



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JULY 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 June 25, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through July 5, 2024.
4. Review and approve payroll register for pay period ending June 23, 2024, totaling \$230,773.04.
5. Review and approve Utility Billing Adjustment for June 2024.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending June 23, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.
9. Review the claim review schedule for the upcoming months.

Announcements

10. The next Budget Finance Meeting will be held July 23, 2024.
11. Heidi Sparks 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 25, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, June 25, 2024**

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

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 June 11, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of June 11, 2024. Michelle Mize seconded the motion. With no objection, the minutes of June 11, 2024, were approved.
2. Review and approve purchase requisitions. Matt Wheeler, the Public Works director, had Kelly present a purchase requisition for fifty residential garbage containers. This is a yearly reoccurring purchase. Matt budgets every year for replacement cans. The purchase price for the fifty cans is \$5250.00. With no objection, the purchase requisition for the new cans was approved. There was no public comment or Committee discussion.
3. Review and recommend approval to Council; claims entered through June 21, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through June 21, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of June 21, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending June 9, 2024, totaling \$250,145.31. Heidi Sparks motioned to approve the payroll register for the pay period ending June 9, 2024 totaling \$250,145.31. Casey Wheeler seconded the motion. With no objection, the payroll register ending June 9, 2024, was approved. There was no public comment or Committee discussion.

New Business –There were four invoices brought to the committee for approval, as the mayor was not comfortable signing. MES which was 5 gallons of soap for bunker gear in the amount of \$1,177.71. MT Ironworks for installation of the reader board on the support truck in the amount of \$2,018.25. Ace Hardware for chainsaws and batteries in the amount of \$1365.00 and another invoice to MES in the amount of \$4870.70 for wildland shirts. The committee agreed that these invoices were completed in violation of the Purchasing Policy. The Budget Finance Committee recommended that these invoices go before the council, for discussion.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending June 9, 2024.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that she is continuing to work on the budget.
4. Review the claim review schedule for the upcoming months. The committee asked to have this item moved to the next meeting.

Announcements –

5. The next Budget and Finance Committee meeting will be held on July 9, 2024, at 5:30 pm.
6. Richard Klose is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:28 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 June 23, 2024.

Comp and Overtime Report

PPE: 6-23-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
6-23	4		Anglin	Scheduled OT	34.89
6-16		2	Baumgartner	Range- Firearms	26.97
6-14		8	Booth	MHP Drug Interdiction	28.47
6-19		8	Booth	K-9 Training	28.47
6-20		10	Booth	Staff Shortage OT	28.47
6-24		4	Booth	Scheduled OT	28.47
6-13	1.5		Bryant	PAC Eval P2024-0557	29.69
6-16	10.5		Bryant	Instruct Firearms Qualification	29.69
6-21	1		Canape	Next Gen 911 Meeting	26.90
6-10		1	Collins	Warrant arrest P2024-0541	24.83
6-20	4		Collins	Scheduled OT	24.83
6-12		12 ¹⁰	Johnson	Staff Shortage OT	26.97
6-15		1	Johnson	Case work CFS202403948	26.97
6-17	3.5		Johnson	OT prep Car #7 for sale	26.97
6-20	4		Johnson	Scheduled OT	26.97
6-21		10	Johnson	Staff Shortage OT	26.97
6-16		1	Lafrombois	Qualify with off duty	24.83
6-23	4		Mayo	Scheduled OT	24.83
6-17	2		Sedgwick	Range Qual.& CFS2024-3990	26.97
6-23	4		Sedgwick	Scheduled OT	26.97
6-16		2	Seibert	Range Qual.	25.83
6-10		1	Swan	Drug Arrest P2024-0540	28.47
6-20		5	Swan	Scheduled OT & ICAC P2024-0573	28.47
	38.50			6 x 34.89 =	209.34
	X15			18 x 29.69 =	534.42
	57.75	Comp Hours		1.5 x 26.90 =	40.35
				12 x 24.83 =	297.96
				20.25 x 26.97 =	546.14
					1628.21

Comp Hour

63

Comp and Overtime Report

PPE: 6/23/21

Division: Plants

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/22-6/23	13		H Nurnberger	admin / Plant Issues	29.67
6/14	8		S Waggoner	Power Shift - op out	28.12
6/19	8		S Waggoner	Power Shift of Callinsick	28.12
	29			$19.50 \times 29.67 =$	578.57
	11.5			$24.00 \times 28.12 =$	674.88
	43.50	Compt Hours			<u>1253.45</u>

Comp Hours

TOTAL = \$1253.45

Comp and Overtime Report

PPE: 6/23/24

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/16-6/23		15	T Charbonneau	Sch OT	24.00
6/19-6/23		19	A. Contreras	Sch OT	19.00
6/15-6/22		16	M. Chable	Sch. OT	19.50
6/9-6/23		20	E Grayson	Sch. OT	26.96
6/16-6/23		17	D Hopkins	Sch OT	24.00
6/16-6/23		16	M Riley	Sch OT	25.15
6/20	6		W Wong	Meeting / Interviews	21.55
	6				
	x15				
	9	Comp Hours		9 x 21.55 =	193.95
		103	OT Hours		
				32 x (24.00 x 1.5) =	1152.00
				19 x (19.00 x 1.5) =	541.50
				16 x (16.50 x 1.5) =	396.00
				20 x (26.96 x 1.5) =	808.80
				16 x (25.15 x 1.5) =	603.60
					3501.90

comp Hour

OT Hours

TOTAL = \$3695.85

File Attachments for Item:

9. Review the 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