



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, SEPTEMBER 13, 2022
5:30 PM
COUNCIL CHAMBERS**

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 August 23, 2022 Budget Finance Committee minutes
2. Review and approve purchase requisitions
3. Review and approve to Council claims entered through September 9, 2022.
4. Review and approve August 2022 Utility Billing Adjustments.
5. Review and approve payroll register for pay period ending August 21, 2022 totaling \$217,920.27.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period August 21,2022.
7. Mayor's Executive Updates.
8. Clerk Treasurer's Financial Updates.

Announcements

9. The next Budget Finance Meeting will be held on September 27, 2022.
10. 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 August 23, 2022 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 23, 2022**

Members Present: Richard Klose -Chair, Emelie Eaton, Michelle Mize (In at 5:40), 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 approved August 9, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of August 9, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions – Previously approved purchase requisition for Industrial Systems had additional cost for shipping. Michelle Mize moved to approve the purchase requisition adjustment for Industrial Systems. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through August 19, 2022. Heidi Sparks had previously reviewed the claims and check register for claims entered through August 19, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the July 2022 Utility Billing Adjustments. Heidi Sparks moved to approve July 2022 Utility Billing Adjustments. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending August 7, 2022, totaling \$215,632.52. Emelie Eaton motioned to approve the payroll register for the pay period ending August 7, 2022, totaling \$215,632.52. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.

New Business - None

Unfinished Business – None

Other Items –

6. Review Comp/OT reports for the pay period ending August 7, 2022.
7. Mayor Update – None
8. Clerk/Treasurer Financial Update – Clerk Treasurer will discuss FY 2023 Budget during the Council Meeting.

Announcements –

9. The next Budget and Finance Committee meeting will be held on September 13, 2022, at 5:30pm.
10. Emelie Eaton is scheduled to review claims for the next meeting.

Respectfully submitted,

Amber Hatton
Deputy 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:

4. Review and approve August 2022 Utility Billing Adjustments.

UTILITY BILLING SYSTEM Report ID: 1014
 ACCOUNTS RECEIVABLE SUMMARY For AP-Year 8-2022

CITY OF LAUREL
 16:39:35 - 08/31/2022

Service	Fund	Old Balance	Billings	Payments	Autodistribute	Adjustments	Other	New Balance
WATER	5210	368261.20	366056.06	366379.26	-2015.68		-749.14	365173.18
CAP IMP WATER	5210	30248.65	29397.76	29407.75	-429.90		-261.92	29546.64
SEWER	5310	147106.95	135680.12	133795.75	-1971.20		60.11	147080.23
CAP IMP SEWER	5310	33758.55	32132.55	32163.51	-447.14		-240.89	33039.56
GARBAGE	5410	78412.17	74613.17	74998.19	-1183.07		-507.59	76336.49
OTHER	5210	0.00	0.00	0.00	0.00		0.00	0.00
SERVICE CHARGE	5210	1526.04	925.00	1517.17	0.00		650.00	1583.87
WATER SUPPLIES	5210	0.00	102.13	0.00	0.00		0.00	102.13
WTR LINE INS-1	5210	2625.03	2446.28	2457.35	-40.33		-33.96	2539.67
WTR LINE INS-2	5210	291.36	271.83	272.92	-4.48		-3.78	282.01
OVERPAYMENT	5210	-18303.22	0.00	7134.83	6091.80		-1569.60	-20915.86
Grand Totals by Service:		643926.73	641624.90	648126.73	0.00		-2656.77	634768.13
Grand Total by Fund:		Old Balance		New Balance				
5210		384649.06		378311.85				
5310		180865.50		180119.79				
5410		78412.17		76336.49				



File Attachments for Item:

6. Review the Comp/OT report for pay period August 21,2022.

Comp and Overtime Report

PPE: 8-21-22

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-18	4		Anglin	Scheduled OT	27.68
8-8		11	Booth	K-9 dental surgery	25.08
8-9		3	Booth	City Court	25.08
8-21		4	Cortese	Scheduled OT	25.08
8-21		4	Featherly	Scheduled OT	24.08
8-18	4		Johnson	Scheduled OT	26.18
8-19	1		Johnson	P202200778 Child neglect case	26.18
8-8	12		McCartney	Sick Leave OT coverage	23.34
8-9	12		McCartney	Sick Leave OT Coverage	23.34
8-17	4		McCartney	Leave Coverage	23.34
8-21	4		McFarland	Scheduled OT	25.08
8-21		4	Pitts	Scheduled OT	32.26
8-16		3	Sedgwick	City Court	25.08
8-21		4	Sedgwick	Scheduled OT	25.08
8-18	4		Spencer	Scheduled OT	24.08
8-16		3	Swan	City Court	25.08
	45				
	x 1.5				
	67.50	Comp hours			
				6 x 27.68 =	166.08
				7.50 x 26.18 =	196.35
				42 x 23.34 =	980.28
				6 x 25.08 =	150.48
				6 x 24.08 =	144.48
					<u>\$11637.67</u>
		36 OT hours			
				28 x (25.08 x 1.5) =	1053.36
				4 x (24.08 x 1.5) =	144.48
				4 x (32.26 x 1.5) =	193.56
					<u>\$1391.40</u>

