



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JULY 12, 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 June 28, 2022 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and recommend approval to Council claims entered through July 8, 2022.
4. Review and approve June 2022 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending June 26, 2022 totaling \$236,540.71.
6. Review and approve January 2022 Financial Statements.

New Business

Old Business

Other Items

7. Review the Comp/OT report for pay period June 26, 2022.
8. Mayor's Executive Updates.
9. Clerk Treasurer's Financial Updates.

Announcements

10. The next Budget Financial Meeting will be held on July 26, 2022. Michelle Mize will not be available to attend.
11. Heidi Sparks 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 June 28, 2022 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, June 28, 2022**

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

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

The meeting was called to order by the Committee Chair at 5:30 pm.

Public Input: There was no public in attendance

General Items –

1. Review and approved June 14, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of the June 14, 2022, Budget and Finance Committee meeting. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions – There were none to approve.
3. Review and recommend approval to Council; claims entered through June 24, 2022. Richard Klose had previously reviewed the claims and check register for claims entered through June 24, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the May 2022 Utility Billing Adjustments. Emelie Eaton moved to approve the May 2022 Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending June 12, 2022, totaling \$198,297.94. Richard Klose motioned to approve the payroll register for the pay period ending June 12, 2022, totaling \$198,297.94. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
6. Review and approve Financial Statements from July 2021-December 2021. Emelie Eaton moved to approve the Financial Statements from July 2021-December 2021. 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 June 12, 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 July 12, 2022. Michelle Mize will not be available for this meeting.
11. Emelie Eaton will be reviewing claims for the next meeting.

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:

7. Review the Comp/OT report for pay period June 26, 2022.

PPE: 6.26.2022 **Comp and OT Report**
 Dept: 7.1.2022 Police

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|-----------|------------|----------|-------------|--|--------------|
| 6.24.2022 | 4 | | Anglin | Scheduled OT | \$ 27.17 |
| 6.23.2022 | | 4 | Baumgartner | Scheduled OT | \$ 24.59 |
| 6.20.2022 | | 2 | Brew | *DEA OT* | \$ 28.30 |
| 6.21.2022 | | 4 | Brew | *DEA OT* | \$ 28.30 |
| 6.15.2022 | 0.5 | | Bryant | Assault 2022-04148 | \$ 28.30 |
| 6.23.2022 | 4 | | Johnson | Scheduled OT | \$ 25.67 |
| 6.26.2022 | 4 | | McFarland | Scheduled OT | \$ 24.59 |
| 6.26.2022 | | 4 | Pitts | Scheduled OT | \$ 32.26 |
| 6.26.2022 | | 4 | Sedgwick | Scheduled OT | \$ 24.59 |
| 6.21.2022 | | 1 | Sedgwick | Assault P2022-0561 | \$ 24.59 |
| 6.23.2022 | 4 | | Spencer | Scheduled OT | \$ 24.08 |
| 6.16.2022 | | 4 | Swan | DUI Task Force and Search Warrant Return | \$ 24.59 |
| 6.23.2022 | 4 | | Swan | Scheduled OT | \$ 24.59 |
| | | | | | |

Total Hours 20.5 23
 Total Comp Hours 30.75

\$24.08 x 1.5 x 4 = \$ 144.48
 \$24.59 x 1.5 x 8 = \$ 295.08
 \$25.67 x 1.5 x 4 = \$ 154.02
 \$27.17 x 1.5 x 4 = \$ 163.02
 \$28.30 x 1.5 x .5 = \$ 21.23
Comp Total \$ 777.83

\$36.885 x 13 = \$ 479.51
 \$42.450 x 6 = \$ 254.70
 \$48.39 x 4 = \$ 193.56
OT Total \$ 927.77

Grand Total \$ 1,705.59

Submitted By:

Brittney Miller

6.26.2022

Comp and OT Report

PPE: 7.1.2022

Dept: Shop

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|-----------|------------|----------|------------|----------------------------------|--------------|
| 6.19.2022 | | 1.5 | Fox | Cleaning Storm Drains | \$ 17.57 |
| 6.25.2022 | | 2.5 | For | Water call out | \$ 17.57 |
| 6.16.2022 | 1 | | Guy | Ambulance OT | \$ 24.69 |
| 6.21.2022 | 1 | | Saylor | Scheduled OT | \$ 26.13 |
| 6.23.2022 | 0.5 | | Saylor | Scheduled OT | \$ 26.13 |
| 6.18.2022 | 3 | | Schweigert | Funeral, cover grave | \$ 26.13 |
| 6.16.2022 | | 1.5 | Spalinger | Stayed late for turning on water | \$ 24.69 |
| 6.1.2022 | | 1.5 | Spalinger | OT from previous Pay Period | \$ 24.69 |
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Total Hours 5.5 7

