



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 10, 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 February 24, 2026.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through March 6, 2026.
4. Review and approve payroll register for pay period ending March 1, 2026, totaling \$277,678.02.
5. Review and approve February 2026 Utility Billing Adjustments.

New Business

Old Business

Other Items

6. Review Comp/OT report for pay period ending March 1, 2026.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on Tuesday March 24, 2026, at 5:30 p.m.
10. Tom Canape 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 February 24, 2026.

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

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

Others Present: Amber Hatton, Kelly Gauslow, Matt Wheeler

The meeting was called to order by the Committee Chair at 5:26 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve February 10, 2026, Budget and Finance Committee meeting minutes. Jessica Banks moved to approve the minutes of February 10, 2026. Tom Canape seconded the motion. With no objection, the minutes of February 10, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Matt presented a purchase requisition. The purchase requisition is for a Bobcat L35 Small Articulated Loader that will mainly be used at the water plant. The bid came in as \$75,325.00. The board asked if this was budgeted for, which Matt explained we had budgeted \$100,000 for this and it came lower. Richard Klose moved to approve the purchase requisition for a Bobcat L35 Small Articulated Loader for the water plant. Tom Canape seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through February 20, 2026. Jessica Banks moved to approve the claims and check register for claims entered through February 20, 2026. Tom Canape seconded the motion. With no objection, the claims and check register of February 20, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending February 15, 2026, totaling \$257,037.96. Jessica Banks motioned to approve the payroll register for the pay period ending February 15, 2026, totaling \$257,037.96. Tom Canape seconded the motion. With no objection, the payroll register was approved. There was no public comment.
5. Review and approve February 2026 Monthly Financial Statement. There was an error on the agenda, and it was for January 2026 Monthly Financial Statement. Jessica Banks moved to approve January 2026 Monthly Financial Statement. Tom Canape seconded the motion. With no objection, the January 2026 Monthly Financial Statement was approved. There was no public comment.

New Business -None

Old Business – Richard Klose requested a copy of the Cemetery account report, and those reports were provided.

Other Items –

1. Review Comp/OT reports for the pay period ending February 15, 2026.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update- Clerk treasurer was not present and there were no updates to report.

Announcements –

1. The next Budget and Finance Committee meeting will be held on Tuesday, March 10, 2026, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:45 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 March 1, 2026.

Comp and Overtime Report

PPE: 3-1-2026

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
2-16		12	Baumgartner	Holiday worked Presidents Day	30.42
2-19		5	Baumgartner	CFS202601259 SWAT call out	30.42
2-23		3	Baumgartner	Department night shoot	30.42
2-26		4	Baumgartner	Scheduled OT	30.42
2-16		12	Booth	Holiday worked Presidents Day	31.92
2-26		4	Booth	Scheduled OT	31.92
2-23	3		Bryant	Department night shoot	33.17
2-16		12	Canape	Holiday worked Presidents Day	30.01
2-22		2	Collins	Department night shoot	29.26
3-1	4		Collins	Scheduled OT	29.26
2-16		8.5	Johnson	Holiday worked Presidents Day	30.42
2-23		3	Johnson	Department night shoot	30.42
2-16		12	Kinn	Holiday worked Presidents Day	28.51
2-22		2	Lafrombois	Department night shoot	29.26
3-1		4	Lafrombois	Scheduled OT	29.26
2-16		12	Mayo	Holiday worked Presidents Day	29.26
2-26		3	Mayo	Department night shoot	29.26
2-23		3	Mayo	Department night shoot	29.26
2-22		4	Mayo	Scheduled OT	29.26
2-26	4		McCartney	Dispatch coverage	28.51
2-16		12	Ratcliff	Holiday worked Presidents Day	29.26
2-23		3	Ratcliff	Department night shoot	29.26
2-26		4	Ratcliff	Scheduled OT	29.26
2-22		2	Schaff	Department night shoot	28.26
3-1		4	Schaff	Scheduled OT	28.26
2-16		8.5	Sedgwick	Holiday worked Presidents Day	30.42
2-17		3	Sedgwick	LHS basketball games	30.42
3-22		3	Sedgwick	Department night shoot	30.42
3-23		3	Sedgwick	Department night shoot	30.42
2-16		12	Seibert	Holiday worked Presidents Day	29.26
2-26		4	Seibert	Scheduled OT	29.26
2-27		3	Seibert	Meeting with County Attorney	29.26
2-16		12	Sell	Holiday worked Presidents Day	29.51
2-18	4		Sell	Dispatch coverage	29.51

