



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, OCTOBER 22, 2019
5:30 PM
CITY 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 October 8, 2019 Budget and Finance Committee meeting.
2. Review and approve purchase requisitions.
3. Review and approve the September 2019 Utility Billing Adjustments.
4. Review and approve the September 2019 Financial Statements.
5. Review and approve the September 2019 Month End Close Report.
6. Review claims entered through 10/18/2019 and recommend approval to Council.
7. Review and approve the payroll register for pay period ending 10/06/2019 totaling \$189,175.76.

New Business

Old Business

Other Items

8. Review the September 2019 Journal Vouchers.
9. Review the Comp/Overtime Report for Pay Period Ending 10/06/2019.
10. Update from the Clerk/Treasurer.
11. Update from the Mayor.

Announcements

12. The next Budget and Finance Committee meeting will be held on November 5, 2019 at 5:30 pm.
13. Claims review for the November 5, 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 October 8, 2019 Budget and Finance Committee meeting.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 8, 2019**

Members Present: **Emelie Eaton**

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 September 24, 2019 meeting. Richard Klose made a motion to approve the minutes of the September 24, 2019 Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Toughbooks. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked what the date of the last Police Department Toughbook purchase was. The Clerk/Treasurer explained that the Toughbooks the Police Department have now are one they received from another agency. She is not sure when or if the Police Department has purchase Toughbooks. Richard Klose made a motion to approve the Purchase Requisition from the Police Department for the Toughbooks. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – Police Department Police Vehicle. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked for clarification regarding the lease. The Committee wanted to know if this was a lease to own or if the vehicle would be returned for a new vehicle after three years. The Clerk/Treasurer stated that after the third lease payment the City would own the vehicle. Richard Klose made a motion to approve the Purchase Requisition from the Police Department for the three-year lease of a new Dodge Durango Police Vehicle. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – City Hall Handrail. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked why there was only one quote attached to the purchase requisition. The Clerk/Treasurer explained that the Public Works Director had solicited others but only received the one quote. The Committee commented that this repair seemed to be very expensive. Richard Klose made a motion to approve the Purchase Requisition from City Hall for the replacement and repair of the handrail outside Council Chambers. Emelie Eaton seconded the motion, all in favor, motion passed.
- Review and approve purchase requisitions – FAP Building Heat Trace. The Committee reviewed the purchase requisition and corresponding documentation. The Committee asked why there was only one vendor quote attached. The Clerk/Treasurer explained that the vendor was going to be doing other repairs during this time. The Clerk/Treasurer stated that the quote was for the entire FAP Building however the Mayor had decided to only do the Northwest and Southwest areas at this time. These are the two most critical areas as they are where our Fire and Police personnel frequent. The Committee asked what the warranty of the heat tape was, and the Clerk/Treasurer stated that she would investigate that and report back at the next meeting. Richard Klose made a motion to approve the Purchase Requisition for the FAP Building Heat Trace. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the July and August 2019 Financial Statements. The Clerk/Treasurer briefly went through the financial statements. The Committee reviewed the July and August 2019 Financial Statements and had no questions or comments. Bruce McGee made a motion to approve the July and August 2019 Financial Statements. Emelie Eaton seconded the motion, all in favor, motion passed.

- Review and approve the August 2019 Journal Vouchers. The Committee reviewed the August 2019 Journal Vouchers and had no questions or comments. Richard Klose made a motion to approve the August 2019 Journal Vouchers. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve the August 2019 Utility Billing Adjustments. The Committee reviewed the August 2019 Utility Billing Adjustments and had no questions or comments. Bruce McGee made a motion to approve the August 2019 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 10/04/19. Emelie Eaton had previously reviewed the Claims Detail report and the check register for accuracy. She questioned if some departments were still making purchases days apart in order to circumvent the purchasing policy. The Clerk/Treasurer stated that the claims were locked in the vault and she would investigate that and report back at the next meeting. The Committee asked if the Century Link, Charter and Verizon billings could be consolidated into just one vendor. The Clerk/Treasurer stated that she didn't believe so since they all provided very different services, but she would check on it. Emelie Eaton made a motion to recommend approval to Council the claims entered through 10/04/19. Bruce McGee seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 09/22/19 totaling \$183,585.35. The two-page summary was reviewed, signed and dated. Bruce McGee made a motion to approve the Payroll Register for the pay period ending 09/22/19 totaling \$183,585.35. Richard Klose seconded the motion, all in favor, motion passed.

