

AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, JULY 11, 2023 5:35 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 27, 2023 Budget Finance Committee minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council claims entered through July 7, 2023.
- 4. Review and approve Utility Billing Adjustments for June 2023.
- 5. Review and approve payroll register for pay period ending June 25, 2023 totaling \$186,247.55.

New Business

Old Business

6. Update on sign for kiosk at cemetery.

Other Items

- 7. Review the Comp/OT report for pay period ending June 25, 2023.
- 8. Mayor's Executive Updates.
- 9. Clerk Treasurer's Financial Update.

Announcements

- 10. The next Budget Finance Meeting will be held on July 25, 2023.
- 11. 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 27, 2023 Budget Finance Committee minutes.

Minutes of City of Laurel Budget/Finance Committee Tuesday, June 27, 2023

Members Present: Richard Klose, Emelie Eaton, Heidi Sparks (5:45 p.m.), Michelle Mize

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 approve June 13, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of June 13, 2023. Michele Mize seconded the motion, all in favor, motion passed 3-0.

- 2. Review and approve purchase requisitions. There were two purchase requisitions presented to the committee for approval. The first one was a new repeater for the 911 system in the amount of \$6001.40. The second one is for the battery and battery backup system for the repeater. The backup system will be split between the police department and the ambulance department. The cost of the battery backup is \$5431.00. Emelie Eaton moved to approve both purchase requisitions. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
- 3. Review and recommend approval to Council; claims entered through June 30, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through June 30, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 4. Review and approve Payroll Register for the pay period ending June 11, 2023, totaling \$236,564.23. Richard Klose moved to approve the payroll register for the pay period ending June 11, 2023, in the amount of \$236,564.23. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business -

Old Business –Update on sign for kiosk at cemetery. The committee agreed to move this item to the next meeting.

Other Items -

- 1. Review Comp/OT reports for the pay period ending June 11, 2023.
- 2. Mayor Update Mayor stated that with the train derailment, the city opted to shut down the water plant as a precaution until further investigation. At the time of the shut down the railroad was not sure if anything had spilled into the river. The mayor stated that DEQ tested the water every hour, to make sure it was safe. The mayor spoke with CHS, and they agreed to be very careful to conserve water, while the water plant was shut down.
- 3. Clerk/Treasurer Financial Update-Kelly stated that she and the mayor are holding budget meetings with all department heads this week. Kelly said that she has been working on the general fund budget but will not know what the mill amounts are until the first week of August. Kelly stated that union negotiations start tomorrow June 28, 2023.

Announcements -

- 4. The next Budget and Finance Committee meeting will be held on July 11, 2023, at 5:30 pm.
- 5. Richard Klose is scheduled to review claims for the next meeting.

Meeting 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:

7. Review the Comp/OT report for pay period ending June 25, 2023.

Comp and Overtime Report

PPE: June 25, 2023 Division: Police Submitted by:

Date	Comp	ОТ	T Name Reason		Rate
	Hours	Hours		*Reimbursed OT*	
6-22	4		Anglin	Scheduled OT	27.68
6-21		2.5	Baumgartner	SWAT Call Out CFS2023-4755	26.18
6-22		4	Baumgartner	SWAT Call OUT CFS2023-4779	26.18
6-25	4		Baumgartner	Scheduled OT	26.18
6-22		2 ~	Brew	** DEA OT**	28.85
6-15		2.5	Featherly	P2023-0613 Felony Drugs	24.08
6-22	4		Johnson	Scheduled OT	26.18
6-25		4 -	Pitts	Scheduled OT	33,23
6-14		2	Scott	Training	24.08
6-15		2	Scott	Training	24.08
6-22		2	Scott	Training	24.08
6-25		5.5	Sedgwick	Scheduled OT&DUI arrest P2023-648	25.08
6-25		4	Seibert	Scheduled OT	24.08
6-13		3	Spencer	Court P2022-0953	25.08
6-22	4		Spencer	Scheduled OT	2508
6-15		1.5	Swan	DUI task force meeting	25.08
6-17		1.5	Swan	Search Warrant P2023-0617	2508
6-18		2.5	Swan	Search Warrant P2023-0617	2508
6-22		6.5	Swan	Search Warrant P2023-0617 &	15 00
				Scheduled OT	25,08
	16				
	X15				
	24	Comp	TIM	6 x 27.68 =	166.08
		, ,		12 × 26,18 =	314,16
				6 x 25.08 =	150.48
					630,70
					ALEMANNA.
		45,50	OT howrs	6,5 x (26.18×1.5) =	255,26
				A x (28.85×1.5) =	84.55
				12.50x (24.08 x 1.5) =	18,75
				4 x (33,23x1,5) =	199.38
				20.50 × (25.08×1.5) =	771.22

1331.16 - OT TOTAL

PPE: June 25, 2025 Dept: City Shap

Comp and OT Report

Date 6/13/23 16/21/23 6/13/23	Comp Hours	OT Hours 13	Names J. Baruhart K. Guy K. Hoffman D. Saylor	Reason *Reimbursed OT* (all out (all out (all out Truck Issues	Regular Rate 23,92 25,18 25,91 26:65
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CompTime

718,00 TOTAL

Comp and OT Report

PPE: Jun 25, 2023 Dept: PW

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	Comp	OT				
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6/8/23	.5	4.70		allarms-Callin talktooponshift		
1.6(0.2	3,50		HP Numburge	New 11ft well Cutin	28.27	
6/24-6/25	11		HPNW Nounger HPNWerburg 4x		28.27	
6/24/23		4	5 Wascon	Train Dehaulment	26.79	
6/24/23		6	T Wrobel	Train Dehalment	24.72	
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	X1.5					
	22.50	Come	TOTALS	22,50 × 28,27	12/08	Comp Time
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				6 x (24.72x1.5)=	22248	man de deservición de servición
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PPE: 6/25/23

Dept: Ambulance

Comp and OT Report

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Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate		
6/17/a3		8	Counnell	Courshift	24,72		
6/19/23		17			2472		
6/24/23		8	\rightarrow		24.70		
6/19/23		10	m Riley	Sch of	23,00		
6/25/23		8	m Rilai	e constitution of the cons	23.00		
6/22/23		4	W Wong	SCHOT	19,57		
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OT Howa

857.84 23 X(24.72 X 1.5)= 621.00 18 x (23,00 x1,5)=

4 x (19.59x1.5)= \$1596.26

\$ 1596,26

PPE: 4/25/23 Dept: Wh

Comp and OT Report

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4	Marian Contraction	JL		

	Comp	ОТ			
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate
6/19/23		1	K. Gauslow A Hatten M. Patrick	Shutoff Day	18,50
4/13/23		1.25	AHatton	Etimetoo ISSULL	24.00
4/12/23	, 5		mPatrick	1 7 622 May 1 12 -	19.04
6/19/23			mrature	Shul off day	1904
6/12-6/22/23		4	KStreKen	long days + BF	32.72
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	2:50				
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	3,75	Comp	TIM	2.25 x 19.04 =	42.8건
				1,5 义18,50	27.75
					70.59
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		5,25	OT	1,254 (24,00×1,5)=	45,00
				4 X (32,72 X)15)=	194.32
					241,32

comptime

OT TIM

TOTAL \$311.91

PPE: 6/25/23
Dept: Cowd

Comp

Hours

,50

ОТ

Hours

Names

Date

6/2/123

Comp and OT Report

Reason *Reimbursed OT*

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Regular Rate

2225

Comptime

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\$16.69 TOTAL