



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JUNE 23, 2020  
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 June 9, 2020 Budget and Finance Committee meeting minutes.
2. Review and Approve Purchase Requisitions
3. Review and Recommend Approval to Council Claims entered through 6/19/2020.
4. Review and Approve payroll register for PPE 6/14/2020 totaling \$194,831.46.

**New Business**

5. Committee Discussion - 2 New Topics

**Old Business**

**Other Items**

6. Review Comp/OT report for PPE 6/14/2020.
7. Clerk/Treasurer Update
8. Mayor Update

**Announcements**

9. The next Budget and Finance Committee meeting will be held on July 14, 2020 at 5:30 p.m.
10. Scot Stokes will be reviewing the claims for the next meeting.

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:**

Review and Approve the June 9, 2020 Budget and Finance Committee meeting minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, June 09, 2020**

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

# Richard Klose

**Others Present:** Mayor Nelson  
Matt Wheeler

**Bethany Langve**  
**Brandon Gonzalez**

The Meeting was called to order by Chair Eaton at 5:30 pm.

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## General Items

- Review and approve the minutes of the May 26, 2020 meeting. Richard Klose made a motion to approve the minutes of the May 26, 2020 Budget and Finance Committee meeting. Mayor Nelson seconded the motion to approve the May 26, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Ambulance Department – The Committee was presented with a purchase requisition from the Ambulance Department for new tools. The Committee asked if the Ambulance Department could use the City Shop tools. The Clerk/Treasurer and Public Works Superintendent stated that this was not possible at all times of the day and night because the City Shop is closed and locked after 5:00pm M-F, on the weekends, and during holidays. The Ambulance Department is open 24/7 and would need access to the tools during this time frame. The Committee asked where the tools will be stored, and the City Mechanic, Brandon Gonzalez, stated there was a toolbox included in the purchase requisition. The Committee stated that the tool purchase was not budgeted, however they asked the Clerk/Treasurer if the department had the remaining appropriations available to make the purchase. The Clerk/Treasurer stated that the Ambulance Department did have enough appropriations left for this purchase. Richard Klose made a motion to approve the purchase requisition from the Ambulance Department for the purchase of new tools. Bruce McGee seconded the motion to approve the purchase requisition from the Ambulance Department for the purchase of new tools, all in favor, motion passed.
- Review and approve purchase requisition from the Clerk/Treasurer – The Committee was presented with a purchase requisition from the Clerk/Treasurer for GASB 75 Valuation. The Clerk/Treasurer stated this valuation had been done previously and needs to be done again with a rollover done for Fiscal Year 2021. The Committee asked what GASB 75 was, and the Clerk/Treasurer explained it had to do with reporting of mainly health insurance liabilities. The Clerk/Treasurer explained these valuations are expensive to do, and this is the main reason why each year the City received the total pension liability audit error. The valuation required for that is very expensive to do, and the benefit does not outweigh the cost of the valuation. Emelie Eaton made a motion to approve the purchase requisition from the Clerk/Treasurer for the GASB 75 Valuation. Bruce McGee seconded the motion to approve the purchase requisition from the Clerk/Treasurer for the GASB 75 Valuation, all in favor, motion passed.

