



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 23, 2024
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 Budget Finance Committee Minutes of April 9, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 19, 2024.
4. Review and approve payroll register for pay period ending April 14, 2024, totaling \$228,493.06.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period ending April 14, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

Announcements

8. The next Budget Finance Meeting will be held May 14, 2024, at 5:30 p.m.
9. 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. 5100, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

File Attachments for Item:

1. Review and approve Budget Finance Committee Minutes of April 9, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 9, 2024**

Members Present: Michelle Mize, Casey Wheeler, Richard Klose, Heidi Sparks

Others Present: Kelly Strecker, Mayor David 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 approve March 26, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of March 26, 2024. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. A purchase requisition was presented to the committee for a new detective car for the Laurel Police Department. Police Chief Langve was not able to make it to the meeting. The purchase requisition is in the amount of \$55,000. Once Chief Langve is able to find a new or used car he will make the purchase. The funds will be used from his Federal Equitable Sharing account. Chief Langve told Kelly that, last year he was able to find a really nice used car from Asia Motors and is hoping to do that again.
3. Review and recommend approval to Council; claims entered through April 5, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through April 5, 2024. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending March 31, 2024, totaling \$241,155.76. Heidi Sparks motioned to approve the payroll register for the pay period ending March 31, 2024, totaling \$241,155.76. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the 2024 March Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 March Utility Billing Adjustments. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

New Business –None

Old Business – Kelly stated that she ordered MICR toner ink cartridges for the printers.

Other Items –

1. Review Comp/OT reports for the pay period ending March 31, 2024.
2. Mayor Update – The Mayor stated that the West 12th Street Overlay project has started and should be completed in a couple of days. The Splash Park construction is underway, and they should be pouring the cement in the next week. The mayor asked Richard Klose when the installation of the new light poles at the Legion field would be installed. Richard stated that the installation for the new light poles is scheduled for May 11, 2024.
3. Clerk/Treasurer Financial Update-Kelly said the water/sewer rate study kick off meeting would be held on Thursday April 11, 2024, and following that meeting she would start sending the information to Raftelis that was requested. Kelly said that there is a lot of information requested and that will consume a lot of her time. Kelly stated that Amber would be out of the office for a couple of weeks and that she would have to cover for her as well.

Announcements –

4. The next Budget and Finance Committee meeting will be held on April 23, 2024, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 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:

5. Review the Comp/OT report for pay period ending April 14, 2024.

Comp and Overtime Report

PPE:4-14-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
4-11	4		Anglin	Scheduled OT	34.89
4-14		4 ✓	Baumgartner	Scheduled OT	26.97
4-1		8	Booth	Contract Negotiations	28.47
4-2		4	Booth	Contract Negotiations	
4-3		2	Booth	K-9, ATF , Assist, CFS2024-2093	
4-9		9	Booth	K-9 training, unable to adjust schedule	
4-10		12	Booth	OT shift to cover Military Leave	
4-11		12	Booth	OT shift to cover Military Leave	
4-12		1.5	Booth	PFMA transport, P2024-0350	
4-14		4	Booth	Scheduled OT	↓
4-5	4 -		Canape	Training	26.90
4-1		1	Featherly	Cover day shift	28.69
4-11			Johnson	Scheduled OT	26.97
4-1	9 -		McCartney	Contract Negotiations	25.40
4-2	4 -		McCartney	Contract Negotiations	25.40
4-2	2 -		McCartney	Contract Ratification	25.40
4-5		4 -	Nelson	Training	22.91
4-1	.5		Sedgwick	Assault P2024-0310	26.97
4-2	2.5		Sedgwick	Cover Patrol due to shortages	
4-5	2		Sedgwick	Cover Patrol due to shortages	
4-9	.5		Sedgwick	Traffic Accident P2024-0339	
4-12	.5		Sedgwick	Traffic Accident P2024-0348	↓
4-14		4 ✓	Seibert	Scheduled OT	25.83
4-5		4 ✓	Sell	Training	26.40
4-11		2	Anglin	Night Shift Coverage	34.89
	29				
	1.5				
	43.5		Comp hours		
				6 X 26.90 =	161.40
				22.50 X 25.40 =	571.50
				9 X 26.97 =	242.73
				6 X 34.89 =	209.34

