

City of Trotwood

3035 Olive Road
Trotwood, Ohio 45426
937.837.7771
www.trotwood.org



Meeting Minutes

Monday, January 4, 2021

6:30 PM

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

City Council

Mayor Mary A. McDonald
Vice Mayor Tyna R. Brown
Council Member Charles Ron Vaughn
Council Member Rhonda C. Finley
Council Member Robert L. Kelley, Jr.
Council Member Yvette Page
Council Member Bettye L. Gales
Clerk of Council Kara B. Landis

VISITORS AND COMMUNICATIONS: Due to COVID-19, this will be a virtual meeting. Please visit the City's website at www.trotwood.org, for details on how to view the Council Meeting. Comments may be submitted to the Clerk of Council no later than 4:00 p.m. on Monday, January 4, 2021.

I. Call to Order: Mayor Mary A. McDonald

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

II. Invocation

Mayor McDonald gave the Invocation.

III. Pledge of Allegiance

Mayor McDonald led the Pledge of Allegiance.

IV. Roll Call: Clerk of Council

Clerk Landis took Roll Call.

Present: 7 - Mayor Mary A. McDonald, Councilmember Charles Ron Vaughn, Councilmember Rhonda C. Finley, Councilmember Robert L. Kelley Jr., Councilmember Yvette Page, Councilmember Bettye L. Gales and Vice Mayor Tyna R. Brown

Staff Members Present: Law Director Steve McHugh, City Manager Quincy Pope, Clerk of Council Kara Landis, Deputy City Manager Stephanie Kellum, TCIC Executive Director Chad Downing, Finance Director Chris Peeples, Planning and Development Director Jung-Han Chen, Fire Chief Rick Haacke, Deputy Fire Chief Brandon Barnett, Police Chief Erik Wilson, and Deputy Police Chief Mark Ecton.

Visitors: Angela Battle, Norman Searce, and Sean Freeman.

V. Motion to Approve the Agenda

Mayor McDonald requested a Motion on this item. A Motion was made by Vice Mayor Brown, seconded by Councilmember Page, to Approve the Agenda. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

VI. Special Presentations and Recognitions

A. [PR01-21](#)

Presentation: Newfields Dam Emergency Action Plan (EAP)
*Presented by Stephanie Kellum, Deputy City Manager
and Cheryl Wheeler, Assistant to the City Manager*

Attachments: [PR01-21 Newfields Dam EAP Presentation](#)
[PR01-21 Newfields Dam EAP Final rev1082020APPROVED](#)

Deputy City Manager Stephanie Kellum reviewed the criteria that requires the City of Trotwood to have an Emergency Action Plan (EAP) for the Newfields Dam, a Class One Dam that in the event of a disaster, for instance a flood in the Newfields Dam area, could result in the possible loss of life. The City's EAP is reviewed annually to ensure it is up-to-date and further, the Public Works Department performs regular maintenance on the Dam to ensure the spillways are clear.

B. [PR02-21](#)

Recognition: Outdoor Holiday Light Contest Winners
Presented by Mayor McDonald and Vice Mayor Brown

Attachments: [PR02-21](#)

Mayor McDonald and Vice Mayor Brown acknowledged the winners of the Outdoor Holiday Light Contest:

First Place - Angela Battle
Second Place - Kelly Cokes
Third Place - Norman Searce

The winners already received their cash prize and their certificate will be mailed to them.

VII. Motion to Approve the Consent Agenda

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Gales, seconded by Vice Mayor Brown, to Approve the Consent Agenda. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

A. [SR21-03](#)

Approval of the Regular City Council Meeting Minutes from December 7, 2020.

Attachments: [2020-12-07 DRAFT Meeting Minutes](#)

This Staff Report was filed.

- B. [21-01](#) A Motion by the Trotwood City Council to schedule a Public Hearing and to authorize the Law Director to prepare legislation accepting the recommendation from the Trotwood Planning Commission to approve a preliminary Planned Unit Development for a Senior Independent Living Community of less than 70 units on the property known as 702 East Main Street, Parcel No. H33 00217, 0003, in a G-B (General Business) District; MVAH Partners LLC/Applicant, TCIC/Owner.

