



AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 08, 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 July 25, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through August 4, 2023.
4. Review and approve Utility Billing Adjustments for July 2023.
5. Review and approve payroll register for pay period ending July 23, 2023 totaling \$215,277.43

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending July 23, 2023.
7. Mayor's Executive Updates.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on August 22, 2023.
10. Michelle Mize is scheduled to review claims for the 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 July 25, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 25, 2023**

Members Present: 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 July 11, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of July 11, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through July 21, 2023. Heidi Sparks moved to approve the claims and check the register for claims entered through July 21, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending July 9, 2023, totaling \$289,743.55. Michelle Mize motioned to approve the payroll register for the pay period ending July 9, 2023, totaling \$289,743.55. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.

New Business –None

Old Business – None

Other Items –

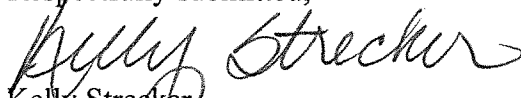
1. Review Comp/OT reports for the pay period ending July 9, 2023.
2. Mayor Update – The Mayor stated that it has been quiet, and he had no updates.
3. Clerk/Treasurer Financial Update-Kelly stated that she has been working on the FY23/24 budget. She said that she is working on getting the information into the new budget program, Clear Gov. The finance office has been very busy getting ready for the new fiscal year and closing out last year.

Announcements –

4. The next Budget and Finance Committee meeting will be held on August 08, 2023, at 5:30 pm.
5. Emelie Eaton is scheduled to review claims for the next meeting.

Meeting Adjourned at 5:59 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 July 23, 2023.

Comp and Overtime Report

PPE: 7-23-23

Division: Police

Submitted by: Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
7-19	4		Anglin	Scheduled OT	30.19
7-23		4	Baumgartner	Scheduled OT	26.97
7-12		8	Booth	K-9 Training	26.97
7-15		1	Booth	Work Volume	26.97
7-16		1	Booth	Work Volume	26.97
7-20		4	Booth	Scheduled OT	26.97
7-11		2	Brew	** DEA OT**	29.69
7-14		4	Brew	**DEA OT**	29.69
7-20	4		Johnson	Scheduled OT	26.97
7-23		4	Pitts	Scheduled OT	33.23
7-20		4	Scott	Scheduled OT	24.83
7-23		4	Sedgwick	Scheduled OT	25.83
7-23		4	Seibert	Scheduled OT	24.83
7-12	4		Sell	OT to cover leave	26.40
7-20	4		Spencer	Scheduled OT	25.83
7-18	2		Swan	CIT Meeting	25.83
7-20	1	4	Swan	Scheduled OT & DUI Task Force Meeting	25.83
	19				
	x 1.5			6 x 30.19 =	181.14
	<u>28.55</u>	Comp hours		6 x 26.97 =	161.82
				6 x 26.40	158.40
				10.50 x 25.83	271.22
					<u>772.58</u> comp hrs
		44	OT hours	18 x (26.97 x 1.5) =	728.19
				6 x (29.69 x 1.5) =	267.21
				4 x (33.23 x 1.5) =	199.38
				8 x (24.83 x 1.5) =	297.96
				8 x (25.83 x 1.5) =	309.96
					<u>1802.70</u> OT hours

TOTAL \$ 2575.28

Comp and OT Report

PPE: 7/23/23
 Dept: Shops



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7/16/23	5		J BAKER	Clean Boat Ramp	27.39
7/11/23		1.5	B. Gonzalez	Union Meeting	26.12
7/23/23	2.5		K Hoffman	Water Leak	25.91
7/17/23	1.5		D Nauman	Boat Training	25.91
7/24/23	3.50		F Schweigert	Funeral	26.65
	12.50				
	x 1.50			7.50 x 27.39	205.43
	18.75	Comp hours		6 x 25.91	155.46
				5.25 x 26.65	139.91
					<u>500.80</u>
		1.5	OT hours	1.5 x (26.12 x 1.5) =	58.77
					<u> </u>

Comp Time

OT hours

TOTAL \$559.57

Comp and OT Report

PPE: 7/23/23

Dept: Clerk



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7/17/23	1		K Gauslow	Shuf of Day	18.50
7/12-14/23		1.50	A Hatten	Payroll	24.00
7/17-20/23		2.75	A Hatten	Balance Drawn	24.00
7/10-13/23		4	K Strecker	hours Worked	32.72
	1				
	<u>X 1.5</u>				
	1.5	Comp	hours		
				1.5 X 18.50	27.75
					<u>27.75</u>
		8.25		4.25 X (24.00 X 1.5) =	153.00
				4 X (32.72 X 1.5) =	196.32
					<u>349.32</u>
					=

Comp hours

OT hours

TOTAL \$377.07

