



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 20, 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 August 06, 2019 Budget and Finance Committee meeting minutes
2. Review and approve the June Fiscal Year End Closing Vouchers
3. Review and approve the July 2019 Journal Vouchers
4. Review and approve the July 2019 Utility Billing Adjustments
5. Review and approve the July 2019 Financial Statements
6. Review and recommend approval to Council claims entered through 08/16/2019
7. Review and approve the payroll register for pay period ending 08/11/2019, totaling \$176,755.43

New Business

Old Business

8. Update from Clerk/Treasurer regarding Ambulance Collections

Other Items

9. Review Comp/OT hours for pay period ending 08/11/2019
10. Update from the Mayor
11. Claims review schedule for September 10th and beyond

Announcements

12. The next scheduled Budget and Finance Committee meeting will be held on September 10th at 5:30pm

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:

1. Review and approve the August 06, 2019 Budget and Finance Committee meeting minutes

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 06, 2019**

Members Present: **Emelie Eaton (via Phone)** **Richard Klose**
 Scot Stokes (arrived late)

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

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 July 16, 2019 meeting. Mayor Nelson made a motion to approve the minutes of the July 16, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion to approve the July 16, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – Sewer Department Screw A Pump. The Committee reviewed the purchase requisition for the Screw A Pump. The letter from the Public Works Director answered any questions the Committee may have had, so they had no additional questions. Emelie Eaton made a motion to approve the Purchase Requisition from the Sewer Department for purchase of the Screw A Pump, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – City Hall for MS Office 365 Email Migration. The Committee reviewed the purchase requisition for the MS Office 365 Email Migration. The Clerk/Treasurer explained that this purchase was to get all the City onto Microsoft Office 365 instead of PoP Email. This has been something the Mayor has been wanting since he took office. Richard Klose made a motion to approve the Purchase Requisition from City Hall for purchase of the Microsoft Office 365 Email Migration, Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve amendment to purchase requisitions – Ambulance Department for QRU. The Clerk/Treasurer explained that when the QRU purchase requisition was brought before the Budget and Finance Committee a portion of the request was included in the packet but not included in the total dollar figure. The quote for putting on the light bar, pushbar, etc. was in the packet and written on the purchase requisition but that dollar amount was not included in the total request approved by the Budget and Finance Committee. This amendment is for the approval of that quote from Sirenet. Emelie Eaton made a motion to approve the amendment to the Purchase Requisition from Ambulance Department for purchase of the QRU, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the Fiscal Year 2019 Bank Reconciliations. The Clerk/Treasurer explained that after her Fiscal Year 2018 audit finding the auditors requested that she have the Budget and Finance Committee, or the City Council review the bank reconciliations and sign off on them. The Committee reviewed the bank reconciliations and had no questions. Richard Klose made a motion to approve the Fiscal Year 2019 Bank Reconciliations, Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve the June 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. The Committee reviewed the June 2019 Financial Statements and had no questions or comments. Richard Klose made a motion to approve the June 2019 Journal Vouchers, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 8/02/19. Emelie Eaton reviewed the Claims Detail report and the check register for accuracy. Emelie Eaton made a motion to recommend approval of the claims entered through 8/02/19, Richard Klose seconded the motion, all in favor, motion passed.

- Review Comp/Overtime hours for pay periods ending 07/14/19 and 07/28/2019. There were no questions or comments regarding the Comp/Overtime reports.
- Review and approve Payroll Register for pay periods ending 07/14/19 totaling \$185,882.02 and 07/28/2019 totaling \$186,599.10. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the Payroll Register for the pay periods ending 07/14/19 totaling \$185,882.02 and 07/28/2019 totaling \$186,599.10, Scot Stokes seconded the motion, all in favor, motion passed.

New Business – none

Old Business

- The Clerk/Treasurer stated that collection accounts were being sent to Centron from Pintler. She was waiting for a report from Pintler on current collection accounts.

Other Items –

The Mayor gave an update on his current focus. He is currently focused on City growth and increasing revenues. There are four annexations coming forward soon. The SED Basin project is almost complete. The Mayor has directed staff to develop a system to blow out the new intake due to turbidities. He Committee asked if the new intake was only being partially used. The Mayor stated that the new intake was only being partially used as it is not needed entirely. During low water the 2003 intake is used, however the Mayor wants the new intake to be used 24/7 365 days a year. He wants to work with the State of Montana to get the underpass repaired as it needs a lot of work. The Emergency Services Committee is working with the Mayor to form a special committee to work on a Safety Mill Levy for the Ambulance Department. The Mayor and the EMS Committee wants this on a special ballot next year. The Mayor is working on combining the Ambulance and Fire Departments under a full-time EMS Chief and hiring EMT/Firefighters. This is a lengthy process that he is working on to ensure that it is done correctly. The Mayor stated that the City should be hiring a full-time Dispatcher soon and the dispatcher that has been out on leave should be returning soon. The Committee asked the Mayor about opening Riverside Park up for camping prior to removing the trees. The Mayor stated that MMIA named those trees as a liability issue and until they are removed there will be no camping in the park.