This Motion was Approved and a Public Hearing will be held on Monday, February 1, 2021 at 6:30 p.m.

- C. [21-02](#) A Motion by the Trotwood City Council to schedule a Public Hearing and to authorize the Law Director to prepare legislation to repeal current Chapter 549 "Weapons and Explosives" of the City of Trotwood Codified Ordinances and adopt new Chapter 549 "Weapons and Explosives" of the City of Trotwood Codified Ordinances.

This Motion was Approved and a Public Hearing will be held on Monday, February 1, 2021 at 6:30 p.m.

**VIII. Motion to Open the Public Hearings
Public Hearings/Ordinances**

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Gales, seconded by Vice Mayor Brown, to Open the Public Hearings. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

A. [OR01-21](#)

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL TRANSFERRING OWNERSHIP OF THE CITY-OWNED PROPERTY KNOWN AS 4646 MARLIN AVENUE, PARCEL NO. H33301009 0016, TO THE TROTWOOD COMMUNITY IMPROVEMENT CORPORATION AND DECLARING THE PROPERTY SURPLUS.

Attachments: [OR01-21](#)
 [OR01-21 Map](#)
 [2021-01-04 PN](#)
 [OR01-21PN](#)

TCIC Executive Director Downing advised that volunteers with the Long-Term Recovery Operations Group, who have been working since the tornado to repair damaged homes, are now going to build and rehab homes. A new home will be built on this lot for a Trotwood resident wishing to return to the community after being displaced by the tornado. Although this project will begin immediately, the property will be transferred to County Court, who will act as a facilitator until the home can be sold to the buyer.

As information only, the property next door, 4658 Marlin Avenue, is owned by the TCIC and is being rehabbed so that corner in the Salem Village neighborhood will be undergoing some very positive transformation for home buyers displaced by the tornado.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Kelley, Jr., seconded by Vice Mayor Brown, to Adopt this Ordinance. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

B. [OR02-21](#)

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL TRANSFERRING OWNERSHIP OF THE CITY-OWNED PROPERTY KNOWN AS 56 STRADER DRIVE, PARCEL NO. H33 00402 0005, TO THE TROTWOOD COMMUNITY IMPROVEMENT CORPORATION AND DECLARING THE PROPERTY SURPLUS.

Attachments: [OR02-21](#)
 [OR02-21 Map](#)
 [2021-01-04 PN](#)
 [OR02-21PN](#)

TCIC Executive Director Downing advised this Ordinance is very similar to OR01-21; however, it does not have a house next door that is being rehabbed. This project, also to be completed by volunteers with the Long Term Recovery Operations Group, is slated to begin in the next couple of months and will be sold to a home buyer displaced by the tornado.

Mayor McDonald requested a Motion on this item. A Motion was made by Vice Mayor Brown, seconded by Councilmember Kelley, Jr., to Adopt this Ordinance. The motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

C. [OR03-21](#)

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL TRANSFERRING OWNERSHIP OF THE CITY-OWNED PROPERTY KNOWN AS 4133 NATCHEZ AVENUE, PARCEL NO. H33300913 0175, TO THE TROTWOOD COMMUNITY IMPROVEMENT CORPORATION AND DECLARING THE PROPERTY SURPLUS.

Attachments: [OR03-21](#)
 [OR03-21 Map](#)
 [2021-01-04 PN](#)
 [OR03-21PN](#)

TCIC Executive Director Downing advised this property will be sold to an adjacent property owner who acquired his current property, rehabbed the structure, and is now a permanent resident who wants to invest further in the neighborhood by building a new home on this property. The structure on this property was demolished by the County Landbank through the NIC Demolition Funding Program.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Gales, seconded by Councilmember Kelley, Jr., to Adopt this Ordinance. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

D. [OR04-21](#)

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL TRANSFERRING OWNERSHIP OF THE CITY-OWNED PROPERTY LOCATED ON OLIVE ROAD, PARCEL NO. H33 00417 0008, TO THE TROTWOOD COMMUNITY IMPROVEMENT CORPORATION AND DECLARING THE PROPERTY SURPLUS.