1184.97

71.5 OT hours

see breakout on next page -

Cont

Comp and Overtime Report

PPE: 4/14/24

Division: Police

Submitted by: Phillip Trecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
				4x(25.83 x 1.5)	154.98
				4x(26.40 x 1.5)	158.40
				4x(26.97 x 1.5)	161.82
				4x(22.91 x 1.5)	137.46
				52.5(28.47 x 1.5)	2242.02
				1x(28.69 x 1.5)	43.04
				2x(34.89 x 1.5)	104.67
					<u>3002.39</u>
Total Police 4/18/24					

Comp and Overtime Report

PPE: 4/14/24

Division: Court

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/5	.5		J. Folts	Jail Court ran late	21.43
	.5				
	1.5				
	.75		comp hours		
				.75 x 21.43 =	16.07
					=
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;"> <p>Total @ 16.07</p> </div>					

Comp and Overtime Report

PPE: 4/14/24

Division: Finance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/5	.5		K. Ganslow	Short Handed	20.43
4/9	.25		B. Harakal	Council Meeting	23.79
	.75				
	1.5				
	1.13		comp hours		
				.75 X 20.43 =	15.32
				.38 X 23.79 =	9.04
					24.36
					=
Total					24.36

Comp and Overtime Report

PPE: 4/14/24

Division: WTP + WWTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/9	.5		H.P. Nuernberger	Administrative	29.67
	1.5				
	1.5				
	.75	comp hours			
				.75 x 29.67 =	22.25
					=
Total O/T					22.25

Comp and Overtime Report

PPE: 4/14/24

Division: Ambulance

Submitted by: Phillip Trecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/7	-	(8)	T. Charbonneau	Scheduled OT	19.50
4/14	-	(8)	T. Charbonneau	Scheduled OT	19.50
4/5	-	(1.5)	A. Cortez	Came in early cover call	19.00
4/6	-	(8.5)	A. Cortez	Scheduled OT	19.00
4/12	-	(8)	A. Cortez	Scheduled OT	19.00
4/4		(1)	M. Crable	Comm. Health Visits	25.00
4/6		(8)	M. Crable	Scheduled OT	
4/7		(2)	M. Crable	Comm Health Docs	
4/11		(1)	M. Crable	Comm Health Visits	
4/13		(11)	M. Crable	Scheduled OT	
4/14		(1)	M. Crable	Comm Health Visits	✓
4/7		(11)	E. Grayson	Scheduled OT	30.00
4/14		(9)	E. Grayson	Scheduled OT	30.00
4/7		(8)	D. Hopkins	Scheduled OT	24.00
4/14		(8)	D. Hopkins	Scheduled OT	24.00
4/7		(8)	M. Riley	Scheduled OT	25.15
4/8		(10)	M. Riley	Scheduled OT	25.15
4/14		(8)	M. Riley	Scheduled OT	25.15
		119 OT Hours			
				17 X (19.00 X 1.5)	484.50
				16 X (19.50 X 1.5)	468.00
				24 X (25.00 X 1.5)	900.00
				26 X (25.15 X 1.5)	980.85
				16 X (24.00 X 1.5)	576.00
				20 X (30.00 X 1.5)	900.00
Total			4309.35		

Comp and Overtime Report

PPE: 4/14/24

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/10	.5		J. Baker	Sewer Blockage	28.75
4/6		①	J. Barnhart	Cleaning Storm Drains	26.44
4/10	.5		T. Burwell	Sewer Blockage	27.20
4/6	4		J. Hatton	Funeral	26.44
4/6	1		W. Spalinger	garbage	26.44
6					
1.5					
9 comp hours					
					7.5 x 26.44 =
					198.30
					.75 x 27.20 =
					20.40
					.75 x 28.75 =
					21.56
					240.26
					=
1 OT hours					
					1 x (26.44 x 1.5)
					39.66
					=
Total					279.92