



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JUNE 04, 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 May 21, 2019 Budget and Finance Committee meeting
- Review and approve purchase requisition for Jet Rodder emergency repairs
- Review claims entered through 05/31/2019 and recommend approval to Council
- Review the Comp/Overtime report for Pay Period Ending 05/19/2019
- Review and approve the payroll register for pay period ending 05/19/2019 totaling \$172,589.52

**New Business**

**Old Business**

- Claims Review Schedule

**Other Items**

- Update from the Mayor

**Announcements**

The next Budget and Finance Committee meeting will be held on June 18, 2019 at 5:30 pm

**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.**

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, May 21, 2019**

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

**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 May 7, 2019 meeting. Bruce McGee made a motion to approve the minutes of the May 7, 2019 Budget and Finance Committee meeting. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Charger. Bruce McGee asked whether this purchase requisition would have to go in front of the Council as it was clearly over \$5,000. The answer was “no” because the Chief was using his Federal Equitable Sharing Fund to make the purchase. The Chief of Police has complete authority over those funds, and this was simply a formality to inform the Committee that funds were going out of the FESF and being used to purchase a vehicle. Bruce McGee made a motion to approve the Purchase Requisition by the Police Department for purchase of the Charger. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the April 2019 Journal Vouchers. The Mayor obtained the Journal Vouchers stating he had reviewed the documents but failed to read the note on the front instructing him to bring the documents to the Budget and Finance meeting. Bruce McGee reviewed the documents. Bruce McGee made a motion to approve the April Journal Vouchers. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the April 2019 Utility Billing Adjustments. The Utility Billing documents were provided, signed and dated. Bruce McGee made a motion to approve the April Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve the April 2019 Financial Statements. There was discussion on whether on page 1, the column titled “Estimated Revenue” was all the monies that particular line item was going to receive for the year. The Mayor agreed then stated that if committee members turned to page three and went to the fifth column entitled “Available Appropriation” this amount showed how much was available every year for that line item. It was questioned whether some line items were not reflecting monies held in reserve. The Mayor repeated that this was the money available every year. Bruce McGee made a motion to approve the Financial Statements. Richard Klose seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 5/17/19. Richard Klose had previously reviewed the Claims Detail report and the check register for accuracy. Bruce McGee made a motion to recommend approval of the claims entered through 5/17/19. Richard Klose seconded the motion, all in favor, motion passed.



- Review Comp/Overtime hours for pay period ending 5/5/19. Bruce McGee commented that the Police Department had been experiencing a lot of overtime and he stated he hoped things were back to normal for that department.
- Review and approve Payroll Register for pay period ending 5/5/19 totaling \$193,199.31. It was pointed out that from now on the “big blue book” would not be shared with Committee members as it was recently learned that it contained too much detail that committee members did not need to know. From now on the Clerk Treasurer would provide a two-page summary of the information. This would be signed and dated by two committee members and kept as the official record. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 5/5/19 totaling \$193,199.31. Richard Klose seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

**Other Items** – Mayor Nelson was asked to speak about any issues of interest. The Mayor spoke about LURA and consternation by some of the members of that Board over using funds for a bondable project. He also spoke about work the Emergency Services Committee had done to combine the Fire and Ambulance Departments. He stated the issue is now to the point that it needs to come before the Council and be formalized as a Resolution. He also stated the combined Department will need a full time Fire/EMS Director and the Mayor wants the entire Council to understand the financial issues and options associated with these plans. He further discussed the topic of Class I communities and the additional burdens that would have to be met.

There was also discussion of the Charter form of government and the historic lack of success in obtaining a CAO for the position in this community.

Richard Klose inquired about the former site of the silos next to Hardees. Emelie Eaton provided a quick summary of information that had been shared at the Public Works meeting the previous day.

**Announcements** – Emelie Eaton stated July 23 is a Tuesday and the Public Works Director would like to have a tour of the new Water Treatment Plant on that “free” Tuesday night.

The meeting was adjourned at 6:24. The next Budget and Finance Committee meeting will be held June 4, 2019 at 5:30 p.m.

Respectfully submitted,



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.