New Business

- The Clerk/Treasurer asked the Committee if they wished to move the December 24th Budget and Finance meeting to Monday December 23rd to coincide with the City Council Meeting. The Committee agreed that moving the meeting to coincide with the City Council Meeting was appropriate.

Old Business – none

Other Items

- Review the Comp/Overtime report for pay period ending 09/22/2019. The Committee reviewed the comp/overtime report for pay period ending 09/22/2019 and had no questions or comments.
- The Mayor stated that the prosecuting attorney, Teague Westrope, met with Yellowstone County regarding the Victim Witness funds and a possible interlocal agreement. Teague stated that the City could not enter into an agreement with the County at this time. Teague is very willing and wants to utilize the funds by hiring a victim witness advocacy individual. The Mayor stated that the Judge would need to be included on anything regarding this and he would report to the Committee after any meetings take place in the future. The Mayor informed the Committee that the newly hired 911 dispatcher started working Monday the 7th.

Announcements –

- The next Budget and Finance Meeting will be held on October 22, 2019 at 5:30pm
- 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.

Item Attachment Documents:

-
2. Review and approve purchase requisitions.

Date: 10/22/19
Fund: General
Dept.: Ambulance

PURCHASE REQUISITION


CITY OF LAUREL
MONTANA
59044

VENDOR: Rugged Depot

VENDOR NO.: _____

Quantity	Fully Itemize	Est. Cost	Account Number
2	CF-33 Tough books	3799-	1000.270.420730. 946
2	GPS	49.99	
1	Freight	61.33	
Total estimated cost		7759.31	

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.


Def. Authorized Signature



LAUREL

E M E R G E N C Y M E D I C A L S E R V I C E S

215 W 1ST St, Laurel, MT 59044 | Phone: (406) 628 – 1611 | Fax: (406) 628 - 7351

10/18/2019

Dear Budget & Finance Committee:

I am requesting authorization to utilize funds from my budget in the amount of \$7,759.31 for the purchase of two new Toughbook CF-33 Laptop Computers. The time has come that the current devices in use (Apple iPads) are no longer suitable for our reporting requirements, and are due for replacement. Given the nature of our work, similar to the Laurel Police Department, we require ruggedized computing solutions for use in the field. Toughbook is the most dependable ruggedized computing solutions on the market at this time. Attached is the quotation we received for these units.

Regards,

Riley Hutchens, NREMT
EMS Director



Sales Quotation

Quotation No.:45831

Page 1 of 2

27060 Decker Prairie Rosehill Road
Magnolia, Texas 77355

Tel:
Ofc: 281-259-6613
Fax:
damien.roth@ruggeddepot.com

Order Date: 10/18/2019
Valid Until: 11/18/2019
Customer Number: C16680
Rep: Damien Roth
Terms: Rugged NET 30
Customer Ref:

Bill To:
Laurel EMS
Riley Hutchens
215 West First Street

Laurel MT 59044
USA
(406) 208-1371

Ship To:
Laurel EMS
Riley Hutchens
215 West First Street

Laurel MT 59044
USA
(406) 208-1371

Shipping Method: FedEx 2Day (by 4:30pm biz day)

Item Code	Description	Condition	Quantity	Price	Total
New CF-33 Mk1	Win10 Pro, Intel Core i5-7300U 2.60GHz, vPro, 12.0" QHD Gloved Multi Touch+Digitizer, 8GB, 256GB SSD, Intel WiFi a/b/g/n/ac, TPM 2.0, Bluetooth, Dual Pass (Ch1:WWAN/Ch2:WWAN-GPS), 4G LTE-Advanced Multi Carrier (EM7455) With GPS Enabled, Infrared Webcam, 8MP Cam, Flat, 3 Year Panasonic Warranty, Bundle, Premium Keyboard	NEW	2	3,799.00	7,598.00
Enable GPS (Labor)	Enable GPS on 4G LTE Modem (EM7455)	SERVICE	2	49.99	99.98
				Freight	\$61.33
				Tax	\$0.00
				Total	\$7,759.31

