



Oak Grove Budget Committee  
Special Session Meeting Minutes  
Wednesday, December 3, 2025  
Oak Grove Council Chambers

---

### CALL TO ORDER

The Special Session of the Oak Grove Budget Committee was called to order by Chairperson/Committee Member Janet Edwards at 9:30 a.m., in the Oak Grove Council Chambers located at 8505 Pembroke Oak Grove Road, Oak Grove, Kentucky.

---

### ROLL CALL

The following members were present:

- Chairperson/Committee Member Janet Edwards
- Vice Chairperson/Committee Member Isaiah Spencer (Walked out of the meeting during roll call but returned to the meeting at 9:31 a.m.)
- Committee Member John Campbell
- Finance Director Matt Egbert
- Police Chief Victor Lynch
- Human Resources and Payroll Coordinator Ariel Young (left during the meeting)
- City Clerk Lorelynn Fisher

No citizens were present.

---

### REVIEW OF MINUTES-MAY 15, 2025

**Motion:** Committee Member John Campbell moved to approve the minutes

**Second:** Chairperson/Committee Member Janet Edwards

**Vote:** Voice vote

**Results:** Motion passed

---

### AGENDA ITEMS

- **Mid-Year Review of Current Budget**  
**(A status check on year-to-date spending and revenue):** Director Egbert updated the committee on the status of revenues and expenditures. He stated that some capital outlay equipment has already been purchased, with additional purchases planned in the near future. Director Egbert anticipates that the city will remain under budget in capital outlay. Chairperson/Committee Member Janet Edwards noted that Council Member Cook inquired about reallocating unused funds from the Connex at the

Community Center to the Fire Department for rescue boats. Director Egbert indicated that the city is expected to be financially stable this year without requiring any budget amendments, unless unforeseen circumstances arise. Committee Member John Campbell asked additional questions regarding anticipated budgeted funds.

○ **Audit Update**

*(An update on the current audit process, including progress):* Director Egbert informed the committee that bank reconciliations were not being completed since 2023. Director Egbert has been working to complete these reconciliations, which are currently delaying the 2024 audit. Director Egbert applied for an audit extension and was granted said extension that provides a deadline through March/April 2026.

○ **New Software Updates & Capabilities**

*(Overview of upcoming software enhancements, new features, etc.):* Director Egbert is working with Tyler Tech on trial balances and financial changeover for ledgers/accounts early next year. Utility data integration is expected between April and June 2026. The new software is more user-friendly. The next software update meeting is scheduled for December 9<sup>th</sup> which he invited the committee to attend.

○ **FY27 Budget & Completion Timeline**

*(Discussion of the FY27 budget process, required inputs, deadlines, and obligations to ensure timely completion.):* Director Egbert provided a calendar and timeline outlining the budget process for the upcoming fiscal year. He stated budget meetings are expected to begin March 2026 with a completion of the budget June 2026.

○ **Grants & Liquid Assets for Payments**

*(Review of available grant funds and other liquid assets):* Director Egbert emphasized that the funding of these grant should not cause the city any financial problems. He provided the following update on grants:

- Two open Kentucky Infrastructure Authority (KIA) grants
- FY2026 Fire Aid Grant received: \$15,000
- FY2026 National Opioid Settlement Grant received: \$3,740.37
- KLEFPF funds received to date: \$42,598; projected \$102,236 by year-end
- ARPA funds completed
- Municipal Road Aid (MRA) funds received to date: \$53,670.65; projected \$128,810 by year-end
- Mineral Severance funds received to date: \$3,016.67; projected \$6,033 by year-end
- Additional potential grants related to the water tank project are pending review
- FEMA application has been submitted for review

○ **Investments**

*(Discussion of potential investments and the process):* Director Egbert stated that the city's investment policy is currently under review by the City Attorney. Once approved, it will be presented to council for adoption as an official policy governing

public fund investments. Director Egbert also informed the committee that since the city moved banks in March/April of this year, \$61,000 in interest has been accrued. The committee requested that Director Egbert discuss interest opportunities with several banks.

○ **Account Revenue & Distribution**

*(Discussion of revenue inflows across accounts and how funds are being dispersed or allocated.):* Director Egbert noted that revenues and expenditures are restricted to the FY2026 budget allocations approved by council. Any operating funds unspent by year-end remain in the fund balance/bank account. Capital outlay funds that are unspent can be reallocated by council or returned to the fund balance.

○ **FD Accounts, Savings, & Funding**

*(Review of fund deposit accounts, savings, and funding needs):*

Chairperson/Committee Member Janet Edwards inquired about creating an account designated solely for accumulating funds to support the establishment of a paid fire department. Director Egbert stated that a dedicated revenue line item and recurring revenue source will be needed. Discussion included interest accrued from city bank accounts being automatically deposited into the Fire Department fund to help initiate the paid department. Director Egbert noted that the city may need to temporarily pause certain capital outlay expenditures to help aid in a fire department fund. Discussion of a maintenance program was mentioned as well.

---

**ADJOURNMENT**

**Motion:** Committee Member John Campbell moved to adjourn the meeting.

**Second:** Vice Chairperson/Committee Member Isaiah Spencer

**Vote:** Voice vote

**Results:** Motion passed

**Adjournment:** Approximately at 10:45 a.m.

---

**APPROVED:**

\_\_\_\_\_  
Chairperson/Committee Member Janet Edwards

\_\_\_\_\_  
DATE

**ATTEST:**

\_\_\_\_\_  
Lorelynn Fisher, MMC, CKMC, City Clerk

\_\_\_\_\_  
DATE