



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, DECEMBER 10, 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 November 26, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 6, 2024.
4. Review and approve payroll register for pay period ending November 24, 2024, totaling \$154,278.41.
5. Review and approve the November Utility Billing Adjustments.

New Business

Old Business

Other Items

6. Review Comp/OT report for pay period ending November 24, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. Michelle Mize is scheduled to review the claims for the next meeting.
10. The next Budget Finance Meeting will be held on Monday December 23, 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. 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 November 26, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 26, 2024**

Members Present: Richard Klose, Casey Wheeler, Michelle Mize, Heidi Sparks (5:50 p.m.)

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 November 12, 2024, Budget and Finance Committee meeting minutes. Casey Wheeler moved to approve the minutes of November 12, 2024. Michelle Mize seconded the motion. With no objection, the minutes of November 12, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through November 22, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through November 22, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of November 22, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending November 10, 2024, totaling \$225,111.77. The committee noticed a discrepancy between the payroll register and the agenda. Heidi Sparks motioned to approve the payroll register as amended for the pay period ending November 10, 2024, totaling \$255,111.77. Casey Wheeler seconded the motion. With no objection, the payroll register for November 10, 2024, was approved. There was no public comment or Committee discussion.

New Business –None

Old Business – None

Other Items –

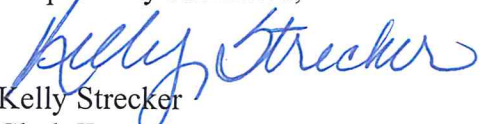
1. Review Comp/OT reports for the pay period ending November 10, 2024.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated she has been busy finishing up the first quarter reports for the bus transit. Kelly has been busy finishing up the last-minute changes to the rate study letter and is now doing responses for the audit findings.

Announcements –

1. The next Budget and Finance Committee meeting will be held on December 10, 2024, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:10 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 Comp/OT report for pay period ending November 24, 2024.

Comp and Overtime Report

PPE: 11-17-24
11-24-24

Division: Police

Submitted by : Police

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-24		4	Baumgartner	Scheduled OT	29.97
11-11		16	Booth	Holiday worked & travel for training	31.47
11-23		4	Booth	K-9 Training	31.47
11-24		4	Booth	K-9 Training	31.47
11-11		10	Bryant	Holiday worked	32.69
11-21	1		Bryant	Traffic accident P202401121	32.69
11-11		12	Canape	Holiday worked	28.40
11-11		8.5	Johnson	Holiday worked	29.97
11-22		5	Johnson	Scheduled OT	29.97
11-11		12	Kinn	Holiday worked	25.54
11-24		4	Lafrombois	Scheduled OT	27.83
11-11		12	Mayo	Holiday worked	27.83
11-16	1		Mayo	DUI-P202401109	27.83
11-21	4		Mayo	Scheduled OT	27.83
11-11		12	Ratcliff	Holiday worked	28.83
11-14		4	Ratcliff	** P&P agency assist OT**	28.83
11-21		4.5	Ratcliff	Scheduled & Theft P202401122	28.83
11-11		8.5	Sedgwick	Holiday worked	29.97
11-22	5		Sedgwick	Scheduled OT	29.97
11-11	12	12	Seibert	Holiday worked	28.83
11-21		4	Seibert	Scheduled OT	28.83
11-11		4	Swan	Travel for training	31.47
11-14		4	Swan	Travel for training	31.47
11-15		6	Swan	ICAC Taskforce	31.47
11-21		2	Swan	DUI Task Force	31.47
11-24		4	Swan	Scheduled OT	31.47
	11				
	X15				
	16.50 Comp Hours				
		156.50	05		

Comp and Overtime Report

PPE: 11-24-24

Division: Police

Submitted by: Langue

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	16.50	Comp Hours		1.50 X 32.69 =	49.04
				7.50 X 27.83 =	208.73
				7.50 X 29.97 =	224.78
					<u>482.55</u>
					=
	156.50	O/T Hours		26 X (29.97 X 1.50) =	1168.83
				44 X (31.47 X 1.50) =	2077.02
				10 X (32.69 X 1.50) =	490.35
				12 X (28.40 X 1.50) =	511.20
				12 X (25.54 X 1.50) =	459.72
				16 X (27.83 X 1.50) =	667.92
				36.50 X (28.83 X 1.50) =	1578.45
					<u>6953.49</u>
					=

