



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, FEBRUARY 11, 2025
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 January 28, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through February 7, 2025.
4. Review and approve payroll register for pay period ending February 2, 2025, totaling \$274,683.20.
5. Review and approve January 2025 Utility Billing Adjustments.
6. Review and approve January 2025 monthly Financial Statement.

New Business

Old Business

Other Items

7. Review Comp/OT report for pay period ending February 2, 2025.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.

Announcements

10. Michelle Mize is scheduled to review the claims for the next meeting.
11. The next Budget Finance Meeting will be held on Tuesday February 25, 2025, 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 January 28, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, January 28, 2025**

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

Others Present: Kelly Strecker, Matt Wheeler, Mayor Waggoner, Kelly Gauslow

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 January 14, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of January 14, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of January 14, 2025, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. Kurt presented a purchase requisition to the committee for repairs on a garbage truck. Originally, they took it in to have the kingpins removed so that the city mechanic could repair it, as the city does not have the equipment to remove kingpins. While taking it apart it was determined that the knuckles were worn out along with the kingpins and bushings. Kurt stated that his was an emergency repair as we needed to get the garbage truck back into service. The cost of the repairs is \$11,166.12. Michelle Mize moved to approve the purchase requisition. Heidi Sparks seconded the motion. With no objection, the purchase requisition was approved. There was no public comment or Committee discussion.
3. Review and recommend approval to Council; claims entered through January 24, 2025. Heidi Sparks moved to approve the claims and check the register for claims entered through January 24, 2025. Richard Klose seconded the motion. With no objection, the claims and check register of January 24, 2025, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending January 19, 2025, totaling \$250,361.49. Heidi Sparks motioned to approve the payroll register for the pay period ending January 19, 2025, totaling \$250,361.49. Michelle Mize seconded the motion. With no objection, the payroll register for January 19, 2025, was approved. There was no public comment or Committee discussion.
5. Review and approve December 2024 monthly financial statement. Heidi Sparks moved to approve the December 2024 monthly financial statement. Michelle Mize seconded the motion. With no objection, the December 2024 monthly financial statement was approved. There was no public comment or Committee discussion.

New Business –A member asked Kelly if she could bring the last year financial statements for the city court to review. Kelly explained the total accounts receivable, total amount in collection and the total collections received.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending January 19, 2025.
2. Mayor Update – Mayor stated that the city will be sending a few employees to a grant writing training in Billings in March. The training will last two days.

3. Clerk/Treasurer Financial Update-Kelly stated that the new bus was delayed last week, due to a battery issue. She was hoping to get it by the end of the week. Kelly is getting the final touches on the Transit Grant finalized to submit. Kelly stated that she has received reimbursement for two of the HB 355 grants and had submitted another for reimbursement on Tuesday.

Announcements –

1. The next Budget and Finance Committee meeting will be held on February 11, 2025, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:12 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:

7. Review Comp/OT report for pay period ending February 2, 2025.

Comp and Overtime Report

PPE: 2-2-25

Division: Police

Submitted by : Langve

| Date | Comp Hours | OT Hours | Name | Reason *Reimbursed OT* | Rate |
|------|------------|--------------|-------------|--|-------|
| 1-29 | | 1.5 | Baumgartner | Internal Training | 29.97 |
| 1-30 | | 4 | Baumgartner | Scheduled OT | 29.97 |
| 1-20 | | 12 | Booth | Holiday Worked MLK | 31.47 |
| 1-22 | | 8 | Booth | K-9 Training | 31.47 |
| 1-30 | | 4 | Booth | Scheduled OT | 31.47 |
| 1-20 | | 10 | Bryant | Holiday Worked MLK | 32.69 |
| 1-23 | .5 | | Bryant | CAC interview | 32.69 |
| 1-28 | .50 | 5 | Bryant | Disorderly Conduct CFS2025-0669 | 32.69 |
| 2-2 | | 4 | Collins | Scheduled OT | 27.83 |
| 1-20 | | 12 | Hust | Holiday Worked MLK | 25.54 |
| 1-20 | | 8.5 | Johnson | Holiday Worked MLK | 29.97 |
| 1-29 | | 1.5 | Johnson | Internal Training | 29.97 |
| 1-29 | | .5 | Kinn | Internal Training | 25.54 |
| 1-2 | | 4 | Lafrombois | Scheduled OT | 28.83 |
| 1-20 | | 12 | Mayo | Holiday Worked MLK | 27.83 |
| 1-30 | 4 | | Mayo | Scheduled OT | 27.83 |
| 1-29 | 1 | | McCartney | Internal Training | 26.90 |
| 1-28 | | 4 | Nelson | OT to Cover Sick Leave | 24.41 |
| 1-29 | | 1 | Nelson | Internal Training | 24.41 |
| 1-20 | | 12 | Ratcliff | Holiday Worked MLK | 28.83 |
| 1-22 | | 3 | Ratcliff | Court P202400878 | 28.83 |
| 1-30 | | 4 | Ratcliff | Scheduled OT | 28.83 |
| 1-20 | | 8.5 | Sedgwick | Holiday Worked 1-20 | 29.97 |
| 1-27 | | 1.5 | Sedgwick | OT to cover Patrol | 29.97 |
| 1-31 | | 6.5 | Sedgwick | Cover Patrol for Light Duty and Scheduled OT | 29.97 |
| 1-20 | | 8 | Brew | Holiday Worked MLK | 32.69 |
| 1-21 | | 5 | Brew | ** DEA OT** | 32.69 |
| 1-23 | | 4 | Brew | ** DEA OT** | 32.69 |
| 1-20 | | 12 | Sell | Holiday Worked MLK | 27.90 |
| 1-29 | 1 | | Sell | Internal Training | 27.90 |
| 2-2 | | 4 | Swan | Scheduled OT | 31.47 |
| 1-20 | | 12 | Canape | Holiday Worked MLK | 28.40 |
| 1-29 | 1.5 | | Canape | Internal Training | 28.40 |

Comp and Overtime Report

PPE: 2-2-2025

Division: Police

Submitted by: Alta

| Date | Comp Hours | O/T Hours | Name | Reason | Rate |
|------|------------|------------|------|--------------------------|----------------|
| | 8.50 | | | 1.50 X 32.69 = | 49.04 |
| | x1.5 | | | 6 X 27.83 = | 166.98 |
| | 12.75 | Comp Hours | | 1.50 X 26.90 = | 40.35 |
| | | | | 1.50 X 27.90 = | 41.85 |
| | | | | 2.25 X 29.40 = | 66.15 |
| | | | | | <u>364.37</u> |
| | | | | | = |
| | 16.75 | OT Hours | | | |
| | | | | 32 X (29.97 X 1.50) = | 1438.56 |
| | | | | 28 X (31.47 X 1.50) = | 1321.74 |
| | | | | 27 X (32.69 X 1.50) = | 1323.95 |
| | | | | 16 X (27.83 X 1.50) = | 667.92 |
| | | | | 12.50 X (25.54 X 1.50) = | 478.88 |
| | | | | 23 X (28.83 X 1.50) = | 994.64 |
| | | | | 5 X (24.41 X 1.50) = | 183.08 |
| | | | | 12 X (27.90 X 1.50) = | 502.20 |
| | | | | 12 X (28.40 X 1.50) = | 511.20 |
| | | | | | <u>7422.14</u> |
| | | | | | = |

Comp Hours

OT Hours

TOTAL - \$ 7786.51

Comp and Overtime Report

PPE: 2/2/25

Division: WTP / WWTP

Submitted by: [Signature]

| Date | Comp Hours | O/T Hours | Name | Reason | Rate |
|---------|------------|------------|--------------|------------------------------|----------------|
| 1/20 | 8 | | C Caswell | Holiday worked | 29.24 |
| 1/20 | 8 | | D Casin | Holiday worked | 29.24 |
| 1/20 | | 8 | T Henry | Holiday worked | 30.85 |
| 1/20 | 11 | | H Nuernbogen | Holiday worked / boiler Pump | 30.85 |
| 1/21-22 | 5.50 | | H Nuernbogen | Talked to OP - Plant Problem | 30.85 |
| 1/20 | | 8 | J Sawyer | Holiday worked | 29.24 |
| 1/20 | | 8 | S Waggoner | Holiday worked | 29.24 |
| | 32.50 | | | | |
| | x1.50 | | | 24 x 29.24 = | 701.76 |
| | 148.75 | Comp Hours | | 24.75 x 30.85 = | 763.54 |
| | | | | | <u>1465.30</u> |
| | | | | | = |
| | | 24 | OT Hours | 8 x (30.85 x 1.5) = | 370.20 |
| | | | | 16 x (29.24 x 1.5) = | 701.76 |
| | | | | | <u>1071.96</u> |

Comp Hours

OT Hours

TOTAL = \$ 2537.26