

AGENDA CITY OF LAUREL BUDGET/FINANCE COMMITTEE TUESDAY, JUNE 11, 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 May 28, 2024.
- 2. Review and approve purchase requisitions.
- 3. Review and approve Council claims entered through June 7, 2024.
- 4. Review and approve payroll register for pay period ending May 26, 2024 totaling \$205,606.34.
- 5. Review and approve Utility Billing Adjustments for May 2024.

New Business

Old Business

Other Items

- 6. Review the Comp/OT report for pay period ending May 26, 2024.
- 7. Mayor's Executive Update.
- 8. Clerk Treasurer's Financial Update.

Announcements

- 9. The next Budget Finance Meeting will be held June 25, 2024.
- 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 May 28, 2024.

Minutes of City of Laurel Budget/Finance Committee Tuesday, May 28, 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 May 14, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of May 14, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 2. Review and approve purchase requisitions. The fire chief presented a purchase requisition for an emergency tank pump valve replacement. The Chief said that the valve went bad in the fire truck and needed to get it repaired immediately as the truck was out of service. The cost of the valve replacement was \$5426.01.
- **3.** Review and recommend approval to Council; claims entered through May 24, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through May 24, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
- 4. Review and approve Payroll Register for the pay period ending May 12, 2024, totaling \$239,169.93. Heidi Sparks motioned to approve the payroll register for the pay period ending May 12, 2024, totaling \$239,169.93. Michelle Mize 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 May 12, 2024.
- 2. Mayor Update The Mayor stated that the Splash Park is up and running well and it has been full of kids. He also said that Russell Park was tagged again with graffiti. This was twice in just a couple of days. He said that the public works department was there first thing in the morning repainting the bathroom and were able to remove the graffiti from the playground equipment with a graffiti cleaner. The city is looking into putting cameras up in the park, but this will probably have to happen in the next budget cycle.
- **3.** Clerk/Treasurer Financial Update-Kelly stated that she continues to work on the budget. They are also busy inputting new health, dental, and vision rates into the payroll system to get ready for the next fiscal year.

Announcements –

- 4. The next Budget and Finance Committee meeting will be held on June 11, 2024, at 5:30 pm.
- 5. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:10 p.m.

Respectfully submitted,

Uly Strecker 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 May 26, 2024.

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PPE: 5-26-24

Division: Police

Submitted by : Langve

1	Comp	OT	Name	Reason	Rate
	Hours	Hours		*Reimbursed OT*	
5-14		4	Anglin	Staff Shortage OT	34.89
5-18		12	Anglin	Staff Shortage OT	34.89
5-26		4	Anglin	Scheduled OT	34-89
5-13		9	Baumgartner	SWAT Training	26.97
5-14		3	Baumgartner	Court OT	2697
5-16		3	Baumgartner	Instruct Reserve Training	24.97
5-17		6	Baumgartner	Staff Shortage OT	24.97
5-23		24	Baumgartner	Staff Shortage OT	26.97
5-26		4	Baumgartner	Scheduled OT	24.97
5-20		2	Booth	Cross Deputization at SO	28.47
5-21		10	Booth	K-9 Training	2847
5-22		6	Booth	** DUI Shift OT**	28.47
5-23		4	Booth	Scheduled OT	28.47
5-24		5	Booth	** DUI Shift OT**	28.47
5-14	.5		Bryant	Firearms complaint CFS2024-03040	28.47
5-15		5	Johnson	Staff Shortage OT	24.97.
5-20		4	Johnson	Staff shortage OT	26 97
5-21	1		Johnson	FTO Meeting	24.97
5-22		2.5	Johnson	Instruct Reserve Academy	26.97
5-23	4		Johnson	Scheduled OT	26.97
5-23		2	Johnson	Instruct Reserve Academy	24.97
5-24		6	Johnson	Staff Shortage OT	26.97
5-23		1	Nelson	Insurance Sign Up	22.91
5-15	.5		Sedgwick	Coverage CFS2024-3039	26.97
5-16	3		Sedgwick	Staff Shortage OT	26.97
5-17	1		Sedgwick	Family Disturbance CFS2024-3127	24.57
5-19	12		Sedgwick	Staff Shortage OT	24.97
5-21	1		Sedgwick	FTO Meeting	26.97
5-24	.5		Sedgwick	DUI Arrest P2024-0469	26.97
5-16		1	Seibert	Family Disturbance CFS2024-3127	25.83
5-23		3	Seibert	** DUI Shift OT**	25.83
5-26		4	Seibert	Scheduled OT	25.83
5-23		1	Sell	Insurance Sign Up	26.40
5-26	22,60	2	Swan	LHS Graduation Event	26.97

23.50 10550

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PPE: 5/26/24 Division: AB1/CC

bitton Submitted by:______

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PPE: 5/24/24 Division: Water / Sween Plant

