



**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 requisitions
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.

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.*

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.

Comp and Overtime Report

PPE: 5-1-22

Division: Police

Submitted by :Langve

[illegible]

Total 2777.71

$411.5 \times (24.59 \times 1.5) =$	1530.73
$4 \times (24.08 \times 1.5) =$	144.48
$20 \times (28.30 \times 1.5) =$	849.00
$4 \times (32.24 \times 1.5) =$	193.54
	<u>2717.77</u>

Comp and Overtime Report

PPE: 5/1/22

Division: Clerks Office

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/19	1.5		A. Hatton	Shut off Day	22.00
4/20	1.5		A. Hatton	Short Handed	
4/21	1.75		A. Hatton	Short Handed Claims	
4/22	1		A. Hatton	Short Handed Claims	
4/26	.75		A. Hatton	B/F Meeting	
4/19		(2.5)	B. Moorman	Payroll	
4/20		(1)	B. Moorman	Payroll	
4/22		(1)	B. Moorman	Catch up w/ Council	
4/24		(3)	B. Moorman	Council Agenda Packet	
4/18		(1)	K. Strecker	7:30 to 5:30	30.77
4/19		(2)	K. Strecker	Worked 7 to 6	30.77
4/20		(1.5)	K. Strecker	7:30 to 5:30 1/2 lunch	
4/21		(1)	K. Strecker	7:30 to 5 1/2 Lunch	
4/23		(2.5)	K. Strecker		
4/25		(1.5)	K. Strecker	8-6 1/2 lunch	
4/26		(2.5)	K. Strecker	B/F Meeting no lunch	
4/27		(1)	K. Strecker	Worked until 6	
4/28		(1.5)	K. Strecker	Worked until 6	
4/30		(2)	K. Strecker	Sorted Files cleaned Cabinet out	
<hr/>					
	5.5				
	x 1.5				
	8.25 comp hours				
				8.25 x 22.00 =	181.50
					=
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	24 OT hours				
				7.5 x (22.00 x 1.5)	247.50
				16.5 x (30.77 x 1.5)	761.54
					1009.04
					=

Total \$ 1190.50

Comp and Overtime Report

PPE: 5/1/22

Division: Shop

Submitted by: Kelly Trecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/19	1.5		J. Butwell	Turn water on	23.95
4/30	9		B. Gonzalez	Cleanup Day	25.61
4/30	5.5		H. Gull	Cleanup Day	24.69
4/30		(1)	W. Spelling	Cleanup Day	24.69
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	16				
	X 1.5				
	24	Comp hours			
				$8.25 \times 23.95 =$	53.89
				$8.25 \times 24.69 =$	203.69
				$13.5 \times 25.61 =$	345.74
					603.32
					<u> </u>
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		1 OT hour			
				$1 \times (24.69 \times 1.5) =$	37.04
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Total \$ 640.36					

Comp and Overtime Report

PPE: 5/1/22

Division: Build Inspector

Submitted by: Helly Stricker

[illegible]

Comp and Overtime Report

PPE: 5/1/22

Division: WTP + WWTP

Submitted by: Kelly Strecker

[illegible]

Comp and Overtime Report

PPE: 5/1/22

Division: Court

Submitted by: Kelly Trecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/22		(6.5)	S. Phillips	Catchup after Conference	21.81
4/23		(5)	S. Phillips	Time pay Books	
4/25		(5)	S. Phillips	Jail Court	
4/28		(2)	S. Phillips	A/R doing	
4/30		(7.5)	S. Phillips	End of Month Posting	
5/1		(2)	S. Phillips	SNBARS / Reconciliation	
17.5 OT hours					
$17.5 \times (21.81 \times 1.5) =$					<u>572.51</u>
Total					572.51

Comp and Overtime Report

PPE: 5/1/22

Division: Ambulance

Submitted by: Kelly Strecker

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