



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, SEPTEMBER 24, 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**

1. Review and approve the minutes from the September 10, 2019 Budget and Finance Committee meeting
2. Review and approve purchase requisitions
3. Review and approve the August 2019 Financial Statements
4. Review claims entered through 09/20/2019 and recommend approval to Council
5. Review and approve the payroll register for pay period ending 09/08/2019 totaling \$206,503.39

**New Business**

**Old Business**

**Other Items**

6. Review the Comp/Overtime report for Pay Period Ending 09/08/2019
7. Fiscal Year 2019 audit update
8. Update from the Mayor

**Announcements**

9. The next Budget and Finance Committee meeting will be held on October 8, 2019 at 5:30 pm
10. Emelie Eaton – Claims Review for the October 8, 2019 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.**

**Item Attachment Documents:**

Review and approve the minutes from the September 10, 2019 Budget and Finance Committee meeting.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, September 10, 2019**

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

**Others Present:**     **Mayor Nelson**                             **Bethany Langve**

**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 August 20, 2019 meeting. Richard Klose made a motion to approve the minutes of the August 20, 2019 Budget and Finance Committee meeting. Bruce McGee seconded the motion to approve the August 20, 2019 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisitions – LURA Small Grants. The Clerk/Treasurer explained that when she asked for permission, from the Committee Chair, to place this item on the agenda she did so in error. The Clerk/Treasurer was thinking these small grants needed to be approved like a claim did and follow the purchasing policy. After speaking with the Mayor, he explained that the small grants are a part of the full Councils authority, under the Tax Increment Finance District, and these need to go to full Council for review. She apologized for the error and explained that these would be on the September 17<sup>th</sup> City Council Workshop for the Council to review.
- Review and approve the July 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. She explained that since this is the first month of the new fiscal year, she did not include the graphs because they would only contain a single dot. The August 2019 financial statements would have the graphs in them. The Committee reviewed the July 2019 Financial Statements and had no questions or comments. Bruce McGee made a motion to approve the July 2019 Financial Statements, Richard Klose seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 09/06/19. Scot Stokes had previously reviewed the Claims Detail report and the check register for accuracy. He had signed, dated and returned all reports to the Clerk/Treasurer prior to the meeting. Richard Klose made a motion to recommend approval to Council the claims entered through 09/06/19, Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 08/25/19 totaling \$151,230.30. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 08/25/19 totaling \$151,230.30, Richard Klose seconded the motion, all in favor, motion passed.

**New Business** – none

**Old Business** – none

**Other Items**

- Review the Comp/Overtime report for pay period ending 08/25/2019. The Committee reviewed the comp/overtime report for pay period ending 08/25/2019 and had no questions or comments.
- The Clerk/Treasurer stated that the auditors would be arriving Monday to begin the Fiscal Year 2019 audit. The Committee asked what she thought would be the result of this audit. She stated that the balancing audit error from last fiscal year would be removed as that was corrected. She also corrected the payroll clearing fund audit error, so that should be removed. She stated that the auditors would be checking to make sure that the City was complying with publication requirements, so staff

had all those affidavits ready for the auditors to review. She stated that she was ready for the auditors to come and she would learn something new as always.

- The Mayor stated that he is happy the budget is passed, and that is finalized for another year. He has heard the Library Board is not happy with the appointment of Councilwoman Eaton to the board, and the way it was done. He is not certain why that is as his appointment was Ms. Killebrew and Council appointed Ms. Eaton. He stated that this will be coming up at a future City Council meeting after they receive Library Board minutes.

**Announcements –**

- The next Budget and Finance Meeting will be held on September 24, 2019 at 5:30pm
- Richard Klose will be reviewing claims for the next meeting, however he may be a few minutes late as he has a celebration to attend honoring several individuals who are 100 years old from Laurel.

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.**

**Item Attachment Documents:**

2. Review and approve purchase requisitions.



Mercedes-Benz  
of Billings

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Billings, MT 59102  
(406) 294-7000  
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SERVICE DEPARTMENT HOURS  
7:30 a.m. to 5:30 p.m.  
Monday - Friday

R/O Open Date	R/O Number
8/08/19	6022821/1
R/O Close Date	Status
9/17/19	Pre-Invoice
Mileage In	Mileage Out
68726	68733
Service Advisor / Tag #	
RYAN BURT	

CITY OF LAUREL 115 WEST 1ST STREET LAUREL, MT 59044			Work Phone 406-628-7431	Vehicle Identification Number WD0PF445195365112	
			Home Phone 406-812-0276	Delivery Date	In-Service Date 4/18/09
Year	Make	Model	Body	Color	License Number
2009	DODGE	SPRINTER	3500 170" EXT		3-17917A

