



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 26, 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 March 22,2022 Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council claims entered through April 08, 2022.
4. Review and recommend approval to Council claims entered through April 22, 2022.
5. Review and approve the March 2022 Utility Billing Adjustments.
6. Review and approve payroll registers for the pay period ending March 20,2022, totaling \$186,397.11.
7. Review and approve payroll registers for the pay period ending April 3,2022, totaling \$196,747.05.
8. Review and approve payroll registers for the pay periods through April 22,2022, totaling \$193,588.33.

New Business

Old Business

Other Items

9. Review the COMP/OT reports for the March 20,2022, and April 3,2022, and April 22,2022.
10. Mayor's Executive Updates.
11. Clerk Treasurer's Financial Updates

Announcements

12. The next Budget Finance Committee meeting will be held on May 10, 2022, at 5:30 pm.
13. 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 March 22,2022 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 22, 2022**

Members Present: **Richard Klose – Chair** **Emelie Eaton**
 Heidi Sparks **Michelle Mize**

Others Present: **Mayor Waggoner, Bethany Keeler via phone**

The meeting was called to order by the Committee Chair 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 approved March 8, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of the March 8, 2022, Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions –
The Committee was presented with one purchase requisition from the Fire Department for their annual replacement of turnout gear. Fire Chief, Brent Peters, had written a letter of explanation for the annual turnout gear replacement since this was the first time some members of the City Council had reviewed this purchase. Heidi Sparks made a motion to approve the purchase requisition for the annual replacement of turnout gear. Emelie Eaton seconded the motion to approve the purchase requisition for the annual replacement of turnout gear, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through March 18, 2022. The Committee had previously reviewed the claims and check register. Heidi questioned the \$250.00 donation to the Animal shelter. Officer Booth asked to donate and Mayor and Civil Attorney approved Heidi Sparks made a motion to approve the claims entered through March 18, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the February 2022 Utility Billing Adjustments. Emelie Eaton made a motion to approve the Utility Billings adjustments through February 2022. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending March 6, 2022, totaling \$198,799.95. Emelie Eaton motioned to approve the payroll register for the pay period ending March 6, 2022, totaling \$198,799.95. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.

New Business – None

Unfinished Business –

6. Review the burial totals for the last four year average. Mayor and Public Works Director is going to meet Richard Klose to discuss a Kiosk and road issues. They will discuss a columbarium. The estimate cost is \$80,000.00
7. The Budget and Finance Chair gave an update regarding the cemetery parking lot.

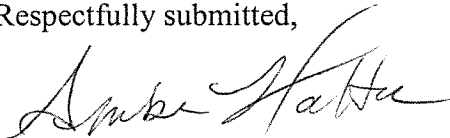
Other Items –

8. Sweeper is still down after repairs
9. Review Comp/OT reports for the pay period ending March 6, 2022. The Committee reviewed March 6, 2022, Comp/Overtime reports.
10. Mayor Update – The Mayor discussed garbage cans purchase that was above the annual purchase. The Mayor would like to fees associated with the special events permits.
11. Clerk/Treasurer Update.

Announcements –

12. The next Budget and Finance Committee meeting will be held on May 10, 2022, at 5:30 pm.
13. Committee member to be determined for reviewing claims for the next Budget and Finance Committee meeting.

Respectfully submitted,



Amber Hatton
Accounts Payable

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.