



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, OCTOBER 28, 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 October 14, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through October 24, 2025.
4. Review and approve payroll register for pay period ending October 12, 2025, totaling \$259,225.95.

New Business

Old Business

Other Items

5. Review Comp/OT report for pay period ending October 12, 2025.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

Announcements

8. The next Budget Finance Meeting will be held on Monday November 10, 2025, at 5:30 p.m.
9. 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 October 14, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 14, 2025**

Members' Present: Michelle Mize, Casey Wheeler, Richard Klose

Others Present: Kelly Gauslow, Matt Wheeler, JW Hopper

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 September 23, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of September 23, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of September 23, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. JW Hopper presented a purchase requisition for an 18" Battery Vent Fan. The fan can be put in a house that has had a fire and expel the smoke out of it. That way you won't have the smell of gas/smoke. This runs on Milwaukee batteries just like everything else on the truck. Michelle Mize moved to approve the purchase requisition for the battery vent fan. Casey Wheeler seconded the motion. With no objection, the purchase requisition was approved.
JW Hopper also discussed that CHS is also going to be donating \$30,000 for extrication gear for the truck. He is unsure whether it will be paid in one lump sum or if it will spread out over a period of time. For instance, the previous \$50,000 donation that was paid out over a 5-year period. This will leave him with \$2,000 to pay out of pocket. Besides, a few things to hold fittings, Engine 25 is complete. They had \$22,000 in donations, which paid for most of the tools.
3. Review and recommend approval to Council; claims entered through October 10, 2025. Casey Wheeler moved to approve the claims and check register for claims entered through October 10, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of October 10, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending September 28, 2025, totaling \$268,385.63. Michelle Mize motioned to approve the payroll register for the pay period ending September 28, 2025, totaling \$268,385.63. Richard Klose seconded the motion. With no objection, the payroll register for September 28, 2025, was approved. There was no public comment.
5. Review and approve the September 2025 Utility Billing Adjustments. Michelle Mize moved to approve September 2025 Utility Billing Adjustments. Casey Wheeler seconded the motion. With no objection, the September 2025 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.

New Business – Matt Wheeler mentioned that there was a community cleanup day that happened over the weekend. He said that a few city employees helped. Matt stated that there will be some overtime on the next payroll due to the cleanup day.

Old Business –

Other Items –

1. Review Comp/OT reports for the pay period ending September 28, 2025.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly Gauslow stated that the Clerk Treasurer has been working on the Annual Financial Report that is due on December 31, 2025. The third quarter taxes have been completed. Kelly Strecker Clerk Treasurer was not present at the meeting.

Announcements –

1. The next Budget and Finance Committee meeting will be held on October 28, 2025, at 5:30 pm.
2. Michelle Mize is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:50 p.m.

Respectfully submitted,



Kelly Gauslow

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:

5. Review Comp/OT report for pay period ending October 12, 2025.

Comp and Overtime Report

PPE:10/12/25

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10/1		8	Booth	K9 training	31.92
10/9		4	Booth	Scheduled OT	31.92
10/12	4		Collins	Scheduled OT	29.26
10/10	5		Johnson	Scheduled OT	30.42
10/12		4	Lafrombois	Scheduled OT	29.26
10/1	3		Mayo	Court	29.26
10/4	.5		Mayo	Covered late dayshift	29.26
10/5	2.5		Mayo	P202500893 fatal accident	29.26
10/9	4		Mayo	Scheduled OT	29.26
9/30	11		McCartney	Labor relations conference	28.51
10/1	4		McCartney	Labor relations conference	28.51
10/1		3	Ratcliff	Court	29.26
10/9		.5	Sedgwick	CFS202507793 missing juvenile	30.42
10/10		5	Sedgwick	Scheduled OT	30.42
10/9	4		Seibert	Scheduled OT	29.26
10/8	3		Swan	Steer Court	31.92
10/12		4	Swan	Scheduled OT	31.92
	41				
	<u>x1.5</u>				
	61.50	Comp Hours		27.00 x 29.26 =	790.02
				7.50 x 30.42 =	228.15
				22.50 x 28.51 =	641.48
				4.50 x 31.92 =	143.64
					1803.29 comp hour
		28.50	OT Hours		=
				16 x (31.92 x 1.5) =	766.08
				7 x (29.26 x 1.5) =	307.23
				5.50 x (30.42 x 1.5) =	250.97
					1324.28 OT Hours
					=

TOTAL \$ 3127.57

Comp and OT Report

PPE: 10/12/2025

Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
10/10/2025		9	T Charbonneau	Scheduled OT, late call	\$ 26.00
10/4/2025		8	A Contreras	SCHEDULED OT	\$ 22.36
9/30-10/12	2.5	16	M Crable	Charting, Scheduled OT	\$ 25.00
9/30-10/2	8	1.5	J Forsey	Late call, scheduled OT	\$ 30.16
10/5-10/12		25.5	E Grayson	SCHEDULED OT	\$ 30.16
9/29-10/12		20.5	D Hopkins	Training, sched OT, late call	\$ 28.08
10/7/2025		2	K Olson	Meet with Dr Walker	\$ 26.00
10/2-10/9		16	M Riley	Scheduled OT	\$ 28.08
9/30-10/5	3	8	T Schanz	Training, Scheduled OT	\$ 20.80
10/8-10/11		17.5	W Wong	Scheduled OT, late call	\$ 26.00
	13.50				
	x 1.50			3.75 x 25.00 =	93.75
	20.25	Comp Hours		12.00 x 30.16 =	361.92
				4.5 x 20.80 =	93.60
					549.27
					=
		124 OT Hours			
				28.50 x (26.00 x 1.5) =	1111.50
				8 x (22.36 x 1.5) =	268.32
				16 x (25.00 x 1.5) =	600.00
				27 x (30.16 x 1.5) =	1221.48
				36.50 x (28.08 x 1.5) =	1537.38
				8 x (20.80 x 1.5) =	249.60
					4988.28
					=

TOTAL \$ 5537.55

Comp and OT Report

PPE: 10/12/2025
Dept: Shop

[illegible]

TOTAL \$ 1269.73

Comp and OT Report

PPE: 10/12/2025
Dept: WTP/WWTP

[illegible]

TOTAL \$ 95.31