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
Cell: 406-860-9203 Email: cityclerk@laurel.mt.gov	
#1 - MBDRIVE: DRIVEABILITY CONCERN CUSTOMER STATES THERE IS A TURBO AIR LEAK. PLEASE ADVISE. Tech: James McElroy (107)	1567.50
Installed 642 090 70 80 80 :REMAN TURBOCHARGER 1@3150.00	3150.00
Installed 642 142 07 81 :GASKET 1@12.81	12.81
Installed 642 142 06 81 :GASKET 1@12.81	12.81
Installed 910143 008017 :SCREW 4@9.15	36.60
Installed 642 142 04 81 :GASKET 1@26.23	26.23
Installed 014 997 64 45 :O-RING 1@24.40	24.40
Installed 020 997 47 45 :O-RING 1@3.05	3.05
Installed 642 142 05 80 :GASKET 1@10.98	10.98
Installed 219 492 00 80 :FLANGE GASKET 1@36.49	36.49
Installed 000 990 67 03 :SCREW 3@15.86	47.58
Installed 642 154 08 02 80 :ALTERNATOR 1@1245.50	1245.50
Core Chg 642 154 08 02 70 :CORE ALTERNATOR 1@265.20	265.20
Installed 002 993 42 96 64 :V-RIBBED BELT 1@117.80	117.80
Installed 000000 001114 :SCREW 2@6.10	12.20
Installed 910143 006002 :SCREW 2@9.15	18.30
Installed 910143 006002 :SCREW 1@9.15	9.15
Installed 000000 001117 :SCREW 1@4.27	4.27
Installed 642 142 18 80 :GASKET 1@17.69	17.69
Installed 906 528 03 82 :HOSE 1@148.80	148.80
Installed 906 528 22 82 :HOSE 1@251.10	251.10
Installed 017 997 04 45 :SEAL RING 1@55.80	55.80

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. \*I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you 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 mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.\*

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LABOR	
PARTS	
DEDUCTIBLE	
SUBLET	
SHOP SUPPLIES	
HAZARDOUS MATERIALS	
SALES TAX OR TAX I.D.	
SPECIAL ORDER DEPOSIT	
DISCOUNTS	
TOTAL DUE	

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X



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7:30 a.m. to 5:30 p.m.  
Monday - Friday

R/O Open Date	R/O Number				
8/08/19	6022821/2				
R/O Close Date	Status				
9/17/19	Pre-Invoice				
Mileage In	Mileage Out				
68726	68733				
Service Advisor / Tag #					
RYAN BURT					
Vehicle Identification Number					
WD0PF445195365112					
Delivery Date	In-Service Date				
	4/18/09				
Year	Make	Model	Body	Color	License Number
2009	DODGE	SPRINTER	3500 170" EXT		3-17917A

CITY OF LAUREL  
115 WEST 1ST STREET  
LAUREL, MT 59044

Work Phone	Vehicle Identification Number				
406-628-7431	WD0PF445195365112				
Home Phone	Delivery Date	In-Service Date			
406-812-0276		4/18/09			
Year	Make	Model	Body	Color	License Number
2009	DODGE	SPRINTER	3500 170" EXT		3-17917A

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
Installed 006 997 18 90 :LOOM TIE	1@15.25 15.25
Installed 004 997 20 90 :HOSE CLAMP	1@10.98 10.98
Installed 642 142 01 81 :GASKET	2@32.80 65.60
Installed 000000 003648 :SCREW	6@10.37 62.22
Installed 203 995 04 05 :CLAMP	2@15.86 31.72
Installed 000 995 40 05 :CLAMP	2@17.08 34.16
Installed 642 140 21 75 :RECIRCULATION COOLER	1@1564.00 1564.00
Installed 642 140 14 08 :EXHAUST LINE	1@187.00 187.00
Installed 642 142 18 80 :GASKET	2@17.69 35.38
Installed 000000 001119 :SCREW	2@7.93 15.86
Installed 000 990 69 03 :SCREW	2@9.15 18.30
Installed 642 142 00 80 :GASKET	1@28.70 28.70
Installed 120 142 00 72 :HEXAGON NUT	6@7.32 43.92
Installed 000 990 68 03 :SCREW	6@8.54 51.24
Installed 642 142 32 80 :MULTI-HOLE SEAL	1@23.79 23.79
Installed 642 142 31 80 :MULTI-HOLE SEAL	1@24.40 24.40
REPALCED TURBO/EGR COOLER/MANIFOLD AND ALL BOLTS GASKETS AND SEALS.	14.30
ENVIRONMENTAL/ HAZMAT FEE	20.00
Sub Total: 9306.78	
-----	
#2 - MB01: PERFORM VEHICLE SAFETY INSPECTION. A 39.95 VALUE AT NO COST TO YOU.	
INSPECTION	
ENVIRONMENTAL/ HAZMAT FEE	
Sub Total: .00	
-----	

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you 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 mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.\*

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LABOR	
PARTS	
DEDUCTIBLE	
SUBLET	
SHOP SUPPLIES	
HAZARDOUS MATERIALS	
SALES TAX OR TAX I.D.	
SPECIAL ORDER DEPOSIT	
DISCOUNTS	
TOTAL DUE	

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X



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**SERVICE DEPARTMENT HOURS**  
7:30 a.m. to 5:30 p.m.  
Monday - Friday

R/O Open Date	R/O Number
8/08/19	6022821/3
R/O Close Date	Status
9/17/19	Pre-Invoice
Mileage In	Mileage Out
68726	68733
Service Advisor / Tag #	
RYAN BURT	

CITY OF LAUREL 115 WEST 1ST STREET LAUREL, MT 59044			Work Phone 406-628-7431	Vehicle Identification Number WD0PF445195365112	
			Home Phone 406-812-0276	Delivery Date	In-Service Date
					4/18/09
Year	Make	Model	Body	Color	License Number
2009	DODGE	SPRINTER	3500 170" EXT		3-17917A

