

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, October 12, 2021**

Members Present: **Emelie Eaton** **Richard Klose** **Bruce McGee**

Others Present: **Bethany Langve, Clerk/Treasurer**

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

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 purchase requisition – The Clerk/Treasurer presented a purchase requisition for replacement keyless locks at City Hall. The Committee asked how long this system is intended to last. The Committee also wanted to know when the current keyless lock system was originally installed. The Clerk/Treasurer stated she would get the answers for the next meeting. She also stated there would be future quotes for the sewer and water plant. Emelie Eaton made a motion to approve the purchase requisition for the replacement keyless lock system for City Hall. Bruce McGee seconded the motion, all in favor, motion passed 3-0.
2. Review and approve the September 2021 Utility Billing Adjustments. The Committee reviewed the September 2021 Utility Billing Adjustments and had no questions or comments. Emelie Eaton made a motion to approve the September 2021 Utility Billing Adjustments. Richard Klose seconded the motion, all in favor, motion passed 3-0.
3. Review and recommend approval to Council, Claims entered through 10/08/2021. The claims and check register had previously been reviewed by the Committee. There were no questions or comments regarding the claims. Emelie Eaton made a motion to approve the claims entered through 10/08/2021. Bruce McGee seconded the motion, all in favor, motion passed.
4. Review and approve Payroll Register for pay period ending 10/03/2021 totaling \$215,092.68. Emelie Eaton made a motion to approve the payroll register for pay period ending 10/08/2021 totaling \$215,092.68. Bruce McGee seconded the motion, all in favor, motion passed.

New Business – None

Old Business – None

Other Items –

5. Clerk/Treasurer Update – The Clerk/Treasurer stated the audit had to be rescheduled due to her absence. At this time, she did not know when it would be rescheduled.
6. Mayor Update – The Mayor did not provide an update.

Announcements –

7. The next Budget and Finance Committee meeting will be held on October 26, 2021 at 5:30pm.
8. Richard Klose will be reviewing claims for the next meeting.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B. Langve', written over the printed name.

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.