3 New CF-33 Mk1 in stock & ready to ship

Terms and Conditions

- * Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
- * All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
- * Payment must be made in U.S. dollars.
- * Pricing and quantities are subject to change.
- * Nomar Enterprises reserves the right to substitute products of equal or greater specifications.
- * Invoices are subject to late payment charges of 18% per year computed monthly after due date.
- * All products are sold "AS IS"
- * No credit allowed for goods returned without prior approval.
- * ALL RETURNS MUST BE ACCOMPANIED BY A RETURN MATERIAL AUTHORIZATION NUMBER AND ARE SUBJECT TO A 20% RESTOCKING/HANDLING FEE; IF A SPECIAL ORDER PART, ADDITIONAL VENDOR RESTOCKING/HANDLING FEES MAY APPLY.
- * Claims for loss or damage in shipment must be made to the carrier by the Customer. All others must be made to Nomar Enterprises LLC within 2 days of receipt of goods. All goods shipped at the buyer's risk.
- * Customer also agrees to pay such attorney's fees and costs as are actually incurred for the collection of this amount whether or not suit is instituted.
- * All product and services on this invoice will remain the property of Nomar Enterprises and will be fully encumbered until full payment has been remitted.

Nomar Enterprises strives to bring our customers the best possible price everyday.



Sales Quotation

Quotation No.:45831

Page 2 of 2

27060 Decker Prairie Rosehill Road
Magnolia, Texas 77355

Tel:
Ofc: 281-259-6613
Fax:
damien.roth@ruggeddepot.com

Order Date: 10/18/2019
Valid Until: 11/18/2019
Customer Number: C16680
Rep: Damien Roth
Terms: Rugged NET 30
Customer Ref:

Bill To:
Laurel EMS
Riley Hutchens
215 West First Street

Laurel MT 59044
USA
(406) 208-1371

Ship To:
Laurel EMS
Riley Hutchens
215 West First Street

Laurel MT 59044
USA
(406) 208-1371

Shipping Method: FedEx 2Day (by 4:30pm biz day)

This document is not an Order unless signed. Please read this sales quote thoroughly and verify that it fits your specifications. If this sales quote fulfills your requirements, please submit a signed copy of this sales quote. No sales order can be generated without a written, detailed purchase order or a signed copy of this sales quote in place of a purchase order. This document, when signed, is an official Purchase Order.

Signature: _____

Date: _____

Printed Name: _____

PO # (if different than SQ #): _____

Payment Terms: _____

Billing Contact (Name, Email, Phone Number):

Terms and Conditions

- * Any refunds, for any reason (including cancellations), if payment was made with American Express, refund will be less 4% American Express merchant processing charge.
- * All shipments are FOB Destination, Freight Prepaid & Add, unless using customer shipping account, if freight not shown on quote, it will be added to Invoice.
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Nomar Enterprises strives to bring our customers the best possible price everyday.

Bethany Langve

From: Water Plant <waterplant802@gmail.com>
Sent: Monday, October 21, 2019 11:02 AM
To: Bethany Langve
Subject: WTP lawn tractor quotes
Attachments: lawn tractor quotes.pdf

Bethany,

Here are the quotes for the lawn tractor at the water treatment plant.

The type of lawn tractor on the quotes is considered a compact tractor with a mover and a front end loader. The reason I have looked at this type of equipment is because with the new upgrade our lawn area has tripled and with the addition of the loading dock we need a piece of equipment that we can remove snow with to keep the loading dock area clear so we can receive our chemical deliveries without issue.

The current mower is a hand me down from the parks department that is 20 years old, we have a second mower that is the same age that is used for parts to keep the working mower running.

Currently we do not have any equipment down at the treatment plant for snow removal or for any type of cleanup or landscaping work. When it snows we have to wait for equipment to become available from the shop and for someone available to bring the equipment to us, its the same during the other times of the year as well and we are only able to use the equipment that is brought down only for the day. If we have our own piece of equipment at the treatment plant we are able to get things done when needed and not wait for equipment to be brought down. There is also a safety issue of driving the equipment down the highway to the plant all the time and with loading and unloading of the equipment.

These type of compact tractors have the ability to have other attachments added at a later date to make them more versatile.

