



**Finance Committee**  
**Tuesday – April 23, 2024**  
**6:30 p.m.**

The Finance Committee meeting was called to order at 6:30pm.

**ROLL CALL:** Present: Greg Bellan, David Post, Scott Barr  
Also Present: Mayor Scaffide, Chuck Bonacci, Daisy Walker, Bill Furey, Karen Labbe, Christina Conway-Finance Director

**AUDIENCE PARTICIPATION:**

- None presented.

**APPROVAL OF THE FEBRUARY 27, 2024 FINANCE COMMITTEE MINUTES:**

**Mr. Post motioned to approved February 27, 2024 meeting minutes as submitted.**  
**Mr. Barr seconded the Motion.**  
**Motion unanimously approved 3-0.**

**QUARTERLY REVENUE REVIEW:**

- Ms. Conway discussed Planning Commission fees. She will be discussing this with Dale Steppenbacker and Rebecca Zeigler.
- The City has collected 7.5 million dollars for the general fund revenue of the \$31 million estimate.
- Ms. Conway discussed the Water-Sewer rate study. Part of this money is filtered into the water utility fund, this is to help with road/sewer projects. We may need to talk about increasing this. The amount of lines of sewer that will need repaired within the 3-10 years is significant.
- Ms. Conway discussed Glen Eagles Golf Course and the increase for the rental fee from Burntwood Group.
- The Fitness Center's revenue estimate seems high due to general fund transfers including the pool pack design and transfer for the healthcare expenses.
- Ms. Conway stated that the City is meeting its revenue percentage goals for the year.



**QUARTERLY EXPENSE REVIEW:**

- Ms. Conway discussed Police and Fire Pension. The expense is more than the revenue has brought in for the property tax. Finance does journal entering to make those numbers work until we receive the rest of the property tax.

**QUARTERLY CAPITAL PROJECTS REVIEW:** Ms. Conway discussed the following -

- **Street Construction and Maintenance Fund**  
2024 Road program has begun.  
Glenwood Waterline has begun.  
2024 Striping program has commenced.
- **Permissive Tax Fund**  
Highland Road has begun.
- **State Highway Fund**  
Crack Sealing Program is underway.
- **Federal Grant Fund**  
Right of Way Acquisition for the Four Corners Project is underway.
- **State Grant Fund**  
Police Department Body Cameras. This is through State grant funding and purchase order has been submitted.  
Bank Stabilization and Repairs – this is State Grant funded.  
Glen Chamberlin Park – Grading work has begun and Playground equipment has been purchased.
- **Police and Fire Levy Fund**  
Phone system upgrade (Police –multiyear project). POs have been issued.  
Intoximeter  
Women’s restroom rehabilitation project – Getting plan review from Building Department.  
2023 Dodge Charger has been purchased.  
2025 Ford Explorer (Fire) has been purchased for the Fire Chief.
- **Sewer Revenue Fund**  
Portable Pump has been purchased.  
Burgess and Niple Design (on-going).



- **Sewer Improvement Fund**  
Edison Boulevard Sanitary Sewer Repair is underway.
- **Fitness Center Fund**  
Fitness Center Equipment lease is continuing.
- **Capital Improvement Fund**  
Security Upgrade – The Fire Department upgrade is completed.  
Liberty Park Water Quality is ongoing.  
East Idlewood Pedestrian Bridge. Bridge has been purchased. Installation is projected for the fall.  
Water Park Slide Refinishing will be completed for summer pool season.

Current Finance Department Projects: Ms. Conway discussed the following items-

- Interviews for the Payroll Accountant position are in process.
- Working with Huntington Bank to begin a new back end process for accounts payable – more secure payment of vendors
- Starting on work 2025 Tax Budget which will be submitted end of May/beginning of June.
- Starting on work papers for the 2025 Budget which will begin in July.
- Compiling all required files for the auditors: will be working on-site either end of May or beginning of June.
- Working on various department records requests.

**MISCELLANEOUS:**

- Committee members and Council members discussed various options for providing reports and information.

**NEXT MEETING DATE:** May 28, 2024 at 6:30pm.

**ADJOURNMENT:** Meeting adjourned at 6:54pm.