



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 27, 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 April 13, 2021 Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council, claims entered through 04/22/2021.
4. Review and approve December 2020 Utility Billing Adjustments.
5. Review and approve January 2021 Utility Billing Adjustments.
6. Review and approve February 2021 Utility Billing Adjustments.
7. Review and approve the March 2021 Utility Billing Adjustments.
8. Review and approve the payroll register for pay period ending 04/18/2021, totaling \$192,766.22.

New Business -

Old Business

9. Meal Pay and Drill Pay resolution updates.
10. Cemetery Parking Lot update.

Other Items

11. Review Comp/OT Reports
12. Clerk/Treasurer Update.
13. Mayor Update.

Announcements

14. The next Budget and Finance Committee meeting will be held on May 11, 2021 at 5:30pm.
15. Richard Klose is scheduled to review 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 April 13, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 13, 2021**

Members Present: **Emelie Eaton** **Bruce McGee**
 Richard Klose
Others Present: **Mayor Nelson** **Bethany Langve**

The meeting was called to order by the Committee Chair at 5:32pm.

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 March 23, 2021 Budget and Finance Committee meeting minutes. Bruce McGee moved to approve the minutes of the March 23, 2021 Budget and Finance Committee meeting. Richard Klose seconded the motion, all in favor, motion passed.
2. Review and Approve purchase requisition – The Committee was presented with an increase to a previously approved purchase requisition from for installation of air conditioning in the FAP building. The increase amount was for \$313.00, and there were no questions or comments from the Committee. Richard Klose made a motion to approve the increase to the previously approved purchase requisition for installation of air conditioning in the FAP building. Bruce McGee seconded the purchase requisition, all in favor, motion passed.
3. Review and Approve purchase requisition – The Committee was presented with an increase to a previously approved purchase requisition for repairs to the 2012 street sweeper. The increase amount was for \$423.52, and there were no questions or comments from the Committee. Bruce McGee made a motion to approve the increase to the previously approve purchase requisition for repairs to the 2012 street sweeper. Richard Klose seconded the purchase requisition, all in favor, motion passed.
4. Review and recommend approval to Council, Claims entered through 04/09/2021. The claims and check register had previously been reviewed by the Committee. The Committee asked why there was a claim paying AMR. The Mayor stated the new Ambulance Director has a great relationship with AMR and is purchasing supplies with them to get better pricing. Bruce McGee made a motion to approve the claims entered through 04/09/2021. Richard Klose seconded the motion, all in favor, motion passed.
5. Review and approve Payroll Register for pay period ending 03/21/2021 totaling \$188,095.20. Richard Klose made a motion to recommend approval of the payroll register for pay period ending 03/21/2021 totaling \$188,095.20. Bruce McGee seconded the motion, all in favor, motion passed.
6. Review and approve Payroll Register for pay period ending 04/04/2021 totaling \$199,003.57. The Committee asked why this payroll was greater than the previous payroll. There was a water break that caused double time pay. Richard Klose made a motion to recommend approval of the payroll register for pay period ending 04/04/2021 totaling \$199,003.57. Bruce McGee seconded the motion, all in favor, motion passed.

New Business – None

Old Business –

7. The Mayor stated the Meal Pay and Drill Pay resolutions would be on the next workshop if the City Attorney can get them completed. The Mayor stated he received an email from the Auditors he was waiting for and these resolutions should be on the next workshop.
8. Regarding the cemetery parking lot, the Planning Director was checking on the wording of the transfer. He now has everything he needs for the legal description. The American Legion will need to approve of the contract once it is drafted and approved by the City Attorney. The City is selling the land to the American Legion at a reduced cost. This update will be on the next Budget and Finance meeting.

