



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 24, 2026  
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 February 10, 2026.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through February 20, 2026.
4. Review and approve payroll register for pay period ending February 15, 2026, totaling \$257,037.96.
5. Review and approve February 2026 Monthly Financial Statement.

**New Business**

**Old Business**

**Other Items**

6. Review Comp/OT report for pay period ending February 15, 2026.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

**Announcements**

9. The next Budget Finance Meeting will be held on Tuesday March 10, 2026, at 5:30 p.m.
10. 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 February 10, 2026.

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, February 10, 2026**

**Members' Present:** Jessica Banks, Tom Canape, Richard Klose, Casey Wheeler

**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 January 27, 2026, Budget and Finance Committee meeting minutes. Tom Canape moved to approve the minutes of January 27, 2026. Casey Wheeler seconded the motion. With no objection, the minutes of January 27, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Kelly presented a purchase requisition, as Matt Wheeler could not be present at the meeting. The purchase requisition is for two large meters at the water plant. One of the meters that failed is in the clear well. This meter is for accurately dosing the chlorine amount. The second meter is to replace the total flow meter for the water that leaves the plant for the distribution system. This meter has not failed yet but is the same age as the other meter. This old meter will be kept for backup. Both of these meters are used for everyday normal operation for the water plant. Tom Canape moved to approve the purchase requisition for the two new water meters at the water plant. Jessica Banks seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through February 6, 2026. Casey Wheeler moved to approve the claims and check register for claims entered through February 6, 2026. Tom Canape seconded the motion. With no objection, the claims and check register of February 6, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending February 1, 2026, totaling \$274,962.29. Casey Wheeler motioned to approve the payroll register for the pay period ending February 1, 2026, totaling \$274,962.29. With no objection, the payroll register was approved. There was no public comment.
5. Review and approve January 2026 Utility Billing Adjustments. Casey Wheeler moved to approve January 2026 Utility Billing Adjustments. Tom Canape seconded the motion. With no objection, the January Utility Billing Adjustments were approved. There was no public comment.

**New Business -None**

**Old Business – None**

**Other Items –**

1. Review Comp/OT reports for the pay period ending February 1, 2026.
2. Mayor Update – The mayor was not present at the meeting.
3. Clerk/Treasurer Financial Update-Kelly stated that she finished up the quarterly reports for the Transit Program and submitted the drug and alcohol report to the FTA that is due February 13, 2026.

**Announcements –**

1. The next Budget and Finance Committee meeting will be held on February 24, 2026, at 5:30 pm.
2. Jessica Banks 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 February 15, 2026.

Comp and Overtime Report

PPE: 9-15-2026

Division: Police

Submitted by : Anglin

2

| Date | Comp Hours | OT Hours   | Name        | Reason<br>*Reimbursed OT*     | Rate          |
|------|------------|------------|-------------|-------------------------------|---------------|
| 2-9  |            | 10         | Baumgartner | SWAT training                 | 30.42         |
| 2-12 |            | 4          | Baumgartner | Scheduled OT                  | 30.42         |
| 2-12 |            | 4          | Booth       | Scheduled OT                  | 31.92         |
| 2-2  | 1          |            | Canape      | Cross training with Brenda    | 30.01         |
| 2-15 | 4          |            | Collins     | Scheduled OT                  | 29.26         |
| 2-15 |            | 4          | Lafrombois  | Scheduled OT                  | 29.26         |
| 2-11 |            | 3          | Mayo        | Laurel City Court trial       | 29.26         |
| 2-12 |            | 10         | Mayo        | OT due to training in Bozeman | 29.26         |
| 2-11 | 4          |            | McCartney   | Dispatch Coverage             | 28.51         |
| 2-11 |            | 3          | Ratcliff    | Laurel City Court Trial       | 29.26         |
| 2-12 |            | 4          | Ratcliff    | Scheduled OT                  | 29.26         |
| 2-5  |            | 0.5        | Schaff      | CFS202600914                  | 28.26         |
| 2-13 |            | 0.5        | Schaff      | CFS202601133                  | 28.26         |
| 2-15 |            | 4          | Schaff      | Scheduled OT                  | 28.26         |
| 2-12 |            | 5.5        | Sedgwick    | LMS dance/LHS bball games     | 30.42         |
| 2-13 |            | 5          | Sedgwick    | Scheduled OT                  | 30.42         |
| 2-12 | 4          |            | Seibert     | Scheduled OT                  | 29.26         |
| 2-4  | 4          |            | Sell        | Dispatch coverage             | 29.51         |
| 2-11 | 4          |            | Swan        | STEER court                   | 31.92         |
| 2-15 |            | 4          | Swan        | Scheduled OT                  | 31.92         |
|      |            |            |             |                               |               |
|      |            |            |             |                               |               |
|      |            |            |             |                               |               |
|      | 21         |            |             | 1.5 X 30.01 =                 | 45.02         |
|      | X 1.5      |            |             | 12 X 29.26 =                  | 351.12        |
|      | 31.50      | Comp Hours |             | 6 X 28.51 =                   | 171.06        |
|      |            |            |             | -6 X 29.51 =                  | 177.06        |
|      |            |            |             | 6 X 31.92 =                   | 191.52        |
|      |            | 61.50      | OT Hours    |                               | <u>935.78</u> |
|      |            |            |             |                               | Comp Hours    |
|      |            |            |             |                               |               |
|      |            |            |             |                               |               |
|      |            |            |             |                               |               |



## Comp and OT Report

PPE: 2/15/2026  
 Dept: Ambulance

| Date       | Comp Hours | OT Hours   | Names         | Reason *Reimbursed OT*     | Regular Rate              |
|------------|------------|------------|---------------|----------------------------|---------------------------|
| 2/6-2/13   |            | 16.5       | T Charbonneau | Scheduled OT               | \$ 26.00                  |
| 2/7-2/14   | 16         |            | A Contreras   | Scheduled OT               | \$ 22.36                  |
| 02/11-2/15 | 0.5        | 8          | M Crable      | Training, scheduled OT     | \$ 25.00                  |
| 2/8-2/15   |            | 16         | E Grayson     | Scheduled OT               | \$ 30.16                  |
| 2/8-2/15   |            | 17.5       | D Hopkins     | Scheduled OT               | \$ 28.08                  |
| 2/8-2/15   | 2.75       | 16         | A Johnson     | Training with Fire, SCh OT | \$ 20.00                  |
| 2/7-2/14   | 16         |            | K Olson       | Scheduled OT               | \$ 26.00                  |
| 2/5-2/12   |            | 16         | M Riley       | Scheduled OT               | \$ 28.08                  |
| 2/7-2/14   |            | 16         | W Wong        | Scheduled OT               | \$ 26.00                  |
|            |            |            |               |                            |                           |
|            | 35.25      |            |               |                            |                           |
|            | x 1.5      |            |               | 24 x 22.36 =               | 536.64                    |
|            | 52.88      | Comp Hours |               | .75 x 25.00 =              | 18.75                     |
|            |            |            |               | 4.13 x 20.00 =             | 82.60                     |
|            |            |            |               | 24 x 26.00 =               | 624.00                    |
|            |            |            |               |                            | <u>1261.99</u> Comp Hours |
|            |            |            |               |                            | =                         |
|            |            | 106        | OT hours      |                            |                           |
|            |            |            |               | 32.50 x (26.00 x 1.5) =    | 1267.50                   |
|            |            |            |               | 8 x (25.00 x 1.5) =        | 300.00                    |
|            |            |            |               | 16 x (30.16 x 1.5) =       | 723.84                    |
|            |            |            |               | 33.50 x (28.08 x 1.5) =    | 1411.02                   |
|            |            |            |               | 16 x (20.00 x 1.5) =       | 480.00                    |
|            |            |            |               |                            | <u>4182.36</u> OT Hours   |
|            |            |            |               |                            | =                         |

TOTAL \$ 5444.35





