



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, OCTOBER 26, 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 September 28, 2021 Budget and Finance Committee minutes.
2. Review and approve the October 12, 2021 Budget and Finance Committee minutes.
3. Review and approve purchase requisitions.
4. Review and recommend approval to City Council claims entered through 10/22/2021.
5. Review and approve the payroll register for pay period ending 10/12/2021 totaling \$211,600.29.

New Business

Old Business

6. Review claims review schedule for accuracy.

Other Items

7. Clerk/Treasurer Update
8. Mayor Update

Announcements

9. The next Budget and Finance Committee meeting will be held on November 9, 2021 at 5:30pm.

10. Bruce McGee will be reviewing claims for the next Budget and Finance Committee 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 September 28, 2021 Budget and Finance Committee minutes.

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

Members Present: **Richard Klose** **Scot Stokes**
Others Present: **Thomas C. Nelson, Mayor**

The meeting was called to order by the Council Member Scot Stokes at 5:30pm.

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 September 14, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the September 14, 2021 Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
2. Review and Approve purchase requisition – Nathan Herman presented a purchase requisition for a new compact loader for the sewer department. This compact loader will be replacing a 1980's piece of equipment. The compact loader is half the size of a regular loader. Nathan did get three quotes, and all three are attached to the request. Scot Stokes moved to approve the purchase requisition for the compact loader for the sewer plant. Richard Klose seconded the motion, all in favor, motion passed 3-0.
3. Review and Approve purchase requisition – Nathan Herman presented a purchase requisition for a replacement actuators for the water department. These actuators are replacing 1980's equipment as well. Scot Stokes moved to approve the purchase requisition for the replacement actuators for the water plant. Richard Klose seconded the motion, all in favor, motion passed 3-0.
4. Review and approve the January 2021 month end report. The Committee review the January 2021 month end report and had no questions or comments. Scot Stokes made a motion to approve the January 2021 month end report. Richard Klose seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the February 2021 month end report. The Committee review the February 2021 month end report and had no questions or comments. Scot Stokes made a motion to approve the February 2021 month end report. Richard Klose seconded the motion, all in favor, motion passed 3-0.
6. Review and approve the January 2021 Financial report. The Committee review the January 2021 Financial report and had no questions or comments. Scot Stokes made a motion to approve the January 2021 Financial report. Richard Klose seconded the motion, all in favor, motion passed 3-0.
7. Review and approve the February 2021 Financial report. The Committee review the February 2021 Financial report and had no questions or comments. Scot Stokes made a motion to approve the February 2021 Financial report. Richard Klose seconded the motion, all in favor, motion passed 3-0.
8. Review and approve the August 2021 Utility Billing Adjustments. The Committee reviewed the August 2021 Utility Billing Adjustments and had no questions or comments. Scot Stokes made a

motion to approve the August 2021 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed 3-0.

9. Review and recommend approval to Council, Claims entered through 09/24/2021. The claims and check register had previously been reviewed by the Committee. Scot Stokes made a motion to approve the claims entered through 09/24/2021. Richard Klose seconded the motion, all in favor, motion passed.
10. Review and approve Payroll Register for pay period ending 09/19/2021 totaling \$204,606.49. Scot Stokes made a motion to recommend approval of the payroll register for pay period ending 09/19/2021 totaling \$204,606.49. Richard Klose seconded the motion, all in favor, motion passed.

New Business – None

Old Business – None

Other Items –

11. Review the Pay Period Ending 09/19/2021. There were no comments or questions regarding the reports.
12. Clerk/Treasurer Update – The Clerk/Treasurer was not in attendance, and there was no update provided.
13. Mayor Update – The Mayor did not provide an update.

Announcements –

14. The next Budget and Finance Committee meeting will be held on October 12, 2021 at 5:30pm.
15. 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:

2. Review and approve the October 12, 2021 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 12, 2021**

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

Others Present: **Bethany Langve, Clerk/Treasurer**

The meeting was called to order by the Committee Chair at 5:30pm.

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 purchase requisition – The Clerk/Treasurer presented a purchase requisition for replacement keyless locks at City Hall. The Committee asked how long this system is intended to last. The Committee also wanted to know when the current keyless lock system was originally installed. The Clerk/Treasurer stated she would get the answers for the next meeting. She also stated there would be future quotes for the sewer and water plant. Emelie Eaton made a motion to approve the purchase requisition for the replacement keyless lock system for City Hall. Bruce McGee seconded the motion, all in favor, motion passed 3-0.
2. Review and approve the September 2021 Utility Billing Adjustments. The Committee reviewed the September 2021 Utility Billing Adjustments and had no questions or comments. Emelie Eaton made a motion to approve the September 2021 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed 3-0.
3. Review and recommend approval to Council, Claims entered through 10/08/2021. The claims and check register had previously been reviewed by the Committee. There were no questions or comments regarding the claims. Emelie Eaton made a motion to approve the claims entered through 10/08/2021. Bruce McGee seconded the motion, all in favor, motion passed.
4. Review and approve Payroll Register for pay period ending 10/03/2021 totaling \$215,092.68. Emelie Eaton made a motion to approve the payroll register for pay period ending 10/08/2021 totaling \$215,092.68. Bruce McGee seconded the motion, all in favor, motion passed.

New Business – None

Old Business – None

Other Items –

5. Clerk/Treasurer Update – The Clerk/Treasurer stated the audit had to be rescheduled due to her absence. At this time, she did not know when it would be rescheduled.
6. Mayor Update – The Mayor did not provide an update.

Announcements –

7. The next Budget and Finance Committee meeting will be held on October 26, 2021 at 5:30pm.
8. Richard Klose 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:

5. Review and approve the payroll register for pay period ending 10/12/2021 totaling \$211,600.29.

10/20/21
14:22:52

CITY OF LAUREL
Payroll Register
For Payrolls from 10/22/21 to 10/22/21

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UN Base \$0.00 \$710.63
WC Base \$0.00 \$710.63

Total for Payroll Checks

	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		2,291.44
ADDL HOURS (Additional)	0.00		303.85
ADDT HOURS (Transport pay)	0.00		555.00
COMA HOURS (Comp Time Accumulated)	187.50		
COMP HOURS (Comp Time Used)	17.00		415.01
HOL HOURS (Holiday Pay)	361.50		8,647.60
HOLP HOURS (Regular holiday-police)	80.00		2,169.23
J015 HOURS (STEP-YRS OF SER)	19.00		900.00
J019 HOURS (BEREAVEMENT)	24.00		655.20
J025 HOURS (FLEX/CASH PAYOUT)	1.00		650.00
J028 HOURS (FLEX/MED REIMBU)	0.00		616.40
*Non Taxable (added to gross wages, no addition to SS, Med, FIT & SIT bases)			
LV1 HOURS (Use Saved Hol.)	16.00		420.32
OVER HOURS (Overtime - shift 1)	77.50		2,810.36
OVTH HOURS (Holiday worked)	114.00		4,291.98
PAYC HOURS (Comp time payout)	7.50		142.95
PAYP HOURS (Personal time payout)	8.00		152.48
PERS HOURS (Personal Time Used)	71.00		1,849.50
REG HOURS (Regular Time)	4,228.75		104,051.23
REG1 HOURS (Additional to regular)	40.00		1,019.92
REG3 HOURS (Addition to regular pay)	88.00		2,311.76
REGA HOURS (Amb on-call Pay)	178.00		597.00
SHF2 HOURS (Shift 2 Differential)	264.00		198.00
SHF3 HOURS (Shift 3 Differential)	208.00		208.00
SHFA HOURS (Overtime Diff.-shift 2)	47.00		53.11
SHFE HOURS (Overtime Diff.-shift 3)	20.00		30.00
SICK HOURS (Sick Time)	194.25		5,120.40
TRMS HOURS (Termination Sick Pay)	97.50		1,696.34
TRMV HOURS (Termination Vacation Pay)	152.84		2,814.04
VACA HOURS (Vacation Time Used)	261.50		6,257.68
XLV1 HOURS (Save Holidays)	88.00		
GROSS PAY	151,598.05	0.00	
NET PAY	105,585.66	0.00	
AFLAC	160.19	0.00	
AFLAC 125	434.37	0.00	
AFSCME #303	357.35	0.00	
AFSCME #316	607.50	0.00	
CAF 125-MEDICAL	190.84	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,450.20	
DENTAL-CAF125	671.17	0.00	
FIT	12,875.83	0.00	
HSA-CAF 125	212.50	0.00	
HSA-MEDICAL	0.00	708.61	
MEDICAL LIFE	0.00	222.02	

10/20/21
14:22:52

CITY OF LAUREL
Payroll Register
For Payrolls from 10/22/21 to 10/22/21

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MEDICARE	2,130.47	2,130.47
MPORS	2,743.60	4,392.81
MPPA	221.98	0.00
P.E.R.S.	8,653.29	9,715.78
PACIFIC - CAF 12	2,627.25	0.00
PACIFIC SOURCE	0.00	29,128.69
SEG CU	50.00	0.00
SIT	6,702.00	0.00
SOCIAL SECURITY	7,031.09	7,031.09
UNEMPL. INSUR.	0.00	512.68
VISION-CAF125	128.57	0.00
VSP - VISION	0.00	205.98
WORKERS' COMP	0.00	4,503.91
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	135,382.56	0.00
MEDICARE BASE	146,929.45	0.00
PERS BASE	140,700.28	0.00
SOC SEC BASE	113,405.13	0.00
UN BASE	146,472.36	0.00
WC BASE	148,614.20	0.00

Total 60,002.24
Total Payroll Expense (Gross Pay + Employer Contributions): 211,600.29

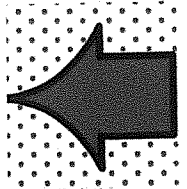
of Employees 98

of Checks 106

Prepared by:

Approved by:

Kelly Strecker



File Attachments for Item:

6. Review claims review schedule for accuracy.

Claims Review Schedule

10/26/2021 Richard Klose

11/9/2021 Bruce McGee

11/23/2021 Scot Stokes

12/14/2021 Emelie Eaton

12/28/2021 Bruce McGee