



**TRENTON COMMUNITY IMPROVEMENT CORPORATION (CIC)
BOARD OF TRUSTEES**

MEETING MINUTES

Thursday, November 30, 2023
5:30pm

Council Conference Room
City Hall
11 East State Street
Trenton, OH 45067

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1. Call to order – President Charlotte Pendergrass
2. Approval of June 15, 2023 Meeting Minutes
3. Approval of the June 15, 2023 Executive Session Minutes (Confidential material)
4. Audit Update – Matthew Mesisklis
5. Revolving Loan Fund Update – Matthew Mesisklis



6. Discussion regarding 1982 CIC/City Agreement and Articles of Incorporation-
Members
7. Review and Approve Records Retention Policy and Schedule- Members
8. Other Business
9. Next meeting
10. Adjournment

*Agenda is subject to change.



President Charlotte Pendergrass called the meeting to order at 5:36pm. Attendees present included Community Improvement Corporation (CIC) members Pendergrass, Teresa Nichols, Kelsey Richards, Justin Wright, City Finance Director/CIC Treasurer Matthew Mesisklis, and Assistant City Manager/CIC Secretary Nicole Ard. The meeting was on November 30th given a lack of quorum at the October meeting.

Mr. Mesisklis made a motion to approve the June 15, 2023 meeting minutes. Ms. Nichols seconded the motion. The minutes were approved 6-0, three members absent.

Mr. Mesisklis made a motion to approve the June 15, 2023 Executive Session minutes. Ms. Nichols seconded the motion. The minutes were approved 6-0, three members absent.

Mr. Mesisklis provided an update on the audit noting that no financial issues were identified, yet the adoption of a separate public records policy for the CIC was requested.

Mr. Mesisklis provided an update on the revolving loan fund. He noted that a \$24,000 revolving loan was awarded to the owner of Sky Optical, Ms. Jennifer McConnehea. Ms. McConnehea will use the funds to seal and paint the exterior of the building within which the business is located, 227 East State Street. Mr. Mesisklis stated that the CIC should expect a monthly repayment of \$800. In response to a question from Mr. Wright regarding the amount shown in the meeting minutes, Mr. Mesisklis confirmed that the repayment amount was \$400 per month. Mr. Mesisklis estimated the fund program fund balance to be about \$7,500 at the time of the meeting. Mr. Mesisklis stated funds repaid to the CIC could be used for future loans that would not have the USDA regulations applied to the original loans made to other businesses.

Regarding the CIC Articles of Incorporation and historical documents, President Pendergrass asked for feedback regarding the need to amend or continue with the documents in their existing form. Ms. Pendergrass explained that the materials laid out direction for the board, broadening such in some instances. Ms. Pendergrass suggested that if the need develops in the future, the CIC could consult with legal counsel to discuss any modifications. Ms. Ard noted the records policy would be one example of modification of activities, as well as language regarding voting by mail or proxy. No objection was received.

Mr. Mesisklis explained that the CIC followed the City's records policy, and the auditor requested a separate policy. Ms. Ard noted that the CIC was considered part of the City Economic Development Department's record retention schedule. Based on the City Manager's suggestion, draft policy, retention schedule, and a poster that specify Trenton Community Improvement Corporation were drafted. The City will continue to process requests on behalf of the CIC. Ms. Ard shared that she would bring examples of ethics policy and forms for CIC consideration. The records policy, retention schedule, and poster were approved 6-0, three members absent.

Regarding Other Business, Mr. Mesisklis noted that City budget preparation was underway, and funds had been proposed for allocation to the CIC. He estimated that possibly \$75,000 would be awarded as a grant to the CIC for economic development. Ms. Ard noted that the acceptance of grants from the City may be an area for legal review of the CIC ordinance and Agreement.



Ms. Nichols shared her interest in providing free marketing support to loan applicants or businesses. Ms. Nichols noted that marketing, particularly Google listings and websites, might be financially challenging for small businesses. She shared her prior experience working with businesses and the City of Middletown for fee.

President Pendergrass suggested that Ms. Nichols attend the monthly Trenton business lunch and network with businesses during the lunch to share her expertise or set up a speaker to address the topic. President Pendergrass noted that past business lunches provided time for businesses to share information during the event. Ms. Ard noted that time was still provided during the event. Ms. Ard said she was not sure of the conflict-of-interest rules yet could look into the matter, as well as “wrap around” type support for a loan applicant or awarded business if that was of interest to the CIC. She noted that wrap around support could be marketing or other services offered through firms that might help a business be successful. Mr. Mesisklis said that he did not think there was a conflict if Ms. Nichols was not paid. Mr. Wright considered that Ms. Nichols would not be paid and there might not be a requirement for a business to work with Ms. Nichols. However, Mr. Wright asked how Ms. Nichols would know about the businesses and the opportunity to work with them if not for her service on the Board reviewing loan applications. Ms. Ard said she would research the conflict of interest question, as well as possible wrap around support services, and follow-up with the CIC.

The next CIC meeting was scheduled for Thursday, February 1, 2024.

Ms. Ard will provide two CIC members who are not already signed up with links to the City’s e-business news update which includes information on the monthly business lunches. Ms. Ard also noted that the City had recently purchased about four residential lots on East State Street across the street from Shape Corporation.

President Pendergrass adjourned at 6:30pm.

Respectfully submitted,

Nicole Ard