



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, SEPTEMBER 24, 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 September 10, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through September 20, 2024.
4. Review and approve payroll register for pay period ending September 15, 2024, totaling \$258,354.70
5. Review and approve August 2024 Financial Statement.

New Business

Old Business

Other Items

6. Review Comp/OT report for pay period ending September 15, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on October 8, 2024, at 5:30 p.m.
10. 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 September 10, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 10, 2024**

Members Present: Richard Klose, Heidi Sparks, Casey Wheeler, Michelle Mize

Others Present: Kelly Strecker, Mayor David Waggoner, Matt Wheeler, Tom Canape

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 August 27, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of August 27, 2024. Heidi Sparks seconded the motion. With no objection, the minutes of August 27, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. There were 5 total purchase requisitions, the first purchase requisition was for Pro Rover. Matt stated that there are a lot of dead branches on the trees at Thompson Park and he wants to have the trees trimmed. Matt received two quotes, one from Pro Rover for \$9,350.00 and one from Melle's Tree service in the amount of \$11,400.00. Matt selected Pro Rover to do the work. The next one was for a new pickup for Matt in the Public Works department. It is for a 2025 Chevrolet 4x4 regular cab pickup. The cost of the new pick-up is \$45,550.00 and will be adding a few lights. Matt stated that Lyndy acquired his old pickup for her department as her QRU vehicle broke down and is too costly to repair. Chief Langve submitted a purchase requisition for 11 new phones for his department. The Chief could not be present at the meeting and the committee voted to have this item tabled until the next meeting for further discussion. Chief Langve also submitted a purchase requisition for 3 new PCs for the officers. These PC's will be purchased through Systems Technology Consultants and the quote is for \$6,162.00. Chief Langve submitted another purchase requisition for a new patrol car. He wanted to give a heads up to the committee that he has begun looking for a new patrol car to replace the car that was totaled on the 4th of July. He is estimating that he could probably find a new car for \$35,000.00 and would be using Federal Equitable Sharing funds to purchase the car.
3. Review and recommend approval to Council; claims entered through September 6, 2024. The claim for Montana League of Cities and Towns was removed for further discussion. Richard Klose moved to approve the claims and check the register as amended for claims entered through September 6, 2024. Michelle Mize seconded the motion. With no objection, the amended claims and check register of September 6, 2024, were approved.
4. Review and approve Payroll Register for the pay period August 28, 2024, retro pay, totaling \$4,736.47. Heidi Sparks motioned to approve the payroll register for the pay period August 28, 2024, retro pay totaling \$4,736.47. Michelle Mize seconded the motion. With no objection, the payroll register for August 28, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve Payroll Register for the pay period ending September 1, 2024, totaling \$264,937.52. Heidi Sparks motioned to approve the payroll register for the pay period ending September 1, 2024, totaling \$264,937.52. Michelle Mize seconded the motion. With no objection, the payroll register ending September 1, 2024, was approved. There was no public comment or Committee discussion.
6. Review and approve the 2024 August Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 August Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2024 August Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –Richard Klose said there was discussion at the Park Board meeting the other night regarding making the park budget like an enterprise fund to keep monies that come into the park separated from the general fund.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending September 1, 2024.
2. Mayor Update – The Mayor stated that he did not have any updates this week.
3. Clerk/Treasurer Financial Update-Kelly stated that she is catching up on everything that got put on the back burner while trying to finish up the budget. She is also working on the closure of two of the HB355 grants as two projects have been completed.

Announcements –

4. The next Budget and Finance Committee meeting will be held on September 24, 2024, at 5:30 pm.
5. Heidi Sparks 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:

6. Review Comp/OT report for pay period ending September 15, 2024.

Comp and Overtime Report

PPE:9-15-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
9-15		4	Baumgartner	Scheduled OT	29.97
9-2		12	Booth	Holiday Worked Labor Day	31.47
9-2		10	Bryant	Holiday worked- Labor Day	32.69
9-2		8	Collins	Holiday Worked- Labor Day	27.83
9-2		8.5	Johnson	Holiday worked- Labor Day	29.97
9-12		2.5	Johnson	Travel and Training-Bozeman	29.97
9-2		12	Kinn	Holiday worked- Labor Day	25.54
9-15		4	Lafrombois	Scheduled OT	27.83
9-2		12	Mayo	Holiday Worked- Labor Day	27.83
9-3	1	4	Mayo	P2024-859, Theft, Obstructing	27.83
9-12	4	4	Mayo	Scheduled OT	27.83
9-2		12	Ratcliff	Holiday Worked – Labor Day	27.83
9-3		.5	Ratcliff	P2024-859, Theft- Obstructing	27.83
9-12		4	Ratcliff	Scheduled OT	27.83
9-13	4.5		Sedgwick	Scheduled OT	29.97
9-7		.5	Seibert	CFS2024-6535 Family Disturbance	28.83
9-8		2	Seibert	Felony Case Load P2024-876,877	28.83
9-2		12	Sell	Holiday Worked- Labor Day	27.90
9-5		4	Swan	ICAC Task Force Meeting	31.47
9-8		1	Swan	County Att. P2024-0876	31.47
9-12		1	Swan	C.I.T. Meeting	31.47
9-15		4	Swan	Scheduled OT	31.47
9-12		4	Seibert	Sch. OT	28.83
	9.5				
	x 1.5				
	14.25	Comp Hours			
		118.00	OT Hours		

