



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, MAY 21, 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 minutes of the May 07, 2019 meeting
2. Review and approve purchase requisitions – Police Department Charger
3. Review and approve the April 2019 journal vouchers
4. Review and approve the April 2019 utility billing adjustments
5. Review and approve April 2019 financial statements
6. Review and recommend approval to Council claims entered through 05/17/2019
7. Review Comp/Overtime hours for pay period ending 05/05/2019
8. Review and approve payroll register for pay period ending 05/05/2019 totaling \$193,199.31

**New Business**

**Old Business**

**Other Items**

**Announcements**

The next Budget and Finance Committee meeting will be held June 4, 2019 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:**

Review and approve the minutes of the May 07, 2019 meeting

**MINUTES  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, MAY 07, 2019**

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

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

**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 April 16, 2019 Budget and Finance Committee meeting – Bruce McGee made a motion to approve the minutes of the April 16, 2019 Budget and Finance Committee meeting, Scot Stokes seconded the motion, all in favor, motion passed.
- Review claims entered through 05/03/2019 and recommend approval to Council – Emelie Eaton had previously reviewed the claims detail report and the check register for accuracy. Scot Stokes made a motion to recommend approval of the claims entered through 05/03/2019 to Council, Emelie Eaton seconded the motion, all in favor, motion passed.
- Review the Comp/Overtime report for Pay Period Ending 04/21/2019 - The Committee reviewed the Comp/Overtime hours for pay period ending 04/21/2019 and had no questions or comments regarding the comp/overtime reports.
- Review and approve the payroll register for pay period ending 04/21/2019 totaling \$175,957.65 – The Committee reviewed the payroll register for pay period ending 04/21/2019. Scot Stokes made a motion to approve the payroll register for pay period ending 04/21/2019 totaling \$175,957.65, seconded by Bruce McGee, all in favor, motion passed.

**New Business**

**Old Business**

**Other Items**

Update from the Mayor – The Mayor stated that the Council will be seeing two change orders for extra work done at the Wastewater Treatment Plant. There will be a further update on the sludge pond for the digesters and improvements to help with maintenance. The Mayor gave a brief update on the SED Basins. The City is on the new pipe and clarifiers are working great. The City is now providing raw water to CHS. The project is running behind due to February weather delays.

**Announcements**

The next Budget and Finance Committee meeting will be held on May 21, 2019 at 5:30pm

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:**

2. Review and approve purchase requisition - Police Department Charger

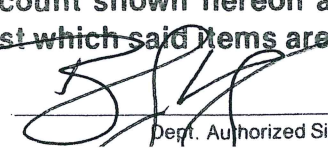


PURCHASE  
REQUISITIONCITY OF LAUREL  
MONTANA  
59044Date: 5/16/19  
Fund: Federal Equitable  
Dept.: PoliceVENDOR: State Surplus

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

Quantity	Fully Itemize	Est. Cost	Account Number
1	2015 Dodge Charger	5,500	2952.200.420100.943
Total estimated cost		5,500	

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



# Laurel Police Department

215 W. 1<sup>st</sup> Street Laurel, Mt. 59044 ▪ Phone 406-628-8737 ▪ Fax 406-628-4641

**Chief of Police Stanley J Langve**

May 16, 2019

Greetings,

This letter is to express my intent to purchase a 2015 Dodge Charge from the State Surplus. I will use this vehicle to replace the antiquated 2002 Sable as a command vehicle. The purchase price is \$5,500 Dollars. The funds will come out of the Federal Equitable Sharing Fund.

Sincerely,

Chief Stan Langve













**Item Attachment Documents:**

5. Review and approve the April 2019 financial statements

05/17/19  
10:38:00

CITY OF LAUREL  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 19

Page: 1 of 2  
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% ( 83) Received
	Current Month	Received YTD		To Be Received	
1000 GENERAL	85,263.07	2,271,446.47	4,208,924.00	1,937,477.53	54 %
2190 COMP. INSURANCE	1,154.12	71,949.09	118,965.00	47,015.91	60 %
2250 PLANNING	721.60	133,650.43	98,643.00	-35,007.43	135 %
2260 EMERGENCY DISASTER	2.41	2,071.92	700,000.00	697,928.08	0 %
2310 TAX INCREMENT-Business Dist.	1,465.71	451,001.25	705,001.00	253,999.75	64 %
2370 EMPLOYER CONTRIB-P.E.R.S	833.91	53,499.29	85,080.00	31,580.71	63 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	516.77	85,847.24	116,744.00	30,896.76	74 %
2372 PERMISSIVE MEDICAL LEVY	2,061.32	130,208.59	204,642.00	74,433.41	64 %
2390 DRUG FORFEITURE	40.42	43.38	2.00	-41.38	*** %
2399 CITY PARKING FUND	12.56	110.23	60.00	-50.23	184 %
2400 LIGHT DISTRICT #2	633.18	27,388.63	45,950.00	18,561.37	60 %
2401 LIGHT DISTRICT #3	256.85	15,434.19	24,348.00	8,913.81	63 %
2500 STREET MAINTENANCE	39,060.96	700,914.34	1,000,518.00	299,603.66	70 %
2600 Elena Park Maintenance District	0.00	0.00	10.00	10.00	0 %
2701 MEMORIAL/ENDOWMENT (POOL)	105.58	926.40	450.00	-476.40	206 %
2702 EXPENDABLE GRANT	185.71	1,629.46	50.00	-1,579.46	*** %
2820 GAS TAX FUND	10,369.16	104,167.00	124,881.00	20,714.00	83 %
2821 HB 473-GAS TAX	98,822.94	145,536.13	153,369.00	7,832.87	95 %
2850 911 EMERGENCY	1,433.81	48,645.01	74,400.00	25,754.99	65 %
2880 LIBRARY AID GRANT	427.48	2,042.03	1,615.00	-427.03	126 %
2917 CRIME VICTIMS ASSISTANCE	1,136.53	4,725.24	7,400.00	2,674.76	64 %
2928 TRANSIT GRANT	705.78	23,628.10	27,246.00	3,617.90	87 %
2952 FEDERAL EQUITABLE SHARING FUND	522.73	7,576.95	27,150.00	19,573.05	28 %
3400 SID REVOLVING	69.91	613.45	300.00	-313.45	204 %
3401 SID 118 Reserve Fund	0.00	0.00	10.00	10.00	0 %
3503 SID #113 - Fourth Street	568.10	15,351.38	22,247.00	6,895.62	69 %



