

AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE MONDAY, OCTOBER 23, 2023 5:00 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 September 26, 2023 Budget Finance Committee minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council claims entered through October 6, 2023.
- 4. Review and approve Council claims entered through October 20, 2023.
- 5. Review and approve Utility Billing Adjustments for September 2023.
- 6. Review and approve payroll register for pay period ending October 1, 2023 totaling \$235,947.93.
- 7. Review and approve payroll register for pay period ending October 15, 2023 totaling \$229,643.73.
- 8. Review and approve July 2023 Financial Statements.
- 9. Review and approve August 2023 Financial Statements.
- 10. Review and approve September 2023 Financial Statements.

New Business

11. Guest Speaker- Dennis Eaton Montana Rural Water Association Circuit Rider. Grants and Loans presentation from USDA.

Old Business

Other Items

- 12. Review the Comp/OT report for pay period ending October 1, 2023.
- 13. Review the Comp/OT report for pay period ending October 15, 2023.
- 14. Review the claim schedule for the upcoming months.
- 15. Mayor's Executive Updates.
- 16. Clerk Treasurer's Financial Update.

Announcements

- 17. The next Budget Finance Meeting will be held on November 14, 2023.
- 18. 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

1. Review and approve the September 26, 2023 Budget Finance Committee minutes.

Minutes of City of Laurel Budget/Finance Committee Tuesday, September 26, 2023

Members Present: Richard Klose, Heidi Sparks (6:04 p.m. via phone), Michelle Mize

Others Present: Kelly Strecker, Mayor David Waggoner

The meeting was called to order by the Committee Chair at 6:04 pm.

Public Input: There was no public comment.

General Items -

1. Review and approved September 12, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of September 12, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

- 2. Review and approve purchase requisitions. Matt Wheeler presented a requisition for a new air compressor. He stated that this will replace the existing 1979 air compressor that the city currently has. Matt said that this air compressor is used continuously at the shop, to blow out sprinklers in the parks and is used for a lot of other things around the city.
- 3. Review and recommend approval to Council; claims entered through September 22, 2023. Richard Klose moved to approve the claims and check the register for claims entered through September 22, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
- **4.** Review and approve the August 2023 Utility Billing Adjustments, Michelle Mize moved to approve the August 2023 Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
- 5. Review and approve Payroll Register for the pay period ending September 20, 2023, totaling \$20,914.69. Michelle Mize motioned to approve the payroll register for the pay period ending September 20, 2023, totaling \$20,914.69. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
- 6. Review and approve Payroll Register for the pay period ending September 17, 2023, totaling \$228.945.03. Michelle Mize motioned to approve the payroll register for the pay period ending September 17, 2023, totaling \$228,945.03. 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 September 17, 2023.
- 2. Mayor Update The Mayor stated that the Splash Park is under construction and that they have been working on it for about 10 days.
- 3. Clerk/Treasurer Financial Update-Kelly stated that she did not have much of a financial update as she has been helping with the court move. Cleaning out the old conference room, helping the mayor get moved upstairs and situated. Kelly did mention that all payments have been made to the city from Montana Rail Link on the Riverside Park rental from the train derailment.

Announcements -

- 4. The next Budget and Finance Committee meeting will be held on October 10, 2023, at 5:30 pm.
- 5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:14 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.

