



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, MARCH 24, 2026  
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 10, 2026.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through March 20, 2026.
4. Review and approve payroll register for pay period ending March 15, 2026, totaling \$261,578.90.
5. Review and approve February 2026 Monthly Financial Statement.

**New Business**

**Old Business**

**Other Items**

6. Review Comp/OT report for pay period ending March 15, 2026.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

**Announcements**

9. The next Budget Finance Meeting will be held on Tuesday April 14, 2026, at 5:30 p.m.
10. Casey Wheeler 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 March 10, 2026.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, March 10, 2026**

**Members' Present:** Jessica Banks, Tom Canape, Richard Klose, Casey Wheeler

**Others Present:** Kelly Strecker, Kelly Gauslow, 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 February 24, 2026, Budget and Finance Committee meeting minutes. Jessica Banks moved to approve the minutes of February 24, 2026. Tom Canape seconded the motion. With no objection, the minutes of February 24, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Kelly presented a purchase requisition from One Digital. This quote is for the GASB 75 statement that is needed by our auditors. An actuarial valuation is required under GASB Statement No. 75 to estimate the city's long-term liability for other employment benefits (OPEB), such as retiree health insurance. The actuary estimates how much retiree benefits will cost over time, so the city can report the liability accurately in the audit. The cost is \$5,500.00 for fiscal year 2025/2026 and for the roll forward valuation for fiscal year 2026/2027, with the total being \$7700.00 for both valuations. Tom Canape moved to approve the purchase requisition for the GASB 75 valuation. Jessica Banks seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through March 6, 2026. Richard Klose moved to approve the claims and check register for claims entered through March 6, 2026. Tom Canape seconded the motion. With no objection, the claims and check register of March 6, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending March 1, 2026, totaling \$277,678.02. Casey Wheeler motioned to approve the payroll register for the pay period ending March 1, 2026, totaling \$277,678.02. Richard Klose seconded the motion. With no objection, the payroll register was approved. There was no public comment.
5. Review and approve February 2026 Utility Billing Adjustments. Jessica Banks moved to approve February 2026 Utility Billing Adjustments. Richard Klose seconded the motion. With no objection, the February Utility Billing Adjustments were approved. There was no public comment.

**New Business** -Tom Canape had a suggestion about creating a punch card for payment at the container site. He stated that sometimes people do not have cash to pay their dump fees and that if we had a punch card that they could purchase might help with this. Kelly stated that she would work on creating a punch card.

**Old Business** – None

**Other Items –**

1. Review Comp/OT reports for the pay period ending March 1, 2026.
2. Mayor Update – The mayor stated that a meeting letter has gone out to CHS to review the Raw & Settled water charges. He said that they were going to meet in the upcoming weeks. He stated that Love's is hoping to open their doors on March 20, 2026, and the project on Bernhardt Road in nearing completion.

3. Clerk/Treasurer Financial Update-Kelly stated that the audit for fiscal year 2024/2025 is complete. She said she was happy that everything went smoothly. She stated that last year there were twelve findings and this year there were only seven, so she was happy with the progress she and staff have made over the last year to eliminate findings.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on March 24, 2026, at 5:30 pm.
2. Tom Canape is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:15 p.m.

Respectfully submitted,



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 15, 2026.

## Comp and Overtime Report

PPE: 3-15-26

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
3-12	4		Baumgartner	Scheduled OT	30.42
3-5		3	Booth	DEA K9 call out	31.92
3-11		4	Booth	Scheduled OT	31.92
3-11		2	Booth	*CHS traffic OT*	31.92
3-12		1.5	Booth	*CHS Traffic OT*	31.92
3-14		3	Booth	Meeting with Civil Attorney	31.92
3-5		2	Brew	*DEA OT*	33.17
3-8		5	Brew	*DEA OT*	33.17
3-9		4	Brew	*DEA OT*	33.17
3-10		4	Brew	*DEA OT*	33.17
3-11		4	Brew	*DEA OT*	33.17
3-12		4	Brew	*DEA OT*	33.17
3-15	4		Brew	Travel to Helena for training	33.17
3-10	1		Canape	Finished warrant entry	30.01
3-15	4		Collins	Scheduled OT	29.26
3-13	5		Johnson	Scheduled OT	30.42
3-15		4	Lafrombois	Scheduled OT	29.26
3-12		4	Mayo	Scheduled OT	29.26
3-11	4		McCartney	Dispatch coverage	28.51
3-12		4	Ratcliff	Scheduled OT	29.26
3-15		4	Schaff	Scheduled OT	28.26
3-6		1	Sedgwick	CFS202601694	30.42
3-9		1.5	Sedgwick	*CHS Traffic OT*	30.42
3-10		1.5	Sedgwick	*CHS Traffic OT*	30.42
3-13		5	Sedgwick	Scheduled OT	30.42
3-11		8	Seibert	Training in Helena	29.26
3-12		8	Seibert	Training in Helena	29.26
3-13		12	Seibert	Training in Helena/drive back to Laurel	29.26
3-4	4		Sell	Dispatch coverage	29.51
3-3	1		Swan	CIT meeting	31.92
3-11		1.5	Swan	*CHS Traffic OT*	31.92
3-11	4		Swan	STEER Court/Crime time	31.92
3-15	4		Swan	Scheduled OT	31.92

