



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JUNE 25, 2024
5:30 AM
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 June 11, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered June 21, 2024.
4. Review and approve payroll register for pay period ending June 9, 2024, totaling \$250,145.31.

New Business

Old Business

Other Items

5. Review the Comp/OT report for pay period ending June 9, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.
8. Review the claim review schedule for the upcoming months.

Announcements

9. The next Budget Finance Meeting will be held July 9, 2024.
10. Richard Klose 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 June 11, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, June 11, 2024**

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

Others Present: Kelly Strecker, Mayor David Waggoner

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 28, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of May 28, 2024. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. There we none.
3. Review and recommend approval to Council; claims entered through June 7, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through June 7, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of June 7, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending May 26, 2024, totaling \$205,606.34. Heidi Sparks motioned to approve the payroll register for the pay period ending May 26,2024 totaling \$205,606.34. Casey Wheeler seconded the motion. With no objection, the payroll register ending May 26, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve the 2024 May Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 May Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2024 May Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending May 26, 2024.
2. Mayor Update – The Mayor did not have any updates for discussion.
3. Clerk/Treasurer Financial Update-Kelly stated that she is continuing to work on the water/sewer rate study, and Raftalis is getting very close to reviewing the proposed rates. Kelly is continuing to work through the budget. Kelly stated that open enrollment was held the third week in May and that the payroll department was busy getting the new rates into the payroll system. Kelly said that the state was here today to do the final inspection on the new transit bus, so hopefully we will be able to put it into service before too long.

Announcements –

4. The next Budget and Finance Committee meeting will be held on June 25, 2024, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 5:55 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:

5. Review the Comp/OT report for pay period ending June 9, 2024.

Comp and Overtime Report

PPE: 6-9-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-27		12	Anglin	Holiday worked Memorial Day	34.89
5-30		1	Baumgartner	Felony arrest P2024-0494	26.97
6-2		6	Baumgartner	Coverage for staff shortage	26.97
6-9		6	Baumgartner	Scheduled OT & Crash P2024-0533	26.97
5-27		5	Booth	** DUI task force OT**	28.47
5-29		1	Booth	Youth Court P202400493	28.47
6-1		6.5	Booth	Coverage OT staff shortage	28.47
6-4		3	Booth	** Election Security OT**	28.47
6-5		8	Booth	K-9 training	28.47
6-7		1	Booth	Traffic P202400524	28.47
6-9		4	Booth	Scheduled OT	28.47
6-4		1	Brew	** DEA OT**	29.69
6-5		1	Brew	** DEA OT**	29.69
6-6		1	Brew	** DEA OT**	29.69
5-27		12	Hust	Holiday worked Memorial Day	24.04
5-27		12	Johnson	Holiday worked Memorial Day	26.97
6-3		10	Johnson	Coverage OT staff shortage	26.97
6-6	4		Johnson	Scheduled OT	26.97
5-27		8	Ryland Ratcliff	Off from academy/ worked patrol to provide coverage/ Holiday worked	24.83
5-28	2		Sedgwick	South School presentation	26.97
6-4		4	Sedgwick	** Election security OT**	26.97
6-5	1		Sedgwick	Community Safety Presentation	26.97
6-9	4.5		Sedgwick	Scheduled OT and P2024-0533 T/A	26.97
5-27		12	Seibert	Holiday worked Memorial Day	25.83
5-31		2.5	Seibert	Warrant Return P2024-0471	25.83
6-4		5	Seibert	Taser training / Cert For new Officers	25.83
6-4		4	Seibert	** Election Security OT**	25.83
6-6		4	Seibert	Scheduled OT	25.83
6-7		8	Seibert	Coverage OT for staff shortage	25.83
5-27		12	Sell	Holiday worked Memorial Day	26.40
6-1	12		Sell	Cover sick leave OT	26.40
5-27		12	Swan	Holiday worked Memorial Day	26.97

OTHours

6-2		3	Swan	P2024-0500&501 Felony Sex Assault& Assault	26.97
6-4		4	Swan	**Election Security OT**	26.97
6-6		4	Swan	Scheduled OT	26.97

