



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
TUESDAY, OCTOBER 14, 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 September 23, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through October 10, 2025.
4. Review and approve payroll register for pay period ending September 28, 2025, totaling \$268,385.63
5. Review and approve September Utility Billing Adjustments.
6. Review and approve September 2025 monthly Financial Statement.

New Business

Old Business

Other Items

7. Review Comp/OT report for pay period ending September 28, 2025.
8. Mayor's Executive Update.
9. Clerk Treasurer's Financial Update.

Announcements

10. The next Budget Finance Meeting will be held on Tuesday October 28, 2025, at 5:30 p.m.
11. Michelle Mize 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 September 23, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, September 23, 2025**

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

Others Present: Kelly Strecker, David Waggoner, Matt Wheeler, Kelly Gauslow

The meeting was called to order by the Committee Chair at 5:35 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve September 9, 2025, Budget and Finance Committee meeting minutes. Casey Wheeler moved to approve the minutes of September 9, 2025. Michelle Mize seconded the motion. With no objection, the minutes of September 9, 2025, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Matt Wheeler presented a purchase requisition for repairs on one of the roll off trucks. He stated that the transmission was out. The city has taken the truck into Inland Truck Service for an estimate. Without fully digging into the repairs that are needed, they gave the city a quote on a new transmission. The truck repairs were estimated at \$25,471.36. Matt stated that this would be the worst-case scenario as some of the estimated repairs may not need to happen. Heidi Sparks moved to approve the purchase requisition for transmission repair to the roll off truck. Casey Wheeler seconded the motion. With no objection, the purchase requisition was approved. There was no public comment. Kelly presented a purchase requisition for 10 sets of bunker gear for the fire department, as Chief Hopper could not be present at the meeting. Kelly stated that this is an annual purchase and a few of these sets that they are wanting to purchase are for a few of the newer fireman. A list of names as to whom the gear will go to are listed on the purchase requisition. The cost of the new gear is \$45,200.00 with each set being approximately \$4,500.00. Michelle Mize motioned to approve the purchase requisition for new bunker gear. Heidi Sparks seconded the motion. With no objection, the purchase requisition for the new bunker gear was approved.
The other purchase requisition that Kelly presented on behalf of the Fire Chief was for new lockers for the fire gear. Kelly stated and presented pictures to the committee that the old racks are breaking and falling off the wall. These new lockers will be sturdier, movable and easier to maintain. Kelly presented a picture as to what the new lockers will look like. The Fire Chief obtained three quotes, with the lowest one coming in from Gear Grid at \$18,848.00, which includes shipping. Michelle Mize motioned to approve the purchase requisition for new lockers for the fire department. Heidi Sparks seconded the motion. With no objection, the purchase requisition for the new locker's was approved.
3. Review and recommend approval to Council; claims entered through September 19, 2025. Heidi Sparks moved to approve the claims and check register for claims entered through September 19, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of September 19, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending September 14, 2025, totaling \$264,949.22. Heidi Sparks motioned to approve the payroll register for the pay period ending September 14, 2025, totaling \$264,949.22. Michelle Mize seconded the motion. With no objection, the payroll register for September 14, 2025, was approved. There was no public comment.
5. Review and approve July 2025 monthly financial statement. Heidi Sparks motioned to approve the July 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the July 2025 monthly financial statement was approved. There was no public comment.

6. Review and approve August 2025 monthly financial statement. Heidi Sparks motioned to approve the August 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the August 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 September 14, 2025.
2. Mayor Update – The mayor stated that the Southside Paving project has begun and should be completed in a couple of weeks. He also said that the Splash Park will remain open as long as the weather is nice, and people continue to use it.
3. Clerk/Treasurer Financial Update-Kelly said that the auditors were here all last week, helping with closing out fiscal year 2024-2025. Kelly gave a brief discussion regarding the library mills and the library cash account. Kelly stated that she has had conversation with Nancy, the Library Director and is planning on having a discussion with the Library Board at the next meeting in October.

