

**City of Trenton**  
**REGULAR COUNCIL MEETING**  
February 16th, 2023 - 7:30 p.m.

**CALL TO ORDER**

**PRAYER**

Deacon Larry Gronas – Holy Name Catholic Church

**ROLL CALL**

**PRESENTATIONS**

1. Energy Aggregation.

**APPROVAL OF MINUTES**

1. Minutes of the February 2nd, 2023 Council Work Session.
2. Minutes of the February 2nd, 2023 Regular Council Meeting.

**CORRESPONDENCE**

1. January Fund Balances.

**AUDIENCE OF PUBLIC**

**UNFINISHED BUSINESS**

1. None.

**PUBLIC HEARINGS**

1. None.

**NEW BUSINESS**

1. A MOTION AUTHORIZING THE CITY FINANCE DIRECTOR TO TRANSFER \$200,000 COLLECTED VIA THE MAPLE VIEW RESIDENTIAL INCENTIVE DISTRICT AND \$50,000 COLLECTED VIA THE VILLA PLACE RESIDENTIAL INCENTIVE DISTRICT FROM THE CITY'S TAX INCREMENT EQUIVALENT FUND TO THE CITY'S PARKS & RECREATION IMPROVEMENT FUND TO PREPARE FOR FUTURE PARK IMPROVEMENTS PURSUANT TO THE ADOPTED PARKS MASTER PLAN

**LEGISLATION**

1. A RESOLUTION ALTERING THE WAGE AND CLASSIFICATION SCALE AS IT RELATES TO VARIOUS FINANCE DEPARTMENT EMPLOYEES, AND DECLARING AN EMERGENCY. **(First Reading)**

**REPORTS**

**AUDIENCE OF COUNCIL**

**ADJOURNMENT**



## City Council Work Session Minutes February 2<sup>nd</sup>, 2023

Mayor Calvin Woodrey called the February 2<sup>nd</sup> Council Work Session to order at 6:30pm. All members of Council with exception of Councilwoman Harris and necessary administration were in attendance. The mayor asked for City Manager Marcos Nichols to begin with reports. City Manager Nichols asked that Service Director, Rob Leichman begin by discussing the motion regarding the rehab and replacement of resin for two (2) water softeners in the amount of \$113,193.73 which was budgeted for. Mr. Leichman asked that the Operator in charge Dave Combs answer any questions that Council may have. Mr. Combs explained that the support beds in two of our softeners were disturbed causing some damage to the resin within the softeners. The support and bedding will be replaced, and the resin will be repaired. A few questions were asked regarding the initial resin replacement and whether it was still in place. Mr. Combs explained that initial resin was still in place this was just a repair to that, this should help keep them operating, the resin within the softeners should last about 15 years. Another question was asked regarding residential and industrial growth within the city and whether our water service will support it. Mr. Combs stated that eventually we will need to find a location for more wells, and in turn will need more equipment to support that, currently we are producing and treating 3,000,000 gallons of water a day.

Next Finance Director, Matthew Mesisklis discussed the correspondence regarding the month-end financial reports from December of '22 attached below.

City of Trenton Fund Balance and Investment  
Report Month Ended 12/31/2022

Fund	Fund Name	Fund Balance	Reserve Policy	Net Change (Month)	Policy	Interest Allocation
011	General	\$ 5,612,567	\$ 1,628,204.04	\$ 243,188	5 Months	\$ 48,084.12
250	GF Stabilization	\$ 398,366	\$ 390,768.97	\$ -	10% GF Appropriations	\$ -
026	Water Revenue	\$ 2,121,015	\$ 847,367.73	\$ (276,540)	6 Months	\$ -
030	Water System Reserve	\$ 878,948	\$ 300,000.00	\$ 20,971		\$ -
027	Water Rate Stabilization	\$ 304,723	\$ 300,000.00	\$ -		\$ -
025	Water Replacement and Improvements	\$ 304,723	\$ 300,000.00	\$ -		\$ -
028	Utility Credit Memo	\$ 28,702	\$ 30,000.00	\$ (9,131)		\$ -
030	Utility Deposit Trust Fund	\$ 216,985	\$ -	\$ 525		\$ -

