



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JANUARY 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 the December 26, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through January 5, 2024.
4. Review and approve payroll register for pay period ending December 24, 2023 totaling \$181,557.01.
5. Review and approve Utility Billing Adjustments for December 2023.

New Business

Old Business

Other Items

6. Review the Comp/OT report for pay period ending December 24, 2023.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on January 21, 2024.
10. Richard Klose 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. 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 26, 2023 Budget Finance Committee minutes.

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

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

Others Present: Kelly Strecker, 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 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 presented 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 presented 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:

6. Review the Comp/OT report for pay period ending December 24, 2023.

Comp and Overtime Report

PPE:12-24-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
12-21		7.5	Baumgartner	SWAT Night Qual.	26.97
12-24		4	Baumgartner	Scheduled OT	26.97
12-16		3	Booth	P2023-1258, Felony Fugitive	28.47
12-21		4	Booth	Scheduled OT	28.47
12-22		3	Booth	Finish backgrounds Inv. Reserves	28.47
12-19		4	Brew	** DEA OT**	29.69
12-24		4	Featherly	Scheduled OT	28.69
12-21	4		Johnson	Scheduled OT	26.97
12-11	8		McCartney	Auction Dispersal	25.40
12-12	8		McCartney	Auction Dispersal	25.40
12-13	4		McCartney	Auction Dispersal	25.40
12-19	1		McCartney	Council Workshop	25.40
12-20	3		McCartney	Ins. Committee	25.40
12-21		4	Ratcliff	Scheduled OT	24.83
12-14		4	Sedgwick	OT to Cover Patrol Shift Vacancy	26.97
12-12		3	Seibert	Court OT	25.83
12-20		2.5	Seibert	Court Meeting- P2023-1254	25.83
12-21		4	Seibert	Scheduled OT	25.83
12-23		5	Seibert	** DUI TASK FORCE OT**	25.83
12-14	1		Swan	Theft P2023-1246	25.83
12-19	1		Swan	CIT Meeting	25.83
	30				
	<u>x 1.5</u>			6 X 26.97	161.82
	45	Comp Hours		36 X 25.40	914.40
				3 X 25.83	77.49
					<u>1153.71</u> comp
					=
		52	OT	15.50 X (26.97 x 1.5) =	627.06
				10 X (28.47 x 1.5) =	427.05
				4 X (29.69 x 1.5) =	178.14
				4 X (28.69 x 1.5) =	172.14
				4 X (24.83 x 1.5) =	148.98
				14.50 X (25.83 x 1.5) =	561.81

2115.18 - OT 6

TOTAL = \$3268.89