Other Items –

9. Review the Pay Period Ending 04/4/2021 Comp/Overtime Report. The Committee reviewed the comp/overtime reports and had no questions or comments.
10. Clerk/Treasurer Update – The Clerk/Treasurer stated the new Utility Billing Clerk has begun working and is doing great. She also stated all her staff is back in the office full time, and the office will reopen with limited hours April 26th.
11. Mayor Update – The Mayor stated he has been speaking with Vince Ricci regarding the State providing Laurel money. The Mayor is still working on getting approximately \$1.1 million for the intake project. Laurel should get a hair over a million dollars for the ARC funds. The Mayor is trying to get preliminary engineering drawings done for a new water tank. If the Senate passes the new infrastructure bill, then Laurel should get \$1.6 million and that can be used for a new reservoir. The City would have to match the funds, but we have plenty. FEMA has never audited one of our projects and if they did, they would realize the State had not provided the 25% match for the intake.

Announcements –

12. The next Budget and Finance Committee meeting will be held on April 27, 2021 at 5:30pm.
13. Emelie Eaton 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.

File Attachments for Item:

2. Review and approve purchase requisitions.

PURCHASE
REQUISITIONCITY OF LAUREL
MONTANA
59044Date: 4-22-2021
Fund: Water
Dept.: WaterVENDOR: Hach

VENDOR NO.: _____

Quantity	Fully Itemize	Est. Cost	Account Number
3	Low Range Laser Turbidimeter	13,218-	
1	Shipping	330.45	
Total estimated cost		13,548.45	

The items listed above are a proper charge against the account shown hereon and the services or materials are to be used exclusively for the purpose against which said items are charged.


 Dept. Authorized Signature

Bethany Langve

From: Nathan Herman
Sent: Tuesday, April 20, 2021 7:57 AM
To: Bethany Langve
Subject: Turbidity Meter Quote
Attachments: Turbidity Meter Quote.pdf

Bethany,

Here is the quote for the turbidity meters. The reason there is only one quote is because these are a specialty item and Hach is who we use for these units. The units we are wanting to replace have been in service for 15 years and are will past their working life for the units and parts are harder to find for the older units. Replacing the existing units will standardize all of the turbidity meters to the same unit and all the spare parts and calibration standards will be the same.

Thanks



Nathan Herman
Utility Plants Superintendent
Phone 406-628-4796 Ext. 5401
Email nherman@laurel.mt.gov



Quote

Web Quote Number: 60960801248
Account Number: 069899
Updated On: 04/20/2021
Entered/Placed On: 04/20/2021
Quote Reference Number:

Quote Source: Web
Login Name: waterplant127
Expiration Date: 06/19/2021

Quote List

Line #	Product # / Item	Quantity	Unit Price	Total Price
1	8626900 TU5300sc Low Range Laser Turbidimeter with Flow Sensor, Automatic Cleaning, RFID, and System Check, EPA Version with SC200 Controller (110-240V AC), 1 Channel	3	\$4,406.00	\$13,218.00
Subtotal:				\$13,218.00
Estimated Shipping and Handling:				\$330.45
Total:				\$13,548.45

Shipping, Billing and Payment Details

Contact Information

Nathan M Herman
(406) 860-9209
nherman@laurel.mt.gov

Billing Address

CITY OF LAUREL
Nathan Herman
PO BOX 10
LAUREL, Montana 59044-0010
USA
(406) 628-47965401

Terms and Conditions

- Net 30 Days From Invoice Date
- By placing your Quote, you agree to Hach Standard Terms and Conditions at hach.com/terms.
- Standard shipping rates apply. Please visit hach.com/shippingPolicyAndRates for details.
- Quote is valid until the expiration date.
- Due to U.S. Export Compliance regulations and packaging concerns, online ordering is NOT available for export transactions and orders with ultimate destination or use outside the USA (including Puerto Rico, U.S. Virgin Islands, Guam and other U.S. territories, and APO or FPO addresses). By processing your request, you are certifying the ordered products are not for ultimate use outside the 50 United States.

