



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, NOVEMBER 25, 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 November 10, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through November 21, 2025.
4. Review and approve payroll register for pay period ending November 9, 2025, totaling \$278,486.02.

New Business

Old Business

Other Items

5. Review Comp/OT report for pay period ending November 9, 2025.
6. Mayor's Executive Update.
7. Clerk Treasurer's Financial Update.

Announcements

8. The next Budget Finance Meeting will be held on Tuesday December 9, 2025, at 5:30 p.m.
9. Casey Wheeler 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 November 10, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, November 10, 2025**

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

Others Present: Kelly Strecker, Kelly Gauslow, 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 October 28, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of October 28, 2025. Heidi Sparks seconded the motion. With no objection, the minutes of October 28, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. JW Hopper presented a purchase requisition for 20 Wildland Packs and 10 Fire Shelters. The new Wildland Packs will be given to the volunteers that have been with the department for a long time and the used Wildland Packs will be given to the new volunteers in the department. The 10 new Fire Shelters are to replace the old Fire Shelters that the department has had for over 20 years. JW explained that he received a grant from the DNRC for \$13,500 and it is a reimbursable grant. These items will be purchased from MES and the total amount is \$10,979.00. JW also indicated that they will be purchasing headsets for the dispatch with some of the grant money. Michelle Mize moved to approve the purchase requisition for the Wildland Packs and the Fire Shelters. Heidi Sparks seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through November 7, 2025. Richard Klose moved to approve the claims and check register for claims entered through November 7, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of November 7, 2025, was approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending October 26, 2025, totaling \$228,891.48. Heidi Sparks motioned to approve the payroll register for the pay period ending October 26, 2025, totaling \$228,891.48. Michelle Mize seconded the motion. With no objection, the payroll register for October 26, 2025, was approved. There was no public comment.
5. Review and approve the October 2025 Utility Billing Adjustments. Heidi Sparks moved to approve October 2025 Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the October 2025 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.
6. Review and approve October 2025 monthly financial statement. Heidi Sparks motioned to approve the October 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the October 2025 monthly financial statement 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 26, 2025.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that the 1st quarter Transit reports were submitted and should be receiving the reimbursement monies from the grant shortly. Kelly said she continues to work on the Annual Financial Report that is due on December 31, 2025. Kelly stated that all financials are up to date and balanced.

Announcements –

1. The next Budget and Finance Committee meeting will be held on November 25, 2025, at 5:30 pm.
2. Heidi Sparks 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:

5. Review Comp/OT report for pay period ending November 9,2025.

Comp and Overtime Report

PPE: 11-9-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-1		.5	Baumgartner	CFS202508422	30.42
11-8		9	Baumgartner	Firearms instructor training	30.42
11-9		12	Baumgartner	Firearms instructor/scheduled OT	30.42
10-29		4	Booth	MT crime prevention conference	31.92
10-30		8	Booth	MT crime prevention conference	31.92
11-5		4	Booth	Scheduled OT	31.92
11-9		4	Collins	Scheduled OT	29.26
11-7		1	Johnson	Scheduled OT	30.42
11-1	2		Mayo	CFS202508422/Daylight savings	29.26
11-6	10		Mayo	Firearms instructor training	29.26
11-7	10		Mayo	Firearms instructor training	29.26
11-1		1	Nelson	Daylight Savings	25.87
10-31		2	Ratcliff	**DUI Shift**	29.26
11-1		3	Ratcliff	CFS20258422 coverage	29.26
11-6		4	Ratcliff	Scheduled OT	29.26
11-5		2	Sedgwick	P202500987 Covered streets	30.42
11-7		6.5	Sedgwick	Scheduled OT/covered days	30.42
11-6	4		Seibert	Scheduled OT	29.26
11-4		1	Swan	Finished reports at after shift	31.92
11-7		2	Swan	Covered night shift and LHS football	31.92
11-9		8	Swan	Regular shift but had training the week before	31.92
11-9	4		Swan	Scheduled OT	31.92
	30				
	X 1.5			39 X 29.26 =	1141.14
	45	comp Hours		6 X 31.92 =	191.52
					1332.66 Comp Hours
					=
		72 OT Hours		31 X (30.42 X 1.5) =	1414.53
				27 X (31.92 X 1.5) =	1292.76
				13 X (29.26 X 1.5) =	570.57
				1 X (25.87 X 1.5) =	38.81
					3316.67 - OT Hours
					=

TOTAL \$4649.37

Comp and OT Report

PPE: 11/9/2025
Dept: Ambulance

[illegible]

TOTAL = \$6750.21

Comp and OT Report

PPE: 11/9/2025
Dept: WTP/WWTP

[illegible]

TOTAL \$ 230.81

Comp and OT Report

PPE: 11/9/2025
Dept: Shop

[illegible]

TOTAL \$175.38