

City of Trotwood

3035 Olive Road
Trotwood, Ohio 45426
937.837.7771
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Meeting Minutes - Draft

Tuesday, September 2, 2025

6:30 PM

**Trotwood Community and Cultural Arts Center
4000 Lake Center Drive, Trotwood, Ohio 45426**

City Council

Mayor Yvette F. Page
Vice Mayor Tyna R. Brown, Ward 4
Council Member Bettye L. Gales, Ward 1
Council Member Martha H. Clark, Ward 2
Council Member Milton J. Pearson, Ward 3
Council Member Rhonda C. Finley, At Large
Council Member Denise Moore, At Large
Clerk of Council Kara B. Landis

I. Call to Order

Mayor Page called the meeting to order at 6:30 p.m.

II. Invocation

Mayor Page gave the Invocation.

III. Pledge of Allegiance

Mayor Page led the Pledge of Allegiance.

IV. Roll Call

Clerk Landis took Roll Call.

Present: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

STAFF MEMBERS PRESENT: City Manager Quincy Pope, Law Director Chris Conard, Clerk of Council Kara Landis, Deputy City Manager Stephanie Kellum, Assistant Finance Director Julie Kilbarger, Police Chief Erik Wilson, Captain Mark Ecton, Captain Michael Molchan, Fire Chief Rick Haacke, Planning and Development Director Tyler Hauck, Income Tax Supervisor Sue Bowman, HR Generalist Portia Hill, and Assistant to City Manger Jamaica White.

VISITORS PRESENT: Marie Battle, Kathy Walker, Estella Crews, Janet Foote, Tommy McGuffey, and JoAnne Orihood.

V. Approve the Agenda

Mayor Page requested a Motion to approve the Agenda. A Motion was made by Vice Mayor Brown, seconded by Council Member Moore, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

VI. Consent Agenda

Mayor Page requested a Motion to approve the Consent Agenda. A Motion was made by Vice Mayor Brown, seconded by Council Member Moore, and the Motion CARRIED by the following vote:

Aye: 6 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Pearson, Vice Mayor Brown and Mayor Page

Abstain: 1 - Council Member Finley

[SR25-16](#)

Minutes from the July 7, 2025 Regular City Council Meeting.

Attachments: [2025-07-07 DRAFT Meeting Minutes](#)

The meeting minutes were approved and will be filed according to the City's Record Retention Schedule.

[R25-49](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO CERTIFY DELINQUENT CHARGES FOR SEWER SERVICE TO THE AUDITOR OF MONTGOMERY COUNTY, OHIO, FOR PLACEMENT ON THE TAX DUPLICATE.

Attachments: [R25-49](#)
 [R25-49 Exhibit A](#)

Resolution No. R25-49 was approved.

[R25-50](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO CERTIFY DELINQUENT CHARGES FOR WATER SERVICE TO THE AUDITOR OF MONTGOMERY COUNTY, OHIO, FOR PLACEMENT ON THE TAX DUPLICATE.

Attachments: [R25-50](#)
 [R25-50 Exhibit A](#)

Resolution No. R25-50 was approved.

[R25-51](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO CERTIFY DELINQUENT CHARGES FOR STORM DRAINAGE SERVICE TO THE AUDITOR OF MONTGOMERY COUNTY, OHIO, FOR PLACEMENT ON THE TAX DUPLICATE.

Attachments: [R25-51](#)
 [R25-51 Exhibit A](#)

Resolution No. R25-51 was approved.

[R25-52](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO CERTIFY DELINQUENT CHARGES FOR REFUSE COLLECTION TO THE AUDITOR OF MONTGOMERY COUNTY, OHIO, FOR PLACEMENT ON THE TAX DUPLICATE.

Attachments: [R25-52](#)
 [R25-52 Exhibit A](#)

Resolution No. R25-52 was approved.

[R25-53](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO CERTIFY DELINQUENT CHARGES FOR THE CITY'S CUTTING, REMOVAL OR DESTRUCTION OF NOXIOUS WEEDS, VEGETATION AND/OR GRASS TO THE AUDITOR OF MONTGOMERY COUNTY, OHIO, FOR PLACEMENT ON THE TAX DUPLICATE.

