



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 27, 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 August 13, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through August 23, 2024.
4. Review and approve payroll register for pay period ending August 18, 2024, totaling \$245,579.12.
5. Review and approve July 2024 monthly financial statement.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending August 18, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on September 10, 2024.
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. 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 August 13, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 13, 2024**

Members Present: Richard Klose, Heidi Sparks, Casey Wheeler

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 July 23, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of July 23, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of July 23, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. There we none.
3. Review and recommend approval to Council; claims entered through August 9, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through August 9, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of August 9, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending July 21, 2024, totaling \$246,398.89. Heidi Sparks motioned to approve the payroll register for the pay period ending July 21, 2024, totaling \$246,398.89. Casey Wheeler seconded the motion. With no objection, the payroll register ending July 21, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve Payroll Register for the pay period ending August 4, 2024, totaling \$264,979.28. Heidi Sparks motioned to approve the payroll register for the pay period ending August 4, 2024, totaling \$264,979.28. Casey Wheeler seconded the motion. With no objection, the payroll register ending August 4, 2024, was approved. There was no public comment or Committee discussion.
6. Review and approve the 2024 July Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 July Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the 2024 July Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –None

Old Business – None

Other Items –

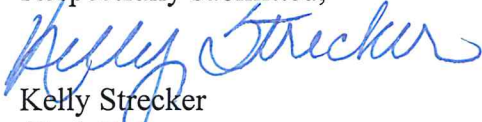
1. Review Comp/OT reports for the pay period ending July 21, 2024.
2. Review Comp/OT reports for the pay period ending August 4, 2024.
3. Mayor Update – The Mayor stated that the City Surplus Auction is up and running, and the public is invited to check it out for the next couple of weeks. He stated that the container site is now open 7 days a week with Sunday being open until 12 p.m.
4. Clerk/Treasurer Financial Update-Kelly stated that she is finishing up putting the Budget Book together and is continuing to work on regular monthly procedures.

Announcements –

5. The next Budget and Finance Committee meeting will be held on August 27, 2024, at 5:30 pm.
6. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:10 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 August 18, 2024.

Comp and Overtime Report

PPE:8-18-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-18		4	Baumgartner	Scheduled OT	29.97
8-6		2	Booth	Reserve Meeting	31.47
8-9		6	Booth	** DUI TASK FORCE**	31.47
8-11		6	Booth	** DUI TASK FORCE**	31.47
8-14		8	Booth	K-9 Training, unable to adjust schedule	31.47
8-18		4	Booth	Scheduled OT	31.47
8-15	4		Johnson	Scheduled OT	29.97
8-15		4	Lafrombois	Scheduled OT	27.83
8-15	4		Mayo	Scheduled OT	27.83
8-6		3	Ratcliff	Court OT P2024-0124	27.83
8-14		2	Ratcliff	CPR Certification	27.83
8-17		2	Ratcliff	Warrant Transport CFS202405906	27.83
8-18		4	Ratcliff	Scheduled OT	27.83
8-18	4		Sedgwick	Scheduled OT	29.97
8-14		1	Swan	Fight P2024-0791	31.47
8-15		5	Swan	Scheduled OT& DUI Taskforce Meeting	31.47
	12			12 x 29.97 =	359.64
	x 1.5			6 x 27.83 =	166.98
	18	Comp Hour			526.62
		51	OT Hour		
				4 x (29.97 x 1.5) =	179.82
				32 x (31.47 x 1.5) =	1510.56
				15 x (27.83 x 1.5) =	626.18
					2316.56

Comp Hour

OT Hour

TOTAL 2843.18

Comp and Overtime Report

PPE: 8/18/24

Division: Clerk

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/16	.5		B. Haratal	council	23.79
	.5				
	<u>11.5</u>			$.75 \times 23.79 =$	17.84
	.75				
TOTAL					\$17.84

Comp time

Comp and Overtime Report

PPE: 8/18/24

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/13-18		17.25	T Charbonneau	Sch ot / cover shift	25.00
8/10-8/18		28	A Contreras	Sch ot / cover shift	20.00
8/9-8/16		28	McCrable	Sch ot / cover shift	21.50
8/11-8/18	16		J Forsey	Sch ot	29.00
8/8-8/15		20	mRiley	Sch ot / charting	27.00
8/14	3		W Wong	cover shift	22.41
	19				
	x 1.5			24 x 29 =	456.00
	28.50	Comp Hour		4.50 x 22.41 =	100.85
					556.85
					=
		93.25	OT Hours		
				17.25 x (25.00 x 1.5) =	646.88
				28 x (20.00 x 1.5) =	840.00
				28 x (21.50 x 1.5) =	903.00
				20 x (27.00 x 1.5) =	810.00
					3199.88

Comp Hours

OT Hours

TOTAL = 3756.73

Comp and Overtime Report

PPE: 8/18/24

Division: Court

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/9/24	1	5.5	Jill Folts	Put tickets in	22.29
8/12	.5		Jill Folts	Court ran late	22.29
8/13	2.0		Jill Folts	Came in early - paperwork	22.29
8/14	2.0		Jill Folts	Came in early -	22.29
	5.5				
	x 1.5				
	8.25	Comp		8.25 x 22.29 =	183.89
					=

comp

TOTAL = 183.89

