/1		(1.5)	A. Arneson	Water leak (OT)	49.36
3/31		(3)	J. Baker	Water leak	26.08
4/1		(8)	J. Baker	Water leak	26.08
4/1		(1.5)	J. Baker	Water leak (OT)	52.16
3/31	3		B. Gonzalez	Water leak	24.86
3/31		(2.5)	K. Hoffman	Water leak	24.68
4/1		(8)	K. Hoffman	Water leak	24.68
4/1		(1)	K. Hoffman	Water leak (OT)	49.36
3/22		(1)	D. Saylor	Business Souths Route	25.37
3/30		(.5)	D. Saylor	longer garbage Route	25.37
4/3		(8)	D. Saylor	Scheduled OT	25.37
4/1	3.5		F. Schweigert	Time Slip - Matt	25.37
<hr/>					
	17.5				
	X 1.5				
	26.25	Comp hours			
<hr/>					
				16.50 X 24.68 =	407.22
				4.5 X 24.86 =	111.87
				5.25 X 25.37 =	133.19
					652.28
					=
<hr/>					
		35	OT hours		
<hr/>					
				10.5 x (24.68 x 1.5)	388.71
				9.5 x (25.37 x 1.5)	361.53
				11 x (26.08 x 1.5)	430.32
				2.5 x (24.68 x 2)	123.40
				1.5 x (26.08 x 2)	78.24
					1382.20
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Total 2034.48

Comp and Overtime Report

PPE: 4/4/21

Division: WTP + WWTP

Submitted by:

[illegible]

Comp and Overtime Report

PPE: 4/4/21

Division: Court

Submitted by:

[illegible]

Comp and Overtime Report

PPE: 4/4/21

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/25	1		E. Grayson	Mandatory Meeting	16.50
3/30	.5		E. Grayson	Took Call before shift	16.50
3/24		①	J. Walton	Late Call	18.50
4/1	2		T. White	Early Call before shift	16.83
<hr/>					
	3.5				
	x 1.5				
	5.25			Comp hours	
<hr/>					
				2.25 x 16.50 =	37.13
				3 x 16.83 =	50.49
					87.62
					=
<hr/>					
		1		OT hours	
				1 x (18.50 x 1.5) =	27.75
					=
<hr/>					
Total \$115.37					