



**AGENDA  
CITY OF LAUREL  
BUDGET/FINANCE COMMITTEE  
TUESDAY, FEBRUARY 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 February 11, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through February 21, 2025.
4. Review and approve payroll register for pay period ending February 16, 2025, totaling \$255,231.46.

**New Business**

**Old Business**

**Other Items**

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

**Announcements**

8. Richard Klose is scheduled to review the claims for the next meeting.
9. The next Budget Finance Meeting will be held on Tuesday March 11, 2025.

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 11, 2025.

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

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

**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 28, 2025, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of January 28, 2025. Michelle Mize seconded the motion. With no objection, the minutes of January 28, 2025, were approved. There was no public comment or Committee discussion.
2. Review and approve purchase requisitions. Kurt presented a purchase requisition to the committee for repairs on a garbage truck at the last meeting. After thoroughly going through the repairs the truck needed, it was noted that the Arm tie rod was also in need of repair. The original cost of the repairs was \$11,166.12. With the Arm tie rod repair it added an additional cost of \$666.11. The revised purchase requisition cost is \$11,832.23 Heidi Sparks moved to approve the revised purchase requisition. Michelle Mize seconded the motion. With no objection, the revised purchase requisition was approved. There was no public comment or Committee discussion.
3. Review and recommend approval to Council; claims entered through February 7, 2025. Casey Wheeler moved to approve the claims and check the register for claims entered through February 7, 2025. Heidi Sparks seconded the motion. With no objection, the claims and check register of February 7, 2025, were approved. There was no public comment or Committee discussion.
4. Review and approve Payroll Register for the pay period ending February 2, 2025, totaling \$274,683.20. Heidi Sparks motioned to approve the payroll register for the pay period ending February 2, 2025, totaling \$274,683.20. Michelle Mize seconded the motion. With no objection, the payroll register for February 2, 2025, was approved. There was no public comment or Committee discussion.
5. Review and approve the 2025 January Utility Billing Adjustments, Casey Wheeler moved to approve the 2025 January Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the 2025 January Utility Billing Adjustments were approved. There was no public comment or Committee discussion.
6. Review and approve January 2025 monthly financial statement. Heidi Sparks moved to approve the January 2025 monthly financial statement. Michelle Mize seconded the motion. With no objection, the January 2025 monthly financial statement was approved. There was no public comment or Committee discussion.

**New Business –**

**Old Business –** None

**Other Items –**

1. Review Comp/OT reports for the pay period ending February 2, 2025.
2. Mayor Update – The mayor was not present at the meeting.

3. Clerk/Treasurer Financial Update-Kelly stated that Matt Wheeler went to Bozeman to pick up the new bus. Kelly said they are hoping to have it in service soon. The bus does not have any decals on it at this time and she wants to wait until the weather is warmer before having the decals added. Kelly stated that the new shades have been installed in the council chambers. This was part of the air conditioning project through HB 355. The CD from Altana has matured and Kelly did some shopping for interest rates. If the city chose to just roll the current CD over to another two years, the interest rate would be 2.3%. Kelly stated that they have cashed the old CD out and reopened an eleven-month CD with an interest rate of 4.11%.

**Announcements –**

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

Meeting Adjourned at 6:02 p.m.

Respectfully submitted,



Kelly Strecker  
Clerk Treasurer

**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 February 16, 2025.

## Comp and Overtime Report

PPE: 2-16-25

Division: Police

Submitted by : Langve

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
2-6		5	Baumgartner	SWAT Training	29.97
2-13		4	Baumgartner	Scheduled OT	29.97
2-5		8	Booth	K-9 Training	31.47
2-10		8	Booth	Interstate Interdiction	31.47
2-11		8	Booth	Interstate Interdiction	31.47
2-13		4	Booth	Scheduled OT	31.47
2-13		4	Brew	** DEA OT**	32.69
2-6		.5	Collins	PFMA P2025-0105	27.83
2-16	4		Collins	Scheduled OT	27.83
2-14	5		Johnson	Scheduled OT	29.97
2-16		4	Lafrombois	Scheduled OT	28.83
2-13	4		Mayo	Scheduled OT	27.83
2-5		2.5	Ratcliff	Search Warrant Return P202401234	28.83
2-14		5	Sedgwick	Scheduled OT	29.97
2-5		1	Swan	P2025-0104 Child Abuse	31.47
2-15		1	Swan	CFS2025-01088 ICAC	31.47
2-16		5	Swan	Scheduled & P2020-0134 PFMA	31.47
2-13		4	Ratcliff	Sch. OT	28.83
	13				
	x1.5			12 x 27.83 =	27.83
	19.50	Comp Hours		7.5 x 29.97 =	224.78
					252.61
					=
		64	OT Hours		
				14 x (29.97 x 1.5) =	629.37
				35 x (31.47 x 1.5) =	1652.18
				4 x (32.69 x 1.5) =	196.14
				.5 x (27.83 x 1.5) =	20.88
				10.50 x (28.83 x 1.5) =	454.08
					2952.65

