



FINANCE & BUDGET COMMITTEE MINUTES
Biron Municipal Center
September 3rd, 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. Utility bills were paid on checks 5361-5372 and General account bills were paid on checks 24713-26764. The committee also reviewed the non-lapsing accounts and savings accounts for both utility and general accounts. Motion Biegel Second Gapen to approve and pay the bills. Motion carried.
3. **Review Time Sheets for full-time staff.** Reviewed the time cards for full time and board members for August
4. **Set next meeting date:** Wednesday October 8th, 2025 at 7:30am
5. **Adjourn:**

Motion to Adjourn: Gapen **Second:** Biegel **Time:** 8:25am

Minutes by: Samantha Daugherty