



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, MAY 26, 2020  
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 May 12, 2020 Budget and Finance Committee meeting minutes.
- [2.](#) Review and Approve Purchase Requisition from Street Department for Street Sweeper Repairs.
3. Review and Recommend Approval to Council, Claims Entered Through 05/22/2020.
- [4.](#) Review and Approve the Payroll Register for Pay Period Ending 05/15/2020 Totaling \$6,264.44, and Pay Period Ending 05/17/2020 Totaling \$196,739.84.

**New Business**

**Old Business**

**Other Items**

5. Create Claims Review Schedule for 06/09/2020 and Later.
- [6.](#) Review Comp/OT Reports for Pay Period Ending 05/17/2020.
7. Review Olness & Associates Fiscal Year 2019 Audit Letter.
8. Review Olness & Associates Closing Journal Vouchers for Fiscal Year 2019.
9. Clerk/Treasurer Update.
10. Update from the Mayor.

**Announcements**

11. The Next Budget and Finance Committee Meeting Will be Held on June 9, 2020 at 5:30pm.

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**

**Item Attachment Documents:**

1. Review and Approve the May 12, 2020 Budget and Finance Committee meeting minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, May 12, 2020**

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

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

The Meeting was called to order by Chair Eaton 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.*

**General Items**

- Review and approve the minutes of the April 28, 2020 meeting. Richard Klose made a motion to approve the minutes of the April 28, 2020 Budget and Finance Committee meeting. Scot Stokes seconded the motion to approve the April 28, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Parks Department – The Committee was presented with a purchase requisition from the Parks Department for a new lawnmower. The Committee clarified that this lawnmower is being purchased out of the Elena Maintenance District fund, and the Clerk/Treasurer confirmed the lawnmower is being purchased with those funds. The Committee asked if a lawnmower was purchased for Elena approximately five years ago. The Clerk/Treasurer stated that was prior to her time, however she would find out. The Committee commented these are expensive lawnmowers to be replacing every five years, however if they are needed it must be approved. The Committee asked if the trees were ever planted at Elena, as they were in the budget. The Clerk/Treasurer stated the trees were not planted due to the worry of their survival. Some of the current trees at Elena are dying and the City Staff doesn't want to play more only to have them die. Emelie Eaton made a motion to approve the purchase requisition from the Parks Department for the purchase of a new lawnmower for the Elena Maintenance District. Richard Klose seconded the motion to approve the purchase requisition from the Parks Department for the purchase of a new lawnmower for the Elena Maintenance District, all in favor, motion passed.
- Review and approve purchase requisition from the Mayor – The Committee was presented with a purchase requisition from the Mayor for an audio and video upgrade for the City Council Chambers. The Mayor stated this upgrade would provide the Council with current audio equipment. This new equipment would allow the Council Secretary to better hear the meeting for transcription of Council Minutes, allow the public to hear on the Facebook Live feed, and allow the Council to hear each other via the upgraded mic/speaker units. The Committee agreed this upgrade was much needed, however there was concern regarding the use of funds at this time. Richard Klose made a motion to approve the purchase requisition from the Mayor for the purchase of an upgrade to the audio and video system in the City Council Chambers. Emelie Eaton seconded the motion to approve the purchase requisition from the Mayor for the purchase of an upgrade to the audio and video system in the City Council Chambers, all in favor, motion passed.

