

# AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, JANUARY 10, 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 December 27, 2023 Budget Finance Committee minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council claims entered through January 6, 2023.
- 4. Review and approve December 2022 Utility Billing Adjustments.
- 5. Review and approve payroll register for pay period ending December 25, 2022 totaling \$177,656.15.

# **New Business**

# **Old Business**

# **Other Items**

- 6. Review the Comp/OT report for pay period ending December 25, 2022.
- 7. Mayor's Executive Updates.
- 8. Clerk Treasurer's Financial Updates.

# **Announcements**

- 9. The next Budget Finance Meeting will be held on January 24, 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 December 27, 2023 Budget Finance Committee minutes.

# Minutes of City of Laurel Budget/Finance Committee Tuesday, December 27, 2022

Members Present: Richard Klose, Michelle Mize (5:35 p.m.), 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 December 13, 2022, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of December 13, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
- 2. Review and approve purchase requisition, there were none.
- 3. Review and recommend approval to Council; claims entered through December 23, 2022. Emelie Eaton moved to approve the claims and check register for claims entered through December 23, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 4. Review and approve Payroll Register for the pay period ending December 11, 2022, totaling \$213,124.12. Heidi Sparks motioned to approve the payroll register for the pay period ending December 11, 2022, totaling \$213,124.12. 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 December 11, 2022.
- 2. Mayor Update –Mayor stated that the city is working on a water rate increase. The increase would be a tier system and the increase would only effect high water users. Residential homes should not notice the increase.
- 3. Clerk/Treasurer Financial Update-Working on getting the AFR submitted, by December 30, 2022.

# Announcements -

- 4. The next Budget and Finance Committee meeting will be held on January 10, 2023, at 5:30 pm.
- 5. Richard Klose 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 December 25, 2022.

# Comp and Overtime Report

PPE:12-25-22 (Final)

Division: Police

Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate	
12-22	Hours	Hours	A so celline	*Reimbursed OT* Scheduled OT	1000 18	
12-22	.5		Anglin	Sex Assault P2022-1161	27.68	-
		L.	Bryant Featherly	Scheduled OT	28.85	-
12-22	4		Johnson		24.08	
12-17	1 -		<del> </del>	Theft P2022-1171	26.18	-
12-21	3 /	40	Johnson	Stolen Vehicle/ theft P2022-1185	26.18	
12-25		12 -	Kinn	Holiday worked Christmas Scheduled OT	22.24	-
12-22		4	Seibert Sell		24,08	
12-25	4 -	12	Johnson	Holiday worked Christmas Scheduled OT	24.18	
12-24 12-22	4 -			SWAT call out		
12-25	4	12	Baumgartner Baumgartner	Holiday worked Christmas	26.18	
12-25		12	Spencer	Holiday worked – Christmas	26.18 24.08	
12-23		12	Spencer	Tionday worked Christinas	27.00	
	16.50					
	x 1.50					
	24,75	Comp	hours	6 X27,668	166.08	
		COTTIF	1.0000	,75 X 28,85	21.64	
				18.00 / 26.18	471.24	
				10. 12.10	\$ 659.96	Comptine
					=	
		56	othows			
			01.10003	20 × (2408 × 1.5)	72240	
				12 x (22.24 x 1.5)	400,32	
				12 × (23.84 × 1.5)	429,12	
				12 × (26.18 × 1.5)	471, 24	
					\$ 2023,08	or Hows
					-	
						1
					22/	LL

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PPE: 12/25/22 Dept: FAR Ambulance

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r	7	<del></del>	<del></del>		<del></del>	7
	Comp	ОТ				
Date	Comp Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate	
12-18-22	8		T. Charbonnau	Shift Giverage	17.50	
12-20-22	8		T Char bonneau	Shift Coverage	17.50	
12-14-22	5		EGrayson	Cour Sheft	24.72	
12-16-22	1		EGrayson	Cour Shift	24.72	
12-21-2-	4		EGITAUSON	avu shft	24.72	
12-25-22			EGrayson	Holidy worked	24.72	
12-17-22		181	Counnell	cover sheft	24.72	
12-18-22		6	m Riley	Covershift	23.00	
12-23-22		8	m Rolay	Cover Sheft	23.00	
12-25-32	***************************************	8	m Rely	Holiday Worked	23.00	
			7: 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
	26					
	1.5					
	39.00	Comp	Hours	24. X \$17.50	420.00	
	7,700	1	COOL	15 × 2472	370.80	
					1290 80	Comptim
					\$790.80	with the second
		46	OT hours			
		7.0	UINGUA	24 X (24.72×15)	889.92	
				22 x (23,00x1.5)	159.00	
				22 K (25,00K1.3)	\$ 164892	or hours
					3 10 10116	01 70000
					#spenisher.	
		-				
		4				

