



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, NOVEMBER 24, 2020  
5:15 PM  
VIRTUAL MEETING**

**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 November 10, 2020 Budget and Finance Committee minutes.
2. Review and approve purchase Requisitions.
3. Review and approve the May 2020 Balancing sheet.
4. Review and approve the October 2020 Utility Billing Adjustments.
5. Review and recommend approval to Council, claims entered through 11/20/2020.
6. Review and approve the payroll register for Pay Period Ending 11/15/2020 totaling \$202,286.64.

**New Business**

**Old Business**

7. Discussion regarding draft resolutions for Fire Association Meal/Drill Pay.

**Other Items**

8. Clerk/Treasurer Update
9. Mayor Update

**Announcements**

10. The next Budget and Finance Committee meeting will be held on December 8, 2020 at 5:15pm via ZOOM or 5:30pm via in person. The method of the meeting has yet to be determined.
11. Bruce McGee 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.**

**File Attachments for Item:**

1. Review and approve the November 10, 2020 Budget and Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, November 10, 2020**

<b>Members Present:</b>	<b>Emelie Eaton</b>	<b>Bruce McGee</b>
	<b>Scot Stokes</b>	
<b>Others Present:</b>	<b>Mayor Nelson</b>	<b>Bethany Langve</b>
	<b>Stan Langve</b>	

**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 October 27, 2020 Budget and Finance Committee meeting minutes. Bruce McGee moved to approve the minutes as presented. Scot Stokes seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition from the Police Department for a K-9 Unit Vehicle. The Clerk/Treasure briefly presented the purchase requisition and introduced Chief Langve to go over the request in detail. Chief Langve stated the department was requesting approval from the Budget and Finance Committee for the purchase of a K-9 vehicle. The vehicle in question did receive emergency approval from the Mayor as the previous two vehicles found sold within 24 and 48 hours. The Chief explained the vehicle was being purchased with the money raised through donations. The Chief explained this vehicle in is Madison WI, has approximately 50,000 miles on it and no previous accidents. The original asking price for the vehicle was \$48,000 but Beartooth Ford got the price down to \$22,449.95. The Committee wanted to verify the vehicle had already been purchased. The Chief stated the vehicle had been purchased using the Mayor's emergency authority as the other vehicles had been purchased so quickly. The Committee asked why Laurel Ford wasn't used. The Chief stated Beartooth Ford only helped Officer Booth locate the vehicle and he didn't believe they were receiving any profit from the sale.
3. Review and recommend approval to Council, Claims entered through 11/06/2020. The Claims Detail report and the check register had previously been reviewed for accuracy. The Clerk/Treasurer answered several questions that had been sent to her via email regarding the claims. The Committee had no further questions or comments regarding the claims. Scot Stokes made a motion to recommend approval of the claims entered through 11/06/2020. Bruce McGee seconded the motion, all in favor, motion passed.
4. Review and approve Payroll Register for pay period ending 11/01/2020 totaling \$198,495.03. Bruce McGee made a motion to recommend approval of this claim totaling \$198,495.03. Scot Stokes seconded the motion, all in favor, motion passed.

**New Business – none**

**Old Business –**

5. Fire Association Meal Pay – Drill Pay discussion. The Chair stated she had made a motion previously to create a resolution regarding the Fire Association Meal Pay/Drill Pay. There had been no movement forward since then regarding the creation of a resolution. There was discussion providing the history of events with these payments. The Committee discussed providing the drill pay directly to the firemen so they can do what they want with the funds,

instead of giving the money to the Fire Association. It was also discussed eliminating the meal pay and having the Department provide meals for the Firemen during training and posting those meals directly to the line item under the Fire Department budget. The Mayor stated it would be best to draw up a draft resolution for Sam to review with a list of any questions. The Mayor stated he doesn't legislate but he would be more than willing take the ideas to full Council. The Chair stated she would draw up a draft resolution to review for the next meeting.

6. Discussion regarding the 4000-fund summary – The Clerk/Treasurer went over the budgeted appropriations listed in the 4000-fund summary. There were no questions or comments regarding the explanation.

