



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, APRIL 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 April 8, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through April 18, 2025.
4. Review and approve payroll register for pay period ending April 13, 2025, totaling \$260,637.31.
5. Review and approve the March 2025 Financial Statement.

**New Business**

**Old Business**

**Other Items**

6. Review Comp/OT report for pay period ending April 13, 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 13, 2025, at 5:30 p.m.
10. Richard Klose 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 8, 2025.

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

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

**Others Present:** Mayor Dave Waggoner, Kelly Strecker

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 25, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of March 25, 2025. Heidi Sparks seconded the motion. With no objection, the minutes of March 25, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. There were none.
3. Review and recommend approval to Council; claims entered through April 4, 2025. Casey Wheeler moved to approve the claims and check register for claims entered through April 4, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of April 4, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending March 30, 2025, totaling \$267,566.04. Michelle Mize motioned to approve the payroll register for the pay period ending March 30, 2025, totaling \$267,566.04. Heidi Sparks seconded the motion. With no objection, the payroll register for March 30, 2025, was approved. There was no public comment.
5. Review and approve the 2025 March Utility Billing Adjustments, Heidi Sparks moved to approve the 2025 March Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2025 March Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

**New Business –None**

**Old Business – None**

**Other Items –**

1. Review Comp/OT reports for the pay period ending March 30, 2025.
2. Mayor Update – The mayor stated that the city lost one of our employees to an accident over the weekend. He clarified that the accident did not happen when working for the city. He was employed by another business when the accident occurred. He stated that we are all saddened by the tragic loss and our thoughts and prayers go out to the family. The mayor spoke briefly about AFFF Product Liability Litigation and stated that it would be on the next Council workshop.
3. Clerk/Treasurer Financial Update-Kelly stated she has completed the first quarter quarterly reports for the city and is working on the quarterly reports for the Transit System. Kelly said that she was going to be gone for 3 days next week, and she has used up all her accrued vacation time, that needed to be used by the end of March, according to state law. Kelly briefly talked about the funding for the fire truck.

**Announcements –**

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

Meeting Adjourned at 6:20 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 13, 2025.

## Comp and Overtime Report

PPE: 4-13-25

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
4-11	2		Anglin	Meeting at the County Attorney's office	36.29
4-7		10	Baumgartner	SWAT Training	29.97
4-10		4	Baumgartner	Scheduled OT	29.97
4-13		1	Baumgartner	Range Day	29.97
4-2		10	Booth	K9 Training	31.47
4-6		2.5	Booth	P202500286 call out	31.47
4-10		4	Booth	Scheduled OT	31.47
4-11		3.5	Booth	County Atty meeting/K9 Deployment P202500297	31.47
4-13		2.5	Booth	Range day	31.47
4-13	4		Bryant	Range day	32.69
4-11	5		Johnson	Scheduled OT	29.97
4-13		2.5	Johnson	Range day	29.97
4-11		2	Lafrombois	P202500302 DUI	28.83
4-13		4	Lafrombois	Scheduled OT	28.83
4-9	3		Mayo	City court trial	27.83
4-10	4		Mayo	Scheduled OT	27.83
4-13	3		Mayo	Range day	27.83
4-15		0.5	Ratcliff	P2025600286 DUI/pursuit	28.83
4-10		4	Ratcliff	Scheduled OT	28.83
4-13		3	Ratcliff	Range day	28.83
4-11		5	Sedgwick	Scheduled OT	29.97
4-13		4	Sedgwick	Range day	29.97
4-13		4	Seibert	Scheduled OT	28.83
4-9	4		Sell	Scheduled OT	27.90
	25				
	X1.5				
	37.50	Comp Hours			

37.50 (66.50 OT)



## Comp and OT Report

PPE: 4/13/2025  
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
04/06-04/13	4	12	A contreraz	Schedule OT	\$ 21.50
04/01-04/13		26	M Crable	Charting, Cover shift, sch OT	\$ 21.50
4/6/2025	8		J Forsey	Schedule OT	\$ 29.00
04/10-04/13	14	18	E Grayson	Schedule OT	\$ 29.00
04/01-04/13		32	D Hopkins	Schedule OT, Cover shift	\$ 27.00
04/3-04/12		16	K Olson	Schedule OT	\$ 20.00
4/10/2025		8	M Riley	Schedule OT	\$ 27.00
04/1-04/6		9	T Schanz	Schedule OT, charting	\$ 20.00
04/5-04/12		16	W Wong	Schedule OT	\$ 22.41
	26				
	<u>x1.5</u>			6 x 21.50 =	129.00
	39	Comp	Hours	33 x 29.00 =	959.00
					1086.00
					=
		131	OT Hours		
				38 x (21.50 x 1.50) =	1225.50
				18 x (29.00 x 1.50) =	783.00
				40 x (27.00 x 1.50) =	1620.00
				25 x (20.00 x 1.50) =	750.00
				16 x (22.41 x 1.50) =	537.84
					4916.34
					=

Comp Hours

OT Hours

TOTAL = \$6002.34



## Comp and OT Report

PPE: 4/13/2025  
Dept: Shop

[illegible]

TOTALS = 147.30

## Comp and OT Report

PPE: 4/13/2025  
Dept: WTP/WWTP

[illegible]

Camp Hours

TOTAL - \$ 115.69