TOTAL

\$2439.72

PPE: 12/25/22

Dept:

= PWnme Card			Shake	Management
	Comp	ОТ		

	Comp	ОТ				
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate	
12-21-3-2		3	C Caswell	Alarms	26.79	
12-25-23	8		D Ccaser	Holida Work-ed	24.79	
12-21-22		2.5	T. Henry	Strungump alahms	28.27	
12-12-22	a.		H-Nuernberger	Contractor Cordinating	28.27	
12-14-2-2	المدووري		H Nucroberger	Sheft Change	28.27	
12-19-22			H Munberges	Ch. F+ Change / Contractor. Con	28.27	
12-20-22	5		H Numberger	boiler Pamp Call out	28.27	
12-21-22	1.5		H Nunherger	She ft change	28.27	
12-22-22			HNussbuger	Shift-Change-Contracts	, 28,27	
12-25-22		8	J. Sanyer	Holiday Worked	2 4.79	
12-25-22		8	N. Stamper	Holiday Worked	25.81	
12-25 22		8	S. Wagginer	Holiday Worked	25.24	
		ļ	7 7	7		
	19.50					
	18,50	-				
	X1.5 27.75	1/2/200	la			
	<u> 21.15</u>	uomp	hours	12 × 26.79	321.48	
					445.25	
		<u> </u>		15,75 X 28,27		Comp Tork L
					=	comp
		29.51	OT hours			
				11 × (21.79×1.5)	442.04	
				2.5x (28.27x1.5)	104.02	
				8 x (25.81 x 1.5)	309.72	
				8x (2526×15)	303112	
					1160.90	- OT TOTALS
			~			
		<del>                                     </del>				
		<del>                                     </del>				
				TOTAL	- 19771.3	

TOTAL \$ 1927.63

PPE: 12/25/22
Dept: City Shop

						1
	Comp	ОТ				
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate	
12/24/22		2.5	J. Barchart	Callout - Shutoffwater		
12124/22		1,00	A. FOX	Water Shuf Off	17-92	
12/23/22	2,5		& Gonzalez	Shutoff water callout	26.12	•
alaolaa	2.5		Reith Gruy	Shut off water- grown	25.18	
1222122		2.5	K. Hoffman	Callout-Shut of Fwater	25.91	
12/23/22	1,5		D. Nauman	standuntel 5:00- Frounds		
12/19/22		a	Baylor	Gitruck Issues	24.65	
12/21/22		g and of the control	> Saylor	work thru. lunch-Ran		
12/24/22		8	& Saylor	Worked Saturday	2 4 65	
				7		
	6.5					
	x 1,5					
	9,75	Comp	hows	3.75x 26.12	97.95	
	<del></del>			3,75 x 25.18	94.43	
				2.25x 24.42	54.95	
					\$247.33	CompTime
						001111 1010
		17	ot hours			
		-		2.5 x /23,92 x 1.5)	89.70	
***************************************				1 X (17.92 X 1.5)	26.93	
				2.5 x (25.91 x1.5)	97.17	
				11 X (26.65 X 1.5)	4 39.73	
					\$653,53	or hours
				***************************************		
				27.000000000000000000000000000000000000		

\$900.86

PPE: 12/25/22 Dept: Lity Hall

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				/ ( - 1/ 1		
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate	
12-19-22	1.25		M. Patrick	Shut off day- Stay late	1804	<b>*</b>
12-13-22		2.5	K Strecker	Shut off day- Slay late BF + bounced muling	1804 32.72	
	1,25					
	1,25 X1.5 7.88	Comp	Tine	1.88 × 18.04 =	3392 =	comp hours
		2.5	OT hows	2.5 x(32.72x1.5)=	122.70	or hours

TOTAL

154.62