



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 14, 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 November 23, 2021 Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve the November 2021 Utility Billing Adjustments.
4. Review and recommend approval to City Council claims entered through 12/10/2021.
5. Review and approve the payroll register for the pay period ending 11/28/2021 totaling \$239,209.62.

New Business

Old Business

6. CD Maturity Dates.

Other Items

7. Review Comp/OT reports for the pay period ending 11/14/2021.
8. Review Comp/OT reports for the pay period ending 11/28/2021.
9. C/T Update.
10. Mayor Update.

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.

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 November 23, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 23, 2021**

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

Others Present: **Appointed Mayor Eaton**
 Stan Langve, Police Chief
 Bethany Langve, Clerk/Treasurer

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 09, 2021, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the November 09, 2021, Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisition increase for the Fire Department Command vehicle. The Clerk/Treasurer explained the initial purchase requisition approval for the Fire Department Command vehicle was done on April 27, 2021. The original approval amount was \$72,259.87; however, the final invoice was for \$79,503.87. This was an increase of \$7,244.00. The Clerk/Treasurer provided an email approval from Mayor Nelson; however, the Budget and Finance Committee needs to approve the increase. Bruce McGee motioned to approve the \$7,244.00 increase to the original purchase requisition from the Fire Department for the new Command vehicle. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
3. Review and recommend approval to Council; claims entered through 11/19/2021. The Committee had previously reviewed the claims and check register. The Committee asked if where the City's credit card payments were on the register. The Clerk/Treasurer stated they were in the previous claims register. The Committee asked if there was a balance kept on the City credit cards. The Clerk/Treasurer stated there was no balance kept on the City credit cards as they were paid in full each month. There were no further questions or comments regarding the claims. Scot Stokes made a motion to approve the claims entered through 11/19/2021. Richard Klose seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending 11/14/2021 totaling \$202,062.33. Bruce McGee motioned to approve the payroll register for the pay period ending 11/14/2021 totaling \$202,062.33. Richard Klose seconded the motion, all in favor, motion passed 3-0.

New Business –

5. CARES Funds Update – The Clerk/Treasurer went over the figures she provided for the CARES funding. She stated reports are due to the US Treasury by April 30, 2022. The Committee asked if the City's reports would be ready. The Clerk/Treasurer stated her reports are ready. However, the portal to submit the reports to the US Treasury isn't available yet. The Committee asked what the cost of the remodel to the Police Department was. Chief Langve stated it was difficult to get anyone to bid on the project. He stated one contractor wanted \$15,000 just to bid on the project.

He stated contractors don't want to come to look at the project because they are all swamped. The Committee asked if KLJ was doing the engineering of the project. The Chief stated he is using plans that are approximately 12 years old. The Committee asked if the remodel of the Police Department or the addition of the Ambulance Department sleeping quarters should go first. The Chief stated they should be done together as they are both high-priority projects. The Chief stated locker space is a big issue, and he is hoping this remodel will get his department through the next 7-10 years.

Old Business –

6. The Committee had previously requested current CD rates, and the Clerk/Treasurer provided the rates at the previous meeting. However, one Committee member was absent from that meeting, so the rates are being presented again. The Committee reviewed the rates and asked if the City had any money held at Altana. The Clerk/Treasurer stated the City had a CD at Altana. The Committee asked what the maturity date of the Altana CD was. The Clerk/Treasurer stated she would need to find out and bring that information to the next meeting. The Committee asked if the City had any money held at Western Security Bank. The Clerk/Treasurer stated the City had a CD at Western Security Bank. The Committee asked what the maturity date of the Western Security Bank CD was. The Clerk/Treasurer stated she would need to find out and bring that information to the next meeting.
7. Feral Cat Clinic – Chief Langve stated citizens contacted him regarding \$10,000 for a cat rescue clinic. One of his first questions is who wants the funding. The City of Laurel doesn't have a cat ordinance. However, there is a nuisance ordinance, and feral cat complaints could be investigated via the nuisance ordinance. The Chief stated the department very seldom gets complaints regarding feral cats. He stated he is also concerned about where these individuals will be trapping cats, how they will be managing the program and liability. Will the City of Laurel have any liability? Will these individuals be considered contractors, and will the City of Laurel be liable to pay them as contractors? Will they be going into the County? If any of the cats are rabid, how will that be handled under public safety? The Chief feels a better use of these individuals' time would be to put on an educational clinic for the public. The Chief stated he went through his budget with the individuals, and he stated he didn't have \$10,000 to give to them. They asked him if the Clerk/Treasurer was lying to them. He asked them if the Clerk/Treasurer referred to the Animal Control wages budgeted before the November hire date. The Chief stated his department doesn't have extra money and doesn't see spending the money on something the City of Laurel doesn't have a nexus. He feels education regarding not feeding or attracting these animals would be better. The Mayor thanked Chief Langve for coming and speaking to the Committee regarding the subject. She stated these individuals said they spoke to someone at the Police Department, and the Committee needed to hear both sides of the conversation. The Committee is concerned about them getting someone's pet and liability issues. The Budget and Finance Committee is not making a recommendation at this time.