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
#3 - MBMILEAGE: MILEAGE IN/OUT BY TECHNICIAN ILES ENVIRONMENTAL/ HAZMAT FEE Sub Total: .00	
#4 - MBRD: PERFORM REAR DIFFERENTIAL SERVICE AS RECOMMENDED Tech: James McElroy (107) Installed 8090 :GEAR OIL 3@13.05 COMPLETED REAR DIFF SERVICE 0.8 Sub Total: 171.15	132.00 39.15
#5 - MBELEC: ELECTRICAL DIAGNOSIS CUSTOMER STATES THEY WOULD LIKE THE ALTERNATOR TESTED. PLEASE ADVISE NO FAULTS FOUND. ALTERNATOR CHARGE IS OK AT THIS TIME ENVIRONMENTAL/ HAZMAT FEE Sub Total: .00	
#6 * SPSVC: PERFORM SPRINTER SERVICE USING MB APPROVED SYNTHETIC MOTOR OIL AND FILTER, CORRECT FLUID LEVELS, RESET SERVICE INDICATOR. ADDED OPERATION Tech: James McElroy (107) Installed 642 180 00 09 :TS FILTER INSERT 1@19.50 Installed 001 989 37 01 USA8 :MB Genuine Engine 14@7.40 Installed 007603 014106 :SEAL RING, VLRUB 1@8.00	80.90 19.50 103.60 8.00

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LABOR	
PARTS	
DEDUCTIBLE	
SUBLET	
SHOP SUPPLIES	
HAZARDOUS MATERIALS	
SALES TAX OR TAX I.D.	
SPECIAL ORDER DEPOSIT	
DISCOUNTS	
TOTAL DUE	

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X





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SERVICE DEPARTMENT HOURS  
7:30 a.m. to 5:30 p.m.  
Monday - Friday

R/O Open Date	R/O Number
8/08/19	6022821/4
R/O Close Date	Status
9/17/19	Pre-Invoice
Mileage In	Mileage Out
68726	68733
Service Advisor / Tag #	
RYAN BURT	
Work Phone	Vehicle Identification Number
406-628-7431	WD0PF445195365112
Home Phone	Delivery Date
406-812-0276	4/18/09
Year	Make
2009	DODGE
Model	Body
SPRINTER	3500 170" EXT
Color	License Number
	3-17917A

CITY OF LAUREL 115 WEST 1ST STREET LAUREL, MT 59044		
Year	Make	Model
2009	DODGE	SPRINTER

Work Phone	Vehicle Identification Number
406-628-7431	WD0PF445195365112
Home Phone	Delivery Date
406-812-0276	4/18/09
Year	Make
2009	DODGE
Model	Body
SPRINTER	3500 170" EXT
Color	License Number
	3-17917A

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
COMPLETED SPRINTER SERVICE 1.0 Sub Total: 212.00	
-----	
#7 * MBBF: DRAIN AND REPLACE BRAKE FLUID EVERY TWO YEARS ADDED OPERATION Tech: James McElroy (107) Installed 000 989 08 07 01 :BRAKE FLUID 2@25.00 COMPLETED BRAKE FLUSH 1.0 Sub Total: 199.95	149.95 50.00
-----	
#8 * MBCABIN: REMOVE AND REPLACE CABIN FILTER AS RECOMMENDED ADDED OPERATION Tech: James McElroy (107) Installed 906 830 03 18 :COMBINATION FILTER 1@38.00 REPLACED CABIN FILTER 0.3 Sub Total: 87.50	49.50 38.00
-----	
#9 * MBAF: REMOVE AND REPLACE AIR FILTER AS RECOMMENDED ADDED OPERATION Tech: James McElroy (107) Installed 000 090 37 51 :AIR FILTER ELEMENT 1@56.00 REPLACED AIR FILTER 0.5 Sub Total: 138.50	82.50 56.00
-----	
#10 *MBFF: REMOVE AND REPLACE FUEL FILTER AS RECOMMENDED BYTIME AND MILAGE- ADDED OPERATION	

TERMS: STRICTLY CASH UNLESS ARRANGEMENTS ARE MADE. \*I hereby authorize the repair work hereinafter to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond your control or for any delays caused by unavailability of parts or delays in parts shipments by the supplier or transporter. I hereby grant you 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 mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto.\*

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LABOR	
PARTS	
DEDUCTIBLE	
SUBLET	
SHOP SUPPLIES	
HAZARDOUS MATERIALS	
SALES TAX OR TAX I.D.	
SPECIAL ORDER DEPOSIT	
DISCOUNTS	
TOTAL DUE	

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X



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SERVICE DEPARTMENT HOURS  
7:30 a.m. to 5:30 p.m.  
Monday - Friday

R/O Open Date	R/O Number
8/08/19	6022821/5
R/O Close Date	Status
9/17/19	Pre-Invoice
Mileage In	Mileage Out
68726	68733
Service Advisor / Tag #	
RYAN BURT	

CITY OF LAUREL 115 WEST 1ST STREET LAUREL, MT 59044			Work Phone 406-628-7431	Vehicle Identification Number WD0PF445195365112	
			Home Phone 406-812-0276	Delivery Date	In-Service Date 4/18/09
Year	Make	Model	Body	Color	License Number
2009	DODGE	SPRINTER	3500 170" EXT		3-17917A

