



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 28, 2021
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 December 14, 2021 Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to City Council claims entered through 12/23/2021.
4. Review and approve the payroll register for the pay period ending 12/12/2021 totaling \$194,756.58.

New Business

Old Business

Other Items

5. Review Comp/OT reports for the pay period ending 12/12/2021.
6. C/T Update.
7. Mayor Update.

Announcements

8. The next Budget and Finance Committee meeting will be held on January 11, 2022 at 5:30 pm.
9. Emelie Eaton will be reviewing claims for the next meeting.
10. Happy New Year! We all wish Bruce McGee the very best, and we thank him for all he has done for the City of Laurel.

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 December 14, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 14, 2021**

Members Present: **Richard Klose** **Bruce McGee**
 Scot Stokes

Others Present: **Appointed Mayor Eaton**
 Bethany Langve, Clerk/Treasurer (via Phone)

The meeting was called to order by the Committee Vice-Chair McGee at 5:30 pm.

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.*

There was no public in attendance

General Items –

1. Review and approve the November 23, 2021, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the November 23, 2021, Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions – There were no purchase requisitions presented to the Committee.
3. Review and approve the November 2021 Utility Billing Adjustments. Richard Klose made a motion to approve the November 2021 Utility Billing Adjustments. Bruce McGee seconded the motion, all in favor, motion passed 3-0.
4. Review and recommend approval to Council; claims entered through 12/10/2021. The Committee had previously reviewed the claims and check register. Bruce McGee made a motion to approve the claims entered through 12/10/2021. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
5. Review and approve Payroll Register for the pay period ending 11/28/2021 totaling \$239,209.62. Scot Stokes motioned to approve the payroll register for the pay period ending 11/28/2021 totaling \$239,209.62. Richard Klose seconded the motion, all in favor, motion passed 3-0.

New Business – There was no new business

Unfinished Business –

6. CD Maturity Dates – The Clerk/Treasurer provided the Committee with the maturity dates of the three City-held CDs. The Committee would like to talk about moving those three CDs to a higher paying CD at the time of maturity.

Other Items –

7. Review Comp/OT reports for the pay period ending 11/14/2021. The Committee reviewed the 11/14/2021 Comp/Overtime reports.
8. Review Comp/OT reports for the pay period ending 11/28/2021. The Committee reviewed the 11/28/2021 Comp/Overtime reports.
9. Clerk/Treasurer Update – The Clerk/Treasurer provided the committee with an update on finance activities.

10. Mayor Update – Mayor Eaton provided the committee with an update of City administrative activities.

Announcements –

11. The next Budget and Finance Committee meeting will be held on December 28, 2021, at 5:30 pm.
12. Richard Klose 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.

File Attachments for Item:

2. Review and approve purchase requisitions.

PURCHASE
REQUISITIONCITY OF LAUREL
MONTANA
59044Date: 10-28-21
Fund: Sewer
Dept.: Plant

VENDOR: _____

VENDOR NO.: _____

Xytem

Quantity	Fully Itemize	Est. Cost	Account Number
	Electric Panel Replacement		
	Multisport CPU	\$3174.75	
	Battery	\$129.00	
	Power Supply	\$223.00	
	Labor	\$3000.00	
Total estimated cost		\$6566.75	5310 600 4306 40 364

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.

SALE QUOTATION

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
A	1	Multismart MSM 3PC2+ 3 Pump Std No Soft	\$ 3,174.75	\$ 3,174.75
B	1	Battery, PM 12120, 12V 12Amp	129.00	129.00
C	1	Phoenix Power Supply 120VAC 12VDC	263.00	263.00
D	1	Labor Standard Rate • Installation and Programming of Multismart Unit. P/N: 14-699761-U	3,000.00	3,000.00
<div>Our current delivery lead-times associated with this Quotation are best estimates at this time. Due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics, these lead-times are an estimate only and not a commitment. Xylem is and will continue to use all commercially reasonable efforts to minimize any delivery delay impacts.</div>				
NET SALE TOTAL				\$ 6,566.75

Please note all sale pricing is in U.S. Dollars. The price does not include freight, export boxing, duties, taxes, or any other items not specifically mentioned.