Attachments: [OR04-21](#)
 [OR04-21 Map](#)
 [2021-01-04 PN](#)
 [OR04-21PN](#)

TCIC Executive Director Downing advised that the TCIC is in negotiations relating to this parcel with a private developer who has experience within the community. This Ordinance will allow the land to be prepared so that once the negotiations are mutually agreed upon, the TCIC can move forward expeditiously to sell the property and the developer can begin the project. This is an exciting opportunity that would provide substantial development with several large facilities and create new jobs within the community. Future discussions with further details will be forthcoming.

Mayor McDonald requested a Motion on this item. A Motion was made by Vice Mayor Brown, seconded by Councilmember Gales, to Adopt this Ordinance. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

E. [OR05-21](#)

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL ENACTING NEW CHAPTER 736 OF THE TROTWOOD CODE OF ORDINANCES ENTITLED "SHORT TERM RENTALS."

Attachments: [OR05-21](#)
 [2021-01-04 PN](#)

City Manager Pope explained that the State of Ohio does not currently have any regulations on short-term rentals, like Airbnbs. City Manager Pope feels the City needs to have regulations in place to address the health, safety, and welfare of renters and residential property owners. This Ordinance will require those who operate short-term rentals to register with the Trotwood Police Department; hosts will have a grace period of six months to register any existing short-term rentals. Following the grace period, all short-term rentals shall be registered prior to renting to transient users.

Councilmember Gales asked if there are any Airbnbs in the area. City Manager Pope stated that he was not aware of any; however, a Google search showed several short-term rentals ranging from \$30 - \$100 per night. Councilmember Finley thanked City Manager Pope for following-up on this initiative, which she took the lead on and asked for legislation. Councilmember Finley also thanked Law Director Steve McHugh for making sure the City is well protected.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Gales, seconded by Councilmember Kelley, Jr., to Adopt this Ordinance. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

F. [OR07-21](#)

AN ORDINANCE BY THE TROTWOOD CITY COUNCIL REPEALING CURRENT SECTION 333.11 "CIVIL PENALTIES FOR HAND HELD SPEEDING SYSTEM VIOLATIONS" OF THE CITY OF TROTWOOD CODIFIED ORDINANCES AND ADOPTING NEW SECTION 333.11 "CIVIL PENALTIES FOR HAND-HELD SPEEDING SYSTEM VIOLATIONS" OF THE CITY OF TROTWOOD CODIFIED ORDINANCES, AND DECLARING AN EMERGENCY.

Attachments: [OR07-21](#)
 [OR07-21 Exhibit A](#)
 [2021-01-04 PN](#)

Police Chief Wilson presented a hand-held device. Chief Wilson explained the company created this device because state legislators passed a law requiring that an officer be present while automated systems are operating. In response, a company took the laser used in automated systems and made the hand-held device. The only difference between this Ordinance and the two Ordinances adopted on December 7, 2020, is that the laser is not on a fixed pole.

Councilmember Gales commented that she is glad to see the red light cameras coming back. Chief Wilson explained while there is still a long road ahead, he hopes to have the automated systems in place by April 1.

Councilmember Page asked if currently an officer has to be present with an automated system. Chief Wilson explained that the Ohio Supreme Court ruled against that state law three years ago. However, because the department still has the working equipment, he wants to continue using the device.

Mayor McDonald thanked Chief Wilson for taking a proactive approach on this issue and commented that citizens are happy to see the cameras coming back.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Gales, seconded by Councilmember Kelley, Jr., to Adopt this Ordinance, as an Emergency. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales, Vice Mayor Brown and Councilmember Vaughn

IX. Motion to Close the Public Hearings

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Kelley, Jr., seconded by Councilmember Gales, to Close the Public Hearings. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

X. Resolutions

A. [R21-01](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL ACCEPTING THE BID FROM AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH UNITED BUILDING SOLUTIONS, LLC FOR THE REMOVAL, DISPOSAL, AND REPLACEMENT OF THE ROOF AT TROTWOOD FIRE STATION 72 AS SPECIFIED IN THE INVITATION TO BID PACKET, PROJECT NO. 2502020, FOR AN AMOUNT NOT TO EXCEED \$69,000.

