



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, NOVEMBER 28, 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 November 14, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 24, 2023.
4. Review and approve payroll register for pay period ending November 12, 2023 totaling \$243,344.31.
5. Review and approve October 2023 monthly financial statement.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending November 12, 2023.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on December 12, 2023 at 5:30 p.m.
10. 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 November 14, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 14, 2023**

Members Present: Richard Klose, Michelle Mize, Emelie Eaton, Heidi Sparks

Others Present: Kelly Strecker, Mayor David Waggoner

The meeting was called to order by the Committee Chair at 5:40 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve October 23, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of October 23, 2023. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. Chief Langve presented a purchase requisition for a new patrol car for his department. The department will be purchasing a 2024 Dodge Durango. On the purchase requisition chief stated that Ford is not taking any special orders until 2025. This item was budgeted in the FY 23-24 budget. The cost of the new patrol car is estimated to cost about \$63,000. Matt Wheeler also presented a purchase order for a new transmission for one of the garbage trucks. He felt as if we needed to fix the transmission as he was quoted \$479,000 for a new truck. The cost of the repair is \$25,063.92. Michelle Mize moved to approve purchase requisitions for the new vehicle and the transmission. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through November 9, 2023. Heidi Sparks moved to approve the claims and check the register for claims entered through November 9, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve the 2023 October Utility Billing Adjustments, Emelie Eaton moved to approve the 2023 October Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
5. Review and approve Payroll Register for the pay period ending October 29, 2023, totaling \$238,631.12. Heidi Sparks motioned to approve the payroll register for the pay period ending October 29, 2023, totaling \$238,631.12. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business –Kelly spoke about HB 355, which is a grant for existing infrastructure, or for repairs and upgrades. She stated that this grant is only for cities and that counties were excluded this time. She stated that the city is in the process of getting a list of projects together. Kelly explained that this grant is a 25% total project match. The city is entitled to about \$488,000.

Emelie Eaton asked, since the motor vehicle department has full access of the old court sparce could the rent be raised? The mayor stated that he has brought that to the attention of county commissioner Ostlund, and Ostlund stated that if the city raised the rent, they would discontinue motor vehicle service in the City of Laurel.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending October 29, 2023.
2. Mayor Update – The Mayor stated that the South Fourth Street project is completed, and that the training session that was held on Monday November 13th was very good.

3. Clerk/Treasurer Financial Update-Kelly stated that she is beginning to work on a list with Matt regarding the HB 355 grant funding. She explained that several of the radio licenses are due this year and has been in communication with the FCC trying to get these updated. These licenses renew every ten years, so it has been a challenge to renew them as most of the contact information is incorrect. Kelly stated that she is busy balancing October cash as well.

Announcements –

4. The next Budget and Finance Committee meeting will be held on November 28, 2023, at 5:30 pm.
5. Richard Klose is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:23 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:

6. Review the Comp/OT report for pay period ending November 12, 2023.

Comp and Overtime Report

PPE: 11-12-23

Division: Police

Submitted by : Pitts

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-11		12	Anglin	Veterans Day worked	30.19
11-12	4		Anglin	Scheduled OT	30.19
11-03		12	Baumgartner	SWAT Callout	26.97
11-04	4		Baumgartner	SWAT Callout	26.97
11-09		3	Baumgartner	District Court	26.97
11-11		12	Baumgartner	Veterans Day worked	26.97
11-12		4	Baumgartner	Scheduled OT	26.97
11-01		8	Booth	K9 Training	26.97
11-09		4	Booth	Scheduled OT	26.97
11-11		12	Featherly	Veterans Day worked	28.69
11-12		4	Featherly	Scheduled OT	28.69
11-11		7	Hust	Veterans Day worked	24.04
11-08	2		Johnson	Reserve Meeting	26.97
11-09	4		Johnson	Scheduled OT	26.97
11-11		12	McCartney	Veterans Day worked	25.40
11-04		1	Nelson	Daylight savings	22.91
11-11		12	Nelson	Veterans Day worked	22.91
11-11		12	Pitts	Veterans Day worked	34.89
11-12		4	Pitts	Scheduled OT	34.89
11-09		4	Ratcliff	Scheduled OT	24.83
11-07		.5	Sedgwick	CFS202308794 School Zone	26.97
11-02		12	Seibert	Cover Shift officer sick	25.83
11-04		1	Seibert	Daylight Savings	25.83
11-09		4	Seibert	Scheduled OT	25.83
11-01	2		Swan	Covered the Street for dayshift	25.83
11-10		10	Swan	*DUI SHIFT*	25.83
11-11		9	Swan	*DUI SHIFT* - Holiday worked	25.83

16 159.50

Comp and Overtime Report

PPE: 11-12-23

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/5/23	9		T Charbonneau	Sch OT	18.38
11/12/23	2	6	T Charbonneau	Sch OT	18.38
11/11/23		16	T Charbonneau	Sch OT - Holiday + Daylight	18.38
11/5/23		8	E Grayson	Sch OT	25.96
11/12/23		9	E Grayson	Sch OT	25.96
11/4/23		8	Colk	Sch OT	23.00
11/12		8	M. Hiley	Sch OT	24.15
	11				
	X1.5				
	16.50	Comp hours		16.50 x 18.38 =	303.27
		55	OT Hours		
				22 x (18.38 x 1.5) =	606.54
				17 x (25.96 x 1.5) =	661.98
				8 x (23.00 x 1.5) =	276.00
				8 x (24.15 x 1.5) =	289.80
					1834.32

Comp Hours

OT Hours

TOTAL = \$ 2137.59

Comp and Overtime Report

PPE: 11-12-2023

Division: PW

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/11/23		8	C. Nicholson	Holiday Worked	28.12
10/30-11/10	11.50	5	H Nuernberger	Shift Change / Plant Issues	29.67
11/11/23		11	J. Sawyer	Holiday Worked	28.12
11/1/23		1	J. Waggoner	Time Change	28.12
11/10/23		8	J. Waggoner	Holiday worked	28.12
11/11/23		8	S. Waggoner	Holiday Worked	28.12
	11.50				
	17.25				
		17.25	Comp time	17.25 x 29.67 =	511.81
		41	OT Hours	36 x (28.12 x 1.5) =	1518.48
				5 x (29.67 x 1.5) =	222.53
					<u>1741.01</u>
TOTAL =					\$ 2252.82

Comp hours

OT Hours