



AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JANUARY 23, 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 December 26, 2023 - Revised.
2. Review and approve the January 09, 2024, Budget Finance Committee minutes.
3. Review and approve purchase requisitions.
4. Review and approve Council claims entered through January 19, 2024.
5. Review and approve payroll register for pay period ending January 07, 2024, totaling \$242,056.19.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending January 07, 2024.
7. Mayors' Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on February 13, 2024, at 5:30 p.m.
10. Casey Wheeler 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 December 26, 2023 - Revised.

**Minutes of City of Laurel
Budget/Finance Committee- REVISED
Tuesday, December 26, 2023**

Members Present: Michelle Mize, Emelie Eaton, Heidi Sparks, Richard Klose

Others Present: Kelly Strecker, Mayor David Waggoner, Chief Hopper, Jackson Booth

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 December 12, 2023, Budget and Finance Committee meeting minutes. Emelie Eaton moved to approve the minutes of December 12, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. Fire Chief Hopper presented to the committee a purchase requisition for five new sets of bunker gear. This is an annual budget item. Chief Hopper stated that they will begin replacing the old gear with a new color, which will be black. The total cost of this purchase requisition is \$20,625.00. Heidi Sparks moved to approve the bunker gear. Michelle Mize seconded the motion, all in favor, motion passed 4-0. Chief Langve presented to the committee three purchase requisitions. The first one was to add new electrical lines to the squad room and to the chief's office and to replace the electrical box in the F.A.P. The total cost of this project is \$8,050.00. The second requisition was for new desks and workstations for the squad room. This will be paid for through the online auction that was held. The total cost of this requisition is \$17,016.00. The third requisition is for new lockers for the officers. This will replace two lockers for the dispatch and fourteen for the officers. The total cost of this requisition is \$15,346.49. This project will also be paid for through the online auction. Michelle Mize moved to approve the three requisitions for the police department. Heidi Sparks seconded the motion, all in favor, motion passed 4-0. Matt Wheeler submitted a purchase requisition for new lighting in Russell Park. This will add lighting to the newly updated park. The new lighting will cost \$14,315.00. Heidi Sparks moved to approve the new lighting for Russell Park. Emelie Eaton seconded the motion, all in favor, motion passed 4-0. Matt also submitted a purchase requisition to rebuild the axle on a garbage truck. This requisition is for the parts only and the city mechanic will repair the damaged axle with the new parts. The cost of the repair is \$7077.90. Heidi Sparks moved to approve the axle repair. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through December 22, 2023. Michelle Mize moved to approve the claims and check the register for claims entered through December 22, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending December 10, 2023, totaling \$216,668.67. Heidi Sparks motioned to approve the payroll register for the pay period ending December 10, 2023, totaling \$216,668.67. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the November 2023 monthly financial statement. Heidi Sparks moved to approve the November 2023 monthly financial statement. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

New Business –Kelly spoke about the asbestos update. She stated that the testing of the asbestos came back positive. Safetech Inc will be doing the work after the first of the year. The cost to have the asbestos removed is \$1360.00.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending December 10, 2023.
2. Mayor Update – The Mayor stated that he did not have any update.
3. Clerk/Treasurer Financial Update-Kelly said that she was working on completing the final documents for the ARPA reimbursement. The final paperwork is due December 29, 2023.

Announcements –

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

Meeting Adjourned at 6:15 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:

2. Review and approve the January 09, 2024 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, January 09, 2024**

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

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 –

Chairman Richard Klose asked for nomination for the chair of this committee. Heidi Sparks nominated Richard Klose to remain as Chair. Michelle Mize seconded this nomination. Motion carried 4-0. Chairman Richard Klose asked for nomination for the Vice Chair of this committee. Heidi Sparks nominated Michelle Mize as vice chair. Casey Wheeler seconded this nomination. Motion carried 4-0.

1. Review and approve December 26, 2023, Budget and Finance Committee meeting minutes. The committee commented on an error in the minutes and would like Matt presented changed to Matt submitted. Heidi Sparks moved to approve the minutes of December 26, 2023, as corrected. Michelle Mize 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 January 5, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through January 5, 2024. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending December 24, 2023, totaling \$181,557.01. Heidi Sparks motioned to approve the payroll register for the pay period ending December 24, 2023, totaling \$181,557.01. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.
5. Review and approve the December 2023 Utility Billing Adjustments. Heidi Sparks moved to approve December 2023 Utility Billing Adjustments. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.

