



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, SEPTEMBER 23, 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 September 09, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through September 19, 2025.
4. Review and approve payroll register for pay period ending September 14, 2025, totaling \$264,949.22.
5. Review and approve July 2025 monthly Financial Statement.
6. Review and approve August 2025 monthly Financial Statement.

**New Business**

**Old Business**

**Other Items**

7. Review Comp/OT report for pay period ending September 14, 2025.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.

**Announcements**

10. The next Budget Finance Meeting will be held on Tuesday October 14, 2025, 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 September 09, 2025.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, September 09, 2025**

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

**Others Present:** Kelly Strecker, David Waggoner, Matt Wheeler

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 August 26, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of August 26, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of August 26, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Matt Wheeler presented a purchase requisition for repairs on one of the garbage trucks. He stated this was an emergency repair as the truck could not be used because the radiator needed to be repaired. Matt stated that the truck was overheating and was more common when the temperatures outside were extremely warm. The cost of the radiator repair is \$8417.93. Michelle Mize moved to approve the purchase requisition for the garbage truck radiator repair. Heidi Sparks 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 September 05, 2025. Richard Klose moved to approve the claims and check register for claims entered through September 05, 2025. Casey Wheeler seconded the motion. With no objection, the claims and check register of September 05, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending August 31, 2025, totaling \$279,256.38. Heidi Sparks motioned to approve the payroll register for the pay period ending August 31, 2025, totaling \$279,256.38 Michelle Mize seconded the motion. With no objection, the payroll register for August 31, 2025, was approved. There was no public comment.
5. Review and approve the August 2025 Utility Billing Adjustments. Michelle Mize moved to approve August 2025 Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the August 2025 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

**New Business** –It was mentioned that the Splash Park will remain open until October 1, 2025, weather permitting.

**Old Business –**

**Other Items –**

1. Review Comp/OT reports for the pay period ending August 31, 2025.
2. Mayor Update – The mayor stated that the Southside Paving project will begin soon. He also said that the sidewalk project at Nutting Park was going to be on the agenda at tonight's council meeting. If approved that project will begin soon as well.
3. Clerk/Treasurer Financial Update-Kelly said she has been working on updating the SAMSID program. Budget resolutions have been sent to the county and the final budget documents have been sent to the

state. Kelly stated that the auditors will be here the week of September 15, 2025, to help with the Annual Financial Report.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on September 23, 2025, at 5:30 pm.
2. Heidi Sparks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:55 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 September 14, 2025.

## Comp and Overtime Report

PPE: 8-14-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
9-6		4	Baumgartner	Swat training	30.42
9-8		3.5	Booth	K9 callout/departement meeting	31.92
9-9		2.5	Booth	DEA K9 call out	31.92
9-1		10	Bryant	Holiday worked Labor Day	33.17
9-14	4		Collins	Scheduled OT	29.26
9-8		1	Hust	Department meeting	27.07
9-1		8.5	Johnson	Holiday worked Labor Day	30.42
9-5	3		Johnson	LHS football game	30.42
9-8		1	Johnson	Department meeting	30.42
9-12	9		Johnson	Scheduled OT/LHS football game	30.42
9-13		1	Johnson	9/11 memorial ride	30.42
9-1		12	Kinn	Holiday worked Labor Day	27.07
9-8		1	Lafrombois	Department meeting	29.26
9-14		4.5	Lafrombois	Scheduled OT/late dayshift	29.26
9-1		12	Mayo	Holiday worked Labor Day	29.26
9-8	1		Mayo	Department meeting	29.26
9-11	4		Mayo	Scheduled OT	29.26
9-8	1		McCartney	Department meeting	28.51
9-8		1	Nelson	Department meeting	25.87
9-1		12	Ratcliff	Holiday worked Labor Day	29.26
9-2		2	Ratcliff	P202500779 DUI	29.26
9-3		3	Ratcliff	P202500310 Trial	29.26
9-8		1	Ratcliff	Department meeting	29.26
9-11		4	Ratcliff	Scheduled OT	29.26
9-1		12	Schaff	Holiday worked Labor Day	28.26
9-12		4	Schaff	Scheduled OT	28.26
9-1		8.5	Sedgwick	Holiday worked Labor Day	30.42
9-1		12	Seibert	Holiday worked Labor Day	29.26
9-5	1		Seibert	P202500787 runaway juvenile	29.26
9-6	4		Seibert	P202500791 PFMA/search warrant	29.26
9-8	1		Seibert	Department meeting	29.26
9-11	4		Seibert	Scheduled OT	29.26
9-1		12	Sell	Holiday worked Labor Day	29.51
9-8		1	Sell	Department meeting	29.51

