



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JANUARY 28, 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 14, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through January 24, 2025.
4. Review and approve payroll register for pay period ending January 19, 2025, totaling \$250,361.49.
5. Review and approve the December 2024 Financial Statement.

**New Business**

**Old Business**

**Other Items**

6. Review Comp/OT report for pay period ending January 19, 2025.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.
9. Casey Wheeler is scheduled to review the claims for the next meeting.
10. The next Budget Finance Meeting will be held on Tuesday February 11, 2025, at 5:30 p.m.

**Announcements**

**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 14, 2025.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, January 14, 2025**

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

**Others Present:** Kelly Strecker, Matt Wheeler

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 December 23, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of December 23, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of December 23, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. Matt presented a purchase requisition to the committee for a new lift axel for one of the garbage trucks. He explained that an axel on one of the garbage trucks broke and would need to be replaced. Matt said that this was necessary to get through the weigh scales and it is a safety measure when traveling with a heavy load. The axel will be purchased through Peterbilt and the cost is \$6,500.00. Heidi Sparks moved to approve the purchase requisition. Michelle Mize 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 10, 2025. Richard Klose moved to approve the claims and check the register for claims entered through January 10, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of January 10, 2025, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending December 22, 2024, totaling \$248,277.97. Michelle Mize motioned to approve the payroll register for the pay period ending December 22, 2024, totaling \$248,277.97. Heidi Sparks seconded the motion. With no objection, the payroll register for December 22, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve Payroll Register for the pay period ending January 5, 2025, totaling \$274,388.59. Michelle Mize motioned to approve the payroll register for the pay period ending January 5, 2025, totaling \$274,388.59. Heidi Sparks seconded the motion. With no objection, the payroll register for January 5, 2025, was approved. There was no public comment or Committee discussion.
6. Review and approve the 2024 December Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 December Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the 2024 December Utility Billing Adjustments were 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 December 22, 2024.
2. Review Comp/OT reports for the pay period ending January 5, 2025.
3. Mayor Update – No mayor update. He was not present at the meeting.

4. Clerk/Treasurer Financial Update-Kelly stated that the quarterly reports were finished and submitted. She has begun working on the Transit grant that is due March 1. December cash is balanced but was not on the agenda due to timing issue and would be on the next agenda. Kelly stated that the finance office was a little short staffed the past week due to an employee being out on COVID.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on Monday January 28, 2025, at 5:30 pm.
2. Heidi Sparks is scheduled to review the 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 Comp/OT report for pay period ending January 19, 2025.

## Comp and Overtime Report

PPE:1-19-25

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
1-16		4	Baumgartner	Scheduled OT	29.97
1-8		8	Booth	K9 training	31.47
1-16		4	Booth	Scheduled OT	
1-13		9	Brew	** DEA OT**	32.67
1-14		4	Brew	**DEA OT**	
1-15		4	Brew	**DEA OT**	
1-16		4	Brew	**DEA OT**	
1-19		4	Collins	Scheduled OT	27.83
1-19		4	Lafrombois	Scheduled OT	28.83
1-16	5		Mayo	Scheduled OT& Accident P2025-0383	27.83
1-11	1		McCartney	P2025-022 Missing Person	26.90
1-8		2.5	Ratcliff	P202401170- Felony Warrant Return	28.83
1-10		.5	Ratcliff	P2025-024- Runaway	
1-16		4	Ratcliff	Scheduled OT	
1-17		5	Sedgwick	Scheduled OT	29.97
1-19		4	Seibert	Scheduled OT	28.83
1-6	2.5		Swan	P202400864 Felony Warrant Return	31.47
1-7	1		Swan	CIT Meeting	
1-16	2		Swan	DUI Task Force	
1-19		4	Swan	Scheduled OT	
1-17	5		Johnson	Scheduled OT	22.97
<u>16.50</u>		<u>65</u>			
16.50 x 1.5 = 24.75 Comp Hours					
65 OT Hours					



# Comp and Overtime Report

PPE: 1/19/2025

Division: Police

Submitted by: Langre

Date	Comp Hours	O/T Hours	Name	Reason	Rate
<b>Comp Hours</b>					
	7.5	$21.83 =$			208.73
	1.5	$26.90 =$			40.35
	8.25	$31.47 =$			259.43
	7.5	$22.97 =$			172.28
					<u>686.99 Comp Total</u>
<b>OT Hours</b>					
	9	$(29.97 \times 1.5)$			404.60
	16	$(31.47 \times 1.5)$			755.28
	21	$(32.69 \times 1.5)$			1029.74
	4	$(27.83 \times 1.5)$			166.98
	15	$(28.83 \times 1.5)$			648.68
					<u>\$3005.28 OT Total</u>
					Comp Total - 686.99
					OT Total - 3005.28
					<u>Total = \$3686.27</u>