05/17/19  
10:38:00

CITY OF LAUREL  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 4 / 19

Page: 2 of 2  
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% ( 83) Received
	Current Month	Received YTD		To Be Received	
3504 SID 114 - Elena Park	1,618.41	6,190.16	3,428.00	-2,762.16	181 %
3505 SID #115 - 5th Ave Sidewalks	214.72	7,559.17	6,076.00	-1,483.17	124 %
3506 SID #116 - Cottonwood Sidewalks	21.60	11,636.37	6,586.00	-5,050.37	177 %
3507 SID 117 - 8th & Pennsylvania	24.48	11,012.90	11,555.00	542.10	95 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	0.00	9,013.05	13,305.00	4,291.95	68 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL SOURCES	12,919.52	124,483.83	138,287.00	13,803.17	90 %
4001 Special Water, Sewer, Street, C&G, Sidewalk SID	102.39	3,384.17	5,140.00	1,755.83	66 %
5210 WATER	306,547.78	6,453,979.57	10,159,522.00	3,705,542.43	64 %
5310 SEWER	166,891.72	1,705,405.96	1,995,037.00	289,631.04	85 %
5410 SOLID WASTE	75,944.60	759,831.60	858,818.00	98,986.40	88 %
7030 LIBRARY FEDERATION	0.00	4,820.00	4,680.00	-140.00	103 %
7120 FIRE DISABILITY	434.44	40,667.29	53,752.00	13,084.71	76 %
7458 COURT TECHNOLOGY SURCHARGE	734.02	4,065.92	8,800.00	4,734.08	46 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	671.77	4,588.30	8,600.00	4,011.70	53 %
7471 PUBLIC DEFENDER FEE	250.00	1,014.00	7,500.00	6,486.00	14 %
7850 AIRPORT AUTHORITY	313.87	25,268.18	39,654.00	14,385.82	64 %
8010 CEMETERY PERPETUAL CARE	318.64	1,560.79	2,100.00	539.21	74 %
<b>Grand Total:</b>	<b>813,378.57</b>	<b>13,472,887.46</b>	<b>21,070,845.00</b>	<b>7,597,957.54</b>	<b>64 %</b>

05/17/19  
10:38:59

CITY OF LAUREL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 19

Page: 1 of 2  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 83) Committed
1000 GENERAL	281,497.13	3,004,779.47	4,846,644.00	4,846,644.00	1,841,864.53	62 %
2190 COMP. INSURANCE	0.00	88,108.61	84,023.00	84,023.00	-4,085.61	105 %
2250 PLANNING	17,354.80	150,420.33	105,863.00	105,863.00	-44,557.33	142 %
2260 EMERGENCY DISASTER	0.00	0.00	874,645.00	874,645.00	874,645.00	0 %
2310 TAX INCREMENT-Business Dist.	1,290.54	313,116.56	1,763,898.00	1,763,898.00	1,450,781.44	18 %
2370 EMPLOYER CONTRIB-P.E.R.S	5,990.95	65,446.41	91,500.00	91,500.00	26,053.59	72 %
2371 EMPLOYER CONTRIB-GROUP HEALTH	0.00	0.00	201,000.00	201,000.00	201,000.00	0 %
2372 PERMISSIVE MEDICAL LEVY	0.00	0.00	245,778.00	245,778.00	245,778.00	0 %
2390 DRUG FORFEITURE	0.00	0.00	430.00	430.00	430.00	0 %
2399 CITY PARKING FUND	0.00	0.00	14,200.00	14,200.00	14,200.00	0 %
2400 LIGHT DISTRICT #2	3,321.84	27,895.13	130,500.00	130,500.00	102,604.87	21 %
2401 LIGHT DISTRICT #3	1,824.57	15,948.75	55,748.00	55,748.00	39,799.25	29 %
2500 STREET MAINTENANCE	68,574.55	502,459.20	2,204,418.00	2,204,418.00	1,701,958.80	23 %
2600 Elena Park Maintenance District	0.00	662.15	22,000.00	22,000.00	21,337.85	3 %
2701 MEMORIAL/ENDOWMENT (POOL)	0.00	0.00	119,990.00	119,990.00	119,990.00	0 %
2702 EXPENDABLE GRANT	0.00	0.00	210,053.00	210,053.00	210,053.00	0 %
2820 GAS TAX FUND	11,745.67	297,341.64	253,128.00	253,128.00	-44,213.64	117 %
2821 HB 473-GAS TAX	0.00	153,000.00	153,000.00	153,000.00	0.00	100 %
2850 911 EMERGENCY	2,652.93	35,519.77	71,100.00	71,100.00	35,580.23	50 %
2880 LIBRARY AID GRANT	0.00	1,590.85	1,614.00	1,614.00	23.15	99 %
2917 CRIME VICTIMS ASSISTANCE	0.00	0.00	79,188.00	79,188.00	79,188.00	0 %
2928 TRANSIT GRANT	7,487.77	25,153.80	90,861.00	90,861.00	65,707.20	28 %
2952 FEDERAL EQUITABLE SHARING FUND	1,924.24	32,698.93	63,664.00	63,664.00	30,965.07	51 %
3400 SID REVOLVING	0.00	0.00	79,000.00	79,000.00	79,000.00	0 %
3401 SID 118 Reserve Fund	0.00	0.00	9,750.00	9,750.00	9,750.00	0 %