# Comp and Overtime Report

PPE: 6-19-19

Division: POLICE

Submitted by: LANGUE / PITTS

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5-10-19	(4)		BOOTH	DEPT. SHOOT & RANDOM DRUG TEST	22.17
5-10-19		(2.5)	CORTESI	DEPT. SHOOT	23.17
5-8-19	(4)		CANAPU	SCHEDULED - OT	22.79
5-15-19	(4)		CANAPU	SCHEDULED - OT	22.79
5-18-19		(3.5)	Cortese	SCHEDULED - OT	23.17
5-7-19		(4)	JOHNSON	RESERVE ACADEMY	24.19
5-9-19		(4)	JOHNSON	RESERVE ACADEMY	24.19
5-10-19		(5)	JOHNSON	DEPT. SHOOT	24.19
5-8-19		(4)	KINN	SCHEDULED OT	20.54
5-12-19		(12)	KINN	SCHEDULED OT	20.54
05-17-19	(1.5)		Booth	Transport to Illness clinic	22.17
05-18-19	(4)		Booth	Scheduled OT	22.17
05-19-19	(4)		Booth	Scheduled OT	
05-16-19		(8)	Huesner	Scheduled OT	
05-17-19		(8.5)	Huesner	Scheduled OT	
05-18-19		(6.5)	Huesner	Scheduled OT	
05-19-19		(3.5)	Huesner	Scheduled OT	
05-15-19	(8)		McCarney	Scheduled OT	21.56
05-16-19	(15)		McCarney	Scheduled OT / Labor management	
05-17-19	(12)		McCarney	Scheduled OT	
05-14-19	(12)		McCarney	Scheduled OT	
05-10-19		(2.5)	PITTS	Dept shoot OT	29.82
05-07-19	(3)		Rasmussen	Court	23.17
05-10-19	(2.5)		Rasmussen	Dept shoot	
05-14-19	(3.0)		Rasmussen	Court.	
05-15-19	(8.5)		Rasmussen	Scheduled OT	
05-10-19	(4.0)		Sauter	Dept Shoot.	26.72
5-10-19	2.5		Sedgwick	Dept Shoot	22.17
	92				
	x 1.5				
	138	Comp hours			

Total \$5043.46

$70.5 \times 21.56 = 1519.98$   
 $12 \times 22.79 = 273.48$   
 $24 \times 22.17 = 532.08$   
 $25.50 \times 23.17 = 590.84$   
 $6 \times 26.72 = 160.32$   
\$3076.70 Over time on Back





# Comp and Overtime Report

PPE: 5/19/19

Division: Clerk's Office

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/7	2		A. Hutton	2nd Person here for Council	17.51
	<del>2</del>				
	<del>x 1.5</del>				
	3 comp hours				
				3 x 17.51 =	52.53
					<u>52.53</u>
Total				\$	52.53

# Comp and Overtime Report

PPE: 5/19/19

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate	
5/8	2.5		J. Baker	Sewer Back-up	23.15	
5/12	2.5		J. Baker	Water Call out.	23.30	
5/14	1		D. Saylor	Extra garbage - Route	24.52	
5/18	2		F. Schweigert	Funeral Service	24.52	
<del>8</del>						
<del>1.5</del>						
12 Comp hours						
					7.50 X 23.15	173.63
					4.50 X 24.52	110.34
						<u>283.97</u>
<div style="border: 1px solid black; border-radius: 50%; width: 80%; margin: 0 auto; padding: 10px;"> <p style="font-size: 2em; margin: 0;">Total \$ 283.97</p> </div>						



# Comp and Overtime Report

PPE: 5/19/19

Division: WTP + WWTP

Submitted by: Kelly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/15		④	D. Nauman	Help start up Basin	22.54
5/16	8		D. Waggoner	Cover for HP - sick	24.61
5/16	4		D. Ceaser	water line	24.61
	12				
	1.5				
	18	comp hours			
				$18 \times 24.61 =$	<u>442.98</u>
		4	OT hours		
				$4 \times (22.54 \times 1.5)$	<u>135.24</u>
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">                     Total \$578.22                 </div>					