



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, AUGUST 13, 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 July 23, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through August 09, 2024.
4. Review and approve payroll register for pay period ending July 21, 2024, totaling \$246,398.89.
5. Review and approve payroll register for pay period ending August 04, 2024, totaling \$264,979.28.
6. Review and approve Utility Billing Adjustments for July 2024.

New Business

Old Business

Other Items

7. Review the Comp/OT report for pay period ending July 21, 2024.
8. Review the Comp/OT report for pay period ending August 04, 2024.
9. Mayor's Executive Update.
10. Clerk Treasurer's Financial Update.

Announcements

11. The next Budget Finance Meeting will be held on August 27, 2024.
12. Michelle Mize 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 July 23, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 23, 2024**

Members Present: Michelle Mize, Heidi Sparks, Casey Wheeler

Others Present: Kelly Strecker, Mayor Dave 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 July 09, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of July 09, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of July 09, 2024, were approved.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through July 19, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through July 19, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of July 19, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending July 07, 2024, totaling \$286,099.21. Heidi Sparks motioned to approve the payroll register for the pay period ending July 07, 2024 totaling \$286,099.21. Michelle Mize seconded the motion. With no objection, the payroll register ending July 07, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve January 2024 monthly financial statement. Heidi Sparks moved to approve the January 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the January 2024 monthly financial statement was approved. There was no public comment or Committee discussion.
6. Review and approve February 2024 monthly financial statement. Heidi Sparks moved to approve the February 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the February 2024 monthly financial statement was approved. There was no public comment or Committee discussion.
7. Review and approve March 2024 monthly financial statement. Heidi Sparks moved to approve the March 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the March 2024 monthly financial statement was approved. There was no public comment or Committee discussion.
8. Review and approve April 2024 monthly financial statement. Heidi Sparks moved to approve the April 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the April 2024 monthly financial statement was approved. There was no public comment or Committee discussion.
9. Review and approve May 2024 monthly financial statement. Heidi Sparks moved to approve the May 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the May 2024 monthly financial statement was approved. There was no public comment or Committee discussion.
10. Review and approve June 2024 monthly financial statement. Heidi Sparks moved to approve the June 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the June 2024 monthly financial statement was approved. There was no public comment or Committee discussion.

New Business –None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending July 07, 2024.
2. Mayor Update – The mayor stated that he would be presenting items to the council for approval to have another surplus auction. Some items he mentioned were from the fire department such as a brush truck, short yellow bus and an army truck. The public works department has an old backhoe and a roll off truck. The Police Department would like to sell their old office furniture just to name a few.
3. Clerk/Treasurer Financial Update-Kelly stated that she is continuing to work on the budget, and the general fund is about finished. The mill values should be coming in by the first Monday in August. Once those mill values are in, she will present for discussion the general fund to the council. Kelly said that the auditors were here on July 15th for only a few short hours. Kelly said that went very well.

Announcements –

4. The next Budget and Finance Committee meeting will be held on August 13, 2024, at 5:30 pm.
5. Casey Wheeler 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:

8. Review the Comp/OT report for pay period ending August 04, 2024.

Comp and Overtime Report

PPE: 8-4-24

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-4		2	Anglin	P202400742- pursuit command call out	34.89
8-4		4	Baumgartner	Scheduled OT	29.97
7-26		6	Booth	OT shift to cover staff shortages	31.47
7-27		6	Booth	OT shift to cover staff shortages	31.47
7-28		6	Booth	OT shift to cover staff shortages	31.47
7-29		1.5	Booth	P202400712 Disorderly conduct arrest	31.47
7-30		1	Booth	P202400714 PFMA arrest	31.47
7-31		15	Booth	K9 training/posted OT coverage	31.47
8-1		8.5	Booth	Posted OT shift/P202400723	31.47
8-4		3	Booth	P202400742 call out	31.47
8-4		4	Booth	Scheduled OT	31.47
7-23		10	Brew	**DEA OT**	32.69
8-1		4	Brew	**DEA OT**	32.69
8-2		4	Brew	**DEA OT**	32.69
8-3		9	Brew	**DEA OT**	32.69
8-4		5	Brew	**DEA OT**	32.69
8-4		4	Collins	Scheduled OT	27.83
7-31	1.5		Johnson	P202400717 vehicle crash	29.97
8-1	4		Johnson	Scheduled OT	29.97
8-1		4	Lafrombois	Scheduled OT	27.83
7-29		1.25	Mayo	P202400712 disorderly arrest	27.83
7-30		.5	Mayo	P202400714 PFMA	27.83
8-4	4	4	Mayo	Scheduled OT	27.83
7-31		2.5	Ratcliff	Search warrant return	27.83
8-4		4	Ratcliff	Scheduled OT	27.83
8-4	4		Sedgwick	Scheduled OT	29.97
7-22		1	Seibert	P202400693 assault	28.83
7-22		1.5	Swan	P202400664 search warrant request	31.47

13.50 / 107.75

Comp and Overtime Report

PPE: 8/4/24

Division: Police

Submitted by:

[illegible]

TOTAL = \$ 5647.54

PPE: 8/4/24

Division: Court Clerk

Submitted by: _____

[illegible]

TOTAL : \$ 100.31

Comp and Overtime Report

PPE: 8/4/24

Division: Shops

Submitted by: _____

[illegible]

TOTAL \$ 106.05

PPE: 8/4/24

Division: Ambulance

DT Hours

Submitted by: Ash

~~TOTAL~~ = \$43.80

Comp Hours

