



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JUNE 13, 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 May 23, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through June 9, 2023.
4. Review and approve Utility Billings Adjustments for May 2023.
5. Review and approve payroll register for pay period ending May 28, 2023 totaling \$236,482.94.

New Business

Old Business

6. Update on surveillance cameras in Park.

Other Items

7. Review the Comp/OT report for pay period ending May 28, 2023.
8. Mayor's Executive Updates.
9. Clerk Treasurer's Financial Update.

Announcements

10. The next Budget Finance Meeting will be held on June 27, 2023.
11. 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 May 23, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, May 23, 2023**

Members Present: Richard Klose, Emelie Eaton, Heidi Sparks, Michelle Mize (5:41 p.m.)

Others Present: Kelly Strecker

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 May 09, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of May 09, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through May 19, 2023. Richard Klose moved to approve the claims and check the register for claims entered through May 19, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending May 14, 2023, totaling \$223,404.05. Heidi Sparks motioned to approve the payroll register for the pay period ending May 14, 2023, totaling \$223,404.05. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
5. Review and approve July 2022 financial statements. Emelie Eaton moved to approve the July 2022 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
6. Review and approve August 2022 financial statements. Emelie Eaton moved to approve the August 2022 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
7. Review and approve September 2022 financial statements. Emelie Eaton moved to approve the September 2022 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
8. Review and approve October 2022 financial statements. Emelie Eaton moved to approve the October 2022 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
9. Review and approve November 2022 financial statements. Emelie Eaton moved to approve the November 2022 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
10. Review and approve December 2022 financial statements. Emelie Eaton moved to approve the December 2022 financial statements. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
11. Review and approve January 2023 financial statements. Heidi Sparks moved to approve the January 2023 financial statements. Richard Klose seconded the motion, all in favor, motion passed 4-0.

New Business – Vandalism in the City Parks was the topic of discussion. Emelie asked if there was a chance that new cameras could be budgeted for in the parks this year. She suggested that if the price of the cameras was going to be expensive, that maybe we could replace a couple each year. Kelly said that she would get with Chief Langve to get a quote on the cameras. Kelly stated that video surveillance signs were ordered and will be placed on the bathroom doors to restrooms in the parks.

Old Business – There was discussion regarding the resolution for Fire Department Meals. Emelie Eaton suggested having the city attorney look at the resolution, to see if it needs clarification.

Other Items –

1. Review Comp/OT reports for the pay period ending May 14, 2023.

2. Mayor Update – The Mayor was absent from tonight’s meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that the FY 23/24 budget memo was given out at the last department head meeting and new budgets are due to the mayor by June 9, 2023. Kelly stated that union negotiations for Union 316 would be starting next week, and she was busy getting ready for that.

Announcements –

4. The next Budget and Finance Committee meeting will be held on June 13, 2023, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:25 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:

7. Review the Comp/OT report for pay period ending May 28, 2023.

Comp and Overtime Report

PPE: 5-28-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-26	4 ✓		Anglin	Scheduled OT	27.68
5-15	.5 ✓		Bryant	Child Abuse P2023-0461	28.85
5-22	1 ✓		Bryant	Child abuse P2023-0461	28.85
5-25		4	Featherly	Scheduled OT	24.08
5-16	1	1	Johnson		26.18
5-25	4		Johnson	Scheduled OT	26.18
5-28		4	Pitts	Scheduled OT	33.23
5-18		6 ✓	Seibert	OT- Single Officer Shift Coverage	24.08
5-25		6 ✓	Seibert	Scheduled OT -Dui P2023-0501	24.08
5-16		3 ✓	Swan	** CHS Traffic Shift**	25.08
5-17		3 ✓	Swan	** CHS Traffic Shift**	25.08
5-23		2 ✓	Swan	Cover Patrol- SWAT call out	25.08
5-28	4 ✓		Baumgartner	Scheduled OT	26.18
5-15		3 ✓	Booth	* *CHS OT**	26.18
5-25		2.5 ✓	Booth	K-9 Deployment CFS 2023-03861	26.18
5-28		4.5 ✓	Booth	Scheduled OT& Assault P2023-0516	26.18
5-18		2 ✓	Brew	** DEA OT**	28.85
5-25		9 ✓	Brew	** DEA OT**	28.85
5-25	4	4	Featherly	Scheduled OT	24.08
5-16		1 ✓	Johnson	Mental Health Transport CFS2023-03547	26.18
5-28	4	4	Pitts	Scheduled OT	
5-18	6	6	Seibert	Cover Officer OT	
5-25	6	6	Seibert	Scheduled OT & Felony DUI P2023-0501	
5-28	4 ✓		Spencer	Scheduled OT	25.08
	17.50				
	x 1.50			6 x 27.68 =	166.08
	26.25 Comp hours			2.25 x 28.85 =	64.91
				12 x 26.18 =	314.16
				6 x 25.08 =	150.48
					637.21
					Comp Time