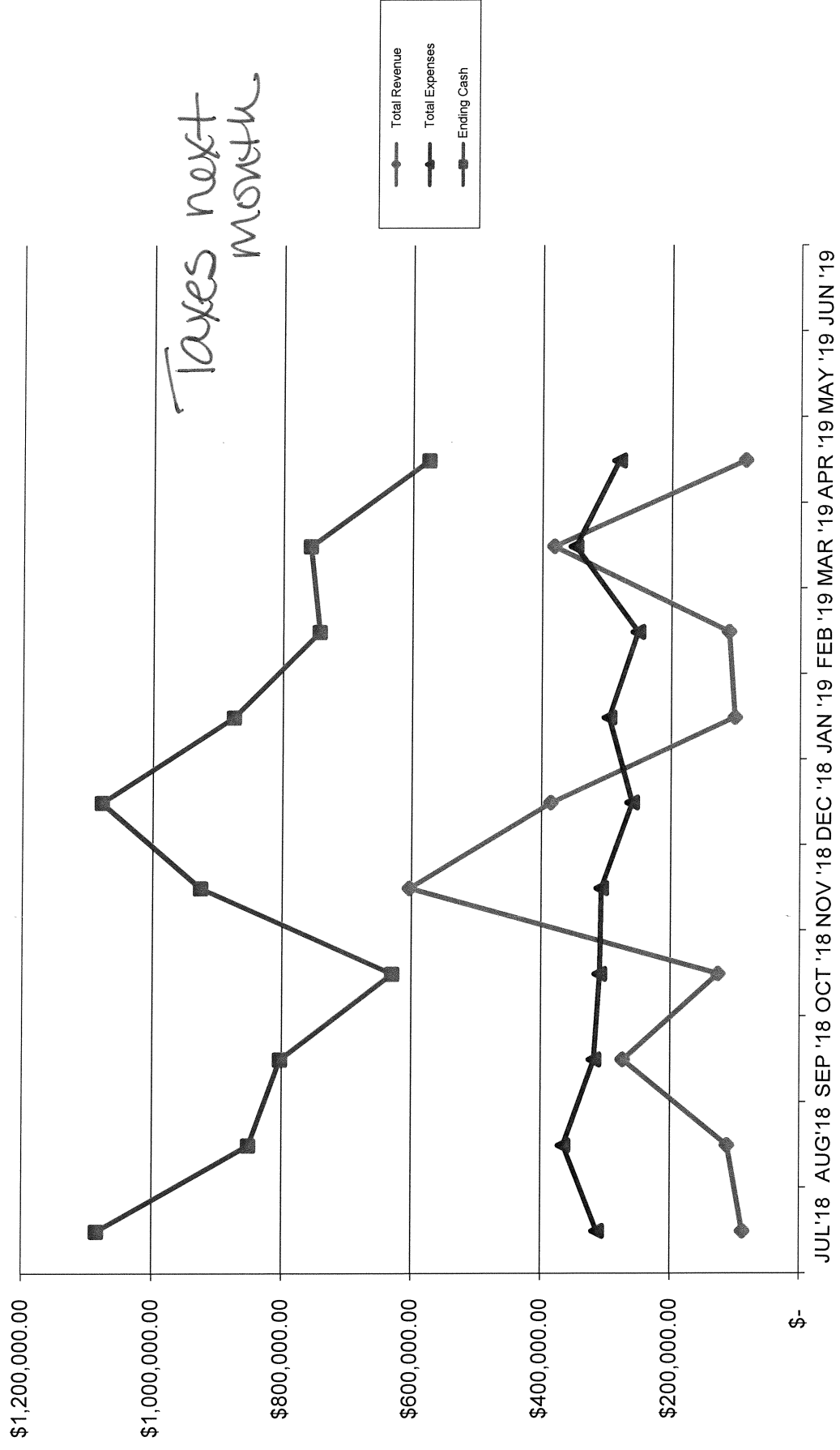
05/17/19  
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CITY OF LAUREL  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 4 / 19

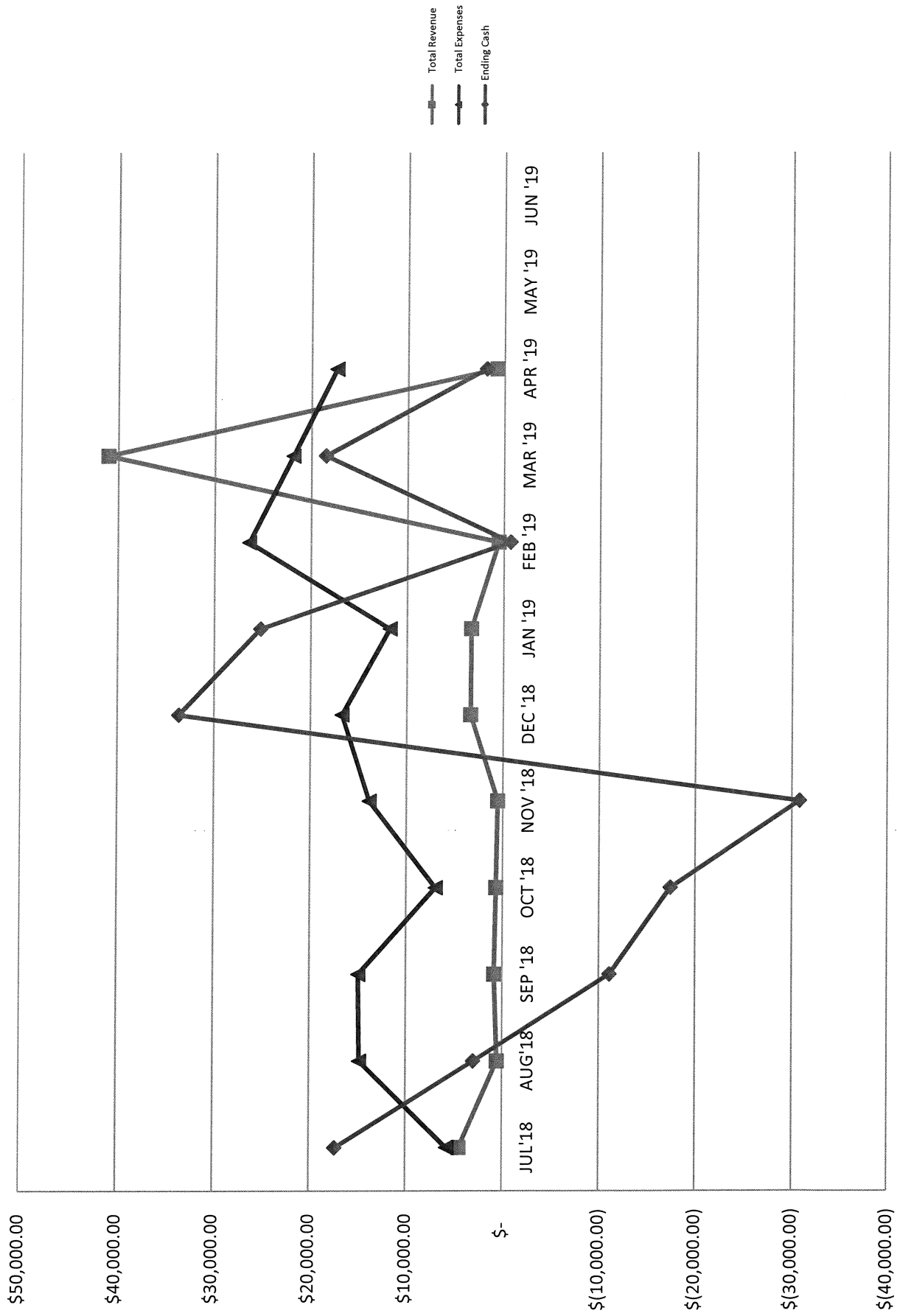
Page: 2 of 2  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 83) Committed
3503 SID #113 - Fourth Street	0.00	6,435.00	27,170.00	27,170.00	20,735.00	24 %
3504 SID 114 - Elena Park	4,433.66	8,867.32	8,868.00	8,868.00	0.68	100 %
3505 SID #115 - 5th Ave Sidewalks	0.00	19,266.16	9,089.00	9,089.00	-10,177.16	212 %
3506 SID #116 - Cottonwood Sidewalks	0.00	20,705.09	9,768.00	9,768.00	-10,937.09	212 %
3507 SID 117 - 8th & Pennsylvania	0.00	15,045.95	15,047.00	15,047.00	1.05	100 %
3508 SID 118 - S WASHINGTON AVE SIDEWALKS	0.00	7,035.30	8,868.00	8,868.00	1,832.70	79 %
4000 CAPITAL PROJECTS-PROCEEDS FROM LOCAL	0.00	7,613.10	600,000.00	600,000.00	592,386.90	1 %
4001 Special Water, Sewer, Street, C&G, Sidewalk	0.00	0.00	62,240.00	62,240.00	62,240.00	0 %
5210 WATER	991,366.15	7,767,612.77	13,307,802.00	13,307,802.00	5,540,189.23	58 %
5310 SEWER	155,899.71	1,585,564.19	3,400,007.00	3,400,007.00	1,814,442.81	47 %
5410 SOLID WASTE	62,362.48	957,635.75	1,423,275.00	1,423,275.00	465,639.25	67 %
7030 LIBRARY FEDERATION	207.41	1,342.08	4,680.00	4,680.00	3,337.92	29 %
7120 FIRE DISABILITY	0.00	59,086.26	83,899.00	83,899.00	24,812.74	70 %
7458 COURT TECHNOLOGY SURCHARGE	1,135.92	4,065.92	8,800.00	8,800.00	4,734.08	46 %
7467 LAW ENFORCEMENT ACADEMY SURCHARGE	1,213.30	4,588.30	8,600.00	8,600.00	4,011.70	53 %
7471 PUBLIC DEFENDER FEE	250.00	1,014.00	7,500.00	7,500.00	6,486.00	14 %
7850 AIRPORT AUTHORITY	0.00	18,733.82	39,273.00	39,273.00	20,539.18	48 %
8010 CEMETERY PERPETUAL CARE	0.00	0.00	19,746.00	19,746.00	19,746.00	0 %
<b>Grand Total:</b>	<b>1,620,533.62</b>	<b>15,198,752.61</b>	<b>30,816,627.00</b>	<b>30,816,627.00</b>	<b>15,617,874.39</b>	<b>49 %</b>

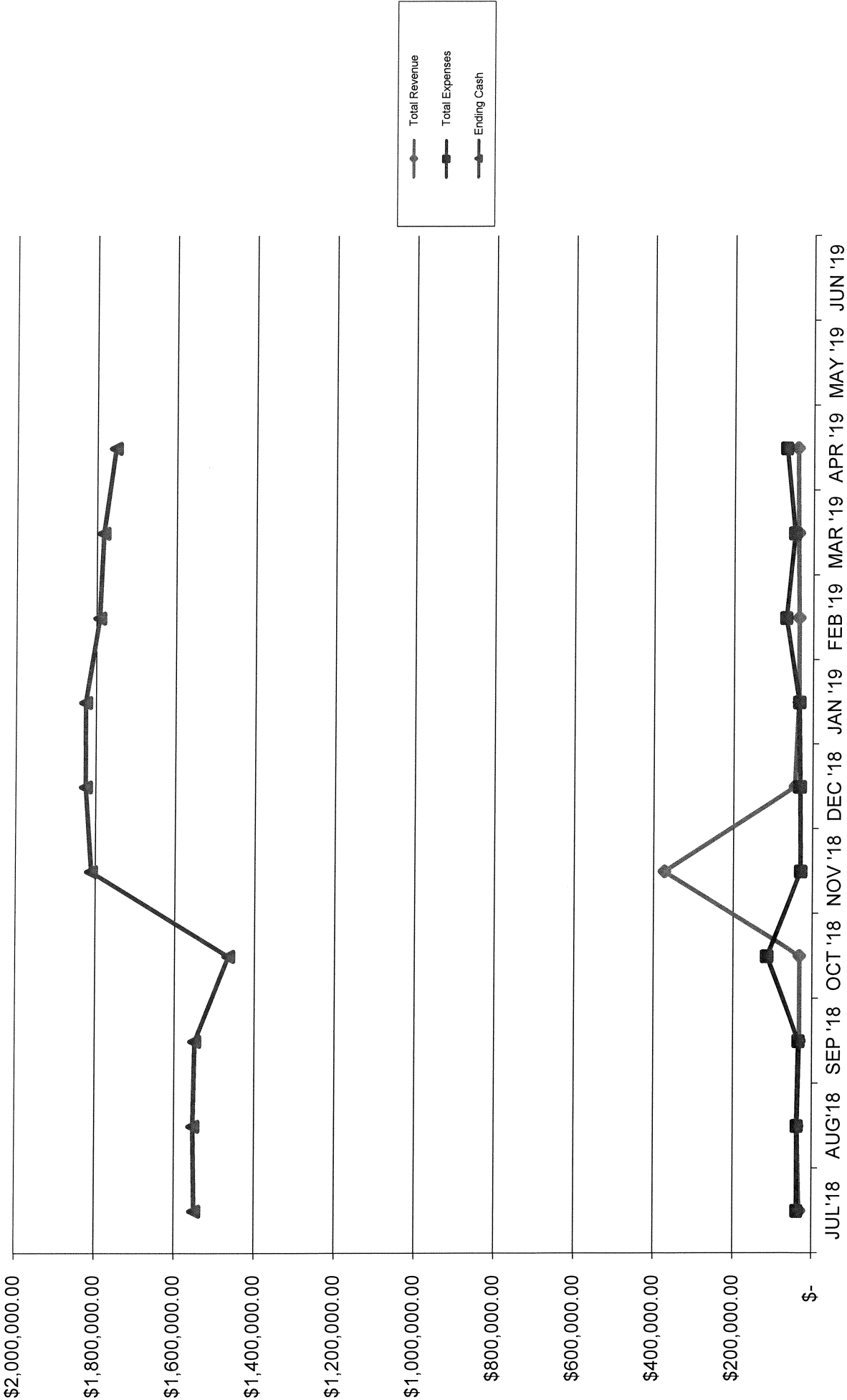
# General Fund Cash, Revenue & Expense



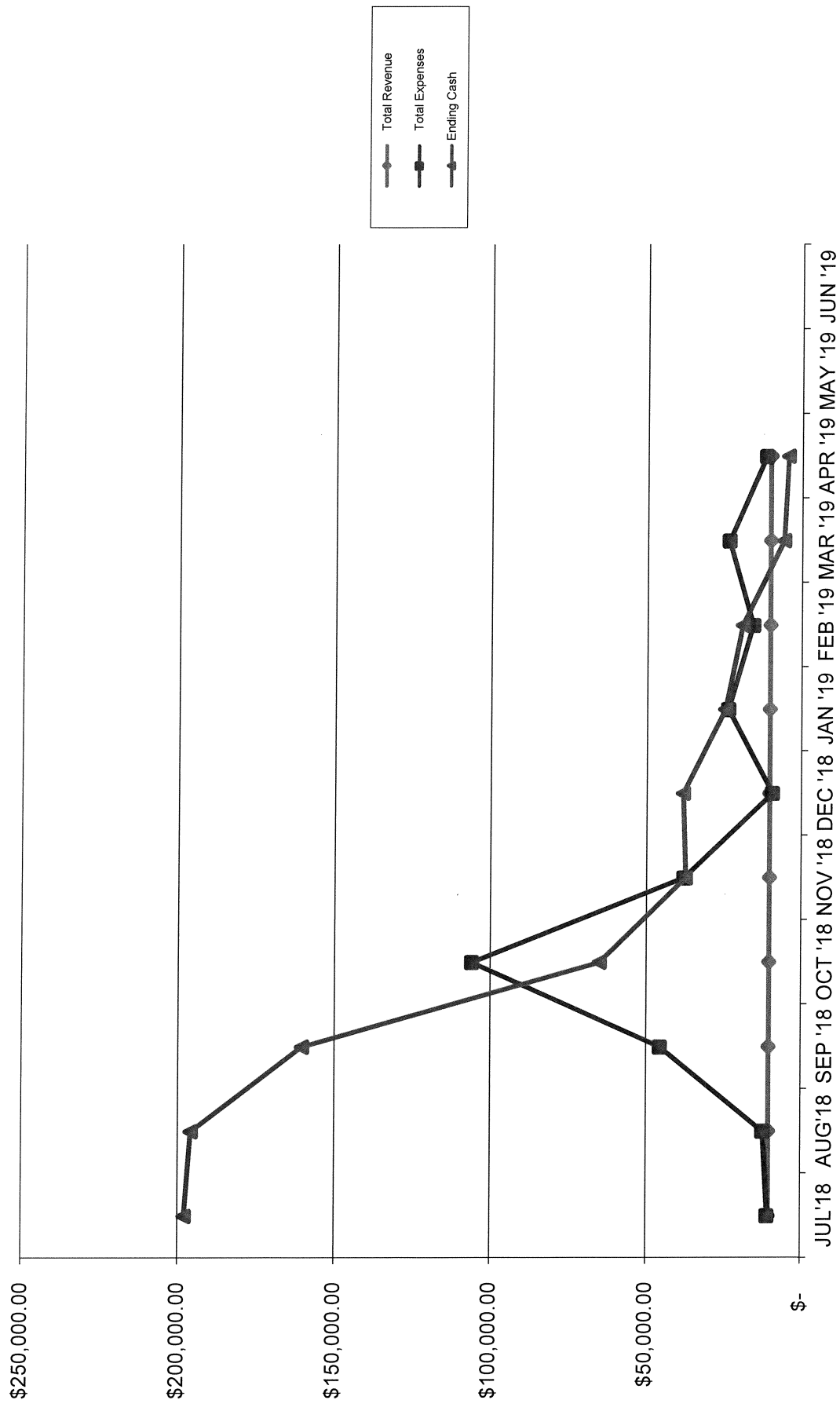
