



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, SEPTEMBER 27, 2022  
5:30 PM  
COUNCIL CHAMBER**

**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 September 13, 2022 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve to Council claims entered through September 23, 2022.
4. Review and approve August 2022 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending September 4, 2022 totaling \$216,114.43.
6. Review and approve Retro payroll for September 14, 2022, totaling \$4632.18.
7. Review and approve payroll register for pay period ending September 18, 2022 totaling \$210,834.16.

**New Business**

**Old Business**

**Other Items**

8. Review and approve the Comp/OT reports for pay period September 4, 2022.
9. Review the Comp/OT report for pay period ending September 18, 2022.
10. Mayor's Executive Updates.
11. Clerk Treasurer's Financial Updates.

**Announcements**

12. The next Budget Finance Meeting will be held on October 11, 2022.
13. Michelle Mize 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 September 13, 2022 Budget Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, September 13, 2022**

**Members Present:** Richard Klose -Chair, Emelie Eaton, Michelle Mize, Heidi Sparks

**Others Present:** Kelly Strecker, Mayor Dave Waggoner, Amber Hatton

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 August 23, 2022, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of August 23, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisition – Previously approved purchase requisition for Ace Electric had additional cost of \$205.00. Richard Klose moved to approve the purchase requisition adjustment for Ace Electric. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
3. Review and approve purchase requisition for Morrison Maierle to replace Dispatch computers and software & install for \$5434.00. Emelie Eaton moved to approve purchase requisition for Morrison Maeirle. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and recommend approval to Council; claims entered through September 9, 2022. Emelie Eaton had previously reviewed the claims and check register for claims entered through September 9, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the August 2022 Utility Billing Adjustments. Kelly requested this go to the next budget finance meeting for approval.
6. Review and approve Payroll Register for the pay period ending August 21, 2022, totaling \$217,920.27. Emilie Eaton motioned to approve the payroll register for the pay period ending August 21, 2022, totaling \$217,920.27. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

**New Business - None**

**Unfinished Business – None**

**Other Items –**

7. Review Comp/OT reports for the pay period ending August 21, 2022.
8. Mayor Update – None
9. Clerk/Treasurer Financial Update – Clerk/Treasurer provided the committee with an update on financial activities.

**Announcements –**

10. The next Budget and Finance Committee meeting will be held on September 27, 2022, at 5:30pm.
11. Richard Klose is scheduled to review claims for the next meeting.

Respectfully submitted,

Amber Hatton  
Deputy 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.**