

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 though their Federal Equitable Sharing Fund. Also, the purchase of new Glock Model 17 had guns. 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. for the listed workshop agenda items.	c. This meeting is for information and discussion of the Counc	il

File Attachments for Item:

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

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Comp and Overtime Report

22 PPE:1-23-23

Division: Police

Submitted by :Langve

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
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	2418
1-22	4 ′		Baumgartner	Scheduled OT	26.18
1-9		5 ′	Booth	YCDF assist	2618
1-16		12 /	Booth	Holiday worked- MLK Day	24/8
1-19		3	Booth	City Court	2618
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*	28 85
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	2224
1-11	3		Johnson	Instruct Reserve Academy	2618
1-19	4 .		Johnson	Scheduled OT	2618
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	2508
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	2408
1-9		2 ,	Swan	School Board Meeting- SRO	2508
1-14		4	Swan	Hardin Basketball game - SRO	2508
1-16		8 '	Swan	Holiday Worked MLK Day	2508

28 165,

PPE: 1-12 -23

Dept: Police

Afatha

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate	
* . , :	28					
	X1.5					
	42	'Comp	Hours	6 ×27.68=	166,08	
	-			16150 x 26.18 =	431.97	
				.75 × 28.85 =	21,64	
				12.00 X 24.08 =	288,96	
				675 x 2224 =	150.12	
					105877	Com
		165	OT HOWN	39 x (26.18x1.5)=	1531.5	
				56 X (28.85x1.5)=	242340	
				12 x (25,4/)x1.5)=	457.38	
				12 x (22.24x1.5)=	40032	
				4 X (33.23X 15) =	199.38	
				22 X (25.08 X1.5) =	82764	
			····	8 x (24.08 x 1.5) =	288 94	
				12 x (2384×1,5)=	429.12	
					655770	ort

comp hours

ot Hours

PPE: 1-22-23

Dept: aty Shops

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12/10/20	
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Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
1-18-23	1.5		B. Ginzale Z	Turn on Water - Shed off.	24.12
1-16-23	g		K.Gwy	Turn onwater-Studioff- Holiday worked	24, 12
	9.5 X1.5 14.25				
	14,25	Comp	Hours	2,25 x 24.12 =	54,17
				12 x 2518 =	30216
					30216 535643
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comp Hours

70TAL = \$356.43

PPE: 1/22/23 Dept: Ambulance



Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
1-15-23		14	2 Grayson		24.72
1-15-23 1-22-23 1-21-23		10	EGrayson	Covershift Cover Shift	24.72
1-21-23		8	Ca winnell	Cover sheft	24.72
1-16-23		16	MRiley	Hohday worked Covershift	23.00
1-16-23 1-21-23		2	mRily	Cover Sheft	23.00
1-22-23		8	m Relly	COLLENSALST	23.00
1-16-2		58			
		J.			
	53	58	othours		
				32 x (24,72×1,5)=	1184.56
				26 x (23,00 x 1,5)=	1184.56
					2083-56
					Magnaghan Managhan
			· · · · · · · · · · · · · · · · · · ·		
		 			
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OT hours

TOTAL

92083,56

PPE: 1-22-23 Dept: city Hall

Alaka

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
1-10-23	.75		A Hatton	Balancing Drawer Payroll Shutoffday BF + Council	24.00
1-11-23	,75			Payroll'	24.00
1-18-23	1,00		A Hafton M Patrick	Shut-Pf day	1804
1-10-23		2.25	K Strecker	BE + Countel	32.72
1-17-23		**************************************	HStrecku	neutones	32.72
†				V	
	2,50				
	XIIS				
	3,75	tome	Hours	2.25x 2400 =	54,W
				2.25x 2400 = 1.5 x 18.04 =	27.06
					81.06
		325	OT hours	3.25× (3272× 1,5)=	159,51

