

# AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, MAY 09, 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 April 25, 2023 Budget Finance Committee minutes.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council claims entered through May 5, 2023.
- 4. Review and approve April 2023 Utility Billing Adjustments.
- 5. Review and approve payroll register for pay period ending April 30, 2023 totaling \$232,672.19.

#### **New Business**

#### **Old Business**

6. Resolution for Fire Department Meals.

#### **Other Items**

- 7. Review the Comp/OT report for pay period ending April 30, 2023.
- 8. Mayor's Executive Updates.
- 9. Clerk Treasurer's Financial Update.

#### **Announcements**

- 10. The next Budget Finance Meeting will be held on May 23, 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 April 25, 2023 Budget Finance Committee minutes.

#### Minutes of City of Laurel Budget/Finance Committee Tuesday, April 25, 2023

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

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 approve April 11, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of April 11, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
- 2. Review and approve purchase requisitions. There were none.
- **3.** Review and recommend approval to Council; claims entered through April 21, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through April 21, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- **4.** Review and approve Payroll Register for the pay period ending April 16, 2023, totaling \$217,006.93. Heidi Sparks moved to approve the payroll register for the pay period ending April 16, 2023, with corrected total from \$217,006.93 to \$217,006.92. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

**New Business** – The committee asked if there was a resolution stating that the city would pay for a meal during the Fire Department monthly meeting. Kelly stated that she would look to see if a resolution was passed.

#### Old Business -

#### Other Items -

- 1. Review Comp/OT reports for the pay period ending April 16, 2023.
- 2. Mayor Update Mayor stated that the construction projects are moving along, with a couple of bumps in the road with the S 4<sup>th</sup> St project. He said that the city has received a few more donations, so we are able to move on to the second phase of the Splash Park. The mayor stated that the splash park is ready for the compaction test and is hoping it will pass with flying colors. If it does not, then they may have to add more dirt. Mayor said that the next project will be figuring out how to build a BMX track that will meet insurance requirements.
- 3. Clerk/Treasurer Financial Update-Kelly stated that there will be an insurance committee meeting to discuss Health Insurance rates and is hoping for little to no increase. Kelly said that the auditors are here this week, so it will be busy.

#### **Announcements** –

- 4. The next Budget and Finance Committee meeting will be held on May 9, 2023, at 5:30 pm.
- 5. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting 6:21 p.m.

Respectfully submitted,

#### 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:

3. Review and approve Council claims entered through May 5, 2023.

PPE: 4-30-23 Division: Police Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
4-28	4 ,		Anglin	Scheduled OT	27.68
4-27		4	Baumgartner	SWAT call out CFS2023-02955	24.18
4-28		.5	Baumgartner	Shooting- P2023-0404	2618
4-30		4 .	Baumgartner	Scheduled OT	26.18
4-17		6	Booth	** CHS OT**	26.18
4-18		6	Booth	** CHS OT**	and the same of th
4-20		3 .	Booth	** CHS OT**	
4-25		3	Booth	**CHS OT**	, and the second
4-27		1 1	Booth	Insurance Committee Meeting	- Electrical design
4-27		6	Booth	** CHS OT**	
4-28		3	Booth	** CHS OT**	on and the second
4-30		4	Booth	Scheduled OT	26.18
4-18		8 .	Brew	** DEA OT**	28.85
4-19		4	Brew	** DEA OT**	
4-20		9	Brew	**DEA OT**	
4-22		6	Brew	** DEA OT	
4-28		6	Brew	Shooting P2023-0404	28.85
4-23		2	Featherly	** CHS OT**	24.08 -
4-27		4	Featherly	Court Homicide trial in CA.	2408
4-28	11		Featherly	Court Homicide trial in CA.	2408
4-26		2.5	Johnson	Reserve Academy	26118
4-27		2	Johnson	Reserve Academy	26.18
4-27	4		Johnson	Scheduled OT	36.18
4-30		4	Pitts	Scheduled OT	13323
4-19		3	Sedgwick	** CHS OT **	25,08
4-20		3 -	Sedgwick	** CHS OT**	
4-25		3 ,	Sedgwick	** CHS OT**	
4-27		3 、	Sedgwick	** CHS OT**	The sales are sales and sales are sa
4-28		3	Sedgwick	** CHS OT**	25.08
4-30	4		Spencer	Scheduled OT	2508
4-17		3	Swan	** CHS OT**	25.08
4-18		3	Swan	**CHS OT**	1
4-19		3	Swan	**CHS OT**	)
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PPE: 4-30-23 Division: Police Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate	
	Hours	Hours		*Reimbursed OT*		
4-20		6	Swan	**CHS OT**	2508	
4-21		3	Swan	**CHS OT**		
4-22		3	Swan	**CHS OT**		
4-23		3	Swan	**CHS OT**	The second second	
4-24		3	Swan	** CHS OT**		
4-25		3	Swan	**CHS OT**		
4-26		3	Swan	**CHS OT**		
4-28	3		Swan	Call out shooting P22023-0404	25.08	七 -
4-19		3	Seibert	**CHS OT**	24.08	
4-24		3	Seibert	**CHS OT**	1	
4-27		4.5	Seibert	Sched. OT & P2023-0404		
	26					
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	X16					
	39	Comph	0 WY 0	6 x 27,68	164.08	
		`		16,50 X 24.08	397.32	
				6 × 26.18	157.08	
				10.50 X 2.5.08	26334	1
					\$983.82	comp how
					Stage Section 1	ŕ
		146.50	ot hows	45 × (24.18×1.5) =	1747,15	
				33X (28.85X16)=	1428,08	
				16.50 X (24.08 X1.5) =	595,98	
				4x (33.23 x 1.5) =	199,38	
				49 x (25.08 x 1.5) =	1805.76	
					5794.35	- or how
	<del>                                     </del>					
		<u> </u>		TOTAL	12,576.5	e ma

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PPE: 4-30-23	. 1 / //
Division: Clerk	Submitted by:

ate	Comp	O/T Hours	Name	Reason	Rate
T	Hours	18,50	KStredler	Auditors, Council, Trave to Clerk Inst. BoZeman	32.72
173423		18/00	IN STRUME	Clerk Inst. Rozeman	
				1 (2) (2) (3) (1)	907,99
				18,50 X (32,72 X1,5)=	
			·		
		<del> </del>			
				TOTAL	907.98

or hours

PPE: 4.30.2023

Division: Ambulance Submitted by: Alla Andrew

Date	Comp	O/T Hours	Name	Reason	Rate	_
1-23-23	liouic		TCharbonneau	Sch, ot	17,50	
1-25-23		5	T Charbonneau	SCHIOT		1
4-30-23	8		TCharbonnerue	seh, OT	24.72	
4.22.23		8	CQuinnell	Sch OT	23.00	4
4-23-22		8	MRiley MRiley Wwong	Sch OT Sch OT	23.00	
4-30-33		8	Mr. Kily	counshift	19.57	
1-18-23	12		M Mong"	COUNT STREET		
	20					
	X115				210.00	
1	30	teomph	ours	12 × 17.50	262.26	
				18 X 19.57	56226	Comphow
						,
		37	orhours	13 × (17.50x 1.5)=	341.25	
		<i>J</i> /		8 X (24.72 x 1.5)=	296.64	
				16 X (23,00 x1,5)=	552.00 1189.89	orhow
					1189.8	01760
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				-		
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				TOTAL	\$1752,15	

PPE: 4-30-23

Division: Cowt

Submitted	by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1-18-23			J Folts	Clark School	19.37
1-18-23	1.5		5 6/ts	Clerk School	1939
1-20-23	1,0		TTESHS	Clinkschool	22.25
4-18-23	<del></del>		Sphillips	Clirk School	22,25
9-1923			S Phillips	/ (IN SChool	Ja.25
4-203			SPHILLES SPHILLES SPHILLES	Click School	30.00
	G				
	8 X1.5			1 1620	111,34
	12	Comp	haurs	le X 19.39	133,50
					249.84
	-				
			<u></u>	TOTAL	\$ 294.84

Comp T/M

PPE: 4/30/23	11/11
Division: PW	Submitted by:

Comp	O/T Hours	Name	Reason	Rate
	1.10410	H Nivernhensel	Shift Change	28.20
1.00		1	mittha	
1515		11	talkto op	
,50		13	Shuff Changy	/
(50)		/ \	Contractor wording	
7				
3				
X1/2	Consolo	2.28.5		
1171	W MP N	) 600	· 4.5 x 28.27	127.22
				127.22
	Comp   Hours   .50   .	Hours   Hours     .50	Hours   Hour	Hours Hours  -50

1 COMP

PPE: 4-30-23

Division: Shops Submitted by:

Date	Comp	O/T · Hours	Name	Reason	Rate	
4/29/23	Modis	1,50	J. Barnhart	Lawrel Clianus day	23,92	-
4/29/23		2.00	TURSON	Laurel Channe day	17.92	-
4/29/23	1	2.00	4 FOX	Laure Clien if day	25.18	-
4/24/23			K Guy	Cotters at Shop	25.18	
4/30/23	8		K.Gw_	Laurel Clean upd	25,91	
4/17/23	<i></i>	2.5	K Hoffman	Callout - water	25,91	
41,7123		á.5	D. Nauman	Boken dwwnyuhicle-ran		]
4-17-23		1.5	D Say lor	Broken down truck re	01 /	
4-24-23		,5 1,0	D Saylor W Slahman	Lawrel Clean upolay	2518	
4-18-23		1, 0	V Statinger			_
				•		-
						-
	9.5				56655	A - 1 - 10
	y1,5			14.25 x 25.18	358.82	COMP
	14,55	comp	hould			
				10202.10	53.82	
				1.5 x (2392x15)=	53.74	
				$2 \times (17.92 \times 1.5) =$ $2 \times ((8.86 \times 1.5) =$	56.58	
				1	194.33	
				5x (25.91 x 1.5)= 2x (24.45 x 1.5)=	79.95	
				1× (25.18×1.5)=	37.71	
				1/2 2007	476.21	orhow
					Special Control of the Control of th	
				TOTAL	\$ 8 35,03	