



FINANCE & BUDGET COMMITTEE MINUTES
Biron Municipal Center
August 5th, 2025 7:30am

MEMBERS: Patty Gapen, Chairperson; Tammy Steward, Jamie Biegel

1. **Call to Order:** Chairperson Patty Gapen called the meeting to order at 7:34am, all members were present along with Clerk/Treasurer Samantha Daugherty.
2. **Review all bills, non-lapsing accounts and journal entries for Utility accounts and General accounts.** reviewed all bills paid by Utility checking and General Checking in July. The committee also reviewed the non-lapsing accounts and savings accounts for both utility and general accounts. Motion Biegel Second Steward to approve and pay the bills. Motion carried.
3. **Review Time Sheets for full-time staff and pay categories:** reviewed the time cards and discussed how the pay categories tie to the budget and for office staff to use same categories when completing time sheets to reflect time spent during the pay period.
4. **Discussion and possible action on Tech Pros' purchase of new server for WorkHorse using budgeted funds.** reviewed the quote from TechPros for a new Lenovo Desktop computer for WorkHorse software for a total of \$1249 including installation. This was budgeted and will be paid for using funds from 100-00-51420-035-000.
5. **Discussion and possible action on early allocation from NL Garage Maintenance** Discussion took place but no action taken and will be reviewed at the board meeting in August.
6. **Set next meeting date:** Wednesday September 3rd, 2025 at 7:30am
7. **Adjourn:**

Motion to Adjourn: Gapen **Second:** Biegel **Time:** 8:30am

Minutes by: Daugherty