



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JANUARY 26, 2021
5:15 PM
VIA ZOOM:**

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 January 12, 2021 Budget and Finance Committee Minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council, claims entered through 01/22/2021.
4. Review and approve the payroll register for pay period ending 01/10/2021 totaling \$201,515.07.

New Business - None

Old Business

5. Meal Pay Drill Pay Resolution Update from Mayor.
6. Transit Bus Repairs Update.
7. Update on Cemetery Parking Lot.

Other Items

8. Clerk/Treasurer Update.
9. Mayor Update.

Announcements

10. The next Budget and Finance Committee meeting will be held on February 9, 2021 at 5:15pm via ZOOM.
11. Bruce McGee will be reviewing 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.

File Attachments for Item:

1. Review and Approve the January 12, 2021 Budget and Finance Committee Minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, January 12, 2021**

Members Present:	Emelie Eaton	Bruce McGee
	Richard Klose	Scot Stokes (Late)
Others Present:	Nathan Herman	Justin Baker

The meeting was called to order by the Committee chair at 5:20pm.

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 input.

General Items –

1. Review and approve the December 22, 2020 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the December 22, 2020 Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition from the Water Department for the purchase of a replacement lift pump for Elm Street Lift Station. Nathan and Justin presented the purchase requisition to the Committee. They explained there is currently 1 pump working in the lift station. The elbow needs to be repaired and all the guide rails need to be replaced. When the lift pump went down, it was discovered that Russel Industries no longer has a technician in the Billings area. They must send a technician out from Wyoming. It took a week to get a technician out here to diagnose the issue with the pump, and it was discovered there was a bad breaker. The repair part was ordered by Russel Industries. A week later Russel Industries returned with the breaker but not all the parts to complete the repair. It was also discovered during this time the breaker was not the issue. It was decided at that time to pull the pump out. During that process, the cable that is used to pull the pump broke and the pump fell and busted the elbow at the bottom of the lift station. Russell determined the pump was not working and they would need to take the pump with them, back to Wyoming, for repairs. Russell stated there was a broken part on the pump and a new pump was 10-12 weeks out. Justin did some research to try to find a local company who works on these types of pumps, and he did find one. He contacted Advanced Pump and Equipment. They came out and met with City Staff to look at the Lift Station. The City Staff presented two quotes to the Committee for the repairs to the Elm Lift Station. The Advanced Pump quote is lower, and it can be done quicker. City Staff recommended going with the Advanced Pump quote, and also getting the original pump repaired by Russel Industries to keep as a backup. The Committee asked how we were using Russell Industries if they did not have a local technician. City Staff stated they used to have a great local technician, but he is no longer local anymore. The Committee agreed that switching to a local company is a great idea and having a backup pump makes sense as well. The Committee asked how long Advanced Pump had been in business. City Staff stated they have been in business for a long time and had branches in Idaho, Butte, and Belgrade. Bruce McGee made a motion to approve the purchase requisition from the Water Department for the repairs to the Elm Lift Station. Richard Klose seconded the motion, all in favor, motion passed.
3. Review and approve purchase requisition from the Police Department for the purchase of two toughbooks. The Chief of Police purchased the toughbooks from his Federal Equitable Sharing funds. The requisition was not brought to the Committee as the purchased happened at the same time as COVID, and the Clerk/Treasurer forgot about the requisition. Bruce McGee made a

motion to approve the purchase requisition from the Police Department for the purchase of two toughbooks. Richard Klose seconded the motion, all in favor, motion passed.

