

**Minutes of City of Laurel  
Budget/Finance Committee  
Tuesday, October 26, 2021  
Emelie Eaton, Committee Chair**

**Members Present:**    **Emelie Eaton**                      **Richard Klose**                      **Scot Stokes**

**Others Present:**        **Bethany Langve, Clerk/Treasurer**  
                                 **Michelle Mize, Elected Ward 2b Council Member**

The meeting was called to order by the Committee Chair at 5:32pm.

**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 input.

**General Items –**

1. Review and approve the September 28, 2021 Budget and Finance Committee meeting minutes. Richard Klose moved to approve the minutes of the September 28, 2021 Budget and Finance Committee meeting. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
2. Review and approve the October 12, 2021 Budget and Finance Committee meeting minutes. Scot Stokes moved to approve the minutes of the October 12, 2021 Budget and Finance Committee meeting. Richard Klose seconded the motion, all in favor, motion passed 3-0.
3. Review and approve purchase requisition from the Planning and Building Departments for the purchase of Muncity Software program. The Clerk/Treasurer presented a letter from Planning Director, Nick Altonaga, regarding the need for the software. This software program would streamline, standardize departmental operations, and provide transparency for the public. The Committee was very excited about this software purchase. The Clerk/Treasurer explained the purchase of Muncity was a budgeted item in the current budget, and the cost was split between the Planning budget and the Building Department budget. Scot Stokes made a motion to approve the purchase requisition from the Planning and Building Departments for the purchase of Muncity Software program. Richard Klose seconded the motion, all in favor, motion passed 3-0.
4. Review and Approve purchase requisition from Chief Langve for upgraded keyless locks at the Fire, Ambulance and Police (FAP) building. The Clerk/Treasurer presented an email from the Chief of Police. The Committee did not have any questions or comments regarding the purchase requisition. Emelie Eaton made a motion to approve the purchase requisition from Chief Langve for the upgraded keyless locks at the FAP building. Richard Klose seconded the motion, all in favor, motion passed 3-0.
5. Review and recommend approval to Council, Claims entered through 10/22/2021. The claims and check register had previously been reviewed by the Committee. There were no questions or comments regarding the claims. Richard Klose made a motion to approve the claims entered through 10/22/2021. Scot Stokes seconded the motion, all in favor, motion passed 3-0.
6. Review and approve Payroll Register for pay period ending 10/12/2021 totaling \$211,600.29. Emelie Eaton made a motion to approve the payroll register for pay period ending 10/12/2021 totaling \$211,600.29. Scot Stokes seconded the motion, all in favor, motion passed 3-0.

**New Business – None**

**Old Business –**

7. The Committee reviewed the Claims Review Schedule for accuracy. There were no issues, and the schedule was determined to be accurate.

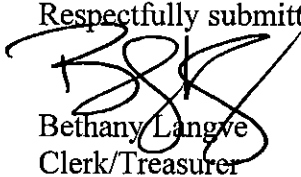
**Other Items –**

8. Clerk/Treasurer Update – The Clerk/Treasurer stated the audit has not been rescheduled yet. She shared the Fiscal Year 2021 septic hauling revenues with the Committee. The Committee was pleased with the year end revenues for the septic hauling.
9. Mayor Update – The Mayor was not in attendance, as he was still ill.

**Announcements –**

10. The next Budget and Finance Committee meeting will be held on November 9, 2021 at 5:30pm.
11. Bruce McGee will be reviewing claims for the next meeting.

Respectfully submitted,



Bethany Langve  
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.**