



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 13, 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 November 22, 2022 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 9, 2022.
4. Review and approve November 2022 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending November 27, 2022 totaling \$246,744.73

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending November 27, 2022.
7. Mayor's Executive Updates.
8. Clerk Treasurer's Financial Updates.

Announcements

9. The next Budget Finance Meeting will be held on December 27, 2022.
10. Emelie Eaton 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 November 22, 2022 Budget Finance Committee minutes.

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

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

Others Present: Kelly Strecker, Mayor Dave 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 November 08, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of November 08, 2022. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisition, for new partitions in Finance Department. Heidi Sparks moved to approve purchase requisition for new partitions in Finance Department. Emelie Eaton seconded the motion, all in favor, motion passed 4-0
3. Review and recommend approval to Council; claims entered through November 18, 2022. Heidi Sparks moved to approve the claims and check register for claims entered through November 18, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the October 2022 Utility Billing Adjustments, Emelie Eaton moved to approve October 2022 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 November 13, 2022, totaling \$217,635.63. Richard Klose motioned to approve the payroll register for the pay period ending November 13, 2022, totaling \$217,635.63. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

New Business –

Old Business –

Other Items –

1. Review Comp/OT reports for the pay period ending November 13, 2022.
2. Mayor Update – Discussed City wide surplus sale, stated that it was going well, and you can still bid until November 28th, 2022.
3. Clerk/Treasurer Financial Update-Looking at new CD's and rates.

Announcements –

4. The next Budget and Finance Committee meeting will be held on December 13, 2022, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned 6:25 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 November 27, 2022.

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Comp and Overtime Report

PPE:11-27-22

Division: Police

Submitted by :Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-14		6	Baumgartner	SWAT training	\$26.18 ✓
11-15		6	Baumgartner	SWAT training	\$26.18 ✓
11-27		4	Baumgartner	Scheduled OT	\$26.18 ✓
11-15		4	Booth	Background investigators school	\$26.18 ✓
11-15		8	Brew	** DEA OT**	\$28.85 ✓
11-16		8	Brew	**DEA OT**	\$28.85 ✓
11-17		8	Brew	** DEA OT**	\$28.85 ✓
11-18		8	Brew	** DEA OT**	\$28.85 ✓
11-19		12	Brew	** DEA OT**	\$28.85 ✓
11-23		8	Brew	**DEA OT**	\$28.85 ✓
11-24		8	Brew	Holiday worked- Thanksgiving	\$28.85 ✓
11-25		8	Brew	** DEA OT**	\$28.85 ✓
11-26		8	Brew	**DEA OT **	\$28.85 ✓
11-16	.5		Bryant	Child Advocacy Center interview	\$28.85 ✓
11-16	4		Canape	Cover FMLA	\$25.41 ✓
11-24		12	Hust	Holiday worked- Thanksgiving	\$22.24 ✓
11-24		12	Kinn	Holiday worked- Thanksgiving	\$22.24 ✓
11-27		4	Pitts	Scheduled OT	\$33.23 ✓
11-21	1		Sedgwick	DUI investigation P202201084	\$25.08 ✓
11-27		4	Seibert	Scheduled OT	\$24.08 ✓
11-23	4		Sell	Cover FMLA	\$23.84 ✓
11-27	4		Spencer	Scheduled OT	\$24.08 ✓
11-24		12	Johnson	Holiday worked- Thanksgiving	\$26.18 ✓
11-24		12	Featherly	Holiday worked - Thanksgiving	\$24.08 ✓
	13.50	152			
	13.50			.75 x 28.85	21.64
	x 1.50			6 x 25.41	152.46
	20.25			1.5 x 25.08	37.62
				6 x 23.84	143.04
				6 x 24.08	144.48
					499.24
					Comp TOTAL

Comp and Overtime Report

PPE: 11-27-22

Division: Police

Submitted by: Langue

[illegible]

Report
Submitted: *Ala*

Dept: Shop

6 3

**COMP
HOURS**

OT
HOURS

Comp and OT Report

PPE: 11/27/2022
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
11/24/2022		8	C. CASWELL	HOLIDAY WORKED	\$ 26.79
11/24/2022		8	T. HENRY	HOLIDAY WORKED	\$ 28.27
11/24/2022		8	C. NICHOLSON	HOLIDAY WORKED	\$ 26.79
11/18/2022	1		H. NUERNBERGER	SHIFT CHANGE	\$ 28.27
11/20/2022	1.5		H. NUERNBERGER	TALK TO OP ON SHIFT	\$ 28.27
11/24/2022	8		H. NUERNBERGER	HOLIDAY WORKED	\$ 28.27
11/24/2022		8	J. SAWYER	HOLIDAY WORKED	\$ 26.79
11/17/2022		5	J. WAGGONER	COVER SHIFT	\$ 25.26
11/24/2022		8	J. WAGGONER	HOLIDAY WORKED	\$ 25.26
11/17/2022		8	S. WAGGONER	COVER SHIFT	\$ 25.26
11/24/2022		8	S. WAGGONER	HOLIDAY WORKED	\$ 25.26

Total Hours 10.5 61

	10.5			15.75 X \$28.27	\$ 445.25	
	X 1.5					
COMP HOURS	15.75				\$ 445.25	COMP HOURS
	OT HOURS	61		24 X (\$26.79 X 1.5) =	\$ 964.44	
				8 X (28.27 X 1.5) =	\$ 339.24	
				29 X (25.26 X 1.5) =	\$ 1,098.81	
					\$ 2,402.49	OT HOURS

GRAND TOTAL \$2,847.74

SUBMITTED BY : AMBER HATTON

Comp and OT Report

PPE: 11/27/2022

Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
11/20/2022		8	T. Charbonneau	COVER SHIFT	\$ 17.50
11/27/2022		8	T. Charbonneau	COVER SHIFT	\$ 17.50
11/16/2022	9.5		E. GRAYSON	REPORTS FOR LATE CALL	\$ 24.72
11/21/2022	2.5		E. GRAYSON	NO DRIVER ALS INTERCEPT	\$ 24.72
11/23/2022	8		E. GRAYSON	COVER SHIFT	\$ 24.72
11/25/2022	1		E. GRAYSON	ALS REQUEST	\$ 24.72
11/24/2022		8	C. QUINNELL	HOLIDAY WORKED	\$ 24.72
11/26/2022		6	C. QUINNELL	COVER SHIFT	\$ 24.72
11/24/2022		16	M. RILEY	HOLIDAY WORKED	\$ 24.72

HOURS 21 46

	21			31.50 X \$24.72 =	\$ 778.68	
	X 1.5				\$778.68	COMP HOURS
COMP HOURS	31.5					
	OT HOURS	46		16 X (\$17.50 X 1.5) =	\$ 420.00	
				30 X (\$24.72 X 1.50) =	\$ 1,112.40	
					\$ 1,532.40	OT HOURS
GRAND TOTALS					\$2,311.08	

Submitted By: AMBER HATTON

PPE: 11/27/2022
Dept: Clerk's

HOURS	1	3.5
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SUBMITTED BY: AMBER HATTON