



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 28, 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 February 14, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through February 24, 2023.
4. Review and approve payroll register for pay period ending February 19, 2023 totaling \$207,222.79.

**New Business**

**Old Business**

**Other Items**

5. Review the Comp/OT report for pay period ending February 19, 2023.
6. Mayor's Executive Updates.
7. Clerk Treasurer's Financial Updates.

**Announcements**

8. The next Budget Finance Meeting will be held on March 14, 2023.
9. We will need to set a new schedule for claims review, for upcoming meetings.

**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 February 14, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, February 14, 2023**

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

**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 January 24, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of January 24, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. The city received an invoice from the City of Billings for \$10,000 for the purchase of used garbage cans. The City of Billings forgot to send us an invoice from May 2022. The city has already received the cans. Heidi Sparks moved to approve the purchase requisition for the garbage cans. Emelie Eaton seconded the motion, all in favor, motion passed 4-0. The Budget Finance committee approved a purchase request at the January 24, 2023, meeting for the purchase of new Glock Model 17 handguns. There was an error on the requisition. The original quote was not for night vision handguns. The requisition was corrected to night vision. Heidi Sparks moved to approve the corrected requisition for the handguns. Richard Klose seconded the motion, all in favor, motion passed 4-0. Two purchase requisitions were presented from the Fire Department. One was for fire hoses and one for turnouts for the fire department. Emelie Eaton moved to approve the purchase requisition. Heidi Sparks seconded the motion, council members Klose, Sparks, Eaton, and Mize voted no. Motion failed 0-4.
3. Review and recommend approval to Council; claims entered through February 10, 2023. Michelle Mize moved to approve the claims and check register for claims entered through February 10, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the January 2023 Utility Billing Adjustments, Emelie Eaton moved to approve the January 2023 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending January 22, 2023, totaling \$219,237.99. Heidi Sparks motioned to approve the payroll register for the pay period ending January 22, 2023, totaling \$219,237.99. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
6. Review and approve Payroll Register for the pay period ending February 5, 2023, totaling \$222,359.92. Heidi Sparks motioned to approve the payroll register for the pay period ending February 5, 2023, totaling \$222,359.92. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

**New Business –**

**Old Business –**

**Other Items –**

1. Review Comp/OT reports for the pay period ending January 22, 2023.
2. Review Comp/OT reports for the pay period ending February 5, 2023.
3. Mayor Update – Mayor Waggoner has none.


4. Clerk/Treasurer Financial Update-Kelly stated the city had to let the Accounts Payable Clerk go. She explained the Amber and herself will pick up Payroll and Claims together, until they can get a new clerk hired.

**Announcements –**

5. The next Budget and Finance Committee meeting will be held on February 28, 2023, at 5:30 pm.
6. Emelie Eaton is scheduled to review claims for the next meeting.

Meeting 5:58 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 report for pay period ending February 19, 2023.

# Comp and Overtime Report

PPE: 2-19-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
2-16	4 ✓		Anglin	Scheduled OT	27.68
2-19	4 ✓		Baumgartner	Scheduled OT	26.18
2-10		2.5	Booth	K-9 call out CFS2023-0917	26.18
2-19		4	Booth	Scheduled OT	26.18
2-16	4		Featherly	Scheduled OT	24.08
2-15	1		Sedgwick	Reckless driving P2023-0101	25.08
2-9		2.5	Booth	K-9 MHP/ FBI assist CFS 2023-0905	26.18
2-7	1.5		Swan	Cover Sick leave Day shift	1508
2-16	3		Swan	Central Basketball game	25.08
2-16	4		Johnson	Scheduled OT	26.18
2-7		8	Brew	* DEA OT*	28.85
2-9		2	Brew	*DEA OT*	28.85
2-10		8	Brew	*DEA OT*	28.85
2-11		8	Brew	*DEA OT*	28.85
2-17		8	Brew	* DEA OT*	28.85
2-18		8	Brew	* DEA OT*	28.85
2-19		4	Pitts	Scheduled OT	33.23
2-19	4		Spencer	Scheduled OT	24.08
	25.50				
	x 1.5			6 x 27.68	166.08
	38.25	Comp Hours		12 x 26.18	314.16
				12 x 24.08	288.96
				8.25 x 25.08	206.91
					976.11
					=
		55	OT hours		
				9 x (26.18 x 1.5) =	353.43
				42 x (28.85 x 1.5) =	1817.55
				4 x (33.23 x 1.5) =	199.38
					2370.36
					=

Comptime

OT hours

TOTAL

3346.47

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					2370.36

Comptime

OT hours

TOTAL

3346.47

*Handwritten signature*

Dept: *FAR Ambulance*

OT hours

1740.07



After

Dept: Clerk - City Hall

OT hours

594.93

Imber Heaton

Dept: City Shops

TOTAL	94.38
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Statt

Dept: FW Time Card

OT hours

Total

468,57