Agenda
City of Laurel
Budget/Finance Committee
Tuesday, September 8, 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 25, 2026.
2. Review and approve purchase requisitions.
3. Review and approve Council Claims entered through September 4, 2026.
4. Review and approve the payroll register for the pay period ending August 30, 2026, totaling $288,085.08.
5. Review and approve August 2026 Utility Billing Adjustments.

New Business

Old Business

Other Items

6. Review the Comp/OT report for the pay period ending August 30, 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 22, 2026, at 5:30 p.m.
10. Tom Canape 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 25, 2026

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

Others Present: Kelly Gauslow, Kelly Strecker, 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 August 25, 2026, Budget and Finance Committee meeting minutes. Tom Canape moved to approve the minutes of August 25, 2026. Jessica Banks seconded the motion. With no objection, the minutes of August 25, 2026, were approved. There was no public comment or committee discussion.
2. Review and approve purchase requisitions. Matt presented a purchase requisition for reprogramming the existing Programmable Logic Controller (PLC) to In Control's programming standard at the New Intake building for the Water Treatment Plant. The existing Allen Bradley MicroLogix 1400 PLC at the New Intake will be reused as it is still supported by Rockwell Automation and is currently listed as "Active Mature". The new programming standards will improve communication and functionality for the controls at the New Intake building with the recently installed WTP Supervisory Control and Data Acquisition (SCADA) system. These programming standards will also allow In Control's to quickly and efficiently troubleshoot issues and make modifications or improvements to the system in the future without time consuming and costly reverse engineering. Matt stated the proposal also includes programming and replacement of the existing Operator Interface Terminal (OIT) at the New Intake. Setpoint validation logic will be incorporated so that changes made at the local OIT or remotely by SCADA will change the effected setpoints. In Control's will also incorporate our UPS-fail circuit in the existing panel. The cost of the reprogramming is $21.253.00. Tom Canape moved to approve the purchase requisition. Jessica Banks seconded the motion. With no objection, the purchase requisition was approved.
3. Review and recommend approval to Council; claims entered through August 21, 2026. Jessica Banks moved to approve the claims and check register for claims entered through August 21, 2026. Tom Canape seconded the motion. With no objection, the claims and check register of August 21, 2026, were approved. There was no public comment.
4. Review and approve Payroll Register for the pay period ending August 16, 2026, totaling $284,692.19. Jessica Banks motioned to approve the payroll register for the pay period ending August 16, 2026, totaling $284,692.19. Tom Canape seconded the motion. With no objection, the payroll register was approved.
5. Review and approve July 2026 Monthly Financial Statement. Richard Klose moved to approve July 2026 Monthly Financial Statement. Tom Canape seconded the motion. With no objection, the July 2026 Monthly Financial Statement was approved. There was no public comment.

New Business - None

Old Business – Richard asked about the Accounts Receivable's for the Laurel City Court. Kelly stated that she would bring the most recent report to the next meeting.

Other Items –

1. Review Comp/OT reports for the pay period ending August 16, 2026.
2. Mayor Update – The mayor stated that he did not have any updates at this time. He handed out an employee compensation explanation to each of the committee members. He said that he has answered a few questions this week regarding the proposed budget.
3. Clerk/Treasurer Financial Update-Kelly did not have any financial updates at this time.

Announcements –

1. The next Budget and Finance Committee meeting will be held on September 8, 2026, at 5:30 pm.
2. Richard Klose is scheduled to review the claims for the next meeting.

Meeting Adjourned at 6:05 p.m.

Respectfully submitted,

Kelly Strecker

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.

Comp and Overtime Report

PPE: 8-30-2026 Division: Police Submitted by : Anglin

Date	Comp Hours	OT Hours	Name	Reason *Reimbursed OT*	Rate
8-18		4	Baumgartner	Dept firearms training	30.42
8-21		1	Baumgartner	Court discovery	
8-30		4	Baumgartner	Scheduled OT	
8-27		4	Booth	Scheduled OT	31.92
8-27		2	Booth	**DEA OT** RM-26-0047	
8-28		6	Booth	**DEA OT** firearms training	
8-30		11	Booth	**DEA OT**	
8-18		2.5	Collins	Dept firearms training	29.26
8-30		4	Collins	Scheduled OT	
8-19	2		Johnson	Dept firearms training	30.42
8-18		2.5	Lafrombois	Dept firearms training	29.26
8-30		4	Lafrombois	Scheduled OT	
8-18		2	Mayo	Dept firearms training	30.42
8-19		2	Mayo	Dept firearms training	
8-19	4		McCartney	Dispatch coverage	28.51
8-26	4		McCartney	Dispatch coverage	
8-18	0.5		Schaff	P202600679	29.26
8-19	2.5		Schaff	Dept firearms training	
8-21	1		Schaff	CFS202606387	
8-26	0.5		Schaff	CFS202606509	
8-27	4		Schaff	Scheduled OT	
8-18		4	Sedgwick	Dept firearms training	30.42
8-20		1	Sedgwick	CFS202606357	
8-25		1.5	Sedgwick	Travel to Helena for training	
8-26		8	Sedgwick	Training in Helena	
8-27		8	Sedgwick	Training in Helena/travel home	
8-27		4	Seibert	Scheduled OT	29.26
8-19		4	Sell	Dispatch coverage	29.51
8-30		4	Swan	Scheduled OT	31.92