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 30 days. All prices quoted in US dollars.

This order is subject to the Standard Terms and Conditions of Sale - Xylem Americas effective on the date the order is accepted which terms are available at <https://www.xylem.com/en-US/support/xylem-americas-standard-terms-and-conditions/> and incorporated herein by reference and made a part of the agreement between the parties.

PURCHASE REQUISITION

CITY OF LAUREL
MONTANA
59044

Date: 12-28-2021
Fund: CIP
Dept.: City Hall

VENDOR: Get Systems

VENDOR NO.: _____

Quantity	Fully Itemize	Est. Cost	Account Number
1	New Dell Power edge T440 Server	8178-	
30 hrs	Labor	3750-	
Total estimated cost		11,928.00	

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

CITY HALL

115 W. 1st. St.

PUB WORKS: 628-4796

PWD FAX: 628-2241

WATER OFFICE: 628-7431

WTR FAX: 628-2289

MAYOR: 628-8456

City of Laurel

P.O. Box 10
Laurel, Montana 59044



Clerk/Treasurer

DEPARTMENT

December 23, 2021

The City is requesting to replace a 2014 server, with a new Dell PowerEdge T440 server. The 2014 server is out of warranty, and currently has Laserfiche on it. To update the new Laserfiche product, this 2014 server must be updated. Attached you will find a quote from Get Systems for the new Server, which includes 30 hours of service time. The total quote is \$11,928.00. We expect this server to last 5-10 years, with the same 5-year warranty.

Thank you for your consideration.

Bethany Langve
Clerk/Treasurer

We have prepared a quote for you

Laurel City Server

Quote # 003637
Version 2

Prepared for:

City of Laurel

Bethany Langve
cityclerk@laurel.mt.gov

Statement of Work

Sever replacement for city hall. Going to remove two old servers and combine into one physical host with virtual machines. Need to transfer data from old servers to new servers and remap drives.

Hardware		Price	Qty	Ext. Price
Miscellaneous Hardware	Dell PowerEdge T440	\$8,178.00	1	\$8,178.00
	Miscellaneous			
			Subtotal	\$8,178.00

Estimated Labor		Price	Qty	Ext. Price
Service - Managed Service Client	Service - Discounted MSP Rate for project	\$125.00	30	\$3,750.00
			Subtotal	\$3,750.00

Laurel City Server



Prepared by:

Billings - Systems

Thad McGrail
 406.237.1211
 tmcgrail@getsystems.net

Prepared for:

City of Laurel

PO Box 10
 Billings, MT 59044
 Bethany Langve
 (406) 628-4796
 cityclerk@laurel.mt.gov

Quote Information:

Quote #: 003637

Version: 2
 Delivery Date: 12/06/2021
 Expiration Date: 12/31/2021

Quote Summary

Description	Amount
Hardware	\$8,178.00
Estimated Labor	\$3,750.00
Total:	\$11,928.00

Payment Options

Description	Payments	Interval	Amount
Term Options			
Acceptance of Quote	1	One-Time	\$11,928.00

Unless noted above:

- * The cost of installation, maintenance, freight, travel and insurance are not included.
- * Travel Expenses (i.e. Meals, Lodging, etc.) will be passed on to the client.
- * Unit prices will govern over extended prices.
- * Morrison-Maierle Systems Corp. reserves the right to charge a 25% restocking fee on all returned or cancelled equipment.
- * Prices are subject to change without notice.

By entering my initials below, I am confirming I am in fact the signor and authorizing party. I have read and agree to the services, equipment, and supplies provided in this Quote. My initials are to serve as my signature in accordance with the Date, Time, and IP Address stamps digitally documented below.

