



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JULY 28, 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 July 7, 2020 Budget and Finance Committee meeting minutes.
2. Review and Approve the July 14, 2020 Budget and Finance Committee meeting minutes.
3. Review and Approve Purchase Requisitions.
4. Review and Approve the April 2020 Month End Balancing Sheet.
5. Review and Approve the May 2020 Financial Statements.
6. Review and Recommend Approval to Council, Claims Entered Through 07/24/2020.
7. Review and Approve the Payroll Register for PPE 07/12/2020 totaling \$205,013.55.

New Business

Old Business

8. Discussion regarding the Enterprise Equipment lease program with KIOS Brothers.

Other Items

9. Review Comp/OT Report for PPE 07/12/2020.
10. Clerk/Treasurer Update.
11. Mayor Update.

Announcements

12. The Next Budget and Finance Committee Meeting will be held on August 11, 2020 at 5:30p.m.
13. Emelie Eaton will be Reviewing Claims for the Next Meeting.

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

File Attachments for Item:

Review and Approve the July 7, 2020 Budget and Finance Committee meeting minutes.

The Committee expressed concerns about taking mills away from General Fund. The Committee talked about the ambulance personnel hired and the costs associated with them. The Committee asked if AMR was involved with the staffing. The Mayor explained all the full-time ambulance personnel are City Staff, and not associated with AMR. He further explained that all costs associated with the Ambulance Department was the responsibility of the City. The Committee asked how the Ambulance Department budget was doing. The Clerk/Treasurer explained the Ambulance Department had not adjusted their budget, per the Mayor's memo. The Committee asked about the safety mill levy. The Mayor explained the safety mill levy was still being talked about by the Emergency Services Committee. He stated the likelihood of the safety mill levy being passed during this budget cycle was slim. He explained the process of getting the mill levy on a ballot and the timing. The Committee asked if the Emergency Services Committee felt the mill levy would pass. The Mayor stated the Emergency Services Committee felt the safety mill levy would be passed by the community, as they are very supportive of our First Responders. The Mayor stated there are no hard numbers ready to be talked about yet.

The Committee talked about the three enterprise funds, and how they are doing financially. The Clerk/Treasurer stated the City Mechanic and Public Works Superintendent were going to attend the July 14th Budget and Finance Committee meeting to talk about the garbage trucks. She stated one of the trucks caught fire, and the newest one had a transmission failure. The transmission failure seems to be covered under warranty. The Mayor stated the Solid Waste funds needs money for a new trash truck, however there is no way to currently save money for one. The expenditures for the Solid Waste Fund exceed the revenues generated. The amount of money being paid for the Billings landfill is increasing. The Committee agreed that a conversation regarding increasing the Solid Waste fees needed to happen with full Council. The Clerk/Treasurer stated the Solid Waste Fund needed a mechanism to save for replacement of equipment. She stated that both the Water and Sewer Funds had these mechanisms but for some reason Solid Waste does not. The Committee asked how this type of mechanism would be put into place. The Clerk/Treasurer stated it would need to be a resolution passed by Council directing the Mayor and/or Clerk/Treasurer to begin putting X amount of money into a replacement and depreciation cash account. The Mayor stated the Water Department is going to need to repaint the water tower this next fiscal year.

The Committee asked about the Planning Fund and what the Mayor was going to do to fix the cash deficit. The Clerk/Treasurer explained the Planning Director increased most of the fees associated with the Planning Department. She stated this should help with the cash deficit. The Mayor stated the Planning Department has been utilizing KLJ for assistance, for the Growth Management Plan, and this has increased the amount of expenditures for the year.

The Committee asked about the General Fund Budget. The Clerk/Treasurer stated she is very concerned about the upcoming two fiscal years. She stated COVID-19 is going to have future effects on the revenues of the entire State. She stated she is concerned with the decrease in interest revenues, and the future of Gas Tax, Gambling, Entitlement Share, and Grant revenues. She stated she is also concerned about the future of Unemployment rates. The Clerk/Treasurer also stated she is trying to keep as much cash in General Fund as possible. She talked with the Mayor and they both agree to not transfer Capital Improvement funds out of General Fund for this next budget. The Clerk/Treasurer state she wants the money to stay in General Fund just in case it is needed there. The Committee asked if all the

departments have held their budgets according to the Mayor's request. The Clerk/Treasurer stated the Fire Department budget was increased but that has been rectified. The Mayor stated the Courts could potentially need additional funding to attend a training session. They are getting a new Enterprise System, and the training is scheduled to take place in New Orleans. The Committee asked how any reductions to the tax revenues would affect the overall budget. The Clerk/Treasurer stated any decrease to tax revenue would cause a need to a decrease in appropriations. She stated the budgets will increase due to wage increases. The Committee commented the taxable values will determine a lot.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday July 14, 2020 at 5:30pm

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 the July 14, 2020 Budget and Finance Committee meeting minutes.

requisition from the Solid Waste Department for the purchase of new transmission for the newest garbage truck, all in favor, motion passed.

- Review and approve the June 2020 Utility Billing Adjustments. The Committee reviewed the June 2020 utility billing adjustments and had no questions. Richard Klose made a motion to approve the June 2020 Billing Adjustments. Bruce McGee seconded the motion to approve the June 2020 Billing Adjustments, all in favor, motion passed.
- Review and recommend approval to Council Claims entered through 07/10/2020. The Claims Detail reports and the Check Registers were reviewed for accuracy prior to the meeting, by the Committee. There was a question regarding the Mayor's new phone. The Mayor stated it was a new phone, and not a broken phone. There was a question regarding a purchase from Fowl Play. The Public Works Superintendent stated there was a water break on a Saturday that lasted most of the day. He stated lunch was purchased from Fowl Play for the staff working on the break. There was a question regarding a \$768.00 purchase from Reese and Ray's IGA. The Mayor stated that is not unusual depending on what is being stocked for the City. Coffee, cups, etc. are purchased for all City Departments from Reese and Ray's IGA. There was a question regarding a purchase from Best Buy for \$101.00. The Mayor stated that would need to come from the Clerk/Treasurer, as he does not know what it is for. There was a question regarding a flower purchase. The Budget and Finance Chair stated there was a relative, of an employee, that died, and the City sends flowers for that. There was a question regarding a Dragon Palace purchase. The Mayor stated this was probably a lunch for staff. There was a question regarding a \$1,500 purchase from Headsets Direct for the Clerk's office. The Mayor stated these are new headsets for the Clerk's Office. He stated these headsets are for the new VOIP phones and allow the Clerk's to move around the office while being on the phone. There was a question regarding a cell phone holder car wash. The Mayor looked at the claim register and said it was for the Fire Department and it was an ACE Hardware purchase. He stated he would get the Clerk/Treasurer to pull the receipt. Scot Stokes made a motion to recommend approval to Council the claims entered through 07/10/2020. Bruce McGee seconded the motion to recommend approval to Council the claims entered through 07/10/2020, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 06/28/2020 totaling \$227,342.91. The Committee asked why the payroll amount was so high. The Mayor explained there was a lot of overtime on this report. He anticipated this would be reduced in the next month, as Ambulance should not have as much. The Mayor stated the hiring of the Ambulance Director should happen in the next few weeks. After the Director is hired, he expected the Ambulance Department would begin doing more transports to generate revenue. The two-page summary was reviewed, signed, and dated. Bruce McGee made a motion to approve the payroll register for pay period ending 06/28/2020 totaling \$227,342.91. Richard Klose seconded the motion, all in favor, motion passed.

New Business

- The Public Works Superintendent, Matt Wheeler, gave a brief introduction to the Committee regarding what KOIS Brothers was going to present, and how this lease came to the attention of the department. He stated the dollar amounts are large, but the equipment proposed in the lease is expensive. The Public Works Superintendent introduced Roy Pilcher and Ernie Kois from Kois Brothers Equipment co. The company is 52 years old and has worked with the City for a number of years. 65% of their business is with Municipalities. Ernie went over the useful life of equipment and maintenance. He stated servicing equipment can be done in Billings. This cuts down on costs and length of time equipment can be down. He stated lease programs provides certainty for budgeting. He

stated a sewer trucks are \$550,000, and garbage trucks are \$300,000 a piece, and a street sweeper is \$225,000. He stated a lease program allows for budgeting annually or monthly payments. He stated that trade ins can be used for lease payments. He stated these are tax exempt lease programs, designed for municipalities. Roy stated he designed this lease program to provide \$1,500,000 to be paid over 7-years at \$250,000 a year. This will replace two garbage trucks, a new street sweeper and a sewer combo jet router. This does not take into consideration any trades the City wants to make. After any trade ins are evaluated, a final number could be provided to the City Council. The annual payments of \$247,059.11 are at 3.69% interest, and no trade ins. The Committee asked about the warranty provided with the lease. Ernie stated an extended warranty could be worked into the lease, in order to cover the entire lease timeframe. The Committee was concerned about warranty work if something like a transmission were to fail. Ernie stated the City of Memphis is on a three-year program, and this timeframe provides for a buyback opportunity. The Committee inquired about a service package. Ernie stated there is no service package included in the price.

Old Business - None

Other Items

- Review the Comp/OT report for pay period ending 06/28/2020. The Committee commented about the amount of overtime the Ambulance Department had.
- Clerk/Treasurer Update – The Clerk/Treasurer was not present.
- Update from the Mayor – The Mayor stated there were some discrepancies regarding last weeks meeting. He stated the Library has not officially unionized as union negotiations were not complete. The Committee stated if the number of mills were increased for the Library, the number of mills for General Fund would be decreased. The Mayor stated this is correct. The Committee verified the City Council sets the mills for all funds, and the Mayor verified that was correct. The Mayor stated all the departments have not received an increase for at least two years. He stated there are substantial concerns regarding the State’s revenues. The Committee asked if changes to the budget can be recommended at the Budget Workshop meeting. The Mayor verified this is correct. The Mayor stated he is going to draft a conservative budget as there are concerns about legislature trying to take the million-dollar entitlement share the General Fund receives every year. He stated the City is not going to replace the water billing clerk position, and another employee is being laid off the end of July. He stated this is to try to save money in General Fund.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday July 28, 2020 at 5:30pm
- Bruce McGee will be reviewing claims for the next meeting
- The meeting was adjourned at 6:20pm

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:

4. Review and Approve the April 2020 Month End Balancing Sheet.

CITY OF LAUREL
MONTH OF APRIL 2020

BANK BALANCE			
Petty Cash- Accounting		\$ 600.00	
Petty Cash-PWD			
Petty Cash-Court		\$ 100.00	
Yellowstone Bank - MAIN 4014081		\$ 9,071,644.01	
Western Security Bank		\$ 100,290.05	
ALTANA - Share Account		\$ 31.64	
ALTANA		\$ 104,893.35	
SEG		\$ 102,704.99	
Investments STIP CI LRLESC97		\$ 349,381.72	
Investments STIP LAUREL97		\$ 5,239,901.74	
Statement Balance - YB A/C 9214534 MM SAVINGS		\$ 5,319,442.54	
Statement Balance - YB A/C 4036336		\$ 287,317.47	
Statement Balance - Court		\$ 36,720.70	
Total Cash in Bank			\$ 20,613,028.21
ADD:			
OUTSTANDING COURT DEPOSITS		\$ -	
OUTSTANDING COURT DEPOSITS - Deposit Slips		\$ -	
Court Deposit To City In Transit		\$ 11,945.51	
Tax Collections		\$ 53,110.96	
04/30/20 CC		\$ 1,166.60	
04/30/20 CR		\$ 8,141.26	
RV 97028 PINTLER		\$ 1,456.90	
RV 97034 SOLESTONE		\$ 525.00	
RV 97032 MUTUAL OF OMAHA		\$ 103.15	
RV 97033 UNITED HEALTHCARE		\$ 103.76	
RV 97029 CC PINTLER		\$ 25.00	
			\$ 76,578.14
LESS:			
OUTSTANDING FICA			
OUTSTANDING MPORS			
OUTSTANDING PERS - SPALINGER		\$ 8,342.31	
Outstanding Court Checks from Court Bank Statement		\$ (14,109.25)	
Total Reductions to Cash			\$ (5,766.94)
		Ending Bank Balance	\$ 20,683,839.41
SYSTEM BALANCE:			
Beginning System Balance from cash report			\$ 17,629,975.23
ADD RECEIVED			\$ 3,741,712.53
LESS DISBURSED			\$ (687,848.35)
Ending System Balance from cash report			\$ 20,683,839.41
		Difference between Bank and System	\$ 0.00

CITY OF LAUREL MONTANA
APRIL 2020

SYSTEM RECEIVED BALANCE FROM CASH REPORT	\$ 3,741,712.53
BANK RECEIVED BALANCE	\$ 3,741,712.53
SYSTEM-BANK	\$ -

4014081 - CREDITS \$ 3,733,118.87

LESS PREVIOUS MONTHS OUTSTANDING CREDITS	
03/30/20 CR	\$ (15,094.23)
RV 96988 MUTUAL OF OMAHA	\$ (109.73)
RV 96989 UNITED HEALTHCARE	\$ (218.49)
03/31/20 CR	\$ (7,878.41)
03/30/20 CC	\$ (929.47)
RV 96977 PINTLER	\$ (381.00)
RV 96982 SOLESTONE	\$ (25.00)
REVERSAL OF RV 96863 - RETURNED CHECK POSTED AS REVENUE IN ERROR	\$ (530.00)

MARCH TAXES	\$ (44,713.21)
COURT DEPOSIT	\$ (12,770.29)

	\$ (82,649.83)
TOTAL BANK CREDITS LESS PREVIOUS MONTH CREDITS	<u>\$ 3,650,469.04</u>
LESS CURRENT MONTH'S REDEPOSITED CHARGE BACKS	\$ (1,819.89)
	<u>\$ 3,648,649.15</u>

ADD CURRENT MONTHS CREDITS

TAX DEPOSIT	\$ 53,110.96
COURT DEPOSIT	\$ 11,945.51

04/30/20 CC	\$ 1,166.60
04/30/20 CR	\$ 8,141.26
RV 97028 PINTLER	\$ 1,456.90
RV 97034 SOLESTONE	\$ 525.00
RV 97032 MUTUAL OF OMAHA	\$ 103.15
RV 97033 UNITED HEALTHCARE	\$ 103.76
RV 97029 CREDIT CARD AMBULANCE PINTLER	\$ 25.00

JV 1605 INCREASE TO COURT BONDS/RESTITUTION	\$ 325.00
JV COURT INTEREST ADJUSTMENT	

GRANT ACCOUNT CREDITS \$ 10,264.11

	\$ 87,167.25
TOTAL ACCT 4014081 PLUS CURRENT MONTH CREDITS	<u>\$ 3,735,816.40</u>
ADD CURRENT MONTHS CREDITS	

ALTANA INTEREST	
SEG INTEREST	
WSB INTEREST	
BIG STIP INTEREST	\$ 4,249.48
LITTLE STIP INTEREST	\$ 283.34
YSB CHECKING INTEREST	\$ 321.49
MM SAVINGS INTEREST	\$ 1,041.82
TOTAL ALL CREDITS	<u>\$ 5,896.13</u>

\$ 3,741,712.53

CITY OF LAUREL MONTANA

APRIL 2020

SYSTEM DISBURSED BALANCE FROM CASH REPORT	\$	687,848.35
BANK DISBURSED BALANCE	\$	687,848.35
	SYSTEM-BANK \$	-

4014081 - DEBITS		\$	693,147.71
CHARGEBACK	\$	(81.98)	
CHARGEBACK	\$	(205.00)	
CHARGEBACK	\$	(1,532.91)	
CHARGEBACK			
CHARGEBACK			
OUTSTANDING FICA	\$	(1,418.11)	
OUTSTANDING FICA			
OUTSTANDING MPORS			
OUTSTANDING PERS	\$	(8,342.31)	
JV 1610 COURT INTEREST ADJUSTMENT	\$	0.95	
JV 1605 DECREASE TO BONDS/RESTITUTION	\$	6,280.00	
JANUARY FICA DEDUCTED IN FEBRUARY			
JANUARY MPERA DEDUCTED IN FEBRUARY			
		\$	(5,299.36)
TOTAL ACCOUNT 4014081 LESS CHARGE BACKS		\$	687,848.35

	\$	-
TOTAL DEBITS	\$	687,848.35

	\$	-
TOTAL ALL DEBITS	\$	687,848.35

File Attachments for Item:

9. Review Comp/OT Report for PPE 07/12/2020.

Comp and Overtime Report

1/2

PPE: 7-12-20

Division: POLICE

Submitted by: LANGUE

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7-9-20	(4)		ANGLIN	SCHEDULED OT	24.11
7-4-20		(12)	ANGLIN	HOLIDAY WORKED 4 TH OF JULY	24.11
7-12-20	(4)		BAUMGARTNER	SCHEDULED OT	24.11
* 7-3-20		(4)	BOOTH	DUET TASK FORCE	24.11
* 7-4-20		(4)	BOOTH	DUET TASK FORCE	24.11
7-8-20		(4)	BOOTH	TRAINING - A.R.I.D.E.	24.11
7-12-20		(7)	BREW	CALLED OUT SEXUAL ASSAULT - 2020-0563	26.76
* 7-12-20		(3)	BREW	DRUG CASE - P2020-0566 D.E.A. - OT	26.76
7-12-20	(4)		BRYANT	SCHEDULED OT	24.76
7-1-20	(1)		CANAPE	IN HOUSE TRAINING	23.71
6-3-20		(3)	CORTESE	CITY COURT OT	24.11
7-4-20		(12)	CORTESE	HOLIDAY WORKED - 4 TH OF JULY	24.11
7-9-20		(8)	CORTESE	TRAINING ON A.R.I.D.E. + SCHEDULED OT	24.11
7-4-20		(12)	GRIFFIN	HOLIDAY WORKED 4 TH OF JULY	22.43
7-4-20		(12)	HUST	HOLIDAY WORKED 4 TH OF JULY	20.37
7-5-20		(4)	HUST	TRAVEL TO ACADEMY - COMM. OFFICER BASIC	20.37
7-7-20		(2)	HUST	ACADEMY TRAINING 18 TH HRS - 2000 HRS	20.37
7-2-20		(3)	JOHNSON	CITY COURT TRIALS	25.17
7-4-20		(12)	JOHNSON	HOLIDAY WORKED 4 TH OF JULY	25.17
7-9-20	(4)		JOHNSON	SCHEDULED OT	25.17
7-4-20	(12)		MCCARTNEY	HOLIDAY WORKED 4 TH OF JULY	22.43
7-4-20		(8)	PITTS	HOLIDAY WORKED 4 TH OF JULY	20.71
7-2-20	(3)		RASMUSSEN	CITY COURT OT	24.11
* 7-3-20		(8)	RASMUSSEN	DUET TASK FORCE SHIFT	24.11
* 7-4-20		(8)	RASMUSSEN	DUET TASK FORCE SHIFT	24.11
7-6-20	(1)		RASMUSSEN	SEARCH WARRANT SIGNED P2020-053	24.11
7-8-20	(4)		RASMUSSEN	A.R.I.D.E. TRAINING ONE DAY O/T TRAINING ONE DAY O/T	24.11
7-11-20		(3)	RASMUSSEN	ASSISTING WITH SEX ASSAULT CASE P2020-0563	24.11
7-12-20	(4)		RASMUSSEN	SCHEDULED OT	24.11
7-12-20	(8)		SAUTER	SEX ASSAULT CASE P2020-0563	27.76
7-4-20		(12 1/2)	SENGWICK	HOLIDAY WORKED 4 TH OF JULY 1/2 HR DUE TO CALL VOLUNTARY	24.11
7-9-20		(4)	SENGWICK	SCHEDULED OT	24.11
7-1-20		(1)	SELL	IN HOUSE TRAINING	22.43

2/2

Comp and Overtime Report

PPE: 7-12-20

Division: POLICE

Submitted by: LANGEVE

Date	Comp Hours	OT Hours	Name	Reason	Rate
7-3-20	(4)		SELL	ADDITIONAL COVERAGE FOR	3 RD OF JULY - 22.43
7-4-20	(4)		SELL	ADDITIONAL COVERAGE FOR	4 TH OF JULY - 22.43
7-12-20		(1)	SWAN	SCHEDULED OT / ASSI	23.11
7-11-20		(12)	M ^C FARLAND	HOLIDAY WORKED 4 TH OF JULY	23.11
7-9-20		(4)	M ^C FARLAND	SCHEDULED OT	23.11
57					
x 1.5					
85.50 comp hours					
					30 x 22.43 =
					672.90
					1.5 x 23.71 =
					35.57
					30 x 24.11 =
					723.30
					10 x 25.17 =
					251.70
					6 x 26.76 =
					160.56
					12 x 27.76 =
					333.12
					<u>2076.47</u>
169.5 OT HOURS					
					18 x (20.37 x 1.5)
					549.99
					23 x (23.11 x 1.5)
					797.30
					13 x (22.43 x 1.5)
					437.39
					82.5 x (24.11 x 1.5)
					2983.62
					10 x (26.76 x 1.5)
					401.40
					15 x (25.17 x 1.5)
					566.33
					8 x (30.71 x 1.5)
					368.52
					<u>6104.55</u>

Total 8181.02

COVID-19

Comp and Overtime Report

PPE: 7/12/20

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/30		(8)	M. Crable	COVID-19	15.00
7/4		(24)	M. Crable	Holiday Worked	15.00
7/11		(10)	M. Crable	Coverage from 2-10 extra calls	15.00
6/30		(8)	M. Ecklund	COVID-19	16.50
7/2		(11)	M. Ecklund	Short Staff per Levi	
7/3		(4)	M. Ecklund	Short Staff per Levi	
7/4		(12)	M. Ecklund	Holiday Worked	
7/4		(24)	J. Walton	Holiday Worked	
7/5		(12)	J. Walton	Needed Coverage Per Levi	
7/6		(2.5)	J. Walton	3 Late Calls	
7/3		(14)	T. White	COVID-19	
7/4		(12)	T. White	Holiday Worked	
7/8		(7.5)	T. White	Late Calls	
7/5		(11)	M. Ecklund	Short Staff Per Levi	
		153.25	OT		
				42 x (15.00 x 1.5)	982.80
				111.25 x (16.50 x 1.5)	2753.45
					3736.25
Total					3736.25