PPE: 08/30/2026						
Dept: Police						
			Comp and OT Report			
Hours						
Total Comp Hours	18.5					
8(28.51x1.5)	342.12					
8.5(29.26x1.5)	373.07					
2(30.42x1.5)	91.26					
(29.51x1.5)						
(28.26X1.5)				**Comp Total**	**$ 806.45**	
Total OT		91.5				
35.5(30.42x1.5)	$ 1,619.87					
17(29.26x1.5)	$ 746.13					
27(31.92x1.5)	$ 1,292.76					
4(29.51x1.5)	$ 177.06					
(28.51x1.5)				**OT Total**	**$3,835.82**	
				Grand Total	**$4,642.27**	
Submitted By:	Kelly Lawston					

Comp and OT Report

PPE:	8/30/2026				
Dept:	WTP/WWTP				
Date	**Comp Hours**	**OT Hours**	**Names**	**Reason *Reimbursed OT***	**Regular Rate**
8/24/2026	0.5		Nuernberger	Talked w/ Operator New intake issues	$ 31.77
8/28/2026	0.5		Nuernberger	Talked w/ Operator on Clear Well	
	1	0			
COMP HOURS	1				
1(31.77x1.5)	47.66				
OT Total					
				Comp Total	**$ 47.66**
OT Hours					
				OT Total	
				Grand Total	**$ 47.66**
Submitted By:	Kelly Hanslow				

Comp and OT Report

PPE:	8/30/2026				
Dept:	Shop				
Date	**Comp Hours**	**OT Hours**	**Names**	**Reason *Reimbursed OT***	**Regular Rate**
8/27/2026		1	Ceaser	Water repair	$ 32.07
8/27/2026	1.5		Hoffman	Water install	$ 31.14
8/17/2026	1.5		Nauman	Shut off day	$ 29.39
8/27/2026	1.5		Nauman	Water repair	
8/29/2026	2.5		Nauman	Emergency Locate	
8/22/2026	8		Spalinger	Hauling garbage	$ 30.31
	15	**1**			
5.50(29.39x1.5)	242.47	1(32.07x1.5)	48.11		
1.5(31.14x1.5)	70.07				
8(30.31x1.5)	363.72				
		Total OT:	48.11		
Total Comp	676.26				
				Comp Total	**$ 676.26**
				OT Total	**$ 48.11**
				Grand Total	**$ 724.37**
Submitted By:	Kelly Houston				

Comp and OT Report

8/30/2026
Dept: Clerk

Date	Comp Hours	OT Hours	Names	Reason *Reimbursed OT*	Regular Rate
8/17/2026	1		Gauslow	shut off day	$ 23.14
8/19/2026	0.5		Gauslow	Assist IT w/ video/audio	
8/25/2026	2.5		Gauslow	Assisted w/ council	
8/21/2026	3.25		Harakal	Council Minutes	$ 25.73
8/23/2026	3.25		Harakal	Council Agrenda	
8/18/2026	4		Hatton	Council Training	$ 27.26
8/19/2026	3.25		Hatton	CCPB Meeting	
8/17/2026	1		Patrick	Shut Off day	$ 22.62
	18.75 Comp				

4(23.14x1.5)	138.84
6.50(25.73x1.5)	250.87
7.25(27.26x1.5)	296.45
1(22.62x1.5)	33.93

Comp Total $ 720.09

OT Total

Grand Total $ 720.09

Submitted by: Kelly Gauslow

Ambulance

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Comp and OT Report

PPE:	8/30/2026				
Dept:	Ambulance				
Date	**Comp Hours**	**OT Hours**	**Names**	**Reason *Reimbursed OT***	**Regular Rate**
8/17/2026	2.5		Crable	late call, etc	$ 25.00
8/19/2026	9		Crable	Covered shift 8-5	
8/23/2026		8	Crable	Scheduled OT	$ 25.00
8/30/2026		8	Crable	Scheduled OT	
8/30/2026	16		Grayson	Scheduled OT	$ 30.16
8/30/2026		8	D. Hopkins	Scheduled OT	$ 28.08
8/23/2026		8	A. Johnson	Scheduled OT	$ 20.00
8/30/2026		8	A. Johnson	Scheduled OT	
8/17/2026		1.5	Olson	worked late	$ 26.00
8/22/2026		**8**	Olson	Scheduled OT	
8/29/2026		8	Olson	Scheduled OT	
8/21/2026		8	Riley	on call shift	$ 28.08
8/22/2026		16	Riley	Regular shift	
8/23/2026		8	Riley	Regular shift	
8/30/2026		8	Riley	Scheduled OT	
8/21/2026	8		Schanz	Scheduled OT	$ 20.80
8/28/2026	8		Schanz	Scheduled OT	
8/29/2026		8	Wong	Scheduled OT	$ 26.00
Total	43.5	105.5			
Comp Hours	43.5				
				Comp Total	**$ 1,654.29**
11.50(25.00x1.5)	$ 431.25				
16(30.16x1.5)	$ 723.84				
16(20.80x1.5)	$ 499.20				
Total	$ 1,654.29				

Ambulance

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Comp and OT Report

PPE:	8/30/2026		
Dept:	Ambulance		
OT hours	105.5	OT Total	$ 4,096.26
16x(25.00x1.5)	$ 600.00		
48(28.08x1.5)	$ 2,021.76		
16(20.00x1.5)	$ 480.00		
25.50(26.00x1.5)	$ 994.50		
Total	$ 4,096.26		
		Grand Total	$ 5,750.55

Submitted By: Kelly Lawson