



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, SEPTEMBER 12, 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 August 22, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through September 8, 2023.
4. Review and approve payroll register for pay period ending August 20, 2023 totaling \$223,989.04.
5. Review and approve payroll register for pay period ending September 03, 2023 totaling \$241,288.61.

**New Business**

**Old Business**

**Other Items**

6. Review the Comp/OT report for pay period ending August 20, 2023.
7. Review Comp/OT report for pay period ending September 03, 2023.
8. Mayor's Executive Updates.
9. Clerk Treasurer Financial Update.

**Announcements**

10. The next Budget Finance Meeting will be held on September 26, 2023 at 5:30 p.m.
11. 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 August 22, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, August 22, 2023**

**Members Present:** Richard Klose, Heidi Sparks, Michelle Mize

**Others Present:** Kelly Strecker, Mayor David 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 August 8, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of August 8, 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 August 18, 2023. Michelle Mize moved to approve the claims and check the register for claims entered through August 18, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending August 6, 2023, totaling \$226,596.79. Heidi Sparks motioned to approve the payroll register for the pay period ending August 6, 2023, totaling \$226,596.79. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
5. Review and approve February 2023 financial statements. Heidi Sparks moved to approve the February 2023 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
6. Review and approve March 2023 financial statements. Heidi Sparks moved to approve the March 2023 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
7. Review and approve April 2023 financial statements. Heidi Sparks moved to approve the April 2023 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
8. Review and approve May 2023 financial statements. Heidi Sparks moved to approve the May 2023 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
9. Review and approve June 2023 financial statements. Heidi Sparks moved to approve the June 2023 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

**New Business** – Heidi Sparks mentioned that it was brought up in the Public Works Committee meeting that adding speed bumps on S. 4<sup>th</sup> St would help slow the traffic down. It was also mentioned to add a couple more stop signs.

**Old Business –**

**Other Items –**

1. Review Comp/OT reports for the pay period ending August 6, 2023.
2. Mayor Update – The Mayor stated that the CBA for Union 316 would be at the council meeting tonight for approval. He said we are nearing the end of the budget prep and that the general fund discussion would be before the council at tonight's meeting. He mentioned that the construction for the splash park is set to begin August 29, 2023, and would take about a month to complete. Russell Park is moving along; the sprinkler system is about complete and the playground equipment will be shipped soon and should be installed and completed by the end of September. The mayor stated that Jessica at the police department has been putting together a list of evidence, such as guns, ammunition, etc. and is going to schedule an online auction in the very near future.

3. Clerk/Treasurer Financial Update-Kelly stated the auditors were here last week gathering information to complete the AFR. The legislature changed a few things this year and it was going to take a little longer to complete. Kelly said that all financials are balanced through the end of June 2023. Kelly is continuing to work on the budget as the final budget approval goes to council the first Tuesday in September.

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on September 12, at 5:30 pm.
5. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:05 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 August 20, 2023.

## Comp and Overtime Report

PPE:8-20-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-16	4		Anglin	Scheduled OT	30.19
8-19		3	Anglin	Officer candidate testing	30.19
8-12	3		Baumgartner	Active Shooter Training	26.97
8-16		7	Baumgartner	SWAT call out CFS2023-06623	26.97
8-20		4	Baumgartner	Scheduled OT	26.97
8-17		4	Booth	Scheduled OT	26.97
8-19		10	Brew	** DEA OT**	29.69
8-8	1		Canape	Critical Incident Debrief CFS2023-06355	26.90
8-17	4		Johnson	Scheduled OT	26.97
8-20		4	Pitts	Scheduled OT	33.23
8-12		3	Sedgwick	Active Shooter Training	25.83
8-17		1	Sedgwick	SRO – Juvenile Gang meeting	25.83
8-18		.5	Sedgwick	Unattended Death P2023-0873	25.83
8-20		4	Sedgwick	Scheduled OT	25.83
8-20		4	Seibert	Scheduled OT	24.83
8-17		4	Spencer	Scheduled OT	25.83
8-10	1		Swan	Crisis Intervention (CIT) meeting	25.83
8-17		4	Swan	Scheduled OT	25.83
	13				
	x1.5	comp time		16 x 30.19	181.14
	19.50			10.50 x 26.97	283.19
				1.50 x 26.90	40.35
				1.5 x 25.83	38.75
					543.43 <i>Comp Time</i>
		52.50	OT Hours		
				3 x (30.19 x 1.5) =	135.86
				15 x (26.97 x 1.5) =	606.83
				4 x (33.23 x 1.5) =	154.98
				16.50 x (25.83 x 1.5) =	639.30
				4 x (24.83 x 1.5) =	148.98
				10 x (29.69 x 1.5) =	445.35
					<u>2131.30</u> <i>OT hours</i>

TOTAL — \$ 2674.73

PPE:  
Dept:

Naill

TOTAL = 703.13

clerk

OT Hours

TOTAL \$ 64.56





Comp and C  
At 2

Dept: Shop

OT Hours

TOTAL = 367.66

8/20/23

# Ambulance

Alfalfa

or Hours

TOTAL \$2229.27

**File Attachments for Item:**

7. Review Comp/OT report for pay period ending September 03, 2023.

## Comp and Overtime Report

PPE: 9-3-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
9-3	4		Baumgartner	Scheduled OT	26.97
8-25		1	Booth	Assist medical CFS-06919	26.97
8-31		2.5	Booth	K-9 Call Out CFS2023-07073	26.97
9-3		4	Featherly	Scheduled OT	28.69
8-31	4		Johnson	Scheduled OT	26.97
8-31	3		Kinn	Cover for McCartney at training	24.04
8-29	4		McCartney	Training	25.40
8-30	8		McCartney	Training	25.40
9-3		4	Pitts	Scheduled OT	34.89
8-23		4	Sedgwick	SRO covering day shift patrol	25.83
8-24		4	Sedgwick	SRO covering day shift patrol	25.83
8-31		4	Seibert	Scheduled OT	24.83
8-31	1		Sell	Officer interviews	26.40
9-1		2	Swan	Cover calls, patrol transport P2023-0917	25.83
	24				
	X 1.5				
	36	Comp hours		12 x 26.97 =	323.64
				4.5 x 24.04 =	108.18
				18 x 25.40 =	457.20
				1.5 x 26.40 =	39.60
					928.62 comp hrs
					=
		25.50 OT hours		3.50 x (26.97 x 1.5) =	141.60
				4 x (28.69 x 1.5) =	172.14
				4 x (34.89 x 1.5) =	209.34
				10 x (25.83 x 1.5) =	387.45
				4 x (24.83 x 1.5) =	148.98
					1059.51 - OT hours
					=

TOTAL — \$1988.13

PPE:

Division:

Submitted by:

or hours

TOTAL = \$16785

PPE: 9-3-23

Division: fw

Submitted by: [Signature][illegible]

TOTAL = \$ 534,07

PPE: 9/3/23

Division: Court

Submitted by:

TOTAL \$ 5.36

07 hours



Submitted by:

[illegible]

TOTAL -	\$ 25.20
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Submitted by: [Signature]

TOTAL = \$1979.91