DESCRIPTION OF SERVICE AND PARTS	AMOUNT
Tech: James McElroy (107)	165.00
Installed 642 092 01 01 :FUEL FILTER	2@53.00 106.00
REPALCED FUEL FILTER 1.0	
Sub Total: 271.00	
-----	
#11 *MBTRIM: INTERIOR/EXTERIOR CONCERNS/REPAIRS ADDED OPERATION CUSTOMER APPROVED REPLACING BROKEN WASHER NOZZLES	
Tech: James McElroy (107)	33.00
Installed 000 860 45 47 :NOZZLE	2@18.30 36.60
REPLACED WASHER NOZZLES 0.2	
Sub Total: 69.60	
Purchase Order:49130	
*****	
* Like us on Facebook, Google or Yelp for a chance to win *	
* your next service on us. A drawing will be held every *	
* month. *	
*****	
2928-381-4 30400-361	
Total Fees Amount	20.00

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LABOR	2260.35
PARTS	8176.13
DEDUCTIBLE	.00
SUBLET	.00
SHOP SUPPLIES	40.00
HAZARDOUS MATERIALS	.00
SALES TAX OR TAX I.D.	.00
SPECIAL ORDER DEPOSIT	.00
DISCOUNTS	.00
TOTAL DUE	10496.48

NO RETURN ON ELECTRICAL OR SAFETY ITEMS OR SPECIAL ORDERS.

X

**PURCHASE  
REQUISITION**  
CITY OF LAUREL  
MONTANA  
59044


Date: 8/8/19  
Fund: Transit  
Dept.: Transit

VENDOR: Mercedes Benz

VENDOR NO.: \_\_\_\_\_

Quantity	Fully Itemize	Est. Cost	Account Number
1	Repairs to transit bus	10496.48	2928. - 430400. 361
Total estimated cost			

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.

  
Depty. Authorized Signature

**Item Attachment Documents:**

5. Review and approve the payroll register for pay period ending 09/08/2019 totalling \$206,503.39.

09/12/19  
14:41:45

CITY OF LAUREL  
Payroll Register  
For Payrolls from 09/12/19 to 09/12/19

Page: 13 of 13  
Report ID: P100

Total for Payroll Checks  
-----

	Employee	Employer	Amount
J005 HOURS (RETR.OT)	30.50		40.87
J009 HOURS (RETRO REG PAY)	5,791.00		10,144.74
GROSS PAY	10,185.61	0.00	
NET PAY	8,167.63	0.00	
FIT	600.92	0.00	
MEDICARE	147.71	147.71	
MPORS	68.96	110.41	
P.E.R.S.	332.93	365.34	
SIT	286.00	0.00	
SOCIAL SECURITY	581.46	581.46	
UNEMPL. INSUR.	0.00	6.05	
WORKERS' COMP	0.00	93.10	
FIT/SIT BASE	9,783.72	0.00	
MEDICARE BASE	10,185.61	0.00	
PERS BASE	5,083.74	0.00	
SOC SEC BASE	9,378.50	0.00	
UN BASE	4,020.61	0.00	
WC BASE	10,162.74	0.00	

Total  
Total Payroll Expense (Gross Pay + Employer Contributions): 1,304.07  
11,489.68

# of Employees 23 # of Checks 23

Prepared by:

*Kelly Strecker*

Approved by:

09/12/19  
14:42:28

CITY OF LAUREL  
Check Register For Payrolls from 09/12/19 to 09/12/19

Page: 1 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-62938	FIT FICA	2059.26	09/13/19	9/19
-62937	MPORS MPORS	179.37	09/13/19	9/19
-62936	P.E.R.S. P.E.R.S.	698.27	09/13/19	9/19
46116	1438 KAREN COURTNEY	203.05	09/13/19	_____
46117	1143 EMELIE EATON	350.16	09/13/19	_____
46118	1442 RAYMOND EZELL	210.82	09/13/19	_____
46119	1446 AMBER HATTON	175.04	09/13/19	_____
46120	1363 RICHARD A. HERR	305.76	09/13/19	_____
46121	1454 RICHARD KLOSE	332.61	09/13/19	_____
46122	1424 BETHANY LANGVE	314.16	09/13/19	_____
46123	1006 STANLEY J. LANGVE	345.62	09/13/19	_____
46124	1319 CALVIN J. LOVSHIN	93.58	09/13/19	_____
46125	1107 KURT A. MARKEGARD	344.32	09/13/19	_____
46126	1285 ALLEN BRUCE MCGEE	308.68	09/13/19	_____
46127	1445 BRITTNEY MOORMAN	175.04	09/13/19	_____
46128	1309 WILLIAM G. MOUNTSIER	305.76	09/13/19	_____
46129	1260 THOMAS C. NELSON	2275.72	09/13/19	_____
46130	1323 SAM S. PAINTER	157.08	09/13/19	_____
46131	79 TRAVIS L. PITTS	338.65	09/13/19	_____
46132	117 TIM J. REITER	299.02	09/13/19	_____
46133	1451 CARRIE RINGER	178.04	09/13/19	_____
46134	1452 HEIDI SPARKS	302.81	09/13/19	_____
46135	1294 SCOT STOKES	336.61	09/13/19	_____
46136	1109 KELLY J. STRECKER	234.83	09/13/19	_____
46137	1224 MATTHEW W. WHEELER	277.46	09/13/19	_____
46138	1453 IRVING WILKE	302.81	09/13/19	_____