Billings - Systems

City of Laurel

Signature:



Name: Thad McGrail

Title: Account Manager

Date: 12/06/2021

Signature:

Name: Bethany Langve

Date:

Bethany Langve

From: Thad McGrail <tmcgrail@getsystems.net>
Sent: Monday, December 6, 2021 1:07 PM
To: Bethany Langve
Subject: RE: Laurel City Server - #3637 v2

Also speced with IDRAC 9 active

	TM
	PowerEdge T440 Server
Motherboard	PowerEdge T440 MLK Motherboard, V2
Trusted Platform Module (TPM)	Trusted Platform Module 2.0
Chassis Configuration	Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration, PERC/HBA11
Shipping	PowerEdge T440 Shipping
Shipping Material	PowerEdge T440 Shipping Material, V2
Regulatory	PowerEdge T440 CCC and BIS Marking, No CE Marking
Processor	Intel Xeon Silver 4214 2.2G, 12C/24T, 9.6GT/s, 16.5M Cache, Turbo, HT (85W) DDR4-2400
Additional Processor	No Additional Processor
Processor Thermal Configuration	1 CPU standard
Memory DIMM Type and Speed	3200MT/s RDIMMs
Memory Configuration Type	Performance Optimized
Memory Capacity	(4) 8GB RDIMM, 3200MT/s, Single Rank
RAID Configuration	C8, RAID 1 on Front (Matching Type/Speed/Capacity) + Unconfigured RAID (Mixed Drive Types Allowed)
RAID/Internal Storage Controllers	PERC H750 Adapter, Full Height
Hard Drives	(2) 480GB SSD SATA Read Intensive 6Gbps 512 2.5in Hot-plug AG Drive, 3.5in HYB CARR, 1 DWPD,
Hard Drives for 2nd RAID Container	(3) 960GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug AG Drive, 3.5in HYB CARR, 3 DWPD,
Operating System	Windows Server® 2019 Standard, 16CORE, FI, No Med, No CAL, Multi Language
OS Media Kits	Windows Server 2019 Standard, 16CORE, Digitally Fulfilled Recovery Image, Multi Language
Client Access Licenses	(4) 10-pack of Windows Server 2019/2016 User CALs (Standard or Datacenter)

From: Bethany Langve <cityclerk@laurel.mt.gov>
Sent: Monday, December 6, 2021 10:46 AM
To: Thad McGrail <tmcgrail@getsystems.net>
Cc: John Roberts <jroberts@getsystems.net>
Subject: RE: Laurel City Server - #3637 v2

This message originated from an External Source. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Thad,

What are the specs of the server?

Thank you,

File Attachments for Item:

4. Review and approve the payroll register for the pay period ending 12/12/2021 totaling \$194,756.58.

12/15/21
15:12:34

CITY OF LAUREL
Payroll Register
For Payrolls from 12/17/21 to 12/17/21

Page: 62 of 63
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		2,315.07
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		337.50
COMA HOURS (Comp Time Accumulated)	126.75		
COMP HOURS (Comp Time Used)	25.00		646.85
J015 HOURS (STEP-YRS OF SER)	19.00		916.00
J025 HOURS (FLEX/CASH PAYOUT)	1.00		650.00
J028 HOURS (FLEX/MED REIMBU)	0.00		101.89
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
LV1 HOURS (Use Saved Hol.)	24.00		630.48
OVER HOURS (Overtime - shift 1)	65.00		2,546.95
PERS HOURS (Personal Time Used)	60.25		1,401.19
REG HOURS (Regular Time)	4,668.25		116,417.24
REG1 HOURS (Additional to regular)	40.00		1,056.24
REG3 HOURS (Addition to regular pay)	16.00		420.32
REGA HOURS (Amb on-call Pay)	181.00		622.00
SHF2 HOURS (Shift 2 Differential)	259.00		194.25
SHF3 HOURS (Shift 3 Differential)	204.00		204.00
SHFA HOURS (Overtime Diff.-shift 2)	24.00		27.12
SHFE HOURS (Overtime Diff.-shift 3)	23.00		34.50
SICK HOURS (Sick Time)	227.75		6,134.05
STIP HOURS (Amb. meeting pay)	0.00		217.50
VACA HOURS (Vacation Time Used)	127.00		3,143.39
GROSS PAY	138,689.64	0.00	
NET PAY	96,304.01	0.00	
AFLAC	160.19	0.00	
AFLAC 125	434.37	0.00	
AFSCME #303	357.35	0.00	
AFSCME #316	585.00	0.00	
CAF 125-MEDICAL	115.84	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,383.01	
DENTAL-CAF125	602.56	0.00	
FIT	11,409.95	0.00	
HSA-CAF 125	237.50	0.00	
HSA-MEDICAL	0.00	599.55	
MEDICAL LIFE	0.00	214.02	
MEDICARE	1,955.06	1,955.06	
MPORS	2,551.36	4,085.00	
MPPA	206.12	0.00	
P.E.R.S.	8,266.07	9,281.02	
PACIFIC - CAF 12	2,486.83	0.00	
PACIFIC SOURCE	0.00	27,386.01	
SEG CU	50.00	0.00	