Attachments: [R25-53](#)
 [R25-53 Exhibit A](#)

Resolution No. R25-53 was approved.

[R25-54](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO CERTIFY DELINQUENT CHARGES FOR NUISANCE ABATEMENTS AND AUTHORIZE THE ASSESSMENT OF CHARGES FOR THE DEMOLITION OF CERTAIN PARCELS OF PROPERTY TO THE AUDITOR OF MONTGOMERY COUNTY, OHIO, FOR PLACEMENT ON THE TAX DUPLICATE.

Attachments: [R25-54](#)
 [R25-54 Exhibit A](#)

Resolution No. R25-54 was approved.

[R25-62](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL AUTHORIZING ADDITIONAL EXPENDITURES NOT TO EXCEED TWO THOUSAND DOLLARS (\$2,000.00) FOR THE CITY-SPONSORED ANNUAL SMOKE, SIZZLE, AND SOUNDS FESTIVAL, WHICH SERVES THE PUBLIC PURPOSE OF BUILDING STRONG COMMUNITY RELATIONS.

Attachments: [R25-62](#)
 [R25-62 Attachment](#)

Resolution No. R25-62 was approved.

[25-14](#)

A Motion by the Trotwood City Council to schedule a Public Hearing and to authorize the Law Director to draft an Ordinance approving the current replacement pages to the City of Trotwood Codes of Ordinances.

The Motion was approved and a Public Hearing will be scheduled.

VII. Resolutions

[R25-56](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL ESTABLISHING VARIOUS PERMIT FEES, ADMINISTRATIVE FEES AND SERVICE CHARGES TO BE COLLECTED BY THE CITY OF TROTWOOD, OHIO.

Attachments: [R25-56](#)
 [R25-56 Exhibit A](#)

City Manager Pope explained that the City reviews their fee schedule every year to ensure fees reflect actual expenses.

Deputy City Manager Kellum explained that proposed revisions include adding the fee for adoption/foster care home inspections and increasing the administrative fee for mowing for a total fee of \$400 due to rising fuel and operation expenses. Deputy City Manager Kellum stated there is also a new fee for video records that was set by the State at a maximum amount of \$750. She added that in order to align with the newly updated Land Use Plan, there are proposed changes to housing fees that reduce Parkland fees to \$100 per unit to encourage single-family home building, and an increase to the fee for multi-family dwellings to \$175 per unit.

Council Member Finley asked Deputy City Manager Kellum about the current charge for mowing and the assessment process. Deputy City Manager Kellum stated that the current fee for mowing is \$325 and explained that the City assesses delinquent charges, which are fees that have been invoiced but remain unpaid after 30 days. She went on to explain that the City is not a lawn care service and fees need to reflect the administrative work. Deputy City Manager Kellum stated that every year around February, the City publishes a notice explaining grass requirements, then once mowing season begins Code Enforcement inspects lawns, and when grass is eight inches or higher Code Enforcement issues a five-day Notice to Cut. She shared that Code Enforcement sends a list of properties to be mowed to the Public Works Department, but if the parcel is large they may contract a company to mow, and their fee may be higher than the City's fee. Council Member Finley was glad to hear that residents are given ample notice to mow their lawn.

Council Member Finley then asked about the video records fee of \$750. Law Director Conard explained that this fee was established due to the rise of influencers making serial records requests. He stated that it takes a tremendous amount of time to review and redact videos, and that this type of work requires a human component. He explained that legislators determined City's can now charge to edit videos, but the fee, which can be up to \$75 per hour, up to \$750, is for footage produced, not for the number of hours it takes to prepare the footage.

Council Member Pearson asked if residents can make payments on charges incurred for mowing. Deputy City Manager Kellum explained that if someone is having a hardship, the Finance Department can establish a payment plan with that individual.