--

Nathan Herman, Chief Operator
City of Laurel
Water Treatment Plant

198.143.46.73

BX2380RV WEB QUOTE #1457826
Date: 9/13/2019 8:36:27 AM*BIB*

9-13-2019

- Standard Features -

- Custom Options -

**Kubota**

BX Series

BX2380RV

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINED902 Engine Model
3 Cylinder Engine
+ 21.6 SAE Gross HP
+ 20.4 Engine Net HP
+ 17.7 PTO HP
54.8 Cu In Displacement
EPA Tier 4 Compliant
Charging Output 40 Amps
12V - 560 CCA**EXHAUST EMISSION
CONTROL TYPE**No Exhaust After Treatment
Required**HYDRAULICS / HITCH /
DRAWBAR**Open Center
Tandem Pumps Gear Type
6.2 gpm Total Hyd. Flow**3-POINT HITCH &
DRAWBAR**Cat I 3-Point Hitch
At Lift Point 1210 lbs.
24" Behind 680 lbs.
Quarter Inching 3-Point Valve**TRANSMISSION**Hydrostatic Drive
Rear Differential Lock
2 Forward Ranges
2 Reverse Ranges
Cruise Control
Wet Disc Brakes

+ Manufacturer Estimate

TIRES AND WHEELSFront 18x8.50-10 R4 OTR Traction Master
Rear 26x12.00-12 R4 OTR Trac Master**FLUID CAPACITY**Fuel Tank 6.6 gal.
Cooling System 3.3 qts.
Crankcase 3.5 qts.
Transmission and Hydraulics 3.0
gal.
Front Axle 3.8 qts.**POWER TAKE OFF**Live Independent with Hydraulic
Clutch
Rear PTO - 1 Speed
SAE Std 1 3/8" Six Spline
540 rpm @ 3200 Eng. rpm
Mid PTO - 1 Speed
2500 rpm @ 3050 Eng. rpm**SAFETY EQUIPMENT**Two Post ROPS w/
Retractable Seat Belt
Safety Start Switches
Parking Brakes
Electric Key Shut-Off
Flip up PTO Shield
SMV Sign**INSTRUMENTS**Analog Tachometer/Hour Meter
Fuel Gauge
Oil Pressure
Coolant Temperature

BX2380RV Base Price: \$12,647.00

(1) 54" SIDE DISCHARGE 3-BLADE FINISHING
MOWER \$1,778.00
RCK54-23BX-54" SIDE DISCHARGE 3-BLADE FINISHING
MOWER(1) FRONT LOADER W/GUARD & 2-LEVER QA
BUCKET \$3,163.00
LA344S-FRONT LOADER W/GUARD & 2-LEVER QA BUCKET(1) ROD INDICATOR \$65.00
BX2411-ROD INDICATOR(1) BOLT ON CUTTING EDGE \$114.00
BX2414-BOLT ON CUTTING EDGE

Suggested List Price w/ Options: \$17,767.00

FREIGHT INTO Bldg
*\$1,050.00**TOTAL \$18,817.00**(Discount)**TOTAL \$17,000.00*

*Taxes, shipping & handling, surcharges, assembly charges, destination, freight and/or delivery charges are not included.

This MSRP configuration program is for informational purposes only. In all instances, the user of this program must consult with an authorized Kubota Dealer for complete purchase, warranty and safety information. Special pricing and promotions may be available on certain models. See your Kubota Dealer for details and individuals Dealer product pricing. All prices are shown in U.S. Dollars. Quotes are for products sold in the United States only.

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BILLINGS KUBOTA, INC.ASV • Beltec • Brillon • Land Pride
May-Bridge • Sweepster**BRUCE RUSH**
PresidentPhone (406) 245-6702
Fax (406) 245-1259
1-800-775-32665548 Holiday Avenue
Billings, MT 59101
bruce@bigs-kubota.com
www.kubota.com



JOHN DEERE



Quote Summary

Prepared For:

City Of Laurel Waste Water Utilities
Po Box 10
Laurel, MT 59044
Business: 406-628-7431

Prepared By:

James Baker
C & B Operations, LLC
5121 Midland Road
Billings, MT 59101
Phone: 406-248-7787
bakerj@deereequipment.com

