



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MAY 28, 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 May 14, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through May 24, 2024.
4. Review and approve payroll register for pay period ending May 12, 2024, totaling \$239,169.93.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period ending May 12, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

Announcements

8. The next Budget Finance Meeting will be held June 11, 2024 at 5:30 p.m.
9. Casey Wheeler 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 May 14, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, May 14, 2024**

Members Present: Michelle Mize, 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 April 23, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of April 23, 2024. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. There we none.
3. Review and recommend approval to Council; claims entered through May 10, 2024. Richard Klose moved to approve the claims and check the register for claims entered through May 10, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending April 28, 2024, totaling \$247,136.42. Heidi Sparks motioned to approve the payroll register for the pay period ending April 28, 2024, totaling \$247,136.42. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the 2024 April Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 April Utility Billing Adjustments. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending April 28, 2024.
2. Mayor Update – The Mayor stated the Splash Park is going to need a booster station. The water pressure is very low when the park is full, and all zones are going at one time. The new light poles for the legion stadium are being installed. There was one incident when installing. Northwestern Energy hit a main waterline, which put the Splash Park out of commission for one day.
3. Clerk/Treasurer Financial Update-Kelly said the water/sewer rate study is going well. We are hoping to have it completed within four months. There is a lot of information that is needed to make sure the study is completed accurately. Kelly is continuing to work through the budget. All department heads have turned in their portion of the budget. Budget meetings will be scheduled with the mayor in the next couple of weeks.

Announcements –

4. The next Budget and Finance Committee meeting will be held on May 28, 2024, at 5:30 pm.
5. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:25 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 May 12, 2024.

Comp and Overtime Report

PPE:5-12-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-1		3.5	Anglin	Reserve Academy	34.89
5-11		2	Anglin	Reserve Academy Firearms Qual	34.89
5-12		8	Anglin	Reserve Academy Firearms Qual	34.89
4-30		5	Baumgartner	SWAT Call out	26.97
5-9		4	Baumgartner	OT- Staff Shortage	26.97
5-12		4	Baumgartner	Scheduled OT	26.97
5-5		1	Booth	Felony Case Work P2024-0412	28.47
5-6		5	Booth	** DUI SHIFT**	28.47
5-7		8	Booth	K-9 Training	28.47
5-9		4	Booth	Scheduled OT	28.47
5-10		4	Booth	** DUI Shift**	28.47
5-10		2.5	Booth	K-9 Deploy P202400430 Felony Drugs	28.47
5-10		3.5	Booth	K-9 Deployment Felony Drugs/ P&P	28.47
5-11		5	Booth	** DUI Shift**	28.47
5-12		12	Booth	OT Shift Staff Shortage	28.47
5-2		7	Brew	** DEA OT**	29.69
5-1	5		Bryant	Forensic Interviews/ Reserve Academy	29.69
5-2	4.5		Bryant	Reserve Academy	29.69
5-11	9		Bryant	Reserve Academy Firearms	29.69
5-12	5.5		Bryant	Reserve Academy Firearms	29.69
4-29	.5		Johnson	Assault P2024-0399	26.97
5-9	4		Johnson	Scheduled OT	26.97
5-10		6	Johnson	OT- Staff Shortage	26.97
5-11		12	Johnson	OT- Staff Shortage	26.97
4-29	5		McCartney	Ins. Committee & Evidence Work	25.40
5-5	12		Sedgwick	OT-Staff Shortage	26.97
5-4		12	Seibert	OT-Staff Shortage	25.83
5-10		2	Seibert	OT- Staff Shortage	25.83
5-12		4	Seibert	Scheduled OT	25.83
5-3		2	Swan	OT- Staff Shortage	26.97
5-3		8	Swan	** DUI OT**	26.97
5-6		4.5	Swan	OT- Staff Shortage	26.97

45.50

12.9

Comp and Overtime Report

PPE: 5-12-24

Division: Police

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	45.50				
	X 1.5			36 X 29.69 =	1068.84
	68.25	Comp Hours		24.75 X 26.97 =	667.51
				7.50 X 25.40 =	190.50
					1926.85
					=
				13.5 X (34.89 X 1.5) =	706.53
				45.50 X (26.97 X 1.5) =	1840.71
				45 X (28.47 X 1.5) =	1921.73
				18 X (25.83 X 1.5) =	697.41
				7 X (29.69 X 1.5) =	311.75
					5478.13
					=

Comp Hours

OT Hours

TOTAL = \$7404.98

Comp and Overtime Report

PPE: 5-12 24

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/3-5/11		16	A Contreras	Schedule OT	19.00
4/29-5/11		57	M. Crable	Cover Shift - sch OT	25.00
5/7-5/12		32	E Grayson	Cover Shift	30.00
5/7-5/10		16	D Hopkins	Cover Shift - sch OT	24.00
5/5-5/12		21	M Riley	Sch OT - Paperwork	25.15
		142	OT	16 x (19.00 x 1.5) =	456.00
				57 x (25.00 x 1.5) =	2137.50
				32 x (30.00 x 1.5) =	1440.00
				16 x (24.00 x 1.5) =	576.00
				21 x (25.15 x 1.5) =	792.23
					5401.73
					=

OT Hours

TOTAL = 5401.73