



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JANUARY 14, 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 December 23, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through January 10, 2025.
4. Review and approve payroll register for pay period ending December 22, 2024, totaling \$248,277.97.
5. Review and approve payroll register for pay period ending January 5, 2025, totaling \$274,388.59.
6. Review and approve the December 2024 Utility Billing Adjustments.

New Business

Old Business

Other Items

7. Review Comp/OT report for pay period ending December 22, 2024.
8. Review Comp/OT report for pay period ending January 5, 2025.
9. Mayor's Executive Update.
10. Clerk Treasurer's Financial Update.
11. Heidi Sparks is scheduled to review the claims for the next meeting.
12. The next Budget Finance Meeting will be held on Tuesday January 28, 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 December 23, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 23, 2024**

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

Others Present: Amber Hatton, Mayor Dave 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 December 10, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of December 10, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of December 10, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. The mayor explained the purchase of a new 74-inch diesel lawn mower to be shared by the cemetery and parks departments to the committee as Matt Wheeler the public works director was not present. Matt received two quotes: One from Meadow Green in the amount of \$22,651.00 and one from Kubota for \$28,983.00. Due to the price difference Matt is suggesting the mower from Meadow Green in the amount of \$22,651.00. Heidi Sparks moved to approve the purchase requisition for a new 74-inch diesel mower to be purchased from Meadow Green. Michelle Mize seconded the motion. With no objection, the purchase requisition for a new mower was approved. There was no public comment or Committee discussion. There was another purchase requisition for a new oil burning furnace for the city shop. It was explained to the committee that the furnace that is currently in the shop is very old and has not been working. The public works department has been trying to repair it, but because of the age of the furnace parts are very hard to find. Heidi Sparks moved to approve the purchase requisition for a new oil burning furnace for the city shop. Casey Wheeler seconded the motion. With no objection, the purchase requisition for a new furnace was approved. There was no public comment or Committee discussion.
3. Review and recommend approval to Council; claims entered through December 20, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through December 20, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of December 20, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending November 24, 2024, totaling \$237,386.34. Heidi Sparks motioned to approve the payroll register for the pay period ending November 24, 2024, totaling \$237,386.34. Michelle Mize seconded the motion. With no objection, the payroll register for November 24, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve Payroll Register for the pay period ending December 8, 2024, totaling \$299,645.93. Heidi Sparks motioned to approve the payroll register for the pay period ending December 8, 2024, totaling \$299,645.93. Michelle Mize seconded the motion. With no objection, the payroll register for December 8, 2024, was approved. There was no public comment or Committee discussion.
6. Review and approve November 2024 monthly financial statement. Heidi Sparks moved to approve the November 2024 monthly financial statement. Michelle Mize seconded the motion. With no objection, the November 2024 monthly financial statement 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 December 8, 2024.
2. Mayor Update – The mayor did not have any updates. Merry Christmas.
3. Clerk/Treasurer Financial Update-Kelly was absent from the meeting, so there were no updates from the finance office.

Announcements –

1. The next Budget and Finance Committee meeting will be held on January 14, 2025, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:45 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 December 22, 2024.

Comp and Overtime Report

PPE:12-22-24

Division: Police

Submitted by : Langve

| Date | Comp Hours | OT Hours | Name | Reason *Reimbursed OT* | Rate |
|------------------|------------|--------------|-----------------------|---------------------------------------|---------------|
| 12-22 | | 4 | Baumgartner | Scheduled OT | 29.97 |
| 12-11 | | 13 | Booth | K-9 Training & Inter City Demo. | 31.47 |
| 12-13 | | 1 | Booth | Jail transport, Warrant, CFS202409238 | 31.47 |
| 12-14 | | 1 | Booth | Arrest, Jail Transport, P202401201 | 31.47 |
| 12-16 | | 3 | Booth | K-9 Training | 31.47 |
| 12-18 | | 4 | Booth | Scheduled OT | 31.47 |
| 12-12 | | 2 | Brew | ** DEA OT** | 32.69 |
| 12-18 | 4 | | Collins | Scheduled OT | 27.83 |
| 12-20 | | 4.5 | Johnson | Scheduled OT | 29.97 |
| 12-22 | | 4 | Lafrombois | Scheduled OT | 28.83 |
| 12-22 | | 4 | Lafrombois | Scheduled OT | 28 |
| 12-13 | .5 | | Mayo | PFMA/ Arrest CFS202409238 | 27.83 |
| 12-19 | 4 | | Mayo | Scheduled OT | 27.83 |
| 12-13 | 1 | | McCartney | CFS20240938/ Property Intv. | 26.90 |
| 12-13 | 1 | | Sedgwick | Traffic Acc./ Disturb. CFS 09237/9238 | 29.97 |
| 12-20 | 5 | | Sedgwick | Scheduled OT | 29.97 |
| 12-17 | | 1 | Swan | CIT Meeting | 31.47 |
| 12-22 | | 12 | Swan | Scheduled, Fatality CFS9442, Coverage | 31.47 |
| | 15.50 | | | | |
| | x 1.5 | | | | |
| | 23.25 | | | Comp Hours | |
| | | 49.50 | | OT Hours | |

