



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, MARCH 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 March 11, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through March 21, 2025.
4. Review and approve payroll register for pay period ending March 16, 2025, totaling \$256,822.77.
5. Review and approve February 2025 monthly Financial Statement.

New Business

Old Business

Other Items

6. Review Comp/OT report for pay period ending March 16, 2025.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. Casey Wheeler is scheduled to review the claims for the next meeting.
10. The next Budget Finance Meeting will be held on Tuesday April 8, 2025, at 5:30 p.m.

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 March 11, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, March 11, 2025**

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

Others Present: Mayor Dave Waggoner, 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 February 25, 2025, Budget and Finance Committee meeting minutes. Casey Wheeler moved to approve the minutes of February 25, 2025. Michelle Mize seconded the motion. With no objection, the minutes of February 25, 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 March 7, 2025. Richard Klose moved to approve the claims and check the register for claims entered through March 7, 2025. Casey Wheeler seconded the motion. With no objection, the claims and check register of March 7, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending March 2, 2025, totaling \$275,277.40. Michelle Mize motioned to approve the payroll register for the pay period ending March 2, 2025, totaling \$275,277.40. Casey Wheeler seconded the motion. With no objection, the payroll register for March 2, 2025, was approved. There was no public comment.
5. Review and approve the 2025 February Utility Billing Adjustments, Casey Wheeler moved to approve the 2025 February Utility Billing Adjustments. Heidi Sparks seconded the motion. With no objection, the 2025 February Utility Billing Adjustments were approved. There was no public comment. Michelle Mize asked if we have had any complaints regarding the new water rates. Kelly stated that there have been a few calls from elderly residents as they are on a fixed income. Michelle also asked if the city has budget billing. Kelly stated that the city does not have budget billing.

New Business –None

Old Business – Michelle Mize asked how the switch over of utilities was going with the Lion's Club at the Jaycee Hall. Kelly stated that she sent a invoice to the Lions Club for the utilities for the last year and they have paid the invoice.

Other Items –

1. Review Comp/OT reports for the pay period ending March 2, 2025.
2. Mayor Update – The mayor stated that he has met with Matt, and they are working on getting a pothole repair report and the Street Sweeper maintenance completed. Once that is completed, they will begin cleaning up the streets from the winter time sanding.
3. Clerk/Treasurer Financial Update-Kelly stated that three of the four HB 355 grants have been completed, and the city has been reimbursed. Those grants are the sewer project, the council chambers air conditioning project, and the West 12th Street overlay. The soffit and facia project at the library is completed and the city is waiting for the invoice to complete that grant as well.

Announcements –

1. The next Budget and Finance Committee meeting will be held on March 25, 2025, at 5:30 pm.
2. Heidi Sparks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:43 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:

6. Review Comp/OT report for pay period ending March 16, 2025.

Comp and Overtime Report

PPE: 3-16-25

Division: Police

Submitted by : Langve

| Date | Comp Hours | OT Hours | Name | Reason *Reimbursed OT* | Rate |
|------|------------|------------|-------------|---------------------------------------------------------|--------|
| 3-10 | | 10 | Baumgartner | SWAT Training | 29.27 |
| 5-5 | | 8 | Booth | K-9 Training | 31.47 |
| 5-13 | | 5 | Booth | T/S Drugs& Disturbance Mental Health P2025-0210/0211 | 31.47 |
| 3-15 | | 8 | Booth | Defensive Tactics Training | 31.47 |
| 3-12 | | 2 | Brew | ** DEA OT** | 32.69 |
| 3-13 | | 2 | Brew | ** DEA OT** | 32.69 |
| 3-14 | | 1 | Collins | PFMA Arrest- P202500216 | 27.83 |
| 3-16 | 4 | | Collins | Scheduled OT | 27.83 |
| 3-14 | | 5 | Johnson | Scheduled OT | 29.97 |
| 3-16 | | 4 | Lafrombois | Scheduled OT | 28.83 |
| 3-12 | | 3 | Mayo | City Court | 28.83 |
| 3-15 | 8 | | Mayo | Defensive Tactics Training | 28.83 |
| 3-9 | | 12 | Ratcliff | OT Reg. Schedule/ training earlier in week | 28.83 |
| 3-12 | | 3 | Ratcliff | City Court | 28.83 |
| 3-15 | | 8 | Ratcliff | Defensive Tactics Training | 28.83 |
| 3-15 | | 6 | Ratcliff | ** DUI Task Force OT** | 28.83 |
| 3-7 | | 1 | Sedgwick | Range Qual. | 29.97 |
| 3-14 | | 5 | Sedgwick | Scheduled OT | 29.97 |
| 3-15 | | 7.5 | Sedgwick | Defensive Tactics Training | 29.97 |
| 3-5 | | .5 | Seibert | Traffic Acc. CFS2025-1577 | 28.83 |
| 3-10 | | .5 | Seibert | Disturbance CFS2025-1701 | 28.83 |
| 3-16 | | 4 | Seibert | Scheduled OT | 28.83 |
| 3-16 | | 4 | Swan | Scheduled OT | 31.47 |
| 3-13 | 4 | | Mayo | Scheduled OT | 27.83 |
| | 16 | | | 12 X 27.83 = | 333.96 |
| | X1.5 | | | 12 X 28.83 = | 345.96 |
| | 24 | comp hours | | | 679.92 |
| | | 99.50 OT | | | |
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Comp and OT Report

