



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JULY 23, 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 09, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through July 19, 2024.
4. Review and approve payroll register for pay period ending July 07, 2024, totaling \$286,099.21.
5. Review and approve January 2024 monthly financial statement.
6. Review and approve February 2024 monthly financial statement.
7. Review and approve March 2024 monthly financial statement.
8. Review and approve April 2024 monthly financial statement.
9. Review and approve May 2024 monthly financial statement.
10. Review and approve June 2024 monthly financial statement.

New Business

Old Business

Other Items

11. Review the Comp/OT report for pay period ending July 07, 2024.
12. Mayor's Executive Update.
13. Clerk Treasurer's Financial Update.

Announcements

14. The next Budget Finance Meeting will be held on August 13, 2024.
15. Casey Wheeler 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 09, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 09, 2024**

Members Present: Michelle Mize, Richard Klose, 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 June 25, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of June 25, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of June 25, 2024, were approved.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through July 5, 2024. Richard Klose moved to approve the claims and check the register for claims entered through July 5, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of July 5, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending June 23, 2024, totaling \$230,773.04. Heidi Sparks motioned to approve the payroll register for the pay period ending June 23, 2024 totaling \$230,773.04. Casey Wheeler seconded the motion. With no objection, the payroll register ending June 23, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve Utility Billing Adjustment for June 2024. Heidi Sparks moved to approve the June 2024 Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the June 2024 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –None

Old Business – There was discussion about the 2009 Sprinter transit bus. This bus broke down again and the parts are becoming harder to find. Richard Klose asked where the funds came from to fix the bus. Kelly stated that she applies for a grant through MDT every year to support the transit program. This year the city received a grant for a little over \$25,000.

Other Items –

1. Review Comp/OT reports for the pay period ending June 23, 2024.
2. Mayor Update – The mayor stated that the new city prosecutor started today, and we are very excited to have him on board. The mayor said that the 4th of July did not start very well. One of the patrol cars was parked on east side of the police department and the Weed Man reached down to grab his phone as he was turning the corner and hit the patrol car. He said he had not heard what the extent of the damage was but thought that they might total it out. Mayor said that the Splash Park has been very busy so far this summer and it looks like the kids are having fun.
3. Clerk/Treasurer Financial Update-Kelly stated that she is continuing to work on the budget. She has been preparing the quarterly reports, and liability reports for MMIA. Kelly said that the auditors were coming on Monday July 15th to answer a few questions she has.
4. Review the claim review schedule for the upcoming months. This was approved by all committee members.

Announcements –

5. The next Budget and Finance Committee meeting will be held on July 23, 2024, at 5:30 pm.
6. Heidi Sparks is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:05 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:

11. Review the Comp/OT report for pay period ending July 07, 2024.

Comp and Overtime Report

PPE: 7-7-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT* Page 1/2	Rate
7-4		12	Anglin	Holiday worked 4 th of July	34.89
7-3		8	Baumgartner	** Street Dance**-Palace INV	29.97
7-7		5	Baumgartner	Scheduled OT & Felony P2024-0647	29.97
6-26		8	Booth	Annual K-9 Recertification	28.47
6-27		7	Booth	Annual K-9 Recertification	28.47
6-28		.5	Booth	Taser Recertification	28.47
7-3		6	Booth	Coverage due to staff shortages	31.47
7-3		6	Booth	** Street Dance**-Palace INV	31.47
7-4		5	Booth	Coverage for staff shortages	31.47
7-4		9	Booth	** Fireworks Show**-Fire Association-INV	31.47
7-7		6	Booth	Scheduled OT, Felony Drug P2024-0647	31.47
7-4		10	Bryant	Holiday worked 4 th of July	32.69
7-4		12	Collins	Holiday worked 4 th of July	24.83
7-4		12	Johnson	Holiday worked 4 th of July	29.97
6-30		1	Johnson	Due to training Schedule	29.97
7-3	4		Kinn	Coverage due to holiday & single Dispatcher coverage on Wednsdays	36.06
7-4		12	Kinn	Holiday worked 4 th of July	25.54
7-7		5	Lafrombois	Scheduled OT, Felony P2024-0647	27.83
7-7	4		Mayo	Scheduled OT	27.83
7-4		12	McCartney	Holiday worked 4 th of July	26.90
7-4		8	Ratcliff	** Fireworks Show**-Fire Association INV	27.83
7-7		4	Ratcliff	Scheduled OT	27.83
7-3		4	Sedgwick	Coverage Due Staff Shortages	29.97
7-4		8	Sedgwick	** Fireworks Show**- Fire Association INV	29.97
7-4		12	Seibert	Holiday worked 4 th of July	28.83
7-3	4		Sell	Coverages due to staff shortage (single dispatch on Wednesdays)	27.90
7-4		12	Sell	Holiday worked 4 th of July	27.90
6-25		2	Swan	Reserve Meeting& P2024-0587 Assault	28.47
6-26		12	Swan	Coverage due to staff shortages	28.47
6-29		2	Swan	ICAC Taskforce Cases	28.47

Submitted by:

[illegible]

TOTAL \$ 2366.45

Submitted by: X

TOTAL = \$1878.50

Comp and Overtime Report

PPE: 7-7-24

Division: Clerk

Submitted by:

[illegible]

TOTAL = 24.50

Comp and Overtime Report

PPE: 7/1/2024

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
6/26-6/30	1.5	19.50	T Charbonneau	Sch OT / Training	24.00
7/1		14	T Charbonneau	Holiday worked	25.00
6/26/24		8	A Contreras	Sch OT	19.00
7/1/24		14	A Contreras	Holiday worked	20.00
7/17/24		16	A Contreras	Sch OT	20.00
7/14/24		16	m Crable	Holiday worked	21.50
7/5-7/7		32	m Crable	Sch OT	21.50
6/30/24		8	E Grayson	Sch OT	26.96
7/1		8	E Grayson	Holiday Worked	29.00
7/5-7/7		27	E Grayson	Sch OT / No Coverage	29.00
6/30		10	D Hopkins	Sch OT / No Coverage	24.00
7/1		16	D Hopkins	Holiday worked	27.00
7/5		8	D Hopkins	Sch OT	27.00
6/28-6/30		10	m Riley	Sch OT - cover shift	25.15
7/1		16	m Riley	Holiday worked	27.00
	1.5			2.25 x 24.00 =	54.00
	x 1.5				=
	2.25	Comp Hours			
		222.50	OT Hours	29.50 x (24.00 x 1.5) =	1062.00
				14 x (25.00 x 1.5) =	525.00
				8 x (19.00 x 1.5) =	228.00
				30 x (20.00 x 1.5) =	900.00
				48 x (21.50 x 1.5) =	1548.00
				8 x (26.96 x 1.5) =	323.52
				35 x (29.00 x 1.5) =	1522.50
				40 x (27.00 x 1.5) =	1620.00
				10 x (25.15 x 1.5) =	377.25
					8106.27
					=

Comp Hour

OT hours

TOTAL 8160.27