

# AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, FEBRUARY 13, 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 January 23, 2024.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council claims entered through February 9, 2024.
- 4. Review and approve payroll register for pay period ending January 21, 2024, totaling \$227,721.63.
- 5. Review and approve payroll register for pay period ending February 4, 2024, totaling \$237,276.35.
- 6. Review and approve Utility Billing Adjustments for January 2024.
- 7. Review and approve December 2023 monthly financial statement.

## **New Business**

## **Old Business**

## **Other Items**

- 8. Review the Comp/OT report for pay period ending January 21, 2024.
- 9. Review the Comp/OT report for pay period ending February 4, 2024.
- 10. Mayor's Executive Update.
- 11. Clerk Treasurer's Financial Update.
- 12. Update claim review schedule for upcoming meetings.

## **Announcements**

- 13. The next Budget Finance Meeting will be held on February 27, 2024, at 5:30 p.m.
- 14. Michelle Mize 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 January 23, 2024.

## Minutes of City of Laurel Budget/Finance Committee Tuesday, January 23, 2023

Members Present: Michelle Mize, Emelie Eaton, Heidi Sparks, Casey Wheeler

Others Present: Amber Hatton, 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 the revised December 26, 2023, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the revised minutes of December 26, 2023. Michelle Mize seconded the motion, all in favor, motion passed 4-0.

- 2. Review and approve the January 09, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of January 09, 2024. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.
- 3. Review and approve purchase requisitions. There were none.
- 4. Review and recommend approval to Council; claims entered through January 19, 2024. Richard Klose moved to approve the claims and check the register for claims entered through January 19, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 5. Review and approve Payroll Register for the pay period ending January 07, 2024, totaling \$242,056.19. Heidi Sparks motioned to approve the payroll register for the pay period ending January 07, 2024, totaling \$242,056.19. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.

New Business -None

Old Business - None

## Other Items -

- 1. Review Comp/OT reports for the pay period ending January 07, 2024.
- 2. Mayor Update The Mayor stated that the annual audit is complete. He explained that there were a few audit findings that will be addressed.
- 3. Clerk/Treasurer Financial Update-Kelly was absent from the meeting.

## Announcements -

- 4. The next Budget and Finance Committee meeting will be held on February 13, 2024, at 5:30 pm.
- 5. Casey Wheeler is scheduled to review claims for the next meeting.

Meeting Adjourned at 5:49 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:

8. Review the Comp/OT report for pay period ending January 21, 2024.

Page 1 of 2

## Comp and Overtime Report

PPE:1-21-24

Division: Police

Submitted by : Langve

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
1-18	4 .		Anglin	Scheduled OT	34,89
1-15		12 .	Baumgartner	Holiday worked MLK	26.97
1-21	4		Baumgartner	Scheduled OT	26.97
1-15		12	Booth	Holiday worked MLK	2847
1-21		4 .	Booth	Scheduled OT	2847
1-19		4	Brew	** DEA OT**	29.69
1-15		10	Bryant	Holiday worked MLK	2969
1-15		12	Canape	Holiday worked MLK	26,90
1-18		4	Featherly	Scheduled OT	28 6 9
1-15		12	Hust	Holiday worked MLK	2404
1-18	4		Johnson	Scheduled OT	26,94
1-15		12	Lafrombois	Holiday worked MLK	24.83
1-21		4	Lafrombois	Scheduled OT	24.83
1-15		12	Ratcliff	Holiday worked MLK	24.83
1-21		4	Ratcliff	Scheduled OT	2483
1-11		4 -	Sedgwick	Travel for training	2697
1-18		1.5 -	Sedgwick	P2024-038 Theft/ Drugs/ DUI	24.97
1-15		12	Seibert	Holiday worked MLK	25-83
1-21		4	Seibert	Scheduled OT	25.83
1-15		12 -	Sell	Holiday worked MLK	24.40
1-15		8 1	Swan	Holiday worked MLK	25.83
1-18	1.5		Swan	P2024038 Theft/ Drugs/DUI	25.83
1-20	5		Swan	SRO Hardin Bball game	2583
1-15		8	Sedgwick	Holiday Worked	24.97
	18.50			6 x 34,89 =	209.34
	x 1.50			12 × 24.97 =	
**************************	27.75	compito	1110	12 × 24.97 =	32364 251.84
			V 57 300		784.82
					Section Section 1
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Page 2 of 2

# Comp and Overtime Report

PPE: 1-01-04

Division: Police Submitted by: Langue

		Comp O/T Name		Reason	Rate	
Date	Comp Hours	Hours	Ivaille	Acces.		=
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					180906	

TOTALS

TOTAL = \$6809.06

PPE: 1-21-24

Division: aty Shops

Submitted by:

Date	Comp	O/T · Hours	Name	Reason	Rate
1 - 1-2 1		Trouis	5 Baker	Call out Fire	28.75
1113124		-	J Baku	Shutoff fellout	28.75
1115124		-	2 82 KUL	Shut of day hold NV	28.75
1/17/24	1.5	<del>                                     </del>	5 Barn hart	Water Shut off	2644
1113/24	2.5		TBUNWELL	Elm lift Station	27.20
1113/24		-	T Burwell	Snow Plaw Chack Bush Stope	27,20
11424		-	TBUNNELL	Call out Emerginal orate	27,20
1116/24	2.5		T. Cleftor	Natur Shutoff	2644
1/13/24	1.00		Truffor	Check in Wester	2444
1/14/24			HFOX .	Funeral-	2644
1/20/24	2.5		KGW	Holiday Worked	2644
115/24	8.5		K Hoffman	· House Fire / 2 rd Call out	27.20
113/24	5,5			Elm lift Station	2720
114/24	The france	, 5	Drouman	Time Shp-Shoped on Callet	2720
1115/24	2.5		DIMMINAIL	132102 207	
	21 60				
	34.50	•			
	x1,50	Λ	Å a	10.50 × 28.75 =	301.88
	54,75	Compha	$W^{(j)}$	25.50 ×27.20 =	693.60
				18.75 X 26.44 =	495.75
					1491.23
		<del></del>			- September
			0=1/11/1		
		1.5	OT HOURS	1x (26.44x).5)=	39.66
				,5x(27.20x1,5)=	20,40
					60.06
					grander.
				TOTAL =	155129

comphon

or Hours

PPE: 1-21-24

Division: Submitted by:

				IPasson   Rate		
Date	Comp	O/T · Hours	Name	Reason		
	Hours	וויטנוס	1 K Cch	Shits Ff Day	19.43	
111111111111111111111111111111111111111			K Gaushow B Harakal	Shutoff Day Council	23.79	
172/51		<b> </b>	DHAY WALL	Op. NAI		
11624	Acceptance of the second		BHOMKER	Council Shut OF Day	19,99	
111124			mfatrick	James Do 1 - James Do 1	,	
				2.25 x 19.43 =	43.72	
	7,50			7,50 x 23.79 =	178,43	
	X1.5			1.50 × 19.99	29,99	
	11.25	compl-	aulus	1,50 × 19.99	252,14	
					•	
				-		
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	<u> </u>					
				TOTAL	252.14	

PPE: 1-21-24

Division: Sum | Water Plants

Submitted	by:
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ate	Comp	O/T	Name	Reason	Rate
	Hours	Hours	1 Accimell	I Haldan Warked	28:12
(1)5/24	8		C. Casiwell	Holder Worked	28.12
115/24	₹ ₹	ļ	D.Ceaser	Hohday Worked Hohday Worked Hohday Worked	29.67
115/24			THenry	Plant Issus talk to Ul	2967
18-1/21/21	19	8	HNUErnman	Mantasan TMA	2967
115/24	.8	ļ ·	D Walform	Holiday Worked Holiday Worked	27.30
115124		8	Swellow	to livery wars	27.30
HHALL	<u>.</u>	2.5	HNUErnbryen JWaggonn SWaggonn TWrobel	Call out intake	
					1349.76
				48 x 28,12 = 28,50 x 29.67 =	845,60
	51			20130 1 2 1.01	2195.36
	X 115 71.50	Cana	hours		And the state of t
	11,1X)	401.11	1000		
		10 0	ot la	8 × (2947×15)=	354.04
		18,5	ot Hours	The state of the s	337.44 109.88
				8 x (28.12 x 1.5)= 25 x (27.30 x 1.5)=	803.36
					803.30
				TOTAL =	2998.72

Comp How

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PPE: 1-21-24

Division: Ambulance

Submitted by:

Division:	V/ AVD	WILKA	<u>'</u>	Submitted by:		
Date	Comp	O/T · Hours	Name	Reason	Rate	7
le dedin	liouis	38	E Grayson	Cover shift	30.00	
19-12124		<del>- 30</del>	EGrayson	Holldey worked	30.00	
11.524				Schot	24.15	-
1/4-1/21/h		110	m Relay	Holidar Worked	24,15	
1/15/24		30	CORR	Holidan Worked Schot	23.00	
1/15/24		5/	COPK	Holiday Worked	23.00	
110127		108		0		
		1,30				
					6 10 20 20	
				46 x (30,00 x 1,5) =	2070.00	,
		<u> </u>		24 × (24.15×1.5)=	869.40	
				· 38 x (23.00 × 15)=	13/1.00	-Modernace g
	· · · · · · · · · · · · · · · · · · ·				4250.40	othou
					ministration.	
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				TOTAL	425040	