023	Water Debt Service	\$ 4,817	\$ -	\$ (381,939)		\$ -
066	Sewer Revenue	\$ 1,127,197	\$ 650,000.00	\$ 85,298	6 Months	\$ -
076	Sewer Reserve	\$ 3,857,036	\$ 300,000.00	\$ (11,376)		\$ -
096	Refuse Collection	\$ 579,003	\$ -	\$ 56,058		\$ -
166	Stormwater	\$ 156,588	\$ 125,638.71	\$ (48,822)	6 Months	\$ -
102	Street Maint.	\$ 1,177,781	\$ -	\$ (177,139)		\$ -
192	County Motor Vehicle	\$ -	\$ -	\$ -		\$ -
202	Municipal Motor Vehicle	\$ 200,439	\$ -	\$ 6,968		\$ -
218	Police Levy	\$ 1,959,981	\$ -	\$ (305,952)		\$ -
222	Fire Levy	\$ 793,455	\$ -	\$ (99,003)		\$ -
253	Tax Increment Equivalent Fund	\$ 2,302,940	\$ -	\$ -		\$ -
890	Employee Termination	\$ 144,315	\$ 204,834.00	\$ (61,473)	Based on Audit	\$ -

TOTAL Fund Balance	\$ 23,928,384	December Income Tax:	\$ 324,175
		December Interest Earned:	\$ 48,084

Bank	Balance	Earnings
1st Financial	\$ 913,453	
StarOhio	\$ 4,089,178	\$ 15,167.49
Redtree Financial	\$ 18,896,306	\$ 30,021.59
Huntington	\$ 40,782	\$ 2,895.04

The City of Trenton has several funds, dedicated to various purposes of local governance. These funds have distinct revenues which they are allowed to collect, and equally-distinct categories of spending that each fund can be used to provide for projects and city operations. As good stewards of public finances, the City has policies within its various funds to maintain minimum balances based on spending trends. These policies allow Trenton's operations to remain efficient and intact even in times of crisis. Ample reserves also contribute the City's respectable Bond rating of Aa3, which promotes access to low-interest debt to complete large-scale projects without undue debt burden. Reserves also allow for the collection of interest revenue to further improve the City's financial security. The City holds its funds in StarOhio - Ohio's Local Government Investment Pool - which operates as a liquid money-market fund. The City also invests in securities such as CDs, Municipal Bonds, Treasury Bonds, and Commercial Paper for more aggressive yields with its investment advisor, RedTree Financial. To maximize returns, funds are held in common with investment advisors and then interest earnings are distributed to those marked in bold above on a monthly basis.

This report is updated and presented to City Council monthly.

Finally, City Manager Nichols had an executive session request to consider confidential information related to marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance. As well as to consider the purchase of property for public purposes, also for the purpose of considering the employment or dismissal of a public employee or official and to confer with legal counsel.

Vice Mayor Perry made a motion to go into executive session for the above stated purposes, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent. Council went into executive session at 6:39pm.

A motion to come out of executive session was made by Councilman Agee, followed by a second by Vice Mayor Perry. Roll call was taken; 6 ayes, 0 nays, 1 absent.

A motion to adjourn the February 2<sup>nd</sup> Work session was made by Vice Mayor Perry, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent. The Council work session was adjourned at 7:25pm.

**City of Trenton**  
**REGULAR COUNCIL MEETING MINUTES**  
February 2nd, 2023 - 7:30 p.m.

**CALL TO ORDER**

Mayor Calvin Woodrey called the February 2<sup>nd</sup> Council meeting to order at 7:30pm.

**PRAYER**

Pastor Ron Wenzel from Trenton Mennonite Church led everyone in prayer, followed by the pledge of allegiance to our flag.

