



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, APRIL 28, 2020  
5:00 PM  
VIRTUALLY**

**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 March 24, 2020 Budget and Finance Committee meeting minutes.
2. Review and Approve Purchase Requisition.

**New Business**

**Old Business**

**Other Items**

3. Clerk/Treasurer Update
4. Update from the Mayor

**Announcements**

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**

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, March 24, 2020**

**Members Present:**   Emelie Eaton                               Richard Klose

**Others Present:**     Mayor Nelson                               Bethany Langve

The Meeting was called to order by Chair Eaton at 5:36 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 March 10, 2020 meeting. Richard Klose made a motion to approve the minutes of the March 10, 2020 Budget and Finance Committee meeting. Mayor Nelson seconded the motion to approve the March 10, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition - None
- Review and recommend approval to Council Claims entered through 03/20/2020. Emelie Eaton reviewed the Claims Detail report and the Check Register for accuracy. Emelie Eaton made a motion to recommend approval to Council the claims entered through 03/20/2020, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 03/08/2020 totaling \$197,988.08. The two-page summary was reviewed, signed and dated. Richard Klose made a motion to approve the payroll register for pay period ending 03/08/2020 totaling \$197,988.08. Emelie Eaton seconded the motion, all in favor, motion passed.

**New Business**

- The future Budget and Finance meetings will be either postponed or held via Zoom. If the meetings are held in person, we will adhere to the 6ft social distancing rule. The meetings will also be moved to 5pm on Tuesday temporarily. The Mayor spoke about the Financial Continuity Plan that would be voted on at tonight's Council Meeting. He stated that this plan was to make sure that claims and payroll were taken care of. The Mayor briefly went through the plan and ensured that Committee that all actions taken under the plan would be retroactively approved by the Budget and Finance Committee once the Committee met again in person. The Committee approved of the plan.

**Old Business** – None

**Other Items**

- Review the Comp/Overtime Report for pay period ending 03/08/2020. The reports were not attached to the packet and the Clerk Treasurer requested that they be added to the next Budget and Finance meeting. The Committee agreed to this request.
- The Clerk/Treasurer stated that the Fiscal Year 2019 audit completion had begun virtually. The final components were the Ambulance Department balancing and the Fire District #7 revenue.

- The Mayor stated that he had requested a proposal for updating the sound system in the Council Chambers. He had received one proposal and briefly went over that proposal with the Committee. He explained the microphones currently being used are designed for loud sound for a stage and therefore they pick up every sound. He explained there are different options for mics and he briefly went over those options.

**Announcements –**

- The next Budget and Finance Meeting will be held on Tuesday April 14, 2020 at 5:00pm
- Emelie Eaton 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.**

# PURCHASE ORDER

CITY HALL  
115 W. 1ST ST.  
PUB WORKS: 628-4796  
WATER OPC: 628-7431  
COURT: 628-1964  
FAX: 628-2241

## City of Laurel

P.O. Box 10  
Laurel, MT 59044



PURCHASE ORDER NUMBER

52232

The above order number must appear  
on all invoices, packages and correspondence.

TO: Snyder Industries  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

FUND: \_\_\_\_\_

DEPT: \_\_\_\_\_

INVOICE NO: \_\_\_\_\_

QUAN- TITY	FULLY ITEMIZE	COST	BUDGETARY ACCOUNT NUMBER
50	300 Gallon Cans		
Amount of Claim \$		15369.78	

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE



6940 O Street, Suite 100  
Lincoln, NE 68510

[www.SnyderPlasticSolutions.com](http://www.SnyderPlasticSolutions.com)

Phone: 317-450-0920

Fax: 402-465-1220

Deborah Smith, National Account Manager  
[dsmith@snydernet.com](mailto:dsmith@snydernet.com)

# QUOTE

DATE	March 5, 2020
QUOTE #	20200305LAUREL
CUSTOMER ID	5728
VALID UNTIL	April 4, 2020

### CUSTOMER

City of Laurel  
Laurel, MT 59101  
Matt Wheeler  
[mwheeler@laurel.mt.gov](mailto:mwheeler@laurel.mt.gov)  
406-208-1885

### SHIP TO

CITY OF LAUREL  
115 WEST FIRST  
LAUREL MT 59044

DESCRIPTION	PART NUMBER	UNIT PRICE	QTY	TAXED	AMOUNT
ASM 300GCNTR HD/BLKLAUREL MT	78010E799A009847B	160.00	50		8,000.00
SMALL LID 70/30 BLACK	7801200E799	35.00	50		1,750.00
LARGE LID 70/30 BLACK	7801300E799	66.00	50		3,300.00
HARDWARE KIT ZINC	34701997	6.50	50		325.00
HOT STAMP CAN WITH SERIAL NUMBER	incl		50		-
HOT STAMP CAN WITH CITY LOGO FRONT CENTER	incl		50		-
Freight via LTL - ABF Quote # ZPM1140650 (A less costly combo rate of \$1,850.00 is available, if you prefer.)					1,994.78
					-
					-
					-
					-
					-
					-
					-

### TERMS AND CONDITIONS

- Customer will be billed after indicating acceptance of this quote
- Payment will be due prior to delivery of service and goods
- Please fax or mail the signed price quote to the address above

*Customer Acceptance (sign below):*

X \_\_\_\_\_  
Print Name:

Subtotal	\$	15,369.78
Taxable	\$	-
Tax rate		<input type="text"/>
Tax due	\$	-
Other	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>15,369.78</b>

If you have any questions about this price quote, please contact  
Deborah Smith \* 317-450-0920 \* [dsmith@snydernet.com](mailto:dsmith@snydernet.com)

**Thank You For Your Business!**



# SWS Equipment, Inc.

P.O. Box 13040  
Spokane Valley, WA 99213-3040  
509-533-9000 1-800-892-7831

## QUOTE

Quote #: ROCBQ8332

Date: 03/25/20

Sales Rep: Roger Beatty

Customer No:

**Quote To:**

City Of Laurel  
Mr. Matt Wheeler  
PO Box 10  
Laurel MT 59044  
(406) 628-4796 Fax: (406) 628-2241

**Ship To:**

City Of Laurel  
Mr. Matt Wheeler  
PO Box 10  
Laurel MT 59044  
(406) 628-4796

FOB: Laurel MT

Ship Via: BESTWAY

Est. Ship Date:

Terms: Net 30

### We are pleased to propose the following for your consideration

Qty	Description	Unit Price	Ext. Price
50	300 Gal Can W/O Granny hatch X-Link Black Only	\$289.15	\$14,457.50
1	Freight to Laurel MT Customer responsible for off load	\$3,149.98	\$3,149.98
<b>Order Total</b>			<b>\$17,607.48</b>

Please contact me if I can be of further assistance.

PRICES SUBJECT TO CHANGE DUE TO CHANGING STEEL PRICES - THANK YOU!

By: \_\_\_\_\_ Accepted \_\_\_\_\_ Date \_\_\_\_\_

QUOTE VALID FOR 30 DAYS

PAYMENT DUE UPON COMPLETION OF WORK OR AS SPECIFIED ABOVE

# PURCHASE REQUISITION

CITY OF LAUREL  
MONTANA  
59044

Date: Mar 26 20  
Fund: 228  
Dept.: Solid Waste

VENDOR: Snyder Industries

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

Quantity	Fully Itemize	Est. Cost	Account Number
50	300 Gallon Cans	13375	5410-700-430830 228
1	Freight	1447.78	
Total estimated cost		15369.78	

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.