09/12/19  
14:42:28

CITY OF LAUREL  
Check Register For Payrolls from 09/12/19 to 09/12/19

Page: 2 of 2  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
46139	SIT DEPARTMENT OF REVENUE	286.00	09/13/19	

\* denotes missing check number(s)

# of Checks:	27	Total:	11390.53	Electronic Checks:	2,936.90
				Non-electronic Checks:	8,453.63

11,390.53  
286.00  
698.27  
179.37  
2,059.26  
0005  
8,167.63  
# 9.12.19

CITY OF LAUREL  
Payroll Register  
For Payrolls from 09/13/19 to 09/13/19

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		2,305.77
ADDL HOURS (Additional)	0.00		1,234.62
ADDT HOURS (Transport pay)	0.00		775.00
COMA HOURS (Comp Time Accumulated)	114.00		0.00
COMP HOURS (Comp Time Used)	9.50		229.19
HOL HOURS (Holiday Pay)	359.50		8,158.64
HOLP HOURS (Regular holiday-police)	64.00		1,604.32
J015 HOURS (STEP-YRS OF SER)	16.00		756.00
J018 HOURS (LIB.FEDERATION)	0.00		68.57
J019 HOURS (BEREAVEMENT)	48.00		1,143.60
J021 HOURS (SAFETY BOOTS)	1.00		150.00
OVER HOURS (Overtime - shift 1)	61.00		2,120.94
OVTH HOURS (Holiday worked)	92.00		3,303.30
PERS HOURS (Personal Time Used)	164.50		4,017.88
REG HOURS (Regular Time)	4,573.50		95,563.21
REG1 HOURS (Additional to regular)	75.00		1,830.81
REG3 HOURS (Addition to regular pay)	32.00		798.72
REGA HOURS (Amb on-call Pay)	568.00		1,817.01
R2 HOURS (Shift 2 Differential)	220.00		154.60
R3 HOURS (Shift 3 Differential)	198.00		182.40
SHFA HOURS (Overtime Diff.-shift 2)	36.00		39.48
SHFE HOURS (Overtime Diff.-shift 3)	30.00		43.24
SICK HOURS (Sick Time)	169.00		4,084.46
STIP HOURS (Amb. meeting pay)	0.00		573.75
VACA HOURS (Vacation Time Used)	350.00		8,313.82
XLV1 HOURS (Save Holidays)	64.00		0.00
GROSS PAY	139,638.58	0.00	
NET PAY	97,792.93	0.00	
AFLAC	183.13	0.00	
AFLAC 125	245.83	0.00	
AFSCME #303	331.52	0.00	
AFSCME #316	541.25	0.00	
ALTANA	385.00	0.00	
CAF 125-MEDICAL	241.24	0.00	
CHILD SUPPORT-M	93.56	0.00	
COLLIFE	57.98	0.00	
DEFERRED COMP	200.00	0.00	
DELTA DENTAL	0.00	1,108.94	
DENTAL-CAF125	474.21	0.00	
FIT	11,343.34	0.00	
HSA-CAF 125	137.65	0.00	
HSA-MEDICAL	0.00	532.50	
MEDICAL LIFE	0.00	282.32	
MEDICARE	1,966.86	1,966.86	
MPORS	2,405.70	3,851.76	



09/11/19  
16:48:48

CITY OF LAUREL  
Payroll Register  
For Payrolls from 09/13/19 to 09/13/19

Page: 83 of 83  
Report ID: P100

MPPA	206.05	0.00
P.E.R.S.	7,398.32	8,119.38
PACFIC - CAF 12	2,909.80	0.00
PACFIC SOURCE	0.00	25,857.45
SEG CU	50.00	0.00
SIT	5,894.00	0.00
SOCIAL SECURITY	6,629.23	6,629.23
UNEMPL. INSUR.	0.00	204.60
VISION-CAF125	118.67	0.00
VSP - VISION	0.00	181.39
WORKERS' COMP	0.00	6,640.70
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	125,644.81	0.00
MEDICARE BASE	135,648.83	0.00
PERS BASE	121,018.56	0.00
SOC SEC BASE	106,923.78	0.00
UN BASE	136,381.83	0.00
WC BASE	137,830.50	0.00
Total		55,375.13
Total Payroll Expense (Gross Pay + Employer Contributions):		195,013.71

# of Employees 132

# of Checks 133

Prepared by:

*Kelly Strucker*

Approved by:

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-63016	1476 PHILIP HACKMANN	0.00	09/13/19	9/19
-63015	1229 Miquel Hernandez	0.00	09/13/19	9/19
-63014	1489 DAVID JACKSON	0.00	09/13/19	9/19
-63013	1478 NICHOLAS ALTONAGA	1451.17	09/13/19	9/19
-63012	1386 JARRED ANGLIN	1457.87	09/13/19	9/19
-63011	1440 ANDREW ARNESON	1384.71	09/13/19	9/19
-63010	1490 SOLOMON ARNO	0.00	09/13/19	9/19
-63009	1326 JUSTIN A. BAKER	1381.99	09/13/19	9/19
-63008	1467 STEVEN BAUMGARTNER	1763.41	09/13/19	9/19
-63007	1475 JACKSON BOOTH	1353.94	09/13/19	9/19
-63006	1134 WILLIAM F. BREW III	1934.91	09/13/19	9/19
-63005	1108 KYLE L. BRYANT	1300.01	09/13/19	9/19
3004	1163 KEVIN L. BUDGE	1218.80	09/13/19	9/19
-63003	48 SUSAN E. CANAPE	1132.23	09/13/19	9/19
-63002	1307 DYLAN CEASER	1398.64	09/13/19	9/19
-63001	1427 ZACHARY CORTESE	1761.24	09/13/19	9/19
-63000	1438 KAREN COURTNEY	1227.61	09/13/19	9/19
-62999	1143 EMELIE EATON	141.07	09/13/19	9/19
-62998	1444 MORGAN ECKLUND	216.33	09/13/19	9/19
-62997	1442 RAYMOND EZELL	1279.53	09/13/19	9/19
-62996	1225 MICHAEL FURMAN, JR	709.44	09/13/19	9/19
-62995	1222 DANIEL LEE GRIFFIN	1336.75	09/13/19	9/19
-62994	1425 KEITH GUY	1293.44	09/13/19	9/19
-62993	1446 AMBER HATTON	1058.19	09/13/19	9/19
-62992	1353 JAY A. HATTON	1309.21	09/13/19	9/19
-62991	1020 NATHAN M. HERMAN	1691.56	09/13/19	9/19

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-62990	1466 HUNTER HEUSNER	1349.79	09/13/19	9/19
-62989	1419 KEVIN HOFFMAN	1348.17	09/13/19	9/19
-62988	1371 RILEY J. HUTCHENS	319.39	09/13/19	9/19
-62987	1293 JEREMIAH JOHNSON	1475.71	09/13/19	9/19
-62986	86 JEAN M. KERR	1157.82	09/13/19	9/19
-62985	1435 JODI KINN	1859.46	09/13/19	9/19
-62984	1454 RICHARD KLOSE	134.56	09/13/19	9/19
-62983	1424 BETHANY LANGVE	1856.62	09/13/19	9/19
-62982	1006 STANLEY J. LANGVE	1958.31	09/13/19	9/19
-62981	1319 CALVIN J. LOVSHIN	549.72	09/13/19	9/19
-62980	1350 FREDERICK D. LYONS	268.56	09/13/19	9/19
-62979	1107 KURT A. MARKEGARD	2050.42	09/13/19	9/19
-62978	1285 ALLEN BRUCE MCGEE	124.67	09/13/19	9/19
-62977	1426 BRANDY MILLER	0.00	09/13/19	9/19
-62976	1474 KEONI MOMOHARA	78.02	09/13/19	9/19
-62975	1445 BRITTNEY MOORMAN	997.93	09/13/19	9/19
-62974	1202 Sean M. McCleary	369.40	09/13/19	9/19
-62973	1485 DANIEL NAUMAN	1289.67	09/13/19	9/19
-62972	1260 THOMAS C. NELSON	335.39	09/13/19	9/19
-62971	1421 COREY NICHOLSON	1372.12	09/13/19	9/19
-62970	1499 JAYSON NICHOLSON	78.22	09/13/19	9/19
-62969	1045 HOWARD P. NUERNBERGER	1483.75	09/13/19	9/19
-62968	1457 Jayson Nicholson	338.39	09/13/19	9/19
-62967	1323 SAM S. PAINTER	782.40	09/13/19	9/19
-62966	106 SHERYL A PHILLIPS	1150.20	09/13/19	9/19
-62965	79 TRAVIS L. PITTS	2000.69	09/13/19	9/19

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
-62964	1092 Brent Peters	1238.98	09/13/19	9/19
-62963	1447 CHASE RASMUSSEN	1511.74	09/13/19	9/19
-62962	1002 GUY ROLISON	1404.28	09/13/19	9/19
-62961	1496 SARA ROMERO	0.00	09/13/19	9/19
-62960	127 MONICA SALO	657.77	09/13/19	9/19
-62959	14 JOEL K. SAUTER	1887.76	09/13/19	9/19
-62958	1420 JOSHUA SAWYER	1826.90	09/13/19	9/19
-62957	8 DAVID SAYLOR	1175.01	09/13/19	9/19
-62956	9 NANCY L. SCHMIDT	1439.50	09/13/19	9/19
-62955	66 FRANCIS J. SCHWEIGERT	1007.19	09/13/19	9/19
-62954	1487 RYAN SEDGWICK	1448.07	09/13/19	9/19
-62953	1497 BRANDI SEIBEL	257.05	09/13/19	9/19
-62952	1110 BRENDA L. SELL	1321.59	09/13/19	9/19
-62951	1452 HEIDI SPARKS	107.48	09/13/19	9/19
-62950	1418 NORMAN STAMPER	1465.04	09/13/19	9/19
-62949	89 GERALYN M. STEVENS	1004.52	09/13/19	9/19
-62948	1294 SCOT STOKES	134.56	09/13/19	9/19
-62947	1109 KELLY J. STRECKER	1377.51	09/13/19	9/19
-62946	1165 DAVID WAGGONER	1715.88	09/13/19	9/19
-62945	1453 IRVING WILKE	122.05	09/13/19	9/19
-62944	1461 PARKER WOLCOTT	928.10	09/13/19	9/19
-62943	1264 WENDY WONG	330.69	09/13/19	9/19
-62942	1461 PARKER WOLCOTT	135.12	09/13/19	9/19
-62941	FIT FICA	28535.52	09/13/19	9/19
-62940	MPORS MPORS	6257.46	09/13/19	9/19
-62939	P.E.R.S. P.E.R.S.	15517.70	09/13/19	9/19