- Review and approve the March 2020 Utility Billing Adjustments. The Committee reviewed the March 2020 utility billing adjustments and had no questions. Scot Stokes made a motion to approve the March 2020 Billing Adjustments. Richard Klose seconded the motion to approve the March 2020 Billing Adjustments, all in favor, motion passed.
- Review and approve the April 2020 Utility Billing Adjustments. The Committee reviewed the April 2020 utility billing adjustments and had no questions. Scot Stokes made a motion to approve the April 2020 Billing Adjustments. Emelie Eaton seconded the motion to approve the April 2020 Billing Adjustments, all in favor, motion passed.
- Review and approve the February 2020 Month End Balancing Sheet. The February 2020 Month End Balancing Sheet was reviewed by the Committee and they had no questions or comments. Scot Stokes made a motion to approve the February 2020 Month End Balancing Sheet. Richard Klose seconded the motion to approve the February 2020 Month End Balancing Sheet, all in favor, motion passed.
- Review and approve the February 2020 Financial Statements. The February 2020 Financial Statements were reviewed by the Committee and they had no questions or comments. Richard Klose made a motion to approve the February 2020 Financial Statements. Scot Stokes seconded the motion to approve the February 2020 Financial Statements, all in favor, motion passed.
- Review and approve the March 2020 Month End Balancing Sheet. The Clerk/Treasurer stated there is a \$30.00 discrepancy on this balancing sheet. She is still investigating it and when she finds her error, she will bring an updated balancing sheet to the Committee. The March 2020 Month End Balancing Sheet was reviewed by the Committee and they had no questions or comments. Richard Klose made a motion to approve the March 2020 Month End Balancing Sheet. Scot Stokes seconded the motion to approve the March 2020 Month End Balancing Sheet, all in favor, motion passed.
- Review and approve the March 2020 Financial Statements. The Clerk/Treasurer stated she would bring updated financial statements after she finds the \$30.00 discrepancy on the balancing sheet. The March 2020 Financial Statements were reviewed by the Committee and they had no questions or comments. Scot Stokes made a motion to approve the March 2020 Financial Statements. Richard Klose seconded the motion to approve the March 2020 Financial Statements, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 04/10/2020, 04/24/2020, and 05/08/2020. The Claims Detail reports and the Check Registers were reviewed for accuracy prior to the meeting by the Committee. There were no questions or comments regarding the claims. Emelie Eaton made a motion to recommend approval to Council the claims entered through 04/10/2020, 04/24/2020, and 05/08/2020. Scot Stokes seconded the motion to recommend approval to Council the claims entered through 04/10/2020, 04/24/2020, and 05/08/2020, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 03/22/2020 totaling \$190,913.95. The two-page summary was reviewed, signed, and dated. Emelie Eaton made a motion to approve the payroll register for pay period ending 03/22/2020 totaling \$190,913.95. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 04/05/2020 totaling \$199,986.56. The two-page summary was reviewed, signed, and dated. Richard Klose made a motion to approve the payroll register for pay period ending 04/05/2020 totaling \$199,986.56. Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 04/19/2020 totaling \$217,221.85. The two-page summary was reviewed, signed, and dated. Scot Stokes made a motion to



approve the payroll register for pay period ending 04/19/2020 totaling \$217,221.85. Richard Klose seconded the motion, all in favor, motion passed.

- Review and approve Payroll Register for pay period ending 05/03/2020 totaling \$206,213.59. The two-page summary was reviewed, signed, and dated. Richard Klose made a motion to approve the payroll register for pay period ending 05/03/2020 totaling \$206,213.59. Bruce McGee 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 03/08/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 03/22/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 04/05/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 04/19/2020. The Committee reviewed the report and had no questions or comments.
- Review the Comp/Overtime Report for pay period ending 05/03/2020. The Committee reviewed the report and had no questions or comments.
- Review the February 2020 Journal Vouchers. The Committee reviewed the February 2020 Journal Vouchers and had no questions or comments.
- Review the March 2020 Journal Vouchers. The Committee reviewed the March 2020 Journal Vouchers and had no questions or comments.
- Clerk/Treasurer Update – The Clerk/Treasurer stated she had nothing at this time.
- Update from the Mayor – The Mayor stated he may begin allowing the subcommittees to have meetings out in the Council Chambers with masks if they adhere to the social distancing requirements. He stated the Committees would need to ensure that the public can participate in the meetings either in person or via Facebook Live. The Committee asked if the County Health Officer has pushed back on meetings being held. The Mayor stated he would know more after his policy meeting the next day. He stated that Billings is not holding any meetings at this time in person. The Mayor stated he is trying to get some code changes to Council by the 19<sup>th</sup> of May or the 2<sup>nd</sup> of June. He would like to have them approved by July 1<sup>st</sup>. The Committee asked if there has been any word regarding the cancellation of 4<sup>th</sup> of July. The Mayor stated he has not heard anything yet. The Committee asked what was going to happen with regards to the pool opening. The Mayor stated that with the Council voting down the YMCA contract, and the requirements of phase 2, it does not look like the pool will be open this year. He is afraid that COVID-19 is going to affect a lot of summer activities throughout the State.

#### **Announcements –**

- The next Budget and Finance Meeting will be held on Tuesday May 26, 2020 at 5:30pm
- Bruce McGee will be reviewing claims for the next meeting
- The meeting was adjourned at 6:15pm

Respectfully submitted,

Bethany Langve  
Clerk/Treasurer

**NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.**

DRAFT

**Item Attachment Documents:**

2. Review and Approve Purchase Requisition from Street Department for Street Sweeper Repairs.

**CITY HALL**

115 W. 1st. St.

**PUB WORKS: 628-4796**

PWD FAX: 628-2241

**WATER OFFICE: 628-7431**

WTR FAX: 628-2289

**MAYOR: 628-8456**

# City of Laurel

P.O. Box 10  
Laurel, Montana 59044



Clerk/Treasurer

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DEPARTMENT

May 26, 2020

To: Budget and Finance Committee Members

From: Street Department

The Street Department is presenting a purchase requisition for repairs to the 2012 Street Sweeper. The Street Sweeper had a pump fail, and this led to the contamination of the entire sweeper hydraulic system with metal shavings. The repairs include installation of a new pump and the cleaning of all hydraulic lines, and reservoirs.