Attachments: [R21-01](#)

City Manager Pope explained that the roof at Trotwood Fire Station 72 was damaged by wind and hail. An insurance claim was filed and the insurance company will cover the expense. An Invitation To Bid was extended and three bids were received.

Mayor McDonald asked if the damage was due to the tornado. Chief Haacke advised that the location of the building makes the west side susceptible to wind damage.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Kelley, Jr., seconded by Vice Mayor Brown, to Approve this Resolution. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

B. [R21-02](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL ACCEPTING THE BID FROM AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH FINLEY FIRE EQUIPMENT FOR THE PURCHASE OF A FIREFIGHTING ATTACK HOSE, NOZZLES, SUPPLY HOSE, GROUND MONITORS, AND ASSOCIATED ACCESSORIES FOR THE TOTAL SUM OF \$145,079.00, TO BE PAID FOR WITH GRANT FUNDS IN THE AMOUNT OF \$131,890 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY ASSISTANCE TO FIREFIGHTERS GRANT, AND THE REQUIRED MATCH OF 10%, OR \$13,189, FROM THE CITY OF TROTWOOD.

Attachments: [R21-02](#)
 [R21-02 Memo](#)

City Manager Pope explained that the City requested sealed bid proposals for this equipment. Three bids were received and the recommendation is to accept a bid that is \$337 higher than the lowest bid. Chief Haacke explained the reason for recommending this bid is because it includes "Way-Out" couplings, a safety feature pointing the way out of a structure by following the hose line using illuminated reflective arrows on the couplings.

Mayor McDonald asked if the arrow is on every coupling. Chief Haacke stated the arrow is on every female coupling; every 50 feet of hose.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Kelley, Jr., seconded by Vice Mayor Brown, to Approve this Resolution. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

C. [R21-03](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPLY FOR GRANTS, INCLUDING BUT NOT LIMITED TO OPWC, EDGE, CDBG, ODNR, AND OTHER FEDERAL, STATE, AND COMMUNITY RESOURCE GRANTS IN SUPPORT OF ECONOMIC DEVELOPMENT AND OTHER VARIOUS PROJECTS FOR THE YEAR 2021 IN THE CITY OF TROTWOOD, STATE OF OHIO.

Attachments: [R21-03](#)

City Manager Pope explained this Resolution allows the City to apply for grants throughout the year without having to seek Council's approval for each application.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Kelley, Jr., seconded by Councilmember Gales, to Approve this Resolution. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

D. [R21-04](#)

A RESOLUTION BY THE TROTWOOD CITY COUNCIL TO PROCEED TO LEVY A RENEWAL TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR THE PURPOSE OF PAYING THE CURRENT EXPENSES OF THE CITY OF TROTWOOD, AS STATED IN SUBSECTION 5705.19(A), AS AMENDED, OF THE OHIO REVISED CODE, WHICH LEVY SHALL BE 5.75 MILLS AND IS A RENEWAL OF AN EXISTING LEVY OF 5.75 MILLS, TO RUN FOR FIVE (5) YEARS, PURSUANT TO SECTION 5705.19 OF THE OHIO REVISED CODE, AND DECLARING THAT THE QUESTION OF THE RENEWAL TAX LEVY SHALL BE SUBMITTED TO THE ELECTORS AT THE SPECIAL ELECTION TO BE HELD MAY 4, 2021.

Attachments: [R21-04](#)
 [R21-04 Certificate of Estimated Property Tax Revenue RECD](#)
 [2020-01-04](#)

City Manager Pope stated this is the most important operating levy the City generates; 60% of the police department and code enforcement are paid for from these funds; this is what operates the City. Fire Chief Haacke will be coordinating the City's levy efforts as he has done a great job on past/other renewals. More information will be forthcoming.