Comp and OT Report

PPE: 12/22/2024
 Dept: Ambulance

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|------------|------------|----------|-----------|-----------------------------|--------------|
| 12/15/2024 | 8 | | Contreraz | Scheduled OT | 21.50 |
| 12/22/2024 | 9.5 | | Contreraz | Scheduled OT | 21.50 |
| 12/13/2024 | | 8 | Crable | Scheduled OT | 21.50 |
| 12/14/2024 | 3 | | Crable | Car Seat Check 1000-1300 | 21.50 |
| 12/22/2024 | 8 | | Crable | Scheduled OT | 21.50 |
| 12/10/2024 | | 1.75 | Forsey | Late Call, Finish Paperwork | 29.00 |
| 12/15/2024 | 8 | 1.25 | Forsey | Scheduled OT, Late Call | 29.00 |
| 12/20/2024 | 8 | | Forsey | Scheduled OT | 29.00 |
| 12/15/2024 | 11 | | Grayson | Scheduled OT | 29.00 |
| 12/22/2024 | 13.5 | | Grayson | Scheduled OT | 29.00 |
| 12/15/2024 | | 9 | Hopkins | Scheduled OT, late call | 27.00 |
| 12/22/2024 | | 8 | Hopkins | Scheduled OT | 27.00 |
| 12/14/2024 | | 8 | K.Olson | Scheduled OT | 20.00 |
| 12/19/2024 | | 8 | K.Olson | Scheduled OT | 20.00 |
| 12/12/2024 | | 8 | Riley | Scheduled OT | 27.00 |
| 12/19/2024 | | 8 | Riley | Scheduled OT | 27.00 |
| 12/22/2024 | | 9.5 | Schanz | Scheduled OT | 20.00 |
| 12/12/2024 | | 6 | Wong | Mandatory meeting | 22.41 |
| 12/14/2024 | | 8 | Wong | Scheduled OT | 22.41 |
| 12/21/2024 | | 8 | Wong | Scheduled OT | 22.41 |

69 91.5

69x1.5=103.50

Comp Total \$ 2680.88

Comp $42.75 \times 21.50 = 919.13$
 $60.75 \times 29.00 = 1761.75$

OT Total \$ 3229.64

OT $8 \times (21.50 \times 1.5) = 258.00$
 $3 \times (29.00 \times 1.5) = 130.50$
 $33 \times (27.00 \times 1.5) = 1336.50$
 $25.50 \times (20.00 \times 1.5) = 765.00$
 $22 \times (22.41 \times 1.5) = 739.64$

Grand Total \$ 5910.52

Kelley Houston

Comp and OT Report

| PPE: 12/22/2024 | | | | | |
|----------------------------|-------------------------|-----------------------------|-----------|------------------------------------|--------------|
| Dept: Clerk | | | | | |
| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
| 12/16/2024 | 1.25 | | Gauslow | Shut Off Day, help w/ Balancing | 21.25 |
| 12/16/2024 | 0.25 | | A. Hatton | Balancing shut off day | 24.21 |
| 12/16/2024 | 1 | | Patrick | Shut off day | 20.79 |
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| | 2.5 | 0 | | | |
| | 2.5 | | | | |
| | $2.5 \times 1.5 = 3.75$ | | | | |
| | | $1.88 \times 21.25 = 39.95$ | | Comp Total | \$ 81.10 - |
| | | $0.38 \times 26.21 = 9.94$ | | | |
| | | $1.50 \times 20.79 = 31.19$ | | OT Total | \$ 0 - |
| | | | | Grand Total | \$ 81.10 |
| Submitted By: Kelly Lawson | | | | | |

Comp and OT Report

PPE: 12/22/2024
 Dept: Shop

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|------------|------------|----------|----------|----------------------------|--------------|
| 12/20/2024 | 1 | | Baker | List Station Issue | 29.89 |
| 12/16/2024 | 1.5 | | Burwell | Stay Late for Shut off Day | 28.28 |
| 12/20/2024 | 1 | | Burwell | Village Lift station issue | 28.28 |
| 12/20/2024 | 1 | | Fournier | Village Lift station issue | 26.13 |
| 12/20/2024 | 1 | | Hoffman | Village Lift station issue | 28.28 |
| 12/20/2024 | 1 | | Nauman | Village Lift station issue | 28.28 |

6.5 x 1.5 = 9.75 Comp Hours

Comp $\left\{ \begin{array}{l} 1.50 \times 29.89 = 44.84 \\ 6.75 \times 28.28 = 190.89 \\ 1.50 \times 26.13 = 39.20 \end{array} \right.$

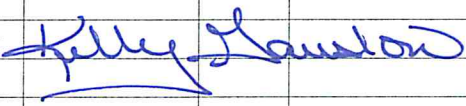
Comp Total \$ 274.93

OT Total \$ 0 -

Grand Total \$ 274.93

Submitted By: *Kelly Houston*

Comp and OT Report

| PPE: | 12/22/2024 | | | | |
|---|---|----------|-------------|-----------------------------------|--------------|
| Dept: | WTP/WWTP | | | | |
| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
| 12/17/2024 | | 2 | Nicholson | Working w/ contractor | 29.24 |
| 12/17/2024 | 0.5 | | Nuernberger | Working w/ Contractor | 30.85 |
| 12/21/2024 | | 8 | S. Waggoner | Cover for Operator that called in | 29.24 |
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| Total Hours | 0.5 | 10 | | | |
| Total Comp Hours | 0.75 | | | | |
| $.75 \times 30.85 = 23.14 - \text{Comp}$ | | | | | |
| $10 \times (29.24 \times 1.5) = 438.60 - \text{OT}$ | | | | | |
| | | | | Comp Total | \$ 23.14 |
| | | | | OT Total | \$ 438.60 |
| | | | | Grand Total | \$ 461.74 |
| Submitted By: |  | | | | |
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Comp and Overtime Report

PPE: 12-22-24

Division: Planner

Submitted by: K. Hauslow

| Date | Comp Hours | O/T Hours | Name | Reason | Rate |
|----------|------------|-----------|-------------|----------------------|---------|
| 12/18/24 | | 1 | J. Gonzales | Attend Board meeting | 28.18 |
| | | 1 | OT | 1 x (28.18 x 1.5) | 42.27 |
| | | | | Total : | \$42.27 |
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