Mayor Page requested a Motion to approve Resolution No. R25-56. A Motion was made by Vice Mayor Brown, seconded by Council Member Clark, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

[R25-57](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL IMPOSING A MORATORIUM UP THROUGH AND INCLUDING SEPTEMBER 30, 2026, ON THE ACCEPTANCE OF APPLICATIONS FOR, AND THE ISSUANCE AND PROCESSING OF, ANY NEW PERMIT APPLICATIONS FOR CONDITIONAL USE, OR THE BUILDING, DEVELOPMENT, OR IMPROVEMENTS (REQUIRED MAINTENANCE EXCEPTED) OF THREE-FOUR FAMILY DWELLINGS AND MULTI-FAMILY DWELLINGS IN THE CITY OF TROTWOOD, OHIO.

Attachments: [R25-57](#)

City Manager Pope explained that staff is working on a complete overhaul of the City's Zoning Code, which includes regulations for multi-family housing, so to align zoning requirements with the updated Land Use Plan.

Mayor Page requested a Motion to approve Resolution No. 25-57. A Motion was made by Vice Mayor Brown, seconded by Council Member Gales, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

[R25-58](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ACCEPT GRANT FUNDS THROUGH THE HOUSING TECHNICAL ASSISTANCE PROGRAM FROM THE OHIO DEPARTMENT OF DEVELOPMENT TO ASSIST WITH A COMPREHENSIVE REWRITE OF THE ZONING CODE FOR THE CITY OF TROTWOOD, OHIO.

Attachments: [R25-58](#)
[R25-58 Attachment](#)

City Manager Pope shared that this grant will help with the expense of rewriting the City's Zoning Code. He added that the City will be working on this project with Compass Point, the company who helped update the Comprehensive Land Use Plan. City Manager Pope asked Council for approval to accept these grant funds.

Mayor Page requested a Motion to approve Resolution No. R25-58. A Motion was made by Council Member Gales, seconded by Vice Mayor Brown, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

[R25-59](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MONTGOMERY COUNTY ACCEPTING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS IN THE AMOUNT OF \$75,000.00 FOR PHASE THREE OF THE EPPINGTON WATER MAIN REPLACEMENT PROJECT.

Attachments: [R25-59](#)

[R25-59 Attachment](#)

City Manager Pope stated that this grant from Montgomery County's Community Development Block Grant program will help fund phase three of this project and City Manager Pope asked Council for approval to accept these grant funds.

Council Member Gales asked if this is the last phase of the Eppington project. City Manager Pope confirmed this is the final phase of the project.

Mayor Page requested a Motion to approve Resolution No. R25-59. A Motion was made by Vice Mayor Brown, seconded by Council Member Gales, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

[R25-60](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MONTGOMERY COUNTY ACCEPTING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS IN THE AMOUNT OF \$60,000.00 FOR THE DEMOLITION OF STRUCTURES THAT ARE DANGEROUS, UNSAFE, UNSANITARY, OR OTHERWISE UNFIT FOR HUMAN HABITATION AND/OR THE ABATEMENT OF RUBBISH, GARBAGE, TRASH, AND OTHER DEBRIS AT BLIGHTED, VACANT, DILAPIDATED AND/OR ABANDONED PROPERTIES WITHIN THE CITY OF TROTWOOD, OHIO.

Attachments: [R25-60](#)
 [R25-60 Attachment](#)

City Manager Pope stated that this grant from Montgomery County's Community Development Block Grant program will help fund the demolition of and removal of blight from properties in the City, and City Manager Pope asked Council for approval to accept these grant funds.

Council Member Pearson asked how many properties can be demolished with these funds. City Manager Pope explained that generally it costs around \$25,000 to demolish a property. He stated that these dollars will also be used to clean up rubbish and other debris, and many times these fees are assessed on the tax duplicate.

Council Member Pearson asked if City employees do the work. City Manager Pope explained that generally City staff perform clean-up work, and demolitions are funded by the Land Bank with the administrative work handled by the City of Dayton.

Council Member Finley asked if these dollars are to be used for residential or commercial properties. City Manager Pope stated that these funds can be used for either residential or commercial properties.