## File Attachments for Item:

9. Review the Comp/OT report for pay period ending February 4, 2024.

PPE: 2-4-24

Division: Police

Submitted by : Anglin

Date	Comp	ОТ	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
2-2	4 ,		Anglin	Scheduled OT	34.89
2-4		3 ·	Anglin	CFS202400785 Agency assist/missing	
				person	34.89
1-22	6		Baumgartner	Swat training	26.97
2-4	3		Baumgartner	CFS202400785 agency assist/missing	
				person	24.97
2-4		4	Baumgartner	Scheduled OT	26.97
1-22		3 ~	Booth	K9 call out P202300056	28.49
1-25		3	Booth	Funeral Detail	28.47
1-26		12	Booth	Scheduled OT	28.47
1-26		4 -	Booth	DUI shift	2847
1-31		6 -	Booth	K9 training	28.47
2-1		4.5	Booth	K9 call out P202400105	28,47
2-4		6.5	Booth	Scheduled OT/call out P202400111	28,47
2-4		1210	Brew	DEA OT	29.69
2-1	1		Bryant	Agency assist P202400105	29.69
2-1		10	Bryant	Agency assist P202400105	active professional and a second profession of the
2-4	3		Bryant	Missing person P202400111	29.69
2-4		3 ′	Bryant	Missing person P202400111	29.69
1-22	.50		Johnson	P202400058	26.97
1-24		2 1	Johnson	Taught reserve academy	26.97
2-1	4		Johnson	Scheduled OT	26 97
2-1	2		Johnson	Taught reserve academy	26.97
1-22		.50	Lafrombois	P202400058	24.83
2-1		4	Lafrombois	Scheduled OT	24.83
1-25		4	Ratcliff	Funeral Detail	24.83
1-22	4		Swan	SRO Miles City Bball game	25.83
2-1		4	Ratciff	Sch ot	24.83
***************************************	27.50			6× 34.89 =	20934
	X 1.5			2325 × 24.97 =	1,27.05
	41,25	Comp Ho	uls	6 x 29.69 =	178,14
·				6 × 25.83 =	154.98

73.50 or

116951-comp

Page 2 oF 2

# Comp and Overtime Report

PPE: 2-4-24

Division: Police Submitted by:

	Submitted by:			Division: POLICE		
	Rate	Reason	Name	O/T · Hours	Comp	Date
	111001					
Comp	51169,51	comp Hours				
14.0	No. of Contract of				1	
			Δ	OT HOW	- 50	
	157.01	3 × (34.89×1.5)=		OI LION	73.50	
	242.73	6 X(24,97 X 1.5)=				
	11/65.50	39 x (28,47 × 115)=				
	5/18.96	13 x (29.69 x 1.5) =				
<b>T</b>	41.5.57	The second secon				
Tot H	3109.77	12,50 x (24.83 x 1,5)=				
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		TOTAL =				

PPE:	2-4-24		
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Division: Ambulance

Submitted	by:

Date	Comp	O/T	Name	Reason	Rate	
	Hours 30	Hours	T Class bush 1811	schot + Cover Sheft	19.50	
28-214	1		A. Contreral	Cilont	19.00	_
128-214	1	16	m Crable	Schot + Covershutt	25.00	-
127-213	<u> </u>	18	LOCK	schot, late Call	23.00	-
128-214		10	mRiley	schot late all	1 2 3 1 3	-
	G/ or					
	56.75 x 1.5			45 X 19,50 =	877,50	
	8513	Camn	Hows	29.63 × 19.00 =	562.97	
				10.50 × 25,00 =	1702.97	CINDTI
			ŀ		1702.97	COTE
		-,717	ot hows	16 × (25.00× 1.5)=	400.00	
		44	01 10000	18 x (23.00 x 1.5) =	621,00	
	<u> </u>			10 X (25,16 X 1.5)=	377,25	- a- How
					1598, 25	01
					Section Services	
		<u> </u>				

PPE: 24-24
Division: City Shops

	1.
Submitted	by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
F28/24	12,50	1	J.Baken	Ohio water break	28.75
128/24		12.50	TBurwell	Ohio Water Brak	27.20
128/24	12,50		KGW	OH water brak	
128/24			K Ho Ffman	OH water break	27.20
14/24	12.50		KHICHMAN	waterCall out	27.20
128121	8		DNauman	OHWAL Break	27.20
14	25		DNauman	water Call out	7.1.00
	50,50				
	X 1,50	a . Al.	2	· 1875 ×28.75=	539.06
	75.75	Compr	(000-	18.75 × 27.98=	524.63
				38,25 x 27.20 =	2104,09
					Andrew Control of the
		17.50	oT Hous	12.50 x (27.20 X 1.5)=	510,00
			·		
				TO TATAL on \$	

comp How

ate	Comp	O/T	Name	Reason	Rate
	Hours	Hours		Generator being Serviced	29.67
129		150	1 tuny	- Mis an Sharkener	29.107
12-214	12.50	11,50	HNUECHONAL	Talfito of, small charge	
	12,50				
	y 1.5				
		A		18.75 x 29.67 =	556-31
	18.75	Comp			
				1001748-	5 24 N/a
		12	or Hours	12 × (29.67x13)=	534.04
			-		
		· ·			
			· ·		
-					
_					
				TOTAL \$	20027

town

PPE: 2-4-24

Division: Clark

Submitted by:

Date	Comp	O/T	Name	Reason	Rate
	Hours	Hours		111111111111111111111111111111111111111	23.79
113	2.25		B Harahal	aty 100 Planning board	25,20
1123			AHAHOR	BF	2000
	3,25				
				338 x 23.79 =	80 .41
	<u> </u>	- 11		3.38 x 23.79 =	37.80
	4.88	CompH	) W/A		118121
					Management .
			· · · · · · · · · · · · · · · · · · ·		
<del></del> t					
		·			
					11001
				Total = \$	118.01