TOTAL = \$ 7436.04

Comp and Overtime Report

PPE: 12-24-2021

Division: Ambulance

Submitted by: A. Hatton

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/15-22		14	M. Crabbe	Sch OT	21.50
11/17-24		18.50	J. Forsey	Sch OT	29.00
11/11		9.50	E. Grayson	Holiday worked	29.00
11/17-24		18.50	D. Hopkins	Sch OT	27.00
11/16-23		16	K. Olson	Sch OT	20.00
11/11		16	M. Riley	Holiday worked	27.00
11/14-21		22	M. Riley	Sch OT, cover shift	27.00
11/11		16	T. Schanz	Holiday worked	20.00
11/14-21		16	T. Schanz	Sch. OT	20.00
11/21-22		11	W. Wong	Sch OT, cover shift	22.41
		157.50	OT		
				14 x (21.50 x 1.50) =	451.50
				28.00 x (29.00 x 1.50) =	1218.00
				56.50 x (27.00 x 1.50) =	2288.25
				48 x (20.00 x 1.50) =	1440.00
				11 x (22.41 x 1.50) =	369.77
					5767.52
					=

OT Hours

TOTAL = \$ 5767.52

Comp and Overtime Report

PPE: 11-24-24

Division: Clerk

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/18	1		K Gauslow	Shut off day	21.25
11/12	1.50		B. Karakal	Council	24.74
11/14	.25		A. Hutton	Payroll	26.21
11/18	1.00		M. Patrick	Shut off day	20.79
	3.75				
	x 1.5			1.5 X 21.25 =	31.88
	5.63	Comp Hours		2.25 X 24.74 =	55.67
				.38 X 26.21 =	9.96
				1.00 X 20.79 =	20.79
					<u>118.30</u>

Comp Hours

TOTAL = \$ 118.30

Comp and Overtime Report

PPE: 11-24-24

Division: City Shops

Submitted by: A. Hatha

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11-24-24	4		K Budge	Sunday Containers Site	29.10
11-16-24	2.50		T Burwell	Walmart lift Station	28.28
11-18-24	1.5		T Burwell	Shut off day	28.28
11-19-24	2.5		T Burwell	Call out water turn on	28.28
11-24	2.5		A Fox	Sanding Call out	27.50
11/11		8	K. Guy	Holiday worked-route	29.10
11/14		.50	K Guy	Set up detour sign	29.10
11/17	2.50		K Hoffman	Lift Station call out	28.28
11/16-17	5		D Naumen	Walmart Lift Station	28.28
11/5		8	W. Spalinger	Holiday worked 11/5-	27.50
	20.50				
	X 1.50				
	30.75	Comp Hours		6 X 29.10 =	174.60
				21.00 X 28.28 =	593.88
				3.75 X 27.50 =	103.13
					871.61
					<u> </u>
				8.50 X (29.10 X 1.50) =	371.03
				8 X (27.50 X 1.50) =	330.00
					701.03
					<u> </u>

Comp Hours

OT Hours

TOTAL = \$ 1572.64

Comp and Overtime Report

PPE: 11-24-24

Division: Summer / Water Plant

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11-11-24	8		C Maswell	Holiday worked	29.24
11-20-24		3	C Maswell	Call out - Plant	29.24
11/3-15	20		D Ceaser	Cover shift for emp. Burenment	29.24
11/11/24		8	T Henry	Holiday worked	30.85
11/11		8	H Nuernberger	Holiday worked	30.85
11/13-		4	H Nuernberger	Cover for Employee on burlament	30.85
11/12-24	4		H Nuernberger	Talk to contractor / Operator	30.85
11/11		8	J Sawyer	Holiday worked	29.24
11/11		8	J. Waggoner	Holiday worked	29.24
11/11		8	S Waggoner	Holiday worked	29.24
	32				
	x1.5			42 x 29.24 =	1228.08
	48	Comp Hours		6 x 30.85 =	185.10
					<u>1413.18</u>
		47	OT Hours	27 x (29.24 x 1.5) =	1184.22
				20 x (30.85 x 1.5) =	925.50
					<u>2109.72</u>

Comp Hours

OT Hours

TOTAL = \$3522.90