



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 12, 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 February 27, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through March 8, 2024.
4. Review and approve payroll register for pay period ending March 3, 2024, totaling \$249,900.05.
5. Review and approve Utility Billing Adjustments for February 2024.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending March 3, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held March 26, 2024, at 5:30 p.m.
10. 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 February 27, 2024.

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

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

Others Present: Kelly Strecker (via phone), Mayor David Waggoner, Brittney Harakal

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 February 13, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of February 13, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. A purchase requisition was presented to the committee for new radios at the water plant. Mayor stated that the water plant needs new radios, as the ones currently at the water plant are outdated and can no longer be updated. The cost of the new radios from In Controls is \$14,650.00. Heidi Sparks moved to approve purchase requisition for the new radios. Michelle Mize seconded the motion, all in favor, motion passed 4-0. Kelly spoke regarding the purchase requisition to Actuaries Northwest. She stated that this is for the 2024/2025 GASB75 valuation. This is the yearly cost to the city. The cost for the valuation is \$5,000.00 for FY 2024/2025 with a roll forward cost of \$2,000.00 for FY 2025/2026. The total cost of the valuation is \$7,000.00. Heidi Sparks moved to approve purchase requisition for the GASB75 valuation. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through February 23, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through February 23, 2024. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending February 18, 2024, totaling \$223,927.76. Heidi Sparks motioned to approve the payroll register for the pay period ending February 18, 2024, totaling \$223,927.76. Casey Wheeler seconded the motion, all in favor, motion passed 4-0.

New Business –Michelle Mize spoke briefly about future budget discussions. She stated that she has been doing some online trainings and this was brought up in the last training session.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending February 18, 2024.
2. Mayor Update – The Mayor stated that the contractor for the Splash Park will be here the first week of March 10. He said Love’s Truck Stop is going to annex mid-summer.

3. Clerk/Treasurer Financial Update-Kelly said that she just finished a 110-page compliance review for the transit program. The transit grant application will be submitted by the end of the week. Kelly stated that she called the MDT transit planner for the city to find out when the bus would arrive. She received an email back that stated it was going to be built in April and the city should have it in late spring, early summer.

Announcements –

4. The next Budget and Finance Committee meeting will be held on March 12, 2024, at 5:30 pm.
5. Richard Klose 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 March 3, 2024.

Comp and Overtime Report

PPE: 3-4-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
3-1	4		Anglin	Scheduled OT	34.89
3-3		4	Baumgartner	Scheduled OT	26.97
2-22		2	Booth	PFMA-P2024-0188	28.47
2-24		8	Booth	Officer Interviews	28.47
3-1		12	Booth	Unable to adjust schedule- FTO	28.47
3-2		12	Booth	Unable to adjust schedule- FTO	28.47
3-3		4	Booth	Scheduled OT	28.47
2-19		10	Bryant	Holiday worked- Pres. Day	29.69
2-19		12	Canape	Holiday worked- Pres. Day	26.90
2-19		12	Featherly	Holiday worked-Pres. Day	28.69
2-19		12	Hust	Holiday worked- Pres. Day	24.04
2-19		15.5	Johnson	Holiday/ Felony P2024-0173	26.97
2-29	4		Johnson	Scheduled OT	26.97
2-22		2	Lafrombois	Felony P2024-0188	24.83
3-3		4	Lafrombois	Scheduled OT	24.83
2-19		12	Ratcliff	Holiday worked- Pres. Day	24.83
2-25		1	Ratcliff	P2024-0207 Threats	24.83
2-29		4	Ratcliff	Scheduled OT	24.83
2-19		8	Sedgwick	Holiday worked- Pres. Day	26.97
2-28		12	Seibert	OT due to staff shortage	25.83
3-3		4	Seibert	Scheduled OT	25.83
2-19		12	Sell	Holiday worked- Pres. Day	26.40
3-2		2	Sell	Training	26.40
2-19		8	Swan	Holiday worked- Pres Day	25.83
2-21	2		Swan	Instruct Reserve Academy	25.83
2-22	3		Swan	Instruct Reserve Academy	25.83
2-24	8		Swan	Officer Interviews	25.83

21 172.50

Comp and Overtime Report

PPE: 3/3/24

Division: Police

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
				6 x 34.89	209.34
	21.00			6 x 26.97	161.82
	x 1.5			19.50 x 25.83	503.69
	<u>31.50</u>	Comp Time			874.85
					=
		172.50	OT Hours	27.50 x (26.97 x 1.5) =	1112.52
				38 x (28.47 x 1.5) =	1622.79
				12 x (24.04 x 1.5) =	432.72
				23 x (24.83 x 1.5) =	856.64
				24 x (25.83 x 1.5) =	929.88
				14 x (26.40 x 1.5) =	554.40
				12 x (26.90 x 1.5) =	484.20
				10 x (29.69 x 1.5) =	445.35
				12 x (28.69 x 1.5) =	516.42
					<u>6954.92</u>
					=

Comp time

OT Hours

TOTAL - \$ 7829.77

Comp and Overtime Report

PPE: 3/3/24

Division: City Shops

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
2/24	4		A FOX	Sanding	26.44
2/19	8		K Guy	Holiday worked - Route	27.98
2/21	1.5		D Nauman	Shut off Day	27.20
	13.50				
	X 1.50				
	20.25	Comp Hours			
				6 X 26.44 =	158.64
				12 X 27.98 =	335.76
				2.25 X 27.20 =	61.20
					<u>555.60</u>

Comp Hour

TOTAL \$ 555.60