Comp and Overtime Report

PPE: 9-15-2024

Division: Police

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	14.25	Comp	Homas	7.50 X 27.83 =	208.73
				6.75 X 29.97 =	202.30
					<u>411.03</u>
					=
		118	O/T Hours		
				15 X (29.97 X 1.5) =	674.33
				22 X (31.47 X 1.5) =	1038.51
				10 X (32.69 X 1.5) =	490.35
				40.50 X (27.83 X 1.5) =	1690.68
				12 X (25.54 X 1.5) =	459.72
				6.50 X (28.83 X 1.5) =	187.40
				12 X (27.90 X 1.5) =	502.20
					<u>5043.19</u>
					=

Comp Hours

O/T Hours

TOTAL = \$ 5454.22

Comp and Overtime Report

PPE: 9/15/24

Division: Ambulance

Submitted by: Alatta

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/2		16	T Charbonneau	Holiday worked	25.00
9/3-12	4	26	T Charbonneau	Sch OT - cover shift	25.00
9/5	5		A Contreras	Sch OT	20.00
9/2		8	m Crable	Holiday worked	21.50
9/7-9/14	4.5	15	m Crable	Sch OT, Fall Festival	21.50
9/2		24	J Forsey	Holiday worked - cover shift	29.00
9/7-9/15	5	19.75	J Forsey	Sch OT, Shift Coverage	29.00
9/9-9/15		25	D Hopkins	Sch OT, cover shifts	27.00
9/6-9/14		20.25	K Olson	Sch OT & cover shifts	20.00
9/2		8	M Riley	Sch OT	27.00
9/3-9/13	21		W Wong	Sch OT, cover shift	22.41
	39.50				
	x 1.50				
	59.25	Comp Hours		6 x 25.00 =	150.00
				7.50 x 20.00 =	150.00
				6.75 x 21.50 =	145.13
				7.50 x 29.00 =	217.50
				31.50 x 22.41 =	705.92
					1368.55 Comp Hours
					=
		162	OT Hours		
				42 x (25.00 x 1.5) =	1575.00
				23 x (21.50 x 1.5) =	741.75
				43.75 x (29.00 x 1.5) =	1903.13
				33 x (27.00 x 1.5) =	1336.50
				20.25 x (20.00 x 1.5) =	607.50
					6163.88
					=

TOTAL = \$ 7532.43

Comp and Overtime Report

PPE: 9-15-2024

Division: Count

Submitted by: *[Signature]*

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/3/24	1		Jill Folts	worked thru lunch	22.29
9/13/24	6		J Folts	working w/ Judge Doesit	22.29
	7				
	X 1.5				
	10.50	Comp Hours			
				10.50 x 22.29 =	234.05
					=

Comp Hour

TOTAL = 234.05

Comp and Overtime Report

PPE: 9/15/24

Division: City Shops

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/14/24	2.5		J Baker	Funeral	29.89
9/13	1.		T Burwell	Funeral	28.28
9/15	2.5		T Burwell	Sewer call out	28.28
9/13	1		A Fox	Branch Cleanup-wind storm	27.50
9/13	1		K Guy	Branch Cleanup-wind storm	29.10
9/11	2.5		D Nauman	Gas leak - Great Northern	28.28
	10.50				
	x 1.50				
	15.75	Comp Hours			
				3.75 x 29.89 =	112.09
				9 x 28.28 =	254.52
				1.5 x 27.50 =	41.25
				1.5 x 29.10 =	43.65
					<u>451.51</u>
					=

Comp Hour

TOTAL = 451.51

Comp and Overtime Report

PPE: 9/15/2024

Division: Sewer / Water Plant

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/2	8		C Caswell	Holiday worked	29.24
9/2	8		D Caswell	Holiday worked	29.24
9/2		8	T Henry	Holiday worked	30.85
* 8/21		1.5	T Henry	had a call out only 1.5 hours	30.85
9/2	8		H Nuernberger	Holiday worked	30.85
9/7-9/8	4		H Nuernberger	Plant Issues - Admin	30.85
9/2		8	J Sawyer	Holiday worked	29.24
9/2		8	S Waggoner	Holiday worked	29.24
	28				
	X 1.5			24 x 29.24 =	701.76
	42	Comp Hours		18 x 30.85 =	555.30
					<u>1257.06</u>
					=
		25.5	O/T Hours	9.5 x (30.85 x 1.5) =	439.62
				16 x (29.24 x 1.5) =	701.76
					<u>1141.38</u>
					=

Comp

O/T Hours

COSTAL = 2398.44