



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 23, 2022
5:30 PM
COUCIL 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 August 9, 2022 Budget Finance Committee Minutes.
2. Review and approve purchase requisitions.
3. Review and approve claims entered through August 19, 2022.
4. Review and approve the July 2022 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending August 7, 2022 totaling \$215,632.52.

New Business

Old Business

Other Items

6. Review the Comp/OT reports for pay period ending August 7, 2022.
7. Mayor's Executive Updates.
8. Clerk Treasurer's Financial Updates.

Announcements

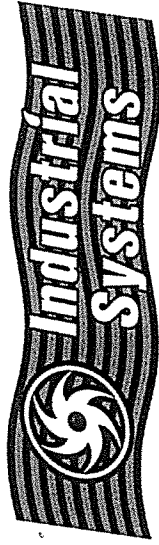
9. The next Budget Finance Meeting will be held on September 13, 2022 at 5:30 PM.
10. Emelie Eaton is scheduled to review claims for the next meeting.

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:

2. Review and approve purchase requisitions.



P.O. Box 20176
Billings, MT 59104

1.406.252.6671

BILL TO

City of Laurel
P.O. Box 10
Laurel, MT 59044

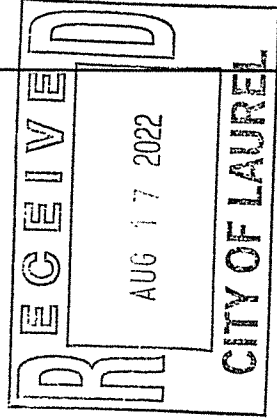
SHIP TO

City of Laurel
Water Department
115 W. First Street
Laurel, MT 59044
406.628.1987 HP

Invoice

DATE 7/31/2022 INVOICE NO. 464

Customer PO	TERMS	REP	SHIP DATE	SHIP VIA	IS PO NO	
EST 83 Nathan	Net 30	SG	7/31/2022	Best Way PPA	425	
ITEM	DESCRIPTION			QTY	UNIT PRICE	AMOUNT
7001Smartvalve/100ppd	P/N 7001Smartvalve/10ppd - Regal Model 7001 Smartvalve complete w/wall mounting plate and junction box(s) capable of operating in flow proportional control			1	3,112.00	3,112.00
7500RemMeterPanel	Regal Model 7500 Remote Meter Panel, 100 ppd			1	1,520.00	1,520.00
Vac 1000	P/N Vac 1000			1	770.00	770.00
Shipping & Handling	Shipping & Handling -				287.65	287.65



Thank you for supporting a locally owned business!

Total \$5,689.65

Returns must be pre-authorized by us. If restockable, customer pays a 50% restocking fee and freight charges. If non-restockable, product is non-returnable.

Pymts/Credits \$0.00

Balance Due \$5,689.65

FOR CITY USE ONLY — THIS IS NOT A PURCHASE ORDER

Date: 5-19-22
Fund: Water
Dept.: Treatment Plant

PURCHASE REQUISITION
CITY OF LAUREL
MONTANA
59044

VENDOR: Industrial Systems VENDOR NO.: _____

Quantity	Fully Itemize	Est. Cost	Account Number
1	Regal Chlorinator 100 ppd	\$ 3112 ⁰⁰	5210 500 430540 364
1	Regal 7500 Remote Meter 100 ppd	\$ 1520 ⁰⁰	
1	Regal Vacuum Monitor	\$ 770 ⁰⁰	
Total estimated cost		\$ 5402 ⁰⁰	

The items listed above are a proper charge against the account shown hereon and the services or materials are to be used exclusively for the purpose against which said items are charged.

INVOICE # 5089.05
Difference due to
SH \$ 287.05

Dept. Authorized Signature

Approval: Finance Committee Michelle Mize

Hildi Sparks

Date: 5.24.22

File Attachments for Item:

4. Review and approve the July 2022 Utility Billing Adjustments.

UTILITY BILLING SYSTEM Report ID: 1014 CITY OF LAUREL
 ACCOUNTS RECEIVABLE SUMMARY For AP-Year 7-2022 16:41:13 - 07/29/2022

Service	Fund	Old Balance	Billings	Payments	Autodistribute	Adjustments	Other	New Balance
WATER	5210	258233.95	365017.88	252746.21	-1775.09	-469.33		368261.20
CAP IMP WATER	5210	29440.06	29224.35	27717.20	-512.30	-186.26		30248.65
SEWER	5310	139742.72	138014.91	127853.58	-1693.59	-1103.51		147106.95
CAP IMP SEWER	5310	32981.38	32025.05	30505.65	-536.03	-206.20		33758.55
GARBAGE	5410	77437.15	74807.69	72351.02	-1156.71	-324.94		78412.17
OTHER	5210	0.00	0.00	0.00	0.00	0.00		0.00
SERVICE CHARGE	5210	1690.17	575.00	1969.88	-19.25	1250.00		1526.04
WATER SUPPLIES	5210	25.00	0.00	25.00	0.00	0.00		0.00
WTR LINE INS-1	5210	2546.34	2438.25	2293.29	-43.71	-22.56		2625.03
WTR LINE INS-2	5210	281.45	270.90	254.85	-4.66	-1.48		291.36
OVERPAYMENT	5210	-16868.09	0.00	4771.56	5741.34	-2404.91		-18303.22
Grand Totals by Service:		525510.13	642374.03	520488.24	0.00	-3469.19		643926.73

Grand Total by Fund:

	Old Balance	New Balance
5210	275348.88	384649.06
5310	172724.10	180865.50
5410	77437.15	78412.17

APPROVED:

File Attachments for Item:

6. Review the Comp/OT reports for pay period ending August 7, 2022.

Comp and Overtime Report

PPE: 8/7/22

Division: Court

Submitted by: Kelly Strucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/30		(1)	S. Phillips	A/R Prep	22.25
7/31		(3)	S. Phillips	MDD Report	22.25
8/2		(5)	S. Phillips	Court Prep	22.25
8/10		(1.5)	S. Phillips	End of Month Reports	22.25
		11	DT hours		
				$11 \times (22.25 \times 1.5)$	367.13
Total @ 367.13					

Comp and Overtime Report

PPE: 8/7/22

Division: WTP & WWTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/4	8		A. Craser	No Relief Cover Shift	26.79
7/25	.50		H. Nuernberger	Shift Change	28.27
2/1	1		H. Nuernberger	Shift Change	28.27
2/2	2.5		H. Nuernberger	Cover Coverage	28.27
8/31		(8)	J. Waggoner	Cover Shift	24.52
7/28		(8)	S. Waggoner	Cover Shift	24.52
/					
	12				
	*1.5				
	18 Comp hours				
				12 x 26.79 =	321.48
				6 x 28.27 =	169.62
					491.10
					=
/					
	16 OT hours				
				16 x (24.52 x 1.5)	588.48
					=
Total \$ 1079.58					

Comp and Overtime Report

PPE: 8/7/2022

Division: Ambulance

Submitted by: Jelly Brecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
7/25		(3)	E Grayson	No Coverage	24.00
7/26		(8)	E Grayson	No Coverage	
7/27		(6)	E. Grayson	ALS Training	
7/28		(2)	E. Grayson	2nd Call	
7/26		(5)	C. Duinell	Late Call	
7/27		(5)	C. Duinell	Late Call	
7/27	4		W. Wong	No Coverage	19.00
7/28	8		W. Wong	No Coverage	19.00
/					
	12				
	x 1.5				
	18 Comp hours				
				18 x 19.00 =	342.00
/					
	20 OT hours				
				20 x (24.00 x 1.5)	720.00
Total					1062.00

