



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, OCTOBER 25, 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 October 11, 2022 Budget and Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through October 21, 2022.
4. Review and approve payroll register for pay period ending October 16, 2022 totaling \$218,444.63.

New Business

Old Business

Other Items

5. Review the Comp/OT reports for pay period ending October 16, 2022.
6. Mayor's Executive Updates.
7. Clerk Treasurer's Updates.

Announcements

8. The next Budget Finance Meeting will be held on November 8th, 2022.
9. Claims review to be determined.

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 October 11,2022 Budget and Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 11, 2022**

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

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 September 27, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of September 27, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
2. Review and recommend approval to Council; claims entered through October 7, 2022. Michelle Mize moved to approve the claims and check register for claims entered through October 7, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
3. Review and approve the September 2022 Utility Billing Adjustments. Emelie Eaton moved to approve the Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending October 2, 2022, totaling \$220,496.95. Heidi Sparks motioned to approve the payroll register for the pay period ending October 2, 2022, totaling \$220,496.95. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve February 2022 financial statement. Heidi Sparks motioned to approve the February 2022 financial statement. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
6. Review and approve March 2022 financial statement. Emelie Eaton motioned to approve the March 2022 financial statement. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
7. Review and approve April 2022 financial statement. Michelle Mize motioned to approve the April 2022 financial statement. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
8. Review and approve May 2022 financial statement. Michelle Mize motioned to approve the May 2022 financial statement. Richard Klose seconded the motion, all in favor, motion passed 4-0.
9. Review and approve June 2022 financial statement. Emelie Eaton motioned to approve the June 2022 financial statement. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

New Business – Heidi Sparks suggested that the city check on the CD interest rates. She stated that there are CD specials going on right now. A couple of examples were First Interstate Bank was at 3% and Valley Federal was at 2.5%.

Old Business – None

Other Items –

10. Review Comp/OT reports for the pay period ending October 2, 2022.
11. Mayor Update – None

12. Clerk/Treasurer Financial Update – Clerk/Treasurer stated that the budget had been sent to the state and that FY 2022 was about closed out.

Announcements –

13. The next Budget and Finance Committee meeting will be held on October 25, 2022, at 5:30 pm.

14. 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 reports for pay period ending October 16, 2022.

Comp and Overtime Report

PPE: 10/16/2022

Division: PW

Submitted by: Amber Horton

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/10/22	8		C. Caswell	Holiday worked	26.79
10/7/22	8		D. Casan	Josh Vacation	26.79
10/6/22	8		D. Casan	Holiday Worked	26.79
10/13/22	8		D. Casan	Open Shift	26.79
10/13/22		1.50	T. Henry	Stay for Electrician	28.27
10/10/22	8		H. Nuernberger	worked Holiday	28.27
10/11/22	0.5		H. Nuernberger	talked to op on shift	28.27
10/12/22	1		H. Nuernberger	Shift Change - talked to OP	28.27
10/16/22	1		H. Nuernberger	talked to OP on Shift	28.27
10/10/22		8	J. Sawyer	worked Holiday	26.79
10/12/22		8	J. Waggoner	com shift	24.52
10/16/22		8	S. Wasgoni	com shift	25.26
	42.5				
	X 1.5				
	63.75	Comp hours		48 x 26.79	1285.92
				15.75 x 28.27	445.25
					\$1731.17
		25.30	OT hrs		
				1.5 (28.27)	63.62
				8 (26.79 x 1.5)	321.48
				8 (24.52 x 1.5)	294.24
				8 (25.26 x 1.5)	303.12
					982.46

TOTAL

\$2713.63

Comp and Overtime Report

PPE: 10/16/22

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/16/22	7		T Charbonneau	Comm Shift	17.50
10/17/22	1		E Grayson	meeting	24.72
10/10/22	10		E Grayson	Late call - No driver	24.72
10/11/22	0.5		E Grayson	NO driver	24.72
	18.50				
	x 1.50				
	27.75	Comp hours		10.50 x 17.50	183.75
				17.25 x 24.72	424.42
					\$610.17
					<u> </u>

TOTAL \$610.17

Comp and Overtime Report

PPE: 10/16/22

Division: City Hall - Clerk

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/4/22	1		A Musson	Worked late	18.50
10/11/22	1		A Musson	day after Holiday	18.50
10/3/22		1	K Strecken	8-6	32.72
10/4/22		1	K Strecken	8-6	32.72
10/5/22		1.25	K Strecken	8-6:15	32.72
10/6/22		.75	K Strecken	8:00-5:15-1/2 lunch	32.72
10/8/22		5	K Strecken	Insurance / Tax Voucher	32.72
10/9/22		5.50	K Strecken	QT 3 reporting - Tax Voucher	32.72
10/11/22		2	K Strecken	8-6:30 - BF - 1/2 lunch	32.72
10/12/22		.5	K Strecken	8-5-1/2 lunch	32.72
10/14/22		.5	K Strecken	8-5 1/2 lunch	32.72
10/15/22		1.5	K Strecken	Insurance - BF Minutes	32.72
	2				
	11.5				
	3	comp hours		3 x 18.50	\$55.50
					=
		19	OT hours	19 x (32.72 x 1.5)	932.52
					=

TOTAL \$988.02