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TOTAL = \$240.57

PPE: 1/22/23
Dept: PW

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1 0	Color IV

Date 1-16-23 1-12-23 8-14-23 8-14-23	Comp Hours	OT Hours §	Names THenry HNutrhberger J. Waggoner S. Waggoner	Reason *Reimbursed OT* Holiday Worked Shelt Change Holiday Worked Holiday Worked	Regular Rate 28.27 28.27 25.24 24.79
	.5 XI.5 .75	Comp		.75x 28.27 =	
		24	OT Hours	.8x (2827x1.5) = 8x (25,26x1.5) = 8x (26,79x1.5) =	339,24 303.12 321.48 943.84

comp hours

ot hown

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	ОТ	Name	Reason	Rate	
	Hours	Hours		*Reimbursed OT*		
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	24.18	
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					
	χ1, 5			6x 27.68 =	166.08	
	47,25	Comp h	ows	15× 26.18 -	392.70	
				13.5 × 24.08 =	3 25.08	
				3.75 x 22.24 =	83,40	
				9 x 25,08	225.72	Ę
					# 1192.98	comphon
					***CONTRACTOR	
		51,50	ot how	3 x (27.68x1.5) =	124.56	
· · · · · · · · · · · · · · · · · · ·				6.5 x (26.18x1.5) =	255.26	
				38 x (28.85x15) =	1644.45	
				4 X (33,23×15) =	199.38	
		<u> </u>	A		2923,65	*

PPE: 2-5-23 Dept: City Hall

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Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate	
(13/12-3	.75		A Hatton		24.00	
2/2/23	1,50		A Hatton	Payroll AP-	24.00	
213/23	,5		A-Hatton	AP_	24.00	
1/24/2-3	1 1	1.5	K.Strecker	BIF meeting	32.72	
	2.75					
	X1.5			4113 X 2400 =	99,12	-comp TIME
	4.13	Conf-	Time			
						
		1.5	OTTIME		10.0	
				1.5 × (32.72×1.5)=	73.62	OT T/M
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TOTAL \$ 172.74

PPE: 2/5/23

Dept: PW TIM card

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	Comp	ОТ			
	1		A 4	D *D : 1 107*	D I D
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate
1/23/23	,5		H-Nurnburger	Contractor Cordination	28 27
1/25/23	15		H Nuraburger	Shift Charge Shift Charge	28.27
1/27/23	.5		HNuerburger	Shift Change	28.27
1/28/23	2.5 .5		H Nunburger	Shift Charge, Sludgy Scrape	28,27
211123	. 5		H Neurburger	Sheft Change	28.27
212123	1.0		HNurrburger	Contractor 1 shift Chara	28.27
	 	1			
	_	 			
	1	 			
	5,5	-			
	X1,5	<u> </u>	adder?		
	8,25	Comp	TIM		
				825 X 28,27 =	233.23
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Comp TIM

TOTAL 233,23

PPE: 216123

Dept: Ambulance

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	Comp	ОТ				
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate	
1/29/23	8		T. Charbonneau	sch. ot	17.50	
215/23	8		T Charbonhtau	Sch. ot	17.50	
1129123	2	10	EGrayson	SCH-OT	24.72	
1/28/23		8	Cournell	Sch. OT	24.72	
214/23		8	Cournell	SCHIOT	24.72	
1/29/23		8	M.R. Clay	Schröt	23.00	
2/5/23		12	m Riley	Sch OT / Cover Shift		
	16 X15		***************************************			4
		mph	rs	24 × 17,50 =	420,00	compho

		46	ot hours	26 x (24.72x1.5)=	964.08	
				20 X (23.00 x1.5)=	690.00	
					1654.08	- or how
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16

PPE: 2/5/123
Dept: Cuty Shops

Ambedlette

	Comp	от			
Date	Hours	Hours	Names	Reason *Reimbursed OT*	Regular Rate
1/27/23	2.5		J.Baker	Scur Backup - City Hell	27.39
2/2/23			B. Gonzales	,	26.12
1/27/23	. 5 2.5		K. Hoffman	Call out Seven-CityHall Leaking Hydrant	25,91
2/3/23		,5	D. Nauman	Leaking Hydrant	24.42
214/23	4		FSchweigert	Funeral-Saturday 66 Broke down	26.65
21/123		.5	WSpalinger	66 Broke down	25.18
	2				
	975				
	X1.5			0 35 . 0.4 2	
	14,25	comp	Time	3,75 x 27.39 =	19.59
				$.75 \times 26./2 =$	97.16
				3.75 × 25.91 =	159.90
					\$ 379.3L
					<u> </u>
		[,60	or	.5x (24.42 x1.5)=	18,32
				,5x (25,18 x 1,5)=	18.89
					\$ 37.21
		1			

tomp time

TOTAL.

\$416.57

PPE: 2/5/23 Dept: Court

Anoutaton

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
1/31/23	. 5	1	JIII FOITS	Court	
	.5				
	X1.5				
	.75	comp	hour	,75x 19.39	14.54
					- Andrewson Control of the Control o

Comphous

TOTAL \$ 14.54