



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
MONDAY, NOVEMBER 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 October 28, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 7, 2025.
4. Review and approve payroll register for pay period ending October 26, 2025, totaling \$228,891.48.
5. Review and approve October 2025 Utility Billing Adjustments.
6. Review and approve October 2025 Monthly Financial Statement.

New Business

Old Business

Other Items

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

Announcements

10. The next Budget Finance Meeting will be held on Tuesday November 25, 2025, at 5:30 p.m.
11. 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 October 28, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 28, 2025**

Members' Present: Michelle Mize, Richard Klose, Heidi Sparks

Others Present: 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 October 14, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of October 14, 2025. Heidi Sparks seconded the motion. With no objection, the minutes of October 14, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Kelly Strecker presented a purchase requisition for Matt Wheeler as he could not be present at the meeting. The first requisition was to replace the actuators at the water plant. The cost to replace the actuators is \$57,568.58 and will be purchased from Northwest Pipe. Heidi Sparks moved to approve the purchase requisition for the replacement of the actuators at the water plant. Richard Klose seconded the motion. With no objection, the purchase requisition was approved. The second requisition was to rebuild the motor at the sewer plant. The cost to rebuild the motor is \$15,570.23 and the parts will be purchased from A+ Electric Motors. There was discussion regarding rebuilding the motor or replacing it with a new motor. One question was asked as to what the warranty on a rebuilt motor is, and how long will a rebuild motor last. Kelly stated that she would get with Matt and report back at the next meeting. Heidi Sparks moved to approve the purchase requisition to rebuild the motor at the sewer plant. Richard Klose seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through October 24, 2025. Michelle Mize moved to approve the claims and check register for claims entered through October 24, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of October 24, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending October 12, 2025, totaling \$259,225.95. Michelle Mize motioned to approve the payroll register for the pay period ending October 12, 2025, totaling \$259,225.95. Heidi Sparks seconded the motion. With no objection, the payroll register for October 12, 2025, was approved. There was no public comment.

New Business – None

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending October 12, 2025.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that she and Kurt are working on getting a Victim Witness Advocate hired. She stated that this is a part-time position, with no benefits and would consist of about 3-5 hours a week. This is a budgeted position, and it needs to be filled to avoid an audit finding. Kelly also stated that she is continuing to work on the Annual Financial Report, which is due December 31, 2025.

Announcements –

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

Meeting Adjourned at 6:10 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 October 12, 2025.

Comp and Overtime Report

PPE: 10-26-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
10-14		10	Baumgartner	Swat Training	30.42
10-26		4	Baumgartner	Scheduled OT	30.42
10-13		12	Booth	Holiday worked Columbus/Indigenous Peoples Day	31.92
10-15		8	Booth	K9 training	31.92
10-23		4	Booth	Scheduled OT	31.92
10-13		10	Bryant	Holiday Worked Columbus/Indigenous Peoples Day	33.17
10-13		12	Canape	Holiday worked Columbus/Indigenous Peoples Day	30.01
10-26		4	Collins	Scheduled OT	29.26
10-13		8.5	Johnson	Holiday worked Columbus/Indigenous Peoples Day	30.42
10-24	5		Johnson	Scheduled OT	30.42
10-24		2.5	Johnson	LHS football game	30.42
10-13		12	Kinn	Holiday worked Columbus/Indigenous Peoples Day	27.07
10-26		4	Lafrombois	Scheduled OT	29.26
10-13		12	Mayo	Holiday worked Columbus/Indigenous Peoples Day	29.26
10-23	4		Mayo	Scheduled OT	29.26
10-13		12	Ratcliff	Holiday worked Columbus/Indigenous Peoples Day	29.26
10-14		.5	Ratcliff	P202500917 covered patrol	29.26
10-23		4.5	Ratcliff	Scheduled OT and CFS202508195 transport to Billings Clinic	29.26
10-13		8	Schaff	Holiday worked Columbus/Indigenous Peoples Day	28.26
10-13		8.5	Sedgwick	Holiday worked Columbus/Indigenous Peoples Day	30.42
10-24		5	Sedgwick	Scheduled OT	30.42
10-13		12	Seibert	Holiday worked Columbus/Indigenous Peoples Day	29.26
10-23	4		Seibert	Scheduled OT	29.26
10-26		4	Swan	Scheduled OT	31.92

10-23

1

Hust

Debriefing for electrocution call - 27.07

13

15850

Comp and OT Report

PPE: Police
Dept: 10-26-25

[illegible]

TOTAL

\$ 7732.00

Comp and OT Report

PPE: 10/26/2025

Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
10/17/2025		8	T Charbonneau	SCHEDULED OT	\$ 26.00
10/13/2025		16	M Crable	Holiday worked	\$ 25.00
10/19-10/26	2.5	19.5	M Crable	CPR train, Car seat, sched ot	\$ 25.00
10/13/2025		16	J Forsey	Holiday worked	\$ 30.16
10/13/2025		10.5	E Grayson	Holiday worked	\$ 30.16
10/19/2025	6	4.5	E Grayson	Scheduled OT	\$ 30.16
10/19-10/26		17	D Hopkins	Late call, Scheduled OT	\$ 28.08
10/13/2025		8	K Olson	Holiday worked	\$ 26.00
10/18-10/25		16	K Olson	Scheduled OT	\$ 26.00
10/13/2025		16	M Riley	Holiday worked	\$ 28.08
10/16-10/23		20	M Riley	Scheduled OT	\$ 28.08
10/13/2025		8	T Schanz	Holiday worked	\$ 20.80
10/26/2025		8	T Schanz	Schuduled OT	\$ 20.80
10/25/2025		8	W Wong	Scheduled OT	\$ 26.00
	8.50				
	x 1.5				
	<u>12.75</u>	Comp Hours		3.75 x 25.00 =	93.75
				9 x 30.16 =	271.44
					<u>365.19</u>
					=
		175.50	OT Hours		
				40 x (26.00 x 1.5) =	1560.00
				35.50 x (25.00 x 1.5) =	1331.25
				31 x (30.16 x 1.5) =	1402.44
				53 x (28.08 x 1.5) =	2232.36
				16 x (20.80 x 1.5) =	499.20
					<u>7025.25</u>
					=

TOTAL \$7390.44

Comp and OT Report

PPE: 10/26/2025

Dept: Shop

[illegible]

TOTAL \$1475.74

Comp and OT Report

PPE: 10/26/2025
Dept: Clerk

[illegible]

TOTAL	\$ 154.63
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Comp and OT Report

PPE: 10/26/2025
Dept: WTP/WWTP

[illegible]

TOTAL \$ 2303.07