

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 requestion 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	OT Hours	Name	Reason *Reimbursed OT*	Rate	
2-16	4 -		Anglin	Scheduled OT	27.68	
2-19	4 /		Baumgartner	Scheduled OT	2618	1
2-10		2,5	Booth	K-9 call out CFS2023-0917	26.18	
2-19		4	Booth	Scheduled OT	2618	
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	2418	
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	24.18]
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	<u> </u>
2-18		8	Brew	* DEA OT*	2885	<u> </u>
2-19		4	Pitts	Scheduled OT	33.23	
2-19	4		Spencer	Scheduled OT	24.08	
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	X 1,5		,	6 × 27.68	164.08	
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l				12 x 24.08	28894	
				8125× 25.08	20691	4
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TOTAL

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Comp and Overtime Report

PPE: 2-19-23

Division: Police

Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate	
	Hours	Hours		*Reimbursed OT*		
2-16	4		Anglin	Scheduled OT	27.68	
2-19	4 /		Baumgartner	Scheduled OT	2618	
2-10		2,5	Booth	K-9 call out CFS2023-0917	2618	
2-19		4	Booth	Scheduled OT	2618	
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	24/8	
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	24.18	
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*	2885	
2-19		4	Pitts	Scheduled OT	33.23	
2-19	4		Spencer	Scheduled OT	24.08	
	25.50					
	x 1,5			6 × 27.68	164.08	
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PPE: 2/19/23 Dept: FAP Ambulance

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	Comp	ОТ				
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate	
217/23	1.		TCharbonneau	late Call-Coverage	17.50	
21 9/23	1,5		T. Charbonneau	Attend the LEPC meeting	17.50	
2/12/23	8		TCharbonneau	Sch. OT	17,50	
2/19/23	8		TCharbonneau	SCh. OT	17.50	
2119/23	16		E Grayson	Sch. ot	24.72	
2118/23	8		I Ca whinell	SCHOT	24.72	
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2119123		8	m Relly	Sch. OT	23,00	
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	54,75	Como	Time Hows	27.00 x 24.72	11171111	
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PPE: 2/19/23 Dept: Clark-city Hall

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	Comp	ОТ				
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2)8123	1.5		Atlation	Payroll	24.00	
219/23	1.5		AHaHon	AP	24,00	
2110/23	1.75		AHatton	A'C	24.00	
2116/23	. 5		A Hoston	Shut off	24,00	
2116/23	(M Patrick	Shutoff-day	18.04	
216123		and the state of t	K Strecher	worked late	32.72	
7/1/23		2_	h Streker	Council muting	32.72	
2/14/23		1225	K Strecker	BIF + Council meeting	30.72	
2/14/23		V-Jan	K Stredher	worked late	32.12	

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	8,25					
	X1,5					
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				115 X 18.04	27.00	comp hour
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					Simon.	

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				TOTAL	594.93	

PPE: 2/19/23 Dept: City Shops

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2117/23	-50	1	J Bather	Ambulance Call	127.39	
21/6/23		1.5	DNauman	Turnons	24.42	
2/14/23		- 5	WSPalinger	gorb rowte Nambile		
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				TOTAL	94.38	

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PPE: 21:9123 Dept: PWTime Cond

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2113/23	. 5		H-Nuerhorge	Shift Change	28,72	
2115123	, 5		H Nuevaberour	Contractor Condination	28.72	
2/16/23	.5		H Nunbuger	Contractor Condinalism	28.72	
2/18/23	, 5		H Nun wherever	2 Shift of call	28.72	
2/19/23	2.5		HNuernberger	working Chlonge System	28.72	
214/23		2.5	J. Waggones	OT For School training	28.72	
217123	:	*	3 Waggoner	OT - SchwI trainend	25.26	
218/23		,5	J WARRYOU	UT-SCHWI	25.26	
219123		3.25	J Walfunes	ot-sch-Travel	25.26	
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