



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, NOVEMBER 12, 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 22, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 8, 2024.
4. Review and approve payroll register for pay period ending October 27, 2024, totaling \$272,978.86.
5. Review and approve the October Utility Billing Adjustments.
6. Review and approve September 2024 Financial Statement.
7. Review and approve October Financial Statement.

New Business

Old Business

Other Items

8. Review Comp/OT report for pay period ending October 27, 2024.
9. Mayor's Executive Update.
10. Clerk Treasurer's Financial Update.

Announcements

11. Heidi Sparks is scheduled to review the claims for the next meeting.
12. The next Budget Finance Meeting will be held on November 26, 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 October 22, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 22, 2024**

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

Others Present: Kelly Strecker, Mayor Dave Waggoner, 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 October 8, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of October 8, 2024. Michelle Mize seconded the motion. With no objection, the minutes of October 8, 2024, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. JW presented a purchase requisition for wildland pants and shirts for his department in the amount of \$14,026.39. In August the Fire Department was awarded a reimbursable grant from the DNRC in the amount of \$12,500.00 with a 10% grant match. The total that will need to be spent is \$13,889.00. This money can only be allocated to special projects. The wildland pants and shirts are a qualifying project, and the grant must be completed by May 1, 2025. Michelle Mize moved to approve the purchase requisition for the wildland pants and shirts. 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 18, 2024. Michelle Mize moved to approve the claims and check the register for claims entered through October 18, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of October 18, 2024, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending October 13, 2024, totaling \$255,604.17. Heidi Sparks motioned to approve the payroll register for the pay period ending October 13, 2024, totaling \$255,604.17. Michelle Mize seconded the motion. With no objection, the payroll register for October 13, 2024, 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 13, 2024.
2. Mayor Update – The mayor did not have any updates.
3. Clerk/Treasurer Financial Update-Kelly stated that the auditors will be here the week of November 4th to complete the FY 24 audit. Todd Cristiano from Raftalis will be here to give a presentation on the water and wastewater rate study at November 4, 2024, council meeting. Kelly said that she has been busy getting ready for the auditors and getting the finishing touches on the rate study.

Announcements –

1. The next Budget and Finance Committee meeting will be held on November 12, 2024, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:15 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:

8. Review Comp/OT report for pay period ending October 27, 2024.

Comp and Overtime Report

PPE: 10-27-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10-23		4	Baumgartner	SWAT call out CFS20247991	29.97
10-27		4	Baumgartner	Scheduled OT	29.97
10-25	8		Anglin	Training- FBI Command College	36.29
10-14		13	Booth	Holiday Worked/ CFS 7708&7695	31.47
10-15		2	Booth	PFMA Arrest P202401006	31.47
10-16		8	Booth	K-9 Training	31.47
10-24		4	Booth	Scheduled OT	31.47
10-14		10	Bryant	Holiday Worked Columbus Day	32.69
10-14		12	Canape	Holiday Worked Columbus Day	28.40
10-14		8	Collins	Holiday Worked Columbus Day	27.83
10-14		8.5	Johnson	Holiday Worked Columbus Day	29.97
10-25		5	Johnson	Scheduled OT	29.97
10-27		8.5	Johnson	Mass Casualty Training	29.97
10-14		12	Kinn	Holiday Worked Columbus Day	25.54
10-26		.5	Lafrombois	Mental Health/ P202401049	27.83
10-27		4	Lafrombois	Scheduled OT	27.83
10-14		12	Mayo	Holiday Worked Columbus Day	27.83
10-24	4		Mayo	Scheduled OT	27.83
10-14		12	Ratcliff	Holiday Worked Columbus Day	28.83
10-24		4	Ratcliff	Scheduled OT	28.83
10-14		8.5	Sedgwick	Holiday Worked Columbus Day	29.97
10-25	5		Sedgwick	Scheduled OT	29.97
10-27	8.5		Sedgwick	Active Shooter Training	29.97
10-22		3	Seibert	Court Call Out/ P202400350	28.83
10-24		4	Seibert	Scheduled OT	28.83
10-14		12	Sell	Holiday Worked Columbus Day	27.90
10-17		1	Swan	DUI Task Force Meeting	31.47
10-25		1	Swan	Mental Health/ P202401043	31.47
10-27		4	Swan	Scheduled OT	31.47
	25.50				
	X150	16.5 OT Hours			

38.25 Comp

Comp and Overtime Report

PPE: 10/27/24

Division: Water Plant/Sewer Plant Submitted by: *[Signature]*

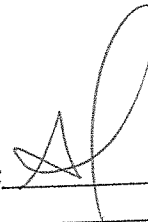
Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/14	8		Claswell	Holiday Worked	29.24
10/14		8	T Henry	Holiday Worked	30.85
10/22		1.50	T Henry	worked late - locksmith	30.85
10/14	5.50	2.50	H Muernbergen	Holiday worked	30.85
10/20-26		1.5	H Muernbergen	"Admin"	30.85
10/14		8	J Sawyer	Holiday worked	29.24
10/14	8		J Waggoner	Holiday worked	29.24
10/14		8	S Waggoner	Holiday worked	29.24
	21.50			$24 \times 29.24 =$	701.76
	x 1.50			$8.25 \times 30.85 =$	254.51
	<u>32.25</u>	comp/h.			<u>956.27</u> = Comp Hour
		28.50 O/T Hours		$12.50 \times (30.85 \times 1.5) =$	578.45
				$16 \times (29.24 \times 1.5) =$	701.76
					<u>1280.21</u> O/T Hours

TOTAL \$ 2236.48

Comp and Overtime Report

PPE: 10/27/24

Division: Club

Submitted by: 

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/16	1		K Gauslow	Shut off Day	21.25
10/16	1.50		M Patrick	Shut off Day	20.79
	1.5				
	<u>x 1.5</u>				
	2.25	Comp Hours			
				1.5 x 21.25 =	31.88
				.75 x 20.79 =	15.59
					<u>47.47</u>

Comp Hours

TOTAL = \$ 47.47

Comp and Overtime Report

PPE: 10/27/2024

Division: City Shop

Submitted by: [Signature]

Date	Comp Hours	O/T Hours	Name	Reason	Rate
10/16	2.5		S Baker	water turn on	29.89
10/14	8		K Guy	Holiday worked-troute	29.10
	10.50				
	11.50				
	15.75	Comp Time			
				3.75 x 29.89 =	112.09
				12 x 29.10 =	349.20
					461.29

Comp Time

TOTAL 461.29