



**CORRECTED AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, DECEMBER 22, 2020  
5:15 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 November 24, 2020 Budget and Finance Committee Minutes.
2. Review and approve purchase requisitions.
3. Review and approve November Utility Billing Adjustments.
4. Review and recommend approval to Council, claims entered through 12/04/2020.
5. Review and recommend approval to Council, claims entered through 12/18/20.
6. Review and approve the payroll register for pay period ending 11/29/2020 totaling \$226,160.99.
7. Review and approve the payroll register for pay period ending 12/13/20 totaling \$213,987.08.

**New Business**

8. Discussion regarding transit bus repairs and/or replacement.
9. Discussion regarding payback of \$250,000.
10. "Emergency Purchase" Definition discussion.

**Old Business**

11. Meal Pay Drill Pay Resolution Update from Mayor.
12. Update on Equipment Lease for Enterprise Funds.

**Other Items**

13. Discussion regarding House District Legislator from Laurel & Appropriations Committee.
14. Clerk/Treasurer Update.
15. Mayor Update.
16. Claims review schedule starting with the January 12, 2021 meeting.

**Announcements**

17. The next Budget and Finance Committee meeting will be held on January 12, 2021 at either 5:15pm or 5:30pm. The method is to be determined.

**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**

**File Attachments for Item:**

1. Review and Approve the November 24, 2020 Budget and Finance Committee Minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, November 24, 2020**

<b>Members Present:</b>	<b>Emelie Eaton</b>	<b>Bruce McGee</b>
	<b>Richard Klose</b>	
<b>Others Present:</b>	<b>Mayor Nelson</b>	<b>Bethany Langve</b>
	<b>Lyndy Gurchiek</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 November 10, 2020 Budget and Finance Committee meeting minutes. Bruce McGee moved to approve the minutes as presented. Richard Klose seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition from the Ambulance Department for pre-approval of several equipment purchases under the condition the State approved the purchases through the CARES Act reimbursement program. The Ambulance Director, Lyndy Gurchiek, presented to the Committee a request for pre-approval of new ambulance department equipment. These pieces of equipment had previously been sent to the State of Montana for pre-approval of reimbursement through the CARES ACT funding. The City has yet to hear back from the State regarding the pre-approval request, but if the equipment is approved the Department wants the approvals from the Budget and Finance Committee in place so purchasing can proceed quickly. There is a deadline of December 31<sup>st</sup> for possession and payment of this equipment so the department will need to proceed quickly if the State approves the reimbursement. The Ambulance Director stated she had heard from other agencies they had been approved for these purchases. All the items being requested provide a level of protection between the First Responder and a potentially positive COVID-19 patient. The Committee asked if the equipment would be new and the Ambulance Director stated it would be. The Committee asked if there would be enough time to get the equipment in prior to the December 31<sup>st</sup> date and the Ambulance Director stated she would confirm delivery dates prior to placing any orders. She stated that vendors are trying to make these delivery dates happen for agencies. Bruce McGee made a motion to approve the purchase requisition for the Ambulance Department equipment listed, with the stipulation the State approves reimbursement through the CARES Act reimbursement. Richard Klose seconded the motion to approve the purchase requisition, all in favor, motion passed.
3. Review and approve the May 2020 balancing sheet. The Committee reviewed the May 2020 balancing sheet and had no questions or comments. Richard Klose made a motion to approve the May 2020 balancing sheet. Bruce McGee seconded the motion, all in favor, motion passed.
4. Review and approve the October 2020 Utility Billing Adjustments. Emelie Eaton made a motion to approve the October 2020 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
5. Review and recommend approval to Council, Claims entered through 11/20/2020. The Claims Detail report and the check register had previously been reviewed for accuracy. There were no questions regarding the claims. Richard Klose made a motion to recommend

approval of the claims entered through 11/20/2020. Bruce McGee seconded the motion, all in favor, motion passed.