- Review and approve purchase requisition from the Fire Department for repairs to Brush 5 Truck. The Clerk/Treasurer explained to the Committee that Brush 5 had been caught in a fire, after getting stuck in tall cattails. The Clerk/Treasurer explained that her and the Mayor discussed turning this into insurance versus paying for the needed repairs out of General Fund. The Mayor agreed with the Clerk/Treasurer that paying for repairs in this amount was financial responsible. The Committee asked how many miles were currently on the truck, and if it was worth repairing. The Public Works Superintendent stated he knew which truck this was, and it was a good truck. He stated repairing it was worth the money. The Committee reviewed the purchase requisition and had no additional questions. The Committee was thankful that no Firefighters were injured during the fire. Bruce McGee made a motion to approve the purchase requisition from the Fire Department for repairs to Brush 5 Truck. Emelie Eaton seconded the motion to approve the purchase requisition from the Fire Department for repairs to Brush 5 Truck, all in favor, motion passed.
- Review and approve purchase requisition from the Parks Department for Fire Pits and Benches. The Committee reviewed the purchase requisition and wanted to know if these were going to be paid for out of the State approved Riverside Park funds. The Clerk/Treasurer stated the City would have to pay for the invoices and then submit them to the State for reimbursement. The Committee asked if the benches would be bolted down. The Public Works Superintendent stated they would not be bolted down and would be mobile. Emelie Eaton made a motion to approve the purchase requisition from the Parks Department for the purchase of fire pits and benches. Bruce McGee seconded the motion to approve the purchase requisition from the Parks Department for fire pits and benches, all in favor, motion passed.
- Review and approve the May 2020 Utility Billing Adjustments. The Committee reviewed the May 2020 utility billing adjustments and had no questions. Richard Klose made a motion to approve the May 2020 Billing Adjustments. Bruce McGee seconded the motion to approve the May 2020 Billing Adjustments, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 05/31/2020. The Claims Detail reports and the Check Registers were reviewed for accuracy prior to the meeting by the Committee. There was a question regarding the telephone bills and how high they were. The Mayor stated these bills will go down once the City VOIP system is installed. The VOIP system is scheduled to be installed in the next couple of months. Scot Stokes made a motion to recommend approval to Council the claims entered through 05/31/2020. Richard Klose seconded the motion to recommend approval to Council the claims entered through 05/31/2020, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 05/31/2020 totaling \$211,124.01. The two-page summary was reviewed, signed, and dated. Bruce McGee made a motion to approve the payroll register for pay period ending 05/31/2020 totaling \$211,124.01. Richard Klose seconded the motion, all in favor, motion passed.

#### **New Business – None**

#### **Old Business**

- The Committee discussed the repairs of the Street Sweeper. The Committee stated they wanted to know if repairing this Street Sweeper was cheaper versus buying a new Street Sweeper. The City Mechanic stated the current Street Sweeper did not have very many hours on it. He stated the City could fix it but it may have other issues. He stated the City will eventually need a new one. The main drive pump went out and put metal shavings into the hydraulic lines. There is a filter after the main drive pump that should have caught any metal

shavings, however the hydraulic lines may be contaminated. If the hydraulic lines are contaminated with metal the Street Sweeper will have additional issues. Everything else on the machine works fine, so there is a good chance there will be no further issues with the Sweeper after the main pump is replaced, and the hydraulic lines are flushed. The Committee asked why there was only one quote. The Public Works Superintendent stated Titan Machinery is who the Street Sweeper was purchased from. The City Mechanic stated Titan Machinery has all the certifications and classes necessary to repair this Street Sweeper. He stated the next nearest location may be Denver, Colorado. He stated the labor cost to diagnose the problem was around \$2,000. The City Mechanic stated a new Street Sweeper costs \$222,000. There are discounts that total \$21,000. Titan Machinery will give the City approximately \$20,000 for a trade-in because of the repairs. This leaves approximately \$180,000 remaining to purchase a new Street Sweeper. He stated the City will have to replace this Street Sweeper at some point. He stated there are lease programs available. He stated the City would have to evaluate what the value of the machine is versus repairing it. A new unit would have a warranty. He stated Billings uses their machines for three years, then to go into a back-up fleet for another two years, and then are retired. He Committee asked how many times this Street Sweeper has been repaired. The Public Works Superintendent stated this is the first time this Street Sweeper has required any major repairs. The Committee stated it may be best to repair the Street Sweeper now and then budget for a new one next year. The Public Works Superintendent stated the City keeps equipment forever. The City still has the Street Sweeper purchased prior to this one and that unit needs to be auctioned. Emelie Eaton made a motion to approve the purchase requisition from the Street Department for repairs to the Street Sweeper. Richard Klose seconded the motion to approve the purchase requisition from the Street Department for repairs to the Street Sweeper, all in favor, motion passed.

