



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, OCTOBER 22, 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 October 8, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through October 18, 2024.
4. Review and approve payroll register for pay period ending October 13, 2024, totaling \$255,604.17.

**New Business**

**Old Business**

**Other Items**

5. Review Comp/OT report for pay period ending October 13, 2024.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

**Announcements**

8. The next Budget Finance Meeting will be held on November 12, 2024, at 5:30 p.m.
9. Richard Klose 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 October 8, 2024.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 8, 2024**

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

**Others Present:** Kelly Strecker, JW Hopper

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 September 24, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of September 24, 2024. Michelle Mize seconded the motion. With no objection, the minutes of September 24, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. JW presented a purchase requisition, with two purchase orders attached for repairs to a couple of the Fire Engines. He stated that there were a couple of issues with the valves on Engine #1 and Engine #2 that needed to be fixed. Montana Truck Works will be doing the repairs. Engine #1 repairs will cost \$5,426.01 and Engine #2 repairs will cost \$5,220.24. Michelle Mize moved to approve the purchase requisition for the valve repairs. Heidi Sparks seconded the motion. With no objection, the purchase requisition was approved. There was no public comment.
3. Review and recommend approval to Council; claims entered through October 4, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through October 4, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of October 4, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending September 29, 2024, totaling \$267,141.33. Heidi Sparks motioned to approve the payroll register for the pay period ending September 29, 2024, totaling \$267,141.33. Michelle Mize seconded the motion. With no objection, the payroll register for September 29, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve the 2024 September Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 September Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2024 September 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 September 29, 2024.
2. Mayor Update – The mayor was unable to be present at this meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that she completed the quarterly reports and began working on the September balancing. Kelly shared that the new 9 passenger van would be arriving to MDT and would soon be delivered to the City of Laurel.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on October 22, 2024, at 5:30 pm.
2. Michelle Mize is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:05 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 October 13, 2024.

### Comp and Overtime Report

PPE: <sup>10</sup>3-13-24

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10-9		1	Baumgartner	Proctored MPAT	29.97
10-2		8	Booth	K9 training	31.47
10-9		4	Booth	Scheduled OT	31.47
10-10		3	Booth	New Officer Interviews	31.47
10-11		6	Booth	Nightshift coverage	31.47
10-5	12		Canape	Dispatch OT	28.40
10-1	2.5		Johnson	Decommissioned Patrol car	29.97
10-8	2.5		Johnson	Decommissioned Patrol car	29.97
10-11	5		Johnson	Scheduled OT	29.97
10-12	3.5		Johnson	SRO LHS dance	29.97
10-13		12	Johnson	Officer OT coverage	29.97
10-13		4	Lafrombois	Scheduled OT	27.83
10-10	4		Mayo	Scheduled OT	27.83
10-10		4	Ratcliff	Scheduled OT	28.83
10-12		12	Ratcliff	Officer Coverage OT	28.83
10-6		1	Seibert	Finishing felony case	28.83
10-10		4.5	Seibert	Schedule OT/arrest paperwork	28.83
10-3	12		Sell	Dispatch OT	27.90
10-4	12		Sell	Dispatch OT	27.90
10-9		4	Swan	FAP open house	31.47
10-10		3	Swan	New Officer interviews	31.47
10-13		4	Swan	Scheduled OT	31.47
	53.50				
	x 1.5				
	80.25	Comp Hours		18 X 28.40 =	511.20
				20.25 X 29.97 =	606.89
				6 X 27.83 =	166.98
				36 X 27.90 =	1004.40
		70.50 OT			2289.47 Comp
		-			=

# Comp and Overtime Report

PPE: 10-3-24

Division: Police

Submitted by: J Anglin

Date	Comp Hours	O/T Hours	Name	Reason	Rate
	8025			Comp Hours	\$ 2,289.47
					=
		70.50		O/T Hours	
				13 x (29.97 x 1.5) =	584.42
				32 x (31.47 x 1.5) =	1510.56
				4 x (27.83 x 1.5) =	166.98
				21.50 x (28.83 x 1.5) =	929.78
					2696.74
					=

COMP

O/T Hours

TOTAL = \$ 4986.21

# Comp and Overtime Report

PPE: 10-13-24

Division: Ambulance

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/5/24	8		T Charbonneau	Sch OT	25.00
10/6-10/13	8	13	A. Cortez	Sch OT	20.00
10/4-10/12	4	15	M Crable	Sch OT, <sup>Car Seat Check</sup>	21.50
10/4-10/13	3.25	19.50	J. Forscy	late call, Sch OT, Training	29.00
10/6-10/13	17		E Grayson	Sch OT	29.00
10/9-10/13		17	D Hopkins	Sch OT	27.00
10/3-10/12		16	K Olson	Sch OT	20.00
10/3-10/10		16	M Riley	Sch OT	27.00
10/6-		8	T Schanz	Sch OT	20.00
	40.25				
	x 1.50			12 X 25.00 =	300.00
	60.38	Comp Hours		12 X 20.00 =	240.00
				6 X 21.50 =	129.00
				30.38 X 29.00 =	881.22
					<u>1550.02</u> Comp
					=
		104.50	OT Hours	37 X (20.00 x 1.5) =	1110.00
				15 X (21.50 x 1.5) =	483.75
				19.50 X (29.00 x 1.5) =	848.25
				33 X (27.00 x 1.5) =	1336.50
					<u>3778.50</u> OT Hours
					=

TOTAL = \$ 5328.52



# Comp and Overtime Report

PPE: 12/13/2024

Division: City Shops

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/6	2.50		T Bussell	Fire-water turn off	28.28
	2.5				
	<u>2.5</u>				
	<u>X 1.5</u>				
	3.75	Comp		$3.75 \times 28.28 =$	<u>106.05</u> comp

TOTAL = \$ 106.05

# Comp and Overtime Report

PPE: 10/13/24

Division: Court

Submitted by: AA

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/30-10/4	7.50		Jill Folt	Court ran late, Judge HE doesn't	22.29
	7.50				
	x1.50				
	11.25	Comp			
				11.25 x 22.29 =	250.76
					<u>250.76</u>

Comp

TOTAL = \$ 250.76

# Comp and Overtime Report

PPE: 10/13/24

Division: Water Plant, Sewer Plant Submitted by: XLL

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/11-13		3.50	A Nuerbenger	Admin	30.85
10/11		8	S Waggoner	OP called in Sick	29.24
10-11		2.50	T Wriebel	Call out - chlorine leak	28.38
		14	OT Hours	$3.5 \times (30.85 \times 1.5) =$ $8 \times (29.24 \times 1.5) =$ $2.5 \times (28.38 \times 1.5) =$	161.97 350.88 106.43 619.28
					=

OT Hours

TOTAL = 619.28