**Other Items –**

7. The Committee reviewed the Comp OT report for pay periods ending 10/04/2020 and 10/18/2020 and had no questions or comments.
8. Clerk/Treasurer Update – The Clerk/Treasurer stated the City had been approved by the State to receive \$883,510.00 in CARES funding. She explained the City should be seeing those funds deposited in approximately 7 days. The Clerk/Treasurer stated she wanted to thank her employees for making the process easier for her. She thanked her Accounts Payable Clerk, Amber Hatton, for keeping all the COVID-19 claims together. She thanked Brittney Moorman for assisting her with putting together the almost 600-page document, and she thanked her payroll clerk, Kelly Strecker, for answering the State's payroll questions incredibly fast. The Committee was very pleased with this news.
9. Mayor Update – The Mayor stated he was still going to contact our Senator and State Representatives and make a final push to get the State share for the intake.

**Announcements –**

10. The next Budget and Finance Committee meeting will be held on November 24, 2020. The meeting will be held at 5:15pm via ZOOM or 5:30pm in person, method is yet to be determined.
11. Richard Klose 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:**

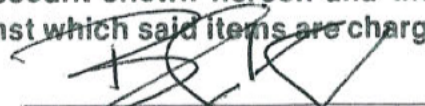
2. Review and approve purchase Requisitions.

PURCHASE  
REQUISITIONCITY OF LAUREL  
MONTANA  
59044Date: 11-24-2020  
Fund: General  
Dept.: AmbulanceVENDOR: Multiple

VENDOR NO.: \_\_\_\_\_

Quantity	Fully Itemize	Est. Cost	Account Number
2	Power load	43214	1000.270.420130.948
2	Power ProXT cot	39614	
2	Lifelak 15 monitors	64918	
2	LUCAS 3.0	29956	
2	Stryker stair chair	7316	
Total estimated cost			

The items listed above are a proper charge against the account shown hereon and the services or materials are to be used exclusively for the purpose against which said items are charged.

  
 \_\_\_\_\_  
 Dept. Authorized Signature



**CITY HALL**

115 W. 1st. St.

**PUB WORKS: 628-4796**

PWD FAX: 628-2241

**WATER OFFICE: 628-7431**

WTR FAX: 628-2289

**MAYOR: 628-8456**

# City of Laurel

P.O. Box 10  
Laurel, Montana 59044

MAYOR

DEPARTMENT

November 19, 2020

To Whom it May Concern,

I am writing this letter in support of the attached CARES funds pre-approval request. The Laurel EMS Department is requesting pre-approval for equipment to provide staff strengthened protection from the COVID-19 virus. This equipment will provide additional barriers between EMS staff, and patients. With our EMS staff continuing to be on the front lines, and in most instances, the first people to contact COVID-19 positive community members, I fully support the attached request as it increases their safety. Any additional precautions that can be provided to our first responders would also increase public safety, as it will keep our EMS staff healthy, and able to continue to service the public at large.

I thank you for taking the time to review our submission, and sincerely appreciate any assistance we receive in combating this virus.

Sincerely,

**Thomas C. Nelson**

Mayor

Dear Local Government Services Bureau,

I am writing this letter to request a pre-approval of full reimbursement from the CAREs Program for equipment we are looking to purchase to protect our staff from exposure to COVID-19. As a volunteer service, we have relied on grant money to provide prehospital emergency care to our community.

Most of our medical equipment is way beyond service life and that has left us in a vulnerable position. We have seen an increase in calls due to the COVID-19. Our service will be able to operate a lot more effectively and efficiently during these times with the equipment listed below.

Power Cot and Powered Loading system:

This piece of equipment will help us safely load a patient into the ambulance with fewer operators. The operator can load the patient while maintaining a distance of 6 feet from the patient's head. Also, case studies have shown a high reduction in caregiver back injuries. Which will allow us to keep our staff working.

LUCAS 3:

This piece of equipment will allow us to maintain distance from suspected or confirmed COVID-19 patients during CPR. It will reduce the number of caregivers needed to administer chest compressions during a code. It will also improve caregiver safety when providing CPR during transport.

Stryker Stair Chair:

This piece of equipment will allow caregivers to transport a patient downstairs without lifting. We will be able to maintain the distance between the operator and the patient. The optional extended frame will allow even more distance between the operator and the patient.

Lifepak 15:

This piece of equipment is used on almost every call we go on. With this monitor, we will be able to check SpO2 on patients to make sure they are not hypoxic. SpO2 is critical to determine a baseline and whatever or not oxygen therapy is needed. Also, we will be able to monitor a patient's heart rhythm. It also allows us to do blood pressures and EtCO2 monitoring.