New Business –

Old Business – Kelly stated that they are still working on getting the credit card rewards questions answered. There is a problem with the credit card company applying all points that were earned to only one account now. Kelly stated that we have done that and there still seems to be an error. Kelly said that she will try and work on this next week.

Other Items –

1. Review Comp/OT reports for the pay period ending December 24, 2024.

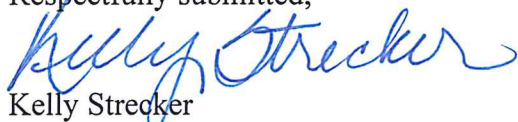
2. Mayor Update – The mayor was absent from the meeting.
3. Clerk/Treasurer Financial Update-Kelly said that all the final documents have been submitted to DNRC for the APRA reimbursement. She is just waiting to hear back that everything has been approved. Kelly will be out of the office next Thursday and Friday and stated that the auditors will be here the week of January 16th doing the annual audit. They had a cancellation so asked if they could come early. They were originally scheduled for the week of March 18, 2024.

Announcements –

4. The next Budget and Finance Committee meeting will be held on January 21, 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,



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 January 07, 2024.

182

1/7/24
PPE:1-8-24

Comp and Overtime Report

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
1-7	4		Anglin	Scheduled OT	34.89
1-1		12	Anglin	Holiday worked- New Years	34.89
1-1		12	Baumgartner	Holiday worked-New Years	26.97
1-7		4	Baumgartner	Scheduled OT	26.97
12-25		12	Booth	Holiday worked-Christmas	28.47
12-28		6	Booth	** DUI Task Force OT**	28.47
1-1		1	Booth	Reserve Off. Background Inv.	28.47
1-4		4	Booth	Scheduled OT	28.47
1-1		12	Featherly	Holiday worked- New Years	28.69
1-2		4	Johnson	OT to cover Sick Leave	26.97
1-4		4	Johnson	Scheduled OT	26.97
12-25		12	Kinn	Holiday worked- Christmas	24.04
1-1		12	Kinn	Holiday worked- New Years	24.04
1-2	1		McCartney	Council Presentation	25.40
12-25		12	Ratcliff	Holiday Worked - Christmas	24.83
1-4		4	Ratcliff	Scheduled OT	24.83
1-1		8	Sedgwick	Holiday worked - Christmas	26.97
12-25		12	Seibert	Holiday worked- Christmas	25.83
12-29		2.5	Seibert	District Court – P2023-1290	25.83
1-4		4	Seibert	Scheduled OT	25.83
12-25		12	Sell	Holiday worked- Christmas	26.40
1-1		12	Sell	Holiday worked- New Years	26.40
12-26	2		Swan	Search Warrant P2023-1278	25.83
12-27		5	Swan	** DUI Task Force**	25.83
12-28		5	Swan	** DUI Task Force**	25.83
12-29		5	Swan	** DUI Task Force**	25.83
12-30		5	Swan	** DUI Task Force**	25.83
1-1		8	Swan	Holiday Worked- New Years	25.83
1-6	4		Swan	Winter Formal	25.83
1-7		4	Lafrombois	Scheduled OT	24.83
1-1		12	Lafrombois	Holiday worked-New Years	24.83

11 208.50

Comp and Overtime Report

PPE: 1-7-24

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/25/23		16	C Charbonneau	Holiday worked	18.38
12/28-29		19.50	C Charbonneau	Sch OT	18.38
1/1/24		16	C Charbonneau	Holiday worked	18.38
12/25/23		8	E Grayson	Holiday worked	25.96
12/30-1/7		36	E Grayson	Sch o't + shift coverage	25.96
1/1/24		8	E Grayson	Holiday	25.96
12/25/23		16	C Orr	Holiday worked	23.00
12/28-1/6		23.50	C Orr	Sch OT / coun shift	23.00
1/7/23		8	M Riley	Sch OT	24.15
		151	OT hours	$51.50 \times (18.38 \times 1.5) =$ $52 \times (25.96 \times 1.5) =$ $39.50 \times (23.00 \times 1.5) =$ $8 \times (24.15 \times 1.5) =$	1419.86 2024.88 1362.75 289.80 <hr/>
TOTAL					5097.29