



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, MAY 23, 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 May 09, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through May 19, 2023.
4. Review and approve payroll register for pay period ending May 14, 2023 totaling \$223,404.05.
5. Review and approve July 2022 financial statement.
6. Review and approve August 2022 financial statement.
7. Review and approve September 2022 financial statement.
8. Review and approve October 2022 financial statement.
9. Review and approve November 2022 financial statement.
10. Review and approve December 2022 financial statement.
11. Review and approve January 2023 financial statement.

**New Business**

12. Vandalism in City Parks

**Old Business**

13. Resolution for Fire Department and City meals.

**Other Items**

14. Review the Comp/OT report for pay period ending May 14, 2023.
15. Mayor Executive Updates.
16. Clerk Treasurer's Financial Update.

**Announcements**

17. The next Budget Finance Meeting will be held on June 13, 2023.
18. Michelle Mize 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 May 09, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, May 09, 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 approved April 25, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of April 25, 2023. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. Budget Finance committee approved a purchase request at the May 09, 2023, meeting to order 90-gallon residential garbage cans. This will replenish the supply of cans that have already been replaced due to damage. This is a yearly purchase. Emelie Eaton moved to approve requisition for the 90-gallon residential garbage cans. Heidi Sparks seconded the motion, all in favor, motion passed 4-0
3. Review and recommend approval to Council; claims entered through May 05, 2023. Heidi Sparks moved to approve the claims and check the register for claims entered through May 05, 2023. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the April 2023 Utility Billing Adjustments, Emelie Eaton moved to approve the April 2023 Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending April 30, 2023, totaling \$232,672.19. Emelie Eaton motioned to approve the payroll register for the pay period ending April 30, 2023, totaling \$232,672.19. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

**New Business –** Mayor stated that there will be another city surplus auction, May 9, 2023, through May 31, 2023. Some of the items that will be in the sale include squad car, utility vehicle, garbage truck, Fire ladder truck, old office partitions and E-Waste just to name a few.

**Old Business –** There was discussion regarding the resolution for Fire Department Meals. The committee asked to have this discussion continued to the next meeting.

**Other Items –**

1. Review Comp/OT reports for the pay period ending April 30, 2023.
2. Mayor Update – Mayor gave a brief update on the Splash Park construction, SE 4<sup>th</sup> St Construction project and a brief update on the BMX track engineering progress. He also stated that we will have to get busy with getting the word out about the EMS safety mill levy that will be coming up on the November ballot.
3. Clerk/Treasurer Financial Update-Kelly stated that the FY 21/22 audit was complete. She also stated that she spent a week in Bozeman at the Clerk Municipal Institute. While at the institute she attended twenty-two classes and learned a lot.

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on May 23, 2023, at 5:30 pm.
5. Richard Klose is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:28 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:**

14. Review the Comp/OT report for pay period ending May 14, 2023.

# Comp and Overtime Report

PPE: 5/14/2023

Division: Police

Submitted by: *Shanque*

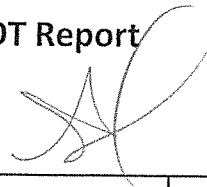
Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-14		8	Baumgartner	Scheduled OT & created by training	26.18
5-3		3	Booth	** CHS OT traffic**	26.18
5-4		6	Booth	** CHS OT traffic (2)**	26.18
5-5		6	Booth	** CHS OT traffic (2)**	26.18
5-8		2	Booth	** CHS OT traffic**	26.18
5-9		2	Booth	** CHS OT traffic**	26.18
5-10		12	Booth	Cover shift due to Military leave	26.18
5-13		3	Booth	** CSH OT traffic**	26.18
5-14		4	Booth	4 hrs. Scheduled OT	26.18
5-14		3	Booth	** CHS OT traffic**	26.18
5-2	1		Bryant	P2023-0425/ Assault with a weapon	28.85
5-11	1		Bryant	P2023-0400 / Child abuse case	28.85
5-3	4		Featherly	Court travel	24.08
5-2		2	Johnson	Reserve Meeting	26.18
5-14		4	Pitts	Scheduled OT	33.23
5-11		2	Sedgwick	Cover shift due to staff shortage ,sick leave	25.08
5-11		4	Seibert	Scheduled OT	24.08
5-14	4		Spencer	Scheduled OT	25.08
5-1		3	Swan	** CHS OT traffic**	25.08
5-8		3	Swan	** CHS OT traffic**	25.08
	10				86.55
	x1.5			3x 28.85	144.48
	15.00	Comp P Time		6x 24.08	150.48
				6x 25.08	150.48
					3381.51 <i>comptim</i>
					=
		67	OT hours	50 x (26.18 x 1.5) =	2002.77
				4 x (33.23 x 1.5) =	199.38
				8 x (25.08 x 1.5) =	300.96
				4 x (24.08 x 1.5) =	144.48
					2647.57

TOTAL

\$ 3029.08

PPE: 5-14-23  
 Dept: Shops

Comp and OT Report



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5-13-23		4.5	J. Barnhart	Curb box repair	23.92
5-13-23	5.5		T Burwell	Call out 303 West St	25.91
5-14-23		.5	A FOX	Flush Hydrant	25.18
5-13-23	4.5		B Gonzalez	Curb box repair	26.12
5-13-23	4.5		K Hoffmann	Curb box repair	25.91
5-13-23	2.5		F Schuykter	Funeral	26.65
	17				
	x 1.5				
	25.50	Comp Time		7.5 x 25.91	388.65
				6.75 x 26.12	176.31
				3.75 x 26.65	99.94
					664.90
					=
		5	OT Hours		
				4.5 x (23.92 x 1.5) =	161.46
				.5 x (25.18 x 1.5) =	18.89
					180.35
					=

Comp Time

OT hours

TOTAL = \$ 845.25

## Comp and OT Report

PPE: 5-14-23

Dept: Ambulance



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5-7-23		8	T Charbonneau	Sch. OT	17.50
5-14-23		8	T Charbonneau	Sch. OT	17.50
5-6-23		8	C Quinnell	Sch OT	24.72
5-13-23		8	C Quinnell	" "	24.72
5-7-23		8	M Riley	Sch OT	23.00
5-14-23		8	M Riley	"	23.00
5-2-23	6	3	W Wong	Even Shift	19.57
5-9-23		12	W Wong	Even Shift	19.57
	6				
	<u>9</u>				
		63	comp hours	9 x 19.57 =	176.13
					=
			63 OT hours	16 x (17.50 x 1.5) =	420.00
				16 x (24.72 x 1.5) =	593.28
				16 x (23.00 x 1.5) =	552.00
				15 x (19.57 x 1.5) =	440.33
					2005.61
					=

Comptime

TOTAL - 2181.74





