



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, JUNE 10, 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 May 27, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through June 6, 2025.
4. Review and approve payroll register for pay period ending May 25, 2025, totaling \$246,031.52.
5. Review and approve May 2025 Utility Billing Adjustments.
6. Review and approve May 2025 financial statement.

**New Business**

**Old Business**

**Other Items**

- [7.](#) Review Comp/OT report for pay period ending May 25, 2025.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.
- [10.](#) Claim Review Schedule.

**Announcements**

11. The next Budget Finance Meeting will be held on Tuesday June 24, 2025, at 5:30 p.m.
12. Michelle Mize 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 May 27, 2025.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, May 27, 2025**

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

**Others Present:** Mayor Dave Waggoner, Kelly Strecker, 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 May 13, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of May 13, 2025. Heidi Sparks seconded the motion. With no objection, the minutes of May 13, 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 May 23, 2025. Heidi Sparks moved to approve the claims and check register for claims entered through May 23, 2025. Casey Wheeler seconded the motion. With no objection, the claims and check register of May 23, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending May 16, 2025, totaling \$250,726.52. Heidi Sparks motioned to approve the payroll register for the pay period ending May 16, 2025, totaling \$250,726.52. Michelle Mize seconded the motion. With no objection, the payroll register for May 16, 2025, was approved. There was no public comment.
5. Review and approve April 2025 monthly financial statement. Heidi Sparks moved to approve the April 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the April 2025 monthly financial statement was approved. There was no public comment.

**New Business** –Richard Klose briefly talked about the committee members for each board or committee that Kurt talked about at the last council meeting. Richard Klose thinks it is a good idea to have one council member per ward on each committee, as we do on the Budget Finance Committee.

**Old Business** – There was a brief discussion regarding the City Court financials and Riverside Park revenue.

**Other Items –**

1. Review Comp/OT reports for the pay period ending May 16, 2025.
2. Mayor Update – The mayor spoke briefly about the City of Miles City shutting down the splash park and the public swimming pool for this year due to lack of funding. He also stated that the Miles City police and fire departments may be affected as well.
3. Clerk/Treasurer Financial Update-Kelly stated that she continues to work on the budget. She gave a brief update on the funding of the new fire truck. We briefly discussed the fire district contracts. There were several questions that would be raised in the council meeting later that night for clarification.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on June 10, 2025, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:25 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 May 25, 2025.

## Comp and Overtime Report

PPE: 5-25-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
5-12		8	Baumgartner	SWAT night training	29.97
5-13		2	Baumgartner	SWAT night training	29.97
5-22		4	Baumgartner	Scheduled OT	29.97
5-14		8	Booth	K9 training	31.47
5-22		5	Booth	Scheduled OT/FAP training	31.47
5-24		2.5	Booth	K9 callout CFS202503735	31.47
5-21		4	Brew	DEA OT	32.69
5-21		3	Collins	Laurel City Court callout	27.83
5-25		4	Collins	Scheduled OT	27.83
5-23	5		Johnson	Scheduled OT	29.97
5-25		4	Lafrombois	Scheduled OT	28.83
5-22	4		Mayo	Scheduled OT	27.83
5-22		4	Ratcliff	Scheduled OT	28.83
5-15		.5	Sedgwick	CFS202503406 Ambulance call	29.97
5-16		.5	Sedgwick	P202500411 and P202500412	29.97
5-23		5	Sedgwick	Scheduled OT	29.97
5-15		1	Seibert	CFS 3434 and 3437	28.83
5-25		4	Seibert	Scheduled OT	28.83
	9				
	X 1.5				
	13.50	Comp Hours		7.50 X 29.97 =	224.78
				6 X 27.83 =	166.98
					391.76
					Comp Hours
		59.50	OT Hours	20 X (29.97 X 1.5) =	899.10
				15.50 X (31.47 X 1.5) =	731.69
				4 X (32.69 X 1.5) =	196.14
				7 X (27.83 X 1.5) =	292.22
				13 X (28.83 X 1.5) =	562.19
					2681.34
					OT Hours

TOTAL \$ 3073.10

## Comp and OT Report

PPE: 5/25/2025

Dept: Clerk

[illegible]

TOTAL - \$ 64.57

## Comp and OT Report

PPE: 5/25/2025  
Dept: WTP/WWTP

[illegible]

TOTAL \$ 92.55

OT Hours



## Comp and OT Report

PPE: 5/25/2025  
 Dept: Shop

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
5/15/2025	2.5		J BAKER	VILLAGE LIFT STATION	\$ 29.89
5/17/2025	3		J BAKER	FUNERAL	\$ 29.89
5/19/2025	1.5		J BAKER	SHUT OFF DAY	\$ 29.89
5/17/2025		8	J BARNHART	WORKED SATURDAY	\$ 27.50
5/24/2025	8		J BARNHART	WORKED SATURDAY	\$ 27.50
5/18/2025	4		A FOX	SUNDAY CONTAINER SITE	\$ 27.50
5/12/2025	2.5		D NAUMAN	WATER BREAK-FORREST	\$ 28.28
5/24/2025	2.5		D NAUMAN	WATER BREAK-CEDAR	\$ 28.28
	24				
	x 1.5			10.50 X 29.89 =	313.85
	36	Comp Hours		18. X 27.50 =	495.00
				7.50 X 28.28 =	212.10
					1020.95
				8 X (27.50 x 1.5) =	330.00

Comp Hours

OT Hours

TOTAL = \$ 1350.95

## Comp and OT Report

PPE: 5/25/2025  
 Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
05/14-5/16	9		T Charbonneau	Schedule OT	\$ 25.00
05/18-05/25	18		A contreraz	Schedule OT	\$ 21.50
05/15-05/25	3	16	M Crable	K9 Train, Cover shift, sch OT	\$ 21.50
5/25/2025	3	8	E Grayson	Schedule OT	\$ 29.00
05/18-05/25		16	D Hopkins	Schedule OT, Cover shift	\$ 27.00
05/15-05/22		18	K Olson	Schedule OT	\$ 25.00
05/15-05/22		18	M Riley	Schedule OT	\$ 27.00
05/16-05/23	8	8	T Schanz	Schedule OT, charting	\$ 20.00
05/15-05/24		17	W Wong	Schedule OT	\$ 22.41
	41				
	X 1.5				
	61.50	Comp Hours		13.50 X 25.00 =	337.50
				31.50 X 21.50 =	677.25
				9.50 X 29.00 =	130.50
				12. X 20.00 =	240.00
					1385.25
					=
		101	OT Hours		
				16 X (21.50 X 1.5) =	516.00
				8 X (29.00 X 1.5) =	348.00
				34. X (27.00 X 1.5) =	1377.00
				18 X (25.00 X 1.5) =	675.00
				8 X (20.00 X 1.5) =	240.00
				17 X (22.41 X 1.5) =	571.46
					3727.46
					=

Comp Hours

OT Hours

TOTAL \$ 5112.71

**File Attachments for Item:**

10. Claim Review Schedule.

## **Claim Review Schedule**

July 8- Richard Klose

July 22- Heidi Sparks

August 12- Casey Wheeler

August 26- Michelle Mize

September 9- Richard Klose

September 23- Heidi Sparks

October 14- Casey Wheeler

October 28- Michelle Mize

November 10- Richard Klose

November 25- Heidi Sparks

December 9- Casey Wheeler

December 23- Michelle Mize