4. Review and approve additional items purchased on already approved purchase requisition from the Ambulance Department. The Committee had already approved the CPR training module but they needed to approve the Stethoscope and the other additional item needed for the Ambulance CPR training purchase. Bruce McGee made a motion to approve the increase to the original purchase requisition from the Ambulance Department for the CPR Module. Richard Klose seconded the motion, all in favor, motion passed.
5. Review and recommend approval to Council, Claims entered through 12/04/2020. The claims and check register had previously been reviewed by the Committee. There were no questions or comments. Bruce McGee made a motion to approve the claims entered through 12/04/2020. Scot Stokes seconded the motion, all in favor, motion passed.
6. Review and recommend approval to Council, Claims entered through 12/18/2020. The claims and check register had previously been reviewed by the Committee. There was one question regarding the claims, and it was regarding a refund to Askin Construction. They had made a water deposit and it was refunded to them. There were no other questions or comments. Emelie Eaton made a motion to approve the claims entered through 12/18/2020. Scot Stokes seconded the motion, all in favor, motion passed.
7. Review and recommend approval to Council, Claims entered through 01/08/2021. The claims and check register had previously been reviewed by the Committee. There was one question regarding the COVID 19 noted claims. There were no other questions or comments. Richard Klose made a motion to approve the claims entered through 01/08/2021. Scot Stokes seconded the motion, all in favor, motion passed.
8. Review and approve Payroll Register for pay period ending 12/27/2020 totaling \$164,132.16. Scot Stokes made a motion to recommend approval of the payroll register for pay period ending 12/27/2020 totaling \$164,132.16. Bruce McGee seconded the motion, all in favor, motion passed.

New Business – None

Old Business –

9. The Committee asked for an update from the Mayor regarding the two draft resolutions. The Mayor was not in attendance so there was no update on this item.
10. The Transit Bus Repairs update. The Mayor and Clerk/Treasurer were not in attendance so there was no update on this item.
11. Cemetery Parking Lot update. The Committee stated the Mayor stated in late December the City Attorney was looking into this topic.

Other Items –

12. Clerk/Treasurer Update – The Clerk/Treasurer sent an update via the Council Secretary. She stated the auditors were present last week doing year end close and another CARES Act submission would be done this month.
13. Mayor Update – The Mayor was not in attendance, so no update was given.

Announcements –

14. The next Budget and Finance Committee meeting will be held on January 26, 2021. The meeting will be held at 5:15pm via ZOOM.
15. Scot Stokes will be reviewing the 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.

DRAFT

File Attachments for Item:

4. Review and approve the payroll register for pay period ending 01/10/2021 totaling \$201,515.07.

01/13/21
09:45:40

CITY OF LAUREL
Payroll Register
For Payrolls from 01/15/21 to 01/15/21

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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		2,216.69
ADDL HOURS (Additional)	0.00		703.85
ADDT HOURS (Transport pay)	0.00		482.50
COMA HOURS (Comp Time Accumulated)	176.63		
COMP HOURS (Comp Time Used)	2.50		67.33
COVI HOURS (COVID LEAVE)	16.00		408.16
HOL HOURS (Holiday Pay)	331.50		7,876.64
HOLP HOURS (Regular holiday-police)	88.00		2,290.58
J004 HOURS (UNIFORM ALLOW.)	1.00		800.00
J015 HOURS (STEP-YRS OF SER)	18.00		880.00
J019 HOURS (BEREAVEMENT)	56.00		1,402.96
LV1 HOURS (Use Saved Hol.)	16.00		396.96
OVER HOURS (Overtime - shift 1)	28.00		1,061.84
OVTB HOURS (Holiday worked)	128.00		4,757.64
PERS HOURS (Personal Time Used)	33.00		720.90
REG HOURS (Regular Time)	4,512.00		103,553.29
REG1 HOURS (Additional to regular)	72.00		1,877.76
REG3 HOURS (Addition to regular pay)	16.00		408.16
REGA HOURS (Amb on-call Pay)	206.00		667.00
SHF2 HOURS (Shift 2 Differential)	290.00		217.50
SHF3 HOURS (Shift 3 Differential)	178.00		178.00
SHFA HOURS (Overtime Diff.-shift 2)	17.00		19.21
SHFE HOURS (Overtime Diff.-shift 3)	40.00		60.00
SICK HOURS (Sick Time)	52.00		1,147.42
VACA HOURS (Vacation Time Used)	432.00		10,830.96
XLV1 HOURS (Save Holidays)	72.00		
 GROSS PAY	143,394.60	0.00	
NET PAY	100,456.87	0.00	
AFLAC	217.03	0.00	
AFLAC 125	448.87	0.00	
AFSCME #303	378.37	0.00	
AFSCME #316	495.00	0.00	
CAF 125-MEDICAL	303.34	0.00	
COLLIFE	40.84	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,109.90	
DENTAL-CAF125	427.40	0.00	
FIT	11,881.05	0.00	
HSA-CAF 125	237.50	0.00	
HSA-MEDICAL	0.00	478.93	
MEDICAL LIFE	0.00	270.02	
MEDICARE	2,025.46	2,025.46	
MPORS	2,654.17	4,249.65	
MPPA	221.98	0.00	
OR CHILD SUPPOR	12.75	0.00	
P.E.R.S.	7,755.46	8,609.50	

