



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, APRIL 09, 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 26, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 5, 2024.
4. Review and approve payroll register for pay period ending March 31, 2024, totaling \$241,155.76.
5. Review and approve Utility Billing Adjustments for March 2024.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending March 31, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held April 23, 2024, at 5:30 p.m.
10. 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 March 26, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 26, 2024**

Members Present: Michelle Mize, Casey Wheeler (5:50 p.m.), Richard Klose, Heidi Sparks

Others Present: Kelly Strecker, Mayor David Waggoner, JW Hopper

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 March 12, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of March 12, 2024. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. A purchase requisition was presented to the committee by Chief Hopper for a new LiteReader sign for the fire department. JW stated that this sign will be mounted on the Command 1 vehicle. He stated that this is a full message changeable sign, that the fire department can use when there is an accident or emergency. JW gave a brief demonstration about the reader sign. The cost of the new LiteReader is \$16,858.95 and would be purchased from LiteSys Inc. out of Belgrade MT. This price includes the sign and installation. Heidi Sparks moved to approve purchase requisition for the new sign. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
3. Review and recommend approval to Council; claims entered through March 22, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through March 22, 2024. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending March 17, 2024, totaling \$226,298.51. Heidi Sparks motioned to approve the payroll register for the pay period ending March 17, 2024, totaling \$226,298.51. Michelle Mize seconded the motion, all in favor, motion passed 3-0.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending March 17, 2024.
2. Mayor Update – The Mayor had nothing to report.
3. Clerk/Treasurer Financial Update-Kelly stated that the city received the \$850.00 Arbor Day Grant money, for the Tree City Grant that Michelle Mize had put in for. The HB 355 grant applications would be submitted by the end of the week and that four would be submitted. One for the 5th – 7th Ave sewer project, one for the W 12th St Overlay project, one for a new

air conditioning system in the council chambers, and one for the soffit and fascia at the library. Kelly briefly spoke about a fraudulent check that was reported to the city from a Georgia bank. The bank called to let the city know of a possible check that was written to a business that the city sent out, and was changed to an individual's name and then deposited into a personal account in Georgia. Kelly was able to get the fraudulent check stopped though the city's account. Kelly will report to the Laurel Police Department. Heidi Sparks suggested Micr ink to print checks. Kelly stated that she would check into that.

Announcements –

4. The next Budget and Finance Committee meeting will be held on April 9, 2024, at 5:30 pm.
5. Casey Wheeler is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:25 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 March 31, 2024.

Comp and Overtime Report

PPE:3-31-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
3-29	4		Anglin	Scheduled OT	34.89
3-21		.5 ✓	Baumgartner	Assault P2024-0254	26.97
3-31	4		Baumgartner	Scheduled OT	26.97
3-21		.5 ✓	Booth	DUI P2024-0286	28.47
3-29		4 ✓	Booth	Scheduled OT	28.47
3-30		6	Brew	** DEA OT**	29.69
3-20	6.5		Johnson	Training Unable to adjust due to Staffing shortages	26.97
3-21		8 ✓	Johnson	Training Unable to adjust due to Staffing shortages	26.97
3-21		.5 ✓	Lafrombois	PFMA P2024-0254	24.83
3-22		.5 ✓	Ratcliff	Assault P202400290	24.83
3-23		2 ✓	Ratcliff	Assault P2023-0293	24.83
3-28		4 ✓	Ratcliff	Scheduled OT	24.83
3-22		.5	Sedgwick	Ind. Exposure P202400287	26.97
3-28		2.5 ✓	Seibert	Warrant return P2024-0271	25.83
3-31		4 ✓	Seibert	Scheduled OT	25.83
3-25	2		Swan	Ind. Exposure P202400287	25.83
3-28	4		Johnson	Scheduled OT	26.97
20.5 X 1.5 30.75 Comp hours					
3 X 25.83 =					77.49
121.75 X 26.97 =					586.60
6 X 34.89 =					209.34
873.43					<u>873.43</u>
33 OT hours					
7 X (24.83 X 1.5) =					260.72
6.5 X (25.83 X 1.5) =					251.85
9 X (26.97 X 1.5) =					364.10
4.5 X (28.47 X 1.5) =					192.18
6 X (29.69 X 1.5) =					267.21

