



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, JULY 22, 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 July 8, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through July 18, 2025.
4. Review and approve payroll register for pay period ending July 6, 2025, totaling \$313,250.22.
5. Review and approve June 2025 Financial Statement.

New Business

Old Business

Other Items

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

Announcements

9. The next Budget Finance Meeting will be held on Tuesday August 12, 2025, 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 July 8, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, July 08, 2025**

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

Others Present: Mayor Dave Waggoner, Amber Hatton, 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 June 10, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of June 10, 2025. Heidi Sparks seconded the motion. With no objection, the minutes of June 10, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve June 24, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of June 24, 2025. Heidi Sparks seconded the motion. With no objection, the minutes of June 24, 2025, were approved. There was no public comment or committee discussion.
3. Review and approve purchase requisitions. There were none.
4. Review and recommend approval to Council; claims entered through June 20, 2025. Michelle Mize moved to approve the claims and check register for claims entered through June 20, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of June 20, 2025, were approved. There was no public comment.
5. Review and recommend approval to Council; claims entered through July 3, 2025. Richard Klose moved to approve the claims and check register for claims entered through July 3, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of July 3, 2025, were approved. There was no public comment.
6. Review and approve Payroll Register for the pay period ending June 8, 2025, totaling \$279,250.12. Michelle Mize motioned to approve the payroll register for the pay period ending June 8, 2025, totaling \$279,250.12. Casey Wheeler seconded the motion. With no objection, the payroll register for June 8, 2025, was approved. There was no public comment.
7. Review and approve Payroll Register for the pay period ending June 22, 2025, totaling \$255,028.12. Michelle Mize motioned to approve the payroll register for the pay period ending June 22, 2025, totaling \$255,028.12. Casey Wheeler seconded the motion. With no objection, the payroll register for June 22, 2025, was approved. There was no public comment.
8. Review and approve the June 2025 Utility Billing Adjustments, Heidi Sparks moved to approve June 2025 Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the June 2025 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business –

Old Business – There was a brief discussion regarding the specialty license plates for the park. The revenue brought in thus far is \$7,435.67.

Other Items –

1. Review Comp/OT reports for the pay period ending June 8, 2025.
2. Review Comp/OT reports for the pay period ending June 22, 2025.

3. Mayor Update – The mayor stated that the fire department made it through the 4th of July, and that they are going to have to figure out a location for the upcoming years. He said that he has received a few calls regarding the new water rates. A few calls were also received, asking if the city is paying for the water that is used at the Splash Park. He stated that the Southside Overlay project is going out for bid, and the bid opening will be July 23, 2025. The mayor stated that Love's Truck Stop personnel are going to be at the council meeting tonight. The mayor discussed briefly that the Ambulance Service is in need of a new ambulance and the cost is roughly \$350,000.

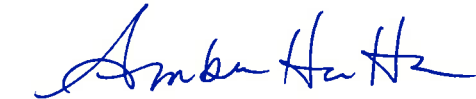
4. Clerk/Treasurer Financial Update-Amber stated that Kelly continues to work on the budget and is working on closing fiscal year 2024-2025.

Announcements –

1. The next Budget and Finance Committee meeting will be held on July 22, 2025, at 5:30 pm.
2. Heidi Sparks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:05 p.m.

Respectfully submitted,



Amber Hatton

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 July 6, 2025.

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Comp and Overtime Report

PPE: 7-6-25

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate	
7-4		12	Anglin	Holiday worked 4 th of July	36.29	✓
6-27		.5	Baumgartner	CFS202504739 Assault	29.97	✓
7-3		10	Baumgartner	**Street Dance** Palace INV	30.42	✓
7-4		7.5	Baumgartner	**Fireworks Show** Fire Assoc INV	30.42	✓
7-6		2	Baumgartner	P202500601 DUI	30.42	✓
6-24		3	Booth	Union Negotiations	31.47	✓
6-25		8	Booth	K9 Training	31.47	✓
6-30		2	Booth	Range-qualifications	31.47	✓
7-2		4	Booth	K9 Training	31.92	✓
7-3		6.5	Booth	Scheduled OT/patrol coverage-after street dance	31.92	✓
7-4		16.50	Booth	8 hours OT/ **8.5 hours Fireworks show** Fire Assoc INV	31.92	✓
7-4		12	Collins	Holiday worked 4 th of July	29.26	✓
7-6		4	Collins	Scheduled OT	29.26	✓
6-29	4		Johnson	AVERT active shooter training	29.97	
7-3		6	Johnson	**Street Dance** Palace INV	30.42	✓
7-4		12	Johnson	Holiday worked 4 th of July	30.42	✓
7-6	4		Johnson	Scheduled OT	30.42	
7-2	4		Kinn	Dispatch OT coverage	27.07	
7-4		12	Kinn	Holiday worked 4 th of July	27.07	
7-4		12	Lafrombois	Holiday worked 4 th of July	29.26	✓
7-6		4	Lafrombois	Scheduled OT	29.26	✓
7-3	4		Mayo	Scheduled OT	29.26	
7-4		7.5	Mayo	**Fireworks show** Fire Assoc INV	29.26	✓
6-24	5		McCartney	Union Negotiations	26.90	
7-1	1.5		McCartney	City Council Workshop	28.51	
7-4		12	McCartney	Holiday worked 4 th of July	28.51	
7-3		4	Ratcliff	Scheduled OT	29.26	✓
7-4		7.5	Ratcliff	**Fireworks show** Fire Assoc INV	29.26	✓
7-4		12	Schaff	Holiday worked 4 th of July	28.26	
7-6		4	Schaff	Scheduled OT	28.26	
6-27		.5	Sedgwick	CFS202504739 Assault	29.97	✓
6-30		4.5	Sedgwick	Range-department qualifications	29.97	✓

