



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 11, 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 March 28, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 7, 2023.
4. Review and approve March 2023 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending April 2, 2023 totaling \$228,481.53.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending April 2, 2023.
7. Mayor's Executive Updates.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on April 25, 2023.
10. Emelie Eaton 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 March 28, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 28, 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 March 14, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of March 14, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through March 24, 2023. Richard Klose moved to approve the claims and check the register for claims entered through March 24, 2023, with corrected date from March 24, 2024, to March 24, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending March 19, 2023, totaling \$215,140.37. Emelie Eaton motioned to approve the payroll register for the pay period ending March 19, 2023, totaling \$215,140.37. Heidi Sparks 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 March 19, 2023.
2. Mayor Update – Mayor stated that the city has been working on a mill levy for EMS and wanted the committee to know that it will be coming forward to city council in the next couple of weeks.
3. Clerk/Treasurer Financial Update-Kelly stated she has been updating all insurance schedules with MMIA. This is something that takes a huge amount of time to do. She stated that these schedules are to be updated once a year and had not been done for several years. Kelly also said that the new partitions in the finance department will arrive Thursday March 30, 2023. As of now they are working on getting everything out so the new ones can be built on Thursday. She stated that the office is still up and running, using laptop computers, and hoping to have completed by end of business day on Friday March 31, 2023.

Announcements –

4. The next Budget and Finance Committee meeting will be held on April 11, 2023, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting 6:10 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.