TOTAL - \$ 3205.26



# Comp and OT Report

PPE: 2/16/2025  
Dept: Shop

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
2/3/2025		2	J Barnhart	Snow plowing	\$ 27.50
2/5/2025		3	J Barnhart	Plowing	\$ 27.50
2/7/2025		5.5	J Barnhart	Plowing	\$ 27.50
2/8/2025		8	J Barnhart	Plowing	\$ 27.50
2/15/2025		6	K Budge	Sanding and Plowing	\$ 29.10
2/3/2025	2.5		T Burwell	Sewer Call out	\$ 28.28
2/7/2025	5.5		T Burwell	Snow removal	\$ 28.28
2/3/2025	10		B Fournier	Snow plowing	\$ 26.13
2/7/2025	5.5		B Fournier	Snow plowing	\$ 26.13
2/3/2025	3		A Fox	Snow plowing	\$ 27.50
2/5/2025	3		A Fox	Snow plowing	\$ 27.50
2/7/2025	5.5		A Fox	Snow plowing	\$ 27.50
2/8/2025	8		A Fox	Snow plowing	\$ 27.50
2/3/2025	0.5		B Gonzalez	Working Amb. Veh repair	\$ 28.53
2/3/2025		3	K Guy	Snow plowing	\$ 29.10
2/5/2025		3	K Guy	Snow plowing	\$ 29.10
2/7/2025		5.5	K Guy	Snow plowing	\$ 29.10
2/8/2025		4	K Guy	Snow plowing	\$ 29.10
2/16/2025		5.5	K Guy	Snow plowing	\$ 29.10
2/7/2025		5.5	K Kuntz	Snow plowing	\$ 19.56
2/3/2025	2.5		D Nauman	Sewer Call out	\$ 28.28
2/6/2025	2.5		D Nauman	Emergency locate	\$ 28.28
2/7/2025	5.5		D Nauman	Snow removal	\$ 28.28
2/7/2025	2		W Spalinger	Snow removal	\$ 27.50
2/11/2025	1		W Spalinger	Garbage route ran late	\$ 27.50
	57				
	<u>x 1.5</u>				
	85.50	Comp Hours		27.75 x 28.28 =	784.77
				23.25 x 26.13 =	607.52
				33.75 x 27.50 =	928.13
				1.75 x 28.53 =	21.40
					2341.82
					<u>2341.82</u>

Comp Hours





## Comp and OT Report

PPE: 2/16/2025  
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
2/7-2/15	7		H Nuernberger	talk to OP, plant issues	\$ 30.85
2/15/2025		8	S Waggoner	Cover shift-op call in sick	\$ 29.24
	7				
	<u>X 1.5</u>			10.50 X 30.85 =	15.75
	10.50	Comp Hours			=
		8	OT Hours	8 X (29.24 X 1.5) =	350.88
					=

Comp Hours

OT Hours

TOTAL 366.63



## Comp and OT Report

PPE: 2/16/2025

Dept: Court

[illegible]

Comp Hours

TOTAL \$18.22

Submitted By:

## Comp and OT Report

PPE: 2/16/2025  
Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
2/13/2025	2.5		T Charbonneau	Scheduled OT	\$ 25.00
2/14/2025	6		T Charbonneau	Scheduled OT	\$ 25.00
2/9/2025		8	A Contreras	Scheduled OT	\$ 21.50
2/16/2025		8	A Contreras	Scheduled OT	\$ 21.50
2/9/2025		8	M Crable	Scheduled OT	\$ 21.50
2/16/2025		8	M Crable	Scheduled OT	\$ 21.50
2/9/2025		9.5	J Forsey	Scheduled OT	\$ 29.00
2/16/2025		5	J Forsey	Scheduled OT	\$ 29.00
2/16/2025		6	E Grayson	Scheduled OT	\$ 29.00
2/9/2025		8	D Hopkins	Scheduled OT	\$ 27.00
2/16/2025		8	D Hopkins	Scheduled OT	\$ 27.00
2/8/2025		8	K Olson	Scheduled OT	\$ 20.00
2/15/2025		8	K Olson	Scheduled OT	\$ 20.00
2/6/2025		8	M Riley	Scheduled OT	\$ 27.00
2/13/2025		8	M Riley	Scheduled OT	\$ 27.00
2/16/2025		8	T Schanz	Scheduled OT	\$ 20.00
2/15/2025		8	W Wong	Scheduled OT	\$ 22.41
	8.5				
	x 1.5			12.75 x 25.00 =	318.75
	12.75	Comp Hours			=
		116.50	OT Hours	32 x (21.50 x 1.5) =	1032.00
				20.50 x (29.00 x 1.5) =	891.75
				32 x (27.00 x 1.5) =	1296.00
				24 x (20.00 x 1.50) =	720.00
				8 x (22.41 x 1.50) =	268.92
					4208.67
					=

Comp Hours

OT Hours

TOTAL \$4527.42