



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 14, 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 January 24, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through February 10, 2023.
4. Review and approve January 2023 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending January 22, 2023 totaling \$219,237.99.
6. Review and approve payroll register for pay period ending February 5, 2023 totaling \$222,359.92.

**New Business**

**Old Business**

**Other Items**

7. Review the Comp/OT report for pay period ending January 22, 2023.
8. Review the Comp/OT report for pay period ending February 5, 2023.
9. Mayor's Executive Updates.
10. Clerk Treasurer's Financial Updates.

**Announcements**

11. The next Budget Finance Meeting will be held on February 28, 2023.
12. Emelie Eaton 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 January 24, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, January 24, 2023**

**Members Present:** Richard Klose, Michelle Mize, Heidi Sparks

**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 recommend approval to Council; claims entered through January 20, 2023. Heidi Sparks moved to approve the claims and check register for claims entered through January 20, 2023. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and approved January 10, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of January 10, 2023. Richard Klose seconded the motion, all in favor, motion passed 3-0.
3. Review and approve purchase requisitions for the Police Department. For the purchase of a used Patrol car with funds being allocated through their Federal Equitable Sharing Fund. Also, the purchase of new Glock Model 17 handguns. Heidi Sparks moved to approve both purchase requisitions. Richard Klose seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending January 8, 2023, totaling \$231,104.99. Michele Mize motioned to approve the payroll register for the pay period ending January 8, 2023, totaling \$231,104.99. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.

**New Business –**

**Old Business –**

**Other Items –**


1. Review Comp/OT reports for the pay period ending January 8, 2023.
2. Mayor Update –Mayor stated that construction for the Splash Park will begin on January 25, 2023. They will begin removing the ice from the bottom of the pool and begin filling it with dirt.
3. Clerk/Treasurer Financial Update-Kelly stated that she has begun working and preparing for the new budget year and preparing for Union Negotiations.

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on February 14, 2023, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting 6:00 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:**

7. Review the Comp/OT report for pay period ending January 22, 2023.

## Comp and Overtime Report

PPE:1-23-23

Division: Police

Submitted by :Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
1-19	4		Anglin	Scheduled OT	2768
1-16		12	Baumgartner	Holiday worked- MLK Day	26.18
1-18		2.5	Baumgartner	SWAT call out Billings /PD assist	26.18
1-22	4		Baumgartner	Scheduled OT	26.18
1-9		5	Booth	YCDF assist	26.18
1-16		12	Booth	Holiday worked- MLK Day	26.18
1-19		3	Booth	City Court	26.18
1-22		4.5	Booth	Felony case P2023-052	26.18
1-13		8	Brew	* DEA OT*	2885
1-14		8	Brew	* DEA OT*	28.85
1-16		8	Brew	Holiday Worked- MLK- Day	2885
1-17		2	Brew	* DEA OT*	2885
1-18		2	Brew	* DEA OT*	2885
1-19		2	Brew	* DEA OT*	2885
1-20		8	Brew	* DEA OT*	2885
1-21		8	Brew	*DEA OT*	2885
1-16		10	Bryant	Holiday Worked MLK Day	28.85
1-17	.5		Bryant	Family Disturbance CFS 2023-0388	2885
1-16		12	Canape	Holiday Worked MLK Day	25.41
1-19	4		Featherly	Scheduled OT	24.08
1-16		12	Hust	Holiday Worked MLK Day	22.24
1-11	3		Johnson	Instruct Reserve Academy	26.18
1-19	4		Johnson	Scheduled OT	26.18
1-18	4.5		Kinn	Instruct Reserve Academy	22.24
1-22		4	Pitts	Scheduled OT	33.23
1-16		8	Sedgwick	Holiday Worked MLK Day	25.08
1-16		8	Seibert	Holiday Worked MLK Day	24.08
1-16		12	Sell	Holiday Worked MLK Day	23.84
1-22	4		Spencer	Scheduled OT	24.08
1-9		2	Swan	School Board Meeting- SRO	25.08
1-14		4	Swan	Hardin Basketball game - SRO	25.08
1-16		8	Swan	Holiday Worked MLK Day	25.08

28

165,

## Comp and OT Report

PPE: 1-22-23

Dept: POLICE

Alister

[illegible]

TOTAL

7616.47

Comp hours

ot hours

Amber Hattori

Dept: City Shops

TOTAL = \$ 356.43

comp Hours



Stallan

Dept: Ambulance

TOTAL	\$2083.56
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Alfred

Dept: *city Hall*

OT hours

TOTAL	\$240.57
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Alatt

Dept: PW

OT hours

TOTAL = 985.04

**File Attachments for Item:**

8. Review the Comp/OT report for pay period ending February 5, 2023.

# Comp and Overtime Report

PPE: 2-5-22

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
2-2	4		Anglin	Scheduled OT	27.68
2-4		3	Anglin	Officer Interviews	27.68
2-5	4		Baumgartner	Scheduled OT	26.18
1-23		2.5	Booth	Case to YCAO P2023-052	26.18
2-5		4	Booth	Scheduled OT	26.18
1-27		8	Brew	** DEA OT**	28.85
1-28		8	Brew	** DEA OT**	28.85
1-31		4	Brew	** DEA OT**	28.85
2-1		2	Brew	** DEA OT**	28.85
2-3		8	Brew	** DEA OT**	28.85
2-4		8	Brew	** DEA OT**	28.85
1-29	1		Featherly	Unattended Death P2023-068	24.08
2-2	4		Featherly	Scheduled OT	24.08
1-27	2		Johnson	Traffic Accident CFS2023-0643	26.18
2-2	4		Johnson	Scheduled OT	26.18
2-4	2.5		Kinn	Cover for Nelson's travel to MLEA	22.24
2-5		4	Pitts	Scheduled OT	33.23
2-5	4		Spencer	Scheduled OT	24.08
2-1	3		Swan	Instruct Reserve Academy	25.08
2-2	3		Swan	Instruct Reserve Academy	25.08
	31.50				
	X 1.5			6 X 27.68 =	166.08
	47.25	Comp hours		15 X 26.18 =	392.70
				13.5 X 24.08 =	325.08
				3.75 X 22.24 =	83.40
				9 X 25.08 =	225.72
					\$1192.98 comp hours
		51.50	OT hours	3 X (27.68 X 1.5) =	124.56
				6.5 X (26.18 X 1.5) =	255.26
				38 X (28.85 X 1.5) =	1644.45
				4 X (33.23 X 1.5) =	199.38

5223.65

TOTAL \$ 3416.63

## Comp and OT Report

PPE: 2-5-23

Dept: City Hall

Ambuallatze

[illegible]

TOTAL \$ 172.74

PPE: 2/5/23  
Dept: PW Time card

Amber Hether

[illegible]

TOTAL

233.23

PPE: 215/23  
Dept: Ambulance

Ambulflattz.

TOTAL = \$ 2074.08

Comp howdy

of hours



Amber H

PPE: 2/5/23  
Dept: City Shops

comp time

TOTAL \$416.57

Amber Haffner

PPE: 2/5/23  
Dept: Court

Comp hours

TOTAL	\$ 14.54
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