



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 26, 2023
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 the December 12, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 22, 2023.
4. Review and approve payroll register for pay period ending December 10, 2023 totaling \$216,668.67.
5. Review and approve November 2023 monthly financial statement.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending December 10, 2023.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. Heidi Sparks is scheduled to review claims for the next meeting.
10. The next Budget Finance Meeting will be held on January 9, 2024, at 5:30 p.m.

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. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

DATES TO REMEMBER

File Attachments for Item:

1. Review and approve the December 12, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 12, 2023**

Members Present: Michelle Mize, Emelie Eaton, Heidi Sparks

Others Present: Amber Hatton, 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 November 28, 2023, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of November 28, 2023. Heidi Sparks 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 December 8, 2023. Emelie Eaton moved to approve the claims and check the register for claims entered through December 8, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending November 26, 2023, totaling \$287,210.29. Michelle Mize motioned to approve the payroll register for the pay period ending November 26, 2023, totaling \$287,210.29. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.
5. Review and approve the 2023 November Utility Billing Adjustments, Emelie Eaton moved to approve the 2023 November Utility Billing Adjustments. Heidi Sparks seconded the motion, all in favor, motion passed 3-0.

New Business –None

Old Business – None

Other Items –

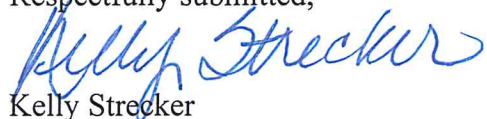
1. Review Comp/OT reports for the pay period ending November 26, 2023.
2. Mayor Update – The Mayor stated that the gun auction that the police department held brought in \$43,500.00. The city will receive a check in the amount of \$37,400.00 which is the amount after commission. Mayor said Albertson's is scheduled to open February 4, 2024. Mayor stated he spoke with LOVES today and that project is still moving forward. They are hoping to start in the spring of 2024.
3. Clerk/Treasurer Financial Update-Kelly was absent from the meeting, and Amber stated that the finance office is all caught up to date.

Announcements –

4. The next Budget and Finance Committee meeting will be held on December 26, 2023, at 5:30 pm.
5. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:15 p.m.

Respectfully submitted,



Kelly Streckler
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 December 10, 2023.

Comp and Overtime Report

PPE: 12-10-23

Division: Police

Submitted by : Langve

| Date | Comp Hours | OT Hours | Name | Reason *Reimbursed OT* | Rate |
|-------|------------|----------|-------------|---------------------------------|--------------------------|
| 12-9 | | 4 | Anglin | OT from staff shortage | 34.89 |
| 12-10 | | 12 | Anglin | OT from Staff shortage | 34.89 |
| 12-2 | | 8 | Baumgartner | OT cover for staff shortage | 26.97 |
| 12-3 | | .5 | Booth | Case to county Att. P2023-1214 | 26.97 |
| 12-7 | | 4 | Booth | Scheduled OT | 26.97 |
| 12-9 | | 8 | Booth | K-9 CFS202309592 | 26.97 |
| 12-7 | | 3 | Brew | ** DEA OT** | 29.69 |
| 12-10 | | 4 | Featherly | Scheduled OT | 28.69 |
| 12-7 | | 4 | Johnson | Scheduled OT | 26.97 |
| 12-9 | | 8 | Johnson | OT coverage for staff shortages | 26.97 |
| 12-10 | | 8 | Johnson | OT coverage for staff shortages | 26.97 |
| 12-10 | | 4 | Ratcliff | Scheduled OT | 24.83 |
| 12-30 | | 2 | Sedgwick | SGT Interviews | 26.97 |
| 12-4 | | 2 | Sedgwick | OT to cover for staff shortages | 26.97 |
| 12-5 | | 4 | Sedgwick | OT to cover for staff shortages | 26.97 |
| 12-8 | | 4 | Sedgwick | OT to cover for staff shortages | 26.97 |
| 12-6 | | .5 | Seibert | Cover streets | 25.83 |
| 12-7 | | 4 | Seibert | Scheduled OT | 25.83 |
| 12-3 | 4 | | Swan | Travel to training | 25.83 |
| 12-8 | 4 | | Swan | Travel from training | 25.83 |
| 12-5 | 4 | | McCartney | Auction | 25.40 |
| | | | | | |
| | 12 | | | 12 x 25.83 = | 309.96 |
| | x1.5 | | | 6 x 25.40 = | 152.40 |
| | 18 | Comp | Hours | | <u>462.36</u> Comp Hours |
| | | 84 | OT Hours | 16 x (34.89 x 1.5) = | 837.36 |
| | | | | 52.50 x (26.97 x 1.5) = | 2123.90 |
| | | | | 3 x (29.69 x 1.5) = | 133.61 |
| | | | | 4 x (28.69 x 1.5) = | 172.14 |
| | | | | 4 x (24.83 x 1.5) = | 148.98 |
| | | | | 14.5 x (25.83 x 1.5) = | 174.36 |