Below you will find a list of the equipment from above that I am asking for reimbursement for. The quantity that I am asking for and their pricing.

1. QTY 2- Powerload @ \$21,607 Each- Total \$43,214
2. QTY 2- PowerProXT Cot @ \$19,807 Each- Total \$ 39,614
3. QTY 2- Lifepak 15 Monitor @ \$32,484 Each- Total \$64,968



4. QTY 2- LUCAS 3.0 @ \$14,978 Each- Total \$29,956

5. QTY 2- Stryker Stair Chair @ \$3,658 Each- Total \$7,316

Total - \$185,068

Thank you in advance for your attention to this matter. We await your response and will act fast to meet the December deadline should you approve this.

Respectfully,

Wendy Wong

Laurel EMS

215 West 1st Street

Laurel, MT. 59044

Cell 406-697-2491

Office 406-628-1611

**File Attachments for Item:**

3. Review and approve the May 2020 Balancing sheet.

CITY OF LAUREL  
MONTH OF MAY 2020

BANK BALANCE			
Petty Cash- Accounting		\$ 600.00	
Petty Cash-PWD			
Petty Cash-Court		\$ 100.00	
Yellowstone Bank - MAIN		\$ 8,508,664.51	
Western Security Bank		\$ 100,290.05	
ALTANA - Share Account		\$ 31.64	
ALTANA		\$ 104,893.35	
SEG		\$ 102,704.99	
Investments STIP		\$ 349,592.30	
Investments STIP		\$ 5,243,059.95	
Statement Balance - YB A/C	MM SAVINGS	\$ 5,607,664.35	
Statement Balance - YB A/C		\$ 59,185.82	
Statement Balance - Court		\$ 38,200.99	
Total Cash in Bank			\$ 20,114,987.95
ADD:			
OUTSTANDING COURT DEPOSITS		\$ 85.00	
OUTSTANDING COURT DEPOSITS - Deposit Slips		\$ -	
Court Deposit To City In Transit		\$ 12,287.65	
Tax Collections		\$ 1,268,347.32	
OUTSTANDING NSF FEE 05/20		\$ 114.00	
05/29/20 CR		\$ 11,354.58	
05/28/20 CC		\$ 115.91	
05/28/20 CC PD		\$ 15.00	
RV 97063 PINTLER		\$ 392.28	
RV 97065 SOLESTONE		\$ 25.00	
RV 97066 EQUITABLE LIFE & CASUALTY		\$ 75.04	
CHECK 46628 CASHED TWICE BY THE BANK		\$ 272.05	
			\$ 1,293,083.83
LESS:			
OUTSTANDING FICA			
OUTSTANDING MPORS			
OUTSTANDING PERS			
Outstanding Court Checks from Court Bank Statement		\$ (15,333.68)	
\$0.01 DIFFERENCE 05/19/20 PERS		\$ (0.01)	
Total Reductions to Cash			\$ (15,333.69)
Ending Bank Balance			\$ 21,392,738.09
SYSTEM BALANCE:			
Beginning System Balance from cash report			\$ 20,683,839.41
ADD RECEIVED			\$ 1,863,655.52
LESS DISBURSED			\$ (1,154,756.84)
Ending System Balance from cash report			\$ 21,392,738.09
Difference between Bank and System			\$ -

## CITY OF LAUREL MONTANA

MAY 2020

SYSTEM RECEIVED BALANCE FROM CASH REPORT	\$	1,863,655.52
BANK RECEIVED BALANCE	\$	1,863,655.52
SYSTEM-BANK	\$	-

## - CREDITS

\$ 583,653.14

## LESS PREVIOUS MONTHS OUTSTANDING CREDITS

04/30/20 CC	\$	(1,166.60)
04/30/20 CR	\$	(8,141.26)
RV 97028 PINTLER	\$	(1,456.90)
RV 97029 CREDIT CARD	\$	(25.00)
RV 97034 SOLESTONE	\$	(525.00)
RV 97032 MUTUAL OF OMAHA	\$	(103.15)
RV 97033 UNITED HEALTHCARE	\$	(103.76)

APRIL TAXES	\$	(53,110.96)
COURT DEPOSIT	\$	(11,945.51)

