



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, SEPTEMBER 10, 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 August 27, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through September 6, 2024.
4. Review and approve payroll register for pay date August 28, 2024, retro pay to non-union employees, totaling \$4736.47.
5. Review and approve payroll register for pay period ending September 1, 2024, totaling \$264,937.52.
6. Review and approve Utility Billing Adjustments for August 2024.

New Business

Old Business

Other Items

7. Review Comp/OT report for pay period ending September 1, 2024.
8. Mayor's Executive Update
9. Clerk Treasurer's Financial Update.

Announcements

10. The next Budget Finance Meeting will be held on September 24, 2024 at 5:30 p.m.
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 August 27, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 27, 2024**

Members Present: Michelle Mize, Casey Wheeler, Heidi Sparks

Others Present: Kelly Strecker, Mayor David Waggoner

The meeting was called to order by the Committee Chair at 5:53 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve August 13, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of August 13, 2024. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through August 23, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through August 23, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending August 18, 2024, totaling \$245,579.12. The committee noticed a discrepancy between the payroll register and the agenda. Heidi Sparks motioned to approve the payroll register as amended for the pay period ending August 18, 2024, totaling \$245,739.12. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.
5. Review and approve July 2024 monthly financial statement. Heidi Sparks moved to approve the July 2024 monthly financial statement. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending August 18, 2024.
2. Mayor Update – The Mayor stated that the online surplus auction has ended, and the total sales were \$26,379.00, less the commission.
3. Clerk/Treasurer Financial Update-Kelly said the budget has been completed and the link for the digital budget book was sent to each Council member and Department Heads last Friday.

Announcements –

4. The next Budget and Finance Committee meeting will be held on September 10, 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:

7. Review Comp/OT report for pay period ending September 1, 2024.

Comp and Overtime Report

PPE: 9-1-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-19		4	Baumgartner	SWAT Training	29.97
9-1		4	Baumgartner	Scheduled OT	29.97
8-19		4	Booth	Backgrounds for Ambulance	31.47
8-20		2.5	Booth	K-9 Call Out CFS202405994	31.47
8-28		10	Booth	K-9 training& call out P202400841	31.47
9-1		4	Booth	Scheduled OT	31.47
9-21		4	Brew	** DEA OT**	32.69
9-22		4	Brew	** DEA OT**	32.69
8-29	4		Johnson	Scheduled OT	29.97
8-21		2	Lafrombois	CPR Training	27.83
8-29		4	Lafrombois	Scheduled OT	27.83
8-24	1		Mayo	Call Volume P2024-0829& CFS202406108	27.83
8-19		2.5	Ratcliff	Search Warrant Return P2024-0799	27.83
8-22		.5	Ratcliff	Hit and Run P2024-0822	27.83
8-23		8.5	Ratcliff	** DUI TASK FORCE OT**	27.83
9-1		4	Ratcliff	Scheduled OT	27.83
8-19	.5		Sedgwick	Background Interviews	29.97
8-20	2.5		Sedgwick	Back to School Safety Event	29.97
8-24	7		Sedgwick	OT Shift Cover Staff Shortages	29.97
8-25	6		Sedgwick	OT Shift Cover Staff Shortages	29.97
8-26	.5		Sedgwick	Theft P2024-0834	29.97
8-30	1		Sedgwick	Family Disturbances CFS2024-6345& P2024-0846	29.97
9-1	4		Sedgwick	Scheduled OT	29.97
8-28	4		Sell	Cover Leave	27.90
8-26		6	Swan	Forensic Interview – Agency Assist	31.47
8-29		4	Swan	Scheduled OT	31.47
8-31	4		Mayo	Travel from Helena, Training	27.83
	34.50				
	x 1.50				
	51.75	Comp Hours			

68 OT Hours

Comp and Overtime Report

PPE: 9/1/24

Division: Police

Submitted by: AL

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	51.75	Comp Hours		38.25 X 29.97 =	1146.35
				7.50 X 27.83 =	208.73
				6 X 27.90 =	167.40
					\$1522.48
					=
		68	O/T Hours		
				8 X (29.97 X 1.5) =	359.64
				30.50 X (31.47 X 1.5) =	1439.76
				8 X (32.69 X 1.5) =	392.28
				21.50 X (27.83 X 1.5) =	897.53
					3089.21
					=

Comp Hours

O/T Hours

TOTAL = 4611.69

Comp and Overtime Report

PPE: 9-1-2024

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
8/25		8	T Charbonneau	Sch. OT	25.00
8/25		8	A Contreras	Cover Shift	20.00
8/23-9/1		37	mCrable	Sch OT - cover shift	21.50
8/21	3		mCrable	CPR Training	21.50
8/24	2		mCrable	Respond to MVC - 2nd truck	21.50
8/25	1		mCrable	taking a call	21.50
8/25-9/1	19		J Forsay	Sch OT, cover shift	29.00
8/25-9/1		24	D Hopkins	Sch OT - cover shifts	27.00
8/23-8/29		16	K Olson	Sch OT	20.00
8/24-8/29		16	M Riley	Sch OT	27.00
	25			9 x 21.50 =	193.50
	x 1.5			28.50 x 29.00 =	826.50
	37.50	Comp Hours			1020.00
					=
		10.9	OT Hours	8 x (25.00 x 1.5) =	300.00
				8 x (20.00 x 1.5) =	240.00
				37 x (21.50 x 1.5) =	1193.25
				40 x (27.00 x 1.5) =	1620.00
				16 x (20.00 x 1.5) =	480.00
					3833.25
					=

Comp Hours

OT Hours

TOTAL: 4853.25

