



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, MAY 14, 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 April 23, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through May 10, 2024.
4. Review and approve payroll register for pay period ending April 28, 2024, totaling \$247,136.42.
5. Review and approve Utility Billing Adjustments for April 2024.

**New Business**

**Old Business**

**Other Items**

6. Review the Comp/OT report for pay period ending April 28, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

**Announcements**

9. The next Budget Finance Meeting will be held May 28, 2024.
10. Heidi Sparks 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 April 23, 2024.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, April 23, 2024**

**Members Present:** Michelle Mize, Casey Wheeler, Richard Klose, Heidi Sparks

**Others Present:** Kelly Strecker

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 9, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of April 9, 2024. Heidi Sparks 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 April 19, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through April 19, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending April 14, 2024, totaling \$228,493.06. Michelle Mize motioned to approve the payroll register for the pay period ending April 14, 2024, totaling \$228,493.06. Heidi Sparks 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 April 14, 2024.
2. Mayor Update – The Mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that the city was awarded all four HB 355 grants from the Montana Department of Commerce. The city was awarded \$391,972.129 for the 5<sup>th</sup> to 7<sup>th</sup> Avenue sewer line project. The library soffit and fascia project was awarded \$7,375.68. The W 12<sup>th</sup> St project was awarded \$38,025.48 and the new air conditioning system in council chambers was awarded \$19,380.00. Kelly said that all department heads have received their budget documents to start working on and they are due May 9, 2024. The finance department has been short staffed due to Amber being out on medical leave.

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on May 14, 2024, at 5:30 pm.
5. Richard Klose 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:**

6. Review the Comp/OT report for pay period ending April 28, 2024.

## Comp and Overtime Report

PPE:4-28-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
4-21		2.5 ✓	Anglin	P202400370 Burglary Complaint	34.89
4-25	4 -		Anglin	Scheduled OT	34.89
4-22		4 -	Baumgartner	SWAT Training	26.97
4-28		4 -	Baumgartner	Scheduled OT	26.97
4-15		2.5 ·	Booth	K-9 Call out P202400355	28.47
4-17		1.5 ·	Booth	PFMA-Warrant arrest P202400360	28.47
4-19		2 ·	Booth	Search Warrant Return P202400345	28.47
4-22		1	Booth	Cover streets/ transport CFS2024-2514	28.47
4-26		3	Booth	Court Call Out	28.47
4-28		4	Booth	Scheduled OT	28.47
4-18		4	Brew	** DUI OT**	29.69
4-24		4	Brew	** DUI OT**	29.69
4-19	3.5		Bryant	Court Call Out	29.69
4-25	1		Bryant	CPR Recertification	29.69
4-25		4 -	Featherly	Scheduled OT	28.69
4-25	4 ·		Johnson	Scheduled OT	26.97
4-16	1		McCartney	Contract Workshop	25.40
4-16	.5		Sedgwick	Call volume CFS's-2404,2406	26.97
4-19	2		Sedgwick	Suicidal Subject P202400363	26.97
4-24	2		Sedgwick	CPR Recert	26.97
4-28		4	Seibert	Scheduled OT	25.83
4-20	4		Swan	DUI Training	26.97
4-24	2		Swan	CPR Recert	26.97
4-26		3 ✓	Featherly	Meeting with City-MPORS	28.69
	24				
	X 1.5			6 X 34.89 =	209.34
	36	Comp Hours		6.75 X 29.69 =	200.41
				21.75 X 26.97 =	586.60
				1.5 X 25.40 =	38.10
					1034.45
					=

24      43.50

Comp














# Comp and Overtime Report

PPE: 4-28-24

Division: Ambulance

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
4/16-4/26		24	T Charbonneau	Sch ot / cover shift	29.25
4/21-4/26		17	A Contreras	Sch ot / cover shift	28.50
4/24-4/27		6	m Crable	Community health, meeting	37.50
4/18-4/24		28	E Grayson	CH, Sch. OT	30.00
4/21-4/28		17.50	D. Hopkins	sch ot / cover shift	24.00
4/21-4/28		17	m Riley	Sch. OT / Charting	25.15
		109.50	OT hours		
				$24 \times (29.25 \times 1.5) =$	1053.00
				$17 \times (28.50 \times 1.5) =$	726.75
				$6 \times (37.50 \times 1.5) =$	337.50
				$28 \times (30.00 \times 1.5) =$	1260.00
				$17.50 \times (24.00 \times 1.5) =$	630.00
				$17 \times (25.15 \times 1.5) =$	641.33
					4648.58

OT hours

TOTAL = 4648.58