



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 14, 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 28, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through March 10, 2023.
4. Review and approve February 2023 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending March 5, 2023 totaling \$226,402.30.

New Business

Old Business

6. CD's

Other Items

7. Review the Comp/OT report for pay period ending March 5, 2023.
8. Mayor's Executive Updates.
9. Clerk Treasurer's Financial Updates.

Announcements

10. The next Budget Finance Meeting will be held on March 28, 2023.
11. 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 February 28, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, February 28, 2023**

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

Others Present: Kelly Strecker, Mayor Dave Waggoner, Brent Peters

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 February 14, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of February 14, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. Budget Finance committee approved a purchase requestion at the February 28, 2023, meeting to replace the failing damper of the HVAC at the F.A.P. Emelie Eaton moved to approve requisition for the failing damper of the HVAC at the F.A.P. Michelle Mize 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. Heidi Sparks moved to approve the purchase requisition of the Turn Outs. Emelie Eaton seconded the motion, all in favor, motion passed 4-0. Heidi Sparks moved to approve the purchase requisition of the Fire Hoses. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through February 24, 2023. Michelle Mize moved to approve the claims and check register for claims entered through February 24, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending February 19, 2023, totaling \$207,222.79. Emelie Eaton motioned to approve the payroll register for the pay period ending February 19, 2023, totaling \$207,222.79. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

New Business –

Old Business – CD's. Kelly stated that she will call a few of the local banks and get CD rates and report back at the next meeting, which will be held March 14, 2023.

Other Items –

1. Review Comp/OT reports for the pay period ending February 19, 2023.
2. Mayor Update – The Mayor stated that Forestry Fuels and Fire LLC was out to Riverside Park and cut a walking path. All the trees along the edge of the park we ground up into wood chips and used for a walking path. The mayor suggest that all go look. He said that it looks very nice.
3. Clerk/Treasurer Financial Update- The auditors will be at the City the week of April 24th. Kelly stated that she also had her first zoom call with Clear Gov. She said that they are hoping to have the new budget book up and running for fiscal year 2023-2024.

Announcements –

4. The next Budget and Finance Committee meeting will be held on March 14, 2023, at 5:30 pm.
5. A new schedule for claims review was set for upcoming meetings. The schedule is as follows: Heidi Sparks March 14, Richard Klose March 28, Michelle Mize April 11, Emelie Eaton April 25, Heidi Sparks May 9, Richard Klose May 23, Michelle Mize June 13, and Emelie Eaton June 27.

Meeting 6:21 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 March 5, 2023.

Comp and OT Report

PPE: 3-5-23
 Dept: Police

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
	134.50		OT hours		
				12 x (27.68 x 1.5) =	498.24
				22.50 x (26.18 x 1.5) =	883.58
				16 x (28.85 x 1.5) =	692.40
				12 x (25.41 x 1.5) =	457.38
				20 x (24.08 x 1.5) =	722.40
				16 x (22.24 x 1.5) =	533.76
				16 x (33.23 x 1.5) =	797.52
				12 x (23.84 x 1.5) =	429.12
				8 x (25.88 x 1.5) =	300.96
					<u>5315.36</u> - OT hours
				+ Comp	<u>164.74</u> comp hours

TOTAL 5480.10