Total @ 2209.49

1336.06

Comp and Overtime Report

PPE: 3/31/2024

Division: Shop

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/18	2		J. Baker	Shut off / Emerg Locate	28.75
	2				
	X 1.5				
	3 comp hours				
				3 X 28.75 =	86.25
					<u> </u>
<p>Total @ 86.25</p>					

Comp and Overtime Report

PPE: 3/31/24

Division: Finance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/18	1		K Gauslow	Shut off Day	19.43
3/22	1.5		B. Moorman	Planning Board	23.79
3/24	.75		B. Moorman	Post Revised Agenda	23.79
3.25					
x 1.5					
4.88 Comp hrs					
				$3.38 \times 23.79 =$	80.41
				$1.5 \times 19.43 =$	29.15
					<u>109.56</u>
Total					\$ 109.56

Comp and Overtime Report

PPE: 3/31/2024

Division: Ambulance

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/24		(8)	T. Charbonneau	Scheduled OT	19.50
3/31		(8)	T. Charbonneau	Scheduled OT	19.50
3/21		(8)	A. Contreras	Scheduled OT	19.00
3/29		(8)	A. Contreras	Scheduled OT	19.00
3/22		(2)	M. Crable	Cover Shift	25.00
3/23		(8)	M. Crable	Cover Shift	
3/24		(8)	M. Crable	Scheduled OT	
3/28		(3)	M. Crable	Crew Training	
3/29		(8)	M. Crable	Scheduled OT	
3/30		(8)	M. Crable	Scheduled OT	↓
3/20		(8)	E. Grayson	Cover Shift	30.00
3/21		(5)	E. Grayson	Cover Shift	
3/24		(16)	E. Grayson	Scheduled OT	
3/31		(8)	E. Grayson	Scheduled OT	↓
3/24		(8)	D. Hopkins	Scheduled OT	24.00
3/31		(8)	D. Hopkins	Scheduled OT	24.00
3/24		(8)	M. Riley	Scheduled OT	25.15
3/31		(8)	M. Riley	Scheduled OT	25.15
		138	OT hours		
				16 x (19.00 x 1.5)	456.00
				16 x (19.50 x 1.5)	468.00
				16 x (24.00 x 1.5)	576.00
				37 x (25.00 x 1.5)	1387.50
				16 x (25.15 x 1.5)	603.60
				37 (30.00 x 1.5)	1665.00
					<u>5156.10</u>
Total			5156.00		

Comp and Overtime Report

PPE: 3/31/24

Division: WTP / WWTP

Submitted by: Kelly Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/21	1		H Nuernberger	Shift Change	29.67
3/23	.5		H. Nuernberger	Talk to Opr.	↓
3/25	.5		H Nuernberger	Shift Change	
3/26	1		H Nuernberger	Shift Change	
3/30	.5		H. Nuernberger	Talk to OPR	
3/31	.5		H Nuernberger	Talk to OPR	
4 x 1.5					
	6	Comp time hrs		6 x 29.67 =	178.02
Total \$ 178.02					

Comp and Overtime Report

PPE: 3/22/24

Division: Court

Submitted by: Wally Strecker

Date	Comp Hours	O/T Hours	Name	Reason	Rate
3/22	1.5		J. Folts	Court Ran Late	21.43
3/29	1.5		S. Phillips	Court Ran Late	23.36
	1				
	$\times 1.5$				
	1.5		comp time		
				$.75 \times 21.43 =$	16.07
				$.75 \times 23.36 =$	17.52
					<u>33.59</u>
Total \$ 33.59					