**ROLL CALL**

Council Clerk Laura Daley took roll call; all members of Council were present with the exception of Councilwoman Harris. A motion was made by Councilwoman Combs to excuse Councilwoman Harris, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent.

**PRESENTATIONS**

1. None.

**APPROVAL OF MINUTES**

1. Minutes of the January 19th, 2023 Council Work Session.
2. Minutes of the January 19th, 2023 Regular Council Meeting.  
A motion to approve the January 19<sup>th</sup> Council work session and regular meeting was made by Vice Mayor Perry, followed by a second by Councilwoman Montgomery. Roll call was taken; 6 ayes, 0 nays, 1 absent.

**CORRESPONDENCE**

1. December 2022 Fund Balance Report.  
Finance Director Matthew Mesisklis reviewed this report explain that this is the financial overview for all Funds and investments for December of '22. He explained that this report was discussed in Council work session and explained it showed no major financial changes.

**AUDIENCE OF PUBLIC**

None.

**UNFINISHED BUSINESS**

1. None.

**PUBLIC HEARINGS**

1. None.

## **NEW BUSINESS**

1. A MOTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DOLL LAYMAN LTD. TO REHABILITATE AND REPLACE RESIN FOR TWO (2) SOFTNER VESSELS AT THE WATER TREATMENT PLANT AT A COST OF ONE HUNDRED THIRTEEN THOUSAND, ONE HUNDRED NINETY-THREE DOLLARS AND SEVENTY THREE CENTS (\$113,193.73) AND, FURTHER AUTHORIZING THE CITY MANAGER TO SIGN ALL REQUIRED DOCUMENTS RELATED THERETO.

A motion to authorize was made by Vice Mayor Perry, followed by a second by Councilwoman Montgomery. Roll call was taken; 6 ayes, 0 nays, 1 absent.

## **LEGISLATION**

1. None.

## **REPORTS**

City Attorney Nick Ziepfel had no reports.

Finance Director Matthew Mesisklis reported that a bin has been placed outside the Clerk of Courts office for the collection of electronics in need of recycling. This will be a service that is offered to the public. Some items may cost the City to recycle but some items the City will receive payment and any revenue that we receive for these items will be donated to the parks fund. Next he reviewed the upcoming property tax bills where resident's may have heard they will be seeing an increase in there taxes. He wanted to clarify that any increase is not die to anything within the City, these increases will be caused by the County and state. The County will be reinstating a couple inside millage levies that were put on hold to give tax payers some reprieve but those will go back into effect this year causing a homeowner within Butler County to see around an \$88 increase per \$100,000.00 value of their property. This is not controlled by any City official or City employee.

Clerk of Council Laura Daley had no reports.

City Manager Marcos Nichols had no reports.

## **AUDIENCE OF COUNCIL**

Councilwoman Combs had no reports.

Councilman Perry had no reports.

Councilman Agee stated that if you have not already gotten your dog tags, the renewal fee has now gone up to \$28.00.

Councilwoman Montgomery had no reports.

Vice Mayor Perry had no reports.

Mayor Woodrey stated he went to Dayton this past week to be a part of a video conference regarding the City of Trenton joining the Riverway. The video will be shared at the Annual River summit.

## **ADJOURNMENT**

A motion to adjourn was made by Vice Mayor Perry, followed by a second by Councilman Agee. Roll call was taken; 6 ayes, 0 nays, 1 absent. The February 2<sup>nd</sup> regular Council meeting was adjourned at 7:40 pm.

