



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 09, 2022
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 July 26, 2022 Budget Finance Committee Minutes.
2. Review and approve purchase requisitions.
3. Review and approve to Council claims entered through August 5, 2022.
4. Review and approve payroll register for pay period July 24, 2022 totaling \$166,233.35.

New Business

Old Business

Other Items

5. Review the Comp/OT reports for pay period ending July 24, 2022
6. Mayor's Executive Updates.
7. Clerk Treasurer's Financial Updates.

Announcements

8. The next Budget Finance Meeting will be held on August 23, 2022 at 5:30 PM.
9. Heidi Sparks 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 July 26, 2022 Budget Finance Committee Minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 26, 2022**

Members Present: Emelie Eaton, Michelle Mize, Heidi Sparks

Others Present: Kelly Strecker, Amber Hatton, Mayor Dave Waggoner (in at 5:35)

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 July 12, 2022, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of the July 12, 2022. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions – There were none to approve.
3. Review and recommend approval to Council; claims entered through July 22, 2022. Heidi Sparks had previously reviewed the claims and check register for claims entered through July 22, 2022. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending July 20, 2022, totaling \$250,763.07. Heidi Sparks motioned to approve the payroll register for the pay period ending July 20, 2022, totaling \$250,763.07. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

New Business – None

Unfinished Business – None

Other Items –

5. Review Comp/OT reports for the pay period ending June 10, 2022.
6. Mayor Update – None
7. Clerk/Treasurer Financial Update. Clerk/Treasurer provided the committee with an update on financial activities. We should be receiving our new mill values next week.

Announcements –

8. The next Budget and Finance Committee meeting will be held on August 9, 2022 at 5:30pm.
9. The upcoming committee members to review claims are as followed:
 - a. August 9, 2022 – Michelle Mize
 - b. August 23, 2022 – Heidi Sparks
 - c. September 13, 2022 – Emelie Eaton
 - d. September 27, 2022 – Richard Klose
 - e. October 11, 2022 – Michelle Mize
 - f. October 25, 2022 – Emelie Eaton

Respectfully submitted,

Amber Hatton

Accounts Payable

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:

5. Review the Comp/OT reports for pay period ending July 24, 2022.

Comp and OT Report

PPE: 7.24.2022
Dept: Police

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7.21.2022		3	Baumgartner	Scheduled OT	\$ 25.08
7.21.2022		2.5	Booth	K-9 Call Out P2022-0691	\$ 25.08
7.23.2022		1	Booth	Agency Assist Stillwater SO CFS2022-05338	\$ 25.08
7.24.2022		4	Booth	Scheduled OT	\$ 25.08
7.23.2022		1	Featherly	Agency Assist Stillwater SO CFS2022-05338	\$ 24.08
7.24.2022		4	Featherly	Scheduled OT	\$ 24.08
7.24.2022	4		McFarland	Scheduled OT	\$ 25.08
7.18.2022		1.5	Pitts	Covered Called/Blood Draw P2022-0679	\$ 32.26
7.24.2022		4	Pitts	Scheduled OT	\$ 32.26
7.24.2022		4	Sedgwick	Scheduled OT	\$ 25.08
7.21.2022	4		Spencer	Scheduled OT	\$ 24.08
7.12.2022		2.5	Swan	Search Warrant Return P2022-0621	\$ 25.08
7.15.2022		4	Swan	*DUI Task Force OT*	\$ 25.08
7.18.2022		2.5	Swan	Search Warrant Return P2022-0622	\$ 25.08
7.21.2022	1		Swan	DUI Task Force Meeting	\$ 25.08

Total Hours 9 34

Total Comp Hours 13.5

\$24.08 x 1.5 x 4= \$ 144.48

\$25.08 x 1.5 x 5= \$ 188.10

Comp Total \$ 332.58

\$36.120 x 5= \$ 180.60

\$37.620 x 23.5= \$ 884.07

\$48.390 x 5.5= \$ 266.15

OT Total \$ 1,330.82

Grand Total \$ 1,663.40

Submitted By:



Comp and OT Report

PPE: 7.24.2022

Dept: Shop

[illegible]

Total Hours	8.5	1.5
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Total Comp	
Hours	12.75

$$\$24.42 \times 1.5 \times 1 = \$ 36.63$$
$$\$25.18 \times 1.5 \times 4.5 = \$ 169.97$$
$$\$26.12 \times 1.5 \times 1.5 = \$ 58.77$$
$$\$27.39 \times 1.5 \times 1.5 = \$ 61.63$$

Comp Total \$ 326.99

$$\$39.975 \times 1.5 = \$ 59.96$$

OT Total \$ 59.96

Grand Total \$ 386.96

Submitted By:

Bridney Mae

Comp and OT Report

PPE: 7.24.2022
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7.19.2022	8		Ceaser	Daniel N. Sick	\$ 26.79
7.12.2022		2	Nauman	Meeting with City Attorney	\$ 26.79
7.16.2022	8		Nauman	Josh Sick	\$ 26.79
7.19.2022	2		Nuernberger	Shift change over	\$ 28.27
7.20.2022	1		Nuernberger	Shift change over	\$ 28.27
7.21.2022	0.5		Nuernberger	Shift change over	\$ 28.27
7.17.2022		2	Sawyer	Meeting with City Attorney	\$ 26.79
7.12.2022		2	J Waggoner	Meeting with City Attorney	\$ 24.52
7.23.2022		8	J Waggoner	Cover Shift	\$ 24.52
7.24.2022		8	J Waggoner	Cover Shift	\$ 24.52
7.14.2022		4	S Waggoner	Took the Water Treatment Certification Exam	\$ 24.52

Total Hours 19.5 26

Total Comp Hours 29.25

\$26.79 x 1.5 x 16 = \$ 642.96

\$28.27 x 1.5 x 3.5 = \$ 148.42

Comp Total \$ 791.38

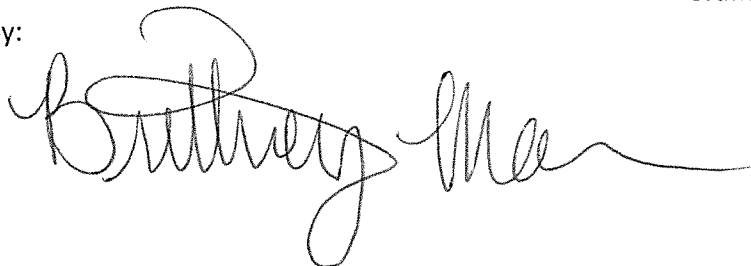
\$36.780 x 22 = \$ 809.16

\$40.185 x 4 = \$ 160.74

OT Total \$ 969.90

Grand Total \$ 1,761.28

Submitted By:



Comp and OT Report

PPE: 7.24.2022
Dept: Ambulance

[illegible]

Total Hours	0	4
Total Comp Hours	0	

Comp Total \$ -

$$\$36.00 \times 4 = \$ 144.00$$

OT Total \$ 144.00

Grand Total \$ 144.00

Submitted By:

By: Bethany Ma

Comp and OT Report

PPE: 7.24.2022

Dept:	Court
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[illegible]

Total Hours	0	3.75
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Total Comp

Hours 0

Comp Total \$ -

$$\$33.375 \times 3.75 = \$125.16$$

OT Total \$125.16

Grand Total \$125.16

Submitted By:

d By: Bridney Mae

Comp and OT Report

PPE: 7.24.2022
Dept: Clerk's

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7.21.2022		1	A. Hatton	Assisting CT	\$ 22.00
7.17.2022		1.75	Moorman	OCR/Council Agenda	\$ 22.00
7.24.2022		3.75	Moorman	Council Agenda	\$ 22.00
7.22.2022	0.5		Patrick	Printing Bills/Move Red Car	\$ 17.51
7.11.2022		1.5	Strecker	Balancing/Payroll prep	\$ 31.77
7.12.2022		2.5	Strecker	BF Meeting	\$ 31.77
7.13.2022		1.5	Strecker	Balancing/Payroll prep	\$ 31.77
7.14.2022		1.5	Strecker	Balancing/Payroll prep	\$ 31.77
7.15.2022		1	Strecker	Balancing/Payroll prep	\$ 31.77
7.16.2022		1	Strecker	Comp/OT Reports	\$ 31.77
7.18.2022		1.5	Strecker	7-5:30	\$ 31.77
7.19.2022		2	Strecker	7-5:30 w/ .5 Lunch	\$ 31.77
7.20.2022		2	Strecker	7-6 Door locks at Water Plant	\$ 31.77
7.21.2022		1	Strecker	7-5:00	\$ 31.77
7.22.2022		1	Strecker	Balancing/Payroll prep	\$ 31.77
7.23.2022		1	Strecker	New Employee Files entered into computer and insurance updated.	\$ 31.77

Total Hours 0.5 24
Total Comp Hours 0.75

$\$17.51 \times 1.5 \times .5 = \$ 13.13$

Comp Total \$ 13.13

$\$33.00 \times 6.5 = \$ 214.50$

$\$47.655 \times 17.5 = \$ 833.96$

OT Total \$ 1,048.46

Grand Total \$ 1,061.60

Submitted By:

