



**AGENDA**  
**CITY OF LAUREL**  
**BUDGET/FINANCE COMMITTEE**  
**TUESDAY, APRIL 14, 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 24, 2026.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 10, 2026.
4. Review and approve payroll register for pay period ending March 29, 2026, totaling \$294,818.45.
5. Review and approve March 2026 Utility Billing Adjustments.
6. Review and approve March 2026 Monthly Financial Statement.

**New Business**

**Old Business**

**Other Items**

7. Review Comp/OT report for pay period ending March 29, 2026.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.

**Announcements**

10. The next Budget Finance Meeting will be held on Tuesday April 28, 2026, at 5:30 p.m.
11. 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 24, 2026.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, March 24, 2026**

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

**Others Present:** Kelly Strecker, Kelly Gauslow, David Waggoner, Troy Charbonneau

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 10, 2026, Budget and Finance Committee meeting minutes. Tom Canape moved to approve the minutes of March 10, 2026. Jessica Banks seconded the motion. With no objection, the minutes of March 10, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Troy Charbonneau presented a purchase requisition for new crew lockers as Lyndy could not be present. It is for new lockers for the ambulance crew quarters. The current lockers that they have are not functional for their uniform needs as they are too small. Troy stated that the department has received two generous donations to cover the cost and assembly of the lockers. The cost of the lockers with assembly is \$8,289.99. Jessica Banks moved to approve the purchase requisition for new lockers at the ambulance department. Tom Canape seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through March 20, 2026. Tom Canape moved to approve the claims and check register for claims entered through March 20, 2026. Jessica Banks seconded the motion. With no objection, the claims and check register of March 20, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending March 15, 2026, totaling \$261,578.90. Tom Canape motioned to approve the payroll register for the pay period ending March 15, 2026, totaling \$261,578.90. Richard Klose seconded the motion. With no objection, the payroll register was approved. There was no public comment.
5. Review and approve February 2025 Monthly Financial Statement. Jessica Banks moved to approve February 2025 Monthly Financial Statement. Richard Klose seconded the motion. With no objection, the February Monthly Financial Statement was approved. There was no public comment.

**New Business** -Kelly noticed the claim review schedule had incorrect dates on it. A new schedule was provided; Jessica and Casey are switching days due to conflict. Jessica will review on April 14th, and Casey will review claims on April 28<sup>th</sup>.

**Old 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 shared a draft of the punch card. The committee decided to wait on the punch cards until the new schedule of fees is updated.

**Other Items –**

1. Review Comp/OT reports for the pay period ending March 15, 2026.
2. Mayor Update – The mayor did not have any updates.

3. Clerk/Treasurer Financial Update-Kelly stated that Allies on Aging has terminated the MOU with the city regarding the bus transit service. They presented a new reduced idea to the city. There will be future discussions regarding the transit service at a later date.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on April 14, 2026, at 5:30 pm.
2. Jessica Banks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:22 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:**

7. Review Comp/OT report for pay period ending March 29, 2026.

## Comp and Overtime Report

PPE: 3-29-2026

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
3-23	4		Baumgartner	SWAT training	30.42
3-26		4	Baumgartner	Scheduled OT	30.42
3-27		1.5	Baumgartner	*CHS Traffic OT*	30.42
3-16		1.5	Booth	*CHS Traffic OT*	31.92
3-19		5	Booth	Grievance committee meeting	31.92
3-20		1.5	Booth	*CHS Traffic OT*	31.92
3-26		1.5	Booth	*CHS Traffic OT*	31.92
3-26		4.55	Booth	Scheduled OT	31.92
3-17	1		Canape	Audit preparation	30.01
3-28	8		Canape	Dispatch Coverage	30.01
3-29	4		Collins	Scheduled OT	29.26
3-21		3	Johnson	LHS Prom	30.42
3-27	5		Johnson	Scheduled OT	30.42
3-29		4	Lafrombois	Scheduled OT	29.26
3-24		11	Mayo	Streets training/drive time	29.26
3-26		4	Mayo	Scheduled OT	29.26
3-25	4		McCartney	Dispatch coverage	28.51
3-21		1	Ratcliff	Prisoner transport	29.26
3-24		11	Ratcliff	Streets training/drive time	29.26
3-28		0.5	Schaff	CFS202602284	28.26
3-18		1.5	Sedgwick	*CHS Traffic OT*	30.42
3-19		1.5	Sedgwick	*CHS Traffic OT*	30.42
3-23		1.5	Sedgwick	*CHS Traffic OT*	30.42
3-24		1.5	Sedgwick	*CHS Traffic OT*	30.42
3-27		5	Sedgwick	Scheduled OT	30.42
3-29		4	Sedgwick	Travel to Helena for training	30.42
3-25	4		Seibert	Travel back from Helena from training	29.26
3-26	4		Seibert	Scheduled OT	29.26
3-18	4		Sell	Dispatch Coverage	29.51
3-29		4	Swan	Scheduled OT	31.92
	38 Comp	72.50 OT			

Comp and OT Report

PPE: 3/29/2026  
 Dept: Police

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
				13.50 x 30.42 =	410.67
	38			13.50 x 30.01 =	405.14
	<u>x15</u>			18 x 29.26 =	526.68
	57.00	Comp Hours		6 x 28.51 =	171.06
				6 x 29.51 =	177.06
					<u>1690.61</u>
					=
				23.50 x (30.42 x 1.5) =	1072.31
		74	OT Hours	19 x (31.92 x 1.5) =	909.72
				31 x (29.26 x 1.5) =	1360.59
				.50 x (28.26 x 1.5) =	21.20
					<u>3362.82</u>