09/11/19  
16:49:30

CITY OF LAUREL  
Check Register For Payrolls from 09/13/19 to 09/13/19

Page: 4 of 6  
Report ID: W100A

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
46049	1494 JOCIANNA BURSIK	660.16	09/13/19	_____
46050	1456 John Beck	23.55	09/13/19	_____
46051	1333 KC Wayne Bieber	274.05	09/13/19	_____
46052	1354 Keith Burns	7.85	09/13/19	_____
46053	1395 CYNTHIA CASWELL	1633.59	09/13/19	_____
46054	1473 MANDI CRABLE	560.64	09/13/19	_____
46055	1378 Jon DeRudder	92.20	09/13/19	_____
46056	1205 CHRISTOPHER ERB	248.36	09/13/19	_____
46057	1406 CHRISTOPHER FRANKLIN	290.63	09/13/19	_____
46058	1482 Bridger Fournier	233.49	09/13/19	_____
46059	1079 Doug Fox	463.14	09/13/19	_____
46060	1269 Henry Fox	274.05	09/13/19	_____
5061	1055 ELLIOTT GRAYSON	57.00	09/13/19	_____
46062	1080 Rick Gallegos	69.65	09/13/19	_____
46063	1455 Jesse Gee	15.70	09/13/19	_____
46064	1434 JACOB HAAN	165.11	09/13/19	_____
46065	1481 BOADY HARPER	99.34	09/13/19	_____
46066	1374 THOMAS J. HENRY	1426.55	09/13/19	_____
46067	1363 RICHARD A. HERR	131.56	09/13/19	_____
46068	1493 ELIZABETH HUTCHINS	576.50	09/13/19	_____
46069	1477 Armando Hernandez	133.44	09/13/19	_____
46070	1331 Hugo Hernandez	269.74	09/13/19	_____
46071	1155 John M. Herr	542.10	09/13/19	_____
46072	1480 Steven Hiller	449.68	09/13/19	_____
46073	1154 John W. Hopper, Jr.	326.65	09/13/19	_____
46074	1355 Michael Jenkins	276.59	09/13/19	_____

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
46075	1468 Levi Jones	269.74	09/13/19	_____
46076	1117 BRIAN KLINE	1366.42	09/13/19	_____
46077	1483 Levi Klamert	61.79	09/13/19	_____
46078	1417 Shaun Klunder	15.70	09/13/19	_____
46079	1388 Justin Kostelecky	39.24	09/13/19	_____
46080	1085 Kent Kulesa	616.05	09/13/19	_____
46081	1449 JOSIAH LASZLOFFY	26.18	09/13/19	_____
46082	30 RONALD B. LEFLER	893.29	09/13/19	_____
46083	1309 WILLIAM G. MOUNTSIER	131.56	09/13/19	_____
46084	1158 JESSICA McCARTNEY	690.29	09/13/19	_____
46085	1088 Corey D. McIlvain	272.05	09/13/19	_____
46086	1266 Jasen M. Molm	54.95	09/13/19	_____
5087	1201 Travis Nagel	362.33	09/13/19	_____
46088	1204 Sean Parkinson	15.70	09/13/19	_____
46089	1091 Jason Penne	141.29	09/13/19	_____
46090	117 TIM J. REITER	1888.29	09/13/19	_____
46091	1451 CARRIE RINGER	998.38	09/13/19	_____
46092	1498 JUSTIN ROMERO	8.44	09/13/19	_____
46093	1486 BRYANNA RUSKANEN	112.00	09/13/19	_____
46094	1484 Ryan Robertus	156.99	09/13/19	_____
46095	1471 Justin Romero	254.04	09/13/19	_____
46096	1479 WADE SPALINGER	1490.67	09/13/19	_____
46097	1495 JOESEPH STRATTON	297.89	09/13/19	_____
46098	1291 Jamie E. Swecker	422.97	09/13/19	_____
46099	1459 JULIA TORNA	196.81	09/13/19	_____
46100	1405 LEVI VANDERSLOOT	124.67	09/13/19	_____

Check #	Payee #/Name	Check Amount	Date Issued	Period Redeemed
46101	1224 MATTHEW W. WHEELER	1708.41	09/13/19	_____
46102	1469 Darian Weaver	30.40	09/13/19	_____
46103	1412 Shane Willis	274.05	09/13/19	_____
46104	1432 Jennifer Winchell	176.55	09/13/19	_____
46105	1258 Zack Winchell	272.05	09/13/19	_____
46106	1195 John Woody	94.20	09/13/19	_____
46107	AFSCME #303 MONTANA COUNCIL #9, AFSC	872.77	09/13/19	_____
46108	ALTANA ALTANA FCU	385.00	09/13/19	_____
46109	CAF 125-MEDICAL CITY OF LAUREL	241.24	09/13/19	_____
46110	CHILD SUPPORT-M MICHIGAN STATE DISPURSEM	93.56	09/13/19	_____
46111	DEFERRED COMP VANTAGEPOINT TRANSFER AG	200.00	09/13/19	_____
46112	MPPA MONTANA POLICE PROTECTIV	206.05	09/13/19	_____
5113	SEG CU SEG CREDIT UNION	50.00	09/13/19	_____
46114	SIT DEPARTMENT OF REVENUE	5894.00	09/13/19	_____
46115	WY CHILD SUPPOR WYOMING CHILD SUPPORT EN	32.31	09/13/19	_____

\* denotes missing check number(s)

# of Checks: 145      Total: 156078.54      Electronic Checks: 125,338.90  
Non-electronic Checks: 30,739.64

156,078.54  
32.31 -  
5,894.00 -  
50.00 -  
206.05 -  
200.00 -  
93.56 -  
241.24 -  
385.00 -  
872.77 -  
15,517.76 -  
6,257.40 -  
28,555.52 -  
97,792.90

0013

09-13-19

**Item Attachment Documents:**

Review the Comp/Overtime report for pay period ending 09/08/2019.