01/13/21
09:45:40

CITY OF LAUREL
Payroll Register
For Payrolls from 01/15/21 to 01/15/21

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PACIFIC - CAF 12	2,428.65	0.00
PACIFIC SOURCE	0.00	27,513.47
PERS-SPALINGER	150.00	0.00
SEG CU	50.00	0.00
SIT	6,229.00	0.00
SOCIAL SECURITY	6,696.98	6,696.98
UNEMPL. INSUR.	0.00	347.27
VISION-CAF125	101.56	0.00
VSP - VISION	0.01	193.23
WORKERS' COMP	0.00	6,626.06
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	129,125.15	0.00
MEDICARE BASE	139,684.78	0.00
PERS BASE	127,661.11	0.00
SOC SEC BASE	108,015.82	0.00
UN BASE	138,895.08	0.00
WC BASE	141,454.77	0.00
Total		58,120.47
Total Payroll Expense (Gross Pay + Employer Contributions):		201,515.07

of Employees 126

of Checks 127

Prepared by:

Approved by:

Kelly Strucker

File Attachments for Item:

6. Transit Bus Repair Update

From: [Mechanic](#)
To: [Bethany Langve](#)
Subject: FW: Engine Quote
Date: Tuesday, January 26, 2021 1:06:01 PM
Attachments: [City of Laurel Estimate #64478.pdf](#)

Here is the quote for engine replacement in the city bus. Yes the Mercedes diesel engine is little higher price but I do feel that it is a good bus and will be great for a backup bus if needed. The chassis and rest of the bus is in great shape. If would like I could come down to the meeting and tell more as well.

Thanks,
Brandon Gonzalez

From: General Information <info@jimandtracysalignment.com>
Sent: Tuesday, January 26, 2021 1:00 PM
To: Mechanic <Mechanic@laurel.mt.gov>
Subject: Engine Quote

Brandon,

Here is the previous quote.

Thanks
Cara

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Jim and Tracy's Alignment, Inc
156 Garden Avenue
Billings, MT 59101
(406) 259-8496

Jim and Tracy's Alignment, Inc.
156 Garden Avenue
Billings MT 59101
(406) 259-8496

9/15/2020 9:01 AM

page 1

Repair Order #64478

City of Laurel
PO Box 10
Laurel MT 59044

Day Phone : 406-530-4276
Cell Number : 406-812-0276 Brandon

Vehicle : 2009 Dodge Sprinter 3500 3.0 L 2987 CC V6 Diesel
VIN : WD0PF445195365112
Created : 9/10/2020 2:01:24 PM

Tag/State : 317917A / MT
Last Mileage : 71056
Odometer In : 0
Odometer Out : 0

Qty	Code/Tech*	Reference	Description	Condition	Unit Price	Price
20			ENGINE ASSEMBLY (COMPLETE) Remove & Replace		\$115.00	\$2,300.00
			To remove and install new engine, belts and fluid.			
1			misc for quotes only		\$15,876.00	\$15,876.00
			Complete engine.			
14			Maxtron 5w20 Synthetic Quarts		\$7.30	\$102.20
2.75			Antifreeze RED Rotella 50/50 per Gallon		\$15.13	\$41.61
1			Belt - Serpentine		\$92.78	\$92.78
1			Belt Tensioner Assembly		\$239.00	\$239.00

Note: M - Labor Database, Copyright, Mitchell International, All Rights Reserved

Labor	\$2,300.00
Parts	\$16,351.59
Sublet/Misc.	\$0.00
SHOP SUPPLIES / EPA	\$92.00
Charges	\$0.00
Sales Tax	\$0.00
Tax @ \$0.00 * 0.0000%	\$0.00
Repair Total	\$18,743.59

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible or reliable for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. Charge accounts are due on the 10th of the month following the date of service. A service charge of 2% per month will be made on all accounts not paid within 30 days of service. THIS IS AN ANNUAL RATE of 24%. All Vehicles left over 48 hrs. after repairs are completed are subject to A \$50.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs.

Customer Signature _____