



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MAY 13, 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 April 22, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through May 9, 2025.
4. Review and approve payroll register for pay period ending April 27, 2025, totaling \$262,821.61.
5. Review and approve Utility Billing adjustments for April 2025.

New Business

Old Business

Other Items

6. Review Comp/OT report for pay period ending April 27, 2025.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on Tuesday May 27, 2025, at 5:30 p.m.
10. Heidi Sparks 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 April 22, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, April 22, 2025**

Members' Present: Heidi Sparks, Michelle Mize, Casey Wheeler

Others Present: Mayor Dave Waggoner, Kelly Strecker, 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 April 8, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of April 8, 2025. Casey seconded the motion. With no objection, the minutes of April 8, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Matt Wheeler submitted a purchase requisition as he could not be present at the meeting. Heidi Sparks spoke, in Matt's absence, regarding the 2 pumps needed for the Murray Park Booster Station. The motor in one of the pumps has completely failed and the other is broken. These pumps are outdated, and we can no longer get parts. The pumps will be purchased from Granite Peak Pump Service. The total for the two pumps is \$17,847.64. Heidi Sparks moved to approve the purchase requisition. Casey Wheeler seconded the motion. With no objection, the purchase requisition was approved. There was no public comment. Kelly also presented a purchase requisition for new computers. She stated that two of the computers in the finance office were 8 years old. The two computers that will be replaced in the finance office are the accounts payable and utility billing computers. The police department also has two computers and need to be replaced, and one in the building department. Kelly stated that the CAO laptop computer is on the verge on completely quitting. All these computers are over five years old. Our IT department suggests replacement every five years so these are all needed. The cost to replace all 5 computers with Dell Technologies is \$8401.85. Heidi Sparks moved to approve the purchase requisition. Casey Wheeler 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 April 18, 2025. Michelle Mize moved to approve the claims and check register for claims entered through April 18, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of April 18, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending April 13, 2025, totaling \$260,637.31. Heidi Sparks motioned to approve the payroll register for the pay period ending April 13, 2025, totaling \$260,637.31. Michelle Mize seconded the motion. With no objection, the payroll register for April 13, 2025, was approved. There was no public comment.
5. Review and approve March 2025 monthly financial statement. Heidi Sparks moved to approve the March 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the March 2025 monthly financial statement was approved. There was no public comment.

New Business –There was a brief discussion regarding funding the new firetruck. Kelly stated that she and Kurt have been spending a lot of time on this issue. Kelly stated that there are some CIP funds that will help with the down payment along with using general fund cash reserves. Kelly said that they believe the best interest rate would come from the Montana Board of Investments. Kelly said that she and Kurt will present their idea at the next Council workshop.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending April 13, 2025.
2. Mayor Update – The mayor stated that Loves truck stop is anxious to get started. He told the committee that city Council will start seeing a lot coming their way, as the project progresses.
3. Clerk/Treasurer Financial Update-Kelly stated that budget documents and the memo from the mayor will go out this week to all department heads. Kelly explained that the final rate study documents will be coming to city Council soon, as the proposed rate study that was done in December was only for one year. The upcoming documents will be the proposed rates for the next 4 years.

Announcements –

1. The next Budget and Finance Committee meeting will be held on May 13, 2025, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:28 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 April 27, 2025.

Comp and Overtime Report

PPE: 4-28-25

Division: Police

Submitted by: Langve

[illegible]

Comp and OT Report

PPE: 4/30/2025
 Dept: Police

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate

Total Comp
 Hours 10 63.5

$\$29.97 \times 1.5 \times 5 = \$ 224.78$

$\$27.83 \times 1.5 \times 5 = \$ 208.73$

Comp Total \$ 433.51

$\$44.955 \times 21.5 = \$ 966.53$

$\$47.205 \times 19.50 = \$ 920.50$

$\$41.745 \times 6 = \$ 250.47$

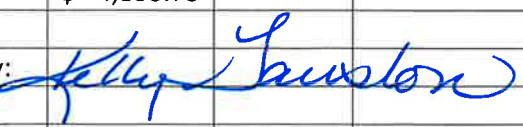
$\$43.245 \times 16.50 = \713.54

OT Total \$ 2,851.04

Grand Total \$ 3,284.55

Submitted By:

Comp and OT Report

PPE:	4/27/2025				
Dept:	Ambulance				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
4/25/2025	8		Charbonneau	Scheduled OT	\$ 25.00
4/19/2025		2	Contreraz	Scheduled OT	\$ 21.50
4/20/2025		16	Contreraz	Scheduled OT	\$ 21.50
4/20/2025		8	Crable	Scheduled OT	\$ 21.50
4/17/2025		9.5	Grayson	Open Shifts	\$ 29.00
4/18/2025		8	Grayson	Open Shifts	\$ 29.00
4/19/2025		2	Grayson	als request 1900	\$ 29.00
4/20/2025		16	Grayson	Scheduled OT	\$ 29.00
4/27/2025		11	Grayson	Scheduled OT	\$ 29.00
4/17/2025		1	D. Hopkins	Bleed Trianing	\$ 27.00
4/27/2025		8	D. Hopkins	Scheduled OT	\$ 27.00
4/19/2025		8	K. Olson	Scheduled OT	\$ 20.00
4/27/2025		8	K. Olson	Scheduled OT	\$ 20.00
4/17/2025		8	M. Riley	Scheduled OT	\$ 27.00
4/24/2025		8	M. Riley	Scheduled OT	\$ 27.00
4/20/2025		8	T. Schanz	Scheduled OT	\$ 20.00
4/25/2025		8	T. Schanz	Scheduled OT	\$ 20.00
4/19/2025	8		W.Wong	Scheduled OT	\$ 22.41
4/26/2025	8		W.Wong	Scheduled OT	\$ 22.41
	24	129.50			
24*1.5= 36 Comp Hours					
12x25.00=	\$ 300.00			Comp Total	\$ 837.84
24x22.41=	\$ 537.84				
Total	\$ 837.84				
130 OT hours					
				OT Total	\$ 4,833.75
26x(21.50x1.5)	\$ 838.50				
46.50x(29.00x1.5)	\$ 2,022.75				
25x(27.00x1.50)	\$ 1,012.50				
32x(20.00x1.50)	\$ 960.00				
Total	\$ 4,833.75			Grand Total	\$5,747.32
Submitted By:					

Comp and OT Report

PPE: 1.19.2025
Dept: Clerk

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
4/16/2025	1		K Gauslow	Shut off Day	\$ 22.25
4/16/2025	1		M. Patrick	Shut off Day	\$ 20.79

Total Hours 2 0
Total Comp Hours 3

1X1.5x20.79 31.19
1X1.5x22.25 33.38

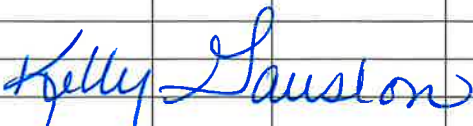
Comp Total \$ 64.57

OT Total \$ -

Grand Total \$ 64.57

Submitted By: 

Comp and OT Report

PPE:	4/27/2025				
Dept:	Shop				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
4/18/2025	0.5		A. Fox	worked through lunch, truck broke down in heights	\$ 27.50
4/18/2025		0.5	K. Guy	worked through lunch, truck broke down in heights	\$ 29.10
4/22/2025	2.5		k. Hoffman	Call out wtr turn off	\$ 28.28
4/16/2025	1.5		D. Nauman	Shut off Day	\$ 28.28
4/26/2025	1.5		W. Spalinger	Had to haul 3rd Container	\$ 27.50
	6x1.5=9 Com	0.5	OT Hours		
				.5x29.10x1.5=21.83	
	3x27.50=82.50			Total OT: \$21.83	
	6x28.28=169.68				
	Total Comp=	252.18			
				Comp Total	\$ 274.01
				OT Total	\$ 21.83
				Grand Total	\$ 295.84
Submitted By:					

Comp and OT Report

PPE:	4/27/2025				
Dept:	WTP/WWTP				
Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
4/19/2025		0.5	Nuernberger	Talked w/Operater	\$ 30.85
4/22/2025		2	Nuernberger	School	\$ 30.85
4/23/2025		2	Nuernberger	School	\$ 30.85
4/22/2025	2		J. Sawyer	Water School	\$ 29.24
4/23/2025	1.5		J. Sawyer	Water School	\$ 29.24
4/24/2025	8		J. Sawyer	Water School	\$ 29.24
4/23/2025		2	D. Waggoner	Water School	\$ 28.38
4/24/2025		0.5	D. Waggoner	Water School	\$ 28.38
4/23/2025		10	J. Waggoner	Water School	\$ 29.24
4/24/2025		7.5	J. Waggoner	Water School	\$ 29.24
	11.5	24.5			
11.5x1.5=					
17.5 COMP HOURS					
17.5x29.24	511.7				
Total	\$511.70				
				Comp Total	\$ 511.70
24.50 OT Hours					
4.5x(30.85x1.5)=	208.24				
17.5x(29.24x1.5)=	767.55				
2.5x(28.38x1.5)	106.43				
Total	\$1,082.22				
				OT Total	\$ 1,082.22
				Grand Total	\$ 1,593.92
Submitted By:	