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Gales, seconded by Vice Mayor Brown, to Approve this Resolution. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

Old & New Business

XI. Decision Items

A. [SR21-01](#)

Motion to determine the number of members to be appointed to the 2021 Charter Review Commission (5, 7, or 9)

Mayor McDonald advised she has asked Vice Mayor Brown to Chair the Charter Review. Vice Mayor Brown explained that per the Charter, every five years a Charter Review Commission made up of citizens is assembled to review the Charter. Vice Mayor Brown further explained that the first step is to determine the number of members to be appointed by Council; the options are 5, 7, or 9 members. Vice Mayor Brown stated that the more Commission members, the more problematic it may be to coordinate meetings and come to an agreement on the recommendations to be made to Council. Vice Mayor Brown asked Law Director McHugh to confirm the action to be taken at this time is to make a Motion regarding the number of members to be appointed. Law Director McHugh confirmed that the Charter, Section 10-5, states that every five years Council must appoint members, but first Council has to decide on the number of members; there can be up to nine. Law Director McHugh shared that in his experience, nine members does not work as there was not a quorum at several meetings and you do need an odd number present due to voting on items. After deciding the number of members, the next step will be to bring names forward and make nominations at the February Council Meeting. Vice Mayor Brown confirmed with Law Director McHugh that this process is by appointment, not application; Law Director McHugh agreed. Councilman Kelley asked how many members were on the last commission. Mayor McDonald believes there were seven members and advised that in her 15 years of experience, the least number of members the better because typically not everyone can participate at all times. Mayor McDonald mentioned possibly having five members and two alternates to ensure five members are always present; all seven members would attend the meetings, with five members in place, as an alternate would fill in if a primary member is absent. Councilwoman Page asked for clarification; if it is done this way, there would only be five voting members at one time. Mayor McDonald clarified the Commission is not voting, they are only making recommendations; Council does the voting. Law Director McHugh shared that the Commission does make recommendations but Council decides to put something on the ballot or not. However, the Commission does have to decide on what to recommend to Council. Councilman Kelley asked who selects the members of the Commission. Law Director McHugh explained that at the next Regular Council Meeting on February 1, 2021, Council will make nominations and if Council nominates more names than there are slots, voting must be done. Mayor McDonald reiterated tonight's vote is to determine the number of members. Vice Mayor Brown stated Council needs to agree on how many members should be on the Commission. Councilwoman Page would like to know what reviewing the Charter entails so that she can inform those she might approach. Law Director McHugh stated he would not advocate for the commission to rewrite the whole charter as there is no basis to do so; members will need to read the Charter and consider any suggested changes that are evolutionary, not revolutionary. Law Director McHugh commented that overall the City has a good Charter and there is no reason to go back and start from scratch. Councilman Kelley agreed the City has a good Charter; he wants to understand the process and steps so when he asks people to devote their time, he can explain the process to them. Law Director McHugh expects meetings will be held in February, March, and April; they will review the Charter, consider any suggested changes, then make their recommendations to Council at the May Council meeting. At the June Meeting, Council would consider if they want to

accept the Commission's recommendations. Law Director McHugh shared that there have been instances when Council has heard the Commission's recommendations and decided not to put any on the ballot. Councilman Kelley asked if this process is published in a Public Notice; Mayor McDonald explained that Vice Mayor Brown will provide guidelines to council members as soon as possible. Councilwoman Gales commented that during the last Charter Review, she sat in on a meeting to learn the process and understand what goes on. Mayor McDonald shared that the City staff has been asked to give feedback as to areas where the Charter might be hampering them from doing their job. Mayor McDonald further summarized that this process allows the citizens the opportunity to review the Charter and have a voice so please think of people who will take the process seriously, who understand this document dictates how the City conducts business, and as the Law Director said, there is no reason to take the whole Charter apart. Councilwoman Finley commented that she would like Vice Mayor and the Law Director to create an opportunity for each council member to attend at least one meeting in order to experience and understand the process. Mayor McDonald explained that because of the Sunshine Law, you cannot have a majority of council members at a meeting without issuing a Public Notice. Mayor McDonald added there is the possibility that these meetings will be held virtually. Vice Mayor Brown opened the floor for suggestions for the number of members to be appointed to the Charter Review Commission. Councilwoman Page stated that she understands nine members are too many; she likes seven members so each council member can bring one person to the table. Councilwoman Gales shared that based on what she saw the last time, she recommends five members because it creates a good atmosphere to solve problems quickly; by having five members and two alternates you would not have the same problem of getting a majority as they did before and had to cancel meetings, so her recommendation is five members and two alternates. Councilwoman Finley recommends seven, with a quorum only being four, giving council members the opportunity to bring one person forward. Councilwoman Gales explained that the reason she does not agree with seven is because she may not want to nominate anyone. Councilman Kelley likes having seven members, five with two alternates. Councilman Vaughn agrees with seven, five members and two alternates, so to more often have a quorum and provide enough people for healthy debate. Councilwoman Page stated that with five members you would only have to have three members present; Mayor McDonald confirmed that would be the minimum to have a quorum. Mayor McDonald recommends five members and two alternates. Councilwoman Page asked how it will be determined if a person is a member or an alternate. Councilwoman Page reiterated that she feels there should be seven so that each council member has an opportunity to bring forward one person; Council does well with seven members. Councilman Kelley shared that after explaining the process, a person may accept and make a commitment based on being a primary member or alternate. Vice Mayor Brown added that everyone has the opportunity to make a recommendation and it will be easier to have five and need only three for a quorum rather than seven and need four. Law Director McHugh advised that if tonight's vote supports five primary members and two alternate members, the process on February 1 would be for Council to determine the five primary members first, then the alternate members. Per the Charter, Council must determine the members, not the Commission. Once council members make their nominations, each council member would vote for five primary members and the five individuals with the top votes will be appointed as the primary members. The next step depends on

