

### 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.

Poss

### Comp and Overtime Report

PPE: 10-16-22

Division: Police

Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate
***************************************	Hours	Hours		*Reimbursed OT*	
10-13	4 🗸		Anglin	Scheduled OT	27.68
10-16		4 /	Baumgartner	Scheduled OT	25.08
10-7		2.5 -	Booth	K-9 call out P2022-0949	25,08
10-10		12 -	Booth	Holiday worked – Columbus Day	25.08
10-11		1 -	Booth	K-9 Deployment P2022-0952	25.08
10-12		8	Booth	K-9 training- unable to flex due to	n0
				FTO	26.18 -
10-16		4 /	Booth	Scheduled OT	24.18 -
10-11		3 /	Brew	* DEA OT*	28.85
10-10		10 /	Bryant	Holiday worked- Columbus Day	28.85
10-5	4		Canape	Covered shift due to FMLA	25.41
10-10		12 <	Canape	Holiday worked- Columbus Day	25.41
10-13		4 /	Featherly	Scheduled OT	24.08
10-4	2.5		Johnson	Reserve Meeting	26.18
10-13	4		Johnson	Scheduled OT	26.18
10-10		12 🗸	Kinn	Holiday worked- Columbus Day	22 24
10-16		4 /	Pitts	Scheduled OT	33.23
10-4		.5 ~	Seibert	Rang Qualification	24.08 -
10-10		12 -	Seibert	Holiday worked- Columbus Day	2408
10-16		4 -	Seibert	Scheduled OT	2408
10-10		12	Sell	Holiday worked- Columbus Day	23.84-
10-12	4 /		Sell	Cover shift due to FMLA	23.84
10-10		12	Spencer	Holiday worked- Columbus Day	2408 -
10-16	4		Spencer	Scheduled OT	2408
10-5		2 %	Swan	Cover Patrol shift due to shortage	2508
10-6		2 ~	Swan	Cover Patrol due to shortage	2508
10-10		2.5 ~	Swan	Felony DUI- P2022-0945	25.08-
10-10			Swan	Holiday worked, covered Patrol shift	
				due to shortage. Columbus Day	25.08
10-15		9 /	Swan	* DUI Task Force shift*	25.08
	12.50		3 3		
	71.5	_			
	33,75	Comp	hours	6 727.68 =	166.08
	33,75			6 × 25.41 =	152.46
	1			9.75 x 26.18 =	255.26
				1 V 193,84	143 04
				6 X2408 =	144.4

camphis 861.32

Pagy &

## Comp and Overtime Report

PPE: 10-16 22

· Division: Police

Submitted by:

	Date	Comp Hours	O/T · Hours	Name	Reason	Rafe
**			1142,50	INOTU	hours,	
					45x (25.08x 1.5) 12x (24.18x 1.5)	1692.90
					12 x (26.18 x 1.5)	471,24
					13 x (28 85 x 1.5)	562,58
					12 x (25,41 x 1,5)	457.38
Į					12 X (22,24 X 1.5)	400,32
L					4 X (33,23 X 1.5)	199-38
L					32.50 x (24.08 x 1.5)	1/73.90
L					12 X (23.84 X1.5)	429.12
  -						5 538682
-						
$\vdash$						
-	<del></del>					
<i></i>						
		- I -				
,,		<u> </u>	<u> </u>			

TOTAL = \$6248.4

PPE:	10	16/2	202	7	
------	----	------	-----	---	--

· Division: PW Submitted by: Anbu Hallon

Date	Comp Hours	O/T · Hours	Name	Reason	Rafe
10/10/22	8		[ C. Caswell	Holiday worked	24.79
10/7/22	8		D Craser	Josh Vacation	26.79
10/8/22	8		Deaser	Holiday Worked	26.79
10/13/22	8		D Clasor	Open Sheff	26.79
10/3/22		1,50	THEnry	Open Sheft Stay For Electrician	28,27
10/10/22	8		H. Nuernburg		28.27
10/11/22	.5		H Nutroberger	talked to of on sheft	- 28.27
10/12/22	**************************************		HNWANDWAER	Shift Change-talked to	00 28.27
10/16/22	Managas		11 Dunnburger	talked to BPon Shurf	28.27
10/10/27			JSawyer	worked Holiday	26.79
10/12/22		8 =	I Waggour	Cow shift	24.52
10/6/22			Wastoni	· cour Sheft	25,26
		angle relative			
	1.5				
	5			71	: 1285,92
63	,75 0	omp he	ours	48 x 26,79 15,75 x 28,27	445,25
				13112 \$ 2812	\$1731.17
	12	5,50 0-	Chrs	1.5 / 21/	
				1.5 (28,27× 1.5)	63.62
			<del></del>	8 (26.79×1.5)	32148
				8 (24.52 x 1.5)	294.24
				8 (25,26 x 1,5)	303.12
				b (Wag k haj	98244
	_				
	<del> </del>				
	<del></del>				
	1				
	1				
	1				
	1				
	L				6 000 13