- The Committee stated it is believed the Elena lawn mower is dedicated to Elena Subdivision, and they want to know where it is and where it is going to be used. The Clerk/Treasurer stated the previous lawn mower was purchased in September of 2013. She stated the Elena lawn mower is dedicated to Elena, until it is retired and then they are moved into the Parks Department inventory. She stated the lawn mower is not housed at Elena because there is nowhere to securely store it. The Committee asked if the boulevard trees were going to be planted at Elena this year, as they were budgeted. The Clerk/Treasurer stated the boulevard trees will not be planted as the trees out there are having trouble surviving. The Parks Department does not want to spend the money on these trees and have them die. The Committee stated the City needs to do a better job in the future regarding parks in these subdivisions. Elena has a park, but it is a stormwater pond. The Committee feels in the future the builders should build an actual park, instead of donating land.

### **Other Items**

- Review the Comp/OT report for pay period ending 05/31/2020. The Committee reviewed the report and had no questions or comments.
- Clerk/Treasurer Update – The Clerk/Treasurer stated she had nothing at this time. The Committee asked how the update to the Personnel Manual was going. The Clerk/Treasurer stated her department has begun work updating the manual. She stated it is going to be a lengthy project as MMIA and the City Attorney have to review all changes.
- Update from the Mayor – The Mayor stated the City needs to begin looking at the Solid Waste Fund. Each year this fund loses money due to increased landfill fees, gas, and repairs to equipment. The Mayor stated the department should be able to purchase a new garbage truck every 5 years, however they currently cannot as they do not have enough revenue. The

Committee asked if the container site could charge everyone a small fee, instead of just County residents. The Clerk/Treasurer stated this has been brought up in the past. She stated whatever solution comes before Council, the residents need to be involved, and help solve this issue. The City Mechanic stated the second oldest garbage truck in the fleet has six and a half working hours on it. The City Mechanic stated the Jet Rodder also needs to be replaced soon. It just had a very expensive repair done. The Clerk/Treasurer stated the Water Fund does have a replacement and depreciation cash account that can pay for this purchase. She stated the Water and Sewer Funds have these cash accounts, but Solid Waste does not. The Mayor stated he was aware of the email sent regarding the Fire Association and Fireworks. He stated the mess up at last week's Council meeting did not have anything to do, it was his error. He stated since he had not attended the previous meeting, he did not know what questions was asked by Council. The agenda item said 4<sup>th</sup> of July, and for that reason the Mayor did not invite the Fire Association or the Chamber of Commerce to attend the meeting. He apologized for the miscommunication on his end.

**Announcements –**

- The next Budget and Finance Meeting will be held on Tuesday June 23, 2020 at 5:30pm
- Richard Klose will be reviewing claims for the next meeting
- The meeting was adjourned at 6:25pm

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:**

6. Review Comp/OT report for PPE 6/14/2020.

+ COVID-19



## Comp and Overtime Report

PPE: 6/14/20

Division: Shop

Submitted by: Kelly Brecker

[illegible]

## Comp and Overtime Report

PPE: 6/14/20

Division: Build/Code Dept

Submitted by: Kelly Strecker

Reason	Rate
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[illegible]

## Comp and Overtime Report

PPE: 6/14/05

Division: WWTP & WTP

Submitted by: Kelly Strucker

[illegible]



\* COVID-19

# Comp and Overtime Report

PPE: 6/14/20

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/2		(8)	M. Crable	COVID-19	15.60
6/3		(3.5)	M. Crable	Standoff Call Standby	15.60
6/9		(8)	M. Crable	COVID-19	15.60
6/2		(8)	M. Ecklund	COVID-19	14.50
6/3		(3.5)	M. Ecklund	Standoff Call Standby	14.50
6/9		(6)	M. Ecklund	COVID-19	14.50
6/4		(8)	J. Walton	COVID-19	14.50
6/13		(8)	J. Walton	COVID-19	14.50
6/12		(17)	T. White	Worked extra Shift	15.50
6/3		(8)	T. White	COVID-19	15.50
6/1		(8)	W. Wong	COVID-19	14.65
6/5		(4)	W. Wong	Covered for Morgan	14.65
6/8		(8)	W. Wong	COVID-19	14.65

98 OT hours

$$\begin{aligned}
 25 \times (15.50 \times 1.5) &= 581.25 \\
 19.5 \times (15.60 \times 1.5) &= 456.30 \\
 33.5 \times (14.50 \times 1.5) &= 829.13 \\
 20 \times (14.65 \times 1.5) &= 499.50 \\
 &= 2366.18
 \end{aligned}$$

Total \$ 2366.18