



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, SEPTEMBER 09, 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 August 26, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through September 5, 2025.
4. Review and approve payroll register for pay period ending August 31, 2025, totaling \$279,256.38.
5. Review and approve August 2025 Utility Billing adjustments.

New Business

Old Business

Other Items

6. Review Comp/OT report for pay period ending August 31, 2025.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on Tuesday September 23, 2025, at 5:30 p.m.
10. Heidi Sparks 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 August 26, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 26, 2025**

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

Others Present: Kelly Strecker, Kelly Gauslow

The meeting was called to order by the Committee Vice- Chair at 5:30 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve August 12, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of August 12, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of August 12, 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 August 22, 2025. Michelle Mize moved to approve the claims and check register for claims entered through August 22, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of August 22, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending August 17, 2025, totaling \$255,886.52. Heidi Sparks motioned to approve the payroll register for the pay period ending August 17, 2025, totaling \$255,886.52. Casey Wheeler seconded the motion. With no objection, the payroll register for August 17, 2025, was approved. There was no public comment.

New Business –None

Old Business – Airport Authority Mill Discussion. Kelly stated that the Airport Authority cannot levy themselves. The City can levy mills for them. When the City levies mills for the Airport Authority, the county collects the money for the amount levied and sends it to the City. The City then writes a check to the Airport Authority a check at the end of the fiscal year for the amount collected. This is called a pass-through mill levy and there is no expense to the City.

Other Items –

1. Review Comp/OT reports for the pay period ending August 17, 2025.
2. Mayor Update – The mayor was absent from the meeting.
3. Clerk/Treasurer Financial Update-Kelly said that the budget was completed and being presented at the council meeting tonight. She said that she has been working on all the year-end reporting from last fiscal year, such as FEQ, 911, and Transit.

Announcements –

1. The next Budget and Finance Committee meeting will be held on September 9, 2025, at 5:30 pm.
2. Richard Klose 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:

6. Review Comp/OT report for pay period ending August 31, 2025.

Comp and Overtime Report

PPE: 8-31-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-28		4	Baumgartner	Scheduled OT	30.42
8-19		7	Brew	**DEA OT**	33.17
8-21		7	Brew	**DEA OT**	33.17
8-22		3	Brew	**DEA OT**	33.17
8-24		4.2	Brew	**DEA OT**	33.17
8-28		7	Brew	**DEA OT**	33.17
8-27	1		Collins	Firearms training	29.26
8-27	2		Johnson	Firearms training	30.42
8-20	4		Kinn	Covered dispatch call off	27.07
8-21	1		Kinn	Stayed over to help with calls	27.07
8-27		2	Lafrombois	Firearms training	29.26
8-31		4	Lafrombois	Scheduled OT	29.26
8-24	.50		Mayo	CFS202506565 trespass	29.26
8-26	2		Mayo	Firearms training	29.26
8-28	4		Mayo	Scheduled OT	29.26
8-20		1	Nelson	Covered for late dispatcher	25.87
8-22		.50	Ratcliff	P202500750	29.26
8-24		.50	Ratcliff	CFS202506565 trespass	29.26
8-26		2.5	Ratcliff	Firearms training	29.26
8-28		4	Ratcliff	Scheduled OT	29.26
8-30		5	Ratcliff	**DUI taskforce OT**	29.26
8-28		4	Schaff	Scheduled OT	28.26
8-26		5	Sedgwick	Firearms training	30.42
8-28		4	Sedgwick	Scheduled OT	30.42
8-31	4		Seibert	Scheduled OT	29.26
8-31		4	Swan	Scheduled OT	31.92
	18.50	66.50			

Comp and OT Report

PPE: 8/31/2025
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
8/29/2025		6	T Charbonneau	SCHEDULED OT	\$ 26.00
8/23/2025	8		A Contreras	SCHEDULED OT	\$ 22.36
8/24-8/31/25		16	M Crable	Community outreach, sch ot	\$ 22.36
8/21-8/30/25	16	1.75	J Forsey	Late call, scheduled OT	\$ 30.16
8/24-8/31/25		16	D Hopkins	SCHEDULED OT	\$ 28.08
8/23-8/30/25		16	K Olson	SCHEDULED OT	\$ 26.00
8/21-8/28/25		15	M Riley	SCHEDULED OT	\$ 28.08
8/24-8/31/25		19.5	T Schanz	Cover Shift, Scheduled OT	\$ 20.80
8/30/2025	8		W Wong	SCHEDULED OT	\$ 26.00
	32				
	x 1.5			12 x 22.36 =	268.32
	48	comp Hours		24 x 30.16 =	723.84
				12 x 26.00 =	312.00
					1304.16
					=
		90.25 OT Hours			
				22 x (26.00 x 1.5) =	858.00
				16 x (22.36 x 1.5) =	536.64
				1.75 x (30.16 x 1.5) =	79.17
				31 x (28.08 x 1.5) =	1305.72
				19.50 x (20.80 x 1.5) =	608.40
					3387.93
					=

Comp Hours

OT Hours

TOTALS - \$ 4692.09

PPE: 8/31/2025
Dept: Clerk

TOTAL \$ 134.81

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Comp and OT Report

PPE: 8/31/2025

Dept: Court

[illegible]

Comp Hours

TOTAL \$ 37.53

Submitted By:

Comp and OT Report

PPE: 8/31/2025
Dept: WTP/WWTP

[illegible]

TOTAL \$190.62

OT TOTALS

Comp and OT Report

PPE: 8/31/2025
Dept: Shop

[illegible]

TOTAL \$184.68

OSTATK