



**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 Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
6-1		8	Baumgartner	SWAT call out CFS 2023-4069	26.18
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	26.18
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	25.08
6-11		4	Seibert	Scheduled OT	24.08
5-29		12	Sell	Holiday worked Memorial Day	25.64
5-29		12	Spencer	Holiday worked Memorial Day	25.08
6-8	4		Spencer	Scheduled OT	25.08
5-29		12	Swan	Holiday worked Memorial Day	25.08
6-3		2	Swan	OT due to training schedule, unable to adjust schedule due to staffing shortage	25.08
6-7	4		Anglin	Scheduled OT	27.68
6-12		8	Scott	Holiday worked Memorial Day	24.08
6-4		12	Swan	OT due to training schedule, unable to adjust schedule due to staffing shortage	25.08

Alto

Dept: *DW*

Comptime

TOTAL -	4148.64
---------	---------

PPE: PPE 6/11/23

Alfalfa

TOTAL = 2221.15

Statter

Dept: Ambulance

TOTAL = 2047.80

PPE: 6/11/23
Dept: Clark

PPE: 6/11/23
Dept: Clerk

[illegible]

Lo mp Time

OT

TOTAL

281.40