

AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, JUNE 27, 2023 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 June 13, 2023 Budget Finance Committee minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council Claims entered through June 30, 2023.
- 4. Review and approve payroll register for pay period ending June 11, 2023 totaling \$236,564.23.

New Business

Old Business

5. Update on sign for kiosk at cemetery.

Other Items

- 6. Review the Comp/OT report for pay period ending June 11, 2023.
- 7. Mayor's Executive Updates.
- 8. Clerk Treasurer's Financial Update.

Announcements

- 9. The next Budget Finance Meeting will be held on July 11, 2023.
- 10. Heidi Sparks is scheduled to review 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 June 13, 2023 Budget Finance Committee minutes.

Minutes of City of Laurel Budget/Finance Committee Tuesday, June 13, 2023

Members Present: Richard Klose, Emelie Eaton, Heidi Sparks, Michelle Mize

Others Present: Kelly Strecker, Mayor David Waggoner

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

Public Input: There was no public comment.

General Items -

- 1. Review and approved May 23, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of May 23, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 2. Review and approve purchase requisitions. There were none.
- 3. Review and recommend approval to Council; claims entered through June 9, 2023. Michelle Mize moved to approve the claims and check the register for claims entered through June 9, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
- 4. Review and approve the May 2023 Utility Billing Adjustments, Emelie Eaton moved to approve the May 2023 Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 5. Review and approve Payroll Register for the pay period ending May 28, 2023, totaling \$236,482.94. Michelle Mize motioned to approve the payroll register for the pay period ending May 18, 2023, totaling \$236,482.94. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.

New Business – Richard Klose mentioned that the kiosk at the cemetery has been fully finished. He is going to talk to Dynamic Designs to see how much it would cost to put a sign up with the cemetery map outlay on it. Kelly and Richard discussed getting a binder put together that will list all burials in alphabetical order by last name.

Old Business – The mayor stated that Chief Langve is looking for a new camera system that will integrate to the already existing system they have at the police department. Once Chief Langve can get a quote he will present it at the meeting.

Other Items -

- 1. Review Comp/OT reports for the pay period ending May 28, 2023.
- 2. Mayor Update The Mayor stated that he has nothing to report this time as he has been out of town for the past week.
- 3. Clerk/Treasurer Financial Update-Kelly stated that she has been working on the FY23/24 budget. She explained that she spent over 5 hours working Lyndy on the Medicare audit that needs to be complete by the end of June. Kelly said that the Montana Mobil Shredding will be at City Hall to shred several boxes of old documents.

Announcements -

- 4. The next Budget and Finance Committee meeting will be held on June 27, 2023, at 5:30 pm.
- 5. Emelie Eaton is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:11 p.m.

Respectfully submitted,

Kelly Strecker 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:

6. Review the Comp/OT report for pay period ending June 11, 2023.



Comp and Overtime Report

PPE: 6-11-23

Division: Police

Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
6-1		8 ,	Baumgartner	SWAT call out CFS 2023-4069	2618
5-29		12 /	Booth	Holiday worked Memorial Day	26:18
6-8		4	Booth	Scheduled OT	26.18
6-1		4	Brew	** DEA OT**	28.85
6-5		3	Brew	** DEA OT**	28.85
6-6		4	Brew	** DEA OT **	28.85
6-7		4	Brew	** DEA OT**	28,85
6-9		3 ·	Brew	** DEA OT **	28.85
6-11	7 .		Bryant	Firearms Range	28.85
6-11		4 .	Featherly	Scheduled OT	24,08
5-29		12 ·	Hust	Holiday worked Memorial Day	22.24
5-29		12 ,	Johnson	Holiday worked Memorial Day	24.18
6-6	2		Johnson	Reserve Meeting	26.18
6-8	4 .		Johnson	Scheduled OT	26.18
6-11		4	Pitts	Scheduled OT	33,23
6-11		4 '	Sedgwick	Scheduled OT	2508
6-11		4	Seibert	Scheduled OT	2408
5-29		12	Sell	Holiday worked Memorial Day	2564
5-29		12	Spencer	Holiday worked Memorial Day	2508
6-8	4		Spencer	Scheduled OT	2508
5-29		12	Swan	Holiday worked Memorial Day	2508
6-3		2	Swan	OT due to training schedule, unable	
				to adjust schedule due to staffing	
				shortage	2508
6-7	4 '		Anglin	Scheduled OT	27.68
6-12		8 ·	Scott	Holiday worked Memorial Day	2408
6-4		12	Swan	OT due to training schedule, unable	
				to adjust schedule due to staffing	200
				shortage	2508

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Comp and OT Report

PPE: WIII 23
Dept: Police

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Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
	21		Market have been seen as a second second seen as a second se		<u> </u>
	1 X1.5				
	31,50	Comp	Time	10,50 x 28.85 9 x 24.18 6 x 25.08 6 y 27.68	30 2,93
				9 × 24.18	235.62 150.48 166.08
			***************************************	6 X 25.08	130,48
				6 y 27.68	164.00
		 -	***************************************		855,11
		140 0	Thous	36 x (26,18 x 1,5) =	1413.72
				18 x (28.85x 1.5) =	778.95
				16 / (24.08/ 1/5) =	577.92 400.32
				12 X (2224 x 1,5) = 4 X (3323 x 1,5) =	19938
			WHEN I WAS A STATE OF THE STATE	4 x (3323×1.5) = 42x (25.08×1.5) =	1580,04
				12x (25.08x1.5) = 12x (25.08x1.5) =	461.88
				(0.7 (A)00 (F #))	5412.21
					-

comp time

TOTAL = 6267.32

PPE: PRE 6/11/23
Dept: PN

	-y	.,	7		·
	Comp	OT			
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate
614/23		3,5	C. Ca Swell	Flooding	26.79
5/31/23		2.5	D Ceasur	Negotiation Mutag	26.79
6/3-1.15/23		20.50	T Henry	Floding-High level Alara	28.27
6/3-6/5/23	7	12	C. Nichalson	Flooding-Hyhlevel Alarms	26.79
5/29/23	8		HNurrbuga	Holiny Worked	28.27
6/4/23		ø 5	H Nurnbuyu	talkto operater on Shift	28 27
10 18/23			HNumbran	Show Coun Winber Plant	28.27
6/10/23	2.5		HNuernberger	Pipe repair	2827
5129123		8	J Sawyer	Holidai worked	26.79
11/2-4/4/23		12	N Stamper	Flooding- HenwatiAlan	m 25.81
5/29123		12	J. Wagginen	Holiday Worked	26.79
5 29123		8	S. Wagione	Holidy Workell	2679
5/31/23		8	Swagon	Adida, worked	26.79
6/11/23	8	·	TWRObil	Cover shift	24.72
	19,50		***************************************		
	y 1.50				
	29,25	Comp	TIM	17.254 28.27=	48764
		~~~~	1.57.3.75	12 X24.72=	294.64
					784.30
		83	or hours	50x (26.79x1.5)=	2009,25
		0 2		21 × (28,27 × 1,5)=	890.51
				124 (25.81 ×15)=	464.58
				10 V (00101 V110)-	3 3 6 4 3 4

Comptime

TOTA2 - 4148.64

PPE: PPQ 6/11/23
Dept: Shop

MADO

	Comp	ОТ			
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate
611 - 618 23		20	J. Baker	Water turnon- Flooring.	27.39
6/9/23	2		T. Burwell	water two on	25.91
6/3/23		65	TCHAOL	Floocling - CK Infl Stateoux	25118
6/1/23	45		KiGuy	Water Turnon	25,18
611/23	4,5 4,5		K Hoffman	Water Turn on	25 91
618123		1.5	KHIPMAN	4 ft Station	25,91
6/2/23		2	DNauman	Flooderg	05,91
615123		5	DNauhan	Watertunon	2591
5/3/12-3			FSchweigert	SPray Parks	26.65
6/1-6/3/23		8.50	N. Stalinger	Turn water in	25,18
	13				
	X 1, 50 19, 50	4			
	19,50	Ump	Time	6.73 X 25,18	169.97
				9.75 X 25,91	252.62
				3 X 26.65	79.95
					502.54
		112			5.5.20
		43,50	ot hours	20 x (27,39 x 1.5)=	821.70
				15x (25,18x1,5)=	564.55
				8.5x (25.91 x 15)=	330,36
					1718.61

TOTAL = 2221.15

PPE: 6/11/23

Dept: Ambulance

	T	<del></del>	T	401.316	1
	Comp	ОТ			
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate
614123	1				17.50
		8	7 Charbonneau	Schot Schot	1750
6/129/23		8.5	TCharbonneau EGrayson	worked the de	<del></del>
	-	<del>. ]</del>	Carad Don	worked Holiday Schot	24.72
1/5/23	<u> </u>	6	Caupall	3ch of the second	24.72
6/10/23	<u> </u>	<u> </u>	CQuinnell	schot	23.00
6/4/23		15 8	Caunnell Caunnell MRILLY MRILLY	Schot / Counsh, Et	25.00
6/11/23		8	M RIKY	SCHOT	23.00
		61,50	or hows		
				16 x /17.50x1.5)=	420.00
				a2.50 x(24.72 x15)=	834,30
				23,00 x (23,00 x 45)=	193.50
				25,00 1 2 3,00 143,72	2047,80
	<b>_</b>				207/100
					Name of the last o

TOTAL = 2047.80

PPE: 6/11/23 Dept: Curk

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5/3/123	, 5	Tiburs	A How Hon	12 lunch	24,00
2/5/23	.5		A Hatter	1/2 lunch	24.00
615/23		1	1/2 Strecher	1/2 lunch	32.72
6/6/23		3,50	K Strecke	Natureh - Con nel	3 272
6/9/23		. 50	Kstrecku	1/2 lunch No which - council 1/2 lunch	3 a 7 d 3 a 7 d
V 112					
	X1.5	Com	OTIM	1,50 x 24.00	36.00
					36.00
		5	OT	5 x (\$32,72x1,5)	245.40
					generals-rivin
				*	

lomp Time

OT

TOTAZ 281.40