



**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,



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.

Comp and Overtime Report

PPE: 5-26-24

Division: Police

Submitted by : Langve

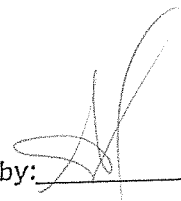
Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-14		4	Anglin	Staff Shortage OT	34.89
5-18		12	Anglin	Staff Shortage OT	34.89
5-26		4	Anglin	Scheduled OT	34.89
5-13		9	Baumgartner	SWAT Training	26.97
5-14		3	Baumgartner	Court OT	26.97
5-16		3	Baumgartner	Instruct Reserve Training	26.97
5-17		6	Baumgartner	Staff Shortage OT	26.97
5-23		2.4	Baumgartner	Staff Shortage OT	26.97
5-26		4	Baumgartner	Scheduled OT	26.97
5-20		2	Booth	Cross Deputization at SO	28.47
5-21		10	Booth	K-9 Training	28.47
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	26.97
5-20		4	Johnson	Staff shortage OT	26.97
5-21	1		Johnson	FTO Meeting	26.97
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	26.97
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	26.97
5-19	12		Sedgwick	Staff Shortage OT	26.97
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		2	Swan	LHS Graduation Event	26.97

23.50 10.50

Comp and Overtime Report

PPE: 5/26/24

Division: Water/Sewer Plant

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/15		.50	D Ceasar	School	28.12
5/23-5/24		8	T Henry	High Flow due to flooding	29.67
5/24/24		4.5	C Nicholson	High Flow - Flooding	28.12
5/14-5/15	3.5		H Nuernberger	Water School	29.67
5/20/24	.5		H Nuernberger	administrative	29.67
5/14-5/16	20		J Sawyer	Spring water school	28.12
5/23/24		4	N Stampu	Flooding - High Flow	28.12
5/14-5/16		15	S Wegonk	Water School	28.12
	24			6 x 29.67 =	178.02
	11.5			30 x 28.12 =	843.60
	36	Comp Hours			1021.62
		32	O/T Hours	24 x (28.12 x 1.5) =	1012.32
				8 x (29.67 x 1.5) =	356.04
					1368.36
					=

OPII

Comp Hours

TOTAL \$ 2389.98

Comp and Overtime Report

PPE: 5/26/24

Division: clerk

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/16	1		K Gauslow	Shut off Day	20.43
5/16	1		M Patrick	Shut off Day	19.99
5/24	.5		M Patrick	short lunch	19.99
	2.5				
	X 1.5			1.5 x 20.43 =	30.65
	3.75	Comp Hours		2.25 x 19.99 =	44.98
					<u>75.63</u>
					=

Comp Hours

TOTAL = 75.63

Comp and Overtime Report

PPE: 5/26/24

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/19-5/26	15.50		T Charbonneau	Sch. OT - Cover shift	19.50
5/17-5/26		17	A Contrczay	Sch OT - cover shift, Train	19.00
5/18-5/26		27	mCrable	Sch OT - CPR Training, CH	25.00
5/19-5/26		24	E Grayson	Cover shift	30.00
5/19-5/28		11	D Hopkins	Sch. OT, Training, Cover Shift	24.00
5/19-5/26		16	M Riley	Sch OT	25.15
	15.50				
	x 1.5			2325 x 19.50 =	453.38
	23.25	Comp Hours			=
		95	O/T Hours	17 x (19.00 x 1.5) =	484.50
				27 x (25.00 x 1.5) =	1012.50
				24 x (30.00 x 1.5) =	1080.00
				11 x (24.00 x 1.5) =	396.00
				16 x (25.15 x 1.5) =	603.60
					3576.60
					=

Comp Hours

O/T Hours

TOTAL 4029.98