



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.

Comp and Overtime Report

PPE:1-21-24

Division: Police

Submitted by : Langue

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
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	28.47
1-21		4	Booth	Scheduled OT	28.47
1-19		4	Brew	** DEA OT**	29.69
1-15		10	Bryant	Holiday worked MLK	29.69
1-15		12	Canape	Holiday worked MLK	26.90
1-18		4	Featherly	Scheduled OT	28.69
1-15		12	Hust	Holiday worked MLK	24.04
1-18	4		Johnson	Scheduled OT	26.97
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	24.83
1-11		4	Sedgwick	Travel for training	26.97
1-18		1.5	Sedgwick	P2024-038 Theft/ Drugs/ DUI	26.97
1-15		12	Seibert	Holiday worked MLK	25.83
1-21		4	Seibert	Scheduled OT	25.83
1-15		12	Sell	Holiday worked MLK	26.40
1-15		8	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	25.83
1-15		8	Sedgwick	Holiday worked	24.97
	18.50			6 x 34.89 =	209.34
	x 1.50			12 x 26.97 =	323.64
	27.75	comp/tdwd		9.75 x 25.83 =	251.84
					784.82 comp
					=

151.50

File Attachments for Item:

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

Comp and Overtime Report

PPE: 2-4-24

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
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	26.97
2-4		4	Baumgartner	Scheduled OT	26.97
1-22		3	Booth	K9 call out P202300056	28.47
1-25		3	Booth	Funeral Detail	28.47
1-26		12	Booth	Scheduled OT	28.47
1-26		4	Booth	DUI shift	28.47
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		12 10	Brew	DEA OT	29.69
2-1	1		Bryant	Agency assist P202400105	29.69
2-1		5	Bryant	Agency assist P202400105	
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	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	Ratcliff	Sch OT	24.83
	27.50			6 x 34.89 =	209.34
	X 1.5			23.25 x 24.97 =	1627.05
	41.25	Comp Hours		6 x 29.69 =	178.14
				6 x 25.83 =	154.98

73.50 OT

1169.51 - comp hours

Comp and Overtime Report

PPE: 2-4-24

Division: Police

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
				Comp Hours	\$1169.51
	73.50	OT Hours		3 x (34.89 x 1.5) =	157.01
				6 x (26.97 x 1.5) =	242.73
				39 x (28.47 x 1.5) =	1665.50
				13 x (29.69 x 1.5) =	578.96
				12.50 x (24.83 x 1.5) =	465.57
					3109.77

Comp Hour

OT Hour

TOTAL = \$4279.28

Comp and Overtime Report

PPE: 2-4-24

Division: Ambulance

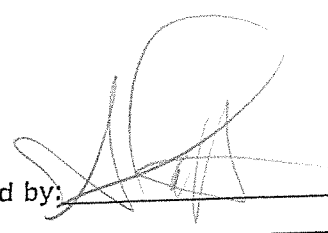
Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1/28-2/4	30		T. Charbonneau	Sch OT + Cover Shift	19.50
1/26-2/4	19.75		A. Contreras	Sch OT	19.00
1/28-2/4	7	16	m. Chable	Sch OT + Cover Shift	25.00
1/27-2/3		18	LOER	Sch OT	23.00
1/28-2/4		10	m. Riley	Sch OT, late Call	25.15
	56.75				
	x 1.5			45 X 19.50 =	877.50
	85.13	Comp Hours		29.63 X 19.00 =	562.97
				10.50 X 25.00 =	262.50
					<u>1702.97</u> Comp Time
		44	O/T hours	16 X (25.00 X 1.5) =	600.00
				18 X (23.00 X 1.5) =	621.00
				10 X (25.15 X 1.5) =	377.25
					<u>1598.25</u> O/T Hours
					<u>TOTAL = 3301.22</u>

Comp and Overtime Report

PPE: 2-4-24

Division: City Shops

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
1/28/24	12.50		J. Baker	Ohio water break	28.75
1/28/24		12.50	T Burwell	Ohio water break	27.20
1/28/24	12.50		K. Guy	OH water break	27.98
1/28/24	12.50		K. Hoffman	OH water break	27.20
2/4/24	2.5		K. Hoffman	water call out	27.20
1/28/24	8		D. Nauman	OH water break	27.20
2/4	2.5		D. Nauman	Water call out	27.20
	50.50				
	X 1.50				
	75.75	Comp hours		18.75 x 28.75 =	539.06
				18.75 x 27.98 =	524.63
				38.25 x 27.20 =	1040.40
					2104.09
					=
		12.50	O/T Hours	12.50 x (27.20 x 1.5) =	510.00

Comp Hour
or Hours

TOTAL - \$ 2614.09

Comp and Overtime Report

PPE: 2-4-24

Division: Clerk

Submitted by: *[Signature]*

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/3	2.25		B Harshak	City/Co Planning board	23.79
11/23	1		A Hutton	BF	25.20
	3.25				
	x 1.5				3.38 x 23.79 = 80.41
	4.88	Comp Hours		1.5 x 25.20 =	37.80
					118.21

Comp Hour

Total = \$ 118.21