



AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, NOVEMBER 26, 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 November 12, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 22, 2024.
4. Review and approve payroll register for pay period ending November 10, 2024, totaling \$225,111.77.

New Business

Old Business

Other Items

5. Review Comp/OT report for pay period ending November 10, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

Announcements

8. Casey Wheeler is scheduled to review the claims for the next meeting.
9. The next Budget Finance Meeting will be held on December 10, 2024, 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 November 12, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 12, 2024**

Members Present: Richard Klose, Casey Wheeler, Michelle Mize

Others Present: Kelly Strecker, Mayor Dave 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 October 22, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of October 22, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of October 22, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through November 8, 2024. Richard Klose moved to approve the claims and check the register for claims entered through November 8, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of November 8, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending October 27, 2024, totaling \$272,978.86. Casey Wheeler motioned to approve the payroll register for the pay period ending October 27, 2024, totaling \$272,978.86. Richard Klose seconded the motion. With no objection, the payroll register for October 27, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve the 2024 October Utility Billing Adjustments, Michelle Mize moved to approve the 2024 October Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the 2024 October Utility Billing Adjustments were approved. There was no public comment or Committee discussion.
6. Review and approve September 2024 monthly financial statement. Michelle Mize moved to approve the September 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the September 2024 monthly financial statement was approved. There was no public comment or Committee discussion.
7. Review and approve October 2024 monthly financial statement. Michelle Mize moved to approve the October 2024 monthly financial statement. Casey Wheeler seconded the motion. With no objection, October 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 October 27, 2024.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated that the auditors were here last week to do the FY 23-24 audit. She stated that she finished up the September and October financial statements, which she shared

tonight. She briefly went over the audit findings which were minimal and that the final figures were being finalized on the water and sewer rate study.

Announcements –

1. The next Budget and Finance Committee meeting will be held on November 26, 2024, at 5:30 pm.
2. Heidi Sparks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:10 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:

5. Review Comp/OT report for pay period ending November 10, 2024.

Comp and Overtime Report

PPE:11-10-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-5		10	Anglin	Holiday Worked- Election Day	36.29
10-28		6	Baumgartner	SWAT Training	29.97
11-5		12	Baumgartner	Holiday Worked – Election Day	29.97
11-10		5	Baumgartner	Scheduled OT & Fight P202401090	29.97
10-30		8	Booth	K-9 Training	31.47
11-4		8	Booth	Backgrounds	31.47
11-5		12	Booth	Holiday Worked – Election Day	31.47
11-5		7	Booth	** Yellowstone Election Office**	31.47
11-6		4	Booth	Scheduled OT	31.47
11-5		10 12	Bryant	Holiday Worked- Election Day	32.69
11-5		3.5	Bryant	** Yellowstone Election Office**	32.69
11-5		12	Canape	Holiday Worked-Election Day	28.40
11-5		8.5	Johnson	Holiday Worked-Election Day	29.97
11-8	5		Johnson	Scheduled OT	29.97
11-5		12	Kinn	Holiday Worked- Election Day	25.54
11-5		12	Lafrombois	Holiday Worked-Election Day	27.83
11-10		4	Lafrombois	Scheduled OT	27.83
11-2		1	Ratcliff	Daylight Savings Time	28.83
11-5		3.5	Ratcliff	** Yellowstone Election Office**	28.83
11-7		4	Ratcliff	Scheduled OT	28.83
11-5		8.5	Sedgwick	Holiday Worked- Election Day	29.97
11-8		2	Sedgwick	Scheduled OT	29.97
10-31		4	Seibert	Halloween Coverage OT	28.83
11-7		4	Seibert	Scheduled OT	28.83
11-5		8	Collins	Holiday Worked-Election Day	27.83
11-5		12	Sell	Holiday Worked- Election Day	27.90
11-2		2	Swan	Reserve Testing	31.47
11-5		12	Swan	Holiday Worked-Election Day	31.47
11-10		4	Swan	Scheduled OT	31.47
11-7	4		Mayo	Scheduled OT	27.83

9 199

Comp and Overtime Report

PPE: 11-10-24

Division: Police

Submitted by: Langue

Date	Comp Hours	O/T Hours	Name	Reason	Rate
				7.50 x 29.97 =	224.78
	4			6 x 27.83 =	166.98
	X 1.5				391.76
	13.50	Comp Hours			=
		199	OT Hours	10 x (36.29 x 1.5) =	544.35
				42 x (29.97 x 1.5) =	1888.11
				57 x (31.47 x 1.5) =	2690.69
				13.50 x (32.69 x 1.5) =	661.98
				12 x (28.40 x 1.5) =	511.20
				12 x (25.54 x 1.5) =	459.72
				24 x (27.83 x 1.5) =	1001.88
				16.50 x (28.83 x 1.5) =	713.55
				12 x (27.90 x 1.50) =	502.20
					8973.68
					=

Comp Hours

OT Hours

TOTAL = \$9365.44

Comp and Overtime Report

PPE: 11-10-2024

Division: City Shops

Submitted by: Atta Hon

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/31	.50		J Baker	Unload water tank	29.89
11/3	2.50		J Baker	Structure Fire Hydrants	29.89
11/4	3		J Baker	water leak	29.89
11/7	3		J Baker	water leak	29.89
11/2	3		K Budge	Burial	29.10
10/31	.50		T Burwell	Unload water tank	28.28
11/4	3		T Burwell	Beartooth water leak	28.28
11/7	3		T Burwell	Beartooth water line repair	28.28
11/5		8	K Guy	Holiday worked	29.10
11/4	3		K Hoffman	Water Break	28.28
11/7	.5		R Hoffman	water Break repair	28.28
11/9	2.5		K Hoffman	Swear call out	28.28
11/4	3		D Nauman	Water line leak	28.28
11/7		3	D Nauman	Water Break-Beartooth	28.28
	27.50				
	x 1.5				
	41.25	Comp Hours		13.50 x 29.89 =	403.52
				4.50 x 29.10 =	130.95
				23.25 x 28.28 =	657.51
					1191.98
					=
		11	O/T Hours		
				8 x (29.10 x 1.5) =	349.20
				3 x (28.28 x 1.5) =	127.26
					476.46
					=

comp Hour

OT hour

TOTAL = \$1668.44

Comp and Overtime Report

PPE: 11-10-2024

Division: Ambulance

Submitted by: AA

Date	Comp Hours	O/T Hours	Name	Reason	Rate
11/3	8		A. Contreras	Sch. OT	20.00
11/1, 11/8		15	m Crable	Sch OT	21.50
11/5		16	m Crable	Holiday worked	21.50
11/3, 11/10		22	E Grayson	Sch OT	29.00
11/5		16	E Grayson	Sch OT	29.00
11/8-10		18	D Hopkins	Sch OT - bus shift	27.00
11/3-11/10		16	K. Olson	Sch OT	20.00
10/31-11/7		16	m Riley	Sch OT	27.00
11/5		8	m Riley	Holiday worked	27.00
11-11/10	8	8	T Schanz	Sch OT	20.00
	16			24 x 20.00 =	480.00
	x 1.5				
	24			Comp Hours	
		135		OT Hours	
				31 x (21.50 x 1.5) =	999.75
				38 x (29.00 x 1.50) =	1653.00
				42 x (27.00 x 1.50) =	1701.00
				24 x (20.00 x 1.50) =	720.00
					5073.75

Comp Hours

OT Hours

TOTAL = 5553.75