



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 27, 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 13, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through February 23, 2024.
4. Review and approve payroll register for pay period ending February 18, 2024, totaling \$223,927.76.

**New Business**

**Old Business**

**Other Items**

5. Review the Comp/OT report for pay period ending February 18, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

**Announcements**

8. The next Budget Finance Meeting will be held March 12, 2024, at 5:30 p.m.
9. 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. 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 13, 2024.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, February 13, 2024**

**Members Present:** Michelle Mize, Casey Wheeler, 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 January 23, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of January 23, 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 February 09, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through February 09, 2024. Michelle Mize seconded the motion, all in favor, motion passed 3-0.
4. Review and approve Payroll Register for the pay period ending January 21, 2024, totaling \$227,721.63. Michelle Mize motioned to approve the payroll register for the pay period ending January 21, 2024, totaling \$227,721.63. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.
5. Review and approve Payroll Register for the pay period ending February 04, 2024, totaling \$237,276.35. Michelle Mize motioned to approve the payroll register for the pay period ending February 04, 2024, totaling \$237,276.35. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.
6. Review and approve the 2024 January Utility Billing Adjustments, Michelle Mize moved to approve the 2024 January Utility Billing Adjustments. Casey Wheeler seconded the motion, all in favor, motion passed 3-0.
7. Review and approve the December 2023 monthly financial statement. Michelle Mize moved to approve the December 2023 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 January 21, 2024.
2. Review Comp/OT reports for the pay period ending February 4, 2024.
3. Mayor Update – The Mayor stated that the contractor for the Splash Park will be here the first week of March.
4. Clerk/Treasurer Financial Update-Kelly said that she has been working on the bus transit reports and grant. She stated that there are several things that need to be completed for the grant process. She noted that the council will be seeing the contract and coordination plan at council tonight.
5. Update claim review schedule for upcoming meetings. March 12-Richard Klose, March 26-Heidi Sparks, April 9-Casey Wheeler, April 23-Michele Mize, May 14-Richard Klose, May 28-Heidi Sparks, June 11-Casey Wheeler, June 25-Michelle Mize.

**Announcements –**

6. The next Budget and Finance Committee meeting will be held on February 27, 2024, at 5:30 pm.
7. Michelle Mize 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:**

5. Review the Comp/OT report for pay period ending February 18, 2024.

## Comp and Overtime Report

PPE: 2-18-24

Division: Police

Submitted by : Langve

| Date | Comp Hours | OT Hours  | Name        | Reason<br>*Reimbursed OT*  | Rate          |
|------|------------|-----------|-------------|----------------------------|---------------|
| 2-8  |            | 4         | Anglin      | Training                   | 34.89         |
| 2-16 | 4          |           | Anglin      | Scheduled OT               | 34.89         |
| 2-17 |            | 4         | Anglin      | Testing Officer Candidates | 34.89         |
| 2-5  |            | 8         | Baumgartner | SWAT Training              | 26.97         |
| 2-18 | 4          |           | Baumgartner | Scheduled OT               | 26.97         |
| 2-6  |            | 3         | Booth       | K-9 Deployment             | 28.47         |
| 2-18 |            | 4         | Booth       | Scheduled OT               | 28.47         |
| 2-9  |            | 6         | Brew        | ** DEA**                   | 29.69         |
| 2-12 |            | 6         | Brew        | **DEA**                    | 29.69         |
| 2-14 | 1          |           | Canape      | Assist with Call Volume    | 26.90         |
| 2-15 |            | 4         | Featherly   | Scheduled OT               | 28.69         |
| 2-15 | 4          |           | Johnson     | Scheduled OT               | 26.97         |
| 2-15 |            | 4         | Lafrombois  | Scheduled OT               | 24.83         |
| 2-13 | 7          |           | McCartney   | Squad Room Project         | 25.40         |
| 2-15 |            | 4         | Ratcliff    | Scheduled OT               | 24.83         |
| 2-9  |            | 5.5       | Seibert     | ** DUI Task Force**        | 25.83         |
| 2-18 |            | 4         | Seibert     | Scheduled OT               | 25.83         |
|      |            |           |             |                            |               |
|      |            |           |             |                            |               |
|      |            |           |             |                            |               |
|      | 20         |           |             | 6 X 34.89 =                | 209.34        |
|      | X 1.5      |           |             | 12 X 26.97 =               | 323.64        |
|      | 30         | comp time |             | 1.5 X 26.90 =              | 40.35         |
|      |            |           |             | 10.50 X 25.40 =            | 266.70        |
|      |            |           |             |                            | <u>840.03</u> |
|      |            |           |             |                            | Comp time     |
|      |            | 56.50     | OT Hours    | 8 X (34.89 X 1.5) =        | 418.69        |
|      |            |           |             | 8 X (26.97 X 1.5) =        | 323.64        |
|      |            |           |             | 7 X (28.47 X 1.5) =        | 298.94        |
|      |            |           |             | 12 X (29.69 X 1.5) =       | 534.42        |
|      |            |           |             | 4 X (28.69 X 1.5) =        | 172.14        |
|      |            |           |             | 8 X (24.83 X 1.5) =        | 297.96        |
|      |            |           |             | 9.50 X (25.83 X 1.5) =     | 368.09        |