Planning Cash, Revenue & Expense



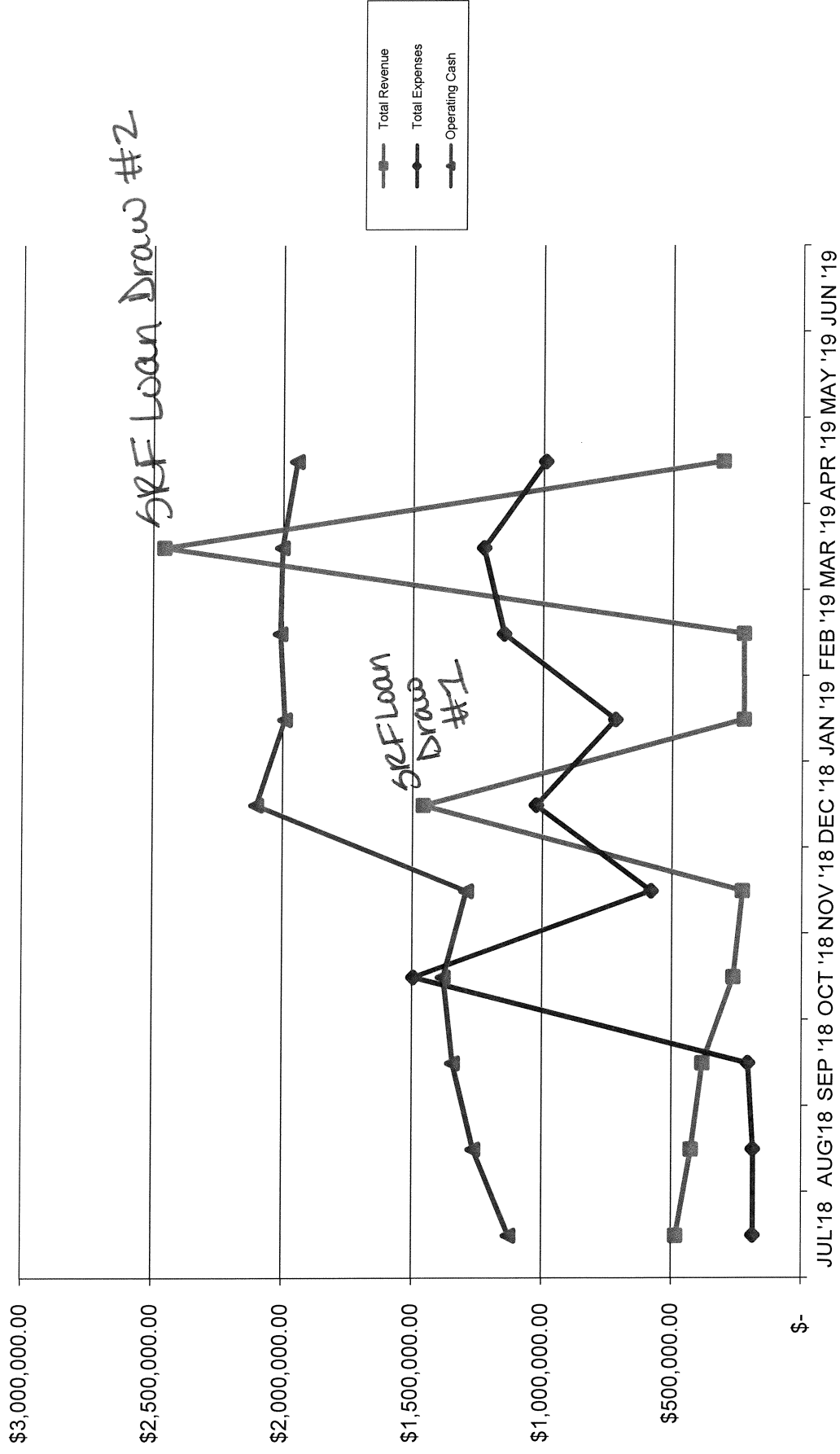
Street Maint. Dist. Cash, Revenue & Expense



