

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

- <u>6.</u> 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 5th to 7th Avenue sewer line project. The library soffit and facia project was awarded \$7,375.68. The W 12th 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,

Clerk Treasurer

| NOTE: This meeting is open to the public. for the listed workshop agenda items. | This meeting is for information and discussion of the Council |
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File Attachments for Item:

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

Page 1, F2

Comp and Overtime Report

PPE:4-28-24

Division: Police

Submitted by : Langve

| Date | Comp | ОТ | Name | Reason | Rate |
|------|-------|---------|-------------|---------------------------------------|----------------------------|
| | Hours | Hours | | *Reimbursed OT* | |
| 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 | 24.97 |
| 4-26 | | 3 ~ | Featherly | Meeting with City-MPORS | 28.69 |
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Submitted by:

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