	\$	(76,578.14)
TOTAL BANK CREDITS LESS PREVIOUS MONTH CREDITS	\$	507,075.00
LESS CURRENT MONTH'S REDEPOSITED CHARGE BACKS	\$	(204.69)
	\$	506,870.31

## ADD CURRENT MONTHS CREDITS

TAX DEPOSIT	\$	1,268,347.32
COURT DEPOSIT	\$	12,287.65

05/29/20 CR	\$	11,354.58
05/28/20 CC	\$	115.91
05/28/20 CC PD	\$	15.00
05/27/20 PINTLER DEPOSIT	\$	392.28
05/29/20 SOLESTONE	\$	25.00
RV 97066 EQUITABLE LIFE & CASUALTY	\$	75.04

JV 1629 INCREASE TO COURT BONDS/RESTITUTION	\$	340.91
JV COURT INTEREST ADJUSTMENT		

GRANT ACCOUNT CREDITS \$ 59,185.82

	\$	1,352,139.51
TOTAL ACCT PLUS CURRENT MONTH CREDITS	\$	1,859,009.82
ADD CURRENT MONTHS CREDITS		

ALTANA INTEREST		
SEG INTEREST		
WSB INTEREST		
BIG STIP INTEREST	\$	3,158.21
LITTLE STIP INTEREST	\$	210.58
YSB CHECKING INTEREST	\$	372.57
MM SAVINGS INTEREST	\$	904.34
	\$	4,645.70
TOTAL ALL CREDITS	\$	1,863,655.52

## CITY OF LAUREL MONTANA

MAY 2020

SYSTEM DISBURSED BALANCE FROM CASH REPORT	\$	1,154,756.84
BANK DISBURSED BALANCE	\$	1,154,756.84
SYSTEM-BANK	\$	-

DEBITS		\$	1,147,005.21
CHARGEBACK	\$	(204.69)	
CHARGEBACK	\$	(114.00)	
CHARGEBACK			
CHARGEBACK			
CHARGEBACK			
OUTSTANDING FICA			
OUTSTANDING FICA			
OUTSTANDING MPORS			
OUTSTANDING PERS			
JV 1635 COURT INTEREST ADJUSTMENT	\$	0.05	
JV 1605 DECREASE TO BONDS/RESTITUTION			
JV 1640 SPALINGER PAYMENT TO PERS	\$	8,342.31	
CHECK 46628 DEPOSITED 02/20 AND 05/20	\$	(272.05)	
PERS DIFFERENCE 05/19/20	\$	0.01	
		\$	7,751.63
TOTAL ACCOUNT LESS CHARGE BACKS		\$	1,154,756.84

	\$	-
TOTAL DEBITS	\$	1,154,756.84

	\$	-
TOTAL ALL DEBITS	\$	1,154,756.84





## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

CITY OF LAUREL

## ACCOUNTS RECEIVABLE SUMMARY

For AP-Year 10-2020

07:34:48 - 11/02/2020

Service	Fund	Old Balance	Billings	Payments	[----- Adjustments -----]		New Balance
					Auto Distribute	Other	
WATER	5210	357963.28	277320.70	338555.35	-2039.87	-649.44	294039.32
CAP IMP WATER	5210	31743.72	29458.67	28928.82	-502.26	-142.35	31628.96
SEWER	5310	171260.32	137643.97	153734.23	-1726.00	-742.25	152701.81
CAP IMP SEWER	5310	35086.63	31985.60	31246.46	-503.91	-164.03	35157.83
GARBAGE	5410	84431.51	72525.35	76926.74	-1024.56	-277.68	78727.88
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1857.07	900.00	1956.95	-25.00	750.00	1525.12
WATER SUPPLIES	5210	70.75	0.00	0.00	0.00	0.00	70.75
WTR LINE INS-1	5210	2687.22	2437.04	2305.28	-37.02	-13.33	2768.63
WTR LINE INS-2	5210	298.58	270.78	255.95	-4.11	-1.48	307.82
OVERPAYMENT	5210	-16758.30	0.00	4501.33	5862.73	-3177.37	-18574.27

<b>Grand Totals by Service:</b>		<b>668640.78</b>	<b>552542.11</b>	<b>638411.11</b>	<b>0.00</b>	<b>-4417.93</b>	<b>578353.85</b>
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<b>Grand Total by Fund:</b>	<b>Old Balance</b>	<b>New Balance</b>
5210	377862.32	311766.33
5310	206346.95	187859.64
5410	84431.51	78727.88

