



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MAY 07, 2019
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

- [Review](#) and approve the minutes from the April 16, 2019 Budget and Finance Committee meeting
- Review claims entered through 05/03/2019 and recommend approval to Council
- Review the Comp/Overtime report for Pay Period Ending 04/21/2019
- Review and approve the payroll register for pay period ending 04/21/2019 totaling \$175,957.65

New Business

Old Business

Other Items

- Update from the Mayor

Announcements

The next Budget and Finance Committee meeting will be held on May 21, 2019 at 5:30 pm

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. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

Item Attachment Documents:

Review and approve the minutes from the April 16, 2019 Budget and Finance Committee meeting

**MINUTES
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 16, 2019**

Members Present: Scot Stokes
Bruce McGee

Others Present: Mayor Nelson Bethany Langve

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

- Review and approve the minutes from the April 02, 2019 Budget and Finance Committee meeting – Bruce McGee made a motion to approve the minutes of the April 02 , 2019 Budget and Finance Committee meeting, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve purchase requisition from Solid Waste Department for 96 Gallon Cans – The Committee reviewed the letter from the Public Works Director and the attached quotes. There were no questions or comments from the Committee. Bruce McGee made a motion to approve the purchase requisition from the Solid Waste Department for 96 Gallon Cans, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve purchase requisition from Solid Waste Department for 300 Gallon Cans – The Committee reviewed the letter from the Public Works Director and the attached quotes. There were no questions or comments from the Committee. Bruce McGee made a motion to approve the purchase requisition from the Solid Waste Department for 300 Gallon Cans, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve purchase requisition from the Clerk/Treasurer for additional services to create a surplus webpage – The Clerk/Treasurer explained that a surplus webpage was built for the City’s website. This page would allow citizens to see what surplus was available for purchase. The Committee asked if this was additional to the purchase requisition already approved for the website build. The Clerk/Treasurer confirmed that it was an increase to that purchase request. Bruce McGee made a motion to approve the purchase requisition from the Clerk/Treasurer for additional services to create a surplus webpage, Scot Stokes seconded the motion, all in favor, motion passed.
- Review and approve the March 2019 Journal Vouchers – The Committee reviewed the journal vouchers and had no questions. Scot Stokes made a motion to approve the March 2019 Journal Vouchers, seconded by Bruce McGee, all in favor, motion passed.
- Review and approve the March 2019 utility billing adjustments - The Committee reviewed the March 2019 utility billing adjustments. Bruce McGee made a motion to approve the March 2019 utility billing adjustments, seconded by Scot Stokes, all in favor, motion passed.
- Review and approve March 2019 Financial Statements – The Committee reviewed the March 2019 financial statements and had no questions. Scot Stokes made a motion to approve the March 2019 Financial Statements, seconded by Bruce McGee, all in favor, motion passed.
- Review claims entered through 04/12/2019 and recommend approval to Council – Bruce McGee had reviewed the claims detail report and the check register for accuracy. There were two questions regarding the claims, which the Clerk/Treasurer answered. Bruce McGee made a motion to recommend approval to Council all claims entered through 04/12/2019, seconded by Scot Stokes, all in favor, motion passed.

Item Attachment Documents:

3. Review the Comp/Overtime report for Pay Period Ending 04/21/2019

Comp and Overtime Report

* REIMBURSED OT *

PPE: 4-21-19

Division: POLICE

Submitted by: LANGUVE

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4-21-19	①		DOOTH	CFS 201902508, WARRANT ARREST + TRANSPORT	22.17
* 4-8-19		①	BREW	DEA OVERTIME	25.72
* 4-9-19		③	BREW	DEA OVERTIME	
4-16-19	(3.5)		BYRANT	RESERVE ACADEMY TRAINING	
4-17-19	(5)		BYRANT	PFMA ARREST, P201900307	
4-10-19		①	CORTESE	FIGHT, P201700278	23.17
4-10-19		④	GRIFFIN	SCHEDULED OVERTIME	21.54
4-14-19		⑫	GRIFFIN	SCHEDULED OVERTIME	
4-17-19		④	GRIFFIN	SCHEDULED OVERTIME	
4-21-19		⑫	GRIFFIN	SCHEDULED OVERTIME	
4-16-19		①	HENSNER	PFMA, ARREST, P201900303	22.17
4-13-19		②	JOHNSON	DISTURBANCE CFS 201902294	24.19
4-18-19		②	JOHNSON	RESERVE ACADEMY TRAINING	24.19
4-17-19		④	KINN	SCHEDULED OVERTIME	20.54
4-20-19		⑫	KINN	SCHEDULED OVERTIME	20.54
4-10-19	④		MCCARTNEY	SCHEDULED OVERTIME	21.54
4-13-19	⑫		MCCARTNEY	SCHEDULED OVERTIME	21.54
4-17-19	⑦		MCCARTNEY	SCHEDULED OVERTIME / EVIDENCE TRAINING	21.54
4-18-19	⑫		MCCARTNEY	SCHEDULED OVERTIME	21.54
4-9-19	③		RASMUSSEN	COURT CALLOUT	23.17
4-10-19	①		RASMUSSEN	WARRANT APPLICATION	23.17
4-11-19	②		RASMUSSEN	DUI ARREST / BLOOD DRAW	P201900287 23.17
4-16-19	①		RASMUSSEN	WARRANT RETURN	23.17
4-18-19	③		RASMUSSEN	COURT	23.17
4-17-19	①		SAUTER	PFMA P201900307	26.72
4-11-19		②	SEDCWICK	DUI ARREST P201900287	22.17
51					
X 1.5					
76.50 Comp hours					
					52.50 X 21.56 = 1131.90

1.5 X 22.17 = 33.26

15 X 23.17 = 347.55

4 X 25.72 = 102.88

1.5 X 26.72 = 40.08

OT Continued on Reverse side 1707.11

Comp and Overtime Report

PPE: 4/21/19

Division: Court

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/14	.5		B. Phillips	Matthew Knox - paper work	19.40
4/15	.5		M. Salo	Jail Court - Restitution Hearing	18.20
	1				
	x 1.5				
	1.5		Comp hours		
				.75 x 19.40 =	14.55
				.75 x 18.20 =	13.65
					28.20
					=
<div style="border: 1px solid black; border-radius: 50%; padding: 20px; display: inline-block;"> <p>Total \$ 28.20</p> </div>					

Comp and Overtime Report

PPE: 4/21/19

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/13		(3)	R. Lefler	Cover grave	23.15
4/18	2.5		D. Saylor	Call out - turn water on	24.52
<hr/>					
	2.5				
	X 1.5				
	3.75 Comp hours				
				$3.75 \times 24.52 =$	<u>91.95</u>
<hr/>					
		3	OT hours		
				$3 \times (23.15 \times 1.5) =$	<u>104.18</u>
<hr/>					
<u>Total =</u>					<u>196.13</u>

Comp and Overtime Report

PPE: 4/21/19

Division: WTP + WWTP

Submitted by: Healy Trucker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/16	7		J. Sawyer	Cover for D. Waggoner - Sick	24.61
/					
	7				
	1.5				
	10.5		Comp hours		
				$10.5 \times 24.61 =$	<u>258.41</u>
/					
Total \$ 258.41					