



**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

File Attachments for Item:

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.

File Attachments for Item:

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

Comp and Overtime Report

PPE: 10-1-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
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	26.97
9-24		6	Brew	** DEA OT**	29.69
9-26	8		McCartney	NCMEC Training	25.40
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		4	Featherly	Scheduled OT	28.69
	24				
	X 1.5			6 X 30.19 =	181.14
	36	comp hours		6 X 26.97 =	161.82
				12 X 25.40 =	304.80
				12 X 25.83 =	309.96
					957.72
					=
		50.50	OT hours	24.50 X (26.97 X 1.5) =	991.16
				6 X (29.69 X 1.5) =	267.21
				4 X (34.89 X 1.5) =	209.34
				4 X (24.83 X 1.5) =	148.98
				8 X (25.83 X 1.5) =	309.96
				4 X (28.69 X 1.5) =	172.14

2098.79

TOTAL \$ 3056.51

PPE: 10-1-2023

Division: PW

Submitted by:

TOTAL	\$507.18
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PPE: 10-1-20 23

Division: Ambulance

Submitted by:

TOTAL -\$ 3921.41

Submitted by:

[illegible]

Comptime

OT hours

TOTAL	\$122.77
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Submitted by:

[illegible]

TOTAL	\$ 477.93
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File Attachments for Item:

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

Comp and Overtime Report

PPE:10-15-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10-15	4		Anglin	Scheduled OT	30.19
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	29.69
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
10--2		.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**	25.83
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				
	21.5				
	25.50				

25.50 151

Comp and Overtime Report

PPE: 10-15-23

Division: Police

Submitted by:

[illegible]

TOTAL = 6829,06

Submitted by: 14/10/20[illegible]

TOTAL = 2688.56

Comp and Overtime Report

PPE: 10-15-23

Division: Clerk

Submitted by: ~~XXXX~~ [Signature][illegible]

Comp time

TOTAL	62.57
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Comp and Overtime Report

PPE: 10-15-2023

Division: Ambulance

Submitted by: [Signature][illegible]

TOTAL = 4347.66

Comp and Overtime Report

PPE: 10/15/23

Division: Shop

Submitted by: Adh[illegible]

TOTAL = 508.98

Comp and Overtime Report

PPE: 10-15-23

Division: Court

Submitted by: X. J. [Signature]

[illegible]

TOTAL 130.03

File Attachments for Item:

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