**File Attachments for Item:**

6. Review and approve the payroll register for Pay Period Ending 11/15/2020 totaling \$202,286.64.

11/18/20  
12:01:41

CITY OF LAUREL  
Payroll Register  
For Payrolls from 11/20/20 to 11/20/20

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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 (Addtl lump sum - On call)	0.00		346.17
ADD3 HOURS (Interim - Amb. Director)	0.00		400.00
ADDG HOURS (Longevity)	0.00		2,332.93
ADDL HOURS (Additional)	0.00		150.00
ADDT HOURS (Transport pay)	0.00		357.50
COMA HOURS (Comp Time Accumulated)	114.00		
COMP HOURS (Comp Time Used)	5.25		122.34
COVI HOURS (COVID LEAVE)	200.00		5,204.00
HOL HOURS (Holiday Pay)	679.00		16,221.97
HOLP HOURS (Regular holiday-police)	160.00		4,211.39
J004 HOURS (UNIFORM ALLOW.)	1.00		800.00
J015 HOURS (STEP-YRS OF SER)	18.00		876.00
J019 HOURS (BEREAVEMENT)	8.00		191.76
OVER HOURS (Overtime - shift 1)	95.00		3,163.24
OVTB HOURS (Holiday worked)	341.50		12,252.10
PERS HOURS (Personal Time Used)	85.00		1,928.99
REG HOURS (Regular Time)	3,371.75		81,354.99
REG1 HOURS (Additional to regular)	96.00		2,486.64
REG3 HOURS (Addition to regular pay)	80.00		2,040.80
EGA HOURS (Amb on-call Pay)	107.00		307.00
SHF2 HOURS (Shift 2 Differential)	235.00		176.25
SHF3 HOURS (Shift 3 Differential)	181.00		181.00
SHFA HOURS (Overtime Diff.-shift 2)	57.00		64.41
SHFE HOURS (Overtime Diff.-shift 3)	48.00		72.00
SICK HOURS (Sick Time)	163.00		4,211.17
VACA HOURS (Vacation Time Used)	176.00		4,314.00
XLV1 HOURS (Save Holidays)	136.00		
GROSS PAY	143,789.73	0.00	
NET PAY	98,576.99	0.00	
AFLAC	191.94	0.00	
AFLAC 125	378.95	0.00	
AFSCME #303	378.37	0.00	
AFSCME #316	509.45	0.00	
ALTANA	385.00	0.00	
CAF 125-MEDICAL	293.35	0.00	
COLLIFE	57.98	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,132.12	
DENTAL-CAF125	439.52	0.00	
FIT	13,281.11	0.00	
HSA-CAF 125	237.50	0.00	
HSA-MEDICAL	0.00	478.93	
MEDICAL LIFE	0.00	201.02	
MEDICARE	2,032.03	2,032.03	
MPORS	2,568.33	4,112.19	
MPPA	221.98	0.00	

11/18/20  
12:01:41

CITY OF LAUREL  
Payroll Register  
For Payrolls from 11/20/20 to 11/20/20

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Report ID: P100

P.E.R.S.	8,208.00	9,111.92
PACIFIC - CAF 12	2,428.65	0.00
PACIFIC SOURCE	0.00	27,947.42
PERS-SPALINGER	150.00	0.00
SEG CU	50.00	0.00
SIT	6,586.00	0.00
SOCIAL SECURITY	6,523.55	6,523.55
UNEMPL. INSUR.	0.00	348.26
VISION-CAF125	108.71	0.00
VSP - VISION	0.01	193.23
WORKERS' COMP	0.00	6,416.24
MY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	129,214.22	0.00
MEDICARE BASE	140,140.55	0.00
PERS BASE	132,435.77	0.00
SOC SEC BASE	105,218.45	0.00
UN BASE	139,290.21	0.00
WC BASE	138,651.29	0.00
Total		58,496.91
Total Payroll Expense (Gross Pay + Employer Contributions):		202,286.64

# of Employees 89

# of Checks 90

Prepared by:

*Kelly Strucker*

Approved by:





**File Attachments for Item:**

7. Discussion regarding draft resolutions for Fire Association Meal/Drill Pay.

**RESOLUTION NO. R20\_\_\_\_\_**

**A RESOLUTION FORMALIZING THE PROCEDURE FOR FIRE DEPARTMENT MEAL  
PAYMENT**

**WHEREAS** the City of Laurel has been paying the Fire Association a certain sum designated for “meals”; and

**WHEREAS** the “meals” payments have been in effect for at least the last 20 years; and

**WHEREAS** no record of a resolution can be found going back 20 years which indicate the City Council gave approval for these “meals” payments; and

**WHEREAS** without a resolution from the City Council, no changes should be made to these payments; and

**WHEREAS** modern accounting methods require reimbursement of receipts or a charge to the City credit card; and

**WHEREAS** the City of Laurel as received guidance from the State Auditors numerous times regarding these monthly payments; and

**WHEREAS** the State Auditors have guided the City toward understanding the Fire Department should be the entity receiving payments; and

**WHEREAS** the State Auditors have guided the City toward understanding it should be paying charges to the City Credit card or reimbursing receipts; and

**WHEREAS** the City of Laurel wishes to bring itself into compliance with modern municipal accounting practices

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Laurel, Montana:

Beginning January 1, 2021, the City of Laurel will no longer pay the Fire Association a monthly sum of \$225 which funds have previously been earmarked for “meals”. The City of Laurel shall instead receive receipts or charges to the City Credit Card which the Fire Department indicates are for meals. The City shall pay only \$225 monthly toward meals to the Fire Department. Any receipts or charges in excess of the \$225 shall come out of the Fire Department budget and not be paid from General Fund dollars.

Introduced at a regular meeting of the City Council on \_\_\_\_\_, 2020 by  
Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk-Treasurer

Approved as to form:

Sam Painter, Civil City Attorney

**RESOLUTION NO. R20\_\_\_\_\_**

**A RESOLUTION FORMALIZING THE PROCEDURE FOR FIRE DEPARTMENT DRILL PAY  
PAYMENT**

**WHEREAS** the City of Laurel has been paying the Fire Association a certain sum designated as “Drill Pay”; and

**WHEREAS** the “Drill Pay” payments have been in effect for at least the last 20 years; and

**WHEREAS** the “Drill Pay” has come to refer to attendance at one monthly training meeting for all active volunteer firemen in the City of Laurel; and

**WHEREAS** no record of a resolution can be found going back 20 years which indicates the City Council gave approval for these “Drill Pay” payments; and

**WHEREAS** without a resolution from the City Council, no changes should be made to these payments; and

**WHEREAS** these “Drill Pay” payments have been made in a monthly lump sum to the Fire Association; and

**WHEREAS** the City of Laurel has received guidance from the State Auditors numerous times regarding these monthly payments; and

**WHEREAS** the State Auditors have guided the City toward understanding the individual members of the Fire Department should be the entities receiving payments; and

**WHEREAS** the State Auditors have guided the City toward understanding it should be paying Volunteers for attendance at a meeting; and

**WHEREAS** the City of Laurel wishes to bring itself into compliance with the guidelines suggested by the State Auditors

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Laurel, Montana:

Beginning January 1, 2021, the City of Laurel will no longer pay the Fire Association a monthly sum of \$382.50, which funds have previously been earmarked for “Drill Pay”. The City of Laurel shall instead pay individual active volunteer firefighters who have signed an attendance roster for a monthly meeting. The City shall pay only a maximum of \$382.50 monthly toward attendance at one monthly meeting. The Fire Department shall be responsible for making sure each attendee who wishes to receive payment for attendance has access to a sign-in roster. Said roster will be submitted to the Clerk Treasurer’s office for payment.

**BE IT FURTHER RESOLVED** by the City Council of the City of Laurel, Montana:

The monthly “Drill Pay” payments in the amount of \$382.50 have been assumed to represent a payment for a maximum of 45 volunteer firemen. This amounts to \$8.50 per fireman. Beginning

January 1, 2021, \$8.50 is the amount each individual active fire fighter shall receive for attendance at one meeting for which he or she has duly signed an attendance roster.

Introduced at a regular meeting of the City Council on \_\_\_\_\_, 2020 by Council Member \_\_\_\_\_.

PASSED and APPROVED by the City Council of the City of Laurel this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF LAUREL

\_\_\_\_\_  
Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk-Treasurer

Approved as to form:

Sam Painter, Civil City Attorney