Other Items –

8. Review Comp/OT reports for the pay period ending 10/31/2021. The Committee asked the Police Chief about the DUI Task Force. The Chief stated Yellowstone County allots a certain amount of money to overtime DUI shifts. The Committee asked the Chief if the department does roadblocks for DUI's. The Chief stated yes, but that tactic has gone out of favor here in Montana. The Committee had no additional comments or questions.
9. Clerk/Treasurer Update – The Clerk/Treasurer stated she would have the Police Chief speak to the feral cat clinic before providing her update. The Clerk/Treasurer stated the letter to MDT regarding funding for West Railroad went out in the mail today. She also stated the CARES Funds reports to the US Treasury are due April 30, 2022.

- 10. Mayor Update** – Mayor Eaton stated she was thankful the letter for West Railroad went out in the mail. She said it got bogged down in emails. She stated it was drafted, reviewed by the City Attorney, and then sent to the State.

Announcements –

11. The next Budget and Finance Committee meeting will be held on December 14, 2021, at 5:30 pm.
12. Bruce McGee 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:

3. Review and approve the November 2021 Utility Billing Adjustments.

BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

ACCOUNTS RECEIVABLE SUMMARY

For AP-Year 11-2021

CITY OF LAUREL

08:22:52 - 12/01/2021

Service	Fund	Old Balance	Billings	Payments	[- - - - - Adjustments - - - - -]		New Balance
					Auto Distribute	Other	
WATER	5210	262665.26	204956.95	249862.97	-5201.49	0.00	212557.75
CAP IMP WATER	5210	30085.78	29243.50	28019.81	-1980.19	0.00	29329.28
SEWER	5310	144817.19	132397.58	129958.27	-4382.75	0.00	142873.75
CAP IMP SEWER	5310	33577.12	32125.26	30687.30	-1862.72	0.00	33152.36
GARBAGE	5410	76996.76	74336.89	70682.32	-2299.61	0.00	78351.72
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1243.61	600.00	1868.61	-75.00	1050.00	950.00
WATER SUPPLIES	5210	0.00	0.00	0.00	0.00	0.00	0.00
WTR LINE INS-1	5210	2627.91	2439.84	2342.51	-124.22	0.00	2601.02
WTR LINE INS-2	5210	292.00	271.08	260.28	-13.81	0.00	288.99
OVERPAYMENT	5210	-16189.88	0.00	6076.06	15939.79	-3650.44	-9976.59
Grand Totals by Service:		536115.75	476371.10	519758.13	0.00	-2600.44	490128.28

Grand Total by Fund:

Old Balance

New Balance

5210

280724.68

235750.45

5310

178394.31

176026.11

5410

76996.76

78351.72

File Attachments for Item:

5. Review and approve the payroll register for the pay period ending 11/28/2021 totaling \$239,209.62.

12/02/21
09:40:09

CITY OF LAUREL
Payroll Register
For Payrolls from 12/03/21 to 12/03/21

Page: 96 of 97
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		2,303.07
ADDL HOURS (Additional)	0.00		703.85
ADDT HOURS (Transport pay)	0.00		845.00
COMA HOURS (Comp Time Accumulated)	89.25		
COMP HOURS (Comp Time Used)	95.25		2,494.67
HOL HOURS (Holiday Pay)	361.50		8,923.17
HOLP HOURS (Regular holiday-police)	80.00		2,088.56
J004 HOURS (UNIFORM ALLOW.)	1.00		800.00
J015 HOURS (STEP-YRS OF SER)	19.00		916.00
J026 HOURS (CANINE PAY)	1.00		350.00
J027 HOURS (DRILL PAY)	38.00		399.00
J028 HOURS (FLEX/MED REIMBU)	0.00		217.18
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
LV1 HOURS (Use Saved Hol.)	20.00		534.92
OVER HOURS (Overtime - shift 1)	68.50		2,385.22
OVTH HOURS (Holiday worked)	104.00		3,693.60
PAYC HOURS (Comp time payout)	1,108.41		27,083.03
PERS HOURS (Personal Time Used)	72.50		1,626.11
REG HOURS (Regular Time)	4,477.00		105,057.38
REG1 HOURS (Additional to regular)	40.00		1,056.88
REG3 HOURS (Addition to regular pay)	72.00		1,891.44
REGA HOURS (Amb on-call Pay)	140.75		492.63
SHF2 HOURS (Shift 2 Differential)	224.00		168.00
SHF3 HOURS (Shift 3 Differential)	192.00		192.00
SHFA HOURS (Overtime Diff.-shift 2)	35.00		39.55
SHFE HOURS (Overtime Diff.-shift 3)	39.00		58.50
SICK HOURS (Sick Time)	193.50		4,913.72
VACA HOURS (Vacation Time Used)	357.00		9,799.63
XLV1 HOURS (Save Holidays)	64.00		
GROSS PAY	179,402.36	0.00	
NET PAY	129,334.39	0.00	
AFLAC	160.19	0.00	
AFLAC 125	434.30	0.00	
AFSCME #303	357.34	0.00	
AFSCME #316	585.00	0.00	
CAF 125-MEDICAL	115.83	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,382.47	
DENTAL-CAF125	602.49	0.00	
FIT	15,388.59	0.00	
HSA-CAF 125	237.50	0.00	
HSA-MEDICAL	0.00	599.49	
MEDICAL LIFE	0.00	289.99	
MEDICARE	2,543.68	2,543.68	

12/02/21
09:40:09

CITY OF LAUREL
Payroll Register
For Payrolls from 12/03/21 to 12/03/21

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Report ID: P100

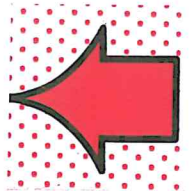
MPORS	2,602.99	4,167.68
MPPA	206.05	0.00
OR CHILD SUPPOR	31.50	0.00
P.E.R.S.	8,414.33	9,447.51
PACIFIC - CAF 12	2,486.82	0.00
PACIFIC SOURCE	0.00	27,385.62
SEG CU	50.00	0.00
SIT	7,884.00	0.00
SOCIAL SECURITY	7,636.72	7,636.72
UNEMPL. INSUR.	0.00	612.24
VISION-CAF125	116.25	0.00
VSP - VISION	0.00	195.24
WORKERS' COMP	0.00	5,546.62
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	164,262.17	0.00
MEDICARE BASE	175,429.49	0.00
PERS BASE	136,113.00	0.00
SOC SEC BASE	123,173.49	0.00
UN BASE	174,909.89	0.00
WC BASE	177,158.90	0.00
Total		59,807.26
Total Payroll Expense (Gross Pay + Employer Contributions):		239,209.62

of Employees 134 # of Checks 155

Prepared by:

Approved by:

Kelly Strecker



File Attachments for Item:

7. Review Comp/OT reports for the pay period ending 11/14/2021.

* REIMBURSEMENT *

* DUI Task Force *

Comp and Overtime Report

PPE: 11-14-21

Division: POLICE

Submitted by: LANGEVE

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11-8-21	(2)		ANGLIN	COVER PATROL SHIFT 0600-0600HRS	24.59
11-11-21		(8)	ANGLIN	HOLIDAY WORKED - VETERANS DAY	24.59
11-04-21		(2 1/2)	BOOTH	IC-9 CALL OUT P2021-01065	24.59
11-6-21		(1)	BOOTH	DAYLIGHT SAVING	24.59
11-7-21		(1)	BOOTH	COVER 11A PROXIMITY PATROL	24.59
* 11-2-21		(4)	BREW	DEA OT	28.30
* 11-3-21		(4)	BREW	DEA OT	28.30
* 11-4-21		(2)	BREW	DEA OT	28.30
11-11-21		(8)	BREW	HOLIDAY WORKED VETERANS DAY	28.30
11-2-21	(1 1/2)		BRYANT	TRAFFIC P2021-01054	27.30
11-4-21	(1)		BRYANT	CASE TO COUNTY ATT.	27.30
11-8-21	(1)		BRYANT	DOMESTIC DISTURBANCE P2021-01080	27.30
11-11-21		(8)	BRYANT	HOLIDAY WORKED VETERANS DAY	27.30
11-3-21	(4)		CANAPE	COVER DISPATCH SHIFT - VACANCY	24.93
11-10-21	(4)		CANAPE	COVER DISPATCH SHIFT - VACANCY	24.93
11-14-21	(4)		CORTESE	SCHEDULED OT	24.59
11-11-21		(13)	HUST	HOLIDAY WORKED - VETERANS DAY	21.80
11-2-21	(2 1/2)		JOHNSON	RESERVE MEETING	25.67
11-11-21		(8)	JOHNSON	HOLIDAY WORKED - VETERANS DAY	25.67
11-11-21	(4)		JOHNSON	SCHEDULED OT	25.67
11-4-21		(4)	KINN	COVER SHIFT - VACATION	21.80
11-11-21		(12)	KINN	HOLIDAY WORKED VETERANS DAY	21.80
11-11-21		(12)	MCCARTNEY	HOLIDAY WORKED VETERANS DAY	22.88
11-14-21	(4)		MCFARLAND	SCHEDULED OT	24.59
11-14-21		(4)	PITTS	SCHEDULED OT	32.26
11-4-21	(2)		RASMUSSEN	COVER PATROL DUE TO SICK LEAVE	24.59
11-5-21	(3)		RASMUSSEN	COURT CALL OUT	24.59
11-11-21		(12)	SEGWICK	HOLIDAY WORKED - VETERANS DAY	24.59
11-4-21	(8)		SELL	COVER SICK LEAVE	23.38
11-2-21	(2)		SWAN	COURT CALL OUT	24.59
11-11-21		(12)	SWAN	HOLIDAY WORKED VETERANS DAY	
* 11-12-21		(11)	SWAN	DUI TASK FORCE SHIFT	
* 11-13-21		(8)	SWAN	DUI TASK FORCE SHIFT	

HO 136.50 OT hours
Comp hours

* Breakdown on Next page *

Comp and Overtime Report

PPE: 11/14/21

Division: WTP & WWTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/11		(8)	C. Caswell	Holiday Worked	26.27
11/11	8		D. Ceaser	Holiday Worked	26.27
11/14	8		D. Ceaser	Cover for Dave Berchemont	26.27
11/11		(8)	T. Henry	Holiday Worked	27.72
11/7		(1)	D. Newman	Night Savings	26.27
11/11		(8)	C. Nicholson	Holiday Worked	26.27
11/12		(8)	H. Nuernberger	Cover for Dave Berchemont	27.72
11/13		(8)	H. Nuernberger	Cover for Dave Berchemont	27.72
11/11		(8)	W. Spurlinger	Holiday Worked	25.50
11/11		(8)	D. Waggoner	Holiday Worked	26.27

16
x 1.5
24 comp hours

24 x 26.27 = 630.48

57 OT hours

8 x (25.50 x 1.5) = 306.00
25 x (26.27 x 1.5) = 985.13
24 x (27.72 x 1.5) = 997.92
2289.05

2919.53

10/10

Comp and Overtime Report

PPE: 11/14/2021

Division: Chap

Submitted by:

[illegible]

Comp and Overtime Report

PPE: 11/14/21

Division: Ambulance

Submitted by: Julia Strecker

[illegible]

total	2,342.00
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File Attachments for Item:

8. Review Comp/OT reports for the pay period ending 11/28/2021.

Comp and Overtime Report

FPE: 11-28-21

Division: POLICE

Submitted by: LAVERO

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11-28-21	(4)		BACCHINI	SCHEDULED OT	24.59
11-29-21		(4)	BOOTH	K9 CALL OUT	24.59
11-30-21		(6)	BOOTH	DUI TASK FORCE SHIFT	24.59
11-16-21		(3)	BREW	DEA OT	28.30
11-17-21		(2)	BREW	DEA OT	28.30
11-18-21		(4)	BREW	DEA OT	28.30
11-19-21		(8)	BREW	DEA OT	28.30
11-15-21	(12)		BRYANT	DISPERNANCE CFS202109094	27.30
11-19-21	(12)		BRYANT	DISPERNANCE CFS202109235	27.30
11-17-21	(4)		CANAPE	DISPATCH OT DUE TO VACANCY	24.93
11-24-21	(4)		CANAPE	DISPATCH OT DUE TO VACANCY	24.93
11-28-21	(4)		CORTESE	SCHEDULED OT	24.59
11-25-21		(12)	HUEST	HOLIDAY WORKED - THANKSGIVING	21.80
11-16-21		(3)	KINN	CALLED IN TO ASSIST DUE TO CALL VOLUME	21.80
11-25-21		(12)	MCCARTNEY	HOLIDAY WORKED - THANKSGIVING	22.88
11-28-21		(4)	PITTS	SCHEDULED OT	32.26
11-27-21	(2)		ASMUSSEN	P2021-1132 SEARCH WARRANT / ARREST	25.47
11-28-21	(4)		ASMUSSEN	SCHEDULED OT	25.47
11-25-21		(12)	SENGWICK	HOLIDAY WORKED - THANKSGIVING	24.59
11-19-21		(3)	SWAN	COURT CALL OUT	24.59
11-25-21		(12)	SWAN	HOLIDAY WORKED - THANKSGIVING	24.59
11-28-21	(4)		M'FARLAND	SCHEDULED OT	24.59
					27
					X 1.5
					40.5 comp hours
					18 X 24.59 =
					442.62
					12 X 24.93 =
					299.16
					9 X 25.67 =
					231.03
					1.5 X 27.30 =
					40.95
					1013.76

85 OT hours

$15 \times (21.80 \times 1.5) = 490.50$
 $12 \times (22.88 \times 1.5) = 411.84$
 $37 \times (24.59 \times 1.5) = 1364.75$
 $17 \times (28.30 \times 1.5) = 721.65$
 $11 \times (32.26 \times 1.5) = 193.54$

Total \$ 4196.00

Comp and Overtime Report

PFE: 11/28/21

Division: Clerks

Submitted by: Kyle Strecker

[illegible]

Comp and Overtime Report

PPE: 11/28/21

Division: WTP + WWTP

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/25		(8)	C. Caswell	Holiday Worked	26.27
11/15	8		D. Ceaser	Cover for Dave Sick	26.27
11/14	8		D. Ceaser	Cover for Dave Sick	26.27
11/25		(8)	T. Henry	Holiday Worked	27.72
11/25	8		D. Nauman	Holiday Worked	26.27
11/28	8		D. Nauman	Cover for Dave Sick	
11/25		(8)	C. Nicholson	Holiday Worked	
11/25		(8)	J. Sawyer	Holiday Worked	
11/25		(8)	W. Spalinger	Holiday Worked	25.50
32 X 1.5 48 comp hours					
48 X 26.27 =					1260.96
40 OT hours					
8 X (25.50 X 1.5) =					306.00
24 X (26.27 X 1.5) =					945.72
8 X (27.72 X 1.5) =					332.64
2845.32					1584.36

Comp and Overtime Report

FPE: 11/28/21

Division: Ambulance

Submitted by: Philip Trecker

Reason	Rate
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Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/15		(5)	E. Grayson	No Coverage	22.00
11/24		(1)	E. Grayson	Late Call	
11/26		(2.5)	E. Grayson	2nd Call no transport	
11/27		(2)	E. Grayson	Als Request to Joliet	
11/17		(8)	T. White	No Mutual Aid	17.33
11/18		(.5)	T. White	Late Call	
11/23		(1.5)	T. White	No Mutual Aid	
11/24		(8)	T. White	No Mutual Aid	
11/25		(3)	T. White	No Mutual Aid	
11/25		(16)	W. Wong	Holiday Worked	17.49
47.50 OT hours					
$21 \times (17.33 \times 1.5) =$					545.90
$16 \times (17.49 \times 1.5) =$					419.76
$10.5 \times (22.00 \times 1.5) =$					346.50
					<u>1312.16</u>
Total \$ 1312.16					