There will be no Budget and Finance meeting on the 3rd. There will be a meeting on the 27th and then one on the 10th of September.

For Next Meeting –

- 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 Meeting will be held on August 20, 2019 at 5:30pm
- Bruce McGee 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.

Item Attachment Documents:

7. Review and approve the payroll register for pay period ending 08/11/2019, totalling \$176,755.43

08/14/19
09:46:52

CITY OF LAUREL
Payroll Register
For Payrolls from 08/16/19 to 08/16/19

Page: 61 of 62
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		2,282.51
ADDL HOURS (Additional)	0.00		834.62
ADDT HOURS (Transport pay)	0.00		680.00
COMA HOURS (Comp Time Accumulated)	130.50		0.00
COMP HOURS (Comp Time Used)	22.50		539.57
J015 HOURS (STEP-YRS OF SER)	14.00		743.60
J018 HOURS (LIB.FEDERATION)	0.00		68.57
J025 HOURS (FLEX/CASH PAYOU)	1.00		600.00
LV1 HOURS (Use Saved Hol.)	8.00		175.92
OVER HOURS (Overtime - shift 1)	61.50		2,201.64
PERS HOURS (Personal Time Used)	280.00		6,661.12
REG HOURS (Regular Time)	4,162.00		92,285.60
REG1 HOURS (Additional to regular)	88.00		2,188.56
REGA HOURS (Amb on-call Pay)	297.50		1,019.25
SHF2 HOURS (Shift 2 Differential)	235.00		165.05
SHF3 HOURS (Shift 3 Differential)	203.00		187.40
SHFA HOURS (Overtime Diff.-shift 2)	20.00		22.60
SHFE HOURS (Overtime Diff.-shift 3)	36.00		50.26
SK HOURS (Sick Time)	84.00		2,031.43
VA HOURS (Vacation Time Used)	491.00		11,973.20
 GROSS PAY	125,080.15	0.00	
NET PAY	85,596.96	0.00	
AFLAC	183.14	0.00	
AFLAC 125	245.86	0.00	
AFSCME #303	331.68	0.00	
AFSCME #316	519.60	0.00	
ALTANA	385.00	0.00	
CAF 125-MEDICAL	241.26	0.00	
COLLIFE	57.98	0.00	
DEFERRED COMP	200.00	0.00	
DELTA DENTAL	0.00	1,052.99	
DENTAL-CAF125	474.21	0.00	
FIT	10,397.77	0.00	
GARNISHMENT	524.98	0.00	
HSA-CAF 125	137.65	0.00	
HSA-MEDICAL	0.00	532.56	
MEDICAL LIFE	0.00	198.36	
MEDICARE	1,755.80	1,755.80	
MPORS	2,409.79	3,858.28	
MPPA	206.13	0.00	
P.E.R.S.	6,985.19	7,666.06	
PACFIC - CAF 12	2,909.84	0.00	
PACFIC SOURCE	0.00	24,629.38	
SEG CU	50.00	0.00	
SIT	5,488.00	0.00	

08/14/19
09:46:52

CITY OF LAUREL
Payroll Register
For Payrolls from 08/16/19 to 08/16/19

Page: 62 of 62
Report ID: P100

SOCIAL SECURITY	5,828.33	5,828.33
UNEMPL. INSUR.	0.00	182.74
VISION-CAF125	118.67	0.00
VSP - VISION	0.00	170.89
WORKERS' COMP	0.00	5,799.89
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	111,495.33	0.00
MEDICARE BASE	121,090.31	0.00
PERS BASE	116,079.60	0.00
SOC SEC BASE	94,006.15	0.00
UN BASE	121,823.40	0.00
WC BASE	124,346.27	0.00
Total		51,675.28
Total Payroll Expense (Gross Pay + Employer Contributions):		176,755.43

of Employees 93

of Checks 94

Prepared by:

Approved by:

Amy Strucker

Item Attachment Documents:

8. Update from Clerk/Treasurer regarding Ambulance Collections

Report thru Date:

Laurel Ambulance Service

Page # 1 of 1

Date Report Run: 08/16/19

AGED ACCOUNTS RECEIVABLE

Assignment	Equal	PRE
Company	Equal	Laurel Ambulance Service

Run #	Patient Name	Cur	31-60	61-90	91-120	121+ Days	Total	Last Patient Statement	Last Payment Date	Current Payer
LAS-20181021010:1		\$0.00	\$0.00	\$0.00	\$0.00	\$219.53	\$219.53	08/01/19	03/27/19	Self Pay
LAS-20181230001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$265.00	\$265.00	08/01/19	02/12/19	Self Pay
LAS-190516001:1		\$0.00	\$0.00	\$1,268.20	\$0.00	\$0.00	\$1,268.20	08/01/19		Self Pay
LAS-20181104007:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,705.60	\$1,705.60	08/01/19	02/19/19	Self Pay
LAS-190228001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$265.00	\$265.00	08/01/19	03/08/19	Self Pay
LAS-20181224001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$730.33	\$730.33	08/01/19	03/04/19	Self Pay
LAS-20190101001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,445.00	\$1,445.00	08/01/19		Self Pay
LAS-0626181:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,823.00	\$1,823.00	08/01/19		Self Pay
LAS-190402001:1		\$0.00	\$0.00	\$0.00	\$1,710.70	\$0.00	\$1,710.70	08/01/19		Self Pay
LAS-190527001:1		\$0.00	\$1,777.10	\$0.00	\$0.00	\$0.00	\$1,777.10	07/01/19		Self Pay
LAS-0620181:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,772.00	\$1,772.00	08/01/19		Self Pay
LAS-20181029001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,107.84	\$1,107.84	08/01/19	12/26/18	Self Pay
LAS-20190213001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,709.00	\$1,709.00	08/01/19		Self Pay
LAS-190225002:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.50	\$1,750.50	08/01/19		Self Pay
LAS-20190216001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,794.70	\$1,794.70	08/01/19		Self Pay
LAS-20181104003:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,326.00	\$1,326.00	08/01/19		Self Pay
LAS-20181123002:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,322.60	\$1,322.60	08/01/19		Self Pay
LAS-20181205001:1		\$0.00	\$0.00	\$0.00	\$0.00	\$1,326.00	\$1,326.00	02/01/19	01/24/19	Self Pay
Total AR Due:		\$0.00	\$1,777.10	\$1,268.20	\$1,710.70	\$18,562.10	\$23,318.10			
		0 %	8 %	5 %	7 %	80 %				

Hi Bethany,

These accounts are all now in the hands of Centron. They are in a precollect status which means that Centron sent them a letter letting them know account is pending collections and asking them to begin making payments. If we do not receive payment or insurance information within 30 days, Centron will move them into collections and begin pursuing them for payment. Let me know if you have any questions. Thanks!

- Page 9 -

Jodi

Item Attachment Documents:

9. Review Comp/OT hours for pay period ending 08/11/2019

Comp and Overtime Report

PPE: 8-11-19

* REIMBURSED OT *

Division: POLICE

Submitted by: LANGVU

Date	Comp Hours	O/T Hours	Name	Reason	Rate	
8-6-19		(1.5)	BAUMGARTNER	EMERGENCY CUSTODY TRANSPORT	P201900709	22.64
8-11-19		(9)	BAUMGARTNER	SCHEDULED OT		22.64
8-3-19		(3)	BOOTH	DEA - DRUG ARREST P201903695		22.64
8-8-19		(4)	BOOTH	SCHEDULED OT		22.64
* 7-29-19		(6)	BAEW	DEA OT		26.24
* 7-30-19		(1)	BAEW	DEA OT	26.24	
8-1-19	(12)		CANAPÉ	SCHEDULED OT COVER SI CK LEAVE		23.24
8-2-19	(12)		CANAPÉ	SCHEDULED OT COVER SICK LEAVE		
8-7-19	(4)		CANAPÉ	SCHEDULED OT COVER SICK LEAVE		
8-8-19	(12)		CANAPÉ	SCHEDULED OT COVER SICK LEAVE		
8-11-19		(4)	CORTESE	SCHEDULED OT	23.64	
8-8-19	(7)		HEUSNER	SEARCH WARRANT RETURN P2019-715, COVERING ALARM & OT		22.64
8-11-19	(4)		JOHNSON	SCHEDULED OT	24.68	
8-11-19		(12)	KINN	SCHEDULED OT TO COVER SICK LEAVE	20.95	
7-31-19	(4)		MCARTNEY	SCHEDULED OT TO COVER VACATION LEAVE	21.99	
8-3-19	(12)		MCARTNEY	SCHEDULED OT TO COVER VACATION	21.99	
8-7-19	(9)		MCARTNEY	SCHEDULED OT TO COVER VACATION	21.99	
8-11-19		(4)	PITTS	SCHEDULED OT	29.82	
8-6-19	(3)		SEDOGWICK	TASER TRAINING	22.64	
8-8-19	(4)		SEDOGWICK	SCHEDULED OT	22.64	
* 8/2/19		(1)	BAEW	DEA OT	26.24	
	78					
	X 1.5					
	117	comp hours				
				30 X 21.99 =	659.70	
				21 X 22.64 =	475.44	
				60 X 23.24 =	1394.40	
				6 X 24.68 =	148.08	
					2677.62	
		40.5 OT hours				

$$\begin{aligned}
 12 \times (20.95 \times 1.5) &= 377.10 \\
 12.5 \times (22.44 \times 1.5) &= 424.50 \\
 4 \times (23.64 \times 1.5) &= 141.84 \\
 8 \times (26.24 \times 1.5) &= 314.88 \\
 4 \times (29.82 \times 1.5) &= 178.92 \\
 &= 1437.24
 \end{aligned}$$

Total \$ 4114.86

Comp and Overtime Report

PPE: 8/11/19

Division: WTP + WWTP

Submitted by: Heidy Strecker

Reason	Rate
--------	------

[illegible]

