



**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 4th 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,

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:

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

Comp and Overtime Report 1/2

PPE: 4-30-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
4-28	4		Anglin	Scheduled OT	27.68
4-27		4	Baumgartner	SWAT call out CFS2023-02955	26.18
4-28		.5	Baumgartner	Shooting- P2023-0404	26.18
4-30		4	Baumgartner	Scheduled OT	26.18
4-17		6	Booth	** CHS OT**	26.18
4-18		6	Booth	** CHS OT**	
4-20		3	Booth	** CHS OT**	
4-25		3	Booth	**CHS OT**	
4-27		1	Booth	Insurance Committee Meeting	
4-27		6	Booth	** CHS OT**	
4-28		3	Booth	** CHS OT**	
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.	24.08
4-28	11		Featherly	Court Homicide trial in CA.	24.08
4-26		2.5	Johnson	Reserve Academy	26.18
4-27		2	Johnson	Reserve Academy	26.18
4-27	4		Johnson	Scheduled OT	26.18
4-30		4	Pitts	Scheduled OT	33.23
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**	
4-28		3	Sedgwick	** CHS OT**	25.08
4-30	4		Spencer	Scheduled OT	25.08
4-17		3	Swan	** CHS OT**	25.08
4-18		3	Swan	**CHS OT**	
4-19		3	Swan	**CHS OT**	

Comp and Overtime Report 2/2

PPE: 4-30-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
4-20		6	Swan	**CHS OT**	25.08
4-21		3	Swan	**CHS OT**	
4-22		3	Swan	**CHS OT**	
4-23		3	Swan	**CHS OT**	
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
4-19		3	Seibert	**CHS OT**	24.08
4-24		3	Seibert	**CHS OT**	
4-27		4.5	Seibert	Sched. OT & P2023-0404	
	26				
	<u>81.5</u>				
	39	comp hours		6 X 27.68	166.08
				16.50 X 24.08	397.32
				6 X 26.18	157.08
				10.50 X 25.08	263.34
					\$983.82
					=
		146.50	OT hours	45 X (26.18 X 1.5) =	1747.15
				33 X (28.85 X 1.5) =	1428.08
				16.50 X (24.08 X 1.5) =	595.98
				4 X (33.23 X 1.5) =	199.38
				48 X (25.08 X 1.5) =	1805.76
					5796.35
					=

TOTAL

12,576.52

PPE: 4-30-23

Division: Clerk

Submitted by:

TOTAL 907.98

OT hours

PPE: 4-30-2023

Division: Ambulance

Submitted by: Allen Allen

TOTAL \$1752.15

PPE: 4-30-23

Division: Court

Submitted by: [Signature]

TOTAL	\$ 294.84
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comp Time

PPE: 4/30/23

PPE: 4/30/23

Division: PW

Submitted by: MLH

TOTAL	127.22
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Comp

Submitted by: J. A. Davis

TOTAL	\$ 835.03
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