6. Review and approve Payroll Register for pay period ending 11/15/2020 totaling \$202,286.64. Richard Klose made a motion to recommend approval of the payroll register for pay period ending 11/15/2020 totaling \$202,286.64. Emelie Eaton seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** –

7. Fire Association Meal Pay – Drill Pay discussion. The Chair had drafted two resolutions for the Fire Association Meal Pay and the Fire Association Drill Pay. The Committee asked if these would go to the City Attorney. The Mayor stated any resolution would have to go to the City Attorney for review. The Committee asked if these resolutions would help the auditors. The Clerk/Treasurer stated it would help put the information on record for everyone to refer to. The Committee would like for this to go to full Council to be discussed further as these are draft resolutions.

**Other Items** –

8. Clerk/Treasurer Update – The Clerk/Treasurer stated the City had been approved by the State to receive an additional \$350,558.00 in CARES funding.
9. Mayor Update – The Mayor stated he wanted to discuss some procedural items with the Committee.
10. The Committee requested the transit bus be discussed at the next meeting.

**Announcements** –

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

2. Review and approve purchase requisitions.



**CITY OF LAUREL  
MONTANA  
EMERGENCY MEDICAL SERVICES**  
215 W 1<sup>ST</sup> ST  
LAUREL, MONTANA – 59044  
OFFICE: (406) 628 – 1611 | DISPATCH: (406) 628 - 8737



Budgeting and Finance Committee,

We are very excited that we have been awarded our request for equipment from the Montana Department of Commerce, for reimbursement through the CARES Act Relief Fund. We very much appreciate the support that you have provided for this.

When we contacted the vendor, that will be supplying the equipment, they informed us there will be an installation cost associated with the purchase of the cots. I apologize that I was not aware of this ahead of time, but I came into this process very late. The CARES Act Relief Fund specifically states the cost of installation is not reimbursable.

The cost of installation for each cot is \$1,800. Since the City has been awarded two cots the total cost of installation will be \$3,600.

We would appreciate approval for this additional fee, and again my apologies for not requesting approval for this with our initial request.

Please let me know if you have any questions and thank you for your time and support.

Respectfully,

Lyndy Gurchiek, NRP, Director  
Laurel EMS  
215 W 1<sup>st</sup> Street  
Laure, MT 59044  
406-670-5021

**File Attachments for Item:**

3. Review and approve November Utility Billing Adjustments.

## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

CITY OF LAUREL

## ACCOUNTS RECEIVABLE SUMMARY

For AP-Year 11-2020

08:15:36 - 12/21/2020

Service	Fund	Old Balance	Billings	Payments	[----- Adjustments -----]		New Balance
					Auto Distribute	Other	
WATER	5210	294039.32	220742.01	274561.64	-3238.51	-52.41	236928.77
CAP IMP WATER	5210	31628.96	28988.93	28842.10	-610.51	0.00	31165.28
SEWER	5310	152701.81	142167.73	134461.32	-2187.26	0.00	158220.96
CAP IMP SEWER	5310	35157.83	32001.15	31400.54	-587.19	0.00	35171.25
GARBAGE	5410	78727.88	73077.89	70245.45	-1297.48	0.00	80262.84
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1525.12	975.00	2100.12	50.00	1350.00	1800.00
WATER SUPPLIES	5210	70.75	0.00	0.00	0.00	0.00	70.75
WTR LINE INS-1	5210	2768.63	2438.40	2399.84	-47.32	0.00	2759.87
WTR LINE INS-2	5210	307.82	270.94	266.83	-5.26	0.00	306.67
OVERPAYMENT	5210	-18574.27	0.00	5912.31	7923.53	-2030.76	-18593.81
<b>Grand Totals by Service:</b>		<b>578353.85</b>	<b>500662.05</b>	<b>550190.15</b>	<b>0.00</b>	<b>-733.17</b>	<b>528092.58</b>