Comp and OT Report

PPE: 5/28/23
 Dept: City Shops



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5/15-5/16/23		11.50	J Baker	Water turn on + leak	27.39
5-16-23		1x2	J Baker	"	54.79
5/15-5/16/23	10.50		T. Burwell	water turn on + leak	25.91
5/15/23		2.5	A. FOX	Mowing Parks	25.18
5/20/23	2.5		B. Gonzalez	Water line turn off	26.12
5/16/23	8		K Guy	Water leak - woodland rd	25.18
5/16/23		1x2	K Guy	" "	50.36
5/25/23	0.5		J Hatton	repair roof @ library	25.18
5/16/23		5	D. Nauman	Water leak - woodland	25.91
5/18/23	2		F. Schweigert	Spray Parks	26.65
5/19/23	2.5		F. Schweigert	Spray Parks	26.65
5/20/23	5		F. Schweigert	Spray Cemetery	26.65
5/23/23	2		F. Schweigert	Spray Parks	26.65
5/24/23	0.5		F. Schweigert	Spray Parks	26.65
5/25/23	0.5		F. Schweigert	repair library Roof	26.65
5/30/23	3		Fran Schweigert	Funeral	26.65
5/16/23		3	W Spalinger	Turn water on	25.18
	37				
	x 1.5				
	55.50	Comp Time		15.75 x 25.91	408.08
				3.75 x 26.12	97.95
				12.75 x 25.18	321.05
				23.25 x 26.65	619.61
					<u>1446.69</u>
					=
		24	OT hours	11.5 x (27.39 x 1.5) =	472.49
				1 x 54.79 =	54.79
				5.50 x (25.18 x 1.5) =	207.74
				5 (25.91 x 1.5) =	194.33
				1 x 50.36 =	50.36
					<u>979.71</u>
					=

Comp Time

OT hours

TOTAL 2426.40

Comp and OT Report

PPE: 5/28/23

Dept: PW



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5/20/23	1		H Nurnburger	Shift Change	28.27
5/21/23	1		H Nurnburger	"	28.27
5/23/23	0.5		H Nurnburger	Shift Change	28.27
5/24/23	1.5		H Nurnburger	Contractor Coordinate	28.27
5/27/23	0.50		"	Shift Change	28.27
5/28/23	3.0		H Nurnburger	Plant Problems	28.27
	7.50				
	x 1.50				
	11.25	Comp	hours	11.25 x 28.27 =	318.04

TOTAL 318.04

Comp hours

Comp and OT Report

PPE: 5-28-23
 Dept: Ambulance



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5-16-23		2.5	T Charbonneau	Sch. OT	17.50
5-21-23		8	T Charbonneau	Sch OT	17.50
5-23-23		1	T Charbonneau	Sch OT	17.50
5-28-23		9	T Charbonneau	Sch OT - late call	17.50
5-27-23		8	C Ounnell	Sch OT	24.72
5-28-23		9	M Hiley	Sch OT + late call	23.00
5-16-23		6	W Wong	Sch OT	19.57
		43.5	OT hours		
				20.50 X 17.50	358.75
				8 X 24.72	197.76
				9 X 23.00	207.00
				6 X 19.57	117.42
					880.93

OT hours

TOTAL 880.93