23.50
Comp

173

					Comp hours
	23.50			35.25 X 26.97 =	950.69
	X 1.5				=
	35.25	Comp Hours			
				12 X (34.89 X 1.5) =	628.02
		173	OT Hours	62 X (26.97 X 1.5) =	2508.21
				28,50 X (28.47 X 1.5) =	1217.10
				3 X (29.69 X 1.5) =	133.61
				12 X (24.04 X 1.5) =	432.72
				8 X (24.83 X 1.5) =	297.96
				35.50 X (25.83 X 1.5) =	1375.46
				12 X (26.40 X 1.5) =	475.20
					7068.28
					=
					OT hours

TOTAL = \$8018.97

Comp and Overtime Report

PPE: 6-9-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-27		12	Anglin	Holiday worked Memorial Day	34.89
5-30		1	Baumgartner	Felony arrest P2024-0494	26.97
6-2		6	Baumgartner	Coverage for staff shortage	26.97
6-9		6	Baumgartner	Scheduled OT & Crash P2024-0533	26.97
5-27		5	Booth	** DUI task force OT**	28.47
5-29		1	Booth	Youth Court <u>P202400493</u>	28.47
6-1		6.5	Booth	Coverage OT staff shortage	28.47
6-4		3	Booth	** Election Security OT**	28.47
6-5		8	Booth	K-9 training	28.47
6-7		1	Booth	Traffic P202400524	28.47
6-9		4	Booth	Scheduled OT	28.47
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5-27		12	Hust	Holiday worked Memorial Day	24.04
5-27		12	Johnson	Holiday worked Memorial Day	26.97
6-3		10	Johnson	Coverage OT staff shortage	26.97
6-6	4		Johnson	Scheduled OT	26.97
5-27		8	Ryland Ratcliff	Off from academy/ worked patrol to provide coverage/ Holiday worked	24.83
5-28	2		Sedgwick	South School presentation	26.97
6-4		4	Sedgwick	** Election security OT**	26.97
6-5	1		Sedgwick	Community Safety Presentation	26.97
6-9	4.5		Sedgwick	Scheduled OT and P2024-0533 T/A	26.97
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5-27		12	Sell	Holiday worked Memorial Day	26.40
6-1	12		Sell	Cover sick leave OT	26.40
5-27		12	Swan	Holiday worked Memorial Day	26.97

OT Hours

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6-4		4	Swan	**Election Security OT**	26.97
6-6		4	Swan	Scheduled OT	26.97

23.50
Comp
173

				35.25 x 26.97 =	950.69	Compt hours
	23.50					
	x 1.5					
	<u>3525</u>	Compt hours				
				12 x (34.89 x 1.5) =	628.02	
		173	OT Hours	62 x (26.97 x 1.5) =	2508.21	
				28,50 x (28.47 x 1.5) =	1217.10	
				3 x (2969 x 1.5) =	133.61	
				12 x (24.04 x 1.5) =	432.72	
				8 x (24.83 x 1.5) =	297.96	
				35.50 x (25.83 x 1.5) =	1375.46	
				12 x (26.40 x 1.5) =	475.20	
					7068.28	OT Hours
					=	

TOTAL = \$8018.97

Comp and Overtime Report

PPE: 6/9/24

Division: Water Plant / Sewer Plant Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/27	8		C Caswell	Holiday worked	28.12
5/27	7.5		H Nuerbinger	Holiday worked	29.67
5/28-5/29	25.50		H Nuerbinger	Covering Shift, Plant Problems	29.67
5/27		8	J Sawyer	Holiday worked	28.12
5/27		8	N Stampen	Holiday worked	27.40
5/27		8	J Waegman	Holiday worked	28.12
5/27		8	S Waegman	Holiday worked	28.12
5/29		2	T Winkel	Covering Shift	27.30
	41.00				
	$\times 1.5$	"		$12 \times 28.12 =$	337.44
	<u>61.50</u>	Comp		$49.50 \times 29.67 =$	1468.67
					<u>1806.11</u>
					=
		34	OT Hours	$24 \times 28.12 =$	674.88
				$8 \times 27.40 =$	219.20
				$2 \times 27.30 =$	54.60
					<u>948.68</u>
					=

