



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, NOVEMBER 08, 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 October 25, 2022 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 4, 2022
4. Review and approve payroll register for pay period ending October 30, 2022 totaling \$210,580.86.

New Business

Old Business

Other Items

5. Review the Comp/OT reports for pay period ending October 30, 2022
6. Mayor's Executive Updates.
7. Clerk Treasurer's Updates.

Announcements

8. The next Budget Finance Meeting will be held on November 22, 2022.
9. Claim review will be Richard Klose.

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 October 25, 2022 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 25, 2022**

Members Present: Richard Klose, Michelle Mize, Emelie Eaton

Others Present: Kelly Strecker, Mayor Dave 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 October 11, 2022, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of October 11, 2022. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and recommend approval to Council; claims entered through October 21, 2022. Emelie Eaton moved to approve the claims and check register for claims entered through October 21, 2022. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
3. Review and approve Payroll Register for the pay period ending October 16, 2022, totaling \$218,444.63. Richard Klose motioned to approve the payroll register for the pay period ending October 16, 2022, totaling \$218,444.63. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.

New Business –

Old Business – There was discussion regarding CD's. Kelly mentioned she had looked into CD's and to get the interest rates at 3.5% new monies would need to be used. The roll over dates for the city's CD's is in March of 2023.

Other Items –

4. Review Comp/OT reports for the pay period ending October 16, 2022.
5. Mayor Update – Discussed City wide surplus sale. Mayor stated it will be an online auction and should begin the month of November. Moore MT Treasurers is the auction company. The mayor stated that two new employees were hired on. A relief operator for the Water Plant and a Building Inspector.
6. Clerk/Treasurer Financial Update – Clerk/Treasurer stated the ARPA grant had been submitted, and the finance office continues to keep pushing forward to get things cleaned up.

Announcements –

7. The next Budget and Finance Committee meeting will be held on November 8, 2022, at 5:30 pm.
8. Richard Klose is scheduled to review claims for the next meeting.

Meeting Adjourned 6:10 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:

5. Review the Comp/OT reports for pay period ending October 30,2022

Comp and Overtime Report

PPE: 10-30-22

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10-27	4		Anglin	Scheduled OT	27.68
10-17		8	Baumgartner	SWAT Training- unable to adjust schedule due to FTO Schedule	25.08
10-26	2		Baumgartner	MPAT Proctoring	25.08
10-30		4	Baumgartner	Scheduled OT	25.08
10-19	.5		Bryant	Animal Cruelty P20220976	28.85
10-19	4		Canape	OT to cover FMLA	25.41
10-27		4	Featherly	Scheduled OT	24.08
10-27	4		Johnson	Scheduled OT	26.18
10-30		4	Pitts	Scheduled OT	33.23
10-25		2.5	Seibert	MPAT on days off	24.08
10-30		4	Seibert	Scheduled OT	24.08
10-26	4		Sell	OT to cover FMLA	23.84
10-30	4		Spencer	Scheduled OT	24.08
	22.5				
	11.5				
	33.75	comp hours		6 x 27.68 =	166.08
				3 x 25.08 =	75.24
				.75 x 28.85 =	21.64
				6 x 25.41 =	152.46
				6 x 26.18 =	157.08
				6 x 23.84 =	143.04
				6 x 24.08 =	144.48
					860.02
					=
		26.50 OT hours			
				12 x (25.08 x 1.5) =	451.44
				10.50 x (24.08 x 1.5) =	379.26
				4 x (33.23 x 1.5) =	199.38
					1030.08
					=

TOTAL

\$1890.10

Comp and Overtime Report

PPE: 10/30/22

Division: Court

Submitted by: Ambu H. A.

[illegible]

TOTAL

\$161.59.

Comp and Overtime Report

PPE: 10/30/2022

Division: Ambulance

Submitted by: Ambu H. H.

[illegible]

TOTAL

393.75

Comp and Overtime Report

PPE: 10/30/2022

Division: City Shop

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/20/22	2.5		J. Baker	Sewer Backup	27.39
10/18/22	.5		J. Barnhart	Garbage Truck Issues	23.92
10/28/22		.5	A Fox	Funeral ran late	17.92
10/20/22	2.5		B. Gonzalez	Sewer Backup	26.12
10/28/22		.5	J. Hatton	Funeral ran late	25.18
10/17/22	1.5		D. Nauman	Shield off Day - Turn on's	24.42
10/18/22		.5	W. Spalinger	garbage truck issues	25.18
10/28/22		.5	W. Spalinger	Funeral ran late	25.18
	7				
	X 1.5			3.75 x 27.39	102.71
	10.50	Comp hours		.75 x 23.92	17.94
				3.75 x 26.12	97.95
				2.25 x 24.42	54.95
					273.55
		2.00 hours			
				.5 x (17.92 x 1.5) =	13.44
				1.5 x (25.18 x 1.5) =	56.64
					70.10
					=

TOTAL \$ 343.65

Comp and Overtime Report

PPE: 10/30/2022

Division: PW

Submitted by: Ambu Hattar

[illegible]

TOTAL

2685.74

Comp and Overtime Report

PPE: 10/30/22

Division: City Hall

Submitted by: Ambu H R

[illegible]

TOTAL

\$311.06