12. Review the Comp/OT report for pay period ending October 1, 2023.

PPE: 10-1-23

Division: Police

Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
10-1	4.		Anglin	Scheduled OT	30.19
9-18		18/12	Baumgartner	SWAT training	26.97
9-19		6	Baumgartner	OT shift cover Patrol – Staff shortage	26.97
10-1	4		Baumgartner	Scheduled OT	26.97
9-23		1	Booth	Criminal Mischief P2023-0998	26.97
9-28		4.5	Booth	Scheduled OT& CFS2023-7826 Family	
				Disterbance	24.97
9-24		6	Brew	** DEA OT**	29.69
9-26	8		McCartney	NCMEC Training	2540
10-1		4	Pitts	Scheduled OT	34.89
9-22		.5	Sedgwick	Home Coming Parade	26.97
9-25		.5	Sedgwick	CFS2023-7759/ Threats	26.97
9-28		4	Seibert	Scheduled OT	24.83
9-18		4	Swan	Cover Patrol Shift/ Staff Shortage	25.83
9-19		4	Swan	Cover Patrol Shift/ Staff Shortage	25.83
9-21	2		Swan	Central VB Game	25 83
9-22	6		Swan	Homecoming Events	25.83
10-1	· · · · · · · · · · · · · · · · · · ·		Featherly	Scheduled OT	28.69
	24				
	X15			6 × 30.19 =	181.14
	36	comp n	บางง	6x 26,97 =	161.82
				12 × 25,40 =	304.80
				12× 25.83 =	309.94
					957.72
		50,50	OT hours	24.50x(24.97x1.5) =	99/16
				(e X (29.69 x1.5) =	247.21
				4 × (34.89 × 1.5) =	209.34
				4x (24.83×15)=	148.98
				8x (25.83×1.5)=	309.94
				4x (28,69x1.5)=	172.14

Compth

2098,79

TOTAL \$ 3056.5 6

PPE:	10-1-2023
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Submitted	by:

				Reason	Rate	7
Date	Comp Hours	O/T Hours	Name	Reason		
9/26	liouis	,50	THENRY	DEQ INSPERTOR	29.67	_
9/21		2,00		DEQ Inspertor	28.12	
9/18-10/1	3	6.0	H. Nuevnberger	The second secon	27.47	_
1110						1
					<u> </u>	-
	3					
	XIIS			4,5 x 29.67 =	133.53	Comptim
	4.5	Comp	hows	410 X 2 1.01	**************************************	
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		8,5	or Hows	· 6.5 x(29.67x1.5)=	289.29	
		<u></u>		· 6.5 x(29.67x1.5)= 2 x(28.12x1.5)=	84.36	- H. 1.11
					5 12.40	01110000
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	-					
				TOTAL.	\$ 507.18	

DDF.	10-1	-20	23	

Division: Ambulance

		1 V44
Submitted	by:	1 N Dort House

Date	Comp	O/T ·	Name	Reason	Rate	
	Hours	Hours	+ - Na 1	1 1 1 Ct	18.38	
118-10/1		22	T Chanbonneau	Cover Shift Cover Shift Cour Shift	25.96	
1/23-10/1	1	36	E Grayson	Paris Shift	23.00	
120-9/29		25	C.ORR	Cour shelt	24.15	
(24-101·		29	malas	(CACA)		
		1115	orhows			
	<u> </u>	1111	01.60000	a2x(18.38x1.5)=	604.54	
		 	:	71 V 10596 (1.6) =	1401.84	
			·	25 V (23.00 X1.5) =	86250	
				29× (24.15×1.5)=	1050.53	
				•	13921114	OThow
		<u> </u>				
						•
		·				
		·				
				TOTAL -\$	2001111	

PPE: 10-1-2023

Division: Clurk

Submitted by:

Date	Comp	O/T · Hours	Name	Reason	Rate	
\$	Hours	THOUIS	- Z Ca. II	Shut off Day	19.43	_
9/18	+		K. Gaustin	Council meting-9/19 Reto Pay Shut off day	23.79	
9/22.	1.25	 	B Havakel	Petro Pau	25.20	
9/18		,50	AHatton	Shif of day	19.99	
9/18	1		4m Patrick	Jack Off Cay		
	3.25					7
	x1.5			1,5 × 19.43 =	29.15	7
	4.88	amp	Nows		44.73	1
		`	·	1.00 x 22,11	29.99	1
				1,5 X 19,99 =		tom
				•	103.87	1
						1
		, 50	othous	105.00	18.90	OTI
		-		,5X (25.20X1.5)=	10.10	1 " "
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				•		
				TOTAL		