HACH COMPANY

5600 Lindbergh Drive
PO Box 389
Loveland, Colorado 80539
Tel: 970-669-3050
Fax: 970-669-2932
hach.com

File Attachments for Item:

4. Review and approve December 2020 Utility Billing Adjustments.

BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

ACCOUNTS RECEIVABLE SUMMARY For AP-Year 12-2020

CITY OF LAUREL
09:23:28 - 01/04/2021

Service	Fund	Old Balance	Billings	Payments	[- ----- Adjustments -----]		New Balance
					Auto Distribute	Other	
WATER	5210	236928.77	199719.24	232086.23	-1870.63	-80.46	202610.69
CAP IMP WATER	5210	31165.28	28694.74	30560.68	-657.69	-15.16	28626.49
SEWER	5310	158220.96	129441.85	148571.86	-3949.67	-99.28	135042.00
CAP IMP SEWER	5310	35171.25	31862.92	34105.99	-663.57	-20.00	32244.61
GARBAGE	5410	80262.84	72557.85	77568.22	-1494.52	-28.00	73729.95
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1800.00	750.00	2075.00	-25.00	1050.00	1500.00
WATER SUPPLIES	5210	70.75	75.90	0.00	0.00	0.00	146.65
WTR LINE INS-1	5210	2759.87	2431.51	2583.41	-52.80	-1.80	2553.37
WTR LINE INS-2	5210	306.67	270.16	287.01	-5.88	-0.20	283.74
OVERPAYMENT	5210	-18593.81	0.00	3301.61	8719.76	-1918.96	-15094.62
Grand Totals by Service:		528092.58	465804.17	531140.01	0.00	-1113.86	461642.88

Grand Total by Fund:

Old Balance

New Balance

5210
5310
5410254437.53
193392.21
80262.84220626.32
167286.61
73729.95

APPROVED:

File Attachments for Item:

5. Review and approve January 2021 Utility Billing Adjustments.

BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM
ACCOUNTS RECEIVABLE SUMMARY
For AP-Year 1-2021

CITY OF LAUREL
16:36:02 - 01/29/2021

Service	Fund	Old Balance	Billings	Payments	[- - - - - Adjustments - - - - -]		New Balance
					Auto Distribute	Other	
WATER	5210	202610.69	202967.16	191668.79	-1347.64	-240.06	212321.36
CAP IMP WATER	5210	28626.49	28709.75	26529.00	-478.75	-70.71	30257.78
SEWER	5310	135042.00	135980.09	125343.47	-1350.39	5717.35	150045.58
CAP IMP SEWER	5310	32244.61	31881.29	29284.41	-511.41	-88.39	34241.69
GARBAGE	5410	73729.95	73141.09	66998.25	-1067.65	-123.74	78681.40
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1500.00	650.00	1406.06	0.00	600.00	1343.94
WATER SUPPLIES	5210	146.65	75.90	75.90	0.00	0.00	146.65
WTR LINE INS-1	5210	2553.37	2433.17	2247.30	-34.26	-7.95	2697.03
WTR LINE INS-2	5210	283.74	270.34	249.60	-3.77	-0.88	299.83
OVERPAYMENT	5210	-15094.62	0.00	4669.26	4793.87	-1449.99	-16420.00
Grand Totals by Service:		461642.88	476108.79	448472.04	0.00	4335.63	493615.26

Grand Total by Fund:

Old Balance

New Balance

5210
5310
5410

220626.32
167286.61
73729.95

230646.59
184287.27
78681.40

APPROVED:

File Attachments for Item:

6. Review and approve February 2021 Utility Billing Adjustments.

BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

ACCOUNTS RECEIVABLE SUMMARY

For AP-Year 2-2021

CITY OF LAUREL

16:01:55 - 02/26/2021

Service	Fund	Old Balance	Billings	Payments	[----- Adjustments -----]		New Balance
					Auto Distribute	Other	
WATER	5210	212321.36	196909.79	194508.21	-1552.09	-34.95	213135.90
CAP IMP WATER	5210	30257.78	28716.18	26728.49	-574.39	0.00	31671.08
SEWER	5310	150045.58	130358.58	125110.02	-1546.06	-41.12	153706.96
CAP IMP SEWER	5310	34241.69	31889.37	29547.39	-581.23	-8.93	35993.51
GARBAGE	5410	78681.40	71997.80	68221.66	-1675.76	-524.00	80257.78
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1343.94	525.00	1250.00	0.00	600.00	1218.94
WATER SUPPLIES	5210	146.65	303.10	0.00	0.00	0.00	449.75
WTR LINE INS-1	5210	2697.03	2433.01	2247.20	-38.70	-0.90	2843.24
WTR LINE INS-2	5210	299.83	270.35	249.80	-4.30	-0.10	315.98
OVERPAYMENT	5210	-16420.00	0.00	4336.71	5972.53	-1052.71	-15836.89
Grand Totals by Service:		493615.26	463403.18	452199.48	0.00	-1062.71	503756.25

Grand Total by Fund: Old Balance New Balance

5210	230646.59	233798.00
5310	184287.27	189700.47
5410	78681.40	80257.78

APPROVED:

File Attachments for Item:

7. Review and approve the March 2021 Utility Billing Adjustments.

BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM
ACCOUNTS RECEIVABLE SUMMARY For AP-Year 3-2021

CITY OF LAUREL
16:42:46 - 03/31/2021

Service	Fund	Old Balance	Billings	Payments	[----- Adjustments -----]		New Balance
					Auto Distribute	Other	
WATER	5210	213135.90	191568.46	209691.10	-1491.06	85.41	193607.61
CAP IMP WATER	5210	31671.08	28692.69	31404.06	-474.02	21.60	28507.29
SEWER	5310	153706.96	127720.50	145308.70	-2097.72	-1809.23	132211.81
CAP IMP SEWER	5310	35993.51	31859.99	35314.90	-483.75	27.00	32081.85
GARBAGE	5410	80257.78	71997.91	77505.30	-1005.45	-47.20	73697.74
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	1218.94	600.00	1743.94	-350.00	1450.00	1175.00
WATER SUPPLIES	5210	449.75	302.85	379.00	0.00	0.00	373.60
WTR LINE INS-1	5210	2843.24	2429.11	2746.77	-38.41	2.43	2489.60
WTR LINE INS-2	5210	315.98	269.89	305.19	-4.27	0.27	276.68
OVERPAYMENT	5210	-15836.89	0.00	4886.01	5944.68	-2178.79	-16957.01
Grand Totals by Service:		503756.25	455441.40	509284.97	0.00	-2448.51	447464.17

Grand Total by Fund:

Old Balance

New Balance

5210
5310
5410

233798.00
189700.47
80257.78

209472.77
164293.66
73697.74

APPROVED:

File Attachments for Item:

11. Review Comp/OT Reports

Comp and Overtime Report

PPE: 4/18/21

Division: Clerks Office

Submitted by: Wally Strecker

Reason	Rate
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Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/5	.5		K. Strecker	1/2 hr Lunch, Training	27.93
4/6	1		K. Strecker	Training, Payroll	27.93
	1.5				
	1.5				
	2.25			comp hours	
				$2.25 \times 27.93 =$	62.84 =
<div>Total \$ 62.84</div>					

Comp and Overtime Report

PPE: 4/18/21

Division: Shop

Submitted by: Kelly Strecker

Reason	Rate
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[illegible]

Comp and Overtime Report

PPE: 4/18/21

Division: WTP + WWTP

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/16	8		D. Ceaser	Covered for Dan Sick	25.51
4/8		(8)	W. Spikinger	Cover for HP day off	23.97
	8				
	X 1.5				
	12			comp hours	
				12 X 25.51 =	306.12
					=
				8 OT hours	
				8 X (23.97 X 1.5)	287.64
					=
				Total	\$593.76

Comp and Overtime Report

PPE: 4/18/21

Division: Code/Build Insp. Submitted by: Kelly Stricker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/12	.25		K. Courtney	Building Inspection	24.11
4/13	1		K. Courtney	Council Meeting	24.11
	1.25				
	X 1.5				
	1.88			Comp hours	
				1.88 X 24.11 =	45.33
Total 45.33					

Comp and Overtime Report

PPE: 4/18/21

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/14	.75		E. Grayson	Late Call	
4/15	.5		E. Grayson	ALS Shooting	
4/16	2		E. Grayson	ALS Shooting	
<hr/>					
	3.25				
	X 1.50				
	4.88				
	comp hours				
				4.88 X 16.50 =	80.52
<hr/>					
Total \$ 80.52					