



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JANUARY 11, 2022  
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 December 28, 2021 Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve the December 2021 Utility Billing Adjustments.
4. Review and recommend approval to City Council claims entered through 01/07/2022.
5. Review and approve the payroll register for the pay period ending 12/26/2021 totaling \$175,231.78.

**New Business**

**Old Business**

**Other Items**

6. Review the Comp/OT reports for the pay period ending 12/26/2021.
7. C/T Update
8. Mayor Update

**Announcements**

9. The next Budget and Finance Committee meeting will be held on January 25, 2022, at 5:30 pm.
10. Richard Klose 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.**

**DATES TO REMEMBER**

**File Attachments for Item:**

1. Review and approve the December 28, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, December 28, 2021**

**Members Present:**    Richard Klose                      Bruce McGee

**Others Present:** Appointed Mayor Eaton  
Brittney Moorman, Council Secretary  
Nathan Herman, Plants Superintendent

The meeting was called to order by the Committee Vice-Chair McGee 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.

There was no public in attendance

### General Items –

1. Review and approve the December 14, 2021, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the December 14, 2021, Budget and Finance Committee meeting. Bruce McGee seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions – The first purchase requisition was from the sewer department for the replacement of an electrical control panel for the lift well. Plants Superintendent, Nathan Herman, was present to provide information to the committee and answer any questions. Bruce McGee made a motion to approve the purchase requisition from the sewer department for the purchase of a replacement electrical control panel for the lift well. Richard Klose seconded the motion to approve the purchase requisition from the sewer plant for the purchase of a replacement electrical control panel for the lift well, all in favor, motion passed 3-0. The second purchase requisition was from City Hall for the replacement of a server. Council Secretary, Brittney Moorman, was present to present the purchase requisition and answer any questions. Richard Klose made a motion to approve the purchase requisition from City Hall for the purchase of a new server. Bruce McGee seconded the motion, all in favor, motion passed 3-0.
3. Review and recommend approval to Council; claims entered through 12/23/2021. The Committee had previously reviewed the claims and check register. Richard Klose made a motion to approve the claims entered through 12/23/2021. Bruce McGee seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending 12/12/2021 totaling \$194,756.58. Richard Klose motioned to approve the payroll register for the pay period ending 12/12/2021 totaling \$194,756.58. Bruce McGee seconded the motion, all in favor, motion passed 3-0.

**New Business** – There was no new business

**Unfinished Business** – There was no unfinished business

**Other Items –**

5. Review Comp/OT reports for the pay period ending 12/12/2021. The Committee reviewed the 12/12/2021 Comp/Overtime reports.
6. Clerk/Treasurer Update – The Clerk/Treasurer provided the committee with an update on finance activities.

7. Mayor Update – Mayor Eaton provided the committee with an update of City administrative activities.

**Announcements –**

8. The next Budget and Finance Committee meeting will be held on January 14, 2022, at 5:30 pm.
9. 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.**

**File Attachments for Item:**

3. Review and approve the December 2021 Utility Billing Adjustments.

## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

## ACCOUNTS RECEIVABLE SUMMARY

For AP-Year 12-2021

CITY OF LAUREL

16:43:17 - 12/30/2021

Service	Fund	Old Balance	Billings	Payments	[- - - - - Adjustments - - - - -]		New Balance
					Auto Distribute	Other	
WATER	5210	212557.75	194770.82	208908.27	-164.65	25.12	198280.77
CAP IMP WATER	5210	29329.28	28848.30	29195.92	-50.53	0.00	28931.13
SEWER	5310	142873.75	131486.36	134522.11	-1754.48	0.00	138083.52
CAP IMP SEWER	5310	33152.36	32064.51	32500.22	-67.00	0.00	32649.65
GARBAGE	5410	78351.72	73436.63	75635.06	174.37	-1530.00	74797.66
OTHER	5210	0.00	0.00	0.00	0.00	0.00	0.00
SERVICE CHARGE	5210	950.00	800.00	1970.84	-150.00	1350.00	979.16
WATER SUPPLIES	5210	0.00	0.00	0.00	0.00	0.00	0.00
WTR LINE INS-1	5210	2601.02	2436.51	2495.81	-5.13	0.00	2536.59
WTR LINE INS-2	5210	288.99	270.72	277.23	-0.57	0.00	281.91
OVERPAYMENT	5210	-9976.59	0.00	7864.15	2017.99	-2212.19	-18034.94

<b>Grand Totals by Service:</b>		<b>490128.28</b>	<b>464113.85</b>	<b>493369.61</b>	<b>0.00</b>	<b>-2367.07</b>	<b>458505.45</b>
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## Grand Total by Fund:

## Old Balance

## New Balance

5210	235750.45
5310	176026.11
5410	78351.72

212974.62 ✓
170733.17 ✓
74797.66 ✓

**APPROVED:**

\_\_\_\_\_

\_\_\_\_\_

**File Attachments for Item:**

5. Review and approve the payroll register for the pay period ending 12/26/2021 totaling \$175,231.78.

12/29/21  
11:28:14

CITY OF LAUREL  
Payroll Register  
For Payrolls from 12/30/21 to 12/30/21

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Total for Payroll Checks  
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	Employee	Employer	Amount
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ADD1 HOURS (Additional lump sum pay)	0.00		23.08
ADD2 HOURS (Addtnl lump sum - On call)	0.00		346.17
ADDG HOURS (Longevity)	0.00		2,315.07
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		587.50
COMA HOURS (Comp Time Accumulated)	165.75		
COMP HOURS (Comp Time Used)	15.00		397.02
HOL HOURS (Holiday Pay)	369.50		9,122.69
HOLP HOURS (Regular holiday-police)	56.00		1,468.08
J015 HOURS (STEP-YRS OF SER)	19.00		916.00
J025 HOURS (FLEX/CASH PAYOU)	1.00		238.80
J028 HOURS (FLEX/MED REIMBU)	0.00		1,380.20
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
LV1 HOURS (Use Saved Hol.)	24.00		638.72
OVER HOURS (Overtime - shift 1)	21.75		816.67
OVTH HOURS (Holiday worked)	84.00		3,075.78
PAYC HOURS (Comp time payout)	25.25		663.32
PERS HOURS (Personal Time Used)	51.00		988.38
REG HOURS (Regular Time)	4,149.50		103,296.23
REG1 HOURS (Additional to regular)	56.00		1,396.40
REG3 HOURS (Addition to regular pay)	24.00		630.48
REGA HOURS (Amb on-call Pay)	228.75		784.63
SHF2 HOURS (Shift 2 Differential)	243.00		182.25
SHF3 HOURS (Shift 3 Differential)	201.00		201.00
SHFA HOURS (Overtime Diff.-shift 2)	17.00		19.21
SHFE HOURS (Overtime Diff.-shift 3)	24.00		36.00
SICK HOURS (Sick Time)	134.00		3,494.81
TRMS HOURS (Termination Sick Pay)	7.55		198.34
TRMV HOURS (Termination Vacation Pay)	190.11		4,994.19
VACA HOURS (Vacation Time Used)	335.50		8,912.63
XLV1 HOURS (Save Holidays)	72.00		
GROSS PAY	147,427.50	0.00	
NET PAY	107,114.82	0.00	
DEFERRED COMP	150.00	0.00	
FIT	12,821.92	0.00	
MEDICARE	2,117.64	2,117.64	
MPORS	2,571.72	4,117.63	
P.E.R.S.	8,773.79	9,851.06	
SIT	6,703.00	0.00	
SOCIAL SECURITY	7,142.30	7,142.30	
UNEMPL. INSUR.	0.00	496.99	
WORKERS' COMP	0.00	4,078.66	
WY CHILD SUPPOR	32.31	0.00	
FIT/SIT BASE	134,551.79	0.00	
MEDICARE BASE	146,047.30	0.00	
PERS BASE	140,315.57	0.00	
SOC SEC BASE	115,198.87	0.00	



12/29/21  
11:28:14

CITY OF LAUREL  
Payroll Register  
For Payrolls from 12/30/21 to 12/30/21

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UN BASE	141,990.61	0.00
WC BASE	144,749.81	0.00
Total		27,804.28
Total Payroll Expense (Gross Pay + Employer Contributions):		175,231.78

# of Employees 94

# of Checks 99

Prepared by:

Approved by:

*Kelly Strucker*

**File Attachments for Item:**

6. Review the Comp/OT reports for the pay period ending 12/26/2021.

## Comp and Overtime Report

PPE: 12-26-21

Division: POLICE

Submitted by: LANGVE[illegible]

$$\begin{array}{r} 28 \times (21.80 \times 1.5) = 915.60 \\ 43 \times (24.59 \times 1.5) = 1586.06 \\ 1 \times (28.30 \times 1.5) = 42.45 \\ 4 \times (32.24 \times 1.5) = 193.56 \\ \hline 2737.67 \end{array}$$

## Comp and Overtime Report

PPE: 12/24/21

Division: Shop

Submitted by: Keef Strecker

Reason	Rate
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[illegible]



# Comp and Overtime Report

PPE: 12/26/21

Division: WTP + WWTP

Submitted by: Phyllis Trecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/25	8		A. Arneson	Holiday Worked	25.41
12/14	8		A. Ceaser	Cover for Dave Sick	26.27
12/25	8		A. Ceaser	Holiday Worked	26.27
12/24		(8)	T. Henry	Holiday Worked	27.72
12/25		(8)	C. Nicholson	Holiday Worked	26.27
12/25		(8)	J. Sawyer	Holiday Worked	26.27

24

X 1.5

36 comp hours

$$12 \times 25.41 =$$

$$304.92$$

$$24 \times 26.27 =$$

$$630.48$$

$$935.40$$

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24 OT hours

$$16 \times (26.27 \times 1.5) = 630.48$$

$$8 \times (27.72 \times 1.5) = 332.64$$

$$963.12$$

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total \$1898.52

# Comp and Overtime Report

PPE: 12/20/21

Division: Building Dept

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/15		2.75	K. Courtney	Planning Meeting	24.83
12/21		1	K. Courtney	Council Workshop	24.83
		3.75	OT hours		
				$3.75 \times (24.83 \times 1.5)$	139.67
Total					139.67



## Comp and Overtime Report

PPE: 12/24/21

Division: Ambulance

Submitted by: Willy Strecker

Reason \_\_\_\_\_ / Rate \_\_\_\_\_

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/13	3		E. Grayson	No Coverage	22.00
12/15	1		E. Grayson	Als Request	22.00
12/20	5.5		E. Grayson	No Coverage Als Request	22.00
12/22	2.5		E. Grayson	No Coverage	22.00
12/13	5		T. White	No Mutual Aid	17.33
12/15	15		T. White	No Coverage	17.33
12/14	8		T. White	No Mutual Aid	17.33
12/13		②	T. White	No Mutual	17.33
<hr/>					
	40				
	X 1.5				
	60 comp hours				
				42 X 17.33 =	727.86
				18 X 22.00 =	396.00
					1123.86
					=
<hr/>					
	2	DT hours			
				2 X (17.33 X 1.5)	51.99
					=
<hr/>					
Total \$ 1175.85					