32 Comp 133.50

## Comp and OT Report

PPE: Police  
Dept: 8-14-2025

[illegible]

## Comptours

or Hours

TOTAL \$ 7339.27

## Comp and OT Report

PPE: 9/14/2025  
Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
9/5/2025	8		T Charbonneau	SCHEDULED OT	\$ 26.00
9/4-9/11/25	16		A Contreras	SCHEDULED OT	\$ 22.36
9/1/2025		16	M Crable	Holiday Worked	\$ 22.36
9/12-9/14/25	1	32	M Crable	Late call, scheduled OT	\$ 22.36
9/7/2025	8		J Forsey	SCHEDULED OT	\$ 30.16
9/1/2025		8	E Grayson	Holiday Worked	\$ 30.16
9/7-9/14/25		31	E Grayson	Cover Shift, Scheduled OT	\$ 30.16
9/7-9/14/25		33	D Hopkins	Cover Shift, Scheduled OT	\$ 28.08
9/1/2025		8	K Olson	Holiday Worked	\$ 26.00
9/6/2025		8	K Olson	SCHEDULED OT	\$ 26.00
9/9-9/11/25		16	M Riley	COVER SHIFT, SCHEDULED OT	\$ 28.08
9/1/2025		24	T Schanz	Holiday Worked	\$ 20.80
	33				
	<u>x1.5</u>			12 x 26.00 =	312.00
	49.50	Comp Hours		25.50 x 22.36 =	570.18
				12 x 30.16 =	361.92
					<u>1244.10</u>
					=
		176	OT Hours		
				48 x (22.36 x 1.5) =	1609.92
				39 x (30.16 x 1.5) =	1764.36
				49 x (28.08 x 1.5) =	2063.88
				16 x (26.00 x 1.5) =	624.00
				24 x (20.80 x 1.5) =	748.80
					<u>6810.96</u>
					=

TOTAL \$ 8055.06



## Comp and OT Report

PPE: 9/14/2025  
 Dept: Shop

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
9/7/2025		2.5	J BAKER	Emergency locate	\$ 30.78
9/3/2025		0.5	C Folts	Funeral ran late	\$ 17.00
9/5/2025		5	C Folts	Saturday funeral	\$ 17.00
9/10/2025	2.5		K Hoffman	Call out lift station	\$ 29.12
9/6/2025		1	W SPALINGER	HAUL EXTRA CONTAINER	\$ 28.33
9/7/2025		4	W SPALINGER	SUNDAY CONTAINER SITE	\$ 28.33
	2.5			3.75 x 29.12 =	109.20
	x 1.5				
	3.75	comp hours			
		13	OT hours	2.5 x (30.78 x 1.5) =	115.43
				5.50 x (17.00 x 1.5) =	140.25
				5 x (28.33 x 1.5) =	212.48
					468.16
					=

Comp Hours

OT Hours

TOTAL -\$ 577.36

## Comp and OT Report

PPE: 9/14/2025  
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
9/1/2025	8		C CASWELL	HOLIDAY WORKED	\$ 30.11
9/1/2025	8		DYLAN CEASER	HOLIDAY WORKED	\$ 30.11
9/1/2025		8	T HENRY	HOLIDAY WORKED	\$ 31.77
9/10/2025		2	C NICHOLSON	POWER OUTAGE	\$ 30.11
9/1/2025	4	4	NUERNBERGER	HOLIDAY WORKED	\$ 31.77
9/6-9/11/25	3.5	0.5	NUERNBERGER	POWER OUTAGE, TALK TO OP	\$ 31.77
9/1/2025		8	J SAWYER	HOLIDAY WORKED	\$ 30.11
9/1/2025		8	S WAGGONER	HOLIDAY WORKED	\$ 30.11
	23.50				
	<u>x 1.50</u>			24 x 30.11 =	722.64
	35.25	Comp Hours		11.25 x 31.77 =	357.41
					1080.05
					=
		30.50	OT Hours		
				12.50 x (31.77 x 1.5) =	595.70
				18 x (30.11 x 1.5) =	812.97
					1408.67
					=

Comp Hours

OT Hours

TOTAL \$ 2488.72