



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JULY 16, 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**

- Review and approve the minutes from the July 02, 2019 Budget and Finance Committee
- Review and approve purchase requisition from the Fire Department for a new Extrication Tools
- Review and approve purchase requisition from the Fire Department for a used Ford F-350
- Review and approve the June 2019 Journal Vouchers
- Review and approve the June 2019 Utility Billing Adjustments
- Review claims entered through 07/12/2019 and recommend approval to Council
- Review the Comp/Overtime report for Pay Period Ending 06/30/2019
- Review and approve the payroll register for pay period ending 06/30/2019 totaling \$210,531.14

**New Business**

**Old Business**

- Clerk Treasurer report on Pintler revenues

**Other Items**

- Update from the Mayor
- Review update/change (journal vouchers, comp/OT, sick vacation accrual totals)
- Changing the Budget and Finance meetings to match Council Meetings

**Announcements**

- The next Budget and Finance Committee meeting will be held on August 06, 2019 at 5:30 pm
- Claims Schedule: 08/06/19 – Scot Stokes 08/20/19 – Bruce McGee
- The Fiscal Year 2019 Audit is scheduled for September 16th

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:**

Review and approve the minutes from the July 02, 2019 Budget and Finance Committee Meeting

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, July 2, 2019**

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

**Others Present:**     Mayor Nelson

**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 June 18, 2019 meeting. Scot Stokes made a motion to approve the minutes of the June 18, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 6/28/19. Bruce McGee had previously reviewed the Claims Detail report and the check register for accuracy. He stated that he wondered if there was not a celebration over finishing the Sed Basin due to charges he saw and felt were out of the ordinary. Also, he stated that he felt the drone was nothing more than an in vogue expensive toy which required expensive repairs which were paid on this register. Scot Stokes inquired about the Verizon contract as he saw it was over \$1,000 again this month. Bruce McGee made a motion to recommend approval of the claims entered through 6/16/19. Scot Stokes seconded the motion, all in favor, motion passed.
- Review Comp/Overtime hours for pay period ending 6/16/19. There were no questions.
- Review and approve Payroll Register for pay period ending 6/16/19 totaling \$175,312.40. The two page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 6/16/19 totaling \$175,312.40. Scot Stokes seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

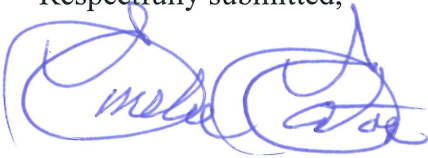
**Other Items** –

- Update from the Mayor - Mayor Nelson was asked to speak about any issues of interest.
  1. The Mayor spoke about LURA and recent resignation of Steve Solberg from the advisory portion of that board. Scot mentioned that there may be other resignations in protest over the bondable project. The Mayor spoke to options regarding the future of that group.
  2. A question was asked by Bruce McGee about what authority the Council would have if it knew a branch of City government was not following directives and options given in LMC. It was decided that the Mayor was going to speak to the prosecuting attorney regarding this issue. Vice Chair McGee was going to inquire of Judge Kerr to get further information.
  3. Chairwoman Eaton inquired about whether the City of Laurel had really been considered in the selection process now that the Air National Guard had announced it is going to create a second base in Billings. It was explained that there is no water and sewer services and there likely would not be for six years. Scot commented on it hindering growth.

**Announcements** – The Mayor stated he would have Karen Courtney look at the Verizon/phone contracts to see if there could be some cost cutting options. Additionally, he would like the committee to request a review of Sole Stone's billing. Since they are at the 6 month point in their contract with the City, if they are able to bill more effectively, we should have enough history with them that it would show. Lastly, the Mayor stated he will have a report on the website per Scot's inquiry. There are issues with the domain name. Without the list of who was scheduled to review the claim before the July 16<sup>th</sup> meeting, Scot stated that he felt it was likely his turn and he would review them. He stated if someone else was scheduled he would prefer to trade with them and review for the July 16<sup>th</sup> meeting.

The meeting was adjourned at 6:18. The next Budget and Finance Committee meeting will be held July 16, 2019 at 5:30 p.m. Scot Stokes will review the Claims prior to that meeting.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Emelie Eaton', is written over a faint, circular blue stamp or watermark.

Emelie Eaton  
Budget and Finance Chair

**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:**

2. Review and approve purchase requisition from the Fire Department for a new set of Extrication Tools



# LAUREL FIRE/EMS

215 WEST 1ST STREET • LAUREL, MT • 59044  
OFFICE 406.628.4911 • FAX 406.628.2185

May 1, 2019

Pat Kimmet  
CHS Refinery  
803 US Highway 212 South  
Laurel, Mt. 59044

Dear Mr. Kimmet,

CHS is a great supporter of the Laurel Community and gives so much already, and for that we are truly thankful. Due to budget restraints and limited CIP funds for the past few years we are looking for outside funding to help with this important project.