the total number of nominations. If there are a total of seven nominations, the remaining two individuals would then be the alternates; if there are more than seven total nominations, each council member will then vote for two alternates and the two individuals with the most votes will be appointed as the alternate members. After the nomination and voting process is complete, a Resolution will be introduced that night appointing the members to the Charter Review Commission.

Vice Mayor Brown requested a Motion to determine the number of members to be appointed by Council to the Charter Review Commission. A Motion was made by Councilmember Vaughn, seconded by Councilmember Gales, for Council to Appoint five primary members and two alternates to the Charter Review Commission. The Motion carried by the following vote:

Aye: 6 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Gales and Vice Mayor Brown

Nay: 1 - Councilmember Page

XII. Informational Items

A. [SR21-02](#) Trotwood City Council 2021 Representatives on Boards and Commissions

Attachments: [SR21-02 Boards and Commission 2021](#)

Councilmember Finley requested one change, Councilmember Kelley is the Primary Representative on the Board of Zoning Appeals; Councilmember Kelley agreed.

Mayor McDonald requested a Motion on this item. A Motion was made by Vice Mayor Brown, seconded by Councilmember Gales, to Approve the 2021 Council Representatives on Boards and Commissions, as amended. The Motion carried by the following vote:

Aye: 7 - Mayor McDonald, Councilmember Vaughn, Councilmember Finley, Councilmember Kelley Jr., Councilmember Page, Councilmember Gales and Vice Mayor Brown

XIII. Mayor: To schedule an appointment with the Mayor, please contact the Clerk of Council at 937.854.7212, between the hours of 8 a.m. - 5 p.m.

Mayor McDonald recognized Sean Freeman, President of the Trotwood Chamber of Commerce and member of the TCIC. Mr. Freeman came forward and commented he is excited to give back to the community where he was born and raised and in a position to help local businesses.

XIV. City Manager: Reminder to visit the City of Trotwood's website at www.trotwood.org for updated information and events.

City Manager Pope shared that he appreciates the opportunity to serve and is excited for fiscal year 2021 and the upcoming development projects that were delayed due to the virus, projects like the Courthouse. Mayor McDonald agreed this is going to be a busy year for the City Manager and City Staff and a very exciting time for Main Street.

XV. Clerk of Council: Announcements

Beginning Sunday, January 17, 2021, at noon, the City will be sharing a virtual recognition event for Martin Luther King Jr. Day on the City's website, Facebook page, and YouTube channel.

XVI. Staff Reports

There were no Staff Reports.

XVII. Motion to Adjourn

Mayor McDonald requested a Motion on this item. A Motion was made by Councilmember Kelley, seconded by Vice Mayor Brown. Councilmembers were All In Favor to Adjourn the meeting at 7:40 p.m.