There is only one quote for these repairs as Titan Machinery is the only provider of these types of repairs locally.

Date: 5-22-2020  
Fund: Streets  
Dept.: Streets

# PURCHASE REQUISITION

CITY OF LAUREL  
MONTANA  
59044

VENDOR: Titan Machinery  
1728 Old Hardin Rd  
Billings MT 59101

VENDOR NO.: 1302

Quantity	Fully Itemize	Est. Cost	Account Number
1	Street Sweeper Repairs : New Pump Clean hydraulic lines	20879.40	2500.330.430200.944
Total estimated cost		20879.40	

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



BILLINGS  
1728 OLD HARDIN RD  
BILLINGS MT 59101-6556  
Phone: 406-259-5500  
Phone: 800-548-7747  
Fax: 406-259-8559

## SERVICE QUOTE

# **TITAN** **MACHINERY**

*See us for all of your  
Parts and service solutions*

**Sold To:** 1449310  
CITY OF LAUREL  
PO BOX 10  
LAUREL MT 59044-4001

**Open Date:** 05/18/2020  
**Ship To:** 68495  
TITAN MACHINERY  
1728 OLD HARDIN RD  
BILLINGS MT 59101-6556

<b>Quote #:</b>	1163174 CL	<b>Make:</b>	ELG
<b>Sold by:</b>	MARK FREY	<b>Model:</b>	PELICAN
<b>Cust PO:</b>		<b>Serial #:</b>	NP22670
<b>Cust Fleet#:</b>	PELICAN	<b>Tag:</b>	2317866
		<b>Hours:</b>	2036

### Service Quote Summary

#### WO #

1969933 SV DIAG & REPAIR NO GRD DRIVE

#### Estimated Charges

\$20,879.40

### TOTAL QUOTE

\$20,879.40

☒ \_\_\_\_\_  
**Phone:** 406-628-4796  
**Cell Phone:** 406-628-4796

**TAX NOT INCLUDED IN TOTAL QUOTE**  
**QUOTE PRICES GOOD FOR 30 DAYS**

I hereby authorize the repair work to be done as described above on the machine(s) named hereon. All repair parts are to be billed at your regular price.  
I agreed to pay cash for such repair parts and labor on delivery of machine(s) or on terms satisfactory to you and until paid in full any unpaid balance  
shall constitute a lien on this machinery.  
I further agree that you will not be held responsible for loss or damage to said machinery from fire, theft, or other causes beyond your control.

- QUOTE -

## BILLINGS

Sold To: CITY OF LAUREL  
SERVICE ORDER: 1163174

WO#: 1969933 SV DIAG & REPAIR NO GRD DRIVE

**Comments:** CONCERN: MACHINE HAS NO GROUND DRIVE  
CAUSE: HYDROSTATIC PUMP FAILURE  
CORRECTION:  
>INITIAL DIAGNOSIS PERFORMED IN FIELD  
>CONTINUED DIAGNOSIS IN SHOP DETERMINED FAILED PUMP  
>METAL CONTAMINATION IN SYSTEM  
>REMOVE ENGINE & PUMP ASSEMBLY  
>REPLACE PUMP WITH NEW  
>REPLACE HYD MOTORS (2) WITH NEW  
>CLEAN ALL ASSOCIATED HYD LINES  
>INSPECT HYD RESERVOIR & CLEAN  
>ADVISE IF HYD RESERVOIR IS CONTAMINATED BY BYPASS FLUID  
>RENEW HYDRAULIC OIL & ELEMENT  
>REASSEMBLE & RUN TEST 2 HRS  
>R&R FILTER ELEMENT, CUT & INSPECT

### Labor:

Description	Estimated Amount
Labor	\$0.00
Field Diagnosis	\$627.90
Shop diagnosis	\$1,610.00
Remove component & clean	\$2,520.00
Re-install & run test	\$2,800.00
Inspect filter & adjust	\$280.00
Shop Supplies/EPA Charge	\$350.00
Shop Supplies	\$0.00
<b>Total Labor</b>	<b>\$8,187.90</b>