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PPE: 10-1-2023

Division: Shop

Submitted by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
1000	nouis	4	JBaker	Elm IIFt Station	28.75
1/18+9/24	1 cn		T Burwell	1 CI L. C. CHATIAN.	27.20
9/26	1.50	25	K Hoffman	Elm/A Station	27.20
9/23	4.0		Drauman	Flow hat Starran	27.20
1/24		,50			24.44
9/21	, 5	, 5	WSpalineer	YM OLAYE	
	4,5	- Sage			
	x1.5			2/ / 02 0 3	11.2.20
	6,75	Comp	hour	6 X/27.20 .75 x 26.44	163,20
				.75 X 26.44	16.2.62
					183.03
		<u> </u>	n l	4 x (28.75 x 1.5) =	172,50
		7	ot hours	3 × (27.20× 1.5) =	122,40
				3 / 21001	294.90
		·			
					\$ 477.93

13. Review the Comp/OT report for pay period ending October 15, 2023.

PPE:10-15-23 Division: Police Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
10-15	4		Anglin	Scheduled OT	30,/9
10-9		12	Baumgartner	Holiday worked – Columbus Day	26.97
10-15	4		Baumgartner	Scheduled OT	26,97
10-9		12	Booth	Holiday Worked Columbus Day	26,97
10-12		4	Booth	Scheduled OT	26.97
10-6		1	Brew	** DEA OT**	29.69
10-9		10	Bryant	Holiday Worked Columbus Day	2969
10-9		12	Canape	Holiday Worked Columbus Day	26.90
10-9		12	Featherly	Holiday Worked Columbus Day	28.69
10-15		4	Featherly	Scheduled OT	28.69
10-3	2		Johnson	Reserve Meeting	26.97
10-12	4		Johnson	Scheduled OT	26.97
10-12		2 -	Johnson	Felony Theft P2023-1045	26, 97
10-9		12	Kinn	Holiday Worked Columbus Day	24.04
10-15		4	Pitts	Scheduled OT	34, 89
10-9		10	Ratcliff	Holiday Worked Columbus Day	24.83
102		.5	Sedgwick	Family Disturbance P2023-1018	26.97
10-6		1	Sedgwick	Scholl assist CFS2023-8010	26.97
10-9		8	Sedgwick	Holiday Worked Columbus Day	26.97
10-11		.5	Sedgwick	Disturbance Call CFS2023-8159	26.97
10-12		4	Seibert	Scheduled OT	25.83
10-9		12	Sell	Holiday Worked Columbus Day	26,40
10-6		8	Swan	** DUI Task Force OT**	25,83
10-7		8	Swan	** DUI Task Force OT**	25, 8 3
10-9		8	Swan	Holiday Worked Columbus Day	25.83
10-10	3		Swan	Sex Assault P2023-1040	25.83
10-9		6	Anglin	Holiday worked	30:19
	17				
	y1.5				
	25,50				
	22,20				

25,50 151

PPE: 10-15-23

Division: Police

	_/\	
Submitted	by:	

Divisio	n: <u>Poli</u> C	<u>e </u>		Submitted by:		
Date	Comp	O/T ·	Name	Reason	Rate	
	Hours	Hours		6 x 30,19 =	181.14	
		-		15 \ 26.97 =	404,55	
				4.5 X 25.83 =	116.24	is
	_			112 A 93.33	701.93	Comphé
					State of production and the state of the sta	
		-				
		<u> </u>				
	_	-		40x (24.97x1.5)=	14/8,20	
				11 x (29.69 x 1.5)=	489.89	
				16 X (28.69 × 1.5)=	488.56	
				12 x (24.04 x 1.5) =	432.72	_
		-		· 4 x (34.89x1.5) =	209.34	
				10 x (24.83 x 1.5) =	372.45	
				28 x (25.83 x 1.5) =	1084,86	_
				12x (26.40x 1.5) =	475,20	_
	-			6 x (30.19 x 1.5) =	271,71	
				124 (26.90 × 1.5) =	484,20	orhow
					4127,13	-
						-
	-					-
		•				
				·		
					10201	
			-	TOTAL =	4829,06	

PPE: 10-15-23	1/4	
Division: PW	Submitted by:	

