



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 27, 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 December 13, 2022 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 23, 2022.
4. Review and approve payroll register for pay period ending December 11, 2022 totaling \$213,124.12.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period ending December 11, 2022.
6. Mayor's Executive Updates.
7. Clerk Treasurer's Financial Updates.

Announcements

8. The next Budget Finance Meeting will be held on January 10, 2022.
9. Richard Klose 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 December 13, 2022 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 13, 2022**

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

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 November 22, 2022, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of November 22, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisition, for sleeping quarters in Ambulance Department. Richard Klose moved to approve purchase requisition for sleeping quarters in Ambulance Department. Emelie Eaton seconded the motion, all in favor, motion passed 4-0
3. Review and recommend approval to Council; claims entered through December 9, 2022. Michelle Mize moved to approve the claims and check register for claims entered through December 9, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the November 2022 Utility Billing Adjustments, Emelie Eaton moved to approve November 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 November 27, 2022, totaling \$246,744.73. Heidi Sparks motioned to approve the payroll register for the pay period ending November 27, 2022, totaling \$246,744.73. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

New Business –

Old Business – Banking information will be updated by December 23, 2022.

Other Items –


1. Review Comp/OT reports for the pay period ending November 27, 2022.
2. Mayor Update –The surplus sale has closed, and a check will be presented to city council at the next council meeting.
3. Clerk/Treasurer Financial Update-Working on getting the AFR submitted.

Announcements –

4. The next Budget and Finance Committee meeting will be held on December 27, 2022, at 5:30 pm.
5. Emelie Eaton is scheduled to review claims for the next meeting.

Meeting Adjourned 6:20 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 December 11, 2022.

Comp and Overtime Report

PPE:12-11-22

Division: Police

Submitted by :Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
12-8	4		Anglin	Scheduled OT	27.68
12-10	.5		Baumgartner	P2022-1153 T/S Drug Search	26.18
12-11		4	Baumgartner	Scheduled OT	26.18
12-11		4	Booth	Scheduled OT	26.18
11-28	.5		Bryant	CFS2022-8597 US Marshalls assist	28.85
11-30	4		Canape	Dispatch OT – cover FMLA Leave	25.41
12-4		1	Featherly	* Christmas to Remember Parade*	24.08
12-8		4	Featherly	Scheduled OT	24.08
12-2		2	Johnson	Reserve Meeting	26.18
12-8	4		Johnson	Scheduled OT	26.18
12-7		.5	Kinn	Pursuit P2022-1146	22.24
12-11		4	Pitts	Scheduled OT	33.23
12-9		.5	Sedgwick	P202201151, Sexual Assault	25.08
12-10		.5	Seibert	P2022-1153, T/S Drug Search	24.08
12-11		4	Seibert	Scheduled OT	24.08
12-11	4		Spencer	Scheduled OT	24.08
12-3		16	Brew	* DEA OT*	28.85
12-7		8	Brew	* DEA OT*	28.85
12-8		8	Brew	* DEA OT*	28.85
12-9		8	Brew	*DEA OT*	28.85
12-10		16	Brew	* DEA OT*	28.85
	17				
	11.5				
	25.50	Comp hours		6 x \$ 27.68	166.08
				6.75 x 26.18	176.72
				.75 x 28.85	21.64
				6 x 25.41	152.46
				6 x 24.08	144.48
					\$ 661.38
		80.5 OT hours			

80.5	OT hours
80.50	

10x	(26.18 x 1.5)	=	392.70
9.5x	(24.08 x 1.5)	=	343.14
.5x	(22.24 x 1.5)	=	16.68
4x	(33.23 x 1.5)	=	199.38
.5x	(25.08 x 1.5)	=	18.81
56	(28.85 x 1.5)	=	2423.40
			\$ 3384.11

TOTAL - \$4042.49

Comp and OT Report

PPE: 12/11/22
Dept: City Shops



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
12/3/22	6.5		J Baker	Sewer Break	27.39
12/6/22	1.00		J Baker	Lead + Copper meeting	27.39
12/2/22	2.50		T Burwell	Call out - Elm Lift Station	24.62
12/3/22	6.50		T Burwell	Sewer main break	24.62
12/6/22	1.00		T Burwell	Lead + Copper meeting	24.62
12/4/22		2.5	A Fox	Sanding Streets	17.92
12/3/22	6.5		B Gonzalez	Sewer main Break	26.12
12/6/22	1		K Hoffman	Lead + Copper meeting	25.91
12/6/22		1	D Nauman	Lead + Copper meeting	24.42
12/5/22		.5	D Saylor	truck issue - snow	26.65
12/6/22		1.0	D Saylor	Garb. Truck issues	26.65
12/3/22		1.5	W Spalinger	Sewer main Break	25.18
	2.5				
	x 1.5				
	37.50	comp hours		11.25 x 27.39 =	308.14
				15. x 24.62 =	369.30
				9.75 x 26.12 =	254.67
				1.50 x 25.91 =	38.87
					\$ 970.98
		6.5	OT hours		
				2.5 x (17.92 x 1.5)	67.20
				1 x (24.42 x 1.5)	36.63
				2.5 x (26.65 x 1.5)	599.7
				1.5 x (25.18 x 1.5)	56.64
					2204.6

TOTAL \$1191.44

Dept: FAP-Ambulance

TOTAL	\$ 2494.29
-------	------------

A. L. Lattin

PPE: 12/11/22

Dept: City Hall

TOTAL \$36.00

Shane

Dept: PW Time Card

TOTAL

\$ 254.38