

### AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, JANUARY 25, 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 January 11, 2022 Budget and Finance Committee minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and recommend approval to City Council claims entered through 01/21/2022.
- 4. Review and approve payroll registers for pay periods ending thru 01/09/2022 totaling \$208,094.18.

#### **New Business**

#### **Old Business**

#### **Other Items**

- 5. Review the COMP/OT reports for the pay period ending 01/09/2022.
- 6. Clerk/Treasurer Update
- 7. Mayor Update

#### **Announcements**

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

**DATES TO REMEMBER** 

### File Attachments for Item:

1. Review and approve the January 11, 2022 Budget and Finance Committee minutes.

Minutes of City of Laurel Budget/Finance Committee Tuesday, January 11, 2022

**Members Present:** Emelie Eaton Richard Klose

Others Present: Mayor Waggoner (via phone)

Michelle Mize, Ward 2b Council Member Heidi Sparks, Ward1a Council Member Bethany Langve, City Clerk/Treasurer

The meeting was called to order by the Committee Chair at 5:35 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 28, 2021, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the December 28, 2021, Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
- **2.** Review and approve purchase requisitions There were no purchase requisitions presented to the committee
- **3.** Review and approve the December 2021 Utility Billing Adjustments Emelie Eaton made a motion to approve the December 2021 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed 3-0.
- **4.** Review and recommend approval to Council; claims entered through 01/07/2022. The Committee had previously reviewed the claims and check register. Emelie Eaton made a motion to approve the claims entered through 01/07/2022. Richard Klose seconded the motion, all in favor, motion passed 3-0.
- **5.** Review and approve Payroll Register for the pay period ending 12/26/2021 totaling \$175,231.78. Emelie Eaton motioned to approve the payroll register for the pay period ending 12/26/2022 totaling \$175,231.78. Richard Klose 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 –

- **6.** Review Comp/OT reports for the pay period ending 12/26/2021. The Committee reviewed the 12/26/2021 Comp/Overtime reports.
- 7. Clerk/Treasurer Update The Clerk/Treasurer had no update regarding financial matters.
- **8.** Mayor Update Mayor Waggoner had no update regarding administrative activities.

#### 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.

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 payroll registers for pay periods ending thru 01/09/2022 totaling \$208,094.18.

For Payrolls from 01/06/22 to 01/06/22

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	8.00		140.56
PAYC HOURS (Comp time payout)	0.25		4.39
PAYP HOURS (Personal time payout)	5.00		87.85
REG HOURS (Regular Time)	40.00		702.80
TRMS HOURS (Termination Sick Pay)	2.96		52.01
TRMV HOURS (Termination Vacation Pay)	43.33		761.31
GROSS PAY	1,748.92	0.00	
NET PAY	1,372.75	0.00	
AFSCME #316	22.50	0.00	
HSA-CAF 125	25.00	0.00	
MEDICARE	25.36	25.36	
P.E.R.S.	130.88	146.95	
SIT	64.00	0.00	
SOCIAL SECURITY	108.43	108.43	
UNEMPL. INSUR.	0.00	6.12	
WORKERS' COMP	0.00	92.12	
FIT/SIT BASE	1,618.04	0.00	
MEDICARE BASE	1,748.92	0.00	
PERS BASE	1,656.68	0.00	
SOC SEC BASE	1,748.92	0.00	
UN BASE	1,748.92	0.00	
WC BASE	1,748.92	0.00	
Total		378.98	
Total Payroll Expense (Gross Pay + Employ	yer Contributions):	2,127.90	)

# of Employees 1 # of Checks 3

Prepared by:

Approved by:

For Payrolls from 01/14/22 to 01/14/22

## Total for Payroll Checks

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	Employee	Employer	Amount
ADD1 HOURS (Additional lump sum pay)	0.00		523.08
ADD2 HOURS (Addtnl lump sum - On call)	0.00		346.17
ADDG HOURS (Longevity)	0.00		2,266.82
ADDL HOURS (Additional)	0.00		703.85
ADDT HOURS (Transport pay)	0.00		735.00
COMA HOURS (Comp Time Accumulated)	123.00		
COMP HOURS (Comp Time Used)	8.00		209.04
HOL HOURS (Holiday Pay)	345.50		8,488.18
HOLP HOURS (Regular holiday-police)	64.00		1,754.11
J015 HOURS (STEP-YRS OF SER)	19.00		920.00
J026 HOURS (CANINE PAY)	1.00		350.00
J027 HOURS (DRILL PAY)	38.00		399.00
LV1 HOURS (Use Saved Hol.)	8.00		210.16
OVER HOURS (Overtime - shift 1)	49.75		1,695.69
OVTH HOURS (Holiday worked)	130.00		4,561.53
PERS HOURS (Personal Time Used)	18.00		501.46
REG HOURS (Regular Time)	4,680.75		110,549.10
REG1 HOURS (Additional to regular)	45.50		1,194.76
REG3 HOURS (Addition to regular pay)	16.00		420.32
REGA HOURS (Amb on-call Pay)	186.00		637.00
SHF2 HOURS (Shift 2 Differential)	260.00		195.00
SHF3 HOURS (Shift 3 Differential)	208.00		208.00
SHFA HOURS (Overtime Diffshift 2)	25.00		28.25
SHFE HOURS (Overtime Diffshift 3)	16.00		24.00
SICK HOURS (Sick Time)	160.25		4,186.40
VACA HOURS (Vacation Time Used)	303.50		7,843.43
XLV1 HOURS (Save Holidays)	80.00		
GROSS PAY	148,950.35	0.00	
NET PAY	104,953.90	0.00	
AFLAC	292.15	0.00	
AFLAC 125	553.12	0.00	
AFSCME #303	399.84	0.00	
AFSCME #316	574.25	0.00	
CAF 125-MEDICAL	115.83	0.00	
COLLIFE	32.08	0.00	
DEFERRED COMP	150.00	0.00	
DELTA DENTAL	0.00	1,360.08	
DENTAL-CAF125	602.49	0.00	
FIT	11,746.14	0.00	
HSA-CAF 125	212.50	0.00	
HSA-MEDICAL	0.00	490.43	
MEDICAL LIFE	0.00	284.32	
MEDICARE	2,103.53	2,103.53	
MPORS	2,577.23	4,126.43	
MPPA	206.05	0.00	
OR CHILD SUPPOR	80.75	0.00	
P.E.R.S.	8,225.51	9,235.50	

# 01/21/22 CITY OF LAUREL Page: 80 of 80 09:36:36 Payroll Register Report ID: P100

For Payrolls from 01/14/22 to 01/14/22

PACFIC - CAF 12	2,486.82	0.00
PACFIC SOURCE	0.00	27,060.84
SEG CU	50.00	0.00
SIT	6,342.00	0.00
SOCIAL SECURITY	7,097.60	7,097.60
UNEMPL. INSUR.	0.00	504.57
VISION-CAF125	116.25	0.00
VSP - VISION	0.00	191.67
WORKERS' COMP	0.00	4,560.96
WY CHILD SUPPOR	32.31	0.00
FIT/SIT BASE	134,123.10	0.00
MEDICARE BASE	145,075.84	0.00
PERS BASE	133,436.56	0.00
SOC SEC BASE	114,477.78	0.00
UN BASE	144,140.87	0.00
WC BASE	146,864.60	0.00

Total Payroll Expense (Gross Pay + Employer Contributions): 205,966.28

# of Employees 133 # of Checks 133

Prepared by:

Approved by:

### File Attachments for Item:

5. Review the COMP/OT reports for the pay period ending 01/09/2022.

PPE: 01-09-2022

Division: Police Submitted by : Pitts

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
01-09	4 -		Baumgartner	Scheduled OT	24.50
01-01		12 -	Booth	New Years Day worked	24.59
01-06		4 -	Booth	Scheduled OT	24,59
01-09	4 -		Cortese	Scheduled OT	24,50
01-01	_	12	Hurst	New Years Day worked	21.80
01-01		12	Johnson	New Years Day worked	25.67
01-06	4		Johnson	Scheduled OT	25.67
01-01		12	Kinn	New Years Day worked	21.80
12-29	4 ~		McCartny	Covered vacant shift	22.88
01-09	4		McFarland	Scheduled OT	24.59
01-09		4	Pitts	Scheduled OT	32.26
01-01		12	Sedgwick	New Years Day worked	24,59
01-06	4		Sedgwick	Scheduled OT	24.59
01-01		12	Swan	New Years Day worked	24,59
01-06	4		Swan	Scheduled OT	24,59
01-05	4 -		Sell	Covered vacant shift	23,38
01-05		1	Brew	*DEA OT*	28,30
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PPE: 1/9/22

Division: Submiffed by: Muly Hecker

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PPE: 1/9/33

Division: WTP+WWTP Submiffed by: MULLY Structure

Date | Comp | O/T: | Name | Peason | Page

Hours   Hours

PPE: 1/9/22

Division: Amhulance Submiffed by: Muly Strecker

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