**City of Trenton Fund Balance and Investment Report  
Month Ended 1/31/2023**

Fund	Fund Name	Fund Balance	Reserve Policy	Net Change (Month)	Policy	Interest Allocation
011	General	\$ 4,544,426	\$ 1,264,480.00	\$ (1,068,141)	5 Months	\$ 80,282.23
250	GF Stabilization	\$ 398,366	\$ 303,475.20	\$ -	10% GF Appropriations	\$ -
026	Water Revenue	\$ 2,109,875	\$ 649,142.50	\$ (11,140)	6 Months	\$ -
036	Water System Reserve	\$ 867,948	\$ 300,000.00	\$ (11,000)		\$ -
027	Water Rate Stabilization	\$ 304,723	\$ 300,000.00	\$ -		\$ -
025	Water Replacement and Improvements	\$ 304,723	\$ 300,000.00	\$ -		\$ -
028	Utility Credit Memo	\$ 30,379	\$ 30,000.00	\$ 1,677		\$ -
050	Utility Deposit Trust Fund	\$ 218,425	\$ -	\$ 1,440		\$ -
023	Water Debt Service	\$ 42,978	\$ -	\$ 38,161		\$ -
066	Sewer Revenue	\$ 1,168,850	\$ 579,302.00	\$ 41,653	6 Months	\$ -
076	Sewer Reserve	\$ 3,820,566	\$ 300,000.00	\$ (36,470)		\$ -
096	Refuse Collection	\$ 569,865	\$ -	\$ (9,138)		\$ -
166	Stormwater	\$ 166,173	\$ 155,371.50	\$ 9,585	6 Months	\$ -
102	Street Maint.	\$ 2,362,004	\$ -	\$ 1,184,222		\$ -
192	County Motor Vehicle	\$ -	\$ -	\$ -		\$ -
202	Municipal Motor Vehicle	\$ 206,937	\$ -	\$ 6,498		\$ -
218	Police Levy	\$ 1,590,011	\$ -	\$ (369,970)		\$ -
222	Fire Levy	\$ 722,364	\$ -	\$ (71,091)		\$ -
253	Tax Increment Equivalent Fund	\$ 2,302,940	\$ -	\$ -		\$ -
890	Employee Termination	\$ 144,315	\$ 143,361.00	\$ -	Based on Audit	\$ -

<b>TOTAL Fund Balance</b>	<b>\$ 23,003,667</b>	January Income Tax:	\$ 313,780
		January Interest Earned:	\$ 80,282

Bank	Balance	Earnings
1st Financial	\$ 1,150,208	\$ -
StarOhio	\$ 2,600,433	\$ 11,254.40
Redtree Financial	\$ 19,464,035	\$ 68,998.57
Huntington	78,699.82	\$ 29.26

The City of Trenton has several funds, dedicated to various purposes of local governance. These funds have distinct revenues which they are allowed to collect, and equally-distinct categories of spending that each fund can be used to provide for projects and city operations. As good stewards of public finances, the City has policies within its various funds to maintain minimum balances based on spending trends. These policies allow Trenton's operations to remain efficient and intact even in times of crisis. Ample reserves also contribute the City's respectable Bond rating of Aa3, which promotes access to low-interest debt to complete large-scale projects without undue debt burden. Reserves also allow for the collection of interest revenue to further improve the City's financial security. The City holds its funds in StarOhio - Ohio's Local Government Investment Pool - which operates as a liquid money-market fund. The City also invests in securities such as CDs, Municipal Bonds, Treasury Bonds, and Commercial Paper for more aggressive yields with its investment advisor, RedTree Financial. To maximize returns, funds are held in common with investment advisors and then interest earnings are distributed to those marked in bold above on a monthly basis. This report is updated and presented to City Council monthly.



# City Council Meeting Staff Report

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Report To: The Honorable Mayor Calvin Woodrey & Members of Council

Report From: Matthew L. Mesisklis, Finance Director

Agenda Item: A Motion authorizing a cash transfer of \$250,000 from the Tax Increment Equivalent Fund to the Parks Fund

<b>Ordinance/Resolution/Motion</b> <i>Motion</i>	1 <sup>st</sup> Reading Date:  Motion Date: 02/16/23 Ordinance Date: Public Hearing Date:	<b>Strategic Goals</b> <b>Connected Community</b> Economic Vitality Operational Excellence Strong & Secure Neighborhood General Operations
<b>Contract</b>	Contract Required: No	Additional Document(s) Attached:
<b>Fiscal Impact</b>	Budgeted: Yes Expenditure: \$250,000 Source Funds: Various Funds	<i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report.</i>

**Policy Issue**

Does City Council wish to adopt: This transfer of funds to allow incentive district collections to pay for local park improvements pursuant to the Parks Master Plan?