Quote Id: 20434523

Created On: 13 September 2019

Last Modified On: 13 September 2019

Expiration Date: 31 October 2019

Equipment Summary	Suggested List	Selling Price	Qty	Extended
2019 JOHN DEERE 1025R Sub- Compact Utility Tractor (18 PTO hp) - 1LV1025RPPK192543	\$ 15,272.00	\$ 12,146.68 X	1 =	\$ 12,146.68
2019 JOHN DEERE 120R Loader - 1P0120RXCKD071215	\$ 3,700.00	\$ 3,121.98 X	1 =	\$ 3,121.98
2019 JOHN DEERE 54D In. Mid- Mount Side Discharge Mower (1 Family Tractors) - 1M01054DCKM100543	\$ 2,399.00	\$ 1,913.04 X	1 =	\$ 1,913.04
Equipment Total				\$ 17,181.70

Quote Summary

Equipment Total	\$ 17,181.70
SubTotal	\$ 17,181.70
Est. Service Agreement Tax	\$ 0.00
Total	\$ 17,181.70
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 17,181.70

Salesperson : X _____

Accepted By : X _____



Product Quotation

Quotation Number: 31726D031804

Date: 2019-10-15 11:47:10

Ship to	Bobcat Dealer	Bill To
City of Laurel	Bobcat of Big Sky, Inc., Billings, MT	City of Laurel
Laurel, MT	2125 OLD HARDIN ROAD BILLINGS MT 59101 Phone: (406) 252-0822 Fax: (406) 256-8611	Laurel, MT
Contact: Steve Matteson Phone: 4062520822 Fax: 4062568611 Cellular: 4068559030 E Mail: smatteson@bobcatofbigsky.com		

Description	Part No	Qty	Price Ea.	Total
CT2035 Compact Tractor	M1605	1	\$21,282.00	\$21,282.00
Bobcat CT2035 HST	Four Wheel Drive			
Glow Plug Engine Pre-Heat	Rear Differential Lock			
Electric Key Shutoff	Brakes, Wet Multi Disc			
Horn	Loader Joystick & Valve			
Cupholder	Fuel Heater (excluded CT2025)			
Vinyl Suspension seat, w/ retractable seat belt	Rear PTO			
Hydrostatic Power Steering	PTO Shield			
Floor Mat	Three-Point Hitch, Category 1			
Instrumentation: Hourmeter, tachometer, engine temperature, fuel gauge, and warning lights	Hydraulic Three Point Lift Position Control System			
Lights: headlights, tail lights, brake lights, hazard flashers and turn signals	Lift rod Turnbuckle			
Safety Interlock System	Draw Bar, Adjustable			
ROPS two post, Foldable *	Tires: Bobcat Industrial Tires			
Parking Brake	27 x 8.5 15 Front; 15 19.5 Rear			

Factory Installed	Assembled Tractor with Assembled Loader	M1605-R01-C01	1	\$415.00	\$415.00
	FACTORY INSTALLED FL8	M1605-A01-C01	1	\$4,279.00	\$4,279.00
Dealer Installed	MID PTO Kit	7378612	1	\$455.00	\$455.00

Total of Items Quoted	\$26,431.00
Discount Municipal Bid	(\$6,127.00)
Quote Total - US dollars	\$20,304.00

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____ Date: _____

Item Attachment Documents:

9. Review the Comp/Overtime Report for Pay Period Ending 10/06/2019.

* REIMBURSED OT *

Division: POLICE

Submitted by: LANGLIT

Total = 2834.58

$$\begin{array}{r} 28 \times (20.95 \times 1.5) = 879.90 \\ 4 \times (22.64 \times 1.5) = 135.84 \\ 9 \times (23.64 \times 1.5) = 319.14 \\ 3 \times (24.24 \times 1.5) = 118.08 \\ \hline 1452.96 \end{array}$$

PPE: 10/6/19

Division: Wap

Submitted by: Jeffrey M. Miller

Total = 74.61

Comp and Overtime Report

PPE: 10/6/19

Division: WWTP + WTP

Submitted by: Kelly Strucker

Reason	Rate
--------	------

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/30	8		J. Sawyer	Cover for Dylan Bercement	24.96
	8				
	x 1.5				
	12 Comp hours				
				12 x 24.96 =	299.52
					=
<div>Total \$ 299.52</div>					