Comp OT

2-22		2	Swan	Department night shoot	31.92
2-25	5		Swan	STEER Court	31.92
3-1		4	Swan	Scheduled OT	31.92

20 comp 185

Comp and OT Report

PPE:

Dept:

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
	20			4.50 x 33.17 =	149.27
	X 1.5			6 x 29.26 =	175.56
	30	comp	Hours	6 x 28.51 =	171.06
				6 x 29.51 =	177.06
				7.50 x 31.92 =	239.40
					<u>912.35</u>
					=
		OT	Hours		
				53 x (30.42 x 1.5) =	2418.39
				22 x (31.92 x 1.5) =	1053.36
				12 x (30.61 x 1.5) =	540.18
				68 x (29.26 x 1.5) =	2984.52
				12 x (28.51 x 1.5) =	513.18
				6 x (28.26 x 1.5) =	254.34
				12 x (29.51 x 1.5) =	531.18
					<u>8295.15</u>
					=

comp hours

OT hours

TOTAL \$ 9207.50

Comp and OT Report

PPE: 3/1/2026
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
2/17/2026	8		C CASWELL	HOLIDAY WORKED	\$ 30.11
2/16/2026		8	HENRY	HOLIDAY WORKED	\$ 31.77
2/16/2026	10.5		NUERNBERGER	HOLIDAY WORKED	\$ 31.77
3/1/2026	1		NUERNBERGER	Sample pond	\$ 31.77
2/18/2026		8	Sawyer	HOLIDAY WORKED	\$ 30.11
2/16/2026		8	D Waggoner	HOLIDAY WORKED	\$ 30.11
2/16/2026		8	S Waggoner	HOLIDAY WORKED	\$ 30.11
	19.50			12 X 30.11 =	361.32
	X 1.50			17.25 X 31.77 =	548.03
	29.25	Comp	Hours		909.35
					<u> </u>
				8 X (31.77 X 1.5) =	381.24
		32	OT Hours	24 X (30.11 X 1.5) =	1083.96
					1465.20
					<u> </u>

Comp Hours

OT Hours

TOTAL \$ 2374.55

Comp and OT Report

PPE: 3/1/2026
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
2/20-2/27		19.25	T Charbonneau	Training - Scheduled OT	\$ 26.00
2/26-2/27	17		A Contreraz	Training - Scheduled OT	\$ 22.36
2/16/2026		16	M Crable	Holiday Worked	\$ 25.00
2/22-3/1	2.5	16	M Crable	Training - Scheduled OT	\$ 25.00
2/16/2026		8	E Grayson	Holiday Worked	\$ 30.16
2/22-3/1		18.5	E Grayson	Scheduled OT	\$ 30.16
2/22-3/1		18	D Hopkins	Traning-Scheduled OT	\$ 28.08
2/16/2026		16	A Johnson	Holiday Worked	\$ 20.00
2/22-3/1		18.5	A Johnson	Training with Fire, SCh OT	\$ 20.00
2/16/2026		8	K Olson	Holiday Worked	\$ 26.00
2/21-2/28		16	K Olson	Scheduled OT	\$ 26.00
2/16/2026		16	M Riley	Holiday Worked	\$ 28.08
2/19-2/26		16	M Riley	Scheduled OT	\$ 28.08
2/21-2/28		16	W Wong	Scheduled OT	\$ 26.00
	19.50				
	x 1.50			25.50 x 22.36 =	570.18
	29.25	Comp Hours		3.75 x 25.00 =	93.75
					<u>663.93</u>
					=
		20225	OT Hours		
				59.25 x (26.00 x 1.5) =	2310.75
				32 x (25.00 x 1.5) =	1200.00
				26.50 x (30.16 x 1.5) =	1198.86
				50 x (28.08 x 1.5) =	2106.00
				34.50 x (20.00 x 1.5) =	1035.00
					<u>7850.61</u>
					=

Comp Hours

OT Hours

TOTAL \$ 8514.54