



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
MONDAY, DECEMBER 23, 2019
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 December 10, 2019 Budget and Finance Committee meeting minutes.
2. Review and approve the November 2019 Utility Billing Adjustments.
3. Review and approve the November 2019 Financial Statements.
4. Review and recommend approval to Council claims entered through 12/20/2019.
5. Review and approve Purchase Requisitions.
6. Review and approve the Payroll Register for pay period ending 12/15/19, totaling \$184,329.28.

New Business

Old Business

Other Items

7. Review the November 2019 Journal Vouchers.
8. Review Comp/OT hours for pay period ending 12/15/19.
9. Update from the Clerk/Treasurer.
10. Update from the Mayor.

Announcements

11. The next Budget and Finance Committee meeting will be held on January 14, 2020 at 5:30 pm.
12. Emelie Eaton 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.

DATES TO REMEMBER

Item Attachment Documents:

1. Review and approve the December 10, 2019 Budget and Finance Committee meeting minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 10, 2019**

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

Others Present: **Mayor Nelson** **Bethany Langve**

The Meeting was called to order by Chair Eaton at 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

- Review and approve the minutes of the November 26, 2019 meeting. Council Member Eaton commented that the minutes needed to be amended. The supervisor of APE isn't Mike, it is Matt. The Clerk/Treasurer stated that she would make that correction. Richard Klose made a motion to approve the minutes of the November 26, 2019 Budget and Finance Committee meeting, as amended. Bruce McGee seconded the motion to approve the November 26, 2019 Budget and Finance Committee meeting minutes, as amended, all in favor, motion passed.
- Review and approve purchase requisitions – None
- Review and recommend approval to Council Claims entered through 12/06/19. Richard Klose had previously reviewed the Claims Detail report and the Check Register for accuracy. There were no questions regarding the claims. Richard Klose made a motion to recommend approval to Council the claims entered through 12/06/19, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 11/03/19 totaling \$192,474.58, the Payroll Register for pay period ending 11/17/19 totaling \$186,768.23, and the Payroll Register for pay period ending 12/01/19 totaling \$236,171.58. The Clerk/Treasurer stated that a couple of these had to be re-approved. The two-page summaries were reviewed, signed and dated for each pay period ending. Scot Stokes made a motion to approve all three of the Payroll Registers, Bruce McGee seconded the motion, all in favor, motion passed.

New Business

- 2020 Claims Review Schedule – The Committee discussed making a claims review schedule for the New Year. Emelie Eaton volunteered to review the claims for January 14th, Scot Stokes stated he would review the claims on January 28th, Bruce McGee stated he would review the claims on February 11th, Richard Klose stated he would review the claims on February 25th, Emelie Eaton stated she would review the claims again on March 10th, and Scot Stokes stated it would be his turn again on March 24th. The list is as follows:

Jan 14 – Emelie	Feb 25 - Richard
Jan 28 – Scot	Mar 10 - Emelie
Feb 11 – Bruce	Mar 24 - Scot

Old Business – none

Other Items

- The Clerk/Treasurer stated that the Committee could no longer review the detailed report of individual employee vacation, sick, comp and holiday time as this was not public record. She did state that the total amount of hours was public record and something that the Committee should

review as there was a dollar value attached to it. She would begin having the Payroll Clerk printout that total for review at each meeting.

- The Mayor stated that he had nothing to report at this time. The Committee asked him if there were any talks of adding an animal control position in the upcoming budget, as a member of the public had asked. The Mayor stated that the budget process for Fiscal Year 2021 has not started yet, however there has been talks of trying to add a half animal control, half parking control officer.

Announcements –

- The next Budget and Finance Meeting will be held on Monday December 23, 2019 at 5:30pm
- Richard Klose 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.

Draft Minutes

Item Attachment Documents:

5. Review and approve Purchase Requisitions.

PURCHASE REQUISITION

CITY OF LAUREL
MONTANA
59044

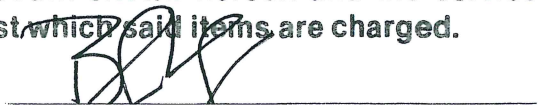
Date: 12/23/19
Fund: 5410
Dept.: Solid Waste

VENDOR: SWS Equipment
PO Box 13040
Spokane Valley WA
99213-3040

VENDOR NO.: 1100

Quantity	Fully Itemize	Est. Cost	Account Number
1	Repair Section arm Valve	6,338.84	5410.700.430830 233
Total estimated cost		10338.84	

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.





