



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, OCTOBER 08, 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 September 24, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through October 4, 2024.
4. Review and approve payroll register for pay period ending September 29, 2024, totaling \$267,141.33.
5. Review and approve September 2024 Utility Billing Adjustments.

**New Business**

**Old Business**

**Other Items**

6. Review Comp/OT report for pay period ending September 29, 2024.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

**Announcements**

9. The next Budget Finance Meeting will be held on October 22, 2024, at 5:30 p.m.
10. Michelle Mize 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 September 24, 2024.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, September 24, 2024**

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

**Others Present:** Kelly Strecker, Mayor Dave Waggoner, JW Hopper, Chief Langve (6:00 p.m.)

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 10, 2024, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of September 10, 2024. Heidi Sparks seconded the motion. With no objection, the minutes of July 09, 2024, were approved.
2. Review and approve purchase requisitions. Chief Hopper presented a purchase requisition for 10 sets of bunker gear for the fire department. Chief Hopper stated that each fireman will have 2 sets, and this requisition should almost complete that, other than the new fireman that have been with the department less than one year. The cost of the new gear is \$42,200.00 with each set being approximately \$4,200.00. There was Committee discussion. With no objection, the purchase requisition for the new bunker gear was approved. Chief Langve presented a purchase requisition for cell phones for the police officers. Chief stated that each officer should have a work phone and not be being using their personal phones for business. He also stated that they should not be sharing phones especially for evidence purposes. The cost of the new phones with cell phone plans will not exceed \$11,000.00. Chief stated that moving forward the cell phone plans will be budgeted. There was Committee discussion. With no objection, the purchase requisition for new cells phones for the officers was approved.
3. Review and recommend approval to Council; claims entered through September 20, 2024. Heidi Sparks moved to approve the claims and check the register for claims entered through September 20, 2024. Michelle Mize seconded the motion. With no objection, the claims and check register of September 20, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending September 15, 2024, totaling \$258,354.70. Heidi Sparks motioned to approve the payroll register for the pay period ending September 15, 2024 totaling \$258,354.70. Michelle Mize seconded the motion. With no objection, the payroll register ending September 15, 2024, was approved. There was no public comment or Committee discussion.
5. Review and approve August 2024 monthly financial statement. Heidi Sparks moved to approve the August 2024 monthly financial statement. Michelle Mize seconded the motion. With no objection, the August 2024 monthly financial statement was approved. There was no public comment or Committee discussion.

**New Business –None**

**Old Business –** Kelly stated that the claim check for the Montana League of Cities and Towns that was pulled last meeting has been signed and mailed out. The mayor has agreed to pay it for this fiscal year but would like to look into what we are getting out of our membership for the cost and have further discussions.

**Other Items –**

1. Review Comp/OT reports for the pay period ending September 15, 2024.
2. Mayor Update – The mayor did not have any updates this week.

3. Clerk/Treasurer Financial Update-Kelly stated that they have closed the month of August as far as financials. She stated that she is continuing to work on the HB 355 close out of 2 grants.

**Announcements –**

4. The next Budget and Finance Committee meeting will be held on October 8, 2024, at 5:30 pm.
5. Casey Wheeler is scheduled to review claims for the next meeting.

Meeting Adjourned at 6:20 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 September 29, 2024.