PPE: 3/16/2025
Dept: Ambulance

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|------------|------------|----------|---------------|---------------------------|--------------|
| 03/7-03/14 | 13 | 4.5 | T Charbonneau | Scheduled OT | \$ 25.00 |
| 03/9-03/16 | | 6 | M Crable | Scheduled OT | \$ 21.50 |
| 3/9/2025 | 8 | | J Forsey | Scheduled OT | \$ 29.00 |
| 3/16/2025 | | 8 | E Grayson | Scheduled OT | \$ 29.00 |
| 03/9-3/16 | | 16.5 | D Hopkins | Scheduled OT | \$ 27.00 |
| 03/6-03/16 | | 26 | K Olson | Scheduled OT, cover shift | \$ 20.00 |
| 03/6-03/13 | | 16 | M Riley | Scheduled OT | \$ 27.00 |
| 03/7-03/14 | 16 | | T Schanz | Scheduled OT | \$ 20.00 |
| 3/7/2025 | | 8 | W Wong | scheduled OT | \$ 22.41 |
| 3/13/2025 | | 7 | W Wong | Grant class | \$ 22.41 |
| 3/14/2025 | | 6 | W Wong | Grant class | \$ 22.41 |
| | | | | | |
| | 37 | | | | |
| | X 1.5 | | | | |
| | 55.50 | Comp OT | | 37.50 x 25.00 = | 937.50 |
| | | | | 12 x 29.00 = | 348.00 |
| | | | | 24 x 20.00 = | 480.00 |
| | | | | | 1765.50 |
| | | | | | = |
| | | 98 | OT Hours | | |
| | | | | 4.5 x 25.00 = | 112.50 |
| | | | | 6 x 21.50 = | 129.00 |
| | | | | 8 x 29.00 = | 232.00 |
| | | | | 32.50 x 27.00 = | 877.50 |
| | | | | 26 x 20.00 = | 520.00 |
| | | | | 28 x 22.41 = | 470.61 |
| | | | | | 2341.61 |
| | | | | | = |

comp hours

OT Hours

TOTAL = 4107.11

Comp and OT Report

PPE: 3/16/2025

Dept: Shop

[illegible]

TOTAL = 27826

Comp and OT Report

PPE: 3/16/2025
 Dept: WTP/WWTP

| Date | Comp Hours | OT Hours | Names | Reason *Reimbursed OT* | Regular Rate |
|-----------|------------|----------|---------------|---------------------------|--------------|
| 3/11/2025 | | 0.5 | C Caswell | waiting for Septage truck | \$ 29.24 |
| 3/4/2025 | 0.5 | | H Nuernberger | talk to op | \$ 30.85 |
| 3/9/2025 | 2 | | H Nuernberger | grab samples/dewater pond | \$ 30.85 |
| 3/11/2025 | 1 | | H Nuernberger | clean out pond | \$ 30.85 |
| 3/12/2025 | 1 | | H Nuernberger | clean out pond | \$ 30.85 |
| 3/11/2025 | | 3.5 | S Waggoner | Travel to water school | \$ 29.24 |
| 3/13/2025 | | 5.5 | S Waggoner | water school class | \$ 29.24 |
| 3/14/2025 | | 4.5 | S Waggoner | Water school class/travel | \$ 29.24 |
| 3/11/2025 | 4 | | T Worbel | Travel to water school | \$ 29.24 |
| | 8.50 | | | | |
| | x 1.5 | | | | |
| | 12.75 | Comp | | 6.75 x 30.85 = | 208.24 |
| | | | | 6. x 29.24 = | 175.44 |
| | | | | | 383.68 |
| | | 14 | OT | | = |
| | | | | 14 x (29.24 x 1.5) = | 614.04 |
| | | | | | = |
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Comp Time

OT TOTAL

TOTAL = 997.72