Comp Hours

OT Hours

TOTAL \$ 5054.43

## Comp and OT Report

PPE: 3/29/2026  
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
3/20-3/27	2	16	T Charbonneau	Scheduled OT	\$ 26.00
3/22-3/29		16	M Crable	Scheduled OT	\$ 25.00
3/22-3/29		16	E Grayson	Scheduled OT	\$ 30.16
3/20-3/29		19.25	D Hopkins	Scheduled OT	\$ 28.08
3/20-3/29		17.5	A Johnson	Scheduled OT	\$ 20.00
3/21-3/28		16	K Olson	Scheduled OT	\$ 26.00
3/19-3/26		16	M Riley	Scheduled OT	\$ 28.08
3/22-3/29		16	T Schanz	Scheduled OT	\$ 20.80
3/21-3/28		16	W Wong	Scheduled OT	\$ 26.00
	2				
	<u>2</u> x 1.5			3 x 26.00 =	78.00
	3.00	Comp Hours			=
		14.875	OT Hours		
				48 x (26.00 x 1.50) =	1872.00
				16 x (25.00 x 1.50) =	600.00
				16 x (30.16 x 1.50) =	723.84
				35.25 x (28.08 x 1.50) =	1484.73
				16 x (20.80 x 1.50) =	499.20
				17.50 x (20.00 x 1.50) =	525.00
					<u>5704.77</u>
					=

Comp Hours

TOTAL \$ 5782.77

## Comp and OT Report

PPE: 3/29/2026  
 Dept: Shop

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
3/18/2026		0.5	J BAKER	Beartooth Water break	\$ 30.78
3/19/2026		3.5	J BAKER	First Ave water break	\$ 30.78
3/23/2026		2	J BAKER	Water school	\$ 30.78
3/19/2026		3	J BARNHART	First Ave water break	\$ 28.33
3/16/2026	1.5		D CEASER	Shut off day	\$ 29.97
3/18/2026	0.5		D CEASER	Beartooth Water break	\$ 29.97
3/23-3/24	4		D CEASER	Water school	\$ 29.97
3/19/2026		3.5	A FOX	First Ave water break	\$ 28.33
3/18/2026	0.5		B GONZALEZ	Beartooth Water break	\$ 29.39
3/18/2026	0.5		K HOFFMAN	Beartooth Water break	\$ 29.12
3/19/2026	3.5		K HOFFMAN	First Ave water break	\$ 29.12
3/23/2026	6		K HOFFMAN	Water School, water break	\$ 29.12
3/24/2026	2		K HOFFMAN	Water School	\$ 29.12
3/17/2026		2.5	D NAUMAN	Village Lift station	\$ 29.12
3/23/2026		6	D NAUMAN	E 4th St water break	\$ 29.12
3/19/2026	0.5		S NAUMAN	First Ave water break	\$ 20.15
3/23/2026	6		S NAUMAN	E 4th St water break	\$ 20.15
3/24/2026	10		S NAUMAN	Water school	\$ 20.15
3/25/2026	8		S NAUMAN	Water school	\$ 20.15
3/23-3/24	4		W SPALINGER	Water school	\$ 28.33
3/21/2026	0.5		A WOODARD	CONTAINER HAUL	\$ 26.91
	47.50				
	X 1.5			9 X 29.97 =	269.73
	71.25	Comp Hours		.75 X 29.39 =	220.4
				18 X 29.12 =	524.16
				36.75 X 20.15 =	740.57
				6 X 28.33 =	169.98
				.75 X 26.91 =	20.18
					\$1746.60

Comp Hours

21 OT Hours

$$6 \times (30.78 \times 1.5) = 277.02$$

$$6.50 \times (28.33 \times 1.5) = 276.23$$

$$8.50 \times (29.12 \times 1.5) = 371.28$$

924.53 OT Hours

TOTAL \$2671.13

## Comp and OT Report

PPE: 3/29/2026  
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
3/22/2026	2.5		HENRY	SCADA Issues	\$ 31.77
3/23/2026		8	NICHOLSON	Water School	\$ 30.11
3/29/2026	0.5		NUERNBERGER	Talk to OP	\$ 31.77
3/27/2026	2.5		WROBEL	CALL OUT-CHORINE SYSTEM	\$ 29.23
	5.50			4.50 X 31.77 =	142.97
	X 1.5			3.75 X 29.23 =	109.61
	<u>8.25</u>	Comp Hours			<u>252.58</u>
		8	OT Hours	8 X (30.11 X 1.5) =	361.32
					=

Comp Hours

OT Hours

TOTAL \$ 613.90

## Comp and OT Report

PPE: 3/29/2026  
 Dept: Clerk/Building

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
3/17/2026	1.5		K Gauslow	Shut off Day & Balancing	\$ 23.14
3/19/2026		3.75	K Gauslow	Council meeting	\$ 23.14
3/24/2026		2	K Gauslow	Special Council meeting	\$ 23.14
3/29/2026		5	J Gonzales	Travel to Missoula-school	\$ 29.31
5/20/2026		5	B HAKAKAL	Council	\$ 25.73
3/16/2026	0.5		A HATTON	Balancing	\$ 27.26
3/18/2026	2.5		A HATTON	CCPB Meeting	\$ 27.26
3/16/2026	1		M Patrick	Shut off day	\$ 21.62
	5.50			2.25 x 23.14 =	52.07
	x 1.5			4.50 x 27.26 =	122.67
	<u>8.25</u>	Comp Hours		1.50 x 21.62 =	32.43
					<u>207.17</u>
		15.75	OT Hours	5.75 x (23.14 x 1.5) =	199.57
				5 x (29.31) x 1.5 =	219.83
				5 x (25.73) x 1.5 =	192.98
					<u>612.38</u>

Comp Hours

OT Hours

TOTAL \$ 819.55