**Policy Alternative**

City Council can choose to not approve: The City of Trenton has various approved uses for Residential Incentive District funds, including street and utility improvements, as well as public parks

**Staff Recommendation**

Staff recommends that Council receive this report and adopt the requested legislation.

**Statutory/Policy Authority**

- ORC and Ordinances of the City of Trenton, including the allowed uses of RID Funds

**Fiscal Impact Summary**

This cash transfer intends to be used as a base for which specific park improvements in the Parks Master Plan can be kicked off from, and does not itself spend the money requested.

**Background Information**

The City of Trenton collects property tax revenues in various RID districts differently than in most parts of town. A RID district’s revenues are concentrated into collections for the municipality and can pay for specific public improvements, rather than disbursed to various city and county levies. In this case, we are using RID moneys which have been collecting for over a decade as seed money for the approved Parks Master Plan.

**MOTION**

**A MOTION AUTHORIZING THE CITY FINANCE DIRECTOR TO TRANSFER \$200,000 COLLECTED VIA THE MAPLE VIEW RESIDENTIAL INCENTIVE DISTRICT AND \$50,000 COLLECTED VIA THE VILLA PLACE RESIDENTIAL INCENTIVE DISTRICT FROM THE CITY'S TAX INCREMENT EQUIVALENT FUND TO THE CITY'S PARKS & RECREATION IMPROVEMENT FUND TO PREPARE FOR FUTURE PARK IMPROVEMENTS PURSUANT TO THE ADOPTED PARKS MASTER PLAN**

Motioned by \_\_\_\_\_ authorizing the city finance director to transfer \$200,000 collected via the maple view residential incentive district and \$50,000 collected via the villa place residential incentive district from the city's tax increment equivalent fund to the city's parks & recreation improvement fund to prepare for future park improvements pursuant to the adopted parks master plan.

Seconded by: \_\_\_\_\_

Upon Roll Call, the Vote Resulted as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

CERTIFICATION

I, the undersigned Clerk of Council, hereby certify that the above motion is a true and correct copy as passed by the Council of the City of Trenton on the \_\_\_\_ day of \_\_\_\_\_, 2023 and at least a majority of the elected voted in the affirmative on said motion.

\_\_\_\_\_  
Clerk of Council

# City Council Meeting Staff Report

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Report To: The Honorable Mayor Calvin Woodrey & Members of the City Council

Report From: Matthew L. Mesisklis, Finance Director

Agenda Item: A Resolution altering the organization of the Finance Department by delineating roles of current finance clerks.

<b>Ordinance/Resolution/Motion</b> <i>Resolution</i>	1 <sup>st</sup> Reading Date: 2/16/23	<b>Strategic Goals</b> Connected Community Economic Vitality <b>Operational Excellence</b> Strong & Secure Neighborhood <b>General Operations</b>
	2nd Reading Date:	
	Motion Date:	
	Ordinance Date:	
	Public Hearing Date:	
<b>Contract</b>	Contract Required: No	Additional Document(s) Attached:
<b>Fiscal Impact</b>	Budgeted: Yes	<i>Please see further, more detailed information regarding the fiscal impact in the summary section of this report.</i>
	Expenditure: \$0	
	Source Funds: Various Funds	

**Policy Issue**

Does City Council wish to adopt: these revisions to the classification and wage plan in preparation for the upcoming city-wide wage and classification study?

**Policy Alternative**

City Council can choose to not approve and maintain the departmental status quo of 3 finance clerks performing varied roles

**Staff Recommendation**

Staff recommends that Council receive this report and adopt the necessary legislation.