12/15/21
15:12:34

CITY OF LAUREL
Payroll Register
For Payrolls from 12/17/21 to 12/17/21

Page: 63 of 63
Report ID: P100

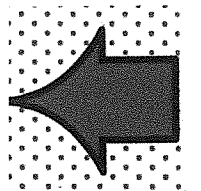
SIT	6,081.00	0.00
SOCIAL SECURITY	6,555.69	6,555.69
UNEMPL. INSUR.	0.00	470.92
VISION-CAF125	116.35	0.00
VSP - VISION	0.00	195.27
WORKERS' COMP	0.00	3,941.39
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	123,864.37	0.00
MEDICARE BASE	134,831.80	0.00
PERS BASE	133,662.58	0.00
SOC SEC BASE	105,736.60	0.00
UN BASE	134,531.06	0.00
WC BASE	137,738.76	0.00
Total		56,066.94
Total Payroll Expense (Gross Pay + Employer Contributions):		194,756.58

of Employees 95 # of Checks 97

Prepared by:

Approved by:

Kelly Strecker



File Attachments for Item:

5. Review Comp/OT reports for the pay period ending 12/12/2021.

Comp and Overtime Report

PPE: 12/12/21

Division: Shop

Submitted by: Heidi Strecker

Reason	Rate
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Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/5	2.5		B. Gonzalez	Call out Sanding	25.61
11/30	2.5		B. Harris	Call out	23.95
12/5	5		B. Harris	Call out Sanding	23.95
12/11		(2.5)	D. Saylor	Call out - Deer on Road	26.13
12/4	2		F. Schwingert	Cover grave funeral	26.13
12/11	2		F. Schwingert	Cover grave funeral	26.13
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>14 X 1.5 21 Comp hours</p> <p>11.25 X 23.95 = 269.44 3.75 X 25.61 = 96.04 6 X 26.13 = 156.78 = 522.26</p> <p>2.5 OT hours</p> <p>2.5 X (26.13 X 1.5) = 97.99 =</p> <p><u>620.25</u></p> </div>					

Comp and Overtime Report

PPE: 12/12/21

Division: WTP + WWTP

Submitted by: Kelly Strecker

Reason: _____ Rate: _____

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/4	8		D. Nauman	Cover for Dylan Sick	26.27
12/8		(8)	D. Nauman	Cover for Dave Sick	26.27
12/9		(8)	D. Nauman	Cover for Dave Sick	26.27
12/9		(8)	D. Nauman	Scheduled OT	26.27
<hr/>					
	8				
	X 1.5				
	12		comp hours		
			12 X 26.27 =		315.24
<hr/>					
			24 OT hours		
			24 X (26.27 X 1.5)		945.72
<hr/>					
Total of 1260.96					

Comp and Overtime Report

PPE: 12/12/21

Division: Ambulance

Submitted by: Healy Strucker

[illegible]