<b>3/15/2026</b>						
<b>Dept: Police</b>						
	<b>COMP</b>	<b>OT</b>				
<b>Hours</b>	<b>35</b>	<b>91</b>				
<b>Total Comp Hours</b>						
4x(28.51x1.5)	171.08					
4x(29.26x1.5)	175.56					
9x(30.42x1.5)	410.67					
4x(29.51x1.5)	177.08					
1X(30.01X1.5)	45.02					
9X(31.92X1.5)	430.92					
4X(33.17X1.5)	199.02					
				<b>Comp Total</b>	<b>\$1,609.35</b>	
<b>Total OT</b>		<b>91</b>				
9x(30.42x1.5)	\$ 410.67					
40x(29.26x1.5)	\$ 1,755.60					
15x(31.92x1.5)	\$ 718.20					
23x(33.17x1.5)	\$ 1,144.37					
4x(28.51x1.5)	\$ 171.06			<b>OT Total</b>	<b>\$4,199.90</b>	
				<b>Grand Total</b>	<b>\$5,809.25</b>	
Submitted By:	<i>Kelly Houston</i>					





### Comp and OT Report

PPE:	3/15/2026				
Dept:	Ambulance				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
3/7/2026		6.75	Charbonneau	Scheduled OT	\$ 26.00
3/8/2026		8	Charbonneau	Scheduled OT	\$ 26.00
3/5/2026	8		Contreraz	Scheduled OT	\$ 22.36
3/8/2026		8	Crable	Scheduled OT	\$ 25.00
3/15/2026		8	Crable	Scheduled OT	\$ 25.00
3/7/2026		0.75	Grayson	Scheduled OT	\$ 30.16
3/8/2026		15	Grayson	Scheduled OT	\$ 30.16
3/15/2026		16	Grayson	Scheduled OT	\$ 30.16
3/8/2026		1.25	D. Hopkins	Scheduled OT	\$ 28.08
3/15/2026		8	D. Hopkins	Scheduled OT	\$ 28.08
3/6/2026		8	A. Johnson	Scheduled OT	\$ 20.00
3/13/2026		8	A. Johnson	Scheduled OT	\$ 20.00
3/7/2026		8	Olson	Scheduled OT	\$ 26.00
3/14/2026		8	Olson	Scheduled OT	\$ 26.00
3/5/2026		8	Riley	Scheduled OT	\$ 28.08
3/7/2026		16	Riley	Scheduled OT	\$ 28.08
3/8/2026		8	Riley	Scheduled OT	\$ 28.08
3/8/2026	8		Schanz	Scheduled OT	\$ 20.80
3/15/2026	8		Schanz	Scheduled OT	\$ 20.80
	24	135.75			
24*1.5=36 Comp Hours					
12x22.36=	\$ 268.32			<b>Comp Total</b>	<b>\$ 767.52</b>
24x20.80	\$ 499.20				
<b>Total</b>	<b>\$ 767.52</b>				
135.75 OT hours					
				<b>OT Total</b>	<b>\$ 4,222.15</b>
30.75x(26.00x1.5)	\$ 300.00				
16x(25.00x1.5)	\$ 268.33				
31.75X(30.16X1.5)	\$ 1,436.37				
41.25x(28.08x1.50)	\$ 1,737.45				
16x(20.00x1.5)	\$ 480.00				
<b>Total</b>	<b>\$ 4,222.15</b>			<b>Grand Total</b>	<b>\$4,989.67</b>
Submitted By:	<i>Kelly Lawson</i>				