### Parts:

Qty	Part Number	Description	Price	Ext. Price
2	1115900-PRO	MOTOR-HIB BENT AXIS, VAR DISP	\$3,790.00	\$7,580.00
1	1106969-PRO	PUMP-69CC H1 AXIAL PISTON	\$3,920.00	\$3,920.00
2	7970171-PRO	HYDRAULIC FILTER	\$283.75	\$567.50
8	87299897-CAS	AW68 HYD FLUID 5GAL / 18.93L	\$78.00	\$624.00
<b>Total Parts</b>				<b>\$12,691.50</b>
			<b>Total WO</b>	<b>\$20,879.40</b>

- QUOTE -

**Item Attachment Documents:**

4. Review and Approve the Payroll Register for Pay Period Ending 05/15/2020 Totaling \$6,264.44, and Pay Period Ending 05/17/2020 Totaling \$196,739.84.

05/19/20  
16:10:04

CITY OF LAUREL  
Payroll Register  
For Payrolls from 05/22/20 to 05/22/20

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Report ID: P100

Total for Payroll Checks  
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	Employee	Employer	Amount
	-----	-----	-----
ADD1 HOURS (Additional lump sum pay)	0.00		23.08
ADD2 HOURS (Addtl lump sum - On call)	0.00		346.17
ADD3 HOURS (Interim - Amb. Director)	0.00		400.00
ADDG HOURS (Longevity)	0.00		2,371.68
ADDL HOURS (Additional)	0.00		1,101.21
ADDT HOURS (Transport pay)	0.00		97.50
COMA HOURS (Comp Time Accumulated)	59.25		
COMP HOURS (Comp Time Used)	58.00		1,421.33
J015 HOURS (STEP-YRS OF SER)	17.00		820.00
J018 HOURS (LIB.FEDERATION)	0.00		68.57
J024 HOURS (FIELD TRAINING)	84.00		84.00
LV1 HOURS (Use Saved Hol.)	20.00		463.56
OVER HOURS (Overtime - shift 1)	198.50		5,546.23
PERS HOURS (Personal Time Used)	45.50		1,071.63
REG HOURS (Regular Time)	4,977.00		113,986.56
REG1 HOURS (Additional to regular)	150.00		3,207.06
REG3 HOURS (Addition to regular pay)	64.00		1,597.44
REGA HOURS (Amb on-call Pay)	93.00		301.50
SHF2 HOURS (Shift 2 Differential)	315.00		225.05
SHF3 HOURS (Shift 3 Differential)	227.00		210.20
4FA HOURS (Overtime Diff.-shift 2)	6.50		6.97
4FE HOURS (Overtime Diff.-shift 3)	1.00		1.50
SICK HOURS (Sick Time)	98.75		2,300.38
VACA HOURS (Vacation Time Used)	113.75		2,705.17
 GROSS PAY	138,356.79	0.00	
NET PAY	95,240.02	0.00	
AFLAC	191.94	0.00	
AFLAC 125	378.95	0.00	
AFSCME #303	378.37	0.00	
AFSCME #316	553.75	0.00	
ALTANA	385.00	0.00	
CAF 125-MEDICAL	293.35	0.00	
COLLIFE	57.98	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,222.06	
DENTAL-CAF125	439.87	0.00	
FIT	11,663.46	0.00	
GARNISHMENT	240.67	0.00	
HSA-CAF 125	162.50	0.00	
HSA-MEDICAL	0.00	448.77	
MEDICAL LIFE	0.00	210.02	
MEDICARE	1,953.70	1,953.70	
MPORS	2,620.19	4,195.18	
MPPA	221.98	0.00	
P.E.R.S.	8,036.45	8,819.69	
PACIFIC - CAF 12	2,397.54	0.00	
PACIFIC SOURCE	0.00	28,236.76	

05/19/20  
16:10:04

CITY OF LAUREL  
Payroll Register  
For Payrolls from 05/22/20 to 05/22/20

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PERS-SPALINGER	150.00	0.00
SEG CU	50.00	0.00
SIT	6,186.00	0.00
SOCIAL SECURITY	6,463.34	6,463.34
UNEMPL. INSUR.	0.00	200.85
VISION-CAF125	109.42	0.00
VSP - VISION	0.00	204.12
WORKERS' COMP	0.00	6,428.56
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	123,931.02	0.00
MEDICARE BASE	134,737.66	0.00
PERS BASE	131,497.31	0.00
SOC SEC BASE	104,248.36	0.00
UN BASE	133,867.04	0.00
WC BASE	136,505.84	0.00

