



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, DECEMBER 09, 2025  
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 25, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 5, 2025.
4. Review and approve payroll register for pay period ending November 23, 2025, totaling \$282,499.82.
5. Review and approve November 2025 Utility Billing Adjustments.
6. Review and approve November 2025 monthly Financial Statement.

**New Business**

**Old Business**

**Other Items**

7. Review Comp/OT report for pay period ending November 23, 2025.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.

**Announcements**

10. The next Budget Finance Meeting will be held on Tuesday December 23, 2025, at 5:30 p.m.
11. Michelle Mize is scheduled to review the 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 November 25, 2025.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, November 25, 2025**

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

**Others Present:** Kelly Strecker, David 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 November 10, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of November 10, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of November 10, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Kelly presented a purchase requisition for Matt Wheeler as he could not be present at the meeting. The requisition is to repair the blowers at the Sewer Plant. The quote is for a two-day site visit by Aerzen to perform an inspection and recalibration components on the three turbo blowers at a cost of \$6,150.00. The additional cost of \$703.70 and \$3,014.69 is to replace an HMI screen on one of the blowers that is no longer functional. Once the Aerzen tech has completed the inspection he will provide a list of parts to be replaced on the blowers for preventative maintenance. They will need to have the tech do a second site visit along with the recommended parts to be replaced. Heidi Sparks moved to approve the purchase requisition to repair the blowers at the Sewer Plant. Michelle Mize seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through November 21, 2025. Heidi Sparks moved to approve the claims and check register for claims entered through November 21, 2025. Casey Wheeler seconded the motion. With no objection, the claims and check register of November 21, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending November 9, 2025, totaling \$278,486.02. Heidi Sparks motioned to approve the payroll register for the pay period ending November 9, 2025, totaling \$278,486.02. Casey Wheeler seconded the motion. With no objection, the payroll register for November 9, 2025, was approved. There was no public comment.

**New Business – None**

**Old Business – None**

**Other Items –**

1. Review Comp/OT reports for the pay period ending November 9, 2025.
2. Mayor Update – The mayor stated that the fundraiser for the new Ambulance through Jersey Mike's raised \$8,500.00
3. Clerk/Treasurer Financial Update-Kelly stated that so far this year Riverside Park brought in revenues of \$15,947.00 with last year's revenue totaling \$31,234.00. The septic haul station has brought in \$33,509.00 with last year total revenue being \$85,506. Kelly stated that since the general fund is absorbing the Local Option Tax this year, the revenue so far is \$104,561.46.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on December 9, 2025, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:03 p.m.

Respectfully submitted,



Kelly Streckler

**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:**

7. Review Comp/OT report for pay period ending November 23, 2025.

# Comp and Overtime Report

PPE: 11-23-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-23		4	Baumgartner	Scheduled OT	30.42
11-14		3	Booth	K9 callout P202501007/CFS202508712	31.92
11-20		4	Booth	Scheduled OT	31.92
11-11		10	Bryant	Holiday worked Veterans Day	33.17
11-11		12	Canape	Holiday worked Veterans Day	30.01
11-23		4	Collins	Scheduled OT	29.26
11-11		8.5	Johnson	Holiday worked Veterans Day	30.42
11-21	5		Johnson	Scheduled OT	30.42
11-11		12	Kinn	Holiday worked Veterans Day	28.51
11-23		4	Lafrombois	Scheduled OT	29.26
11-11		12	Ratcliff	Holiday worked Veterans Day	29.26
11-20		4	Ratcliff	Scheduled OT	29.26
11-10		3.5	Sedgwick	Covered day shift	30.42
11-11		12	Sedgwick	Holiday worked Veterans Day	30.42
11-20		.5	Sedgwick	CFS202508866 Family disturbance	30.42
11-21		5	Sedgwick	Scheduled OT	30.42
11-11		12	Seibert	Holiday worked Veterans Day	29.26
11-20		4	Seibert	Scheduled OT	29.26
11-11		12	Sell	Holiday worked Veterans Day	29.51
11-11		8	Schaff	Holiday worked Veterans Day	28.26
11-11		1	Booth	Holiday worked - K9 callout	31.92
	5				
	<u>7.5</u>			7.5 x 30.42 =	228.15
	7.5	Comp Hours			
		135.5 OT Hours		33.50 x (30.42 x 1.5) =	1528.61
				8 x (31.92 x 1.5) =	383.04
				10 x (33.17 x 1.5) =	497.55
				12 x (30.01 x 1.5) =	540.18
				40 x (29.26 x 1.5) =	1755.60
				12 x (28.51 x 1.5) =	513.18
				12 x (29.51 x 1.5) =	531.18
				8 x (28.26 x 1.5) =	339.12

6088.46 OT  
=

TOTAL \$ 6316.61

## Comp and OT Report

PPE: 11/23/2025

Dept: Ambulance

[illegible]

TOTAL \$ 9,556.78

## Comp and OT Report

PPE: 11/23/2025

Dept: Clerk

[illegible]

TOTAL \$ 576.92

## Comp and OT Report

PPE: 11/23/2025  
Dept: WTP/WWTP

[illegible]

TOTAL \$ 2569.09

## Comp and OT Report

PPE: 11/23/2025

Dept: Shop

[illegible]

TOTAL Hours \$ 987.73