Gas Tax Cash, Revenue & Expense

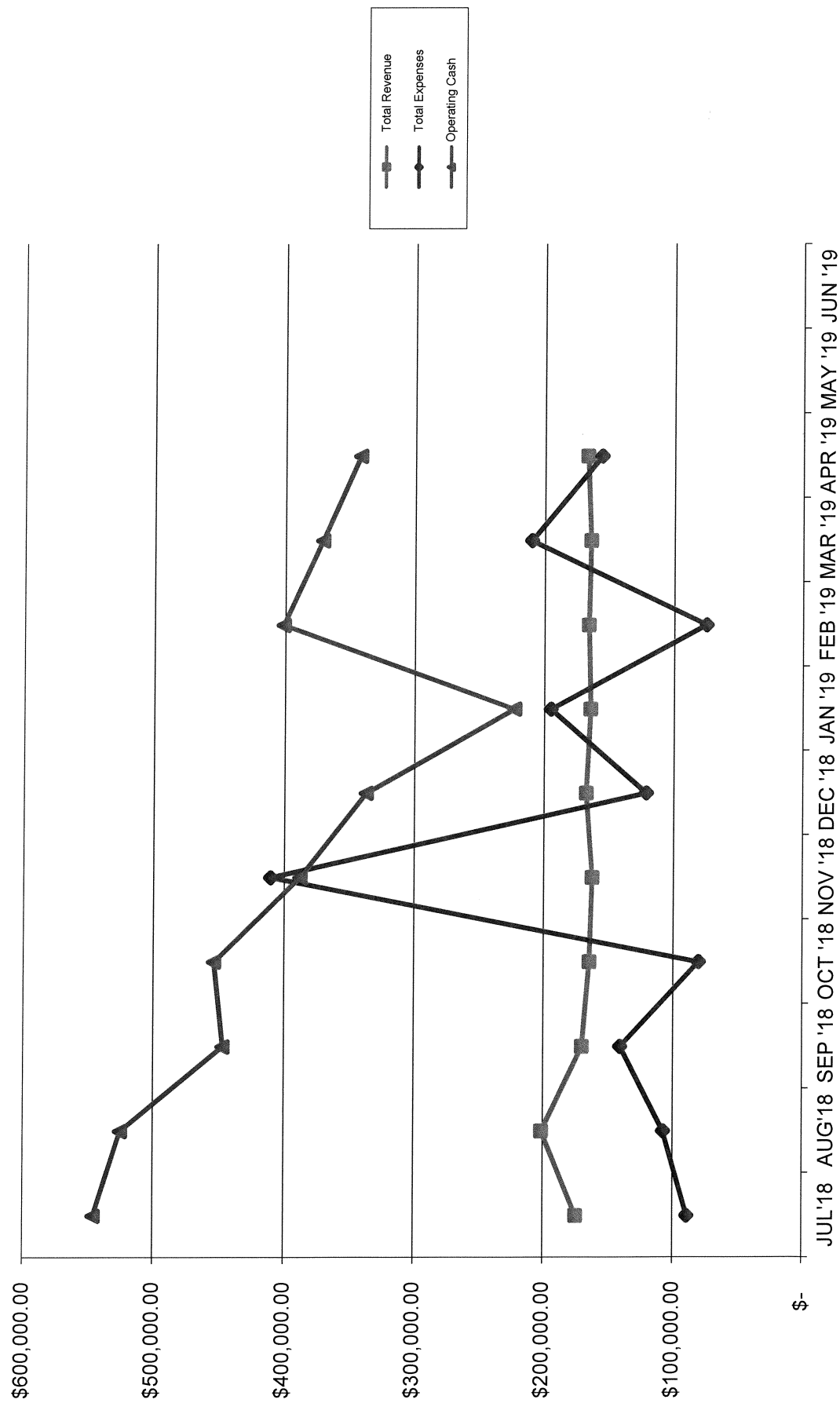


# Water Fund Cash, Revenue & Expense

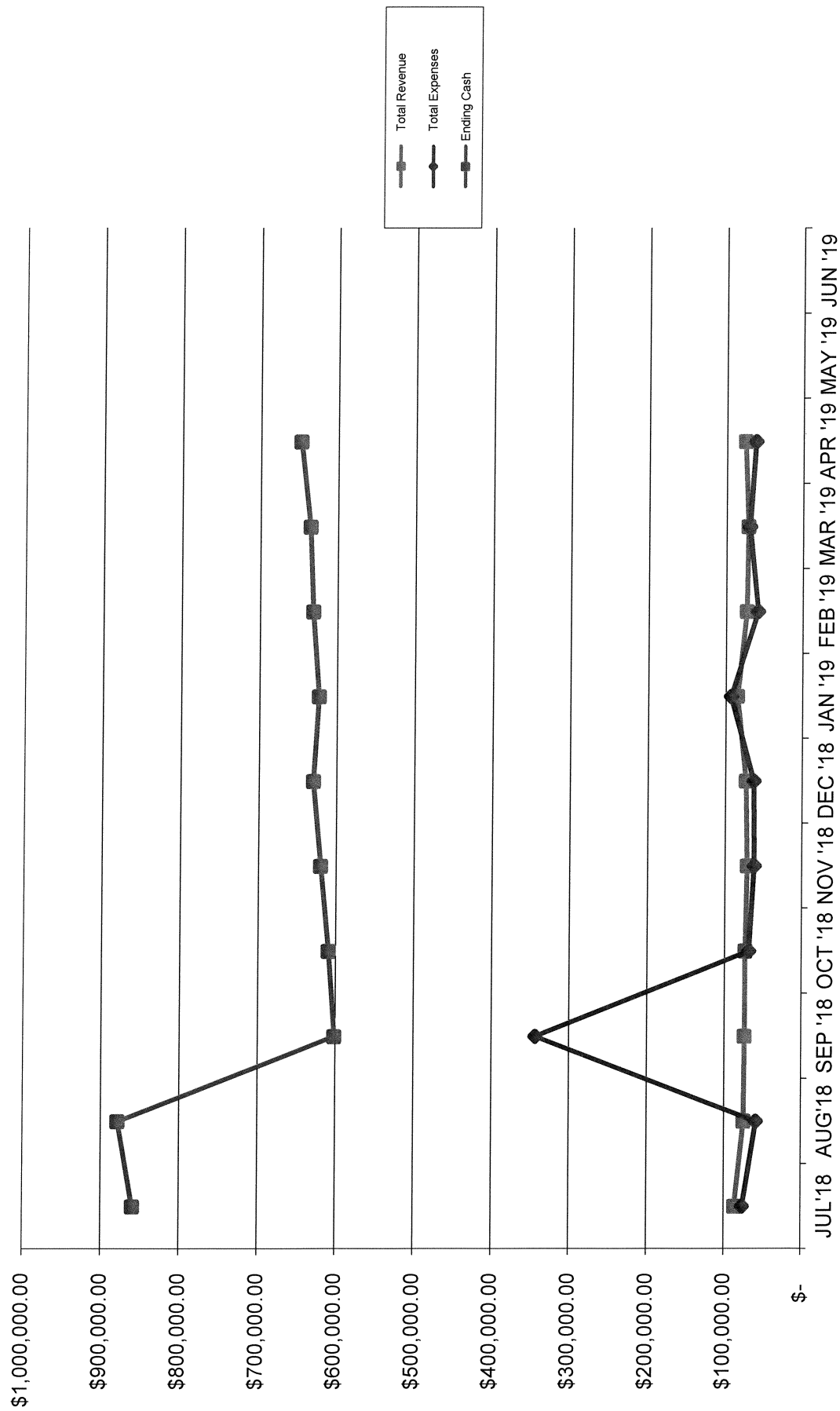




Sewer Fund Cash, Revenue & Expense



Solid Waste Cash, Revenue & Expense



**Item Attachment Documents:**

7. Review Comp/OT hours for pay period ending 05/05/2019



PPE: 5/5/19

Police & Dispatch

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
		104 OT hours			
				28 X (20.54 x 1.5)	862.68
				34 X (21.56 x 1.5)	1099.56
				5 X (22.17 x 1.5)	166.28
				6 X (23.17 x 1.5)	208.53
				9.5 X (24.19 x 1.5)	344.72
				14 X (25.72 x 1.5)	540.12
				7.5 X (26.72 x 1.5)	300.60
					3522.49
					=
				Total @ \$4530.22	

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/22	2.5		K. Courtney	Travel to Conference	20.49
4/25	1		K. Courtney	Travel Home from Conf.	20.49
	3.5				
	X 1.5				
	5.25		Comp hours		
				5.25 X 20.49	107.57
					<u>107.57</u>
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center;"> <del>Total \$ 107.57</del> </div>					



# Comp and Overtime Report

PPE: 5/5/19

Division: WTP + WWTP

Submitted by: Andy Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/2		1	T. Henry	Refill basin	26.00
4/29		2.5	N. Herman	New basin Chemical feed.	26.00
5/1		2.5	N. Herman	New basin Chemical feed.	26.00
4/28		7	C. Nicholson	Basin Foaming Problem	24.61
5/3	8		J. Sawyer	Cover for Dylan Sick	24.61
4/28		8	N. Stamper	Basin Foaming Problem	24.46
<hr/>					
	8				
	X 1.5				
	12	comp hours			
				12 x 24.61 =	295.32
<hr/>					
		21 OT hours			
				8 x (24.46 x 1.5)	293.52
				7 x (24.61 x 1.5)	258.41
				6 x (26.00 x 1.5)	234.00
					785.93
<hr/>					
Total \$ 1081.25					



