



**Agenda
City of Laurel
Budget/Finance Committee
Tuesday, August 25, 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 August 11, 2026.
2. Review and approve purchase requisitions.
3. Review and approve Council Claims entered through August 21, 2026.
4. Review and approve the payroll register for the pay period ending August 16, 2026, totaling \$284,692.19.
5. Review and approve July 2026 monthly Financial Statement.

New Business

Old Business

Other Items

6. Review the Comp/OT report for the pay period ending August 16, 2026.
7. Mayor's Executive Update.
8. Clerk Treasurer's Financial Update.

Announcements

9. The next Budget Finance Meeting will be held on Tuesday, September 8, 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.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, August 11, 2026**

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

Others Present: Kelly Gauslow, Matt Wheeler, Kris Vogele, Laura Kirschenman, Elizabeth Gilg

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 July 28, 2026, Budget and Finance Committee meeting minutes. Tom Canape moved to approve the minutes of July 28, 2026. Casey Wheeler seconded the motion. With no objection, the minutes of July 28, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Jarred presented a purchase requisition for police radio upgrades. The Police Chief stated that the upgrade will improve interoperability with neighboring agencies and provide access to the state system. First Threat Installations will be doing the work. The cost of the radio upgrades is \$9,436.56. Tom Canape moved to approve the purchase requisition for the police radio upgrades. Casey Wheeler seconded the motion. With no objection, the purchase requisition was approved. The Police Chief presented another purchase requisition for a emergency repair on one of the patrol cars. He stated that the repairs included a water pump, timing components, and front axle. Laurel Ford did the emergency repair and the cost was \$6,086.01. Tom Canape moved to approve the purchase requisition for the patrol car repairs. Casey Wheeler seconded the motion. With no objection the purchase requisition was approved. Matt submitted at purchase requisition for repairs to the 2007 Volvo roll-off-garbage truck. Kelly Gauslow read Matt's notes as he could not be present at the meeting. The repairs were necessary to maintain garbage collection operations. There was brief discussion regarding increasing the current \$5,000 threshold for repairs to \$10,000. The cost of the repairs for the 2007 Volvo roll-off truck was \$6,943.00 and the work will be done by Riverside Repair. Tom Canape made a motion to approve the purchase requisition for the repairs to the roll-off-truck. Jessica Banks seconded the motion. With no objection, the purchase requisition was approved. Kelly Gauslow presented another purchase requisition for Matt and read his notes. This requisition is for the parts to complete the repairs at the Elm Lift Station. The city Public Utilities department will perform the work on finishing up the repairs for the lift station. The cost of the parts is \$9,798.34. Jessica Banks made a motion to approve the purchase requisition for the parts to complete the repairs on the Elm Lift Station. Tom Canape seconded the motion. With no objection, the requisition was approved.
3. Review and recommend approval to Council; claims entered through August 7, 2026. Tom Canape moved to approve the claims and check register for claims entered through August 7, 2026. Casey Wheeler seconded the motion. With no objection, the claims and check register of August 7, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending August 2, 2026, totaling \$285,037.14. Jessica Banks motioned to approve the payroll register for the pay period ending August 2, 2026, totaling \$285,037.14. Tom Canape seconded the motion. With no objection, the payroll register was approved. There was no public comment.
5. Review and approve July 2026 Utility Billing Adjustments. Jessica Banks moved to approve July 2026 Utility Billing Adjustments. Tom Canape seconded the motion. With no objection, the July 2026 Utility Billing Adjustments were approved. There was no public comment.

New Business - Repair authorization limit: There was a suggestion made by Matt in a letter to discuss increasing the repair approval threshold from **\$5,000 to \$10,000**, particularly due to increasing vehicle and equipment repair costs. Tom inquired where the balances for repairs of the trucks would come out of. Mayor informed him that they will come out of the enterprise funds since the trucks are being used across many different departments. The mayor said there would need to be a resolution prepared and brought forward at a future Council workshop.

Old Business – None

Other Items –

1. Review Comp/OT reports for the pay period ending August 2, 2026. There was discussion. Tom Canape brought up the DEA position and Mayor stated there are concerns raised regarding the City's financial commitment to an officer assigned to another agency, including wages and benefits versus reimbursement received. Staff will investigate the funding arrangement, historical resolutions/approvals, and overall benefit to the City before bringing the matter forward for Council consideration.
2. Mayor Update – **General Fund/reserves:** The Dillon situation and the importance of maintaining adequate General Fund reserves and cash flow was emphasized, particularly to ensure sufficient funds for payroll and essential services between tax revenue receipts. Appreciation was expressed to Kelly S. for maintaining strong cash management and reserves.

Bus transportation agreement: A signed agreement was received providing **\$50,000** in funding beginning September 2026. The city will assume responsibility for paying drivers and plans to hire two part-time positions, approximately 20 hours each. Positions will be contingent upon annual funding.