The Laurel Volunteer Fire Department is looking for funding opportunities to assist with purchasing new extrication equipment. Extrication tools, also known as the "jaws of life", are much needed when performing, not only automobile extrications but other types of rescue operations. Without these tools, critical time elapses when accessing and extricating patients with life threatening injuries. This purchase would include spreaders, cutters and rams.

The Laurel Volunteer Fire Department's current set of extrication tools are over 10- 15 years old and require extensive maintenance to keep them functioning. This could become troublesome if the equipment should malfunction while performing an extrication, or if they are out of service for an extended amount of time.

The current main set of tools will remain in service as a backup set and our current backup set will be maintained as an emergency set.

Any opportunities that you could suggest would be helpful with this project. We are seeking any opportunity to help fund any portion of the total cost of the extrication tools, which is \$50,000- \$52,000. Donations in the form of grant opportunities, lump sum payments and annual payments would be wonderful. A donation of \$10,000 annually for 5 years would be an incredible opportunity for the Fire Department.

Thank you for your time and any suggestions.

Brent S. Peters  
Fire Chief, Laurel Fire Department



803 Highway 212, South  
P.O. Box 909  
Laurel, MT 59044-0909

406-628-5200  
chsinc.com

June 7, 2019

Laurel Fire / EMS  
Attention: Brent Peters, Fire Chief  
215 West 1<sup>st</sup> Street  
Laurel, MT. 59044

Dear Mr. Peters,

On behalf of CHS Laurel Refinery, Pipelines & Terminals attached is a contribution in the amount of \$10,000.00 in support of the Laurel Volunteer Fire Department's efforts to purchase extrication tools. This is the first contribution towards our commitment of \$50,000.00 over a five-year period in support of this purchase.

We are pleased to support the Department's efforts in our community and wish you continued success throughout the year.

We are also enclosing an Acknowledgement of Gift form for you to complete, sign and return in the enclosed self-addressed stamped envelope.

Sincerely,

**CHS PIPELINES, TERMINALS & REFINERY**

A handwritten signature in blue ink that reads "Pat Kimmet".

---

Pat Kimmet  
Refinery Manager

Enclosures



5500 Cenex Drive  
Inver Grove Heights, MN  
55077

## Acknowledgement of a Gift of \$250 or More

*As required by Section 170 of the Internal Revenue Code*

**Donee organization:**

**Date:**

**Name of donor:**

**Address:**

**A. Amount of Cash Contribution:**

**B. Description of Property Contribution:**

**C. Check one of following:**

☐

The donee organization provided no goods or services in consideration, in whole or in part, for the donor's contribution.

☐

The donee organization provided only tangible religious benefits to the donor in consideration, in whole or in part, for the donor's contribution.

☐

The donee organization provided goods and/or services to the donor in consideration, in whole or in part, for the donor's contribution.

**Description of the goods and/or services provided:**

**The estimated value of these goods or services:**

THE AMOUNT OF THE CONTRIBUTION THAT IS DEDUCTIBLE FOR FEDERAL INCOME TAX PURPOSES IS THE EXCESS OF THE AMOUNT CONTRIBUTED OVER THE VALUE OF THE GOODS OR SERVICES PROVIDED BY THE DONEE ORGANIZATION.

Signature \_\_\_\_\_

**Please complete and remit to:**

CHS Inc.  
Val Bruce  
PO Box 909  
Laurel, MT 59044  
Or Val.Bruce@chsinc.com



P.O. Box 64089, St. Paul, MN 55164-0089

VENDOR NAME: LAUREL VOLUNTARY FIRE DEPARTMENT

VENDOR  
CHECK  
DATE

640344  
10210690  
6/6/2019

INVOICE	DESCRIPTION	DATE	AMOUNT
LRLEMS-06-19	19 CONTR. EXTRICATION	06/04/2019	10,000.00
		CHECK NO.	CHECK DATE
		10210690	6/6/2019
		CHECK TOTAL	
		\$10,000.00	

# REMITTANCE ADVICE

PLEASE DETACH BEFORE DEPOSITING

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND



Wells Fargo Bank, N.A.

82-91  
1021

DATE	CHECK NO.
6/6/2019	10210690

P.O. Box 64089, St. Paul, MN 55164-0089

TEN THOUSAND AND 00/100\*\*\*\*\*

# PAY TO THE ORDER OF:

LAUREL VOLUNTARY FIRE DEPARTMENT  
215 W 1ST ST  
LAUREL MT 59044

*Timothy N. Skidmore*

PAY THIS AMOUNT
\$****10,000.00***

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈ 10210690⑈ ⑆ 102100918⑆ 4990028265⑈

