



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, APRIL 08, 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 March 25, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 4, 2025.
4. Review and approve payroll register for pay period ending March 30, 2025, totaling \$267,566.04.
5. Review and approve March 2025 Utility Billing Adjustments.

**New Business**

**Old Business**

**Other Items**

6. Review Comp/OT report for pay period ending March 30, 2025.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

**Announcements**

9. Michelle Mize is scheduled to review the claims for the next meeting.
10. The next Budget Finance Meeting will be held on Tuesday April 22, 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 March 25, 2025.

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

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

**Others Present:** Kurt Markegard, Kelly Strecker

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 March 11, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of March 11, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of March 11, 2025, 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 March 21, 2025. Heidi Sparks moved to approve the claims and check the register for claims entered through March 21, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of March 21, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending March 16, 2025, totaling \$256,822.77. Heidi Sparks motioned to approve the payroll register for the pay period ending March 16, 2025, totaling \$256,822.77. Michelle Mize seconded the motion. With no objection, the payroll register for March 16, 2025, was approved. There was no public comment.
5. Review and approve February 2025 monthly financial statement. Heidi Sparks moved to approve the February 2025 monthly financial statement. Casey Wheeler seconded the motion. With no objection, February 2025 monthly financial statement was approved. There was no public comment or Committee discussion.

**New Business –None**

**Old Business –**

**Other Items –**

1. Review Comp/OT reports for the pay period ending March 16, 2025.
2. Mayor Update – The mayor was absent from the meeting and Kurt was asked to sit in for the mayor. Kurt stated that he and Kelly were going to start reviewing the spending for FY 24-25. He stated that they will be checking to see where each department is sitting. At this point in the year, they are looking to make sure that each fund is around or under 75% of their total budget, to ensure that no overspending will occur.
3. Clerk/Treasurer Financial Update-Kelly stated that the City received \$850.00 for the Arbor Day grant that Michelle Mize applied for. Kelly said that she has been working on cleaning up all the outstanding checks from prior years and getting them off the books. Other than the daily routine in the finance office, everything seems to be going smoothly.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on April 8, 2025, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:08p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Kelly Strecker". The signature is written in dark ink and is positioned above the printed name.

Kelly Strecker

**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 March 30, 2025.

# Comp and Overtime Report

PPE:3-30-25

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
3-27		4	Baumgartner	Scheduled OT	29.97
3-19		8	Booth	K-9 Training	31.47
3-27		4	Booth	Scheduled OT	31.47
3-27		4	Brew	** DEA OT**	32.69
3-22		8	Collins	Defensive Tactics Refresher Training	27.83
3-24		1	Gearhart	Assault P2025-247	27.83
3-30		4	Gearhart	Scheduled OT	27.83
3-22		8	Johnson	Defensive Tactics Refresher Training	29.97
3-26	1		Johnson	Inter Dept Training	29.97
3-28	5		Johnson	Scheduled OT	29.97
3-26	1		Kinn	Inter Dept. Training	25.54
3-26		1	Lafrombois	Inter Dept training	28.83
3-30		5	Lafrombois	Scheduled OT & P2025-228 Theft	28.83
3-27	4		Mayo	Scheduled OT	27.83
3-26		.5	Nelson	Call Load	24.41
3-27		4	Ratcliff	Scheduled OT	28.83
3-28		5	Sedgwick	Scheduled OT	29.97
3-22		8	Seibert	Defensive Tactics Refresher Training	28.83
3-24		1	Seibert	P2025-247 Assault	28.83
3-29		.5	Seibert	P2025-265 Emergency Custody	28.83
3-30		1	Seibert	Scheduled OT	28.83
	11				
	x1.5			9 x 29.97 =	269.73
	16.50	Comp Hours		1.5 x 25.54 =	38.31
				6 x 27.83 =	166.98
					475.02 comp
		67	OT	17 x (29.97x1.5) =	764.24
				12 x (31.47x1.5) =	566.46
				4 x (32.69x1.5) =	196.14
				13 x (27.83x1.5) =	542.69
				20.50 x (28.83x1.5) =	886.53
				.5 x (24.41x1.5) =	18.32

2974.38 OT Hr  
=

TOTAL \$ 3449.40

## Comp and OT Report

PPE: 3/16/2025  
Dept: Clerk

[illegible]

TOTAL = \$64.57



## Comp and OT Report

PPE: 3/30/2025  
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
03/21-03/28		17.25	T Charbonneau	Schedule OT	\$ 25.00
03/23-03/30	1.25	7	M Crable	Training, schedule OT	\$ 21.50
03/23-03/30		12	E Grayson	Schedule OT	\$ 29.00
03/23-03/30	1.25	17	D Hopkins	charting, scheduled OT	\$ 27.00
03/23-03/27		16.75	K Olson	Schedule OT	\$ 20.00
03/20-03/27		16	M Riley	Schedule OT	\$ 27.00
3/21-03/28		16	T Schanz	Schedule OT	\$ 20.00
03/22-03/29		16	W Wong	Schedule OT	\$ 22.41
	2.50			$1.88 \times 21.50 =$	40.42
	$\times 1.50$			$1.88 \times 27.00 =$	50.76
	<u>3.75</u>	Comp	Hours		91.18
					=
		118	OT Hours	$17.25 \times (25.00 \times 1.5) =$	646.88
				$7 \times (21.50 \times 1.5) =$	225.75
				$12 \times (29.00 \times 1.5) =$	522.00
				$33 \times (27.00 \times 1.5) =$	1336.50
				$32.75 \times (20.00 \times 1.5) =$	982.50
				$16 \times (22.41 \times 1.5) =$	537.84
					<u>4251.47</u>
					=

Comp Hours

TOTAL = \$ 4342.65



## Comp and OT Report

PPE: 3/30/2025

Dept: Shop

[illegible]

TOTAL \$ 576.59

## Comp and OT Report

PPE: 3/30/2025  
Dept: WTP/WWTP

[illegible]

TOTAL = \$ 46.28