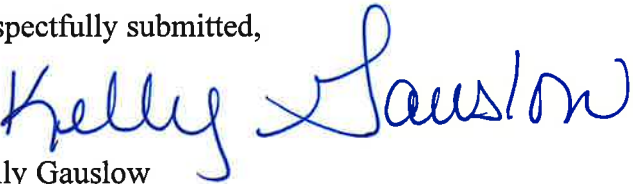
3. Clerk/Treasurer Financial Update-Kelly is actively preparing the upcoming budget. She is not sure where we are at quite yet due to the change this year with the Tax Levy Calculation Report. There is training on the new report later this week. Current projections indicate that anticipated revenue increases will primarily help cover negotiated wage increases for bargaining units rather than provide significant discretionary funding.

Announcements –

1. The next Budget and Finance Committee meeting will be held on August 25, 2026, at 5:30 pm.
2. Jessica Banks is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:03 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.

Comp and Overtime Report

PPE: 8-16-2026

Division: Police

Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-3		10	Baumgartner	SWAT training	30.42
8-14		2	Baumgartner	SWAT search warrant CFS202606189	30.42
8-13		10	Booth	**DEA OT** RM-26-0047	31.92
8-14		9	Booth	**DEA OT** RM-26-0047	31.92
8-16		4	Collins	Scheduled OT	29.26
8-13		4	Mayo	Scheduled OT	30.42
8-12	4		McCartney	Dispatch coverage	28.51
8-14		1.5	Ratcliff	P202600669 DUI	29.26
8-16		4	Ratcliff	Scheduled OT	29.26
8-13	4		Schaff	Scheduled OT	29.26
8-16		4	Sedgwick	Scheduled OT	30.42
8-13		2	Seibert	Scheduled OT	29.26
8-5	4		Sell	Dispatch coverage	29.51
8-13		1	Swan	DUI meeting	31.92
8-16		4	Swan	Scheduled OT	31.92
	12				
	X1.5				
	18	Comp Hours		6 x 28.51 =	171.06
				6 x 29.26 =	175.56
				6 x 29.51 =	177.06
					523.68
					=
		55	OT Hours		
				20 x (30.42 x 1.5) =	912.60
				24 x (31.92 x 1.5) =	1149.12
				11.5 x (29.26 x 1.5) =	504.74
					2566.46
					=

TOTAL \$ 3090.14

Comp and OT Report

PPE: 8/16/2026

Dept: Ambulance

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
8/13/2026	4.5	3.5	T Charbonneau	Scheduled OT	\$ 27.00
8/8-8/15		16	A Contrerez	Scheduled OT	\$ 22.36
8/10-8/16	2.5	8	M Crable	Community out reach -sch OT	\$ 25.00
08/7-8/16		17	D Hopkins	Late call & Scheduled OT	\$ 29.00
8/9/2026		8	A Johnson	Scheduled OT	\$ 20.00
8/7-8/15		39	K Olson	Scheduled OT & Cover Shift	\$ 26.00
8/3-8/16		24	M Riley	Scheduled OT & Cover Shift	\$ 28.08
8/14/2026		8	T Schanz	Scheduled OT	\$ 21.50
8/5-8/15		24.5	W Wong	Scheduled OT & Cover Shift	\$ 26.00
	7				
	x 1.5			6.75 x 27.00 =	\$ 182.25
	10.5	Comp	Hours	3.75 x 25.00 =	\$ 93.75
					\$ 276.00
		148	OT Hours	3.5 x (27.00 x 1.5)=	\$ 141.75
				16 x (22.36 x 1.5)=	\$ 536.64
				8 x (25.00 x 1.5)=	\$ 300.00
				17 x (29.00 x 1.5)=	\$ 739.50
				8 x (20.00 x 1.5)=	\$ 240.00
				63.50 x (26.00 x 1.5)=	\$ 2,476.50
				24 x (28.08 x 1.5)=	\$ 1,010.88
				8 x (21.50 x 1.5)=	\$ 258.00
				TOTAL	\$ 5,703.27
				TOTAL	\$ 5,979.27

Comp and OT Report

PPE: 8/16/2026
Dept: Clerk/Building

[illegible]

TOTAL

\$ 717.47

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Comp and OT Report

PPE: 8/16/2026
 Dept: WTP/WWTP

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
8/3-8/15	0.5	8.5	H Nuernberger	Intake issues - talk to OP	\$ 33.98
	0.5				
	X 1.5				
	0.75	Comp	Hours	.75 X 33.98	\$ 25.46
					\$ 25.46
		8.5	OT Hours	8.5 x (33.98 x 1.5)=	\$ 433.25
					\$ 433.25
Total					\$ 458.71