0305

AMBF - Billings, MT 59101 (406) 248-6325

FOR CITY USE ONLY—THIS IS NOT A PURCHASE ORDER

Date:	7-16-19
Fund:	CIP
Dept.:	FIRE

**PURCHASE  
REQUISITION**  
CITY OF LAUREL  
MONTANA  
59044

VENDOR: Hurst Rescue

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Quantity	Fully Itemize	Est. Cost	Account Number
1	SET EXTRICATION TOOLS	56,575	4000.240.420400.940
Total estimated cost			

The items listed above are a proper charge against the account shown hereon and the services

**Item Attachment Documents:**

3. Review and approve purchase requisition from the Fire Department for a used Ford F-350



# LAUREL FIRE/EMS

215 WEST 1ST STREET • LAUREL, MT • 59044  
OFFICE 406.628.4911 • FAX 406.628.2185

Re: Support vehicle

July 9, 2019

Replace of the 1976 Support 1 (beverage carrier) with a newer, reduced sized vehicle. The current Support vehicle is long overdue being replaced. It will be offered to the City of Laurel Public Works for the Road or Water Maintenance crews.

The Support vehicle carries additional equipment and is used to support rehab for firefighters on various calls. It responds on all structure fires, extended wildland fires and other long duration calls.

The Support vehicle carries

- Cascade SCBA refill system

- Spare SCBA bottles

- Extra and special tools for salvage and overhaul

- Rehab supplies

- Scene lighting

The replacement vehicle is a used 2004 F350 from Cornerstone Plumbing. They are willing to sell to the City of Laurel Fire Department for \$8000. To all others they are trying to sell for \$12,000. The vehicle is equipped with plenty of shelves and storage to accommodate the department needs for a support vehicle. There are minor repairs needed on non-mechanical equipment. The Maintenance group checked the vehicle out and determined it to be in good operation condition. Additional work needed is decals, siren, emergency lighting, minor cosmetic repairs, door latches and so forth. Additional costs to put in service (approx. \$5000).

Funding for this vehicle will come from 1000-240-420400-732 (Donations/Memorials). Currently there is \$11,000+ in this fund. Any additional funds will come from appropriate line items of the current budget.

Brent S. Peters  
Fire Chief, Laurel Fire Department

Date: \_\_\_\_\_  
Fund: GENERAL  
Dept.: FIRE  
\_\_\_\_\_  
\_\_\_\_\_

# PURCHASE REQUISITION

CITY OF LAUREL  
MONTANA  
59044

VENDOR: CORNERSTONE PLUMBING

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

Quantity	Fully Itemize	Est. Cost	Account Number
	USED FORD F-350 2004  VIN: 1FDWF37L04ED75823	8000.00	1000-240-420400 - 732
	LIGHT BAR, EMERGENCY LIGHTING, SIREN, RADIO, PORTABLE RADIOS, DEZALS, SEAT COVERS, MINOR REPAIRS	5000.00	1000-240-420400 - 732 232 233 314
	THIS WOULD REPLACE THE 1976 FORD SUPPORT TRUCK. SUPPORT CARRIES BREATH AIR CASCADE COMPRESSOR, EXTRA SCBAS AND BOTTLES, TOOLS, LIGHTING, ETC		
Total estimated cost		13,000	

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

**Item Attachment Documents:**

7. Review the Comp/Overtime report for Pay Period Ending 06/30/2019

Comp and Overtime Report *\*REIMBURSED OT\**

PPE: 6-30-19

Division: POLICE

Submitted by: LArvCE

[illegible]

61 OT hours

Total \$ 4166.69

$$28 \times (20.54 \times 1.5) = 862.68$$

$$9 \times (22.17 \times 1.5) = 299.30$$

$$4 \times (23.17 \times 1.5) = 139.02$$

$$16 \times (24.19 \times 1.5) = 580.56$$

$$4 \times (29.82 \times 1.5) = 178.92$$

2060.48

[illegible]

PPE: 6/30/19

Division: Shop

Submitted by: Kelly Stricker

total = 582.01

# Comp and Overtime Report

PPE: 6/30/19

Division: WTP + WWTP

Submitted by: Kelly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/17		.5	C. Caswell	Training on Press	24.61
6/18		.5	T. Henry	Training on Press	26.00
6/20		3	T. Henry	Call in for Rain Event	26.00
6/18		4	N. Herman	Basin Chemical feed problem	26.00
6/21		3	N. Herman	Chemical feed problem	26.00
6/27		1	C. Nicholson	High Flow	24.61
6/18		.5	N. Stamper	Training on Press	23.15
12.5 OT hours					
				.5 x (23.15 x 1.5)	17.37
				1.5 x (24.61 x 1.5)	55.38
				10.5 x (26.00 x 1.5)	409.50
					<u>482.25</u>
Total = 482.25					

**Item Attachment Documents:**

Clerk/Treasurer report on Pintler revenues

NOV-JUNE	FY 2018-2019		FY 2017-2018	
REVENUES	\$	152,240.61	\$	150,362.91 \$ 1,877.70
BILLINGS COSTS	\$	10,826.42	\$	10,895.22 \$ (68.80)