Mayor Page requested a Motion to approve Resolution No. R25-60. A Motion was made by Vice Mayor Brown, seconded by Council Member Finley, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

[R25-61](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CHOICE ONE ENGINEERING CORPORATION FOR THE WESTBROOK AND HOKE ROADS INTERSECTION ROUNDABOUT PROJECT, A JOINT SAFETY PROJECT WITH THE CITY OF CLAYTON, OHIO, AT A COST NOT TO EXCEED \$217,665.80, WHICH INCLUDES THE CONTRACT PRICE OF \$18,850.00, PLUS A 10% CONTINGENCY AMOUNT OF \$1,885.00, FOR THE DESIGN ENGINEERING COSTS; AND A PROJECT COST OF \$179,028.00, PLUS A 10% CONTINGENCY AMOUNT OF \$17,902.80.

Attachments: [R25-61](#)

City Manager Pope shared that the City has been working on this project for 10 years. He explained that when the Caterpillar warehouse was built, a study was not done in order to determine the impact of traffic at the intersection of Hoke and Westbrook Roads.

Deputy City Manager Kellum shared that for many years, concerns about this intersection have been expressed and after several studies, it was determined that a roundabout is the appropriate solution. She stated that a grant from the State has been secured to cover 80% of the cost of this project, and the 20% match will be split between the cities of Trotwood and Clayton, or 10% from each community.

Mayor Page asked for clarification about the total cost for the City of Trotwood. Deputy City Manager Kellum confirmed that the total anticipated cost for the City will not exceed \$217,665.80.

Council Member Finley asked about the timeline of the project. Deputy City Manager Kellum stated that this project will be completed in approximately three years, or sometime between 2028 or 2029. She explained that renderings will be shared once they are complete, and added that the application was for a single-lane roundabout.

Council Member Moore commented that she travels this route frequently and agrees the intersection is dangerous; she believes this will be very beneficial for safety.

Council Member Pearson asked about the layout of the roundabout. Deputy City Manager Kellum stated that the layout will be based on data from crashes, speed information, site clearance issues, and other important factors, and will be shared once designed. Council Member Pearson asked if residents will have any input in the design. Deputy City Manager Kellum advised residents will receive notice and be able to make comments; however, the engineers and subject-matter experts will be the ones to determine the best layout of the roundabout, and City Manager and City Council will have the final say.

City Manager Pope shared that when this issue was brought forward many years ago, Moss Creek residents were the ones who came forward with concerns about crashes at the intersection. He explained that when the City of Clayton brought up the topic of speed more recently, he suggested addressing

the real problem would be the better solution.

Council Member Gales expressed her approval of the roundabout and she believes it will save lives.

Council Member Finley expressed her appreciation for the collaboration, then voiced concern with roads out west as the poor conditions make it difficult for farmers. She then encouraged City staff to continue their hard work.

Council Member Moore mentioned Snake Road and is pleased with the paving that was recently completed; she thanked staff for their great work.

Mayor Page asked for a Motion to approve Resolution No. R25-61. A Motion was made by Vice Mayor Brown, seconded by Council Member Moore, and the Motion CARRIED by the following vote:

Aye: 7 - Council Member Gales, Council Member Moore, Council Member Clark, Council Member Finley, Council Member Pearson, Vice Mayor Brown and Mayor Page

VIII. Old and New Business

No old or new business was presented.

ANNOUNCEMENTS:

The City will be hosting the Annual Smoke, Sizzle and Sounds Festival and BBQ Contest on Saturday, September 13th from noon until 7:00 p.m. The event will be held at Madison Park, located at 301 South Broadway Street, and will feature live music and entertainment, food trucks, vendors, bounce houses, and a BBQ contest with cash prizes for the first, second and third place winners. For further details contact Marketing Coordinator Charles Wheeler at 937-854-7228, or check the City's website.

Also on Saturday, September 13th, the Montgomery Soil and Water Conservation District will hold their annual Fall Fest at Sycamore Farms featuring free hayrides, music, and family fun. Activities will be held at the Big Red Barn located at 3225 North Lutheran Church Road.

IX. Adjourn

Mayor Page adjourned the meeting at 7:00 p.m.