PO Box 13040 Spokane Valley, WA 99213-3040
 Phone: (509) 533-9000

Page 1 of 1	Invoice Number 0119622-IN	Order Number 0176657	Order Date 12/6/19
	Invoice Date 12/12/19	Cust No: 30-C3022	

INVOICE

Sold To:

City of Laurel
 PO Box 10
 Laurel, MT 59044

Ship To:

City of Laurel
 20 South 7th Ave
 Laurel, MT 59044

Buyer: Brandon

Salesperson: Kim

Customer P.O.	Ship VIA	F.O.B.	Terms
52184	BESTWAY	ORIGIN	Net 30

Item No.	Description		Ordered	Shipped	Price	Amount
W3643612AB	Control Valve Assembly	TAC	1.00	1.00	6,338.84	6,338.84 NT
/F	Shipping & Handling		1.00	1.00	213.18	213.18 NT
	Drop ship via Best Way					

SWS will accept Visa & Mastercard with a 1% Transaction Fee for invoices above \$1000.00. American Express will have a 3.15% Transaction Fee for invoices above \$1000.00.

1.5% (18% per Annum) Interest Charge on all Past Due Accounts

Net Invoice:	6,552.02
Less Discount:	0.00
Sales Tax:	0.00
Invoice Total:	6,552.02

Invoice No.: 0119622-IN

Bethany Langve

From: Matt Wheeler
Sent: Tuesday, December 17, 2019 1:19 PM
To: Bethany Langve
Subject: FW: This is the part that needs to be replaced on the garbage truck. This part controls all aspects of the hydraulic system. Without this part truck does not work. Any questions please let me know. thanks Matt
Attachments: output.jpg

From: 4062081885@vzwpix.com <4062081885@vzwpix.com>
Sent: Tuesday, December 17, 2019 1:15 PM
To: Matt Wheeler <mwheeler@laurel.mt.gov>
Subject:



Item Attachment Documents:

8. Review Comp/OT hours for pay period ending 12/15/19.

* REIMBURSED OT *

Comp and Overtime Report

PPE: 12-16-19

Division: POLICE

Submitted by: LAVLVE

Date	Comp Hours	OT Hours	Name	Reason	Rate
12-7-19	(3)		ANGELIN	WINTER FORMAL	23.64
12-12-19		(4)	BALLINGANTIER	SCHEDULED OT	23.64
* 12-2-19		(4)	BREW	DEA OT	26.24
12-3-19		(2)	CORTESE	ARREST + TRANSPORT P20190110	23.64
12-7-19		(2)	CORTESE	TRANSPORT FAMILY DISTURBANCE P20190112	23.64
12-14-19		(2)	CORTESE	CPR TRAINING	23.64
* 12-7-19		(4)	HELLSNER	DUTY TASK FORCE SHIFT	23.64
12-15-19		(4)	HELLSNER	SCHEDULED OT	23.64
12-14-19		(2)	JOHNSON	CPR - RECENT TRAINING	24.68
12-15-19		(4)	JOHNSON	SCHEDULED OT	24.68
12-3-19		(2 1/2)	KINIV	911 SYSTEM TRAINING	20.95
12-3-19	(2 1/2)		MCCARTNEY	911 SYSTEM TRAINING	21.99
12-11-19	(2 1/2)		MCCARTNEY	TRAINING - GRUFF ON 911 SYSTEM	21.99
12-3-19		(4)	PITTS	911 SYSTEM + ADMIN TRAINING	30.71
12-15-19		(4)	PITTS	SCHEDULED OT	30.71
12-15-19	(4)		RASMUSSEN	SCHEDULED OT	23.64
12-2-19	(1)		SAUTER	FELONY CRIMINAL MISCHIEF P20190108	27.24
12-14-19		(7 1/2)	SAUTER	FELONY ANSON IP 201901143	27.24
12-4-19		(2 1/2)	SEDCWICK	MPAT TESTING FOR ACADEMY ATTENDANCE	22.64
12-12-19		(4)	SEDCWICK	SCHEDULED OT	22.64
12-14-19		(2)	SEDCWICK	CPR TRAINING	22.64
12-3-19	(2 1/2)		SELL	911 SYSTEM TRAINING	21.99
12-4-19	(4)		SELL	SCHEDULED OT COVER VACATION	21.99
	19.5				
	X 1.5				
	29.25 comp hours				
				17.25 X 21.99 =	379.33
				10.50 X 23.64 =	248.22
				1.5 X 27.24 =	40.86
					1668.41
					=

53 OT hours

Total \$ 2675.26

$8.5 \times (22.64 \times 1.5) = 288.66$
 $8 \times (30.71 \times 1.5) = 368.52$
 $2.5 \times (20.95 \times 1.5) = 78.57$
 $16.5 \times (23.64 \times 1.5) = 585.09$
 $4 \times (24.68 \times 1.5) = 222.12$
 $7.5 \times (27.24 \times 1.5) = 306.45$

\$ 2006.85