TOTA.L

も201363

PPE:	10/16/22		
Division	: City Shop	Submitted by:	Ambr

	Date	Comp	O/T·	Name	Reason	Rafe
	Pare	Hours	Hours	Name	, Kedoon	
•	1014/22	1,5		T. Burwell	Display Jet poddy to Council	24.62
	10/15/22	2.50		T.Burwell	Call out - meter	24.62
	10/15/22	4		5 Haftun	Funeral	25,18
Į	10 4/22	1,5		K Ho Stman	Jetnodouto Council	25,91
1	10/12/22		,5	D Saylor	Catch up affer Holiday	26.65
L	1018 22	2.5		F. Schwigut	Funeral	24.65
L						
1						
1		12 1			21110	1477 71
-	processor 200 Miles	1,5			(e x 24.62 =	15/08
$\vdash$		8 Co	mphou		6 X 25.18 = 2.25 X 25.91 =	58.30
-					3.75 X 26.65 =	99.94
					7.79	457.04
						-payagaran
			,5 0	· .	065x(26,65x1.5)=1	20.00
		ļ				
		<del> </del>				
			_			
	_	1				
		1				
	1	1	1			
****				·		

TOTAL

\$477 of

PPE: 10/16/22	
*	

· Division: Ambulanu Submiffed by

	Date	Comp Hours	O/T · Hours	Name	Reason		Rafe
•	10/16/32	17		TCharbonneau	Courshaft		17.50
	1017/22			I E Grayson	Muturg		24.72
	10/10/22	10		E Grayson E Grayson	Muturg Late Call-No driv No drive	R	24.72
	10/11/22	.5		E Gray son	No drux		24.72
				<u> </u>			
					•		······································
L		18,50					
L	X	1.50					
L		27.75	Comp 1	rours	10.50x 17.50 17.25 x 24.72		183.75
					117,25 x 24.72	Дана,	424,42
_						-	\$610,17
<u> </u>						_	
					*		
			·			<u> </u> -	
				<del></del>		$\dashv$	
						_	
					1.0 20-0	$\dashv$	
		<del>-   .</del>					
						1	
<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>							
		1					
		1					
		1					
		1					
						•	

TOTAL

\$ 610.17

PPE: 10/16/22 .

Division: aty Hall-Clerk

Submitted by:

	Date	Comp	O/T · Hours	Name	Reason		Rafe
٠	1014/22			A mussen	- Worked late		18,50
	10/11/22	l		A mussen		dry	18,50
	10/3/22			K Strech	8-6		32.72
	10/4/22			KStrehur	8-4		32.72 32.72
1	10/5/22		1,25	K Streda	8-4:15		
	10 6 ZZ		.75	KStreele	18:00-5:15-12 la		32 72
Ь	10/8/22		5 1	(Strebu	Insurance / TA-X		32.72
	10/9/22			Strede	QT3 ruporting-	Thy Vouche	32 72
	0/11/22		2	K Smelker	8-4:30-BF-1/3	<i>lunch</i>	32.72
	0/12/22		15 H	Shech	8-5-1/2 lureh		32 72
J	114/22		,5	K Streppen	8-5 12 luch		32.72 32.72
-	0115/22		1,5	K Strekii	- Insurance BF 1	Winkley	<u> </u>
-		2		***************************************			
-							
<del> </del>		3/4	mphous	, · · · · · · · · · · · · · · · · · · ·	3× 18,50		\$ 55.50
				3	/		
						_ \	
			9 101	hows	19x (32.72XI	6)	9 32 52
	_	<u> </u>		·	1		
			_				
······································		-					
		<del> </del>					
	+	-					
	-						
<del></del>		<u> </u>	<u> </u>			10	00.00

TOTAL

5.988,02