Submitted by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate	
5 15	Ī	.50	O Ceasing	School	28.12	_
5/23-5/24		8	THUNKY	High Flow due to Flowching	29.67	-
512424		4.5	CNICholson	High Flow - Flooding- Water School	28,12	-
5/14-5/15	3,5		HNurnburger	Water School	29.67	-
5/20/24	.5		H Nurnburger	administrative	28.12	-
5/14-5/16	20		5 Sauryer	Spring water School Flooding - High Flow	20.12	OPIT
51364		4	NStampu	Flooding - High Flow	28.12	
114-5/16		15	S Nagloria	water school	20112	
				6× 29.67 =	178.02	
	24			6× 29.67 = 30, × 28.12 =	178.02 84340	
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		32	ortown	24. 7 × (28.12×15)=	1012.32	
				8 × (29.67×1.5)=	356.04	(manual)
					1368.36	
					Gardenbarden	
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				TOTAL 3	2389.98	

PPE: 5)26/24 Division: Court

Submitted by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
- Author		1	STOKS	count nan late, Short lunch	1-21.45
5/14/24	I		1-1003		
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				TOTAZ =	22.15

Comp and Overtime Report PPE: <u>51 26/24</u> Division: <u>Cuty Shop</u>				Submitted by:			
Divisio		Q	·		Rate	1	
Date	Comp Hours	O/T · Hours	Name	Reason		=	
जान्न		1	JBaker	S.+ Pole @ Party	28.75	_	
512312	1		SBaler	Floodeng	26.44		
5/18/2	4 25		Starphart	Water Jeak	27.20	-	
5/16/24			TBurwell	Shut of Day Call out TURNONWatter	27.20		
51,7124	2.5		T Burusell	Flooding Ussues	2720		
54364	1		T BUNWELL AFOX	Flooding Issues drains	26.44		
5/23/24			hGuy	Floodeng	27.98		
5/23/21	3.5	,50	K Hoffman	Set Pole	2720		
5/15	,50	1-1-20-	DNauman	sitPole@ Thompson	27.20	•	
5/18_	2,5		Nauman	Great Northern Water	27.20		
5123	1.5		Nauman	· Storm Drains- Flooding.	27.20		
3.114	1.		WSPalinger	garbage	26.44		
5/23	1.5		W. Stalinger	Floodeng			
	24 -			1.x 28.75 =	175.50		
	X15	Autor	6.11	12.75 × 24.44 =	337.11		
	39.00	COMP A	0////	15.00 × 27.20 =	408.00		
				5.25 × 27.98 =	144.90		
					1067.51	Comp Hours	
		.5 (rt Houis	, Carl Charles and the	20.40	ot flowia	
				050 X (27,20×1.5)=	20,90	DI HOWS	
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					Inanai		
L	L.			TOTAL .	1087.91		

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PPE: <u>5126124</u> Division: <u>Clerk</u>

Submitted by:

Date	Comp Hours	O/T · Hours	Name	Reason	Rate
<u></u>	HOUIS	110015	1 h Courthers	Shut off Day Shut off Day Short lunch	20.43
5)16			hGausbu	- hut all Dave	19.99
5/16			MPatrick	Since the set	19.99
5/24	15		Marier	3 NOT 1 WITE -	
	2.5 X1.5 3.75			1.5	2015
	XI.5			1.5× 20.43 = 2.25× 19.99 =	30.65 44.98 756
	276	Cump 14	MAS	2.25× 19.99 =	44.40
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Comp Hours

TOTAL = 75.63

Comp	o and	Oveŕt	ime Report	1		
PPE:	5/24	124				
Division:			<u>ч</u>	Submitted by:		
Date	Comp Hours	O/T · Hours	Name	Reason	Rate	
5/19-5/26 5/17-5/26 5/18-5/26	15:50		T Charbonniau A Contrezan Mcrable	Sch. OT - Covershelf Sch. OT - Covershelf, Train. Sch. OT - CPRTVacing, CH	25.00	
5/19-5/26 5/19-5/28		24	E Grayson D HOPKINS MRiley		30,00 24.00 25.15	_
5/19-5/26						
	15.50 X1.5 23.25	Comp H	DWM	2325 × 19.50 =	453,38 = :	COMPHours
		95	ori Hours	$\frac{17 \times (19.00 \times 1.5)}{27 \times (25.00 \times 1.5)} = 24 \times (25.00 \times 1.5) = 11 \times (24.00 \times 1.5) = 16 \times (25.15 \times 1.5) = 16 \times 100 \times 1000 \times 100 \times 1000 $	484.50 1012.50 1080.00 396.00 603.60 	ot Hours

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4029.98 TOTAL ·

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