

AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, MAY 10, 2022 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 April 26, 2022 Budget and Finance Committee minutes.
- 2. Review and approve purchase requistions
- 3. Review and recommend approval to Council claims entered through May 6, 2022.
- 4. Review and approve the April 2022 Utility Billing Adjustments.
- 5. Review and approve payroll register for period ending May 1, 2022, totaling \$205,036.16

New Business

Old Business

Other Items

- 6. Review the Comp/OT reports for the May 1, 2022 pay period.
- 7. Mayor's Executive Updates
- 8. Clerk Treasurer's Financial Updates

Announcements

9. The next Budget Finance Committee will be held on May 24, 2022 at 5:30 pm.

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 April 26, 2022 Budget and Finance Committee minutes.

Minutes of City of Laurel Budget/Finance Committee Tuesday, April 26, 2022

Members Present: Richard Klose – Chair Emelie Eaton

Heidi Sparks Michelle Mize

Others Present: Mayor Waggoner, Kelly Strecker, Amber Hatton

The meeting was called to order by the Committee Chair at 5:30 pm.

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There was no public in attendance

General Items -

- 1. Review and approved March 22, 2022, Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the March 22, 2022, Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
- **2.** Review and approve purchase requisitions Michelle Mize moved to approve the purchase requisitions. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
- **3.** Review and recommend approval to Council; claims entered through April 8, 2022. Richard Klose had previously reviewed the claims and check register. Council seconded the motion during the Council meeting, motion passed.
- **4.** Review and approve to Council; claims entered through April 22, 2022. Richard Klose had previously reviewed the claims and check register. Richard Klose made a motion to approve the claims entered through April 22, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
- **5.** Review and approve the March 2022 Utility Billing Adjustments. Emelie Eaton made a motion to approve the Utility Billings adjustments through March 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- **6.** Review and approve Payroll Register for the pay period ending March 20, 2022, totaling \$186,397.11. Richard Klose motioned to approve the payroll register for the pay period ending March 20, 2022 totaling \$186,397.11. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
- **7.** Review and approve Payroll Register for the pay period ending April 3, 2022, totaling \$196,747.05. Richard Klose motioned to approve the payroll register for the pay period ending April 3, 2022 totaling \$196,747.05. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
- **8.** Review and approve Payroll Register for the pay period ending April 17, 2022, totaling \$193,588.33. Heidi Sparks motioned to approve the payroll register for the pay period ending April 17, 2022 totaling \$193,588.33. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business – None

Unfinished Business –

9. Emelie Eaton questioned how the LIHWAP water billing was going. Kelly Strecker informed committee that going forward, we will be manually invoicing the LIHWAP customers so there is no confusion on their water bills.

Other Items -

- **10.** Review Comp/OT reports for the pay period ending March 20, 2022, and April 3, 2022, and April 17, 2022. The Committee reviewed March 6, 2022, and April 3, 2022, and April 17, 2022 Comp/Overtime reports.
- **11.** Mayor Update Mayor had no updates.
- 12. Clerk/Treasurer Update. Interim Clerk/Treasurer Kelly Strecker informed committee to feel free to email her if they have any questions. She is working on getting the APRA reporting figured out.

Announcements –

- 13. The next Budget and Finance Committee meeting will be held on May 10, 2022, at 5:30 pm. Mayor will not be present for this meeting.
- 14. Emelie Eaton will be reviewing claims for the next meeting held on May 10, 2022.
- 15. Committee members reviewing future claims:
 - a. May 24, 2022 Heidi Sparks
 - b. June 14, 2022 Michelle Mize
 - c. June 28, 2022 Richard Klose
 - d. July 12, 2022 Emelie Eaton
 - e. July 26, 2022 Heidi Sparks

Respectfully submitted,

Amber Hatton Accounts Payable

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:

6. Review the Comp/OT reports for the May 1, 2022 pay period.

PPE: 5-1-22

Division: Police

Submitted by :Langve

Date Comp		OT	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
5-1	4		Baumgartner	Scheduled OT	24.59
4-20		3	Anglin	Reserve class- firearms	27,17
4-24		10	Anglin	Reserve class- range day	27.17
4-20		8	Booth	K-9 Training	24.59
4-22		2.5	Booth	K-9 call out P2022-0369	24.59
4-26		2.5	Booth	K-9 call out P2022-0381	24.59
4-28	1	4	Booth	Scheduled OT	24.59
4-27		4	Brew	Reserve Class- building searches	28.30
4-30		6	Brew	*DEA OT*	28.30
5-1		10	Brew	*DEA OT*	28.30
4-19	1		Bryant	P2022-0172 felony abuse	28.30
4-20	3.5		Bryant	Reserve Class- Firearms	28.30
4-24	10.5		Bryant	Reserve Class Range Day	28.30
4-28	4		Johnson	Scheduled OT	25.67
4-29		4	Pitts	Scheduled OT	32.26
4-19	1		Sedgwick	Search warrant - P2022-0351	24.59
5-1	4		Sedgwick	Scheduled OT	24.59
4-28		4	Spencer	Scheduled OT	24.08
4-21		1	Swan	DUI Task Force meeting	24.59
4-25		2.5	Swan	Search Warrant Return- Souza	24.59
5-1		8	Swan	*DUI task force shift*	24.59
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PPE: 3//22.

Division: Clarks Office Submitted by:

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PPE: 5/1/22	
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Division: Shap	Submiffed by:

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PPE: 5/1/22	./ ./ ./	
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PPE: 5/1/22
Division: Ambulance Submitted by: Myly Mecker

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