

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, February 22, 2022**

**Members Present:**    **Richard Klose – Chair**            **Emelie Eaton**  
                                 **Heidi Sparks**                                    **Michelle Mize**

**Others Present:**        **Mayor Waggoner**

The meeting was called to order by the Committee Chair at 5:30 pm.

**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.*

There was no public in attendance

**General Items –**

1. Review and approved February 22, 2022, Budget and Finance Committee meeting minutes. Heidi Sparks moved to approve the minutes of the February 22, 2022, Budget and Finance Committee meeting. Michelle Mize seconded the motion, all in favor, motion passed 4-0.
2. Review and approve purchase requisitions –  
The Committee was presented with one purchase requisition from the Fire Department for their annual replacement of turnout gear. Fire Chief, Brent Peters, had written a letter of explanation for the annual turnout gear replacement since this was the first time some members of the City Council had reviewed this purchase. Heidi Sparks made a motion to approve the purchase requisition for the annual replacement of turnout gear. Emelie Eaton seconded the motion to approve the purchase requisition for the annual replacement of turnout gear, all in favor, motion passed 4-0.
3. Review and recommend approval to Council; claims entered through March 4, 2022. The Committee had previously reviewed the claims and check register. Michele Mize made a motion to approve the claims entered through March 4, 2022. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.
4. Review and approve Payroll Register for the pay period ending February 20, 2022, totaling \$183,039.84. Michele Mize motioned to approve the payroll register for the pay period ending February 20, 2022, totaling \$183,039.84. Emelie Eaton seconded the motion, all in favor, motion passed 4-0.

**New Business – None**

**Unfinished Business –**

5. The City Clerk/Treasurer provided an email from Courtney Ellis, of Dorsey and Whitney, regarding the laws of private bond sales.
6. The Budget and Finance Chair gave an update regarding the cemetery parking lot.

**Other Items –**

7. Review vacation/sick report totals for the pay period ending February 20, 2022. The Committee reviewed the vacation, sick, and comp totals for the pay period ending February 20, 2022.
8. Review Comp/OT reports for the pay period ending February 20, 2022. The Committee reviewed February 20, 2022, Comp/Overtime reports.

9. Mayor Update – The Mayor had no update at this time.
10. Clerk/Treasurer Update – The Clerk/Treasurer was not in attendance.

**Announcements –**

11. The next Budget and Finance Committee meeting will be held on March 22, 2022, at 5:30 pm.
12. Heidi Sparks will be reviewing claims for the next Budget and Finance Committee meeting.

Respectfully submitted,

Bethany Keeler  
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.**