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Police

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
7-3		4	Sedgwick	Scheduled OT	30.42 ✓
7-3		6	Sedgwick	Patrol coverage	30.42 ✓
7-4		7.5	Sedgwick	**Fireworks show** Fire Assoc INV	30.42 ✓
6-24	3		Seibert	Union Negotiations	28.28
7-4		12	Seibert	Holiday worked 4 th of July	29.26 ✓
7-6	4		Seibert	Scheduled OT	29.26
7-4		12	Sell	Holiday worked 4 th of July	29.51
7-4		15	Swan	Holiday worked 4 th of July	31.92 ✓
7-6	4		Swan	Scheduled OT	31.92

Comp and OT Report

PPE: 7/6/2025
Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
6/27/2025	8		T Charbonneau	SCHEDULED OT	\$ 25.00
7/4/2025	8		T Charbonneau	HOLIDAY WORKED	\$ 25.00
6/29/2025		8	A Contreras	SCHEDULED OT	\$ 21.50
7/4/2025		16	A Contreras	HOLIDAY WORKED	\$ 21.50
7/5/2025	3	5	A Contreras	SCHEDULED OT	\$ 21.50
7/4/2025		12	M Crable	HOLIDAY WORKED	\$ 21.50
7/5-7/6	1	8	M Crable	COVER SHIFT, SCH OT	\$ 21.50
7/4/2025		16	J Forsey	HOLIDAY WORKED	\$ 29.00
6/29-7/6		25.5	E Grayson	SCHEDULED OT/LATE CALL	\$ 29.00
7/4/2025		8	E Grayson	HOLIDAY WORKED	\$ 29.00
06/29-07/6		17	D Hopkins	SCHEDULED OT	\$ 27.00
7/4/2025		8	D Hopkins	HOLIDAY WORKED	\$ 27.00
7/4/2025		8	K Olson	HOLIDAY WORKED	\$ 25.00
07/5-7/6		24	K Olson	SCHEDULED OT	\$ 25.00
6/26/2025		8	M Riley	SCHEDULED OT	\$ 27.00
6/27/2025		6	M Riley	Cover Bridger Ambulance	\$ 27.00
7/3/2025		8	M Riley	SCHEDULED OT	\$ 27.00
6/28/2025		8	T Schanz	SCHEDULED OT	\$ 20.00
6/27/2025	3.5		W Wong	SCHEDULED OT	\$ 25.00
	23.50				
	X 1.50			29.25 X 25.00 =	731.25
	35.25	Comp Hours		6 X 21.50 =	129.00
					860.25
		185.50	OT Hours		
				49 X (21.50 X 1.5) =	1580.25
				49.50 X (29.00 X 1.5) =	2153.25
				47 X (27.00 X 1.5) =	1903.50
				32 X (25.00 X 1.5) =	1200.00
				8 X (20.00 X 1.5) =	240.00
					7077.00

Comp Hours

OT Hours

TOTAL - \$7937.25

Comp and OT Report

PPE: 7/6/2025
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7/4/2025		8	C NICHOLSON	HOLIDAY WORKED	\$ 30.11
6/28-7/5	2		NUERNBERGER	TALKED TO OP	\$ 30.85
7/4/2025		8	J SAWYER	HOLIDAY WORKED	\$ 30.11
7/4/2025		8	N STAMPER	HOLIDAY WORKED	\$ 29.51
7/4/2025		8	D WAGGONER	HOLIDAY WORKED	\$ 30.11
7/4/2025		8	J WAGGONER	HOLIDAY WORKED	\$ 30.11
	2			3 X 30.85 =	92.55
	x1.5				=
	3	Comp Hours			
		40	OT Hours		
				32 X (30.11 X 1.5) =	1445.28
				8 X (29.51 X 1.5) =	354.12
					1799.40

Comp Hours

OT Hours

TOTAL - \$ 1891.95

Comp and OT Report

PPE: 7/6/25
Dept: Clerk

[illegible]

Comp Hours

TOTAL - \$55.67

Comp and OT Report

PPE: 7/6/2025
 Dept: Shop

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
7/4/2025		8	J BARNHART	Holiday worked	\$ 28.33
7/5/2025	8		J BARNHART	Park clean up after 4th	\$ 28.33
7/5/2025	1	7	A FOX	Park clean up after 4th	\$ 28.33
7/5/2025		8	K GUY	Park clean up after 4th	\$ 29.97
6/30/2025	2.5		K HOFFMAN	Call out water	\$ 28.28
6/28/2025	8		D NAUMAN	Saturday container site	\$ 28.28
7/4/2025	2.5		D NAUMAN	Valve leak verification	\$ 29.12
7/5/2025	8		D NAUMAN	Saturday container site	\$ 29.12
	30				
	X 1.5			13.50 X 28.33 =	382.46
	45.00	comp hours		15.75 X 29.12 =	458.64
				15.75 X 28.28 =	445.41
					1286.51
					=
		23 OT			
				15 X (28.33 X 1.5) =	637.43
				8 X (29.97 X 1.5) =	359.64
					997.07

comp hours

OT hours

TOTAL - \$ 2283.58