45.00 26.18

TOTAL \$3029.07

Comp and Overtime Report

PPE: 8/21/22

Division: City Shops

Submitted by: Ambush

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/8/22	1.00		J. Baker	Ambulance call	27.39
8/10/22	1.50		J. Baker	Ambulance call	27.39
08/17/22	2.50		K. Guy	Call out - Barricade on 8th	25.18
08/18/22		2.50	K. Hoffman	Emergency locate	25.91
/					
	5				
	X 1.5				
	7.50	comp hours			
				$3.75 \times 27.39 =$	102.72
				$3.75 \times 25.18 =$	94.43
					<u>\$197.15</u>
		2.50	OT hrs		
				$2.5 \times (25.91 \times 1.5) =$	97.17
					=

TOTAL - \$294.32

Comp and Overtime Report

PPE: 8/21/22

Division: PW Time Card

Submitted by: Amburkitten

Date	Comp Hours	O/T Hours	Name	Reason	Rate
08/11/22	8.00		D. Ceaser	Cover Thursday - Day Shift	26.79
08/19/22	1.50	1.50	T. Henry	Came in early - greating screw pump	28.27
8/13/22	.50		HP Nuerberger	Call from operator on Shift	28.27
8/14/22	.50		HP Nuerberger	Call from operator on Shift	28.27
8/17/22	2.50		HP Nuerberger	Call out intake Compressor rest	28.27
	11.50				
	x 1.50				
	17.25	Comp hours			
				12 x 26.79 =	321.48
				5.25 x 28.27 =	148.42
					469.90
					=
	1.50	OT hours			
				1.50 x (28.27 x 1.5) =	63.62
					=

TOTAL \$533.52

Comp and Overtime Report

PPE: 08/21/22

Division: FAP - Ambulance

Submitted by: Ambulance

Date	Comp Hours	O/T Hours	Name	Reason	Rate
08/17/22	8.00		E. Grayson	No coverage of driver	24.00
8/17/22	1.00		C. Quinnell	late call - Charting	24.00
8/13/22		2.00	T. White	late call - FTD Training	17.33
	9.00				
	x 1.5				
	13.5 comp hour			13.5 x 24.00 =	\$ 324.00
		2.00 OT hrs		2 x (17.33 x 1.5) =	51.99
		1.5			
Total = \$ 375.99					\$ 375.99

9.00 2.00

Comp and Overtime Report

PPE: 8/21/2022

Division: Court

Submitted by: Amber Hutton

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/16/22		2.00	S Phillips	MDD report	22.25
8/17/22		2.00	S Phillips	Time Pay Book 1+2	22.25
8/20/22		7.00	S Phillips	Bank Rec, com Financial	22.25
0 Comp hours					
		11.00	OT Hours	$11 \times (22.25 \times 1.5) =$	<u>367.13</u>

11.00

TOTAL \$367.13

Comp and Overtime Report

PPE: 08/21/22

Division: City Hall - Clerk

Submitted by: Ambert H

Date	Comp Hours	O/T Hours	Name	Reason	Rate
08/08/22		.75	A Hatton	Training + Balancing	22.00
08/09/22		1.50	A Hatton	Training + Budget Finance	22.00
08/10/22		1.00	A Hatton	Balancing	22.00
08/11/22		1.00	A Hatton	Balancing	22.00
08/12/22		1.25	A Hatton	Balancing / Bal. Prep	22.00
8/13/22		5.00	A Hatton	Budget Prep / BALancing	22.00
08/19/22	1.00		A Musson	Review Claims	18.50
8/8/22		2.50	K. Strecker	Clerk - Budget	31.77
8/9/22		3.50	K Strecker	Budget, Payroll, BF	31.77
8/10/22		2.50	K Strecker	Payroll	31.77
8/11/22		2.00	K Strecker	Clerk - Budget	31.77
8/12/22		2.00	K Strecker	Clerk - Budget	31.77
8/13/22		7.00	K Strecker	Imput mo TR + Vouch	31.77
8/15/22		2.00	K Strecker	Budget	31.77
8/16/22		2.25	K Strecker	Clerk - Budget	31.77
8/17/22		1.75	K Strecker	Clerk - Budget	31.77
8/18/22		2.00	K Strecker	Budget	31.77
8/19/22		1.00	K Strecker	Budget	31.77
	1				
	x 1.5				
	1.5	Comp hours		15 x 18.50 =	<u>27.75</u>
	39	OT hours		10.50 (22.00 x 1.5) =	346.50
				28.50 (31.77 x 1.5) =	1358.18
					<u>1704.68</u>

1.00 3.00

TOTAL \$1732.43