Date	Comp Hours	O/T · Hours	Name	Reason	Rate	
10-9-23		8	Caswell	Holiday Worked	28,12	
10-9-23	16	Ų?	Ceaser	Covershift + Holiday war	28.12	
10/9/23	8		HEARY	Holidy worked	29.67	
10/12/23	2		Henry	Travel time after School	29.67	
0/2-10/15	4,5	8	Nuernberger	Shift Change-Holiday Work	29,47	
0/13/23		8	Sawyer	Cover Shift of Called in Sid	28,12	
019123		8	J. Waggoner	Holiday Worked	28,12	
	30,50 X1.50			24 x 28.12	474.88	
	15,75		•	21.75 × 29.67	645,32	t
					1320.20	comp tom
				Allas (26) - 16 -	10 (2.35	
				24 x (28.12 x 1.5)=	101232 356.04	
				8 × (29-67×1.5)=	1368.36	ot hows
					1 368.34	OI Was
		•				
				TOTAL =	2688.56	

PPE: 10-15-23	
Division: Clerk	Submitted by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
10/10/2			HaraKal	Council	23,79
	1,75				
	x 1.6				
-	2.63			2.63 x 23.79 =	42.57
					·
	L		L		10 63

Company

TOTAL 62.57

PPE: 10-15-Z023

Division: Ankulance Suit

		1 /2 /1
Submitted	by:_	<u> </u>

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
10/8-10/15	I	31	Grayson Grayson Ofk ORR Reley	Covershift	25.96
10/9		8	Gray Son	Covershift Holiday worked	25,96
10/2-10/14		24	of R	Cover Shift Holiday worked Cover Shift - no staffing Holiday worked	23.00 23.00 24.15 24.15
10/9		16	OPR	Holiday worked	23.00
10/8-10/15		<u>36</u> 4	Riley	covershift-nostalling	24, 15
1019/23		4	feley	Holiday worked	24.15
· ·			,	2	
		119	OT hours	39 x (25.96x1.5) = 40 x (23.00 x1.5) =	1518,66
				40 x (23,00 x 1,5) =	1380,00
				40 x (24,15x1,5) =	1518.66 1380.00 1449.00 4347.66
					4347.66
					The interest of the second of
			~.		
				TOTAL - 4	347.66

or hours

PPE:	10/15/23		2	
Division:	Shop	Submitted by:	Alak-	

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
10/14/23		, 50	Baker	Elm 1, F+ Station	28,75
10 115 23	2,5		Burwell Nauman	Elm Lift Station	27,20
10/15/23	2.5		Nauman	Elm Lift Station Elm lift Station 2 Funerals Holliday Worked	27,20
10/7/23	3		Schweigert	2 Funerals	27.98
10/9/23		6	Tabor	Holiday worked	17.50
	8				
	X1.5			7.5 × 27.20 = 4.5 × 27.98 =	204,00
	12,00			4.5x 27.98 =	125.91
					329.91
		6,5	ot hours		ASSECTION OF THE PROPERTY OF T
				·5x (2875x1.5)=	21.57
				6x (17,50×1,5)=	157.50
		· .			179.67

			L	7000 =	508,98

TOTAL = 508,98

or hours

PPE: 10-15-23	A (A)
Division: Court	Submitted by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
10/3-10/12	· · · · · · · · · · · · · · · · · · ·		Folts	St. Hookup, It, Courts Court move	21,43
10/2/23	,50		Folts Phillips	Court move	23,36
			,		
	4				
	X1.5	A 0.1		E = () () 1 2 =	1.051
	4	Comp hour	<u> </u>	5,25 × 21,43 =	12,5 17,52 130.03
				,10 X 20,56 -	120.03
				·	
			······································		

Comp how

TOTAL 130.03

14. Review the claim schedule for the upcoming months.

Claim Review Schedule is as follows:

November 14th- Heidi

November 28th- Richard

December 12th- Emelie

December 26th – Michelle

January 9th- Heidi

January 21st- Richard

February 13th- Emelie

February 27th- Michelle