



**AGENDA
CITY OF LAUREL
BUDGET/FINANCE COMMITTEE
MONDAY, DECEMBER 22, 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 December 09, 2025.
2. Review and approve purchase requisitions.
3. Review and approve Council claims entered through December 19, 2025.
4. Review and approve payroll register for pay period ending December 7, 2025, totaling \$309,075.15.

New Business

Old Business

Other Items

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

Announcements

8. The next Budget Finance Meeting will be held on Tuesday January 13, 2026, at 5:30 p.m.
9. 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 December 09, 2025.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, December 09, 2025**

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

Others Present: Kelly Strecker, David Waggoner, Kelly Gauslow

The meeting was called to order by the Committee Chair at 5:40 pm.

Public Input: There was no public comment.

General Items –

1. Review and approve November 25, 2025, Budget and Finance Committee meeting minutes. Michelle Mize moved to approve the minutes of November 25, 2025. Casey Wheeler seconded the motion. With no objection, the minutes of November 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 December 5, 2025. Casey Wheeler moved to approve the claims and check register for claims entered through December 5, 2025. Michelle Mize seconded the motion. With no objection, the claims and check register of December 5, 2025, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending November 23, 2025, totaling \$282,499.82. Michelle Mize motioned to approve the payroll register for the pay period ending November 23, 2025, totaling \$282,499.82. Casey Wheeler seconded the motion. With no objection, the payroll register for November 23, 2025, was approved. There was no public comment.
5. Review and approve the November 2025 Utility Billing Adjustments. Casey Wheeler moved to approve November 2025 Utility Billing Adjustments. Michelle Mize seconded the motion. With no objection, the November 2025 Utility Billing Adjustments were approved. There was no public comment or Committee discussion.
6. Review and approve November 2025 monthly financial statement. Michelle Mize motioned to approve the November 2025 monthly financial statement. Casey Wheeler seconded the motion. With no objection, the November 2025 monthly financial statement was approved. There was no public comment.

New Business – None

Old Business – Richard Klose mentioned that when he was at Riverside Park earlier this week, he noticed that the dead trees were in the process of being cut down.

Other Items –

1. Review Comp/OT reports for the pay period ending November 23, 2025.
2. Mayor Update – The mayor stated that Love's is coming along quickly. He thinks they are going to meet their March 2026 deadline. The mayor stated that the water and sewer lines going out to Love's are almost completed.
3. Clerk/Treasurer Financial Update-Kelly stated that the Annual Financial Report has been completed with the help of one of the auditors and she is finishing up the Management Discussion and Analysis page that goes with the Annual Financial Report which is due on December 31, 2025. Kelly also mentioned that the November taxes have come in and totaled about 2.4 million.

Announcements –

1. The next Budget and Finance Committee meeting will be held on Monday December 22, 2025, at 5:30 pm. The committee was not aware that the council meeting had been moved from December 23, 2025, to December 22, 2025. After the meeting concluded, Kelly was able to discuss briefly with the committee members about moving the meeting to December 22, 2025. They all agreed.
2. Michelle Mize is scheduled to review the claims for the next meeting.

Meeting Adjourned at 5:50 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 December 7, 2025.

Comp and Overtime Report

PPE: 12-7-2025

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
11-27		12	Baumgartner	Holiday worked Thanksgiving	30.42
12-1		1.5	Baumgartner	Swat Training	30.42
12-7		4	Baumgartner	Scheduled OT	30.42
12-1		2.5	Booth	K9 callout/CFS202509133	31.92
12-4		5	Booth	Scheduled OT/jail transport	31.92
12-5	3		Canape	Covered dispatch	30.01
12-6	12		Canape	Covered dispatch	30.01
12-7	5.5		Collins	Scheduled OT/Holiday parade	29.26
11-27		12	Hust	Holiday worked Thanksgiving	27.07
11-27		12	Lafrombois	Holiday worked Thanksgiving	29.26
12-4	4		Mayo	Scheduled OT	29.26
11-27		12	Nelson	Holiday worked Thanksgiving	25.87
12-4		4	Ratcliff	Scheduled OT	29.26
12-3		1.5	Sedgwick	Covered dayshift patrol	30.42
12-5		5	Sedgwick	Scheduled OT	30.42
11-27		12	Swan	Holiday worked Thanksgiving	31.92
12-7		4	Swan	Scheduled OT	31.92
	24.50			22.50 x 30.01 =	675.23
	x 1.50			14.25 x 29.26 =	416.96
	<u>36.75</u>	Comp Hours			1092.19
					=
				24 x (30.42 x 1.5) =	1095.12
				23.50 x (31.92 x 1.5) =	1125.18
				12 x (27.07 x 1.5) =	487.26
				16 x (29.26 x 1.5) =	702.24
				12 x (25.87 x 1.5) =	465.66
					<u>3875.46</u>
					=

TOTAL \$ 4967.65

PPE: 12/7/2025
Dept: WTP/WWTP

TOTAL \$ 2354.63

Comp and OT Report

PPE: 12/7/2025

Dept: Shop

[illegible]

TOTAL \$853.11

Comp and OT Report

PPE: 12/7/2025
Dept: Ambulance

[illegible]

TOTAL \$ 7497.84