**Statutory/Policy Authority**

- **ORC and Ordinances of the City of Trenton**

**Fiscal Impact Summary**

Presently, the position changes would be title only. Future research will provide recommendations for altering the pay scale of the various finance positions

**Background Information**

Trenton’s 3 Finance Clerks have served the City since the mid-1990s, and have endured many operational changes and growth in the City. A result of such changes has specialized the roles of each employee beyond a generic role of clerk. Although all 3 employees are expected to receive payments and greet residents, Utility Billing is a complicated and tedious process that requires strong attention to detail and knowledge of practices, rates, and technologies in ways that is not as easily trainable as other roles. Accounts Receivable is more customer-facing and is primarily focused on applying payments received electronically and in-person to the proper account lines in our software and balancing bank deposits. Accounts Payable is less related to the other two, and involves upkeeping vendors, managing accounting reports, and processing all payments for the City, including payroll.

**RESOLUTION NO. xx-2023**

**A RESOLUTION ALTERING THE WAGE AND CLASSIFICATION SCALE AS IT RELATES TO VARIOUS FINANCE DEPARTMENT EMPLOYEES, AND DECLARING AN EMERGENCY.**

WHEREAS, it is necessary that the City of Trenton, Ohio, maintain fair and equitable employee policies; and

WHEREAS, City Administration has determined the necessity to establish the positions of Utility Billing Administrator, Accounts Payable Specialist, and Accounts Receivable Clerk; and

WHEREAS, it has become necessary to maintain a schedule of salaries and wages which promote the retention of experienced employees and to permit the hiring of qualified new personnel;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TRENTON, BUTLER COUNTY, OHIO:**

**Section 1.** That this Resolution provides for the creation of a full-time Utility Billing Administrator, a full-time Accounts Payable Specialist, a full-time Accounts Receivable Clerk, and reclassifies the position of Finance Clerk to a part-time role at a lesser compensation rate than currently applied.

**Section 2.** That this Resolution does not provide for any salary alteration of existing employees.

**Section 3.** That all resolutions or parts of resolutions in conflict with this resolution are hereby repealed.

**Section 4.** That this Resolution is hereby declared to be an emergency measure for the reason that it provides for the immediate preservation of public health, safety and general welfare, so that the City is properly staffed to perform current operations, and so that City finance employees may be paid under the 2023 Classification and Wage Plan (Exhibit A) and shall take effect immediately upon its passage.

PASSED \_\_\_\_\_  
AYES \_\_\_\_\_ NAYS \_\_\_\_\_  
ABSENT \_\_\_\_\_  
First Reading 12/15/2022  
Second Reading \_\_\_\_\_

Calvin Woodrey \_\_\_\_\_  
Mayor  
Rules Suspended  
AYES \_\_\_\_\_ NAYS \_\_\_\_\_  
ABSENT \_\_\_\_\_

ATTEST:

Laura Daley \_\_\_\_\_  
Clerk of Council

CERTIFICATE

I, the undersigned Clerk of Council, hereby certify that the above Resolution is a true and correct copy as passed by the Council of the City of Trenton on the 15th day of December, 2022 and that at least two-thirds of the elected members voted in the affirmative on said Resolution.

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Clerk of Council

City	Position	Annual Range							
		Ann. Min	Ann. Max	A	B	C	D	E	F
Finance	Finance Director/Treasurer	N/A	92,086	N/A	N/A	N/A	N/A	N/A	47.06
	Tax Commissioner	\$ 67,829	\$ 86,596	32.61	34.21	35.95	37.75	39.64	41.63
	Tax Training and Special Projects	N/A	N/A	32.61	34.21	35.95	37.75	39.64	41.63
	Finance and Tax Accountant	\$ 56,496	\$ 77,277	27.16	29.15	31.15	33.15	35.13	37.15
	Utility Billing Administrator	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Accounts Payable Specialist	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Tax and Finance Clerk	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Accounts Receivable Clerk	\$ 45,847	\$ 68,021	22.04	24.16	26.31	28.44	30.62	32.70
	Income Tax Clerk (PT)	N/A	N/A	15.70	16.47	17.35	18.23	19.17	20.17
	Finance Clerk (PT)	N/A	N/A	16.00	16.80	17.64	18.52	19.45	20.42