## Grand Total by Fund:

## Old Balance

## New Balance

5210

311766.33

254437.53

5310

187859.64

193392.21

5410

78727.88

80262.84



**File Attachments for Item:**

6. Review and approve the payroll register for pay period ending 11/29/2020 totaling \$226,160.99.

12/02/20  
09:28:37

CITY OF LAUREL  
Payroll Register  
For Payrolls from 12/04/20 to 12/04/20

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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		2,336.80
ADDL HOURS (Additional)	0.00		550.00
ADDT HOURS (Transport pay)	0.00		750.00
COMA HOURS (Comp Time Accumulated)	60.00		
COMP HOURS (Comp Time Used)	27.50		706.64
COVI HOURS (COVID LEAVE)	96.00		2,155.04
HOL HOURS (Holiday Pay)	347.50		8,338.56
HOLP HOURS (Regular holiday-police)	88.00		2,290.58
J011 HOURS (OPR II-OT)	16.00		612.24
J015 HOURS (STEP-YRS OF SER)	18.00		876.00
J019 HOURS (BEREAVEMENT)	32.00		730.08
LV1 HOURS (Use Saved Hol.)	8.00		215.36
OVER HOURS (Overtime - shift 1)	8.00		320.70
OVTH HOURS (Holiday worked)	138.00		4,904.90
PAYC HOURS (Comp time payout)	897.89		22,047.44
PERS HOURS (Personal Time Used)	69.50		1,701.25
REG HOURS (Regular Time)	4,290.50		100,661.32
REG1 HOURS (Additional to regular)	72.00		1,877.76
REG3 HOURS (Addition to regular pay)	72.00		1,836.72
REGA HOURS (Amb on-call Pay)	244.00		804.50
SHF2 HOURS (Shift 2 Differential)	283.00		212.25
SHF3 HOURS (Shift 3 Differential)	212.00		212.00
SHFA HOURS (Overtime Diff.-shift 2)	18.00		20.34
SHFE HOURS (Overtime Diff.-shift 3)	16.00		24.00
SICK HOURS (Sick Time)	184.25		4,439.63
VACA HOURS (Vacation Time Used)	258.75		6,650.76
XLV1 HOURS (Save Holidays)	56.00		
GROSS PAY	166,044.12	0.00	
NET PAY	117,906.20	0.00	
AFLAC	191.94	0.00	
AFLAC 125	378.91	0.00	
AFSCME #303	378.36	0.00	
AFSCME #316	509.45	0.00	
ALTANA	385.00	0.00	
CAF 125-MEDICAL	293.33	0.00	
COLLIFE	57.98	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,113.47	
DENTAL-CAF125	439.52	0.00	
FIT	14,773.04	0.00	
HSA-CAF 125	237.50	0.00	
HSA-MEDICAL	0.00	478.90	
MEDICAL LIFE	0.00	270.99	
MEDICARE	2,354.76	2,354.76	

12/02/20  
09:28:37

CITY OF LAUREL  
Payroll Register  
For Payrolls from 12/04/20 to 12/04/20

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MPORS	2,680.75	4,292.20
MPPA	221.90	0.00
P.E.R.S.	7,983.62	8,862.81
PACFIC - CAF 12	2,428.62	0.00
PACFIC SOURCE	0.00	27,513.06
PERS-SPALINGER	150.00	0.00
SEG CU	50.00	0.00
SIT	7,440.00	0.00
SOCIAL SECURITY	6,892.34	6,892.34
UNEMPL. INSUR.	0.00	403.87
VISION-CAF125	108.59	0.00
VSP - VISION	0.00	189.64
WORKERS' COMP	0.00	7,744.83
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	151,580.78	0.00
MEDICARE BASE	162,395.15	0.00
PERS BASE	130,844.56	0.00
SOC SEC BASE	111,166.49	0.00
UN BASE	161,544.60	0.00
WC BASE	164,086.17	0.00

