



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
MONDAY, DECEMBER 23, 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 December 10, 2024.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 20, 2024.
4. Review and approve payroll register for pay period ending November 24, 2024, totaling \$237,386.34.
5. Review and approve payroll register for pay period ending December 8, 2024, totaling \$299,645.93.
6. Review and approve the November monthly financial statement.

New Business

Old Business

Other Items

7. Review Comp/OT report for pay period ending December 08, 2024.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.

Announcements

10. Richard Klose is scheduled to review the claims for the next meeting.
11. The next Budget Finance Meeting will be held on January 14, 2025, 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 December 10, 2024.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 10, 2024**

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

Others Present: Kelly Strecker, 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 November 26, 2024, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of November 26, 2024. Casey Wheeler seconded the motion. With no objection, the minutes of November 26, 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 December 6, 2024. Casey Wheeler moved to approve the claims and check the register for claims entered through December 6, 2024. Heidi Sparks seconded the motion. With no objection, the claims and check register of December 6, 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 \$154,278.41. This item was pulled from the agenda for verification of payroll total. The total that was given to the Clerk/ Treasurer, from the Payroll Clerk did not match the payroll register. The correction will be put on the next Budget Finance agenda.
5. Review and approve the 2024 November Utility Billing Adjustments, Heidi Sparks moved to approve the 2024 November Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the 2024 November Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –Kelly stated that the claim review schedule needed to be updated. Attached is the new schedule.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending November 24, 2024.
2. Mayor Update – The mayor stated that the city is just trying to wrap things up before the end of the year. He stated that we are still waiting to hear on the grant award from the EPA, so that we can move forward with the engineering portion of the water tank project. The mayor stated that we are busy wrapping up the water and sewer rate study, along with hopefully wrapping up the Theil Road litigation.
3. Clerk/Treasurer Financial Update-Kelly stated finished up the quarterly reports for transit. She said that November cash is balanced, but did not get it finished in time to make this week's agenda. It will be on the next budget finance meeting agenda. Kelly stated that the finance office has begun cross training, so each person in that department is going to learn a new position.

Announcements –

1. The next Budget and Finance Committee meeting will be held on Monday December 23, 2024, at 5:30 pm.
2. Michelle Mize is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:00 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.

Claim Review Schedule

January 14- Richard Klose

January 28- Heidi Sparks

February 11- Casey Wheeler

February 25- Michelle Mize

March 11- Richard Klose

March 25- Heidi Sparks

April 8- Casey Wheeler

April 22- Michelle Mize

May 13- Richard Klose

May 27- Heidi Sparks

June 10- Casey Wheeler

June 24- Michelle Mize

File Attachments for Item:

7. Review Comp/OT report for pay period ending December 08, 2024.

Comp and Overtime Report

PPE:12-8-24

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-28		12	Baumgartner	Holiday Worked	29.97
12-7		2	Baumgartner	PFMA Arrest P202401182	29.97
12-8		4	Baumgartner	Scheduled OT	29.97
11-26		.5	Booth	Traffic CFS202408821	31.47
11-28		2.5	Booth	Holiday Worked- P202401146	31.47
12-2		2	Booth	Critical Incident Debrief P202401146	31.47
12-5		4.5	Booth	Scheduled OT & DUI P202401170	31.47
12-5	1		Bryant	Public Assist CFS202409035	32.49
12-5	4		Collins	Scheduled OT	27.83
12-28		12	Hust	Holiday Worked	25.54
12-6		4.5	Johnson	Scheduled OT	29.97
12-6		6	Kinn	Cover Sick Leave	25.54
12-28		12	Lafrombois	Holiday Worked	27.83
12-8		4	Lafrombois	Scheduled OT	27.83
12-26	2.5		Mayo	Search Warrant Return	27.83
11-30	.5		Mayo	Mental Health CFS202408945	27.83
12-5	4		Mayo	Scheduled OT	27.83
11-28		12	Nelson	Holiday Worked	24.41
12-2		1	Nelson	Critical Incident Debrief P202401146	24.41
12-5		4	Ratcliff	Scheduled OT	28.83
12-6	5		Sedgwick	Scheduled OT	29.97
12-5		4	Seibert	Scheduled OT	28.83
11-28		12	Swan	Holiday Worked	31.47
12-8		4	Swan	Scheduled OT	31.47
	17				
	x 1.5				
	25.50	Comp Hrs			
		10.3	OT HRS		

Comp and Overtime Report

PPE: 12/08/2024

Division: Sewer/Water Plant Submitted by: Kelly Gauslow

[illegible]

PPE: 12/08/2024

Division: City Shops

Submitted by: Kelly Lawson

Total = \$456.43

Submitted by:

y: Kelly Lauston

	Rate
--	------

Date	Comp Hours	O/T Hours	Name	Reason	Rate
12/18/24		16	A. Contreras	Sch. OT	21.50
11/29/24		17	M. Crable	Sch. OT	21.50
11/28/24		16	M. Crable	Holiday Worked	21.50
12/18/24		16	J. Forsey	Sch. OT	29.00
12/18/24		21	E. Grayson	2nd No call CUR, Sch. OT	29.00
11/30/24		1	D. Hopkins	Sch. OT	27.00
12/01/24		8	D. Hopkins	Sch. OT	27.00
12/8/24		8	D. Hopkins	Sch OT	27.00
11/28/24		16	D. Hopkins	Holiday Worked	27.00
11/28/24		8	K. Olson	Holiday Worked	20.00
11/28/24		8	M. Riley	Holiday Worked	27.00
12/5/24		8	M. Riley	Sched. OT	27.00
11/28/24		16	T. Schatz	Holiday Worked	20.00
11/30/24		8	W. Wong	Sch. OT	22.41
12/7/24		8	W. Wong	Sch. OT	22.41
		175	OT		
				49 X (21.50 X 1.5) =	1580.25
				37 X (29.00 X 1.5) =	1609.50
				49 X (27.00 X 1.5) =	1984.50
				24 X (20.00 X 1.5) =	720.00
				16 X (22.41 X 1.5) =	537.92
					<u>\$6,432.17</u> OT Hours

Total: \$6,432.17