Comptims

OT Hours

TOTAL = \$ 2754.79

Comp and Overtime Report

PPE: 6/9/24

Division: Ambulance

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/27		16	T Charbonneau	Holiday Worked	23.00
6/1-6/9	21.75	9.25	T Charbonneau	Cover Shift - Sch ot	23.00
5/27		8	A Contreras	Holiday Worked	19.00
5/31-6/6		14.50	A Contreras	Sch ot, Fire Stand by	19.00
5/28		4.5	mCrable	Community Health	25.00
6/1-6/8	3	16	mCrable	Sch ot	19.50
5/27		8	E Grayson	Holiday Worked	30.00
5/27		12	D Hopkins	Holiday Worked	24.00
6/9		12	D Hopkins	Sch ot	24.00
6/2-6/9		28	M Riley	Sch ot - Cover Shift	25.15
	24.75			$32.63 \times 23 =$	543.49
	x 1.5			$4.50 \times 19.50 =$	87.75
	37.13				<u>631.24</u>
		128.25		$25.25 \times (23.00 \times 1.5) =$	871.13
				$22.50 \times (19.00 \times 1.5) =$	641.25
				$4.5 \times (25.00 \times 1.5) =$	168.75
				$16 \times (19.50 \times 1.5) =$	468.00
				$8 \times (30.00 \times 1.5) =$	360.00
				$24 \times (24.00 \times 1.5) =$	864.00
				$28 \times (25.15 \times 1.5) =$	1056.30
					<u>4429.43</u>

Comp Hours

OT Hours

TOTAL = 5060.67

Comp and Overtime Report

PPE: 6/9/24

Division: Court

Submitted by:

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/30	1		J Folts	worked late with Judge	21.43
5/31	2		J Folts	End of month- latchup	21.43
	3				
	x1.5				
	450	UMA		4.5 x 21.43 =	<u>96.44</u>

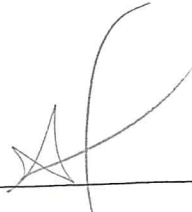
Comptrol

TOTAL = 96.44

Comp and Overtime Report

PPE: 6/9/24

Division: Clerk

Submitted by:  _____

Date	Comp Hours	O/T Hours	Name	Reason	Rate
5/31	1		B Harshel	Council meeting	23.79
5/29	1.5		A Hatton	Payroll, Short Staffed	25.20
	2.5				
	<u>x 1.5</u>			$1.5 \times 23.79 =$	35.69
	<u>3.75</u>			$2.25 \times 25.20 =$	56.70
					<u>92.39</u>
					=

compton

TOTAL = 92.39

Comp and Overtime Report

PPE: 6/9/24

Division: City Shops

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/1-6/2		9.5	J Barnhart	Clean up day	26.44
6/9		3.5	J Barnhart	containers site	26.44
6/1	1.5		T Clifton	Clean up day	26.44
6/2		8	A Fox	Clean up day	26.44
6/1	9.50		K Guy	Clean up day	27.98
5/28	.50		J Hatton	no lunch - talk to Fun. Sir. Power Company	26.44
5/30	.50		J Hatton	Funeral - no lunch	26.44
6/1	4		J Hatton	mowing - Funeral	26.44
6/8	4.5		J Hatton	mowing - Funeral on late	26.44
6/5	2.5		K Ho Spina	call out - water leak	27.20
6/7	2.5		K Ho Spina	call out - Sprinkler	27.20
6/9	2.5		D Nauman	E.6th St Fire - call out	27.20
6/1	1.5		W Stalinger	Clean up day	26.44
	29.50				
	X 1.5				
	44.25	Comp Hours		18.75 x 26.44	495.75
				14.25 x 27.98	398.72
				11.25 x 27.20	306.00
					<u>1200.47</u> Comp Hours
		21	OT Hours	21 x (26.44 x 1.5) =	<u>832.86</u> OT Hours

TOTAL = 2033.33

File Attachments for Item:

8. Review claim review schedule for the upcoming months.

Claim Review Schedule

July 9- Richard Klose

July 23- Heidi Sparks

August 13- Casey Wheeler

August 27- Michelle Mize

September 10- Richard Klose

September 24- Heidi Sparks

October 8- Casey Wheeler

October 22- Michelle Mize

November 12- Richard Klose

November 26- Heidi Sparks

December 10- Casey Wheeler

December 23- Michelle Mize