



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 22, 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 August 8, 2023 Budget Finance Committee Minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through August 18, 2023.
4. Review and approve payroll register for pay period ending August 6, 2023, totaling \$226,596.79.
5. Review and approve February 2023 financial statement.
6. Review and approve March 2023 financial statement.
7. Review and approve April 2023 financial statement.
8. Review and approve May 2023 financial statement.
9. Review and approve June 2023 financial statement.

New Business

Old Business

Other Items

10. Review the Comp/OT report for pay period ending August 6, 2023.
11. Mayor's Executive Updates.
12. Clerk Treasurer's Financial Update.

Announcements

13. The next Budget Finance Meeting will be held on September 12, 2023.
14. 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 August 8, 2023 Budget Finance Committee Minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 8, 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 25, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of July 15, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through August 4, 2023. Emelie moved to approve the claims and check the register for claims entered through August 4, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the July 2023 Utility Billing Adjustments, Emelie Eaton moved to approve the July 2023 Utility Billing Adjustments. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending July 23, 2023, totaling \$215,277.43. Heidi Sparks motioned to approve the payroll register for the pay period ending July 23, 2023, totaling \$215,277.43. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business –None

Old Business – Emelie stated that there has not been a quorum for several of the Public Works’ meetings lately. She stated that she has several questions about the SE 4th St. project, as she has been getting calls from residents.

Other Items –

1. Review Comp/OT reports for the pay period ending July 23, 2023.
2. Mayor Update – The Mayor stated that someone from a lead company is going to come to Riverside Park and give the city a quote for scanning for lead in the ground. The mayor mentioned that the union contract did not ratify on Friday August 4, 2023, due to a few language issues. Mayor said that the contractors should be arriving in the next couple of weeks to begin work on Splash Park. The work should be completed in about 30 days.
3. Clerk/Treasurer Financial Update-Kelly stated that she has been working on the FY23/24 budget. Kelly said that the auditors are here this week preparing for the Annual Financial Reporting as there have been changes in the legislation this year and it may take a little longer to prepare. Kelly stated that the year end balancing has been completed.

Announcements –

4. The next Budget and Finance Committee meeting will be held on August 22, 2023, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 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:

10. Review the Comp/OT report for pay period ending August 6, 2023.

Comp and Overtime Report

PPE:8-6-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-2	4		Anglin	Scheduled OT	30.19
7-24		5	Baumgartner	SWAT Training	26.97
8-3		3	Baumgartner	City Court Trial	26.97
8-6		4	Baumgartner	Scheduled OT	26.97
7-24		2.5	Booth	DEA callout CFS202305923	26.97
7-26		8	Booth	K9 training	26.97
8-3		4	Booth	Scheduled OT	26.97
8-6		10	Brew	** DEA OT**	29.69
8-1		2	Johnson	Reserve Meeting	26.97
8-3		4	Johnson	Scheduled OT	26.97
8-6		4	Pitts	Scheduled OT	33.23
8-6		4	Sedgwick	Scheduled OT	25.83
8-3		3	Seibert	City Court Trial	24.83
8-6		4	Seibert	Scheduled OT	24.83
8-3	4		Spencer	Scheduled OT	25.83
8-3		4	Swan	Scheduled OT	25.83
	8				
	x1.5				
	12	Comp hours		6 x 30.19	181.14
				6 x 25.83	154.98
					336.12 comp
		61.50 OT hours			=
				32.50 x (26.97 x 1.5) =	1314.80
				10 x (29.69 x 1.5) =	445.35
				4 x (33.23 x 1.5) =	199.38
				8 x (25.83 x 1.5) =	309.96
				1 x (24.83 x 1.5) =	260.72
					2530.21
					=

TOTAL \$ 2866.33

Comp and OT Report

PPE: 8/1/23
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
8/2/23		4.5	E Grayson	staff coverage	24.72
7/28-8/6/23		35	M Riley	No staffing	23.00
		<u>39.50</u>	OT hours		
				$4.5 \times (24.72 \times 1.5) =$	166.86
				$35 \times (23.00 \times 1.5) =$	1207.50
					<u>1374.36</u>
					OT hours

TOTAL 1374.36