



**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, Ward 1a 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.

DRAFT

File Attachments for Item:

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

01/21/22
09:35:57

CITY OF LAUREL
Payroll Register
For Payrolls from 01/06/22 to 01/06/22

Page: 3 of 3
Report ID: P100

Total for Payroll Checks

	Employee	Employer	Amount
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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 + Employer Contributions):		2,127.90	

of Employees 1 # of Checks 3

Prepared by:

Approved by:

01/21/22
09:36:36

CITY OF LAUREL
Payroll Register
For Payrolls from 01/14/22 to 01/14/22

Page: 79 of 80
Report ID: P100

Total for Payroll Checks

	Employee	Employer	Amount
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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 Diff.-shift 2)	25.00		28.25
SHFE HOURS (Overtime Diff.-shift 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
09:36:36

CITY OF LAUREL
Payroll Register
For Payrolls from 01/14/22 to 01/14/22

Page: 80 of 80
Report ID: P100

PACIFIC - CAF 12	2,486.82	0.00
PACIFIC 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		57,015.93
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.

Submitted by : Pitts

$24 \times (21.80 \times 1.5) =$	784.80
$40 \times (24.59 \times 1.5) =$	1475.40
$12 \times (25.67 \times 1.5) =$	462.06
$2 \times (28.30 \times 1.5) =$	84.90
$4 \times (32.26 \times 1.5) =$	193.56
	<hr/> 3000.72

Comp and Overtime Report

PPE: 1/9/22

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1/1	2.5		J. Baker	Call out frozen Meter	26.86
12/99	.5		B. Gonzalez	Stayed to fix flat	25.10
12/30	.5		B. Harris	Stayed late to fix meter	23.95
12/31	4.5		B. Harris	Change frozen meter + Sand	23.95
1/8	8		B. Harris	Cover Container Site Shift	22.95
12/27		(2.5)	K. Hoffman	Call out Frozen Meter	25.41
1/1		(2.5)	K. Hoffman	Call out Lift Station	25.41
12/27		(.5)	D. Saylor	longer Garbage Route	26.13
12/28		(.5)	D. Saylor	longer Garbage Route	26.13
12/29		(.5)	D. Saylor	longer Garbage Route	26.13
12/31		(7)	D. Saylor	Sand + Business Route	26.13
12/29		(1)	W. Springer	longer garbage Route	24.109
<hr/>					
	16				
	X 1.5				
	24		Comp hours		
				19.5 X 23.95 =	467.03
				.75 X 25.41 =	19.21
				3.75 X 26.86 =	100.73
					586.97
<hr/>					
	14.5		OT hours		
				1 X (24.109 X 1.5)	37.04
				5 X (25.41 X 1.5)	190.58
				2.5 X (26.13 X 1.5)	333.12
					560.74
					=
<hr/>					
	114				

Total = 114

Comp and Overtime Report

PPE: 1/9/22

Division: WTP+WWTP

Submitted by: Kelly Strecker

Reason	Rate
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[illegible]

Comp and Overtime Report

PPE: 1/9/22

Division: Ambulance

Submitted by: Kelly Strecker

[illegible]