Total Comp
Hours 8.25

\$24.69 x 1.5 x 1 = \$ 37.04

\$26.13 x 1.5 x 4.5 = \$ 176.38

Comp Total \$ 213.41

\$26.355 x 4 = \$ 105.42

\$37.035 x 3 = \$ 111.11

OT Total \$ 216.53

Grand Total \$ 429.94

Submitted By:

Barney Moore

Comp and OT Report

PPE:

~~7.1.2022~~

Dept:

WTP/WWTP

[illegible]

| | | |
|-------------|------|----|
| Total Hours | 13.5 | 10 |
|-------------|------|----|

Total Comp

| | |
|-------|-------|
| Hours | 20.25 |
|-------|-------|

$$\$23.95 \times 1.5 \times 1.5 = \$ 53.89$$
$$\$27.72 \times 1.5 \times 12 = \$ 498.96$$

Comp Total \$ 552.85

$$\$36.060 \times 8 = \$ 288.48$$
$$\$39.405 \times 2 = \$ 78.81$$

OT Total \$ 367.29

Grand Total \$ 920.14

Submitted By:

Bathory Mar

6-26-2022

Comp and OT Report

PPE: ~~7.1.2022~~

Dept: Clerk's

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|-----------|------------|----------|-----------|--|--------------|
| 6.13.2022 | 2 | | A. Hatton | Balancing with Olness | \$ 22.00 |
| 6.14.2022 | 3.25 | | A. Hatton | Worked 7:15 to 6:30 Working with auditors and B/F | \$ 22.00 |
| 6.15.2022 | 0.75 | | A. Hatton | Working on blancing | \$ 22.00 |
| 6.17.2022 | 1 | | A. Hatton | worked through lunch | \$ 22.00 |
| 6.19.2022 | 3 | | A. Hatton | Balancing | \$ 22.00 |
| 6.22.2022 | 1.5 | | A. Hatton | Balancing | \$ 22.00 |
| 6.23.2022 | 2.75 | | A. Hatton | Balancing | \$ 22.00 |
| 6.24.2022 | | 2.5 | A. Hatton | Balancing with Auditors | \$ 22.00 |
| 6.14.2022 | 0.5 | | Patrick | Auditors here | \$ 17.51 |
| 6.16.2022 | 1 | | Patrick | Shut Off Day | \$ 17.51 |
| 6.13.2022 | | 3.5 | Strecker | Balancing with Olness | \$ 31.77 |
| 6.14.2022 | | 3.5 | Strecker | Working with Auditors | \$ 31.77 |
| 6.15.2022 | | 3 | Strecker | Worked 7-7 | \$ 31.77 |
| 6.16.2022 | | 1.5 | Strecker | Worked 7-5:30 | \$ 31.77 |
| 6.17.2022 | | 1.5 | Strecker | Worked 7- 5:30 | \$ 31.77 |
| 6.18.2022 | | 1.5 | Strecker | Worked on Cash Reconciliation | \$ 31.77 |
| 6.20.2022 | | 1.5 | Strecker | Balancing | \$ 31.77 |
| 6.21.2022 | | 2 | Strecker | Balancing | \$ 31.77 |
| 6.22.2022 | | 1.5 | Strecker | Balancing | \$ 31.77 |
| 6.23.2022 | | 1.5 | Strecker | Balancing | \$ 31.77 |
| 6.24.2022 | | 2.75 | Strecker | Balancing with Auditors | \$ 31.77 |
| 6.25.2022 | | 6 | Strecker | New Employees files, rolled over new year, put in personal time for new year, paid insurance for June. | \$ 31.77 |

Total Hours 15.75 32.25

Total Comp
Hours 23.625
$$\begin{aligned} \$17.51 \times 1.5 \times 1.5 &= \$ 39.40 \\ \$22.00 \times 1.5 \times 14.25 &= \$ 470.25 \\ \text{Comp Total } \$ &= 509.65 \end{aligned}$$

$$\begin{aligned} \$33.00 \times 2.5 &= \$ 82.50 \\ \$47.655 \times 29.75 &= \$ 1,417.74 \\ \text{OT Total } \$ &= 1,500.24 \\ \text{Grand Total } \$ &= 2,009.88 \end{aligned}$$

Submitted By:

