



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 26, 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 March 12, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through March 22, 2024.
4. Review and approve payroll register for pay period ending March 17, 2024, totaling \$226,698.51.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period ending March 17, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

Announcements

8. The next Budget Finance Meeting will be held April 9, 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 March 12, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 12, 2024**

Members Present: Michelle Mize, Casey Wheeler, 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 February 27, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of February 27, 2024. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through March 8, 2024. Richard Klose moved to approve the claims and check the register for claims entered through March 8, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending March 3, 2024, totaling \$249,900.05. Heidi Sparks motioned to approve the payroll register for the pay period ending March 3, 2024, totaling \$249,900.05. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the 2024 February Utility Billing Adjustments, Michelle Mize moved to approve the 2024 February Utility Billing Adjustments. 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 March 3, 2024.
2. Mayor Update – The Mayor stated that the license plates for both parks and library are in at motor vehicle.
3. Clerk/Treasurer Financial Update-Kelly said that she has been very busy. She has been working on FY 24/25 budget, HB 355 grant applications and has been working with Nancy regarding her mill levy that she is thinking about proposing to council.

Announcements –

4. The next Budget and Finance Committee meeting will be held on March 26, 2024, at 5:30 pm.
5. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 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 March 17, 2024.

Comp and Overtime Report

PPE:3-17-24

Division: Police

Submitted by: Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
3-15	4		Anglin	Scheduled OT	34.89
3-4		8	Baumgartner	Swat training	26.97
3-7		2	Baumgartner	Taught reserve academy	26.97
3-17		4	Baumgartner	Schedule OT	26.97
3-4		.50	Booth	Monthly reserve meeting	28.47
3-8		2.5	Booth	K9 callout CFS202401496	28.47
3-12		1	Booth	CFS202401599	28.47
3-14		8	Booth	K9 training	28.47
3-17		4	Booth	Scheduled OT	28.47
3-7		6	Brew	DEA OT	29.69
3-8		5	Brew	DEA OT	29.69
3-11		1	Brew	DEA OT	29.67
3-14		4	Featherly	Scheduled OT	28.69
3-17		4	Lafrombois	Scheduled OT	24.83
3-14		4	Ratcliff	Scheduled OT	24.83
3-8		1	Sedgwick	Background interview	26.97
3-12		1	Sedgwick	Background/P202400259	26.97
3-14		.50	Sedgwick	Covered for sick officer	26.97
3-16		.50	Sedgwick	Background interview	26.97
3-8		1	Seibert	P202400214	25.83
3-17		8	Seibert	Night shift coverage	25.83
3-13	2		Swan	Coverage for day shift	25.83
3-16	4		Swan	LHS Prom	25.83
	10				
	X1.5			6 X 34.89	= 209.34
	15 Comp Hours			9 X 25.83	-- 232.47
					441.81
					=


66 OT Hours

Comp Hour

Comp and Overtime Report

PPE: 3-17-24

Division: City Shops

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/12/24	2.50		S. Baker	Sewer Call out	28.75
3/12/24	2.50		K. Hoffmann	Sewer Call out	27.20
	5				
	X1.5				
	7.50	Comp Hours			
				3.75 X 28.75 =	107.81
				3.75 X 27.20 =	102.00
					<u>209.81</u>

Comp Hours

TOTAL = 209.81