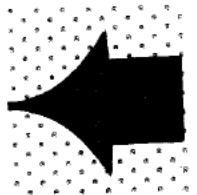
Total 58,383.05  
Total Payroll Expense (Gross Pay + Employer Contributions): 196,739.84

# of Employees 92 # of Checks 92

Prepared by:

Approved by:

*Kelly Strecker*





**Item Attachment Documents:**

6. Review Comp/OT Reports for Pay Period Ending 05/17/2020.

\*REIMBURSED OT\*

+ COVID-19 +

# Comp and Overtime Report

PPE: 5-17-20

Division: POLICE

Submitted by: LANGVE

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5-17-20	(4)		ANGLIN	SCHEDULED OT	23.64
5-13-20	(1)		BAUMGARTNER	[REDACTED]	-02966 23.64
5-14-20	(4)		BAUMGARTNER	SCHEDULED OT	23.64
* 5-4-20		(6)	BOOTH	OUT TASK FORCE OT	23.64
5-5-20		(3)	BOOTH	[REDACTED]	1P2020-03 11 23.64
5-17-20		(4)	BOOTH	SCHEDULED OT	23.64
* 5-5-20		(4)	BREW	DEA OT	26.24
* 5-14-20		(2)	BREW	DEA OT	26.24
5-14-20	(4)		BRYANT	SCHEDULED OT	26.24
5-6-20		(1/2)	CORTESE	[REDACTED]	20-0271 23.64
* 5-7-20		(4 1/2)	CORTESE	OUT TASK FORCE OT	23.64
5-17-20		(4)	CORTESE	SCHEDULED OT	23.64
5-5-20		(3)	JOHNSON	RESERVE ACADEMY	24.68
5-6-20		(2 1/2)	JOHNSON	RESERVE ACADEMY	24.68
5-7-20	(2 1/2)		JOHNSON	RESERVE MEETING	24.68
5-14-20	(4)		JOHNSON	SCHEDULED OT	24.68
5-17-20	(4)		MCFARLAND	SCHEDULED OT	22.64
5-17-20		(4)	PITTS	SCHEDULED OT	30.71
5-4-20	(2 1/2)		RASMUSSEN	[REDACTED]	34 23.64
5-14-20	(4)		RASMUSSEN	SCHEDULED OT	23.64
5-11-20		(1 1/2)	SENGWICK	[REDACTED]	23.64
5-16-20		(1 1/2)	SENGWICK	[REDACTED]	26 23.64
5-17-20		(4)	SENGWICK	SCHEDULED OT	23.64
+ 5-9-20		(8)	SWAN	AMLEA OT DUE TO COVID-19 SCHEDULE	22.64 CHANGES
+ 5-10-20		(8)	SWAN	MLEA OT DUE TO COVID-19 SCHEDULE	22.64 CHANGES
30					
x 1.5					
45 comp hours					
16 X 22.64 =					135.84
23.25 X 23.64 =					549.63
9.75 X 24.68 =					240.63
6 X 26.24 =					157.44
					<u>1083.54</u>

59.50 OT hours

on next page

## Comp and Overtime Report

PPE: 5/17/20

Division: Police Dept

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	59.5	OT	hours		
				14 x (22.64 x 1.5) =	543.36
				38 x (23.64 x 1.5) =	992.88
				5.5 x (24.48 x 1.5) =	203.61
				6 x (26.24 x 1.5) =	236.16
				4 x (30.71 x 1.5) =	184.26
					2160.27
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;"> <p>total \$ 3243.81</p> </div>					



# Comp and Overtime Report

PPE: 5/3/2020

Division: Shop

Submitted by: Kelly Trecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/4	.5		A. Arnison	Valve Turn on	24.15
5/4	.5		I. Baker	Valve Turn on	24.15
5/9	5.5		B. Letter	Spray Cemetery	23.50
5/4	.5		D. Saylor	Longer Route - Southside	24.87
5/7		(2.5)	P. Wolcott	Call out for drain Clean	17.60
5/13	2.5		A. Arnison	Call out - water main	24.15
<hr/>					
	9.50				
	11.5				
	14.25				
				8.25 x 23.50 =	193.88
				5.25 x 24.15 =	126.79
				.75 x 24.87 =	18.65
					339.32
					<hr/>
				2.5 OT hours	
				2.5 x (17.60 x 1.5)	106.00
					<hr/>
<hr/>					
Total 1123.91					

## Comp and Overtime Report

Division: Ambulance

Submitted by:

19