



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 25, 2023
5:30 PM
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 April 11, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 21, 2023.
4. Review and approve payroll register for pay period ending April 16, 2023 totaling \$217,006.93.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period ending April 16, 2023.
6. Mayor's Executive Updates.
7. Clerk Treasurer's Financial Update.

Announcements

8. The next Budget Finance Meeting will be held on May 9, 2023.
9. 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 April 11, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 11, 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 28, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of March 28, 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 April 7, 2023. Michelle Mize moved to approve the claims and check the register for claims entered through April 7, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the March 2023 Utility Billing Adjustments, Emelie Eaton moved to approve the March 2023 Utility Billing Adjustments. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending April 2, 2023, totaling \$228,481.53. Emelie Eaton motioned to approve the payroll register for the pay period ending April 2, 2023, totaling \$228,481.53. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.

New Business – Emelie Eaton heard rumor of Love’s Truck Stop wanting to come in at the West Interchange. Mayor stated that they would need water and sewer services and they would need to Annex into the city.

Old Business –

Other Items –

1. Review Comp/OT reports for the pay period ending April 2, 2023.
2. Mayor Update – Mayor stated that the mill levy is being voted on in council tonight. He mentioned that Walmart has a 1.6 million renovation going to take place. They will be adding space for grocery pickup, so the employees will no longer be walking up and down the isles in the store. This added space will be for them to pick up goods, in a designated area. Mayor also stated that the Splash Park project and the South 4th Street Project are moving along.
3. Clerk/Treasurer Financial Update-Kelly stated that she had just got word that Worker’s Comp rates will decrease 8.25% for next Fiscal Year. Also updating the property, equipment, and vehicle schedules with MMIA, the city will receive a refund of \$10,224.00. Kelly stated that these schedules have not been updated for many years. The remodel project for the finance office is complete. Kelly invited everyone to go take a look following the meeting.

Announcements –

4. The next Budget and Finance Committee meeting will be held on April 25, 2023, at 5:30 pm.
5. Emelie Eaton is scheduled to review claims for the next meeting.

Meeting 5:57 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 April 16, 2023.

Comp and Overtime Report

PPE:4-16-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
4-13	4 ✓		Anglin	Scheduled OT	27.68
4-5		2.5 ✓	Baumgartner	SWAT Training	26.18
4-6		8	Baumgartner	SWAT Call out- Agency Assist	26.18
4-16	4		Baumgartner	Scheduled OT	26.18
4-3		4	Booth	K-9 Training	26.18
4-10		2	Booth	PFMA arrest P2023-0293 Traffic Accident P2023-0294	26.18
4-10	.5		Bryant	Welfare check CFS2023-02361	28.85
4-7		4 ✓	Featherly	Travel from Helena Legal Equivalency	2408
4-9		4 ✓	Featherly	Travel to Helena SFST Training	2408
4-14		4 ✓	Featherly	Travel from Helena SFST Training	2408
4-16		4 ✓	Pitts	Scheduled OT	33.23
4-7		6 ✓	Sedgwick	** DUI Task Force OT Shift**	2508
4-14		3 ✓	Sedgwick	** CHS Turnaround Traffic Shift**	2508
4-10		2	Seibert	PFMA arrest P2023-0293 Traffic Accident P2023-0294	2408
4-15		4	Seibert	Scheduled OT	2408
4-16	4	4	Spencer	Scheduled OT	2408
4-4	2		Johnson	Reserve Meeting	26.18
4-6	2		Johnson	Reserve Academy OC training	26.18
4-13	4		Johnson	Scheduled OT	26.18
4-8		8	Swan	** DUI Task Force Shift	2508
4-14		3 ✓	Swan	** CHS Traffic Shift**	2508
4-15		3 ✓	Swan	** CHS Traffic Shift**	2508
4-16		3 ✓	Swan	** CHS Traffic Shift**	2508
	20.5				
	11.5				
	30.75	Comp Time		6 x 27.68	166.08
				18 x 26.18	471.24
				.75 x 28.85	21.64
				6 x 24.08	144.48
					303.44
					==

Comp hours

30.75 64.50

Comp and Overtime Report

PPE: PDE 4/16/23

Division: Ambulance

Submitted by: *[Signature]*

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/13/23	2		T Charbonneau	LEPC Meeting	17.50
4/16/23	8		T Charbonneau	Sch. OT	17.50
4/18/23		8	C O'Connell	Sch. OT	2472
4/19/23		8	M Riley	Sch. OT	23.00
4/2/23	2		W Wong	Cover Shift	19.57
4/6/23	2		W Wong	Green Shift	19.57
4/11/23	12		W Wong	Green Shift	19.57
	26				
	x 1.5				
	39.00	comp	hours	15 x 17.50	262.50
				24 x 19.57	469.68
					\$732.18
					<u> </u>
		16	OT hours		
				8 x (24.72 x 1.5) =	926.64
				8 x (23.00 x 1.5) =	276.00
					<u>1202.64</u>
					<u> </u>

comp hours

OT hours

TOTAL = 1934.82

Comp and Overtime Report

PPE: PPE 4-16-23

Division: City Shops

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4-4-23	5		J Baker	S 4th St Water Turnin	27.39
4-3-23	3		T Burwell	S 4th St Water	24.62
4-4-23	5		T Burwell	S 4th St Water	24.62
4-15-23	1	4	A FOX	lurb Box Replacement	18.86
4-15-23	2.5		B Gonzalez	water call out	26.12
4-3-23	3		K Hoffman	S 4th St Water	25.91
4-4-23	5		K Hoffman	S 4th St Water	25.91
4-3-23		3	D Nauman	S 4th St - Turnin	25.91
4/15/23		4	W. Spalinger	Water leak call out	25.18
	23.50				
	x 1.50				
	35.25	Comp hrs WAP			
				7.50 x 27.39 =	205.43
				12.00 x 24.62 =	295.44
				3.75 x 26.12 =	97.95
				12 x 25.91 =	310.92
					<u>909.74</u>
		11	OT Hours	4 x (18.86 x 1.5) =	113.16
				3 x (25.91 x 1.5) =	116.60
				4 x (25.18 x 1.5) =	151.08
					<u>380.84</u>

TOTAL \$1290.58

Comp and Overtime Report

PPE: PPE 4-16-23

Division: CLerk

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4-1-23	1		A Hutton	AP Training (No lunch)	24.00
4/3-4/16		12	K strecker	Dr'tlys, TAXES, long hrs	32.72
4-6/23	2.5		A Hutton	Payroll Issues	24.00
	3.5				
	1.5			1.5	
	5.25	comp	hours	$5.25 \times 24.00 =$	126.00
		12	OT hours	$312 \times (32.72 \times 1.5) =$	588.96
TOTAL					714.96