Announcements –

1. The next Budget and Finance Committee meeting will be held on October 14, 2025, at 5:30 pm.
2. Casey Wheeler is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:22 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 September 28, 2025.

Comp and Overtime Report

PPE: 9-28-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
9-28		4	Baumgartner	Scheduled OT	30.42
9-18		.5	Booth	Phone meeting with Shield616 (vests)	31.92
9-25		2.5	Booth	K9 callout P202500858	31.92
9-25		4	Brew	DEA OT	33.17
9-28	4		Collins	Scheduled OT	29.26
9-18		1	Lafrombois	CFS202507260 agency assist	29.26
9-25		2.5	Lafrombois	P202500850 Affidavit of probable cause for PFMA	29.26
9-28		4	Lafrombois	Scheduled OT	29.26
9-25	4		Mayo	Scheduled OT	29.26
9-25		4	Ratcliff	Scheduled OT	29.26
9-16		1	Sedgwick	CFS202507196 Family disturbance	30.42
9-18		3	Sedgwick	P202500833 Felony drug case	30.42
9-19		3.5	Sedgwick	Travel to Helena for training	30.42
9-23		1	Sedgwick	Department firearm maintenance	30.42
9-26		5	Sedgwick	Scheduled OT	30.42
9-25	8		Seibert	Instructor development training	29.26
9-15	6.5		Swan	Search warrant return/ approval of reports	31.92
9-18		2	Swan	P202500833 Felony drug case	31.92
9-28		4	Swan	Scheduled OT	31.92
	22.50				
	x 1.50			24 x 29.26 =	702.24
	33.75			9.75 x 31.92 =	311.22
					1013.46
					=
		4.5	OT Hours		
				17.50 x (30.42 x 1.5) =	798.53
				9 x (31.92 x 1.5) =	430.92
				4 x (33.17 x 1.5) =	199.02
				11.50 x (29.26 x 1.5) =	504.74
					1933.21
					=

TOTAL \$ 2946.67

Comp and OT Report

PPE: 9/28/2025

Dept: Ambulance

[illegible]

compHours

OT Hours

TOTAL \$ 4830.54

PPE: 9/28/2025
Dept: Clerk

comptours

3

Comp and OT Report

PPE: 9/28/2025
Dept: Shop

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
9/24-9/25/25		8	J BAKER	SEWER CALL OUT	\$ 30.78
9/25/2025	2		J BARNHART	WATER LEAK	\$ 28.33
9/24-9/25/25	6		B FOURNIER	WOODLAND WATER BREAK	\$ 26.91
9/24-9/25/25		6	A FOX	WOODLAND WATER BREAK	\$ 28.33
9/24/2025		13	K GUY	WOODLAND WATER BREAK	\$ 29.97
9/24-9/25/25	9	2	K HOFFMAN	WOODLAND WATER & SEWER	\$ 29.12
9/16/2025	1.5		D NAUMAN	SHUT OFF DAY	\$ 29.12
9/24/2025		10	D NAUMAN	ELM LIFT STATION	\$ 29.12
9/26/2025	2.5		D NAUMAN	EMERGENCY LOCATE	\$ 29.12
9/24/2025		3	A WOODARD	ELM LIFT STATION	\$ 26.91
	21				
	X 1.5				
	31.50	Comp Hours		3 X 28.33 =	254.97
				9 X 26.91 =	242.19
				19.50 X 29.12 =	567.84
					1065.00
					=
		42	OT Hours	8 X (30.78 X 1.5) =	369.36
				6 X (28.33 X 1.5) =	254.97
				13 X (29.97 X 1.5) =	584.42
				12 X (29.12 X 1.5) =	524.16
				3 X (26.91 X 1.5) =	121.10
					1854.01
					=

Comp Hours

OT Hours

TOTAL \$ 2919.01

Comp and OT Report

PPE: 9/28/2025
Dept: WTP/WWTP

[illegible]

TOTAL \$ 214.45