3590.35 - OT Hours

TOTAL - \$4052.71

Comp and Overtime Report

PPE: 12/20/2023

Division: Ambulance

Submitted by: [Signature]

| Date | Comp Hours | O/T Hours | Name | Reason | Rate |
|-----------|------------|------------|----------------|----------------------|-----------|
| 12/3/23 | 8 | | T. Charbonneau | Sch OT | 18.38 |
| 12/10/23 | 8 | | T. Charbonneau | Sch OT | 18.38 |
| 12/13/23 | 8 | | E Grayson | Sch. OT | 25.96 |
| 12/13/10/ | 8 | | E Grayson | Sch. OT | 25.96 |
| 12/2/23 | | 8 | C. ORR | Sch OT | 23.00 |
| 12/5/23 | | 2 | C ORR | Late call | 23.00 |
| 12/9/23 | | 8 | C. ORR | Sch OT | 23.00 |
| 12/3/23 | | 8 | M. Riley | Sch OT | 24.15 |
| 12/10/23 | | 8 | M. Riley | Sch OT | 24.15 |
| | 32 | | | 24 x 18.38 = | 441.12 |
| | x1.5 | | | 24 x 25.96 = | 623.04 |
| | 48 | Comp Hours | | | 1064.16 |
| | | 34 | OT Hours | | |
| | | | | 18 x (23.00 x 1.5) = | 621.00 |
| | | | | 16 x (24.15 x 1.5) = | 579.60 |
| | | | | | 1200.60 |
| TOTAL = | | | | | \$2264.76 |

Comp Hours

OT Hours

Comp and Overtime Report

PPE: 12/10/2023

Division: PW

Submitted by: [Signature]

| Date | Comp Hours | O/T Hours | Name | Reason | Rate |
|-------------|------------|------------|----------------|----------------------------|-----------|
| 12/2/23 | 8 | | D. Gasser | Operator Called in Sick | 28.12 |
| 12/7/23 | | 1.5 | T. Henry | Plant + Tour | 29.67 |
| 11/27-12/10 | 12. | | H. Nuernberger | Plant Problems, Talk to up | 29.67 |
| 12/8/23 | | 8 | T. Wrobel | Lower Operator | 27.30 |
| | 20 | | | | |
| | X 1.5 | | | | |
| | 30 | Comp Hours | | 12 x 28.12 = | 337.44 |
| | | | | 18 x 29.67 = | 534.06 |
| | | | | | 871.50 |
| | | | | | = |
| | | 9.50 | OT Hours | 1.5 x (29.67 x 1.5) = | 66.77 |
| | | | | 8 x (27.30 x 1.5) = | 327.60 |
| | | | | | 394.37 |
| | | | | | = |
| TOTAL = | | | | | \$1265.87 |

Comp Hours

