



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, DECEMBER 12, 2023  
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 November 28, 2023 Budget Finance Committee minutes.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 8, 2023.
4. Review and approve payroll register for pay period ending November 26, 2023 totaling \$287,210.29.
5. Review and approve Utility Billing Adjustments for November 2023.

**New Business**

**Old Business**

**Other Items**

6. Review the Comp/OT report for pay period ending November 26, 2023.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

**Announcements**

9. The next Budget Finance Meeting will be held on December 26, 2023.
10. 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.

**DATES TO REMEMBER**

**File Attachments for Item:**

1. Review and approve the November 28, 2023 Budget Finance Committee minutes.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, November 28, 2023**

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

**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 November 14, 2023, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of November 14, 2023. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions. A purchase requisition was presented to repair the boiler on the east half of city hall. Kelly stated that she spoke with Kurt and the gas valve is bad and will not fire to turn the boiler on. The gas valve will need to be replaced. The cost to repair the boiler system is \$5900.00. Heidi Sparks moved to approve purchase requisition for the boiler repair. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through November 24, 2023. Richard Klose moved to approve the claims and check the register for claims entered through November 24, 2023. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending November 12, 2023, totaling \$243,344.31. Heidi Sparks motioned to approve the payroll register for the pay period ending November 12, 2023, totaling \$243,344.31. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
5. Review and approve October 2023 Financial Statements. Michelle Mize motioned to approve the October 2023 Financial Statements. Heidi Sparks seconded the motion, all in favor, motion passed 4-0.

**New Business –**None.

**Old Business –**Kelly stated at the last meeting Heidi Sparks asked about incentives for the Yellowstone Bank visa and the Walmart credit card. She explained that after the Yellowstone Bank visa merged into one account the points were missing. Kelly said that she has the accounts payable clerk looking into the incentive program for each of these cards and has not received answers yet. Kelly will update the committee when she hears back from both credit card companies.

**Other Items –**

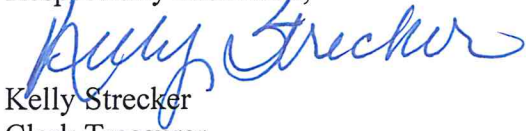
1. Review Comp/OT reports for the pay period ending November 12, 2023.
2. Mayor Update – The Mayor stated that he did not have any updates, as he has been out sick.
3. Clerk/Treasurer Financial Update-Kelly stated that she has been working very hard the last year or so trying to catch everything up that was not done from the previous city clerk/treasurer. She said that they have finally caught up from the mess that was left along with the current year. Kelly stated that as of today, everything is caught up in the finance department.  
Kelly stated that she is still busy trying to put together the new budget book but has run into many bumps in the road. She said that she will be working with Clear Gov. again this week, trying to work the bugs out.

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on December 12, 2023, at 5:30 pm.
5. Emelie Eaton is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:00 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 November 26, 2023.

# Comp and Overtime Report

PPE: 11-26-23

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-26	4		Anglin	Scheduled OT	36.19
11-13		8	Baumgartner	SWAT training	26.97
11-26	4		Baumgartner	Scheduled OT	26.97
11-22		3	Brew	** DEA OT**	29.69
11-26		4	Featherly	Scheduled OT	28.69
11-23		12	Hust	Holiday- Thanksgiving Worked	24.04
11-23		12	Johnson	Holiday- Thanksgiving Worked	26.97
11-14	6		McCartney	Gun Action	25.40
11-23		12	Nelson	Holiday- Thanksgiving Worked	22.91
11-26		4	Ratcliff	Scheduled OT	24.83
11-23		12	Seibert	Holiday- Thanksgiving Worked	25.83
	14				
	x1.5				
	21	Comptm		6 x 30.19 =	181.14
				6 x 26.97 =	161.82
				9 x 25.40 =	228.60
					571.56
					571.56
				20 x (26.97 x 1.5) =	809.10
				3 x (29.67 x 1.5) =	133.52
				4 x (28.67 x 1.5) =	172.02
				12 x (24.04 x 1.5) =	432.72
				12 x (22.91 x 1.5) =	412.38
				4 x (24.83 x 1.5) =	148.98
				12 x (25.83 x 1.5) =	464.94
					2573.65
					2573.65

Comphis

OT hour

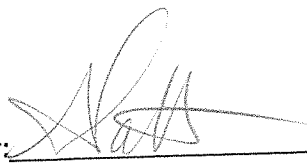
21      67

TOTAL = 3145.21

# Comp and Overtime Report

PPE: 11-26-2023

Division: Ambulance

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/13-11/26		25.50	T. Charbonneau	Sch pt	18.38
11/23/26		8	T Charbonneau	Holiday Worked	18.38
11/19/23	5	3	E Grayson	Sch. OT	25.96
11/18/23		8	POB	Sch. OT	23.00
11/19-26/23		23	mRiley	Sch OT	24.15
11/23/23		16	mRiley	Holiday Worked	24.15
	5				
	x 1.5				
	7.50	Comp Hours		7.5 x 25.96 =	194.70
					=
		83.50	OT Hours	33.50 x (18.38 x 1.5) =	923.60
				3 x (25.96 x 1.5) =	116.82
				8 x (23.00 x 1.5) =	276.00
				39 x (24.15 x 1.5) =	1412.78
					2729.20
					=

= Comphours

OT Hours

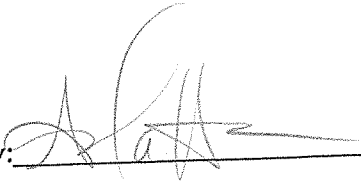
7.50 83.50

TOTAL = 2923.90

# Comp and Overtime Report

PPE: 11-26-2023

Division: City Shops

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/24/23	1.5		J Baker	Ambulance call	28.75
11/8/23		2.5	J Barnhart	Call out - Sewer backup	26.44
11/8/23	2.5		T Burwell	Sewer Backup	27.20
11/8/23	4		J Hatton	Funeral	26.44
11/22/23	1		J Hatton	Funeral ran late	26.44
11/16/23	2.5		K Hoffman	Shut off Day call out	27.20
11/18/23	2.5		K Hoffman	Call out - Sewer backup	27.20
11/20/23		.50	D Kauman	320 L/H A/C	27.20
11/18/23		2	W Spalinger	Finishing route <sup>After Holdup</sup> dump	26.44
	14				
	<del>11.5</del>				
	21.00	Comp hours		2.25 x 28.75 =	64.69
				11.25 x 27.20 =	306.00
				7.50 x 26.44 =	198.30
					<u>568.99</u>
					comptime
		5	OThours	5 x (26.44 x 1.5) =	198.30
					OThours

21

5

TOTAL = 767.29





