



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, NOVEMBER 14, 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 October 23, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 9, 2023.
4. Review and approve Utility Billing Adjustments for October 2023.
5. Review and approve payroll register for pay period ending October 29, 2023 totaling \$238,631.12.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending October 29, 2023.
7. Mayor's Executive Updates.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on November 28, 2023 at 5:30 p.m.
10. Richard Klose 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 October 23, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 23, 2023**

Members Present: Richard Klose, Michelle Mize, Emelie Eaton

Others Present: Kelly Strecker, Mayor David Waggoner, Dennis Eaton

The meeting was called to order by the Committee Chair at 5:15 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve September 26, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of September 26, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through October 6, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through October 6, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
4. Review and recommend approval to Council; claims entered through October 20, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through October 20, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the 2023 September Utility Billing Adjustments, Emelie Eaton moved to approve the 2023 September Utility Billing Adjustments. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
6. Review and approve Payroll Register for the pay period ending October 1, 2023, totaling \$235,947.93. Emelie Eaton motioned to approve the payroll register for the pay period ending October 1, 2023, totaling \$235,947.93. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
7. Review and approve Payroll Register for the pay period ending October 15, 2023, totaling \$229,643.73. Emelie Eaton motioned to approve the payroll register for the pay period ending October 15, 2023, totaling \$229,643.73. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
8. Review and approve July 2023 Financial Statements. Emelie Eaton motioned to approve the July 2023 Financial Statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
9. Review and approve August 2023 Financial Statements. Emelie Eaton motioned to approve the August 2023 Financial Statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
10. Review and approve September 2023 Financial Statements. Emelie Eaton motioned to approve the September 2023 Financial Statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

New Business –Guest speaker Dennis Eaton from the Montana Rural Water Association spoke about the grant opportunities from the USDA. He explained the process and said if we were interested, he would help us apply. Kelly stated that she would be interested in learning more. Kelly and Dennis are going to schedule a time to meet in the next few weeks.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending October 1, 2023.
2. Review Comp/OT reports for the pay period ending October 15, 2023.


3. Review the claim schedule for the upcoming months. There were no questions on the new schedule.
4. Mayor Update – The Mayor stated that the South Fourth Street project is close to being completed.
5. Clerk/Treasurer Financial Update-Kelly stated that she did not have much to report as far as a financial update. She said she has been busy the last couple of weeks with the above items.

Announcements –

6. The next Budget and Finance Committee meeting will be held on November 14, 2023, at 5:30 pm.
7. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 5:55 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:

6. Review the Comp/OT report for pay period ending October 29, 2023.

Comp and Overtime Report

PPE: 10-29-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10-16		10.5	Baumgartner	SWAT Training	26.97
10-29		4	Baumgartner	Scheduled OT	26.97
10-18		8	Booth	K-9 Training	26.97
10-19		5.5	Booth	Range- Red Dot Training	26.97
10-20		2.5	Booth	K-9 Call Out P2023-1074	26.97
10-17		3	Brew	** DEA OT **	29.69
10-29		4	Featherly	Scheduled OT	28.69
10-26	4		Johnson	Scheduled OT	26.97
10-28		8	Johnson	OT to cover Sick Leave	26.97
10-29		8	Johnson	OT to cover Sick Leave	26.97
10-29		4	Pitts	Scheduled OT	34.89
10-19		5.5	Ratcliff	Range- Red Dot Training	24.83
10-26		4	Ratcliff	Scheduled OT	24.83
10-23		2	Sedgwick	Cover Day shift shortage	26.97
10-19		5.5	Seibert	Range- Red Dot Training	25.83
10-22		.5	Seibert	Cover for shift shortage	25.83
10-26		4	Seibert	Scheduled OT	25.83
10-19	9.5		Sell	Cover staff shortage- Sick Leave	26.40
	13.50				
	x 1.5			6 x 26.97 =	161.82
	20.25	Lump sum		14.25 x 26.40 =	376.20
					538.02
		79	OT hours		=
				48.50 x (26.97 x 1.5) =	1962.08
				3 x (29.69 x 1.5) =	133.61
				4 x (28.69 x 1.5) =	172.14
				4 x (34.89 x 1.5) =	209.34
				9.50 x (24.83 x 1.5) =	353.84
				10 x (25.83 x 1.5) =	387.45
					3218.46
					=

Comp
hour

TOTAL = 3756.48

Comp and Overtime Report

PPE: 10/29/23

Division: Ambulance

Submitted by: [Signature]

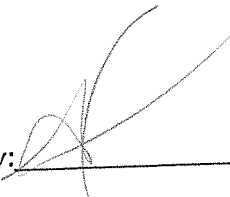
Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/24/23	1		T Charbonneau	Late call	18.38
10/27/23	1		T Charbonneau	Med Presentation	18.38
10/29/23	8		T Charbonneau	Sch OT	18.38
10/19-10/29		30	E Grayson	Cover shifts	25.96
10/18-10/28		24.50	C. Ock	Sch OT	23.00
10/16-10/29		36	m. Riley	Sch OT	24.15
	10	21.50			
	X1.5				
	15.00	Comp hours		15 X 18.38 =	275.00
		90.50	OT hours	30 X (25.96 X 1.5) =	1168.20
				24.50 X (23.00 X 1.5) =	845.25
				36 (24.15 X 1.5) =	1304.10
					<u>3317.55</u>
TOTAL -					3592.55

Comp hours

Comp and Overtime Report

PPE: 10/29/23

Division: Court Clks

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/17/23	1.00		J Folts	Council - Court move	21.43
10/24/23	1.00		J Folts	Council - Court move	21.43
10/17/23	1.00		S. Phillips	Council - Court move	23.36
10/24/23	1.00		S. Phillips	Council - Court move	23.36
	4				
	7.5			3 x 21.43 =	64.29
	6	comp	hours	3 x 23.36 =	70.08
					<u>134.37</u>

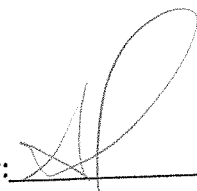
Comp

TOTAL - 134.37

Comp and Overtime Report

PPE: 10/29/23

Division: Clerk

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/16/23	1		K. Gau Shw	Shutoff Day	19.43
10/27/23	.75		B. Harahel	lounch	23.79
10/16/23	1		m. Patrick	Shutoff Day	19.99
	2.75				
	x1.5			1.5 X 19.43	29.15
	4.13			1.13 X 23.79	26.88
				1.5 X 19.99	29.99
					86.02

Comp hours

TOTAL = 86.02

Comp and Overtime Report

PPE: 10/29/23

Division: Shops

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/16/23		2.50	J. Baker	Turn water on	28.75
10/25/23		4.	J Bannhart	Sanding	26.44
10/17/23	.50		T. Burwell	Working on G20	27.20
10/16/23	.50		B. Gonzalez	working on truck	27.43
10/28/23	4.5		J. Hutton	Full funeral, blow snow	26.44
10/17/23		.50	W. Spalinger	Garb. truck ISSUES	26.44
	5.50				
	x1.5				
	8.25	Comp hours		1.75 x 27.20 =	20.40
				.75 x 27.43 =	20.57
				6.75 x 26.44 =	178.47
					<u>219.44</u>
					Comp hours
		7	OT hours	2.5 x (28.75 x 1.5) =	107.82
		4		4 x (26.44 x 1.5) =	158.64
		.5		.5 x (26.44 x 1.5) =	19.83
					<u>286.29</u>
					OT hours
TOTAL =					505.73