## Comp and Overtime Report

PPE:9-29-24

Division: Police


Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
9-16		8	Baumgartner	SWAT Training	29.97
9-17		8	Baumgartner	SWAT Training	29.97
9-26		4	Booth	Scheduled OT	31.47
9-27		6	Booth	Coverage OT – Staff Shortage	31.47
9-20	3		Johnson	Home Coming	29.97
9-24	2.5		Johnson	Decommission Car #1	29.97
9-28		12	Johnson	Coverage OT – Staff Shortage	29.97
9-29		4	Lafrombois	Scheduled OT	27.83
9-24	8		McCartney	Union Conference	26.90
9-25	4		McCartney	Union Conference	26.90
9-25		2.5	Ratcliff	Warrant Return P2024-0925 F- DUI	27.83
9-26		4	Ratcliff	Scheduled Ot	27.83
9-29		12	Ratcliff	Coverage OT- Staff Shortage	27.83
9-27	5	<del>5</del>	Sedgwick	Scheduled OT	29.97
9-26		4	Seibert	Scheduled OT	28.83
9-19		3	Swan	DUI Task Force/Child Abuse CFS2024-6943	31.47
9-29		4	Swan	Scheduled OT	31.47
9-21	2		Mayo	Felony DUI- P2024-0926	27.83
9-26	4		Mayo	Scheduled OT	27.83
	28.50				
	X 1.50			15.75 X 29.97 =	472.03
	42.75	Comp Hours		18.00 X 26.90 =	484.20
				9. X 27.83 =	250.47
					1206.70 Comp Hours
		71.50	OT Hours		
				28 X (29.97 X 1.5) =	1258.74
				17 X (31.47 X 1.5) =	802.49
				2250 X (27.83 X 1.5) =	939.27
				4 X (28.83 X 1.5) =	172.98
					3173.48 OT Hours

TOTAL \$ 4380.18

# Comp and Overtime Report

PPE: 9/29/24

Division: Sewer Plant / Water Plant Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/20-22	10.50		H Nuernberger	Plant Issues	30.85
9/19		8	S Waggoner	Cover shift	29.24
	10.50				
	X 1.5			15.75 x 30.85 =	485.89
	15.75	Comp Hours			
		8	OT Hours	8 x (29.24 x 1.5) =	350.88

Comp Hours

OT Hours

TOTAL \$ 836.77

# Comp and Overtime Report

PPE: 9/29/24

Division: Clerk

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/16/24	1		K Gauslow	Shut off Day	21.25
9/16/24	1		M Patrick	Shut off Day	20.79
	2				
	X 1.5				
	3	comp hours			
				1.5 X 21.25 =	31.88
				1.5 X 20.79 =	31.19
					63.07
					=

Comp Hours

TOTAL = \$ 63.07



# Comp and Overtime Report

PPE: 9/29/24

Division: Ambulance

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/21-9/27	6	13	T Charbonneau	Sch ot, Rodco Standby	25.00
9/22-9/29		18	A Contreras	Sch ot, Cover Shift	20.00
9/20-9/29		16	M Mable	Sch OT	21.50
9/17-9/22		9	J Forsey	Sch OT, Cover Shift	29.00
9/29/24	8		E Grayson	Sch OT	29.00
9/22-9/29		16	D Hopkins	Sch OT, Cover Shift	27.00
9/28		8	K Olson	Sch OT	20.00
9/19-9/26		16	M Riley	Sch OT	27.00
9/24-9/28	13		W Wong	Sch ot, Cover Shift	22.41
	27				
	x 1.5			9 x 25.00 =	225.00
	40.50	Comp Hours		12 x 29.00 =	348.00
				19.50 x 22.41 =	437.00
					<u>1010.00</u>
		96	O/T Hours		
				13 x (25.00 x 1.5) =	487.50
				18 x (20.00 x 1.5) =	540.00
				16 x (21.50 x 1.5) =	516.00
				9 x (29.00 x 1.5) =	391.50
				32 x (27.00 x 1.5) =	1296.00
				8 x (20.00 x 1.5) =	240.00
					<u>3471.00</u>

Comp Hours

O/T Hours

TOTAL = \$4481.00

# Comp and Overtime Report

PPE: 9/29/24

Division: City Shops

Submitted by: AHA

Date	Comp Hours	O/T Hours	Name	Reason	Rate
9/28	3		K Budge	Burial	29.10
9/16	1.5		T Burwell	Shut of day - stayed late	28.28
9/22	4		K Guy	Run Container site	29.10
9/28	2.50		K Hoffman	sewer call out	28.28
9/16	2.50		D Nauman	Call out - turn on	28.28
9/18	2.50		D Nauman	call out water	28.28
9/29	2.50		D Nauman	Elm lift station	28.28
	18.50				
	X 1.50				
	27.75	comp	Hours	7 X 29.10 =	203.70
				11.50 X 28.28 =	325.22
					528.92

Comp Hours

TOTAL = \$ 528.92