# Comp and Overtime Report

PPE: 9-8-19

\* REIMBURSED OT\*

Division: POLICE

Submitted by: LANGVÉ

Date	Comp Hours	O/T Hours	Name	Reason	Rate
* 8-30-19		(4)	BALMIGANTNER	ROCK TITE BLOCK	22.64
9-5-19		(4)	BALMIGANTNER	SCHEDULED OT	22.64
9-2-19		(12)	BALMIGANTNER	HOLIDAY WORKED - LABOR DAY	22.64
* 8-30-19		(4)	BREW	DEA OT	26.24
8-28-19	(4) +		CANAPÉ	SCHEDULED OT TO COVER VACATION	23.24
9-4-19	(4) +		CANAPÉ	SCHEDULED OT TO COVER VACATION	23.24
9-6-19	(3) +		CANAPÉ	NO 911 - CONFERENCE CALL	23.24
9-2-19		(12)	CORTESE	HOLIDAY WORKED - LABOR DAY	23.64
9-8-19		(5 1/2)	CORTESE	SCHEDULED OT (DUI ARREST P2019)	084   23.64
9-2-19		(12)	GRIFFIN	HOLIDAY WORKED - LABOR DAY	21.99
8-29-19	(3) +		HELSNER	CITY COURT CALL OUT	22.64
9-8-19	(4) +		HELSNER	SCHEDULED OT	23.64
9-2-19		(12)	JOHNSON	HOLIDAY WORKED LABOR DAY	24.68
9-5-19		(2 1/2)	JOHNSON	RESERVE MEETING	24.68
9-1-19		(12)	KINN	SCHEDULED OT COVER VACATION	20.95
9-8-19		(12)	KINN	SCHEDULED OT COVER VACATION	20.95
8-28-19	(8) +		MCARTNEY	SCHEDULED OT COVER SICK LEAVE	21.99
9-2-19	(1 1/2) +		RASMUSSEN	FELONY DNR - MISO THEFT CASE	23.64
9-2-19		(12)	RASMUSSEN	HOLIDAY WORKED LABOR DAY	23.64
9-7-19	(1) -		RASMUSSEN	THEFT & UNWARRANTED DEATH P2019 - 0835 & 0837	23.64
9-8-19	(4) +		RASMUSSEN	SCHEDULED OT	23.64
8-31-19	(2) +		SEDGWICK	SUSPICIOUS CFS & THREATS CFS 219-6535 P2019 - 0810	21.99
9-5-19	(6 1/2) +		SEDGWICK	THEFT CALL WITH HOSPITAL TRANSPORT & SCHEDULED OT	22.64
9-2-19	(12) +		MCARTNEY	HOLIDAY WORKED LABOR DAY	21.99
9/14/19	(8) +		McCartney	Covered OT Shift	21.99
9/2/19		8	B. Brew	Holiday worked	
	600				
	X 1.5				
	900			Comp hours	
				42 x 21.99 =	923.58
				15.75 x 22.64 =	356.58
				15.75 x 23.64 =	372.33
				- 14.5 x 23.24 =	336.96
					<u>2035.95</u>

OT Continued on Back Page

Comp and Overtime Report

Police OT  
Continued

PPE: 9/8/19

Division: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	112	OT hours			
				24 x (20.95 x 1.5)	754.20
				12 x (21.99 x 1.5)	395.82
				20 x (22.64 x 1.5)	679.20
				29.5 x (23.64 x 1.5)	1046.07
				14.5 x (24.68 x 1.5)	536.79
				12 x (26.34 x 1.5)	472.32
					<u>3884.40</u>
Total OT					6392.07



# Comp and Overtime Report

PPE: 9/8/19

Division: WWTP + WTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/31		(8)	N. Herman	Covered for Dave W.	26.35
9/4		(1)	D. Nauman	CDL Training	22.88
9/1		(8)	J. Sawyer	Covered for Dave W.	24.96
9/2		(8)	C. Cashell	Holiday worked.	24.96
9/2	8		D. Ceaser	Holiday worked	24.96
9/2	8		H. Nuereburger	Holiday worked	24.96
9/2		(8)	N. Stamper	Holiday worked	24.23
9/2		(8)	D. Waggoner	Holiday worked	24.96
	10				
	<del>1.5</del>				
	24	Comp hours			
				$24 \times 24.96 =$	<u>599.04</u>
		41	OT hours		
				$1 \times (22.88 \times 1.5)$	34.32
				$8 \times (24.23 \times 1.5)$	290.76
				$24 \times (24.96 \times 1.5)$	898.56
				$8 \times (26.35 \times 1.5)$	316.20
					<u>1539.84</u>
Total \$ 2138.88					