2413.88 - OT

TOTAL - \$ 3253.9 6

# Comp and Overtime Report

PPE: 218/24

Division: Sewer/Water Plant

Submitted by: 

| Date    | Comp Hours | O/T Hours | Name           | Reason                                      | Rate    |
|---------|------------|-----------|----------------|---|---------|
| 215-219 | 6          | 12        | D Craden       | Plant Updates                               | 28.12   |
| 216     |            | .50       | T Henry        | on call w/ Pentuslenk                       | 29.67   |
| 217-218 | 21         | 10        | H. Nuernberger | Plant Changeover <small>TRIK to op.</small> | 29.67   |
| 215-219 | 8          | 1         | J. Sawyer      | Plant Updates                               | 28.12   |
| 218     | 8          |           | J Waggoner     | Plant Upgrade                               | 28.12   |
| 216-218 |            | 24        | S Waggoner     | Plant Upgrade                               | 28.12   |
|         | 43         |           |                |   |         |
|         | x1.5       |           |                |   |         |
|         | 64.50      | Comp time |                | 33 x 28.12                                  | 927.96  |
|         |            |           |                | 31.50 x 29.67                               | 934.61  |
|         |            |           |                |   | 1862.57 |
|         |            |           |                |   | =       |
|         |            | 47.50     | OT Hours       | 37 x (28.12 x 1.5) =                        | 1560.66 |
|         |            |           |                | 10.50 x (29.67 x 1.5) =                     | 467.31  |
|         |            |           |                |   | 2027.97 |
|         |            |           |                |   | =       |

Comp time

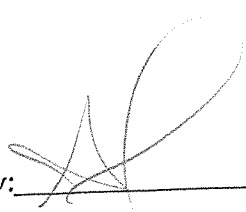
OT Hours

TOTAL = 3890.54

# Comp and Overtime Report

PPE: 2/18/24

Division: Ambulance

Submitted by: 

| Date      | Comp Hours | O/T Hours  | Name          | Reason                  | Rate           |
|-----------|------------|------------|---------------|-------------------------|----------------|
| 2/7-2/18  | 10         | 22         | T Charbonneau | Cover shift / sch OT    | 19.50          |
| 2/11-2/18 | 18         |            | A Contreras   | Cover shift / sch OT    | 19.00          |
| 2/11-2/18 | 26         | 16         | M Chable      | Cover shift / sch OT    | 25.00          |
| 2/18-2/18 |            | 37         | E Grayson     | Cover shift / sch OT    | 30.00          |
| 2/11      |            | 10.50      | M. Riley      | Sch OT - late shifts    | 25.15          |
|           | 54         |            |               | 15 X 19.50              | 292.50         |
|           | X 15       |            |               | 27 X 19.00              | 513.00         |
|           | 81         | Comp Hours |               | 39 X 25.00              | 975.00         |
|           |            |            |               |                         | <u>1780.50</u> |
|           |            | 85.50      | OT hours      | 22 X (19.50 X 1.5) =    | 643.50         |
|           |            |            |               | 16 X (25.00 X 1.5) =    | 600.00         |
|           |            |            |               | 37 X (30.00 X 1.5) =    | 1665.00        |
|           |            |            |               | 10.50 X (25.15 X 1.5) = | 396.12         |
|           |            |            |               |                         | <u>3304.62</u> |
|           |            |            |               |                         | =              |
| TOTAL =   |            |            |               |                         | \$ 5085.12     |

Comp time

OT hours