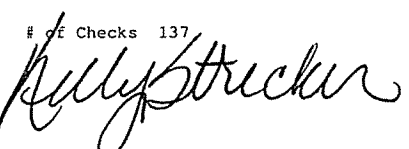
Total 60,116.87  
Total Payroll Expense (Gross Pay + Employer Contributions): 226,160.99

# of Employees 124

# of Checks 137

Prepared by:

Approved by:



**File Attachments for Item:**

7. Review and approve the payroll register for pay period ending 12/13/20 totaling \$213,987.08.

12/16/20  
12:46:16

CITY OF LAUREL  
Payroll Register  
For Payrolls from 12/18/20 to 12/18/20

Page: 59 of 60  
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 (Addtnl lump sum - On call)	0.00		346.17
ADDG HOURS (Longevity)	0.00		2,348.43
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		337.50
COMA HOURS (Comp Time Accumulated)	75.75		
COVI HOURS (COVID LEAVE)	74.00		1,531.02
J015 HOURS (STEP-YRS OF SER)	18.00		876.00
J020 HOURS (HOLIDAY PAYOUT)	120.00		2,876.40
LV1 HOURS (Use Saved Hol.)	48.00		1,180.56
OVER HOURS (Overtime - shift 1)	82.50		3,058.30
PAYC HOURS (Comp time payout)	1.50		35.96
PERS HOURS (Personal Time Used)	64.00		1,421.87
REG HOURS (Regular Time)	4,348.25		105,843.73
REG1 HOURS (Additional to regular)	88.00		2,289.36
REG3 HOURS (Addition to regular pay)	88.00		2,244.88
REGA HOURS (Amb on-call Pay)	159.50		534.25
SHF2 HOURS (Shift 2 Differential)	270.00		202.50
SHF3 HOURS (Shift 3 Differential)	211.00		211.00
SHFA HOURS (Overtime Diff.-shift 2)	12.50		14.13
SHFE HOURS (Overtime Diff.-shift 3)	16.00		24.00
SICK HOURS (Sick Time)	261.75		6,469.65
TRMS HOURS (Termination Sick Pay)	234.88		5,630.07
TRMV HOURS (Termination Vacation Pay)	387.35		9,284.78
VACA HOURS (Vacation Time Used)	201.50		4,763.44
XLV1 HOURS (Save Holidays)	-120.00		
 GROSS PAY	151,850.93	0.00	
NET PAY	101,047.44	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	1,150.77	
DENTAL-CAF125	439.52	0.00	
FIT	16,433.81	0.00	
HSA-CAF 125	237.50	0.00	
HSA-MEDICAL	0.00	478.93	
MEDICAL LIFE	0.00	205.02	
MEDICARE	2,148.93	2,148.93	
MPORS	2,666.58	4,269.53	
MPPA	221.98	0.00	
P.E.R.S.	9,111.98	10,115.38	
PACFIC - CAF 12	2,428.65	0.00	

12/16/20  
12:46:16

CITY OF LAUREL  
Payroll Register  
For Payrolls from 12/18/20 to 12/18/20

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PACIFIC SOURCE	0.00	28,381.36
PERS-SPALINGER	150.00	0.00
SEG CU	50.00	0.00
SIT	7,058.00	0.00
SOCIAL SECURITY	7,370.47	7,370.47
UNEMPL. INSUR.	0.00	368.37
VISION-CAF125	108.71	0.00
VSP - VISION	0.01	196.80
WORKERS' COMP	0.00	7,450.59
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	136,273.19	0.00
MEDICARE BASE	148,201.75	0.00
PERS BASE	144,970.03	0.00
SOC SEC BASE	118,878.16	0.00
UN BASE	147,351.41	0.00
WC BASE	150,831.50	0.00
Total		62,136.15
Total Payroll Expense (Gross Pay + Employer Contributions):		213,987.08

# of Employees 89      # of Checks 90

Prepared by:

*Kelly Strecker*

Approved by: