



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JULY 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 July 12, 2022 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve to Council claims entered through July 22, 2022.
4. Review and approve payroll register for pay period July 20, 2022 totaling \$250,763.07.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period July 10, 2022.
6. Mayor's Executive Updates.
7. Clerk Treasurer's Financial Updates

Announcements

8. The next Budget Financial Meeting will be held on August 9, 2022 at 5:30 PM.
9. Council person to review claims for the next BF meeting needs to be determined.

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 July 12, 2022 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 12, 2022**

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

Others Present: **Kelly Strecker, Amber Hatton, Mayor Dave Waggoner, Marvin Carter**

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 June 28, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of the June 28, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions – There were none to approve.
3. Review and recommend approval to Council; claims entered through July 8, 2022. Emelie Eaton had previously reviewed the claims and check register for claims entered through July 8, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
4. Review and approve the June 2022 Utility Billing Adjustments. Heidi Sparks moved to approve the June 2022 Utility Billing Adjustments. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
5. Review and approve Payroll Register for the pay period ending June 26, 2022, totaling \$236,540.71. Heidi Sparks motioned to approve the payroll register for the pay period ending June 26, 2022, totaling \$236,540.71. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
6. Review and approve Financial Statements from January 2022. Emelie Eaton moved to approve the Financial Statements from January 2022. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.

New Business – None

Unfinished Business – None

Other Items –

7. Review Comp/OT reports for the pay period ending June 26, 2022.
8. Mayor Update – Mayor Waggoner would like to hire Prothmam, a company that would help recruit a City Planner. The cost of this service is \$6500.00 per month plus advertising fees.
9. Clerk/Treasurer Financial Update. Clerk/Treasurer provided the committee with an update on financial activities. Clerk/Treasurer also updated the committee of new hires for the Accounts Payable department, Court Clerk, and Ambulance department.

Announcements –

10. The next Budget and Finance Committee meeting will be held on July 26, 2022 at 5:30pm.
11. Heidi Sparks will be reviewing claims for the next 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.

File Attachments for Item:

5. Review the Comp/OT report for pay period July 10, 2022.

Comp and Overtime Report

PPE: 7/10/2022

Division: Police

Submitted by: Kelly Strecker

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
7-4		7	Anglin	4 th of July	27.68
7-4	4		Anglin	Scheduled OT	27.68
7-4		8	Baumgartner	4 th of July	25.08
6-30		.5	Booth	Gas odor FAP- Senior Officer on shift	
7-1		6	Booth	* DUI shift*	
7-3		6	Booth	3 rd of July Street Dance	
7-4		12	Booth	4 th of July	
7-8		2.5	Booth	K-9 Call out	
7-10		4	Booth	Scheduled OT	↓
7-6		4	Brew	*DEA OT*	28.85
7-7		4	Brew	*DEA OT*	28.85
7-4		10	Bryant	4 th of July	28.85
7-4		12	Canape	4 th of July	25.41
7-3	8		Cortese	3 rd of July Street Dance	25.08
7-4		12	Cortese	4 th of July	25.08
7-10	4		Cortese	Scheduled OT	25.08
7-4		12 ✓	Hust	4 th of July	22.24
6-28	1.5		Johnson	Pre 4 th of July reserve meeting	26.18
7-7	4		Johnson	Scheduled OT	26.18
7-3		8	McFarland	3 rd of July Street dance	25.08
7-4		12	McFarland	4 th of July	25.08
7-10	4		McFarland	Scheduled OT	25.08
7-4		4 ✓	Mead	4 th of July	21.24
7-4		12	Pitts	4 th of July	32.26
7-8		4 ✓	Pitts	4 th of July	32.26
7-4		12 ✓	Sedgwick	4 th of July	25.08
7-10		4	Sedgwick	Scheduled OT	25.08
7-4		12 ✓	Sell	4 th of July	23.84
7-4		4 ✓	Spencer	4 th of July	24.08
7-7	4		Spencer	Scheduled OT	24.08
6-27	1		Swan	Cover 110's vacation leave used	25.08

DATE	COMP	OVERTIME	NAME	REASON	RATE
6-27	1		Swan	Cover 110's vacation leave used	25.08
7-4		8	Swan	4 th of July	25.08
7-7	4		Swan	Scheduled OT	25.08
6-28	1		Featherly	Council Meeting	24.08
7-4		12	Featherly	4 th of July	24.08
7-10		4	Featherly	Scheduled OT	24.08
36.5					
X 1.5					
54.75 comp hours					

$$\begin{aligned}
 7.5 \times 24.08 &= 180.60 \\
 33 \times 25.08 &= 827.64 \\
 8.25 \times 26.18 &= 215.99 \\
 6 \times 27.68 &= 166.08 \\
 \hline
 &1390.31
 \end{aligned}$$

196 OT hours

Total 8944.70

$$\begin{aligned}
 4 \times (21.24 \times 1.5) &= 127.44 \\
 12 \times (22.24 \times 1.5) &= 400.32 \\
 12 \times (23.84 \times 1.5) &= 429.12 \\
 20 \times (24.08 \times 1.5) &= 722.40 \\
 95 \times (25.08 \times 1.5) &= 3573.90 \\
 7 \times (27.68 \times 1.5) &= 290.64 \\
 18 \times (28.85 \times 1.5) &= 778.95 \\
 16 \times (32.26 \times 1.5) &= 774.24 \\
 12 \times (25.41 \times 1.5) &= 457.38 \\
 \hline
 &7554.39
 \end{aligned}$$

Comp and Overtime Report

PPE: 7/10/22

Division: Ambulance

Submitted by Kelly Trecker

Date	Comp Hours	Off-Hours	Name	Reason	Rate
6/27		(2)	E. Grayson	Transport no cover	24.00
6/28		(1.5)	E. Grayson	Call no coverage	24.00
6/29		(7)	E. Grayson	No Coverage	24.00
7/5		(8)	E. Grayson	No Coverage	24.00
7/4		(24)	E. Grayson	Holiday Worked	24.00
		44.5	OT hours		
					$44.5 \times (24.00 \times 1.5) =$
					<u>1602.00</u>
<u>Total @ 1602.00</u>					

Comp and Overtime Report

PPE: 7/10/22

Division: WTP & WWTP

Submitted by:

[illegible]

Comp and Overtime Report

PPE: 7/10/22

Division: Clerks Office

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/27		1	A. Hutton	Monthly Balancing	22.00
6/28		2	A. Hutton	" "	
6/30		1.5	A. Hutton	" "	
7/1		1.5	A. Hutton	" "	
7/8		.25	A. Hutton	" "	
7/1		.25	B. Moorman	Council Agenda	
7/3		2	B. Moorman	Council Agenda	
6/27	1.5		K. Strecker	Worked 7-5:30	31.77
6/28	2.75		" "	Balancing + B/F	
6/29	1.5		" "	Worked 7-5:30	
6/30	2		" "	Worked 7-6pm	
7/7	1		" "	Worked 7-15	
7/5	1.5		" "	Worked 7-5:30	
7/6	1.25		" "	Worked 7-5:15	
7/7	2		" "	Worked 7-6	
7/8	1.5		" "	Worked 7-5:30	
7/10	7.5		" "	Pay Roll Changes Insurance	

31.5 OT hours

$$9 \times (22.00 \times 1.5) = 297.00$$

$$22.5 \times (31.77 \times 1.5) = 1072.25$$

Total \$ 1369.25

Comp and Overtime Report

PPE: 7/10/22

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T - Hours	Name	Reason	Rate
6/30	2.5		J. Baker	Winter Call out	27.39
7/1	2.5		J. Baker	Winter Call out	27.39
6/28	.5		B. Gonzalez	Recover garbage Truck	26.12
7/4	4		B. Gonzalez	Holiday Worked	26.12
7/9	3.5		R. Harris	Funeral/Burial	24.42
6/28		.5	D. Saylor	longer garbage Route	26.65
<hr/>					
	13				
X	1.5				
	19.5		comp hours		
<hr/>					
				$5.25 \times 24.42 =$	128.21
				$10.75 \times 26.12 =$	176.31
				$7.5 \times 27.39 =$	205.43
					509.95
					=
<hr/>					
			.5 OT hours		
				$.5 \times (26.65 \times 1.5) =$	20.00
					=
<hr/>					
Total \$ 529.95					

Comp and Overtime Report

PPE: 7/10/22

Division: Court

Submitted by: Philip Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/27		.5	S. Phillips	Prep for Court	22.25
6/28		.5	S. Phillips	Changes of Pleas	
6/29		2	" "	Prep for Court	
6/30		.5	" "	Complete Project	
7/7		2	" "	Complete Omnibus Hearings	
4.25	4.25	" "	" "	Catch up on Court Docs	
4.5	4.5	" "	" "	Filing; Prep Work	
14.25 OT hours					
14.25 X (22.25 X 1.5)					475.59
Total 475.59					