

Brookville City Council
Regular Meeting
April 16, 2024

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on April 16, 2024. The meeting was held in the City Council Chambers and virtually using the Cisco Webex application. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier, Wilder and Zimmerlin; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present. A recording of the meeting was uploaded to the city website for public viewing.

Roll Call by Clerk Duncan.

Motion by Fowler, second by Zimmerlin to accept the Agenda as presented. All yeas, motion carried.

Motion by Zimmerlin, second by Piper to accept the April 3, 2024 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Kuntz announced that Market Street Connection is requesting to use Gruening Park for their new community outreach program entitled "Third Thursdays." This program, created and operated by a group of Market Street businesses in downtown Brookville, will occur on the third Thursday of every month from April through October. Each event will take place from 4:00 p.m. until 7:00 p.m. and will include food trucks, vendors, and various crafts as well as fun family activities for everyone in the Brookville community to enjoy. Staff believes this is a great opportunity to continue supporting our small business community as it will attract people to the downtown area. The team will also be working to ensure scheduled mobile vendors are not in direct competition with existing Brookville downtown businesses which are open during the Third Thursday events.

Jessica Cecrle, of Market Street Connection, announced the group is super excited, and has various events, along with the Third Thursdays, planned throughout the summer for all ages. Ms. Cecrle stated her business began as a mobile boutique, attending events similar to Third Thursday, and eventually grew enough to support a brick-and-mortar location. She is hopeful that the event will bring additional permanent store fronts to downtown Brookville. Ms. Cecrle advised participating vendors will be required to have appropriate licenses for their wares and proof of liability insurance. All of the existing downtown merchants have been contacted and encouraged to participate in the event.

Member Zimmerlin inquired how bad weather would be handled?

Ms. Cecrle replied the group will cancel the event by 2:00 p.m. on the day of the event if inclement weather is forecasted.

Member Zimmerlin inquired about clean-up after the even?

Manager Kuntz advised the City will provide trash containers which will be picked up on Friday morning after the event.

Ms. Cecrle advised all vendors will be responsible for taking their own trash with them after the event.

Motion by Fowler, second by Wilder to approve the Market Street Connection Third Thursday event from April through October as presented. All yeas, motion carried.

Manager Kuntz reported staff has been in discussions with the Brookville Local School administrative team to schedule a joint meeting between Brookville City Council and the Brookville School Board. This meeting will be done in a workshop format, which the public is welcome to attend, on either July 11 or August 15. These meetings are normally scheduled for 6:30 p.m. Manager Kuntz asked Council to indicate at the next Council meeting which date works best for them and staff will move forward with the school administrative team to schedule the event.

Manager Kuntz reported staff has been working with some members of the small business community, the Brookville Area Chamber of Commerce, and the local chapter of the Small Business Administration to put together a series of “Business 101” classes. The classes will offer a variety of topics for Brookville’s local business community. The classes will be held in the Brookville Fire Station and will be offered free for the local and regional business community, specifically our neighboring communities, in and around northwest Montgomery County. The classes will be scheduled from approximately 8:00 a.m. until noon, offering topics such as networking, capital and small business finance and marketing. There will be one class per month in June, July and August. Registration is available on the Brookville Area Chamber of Commerce website.

Manager Kuntz announced Code Enforcement Officer Jim Lawson is back in the office and has already begun proactive inspections in the community. He will also be learning the new iWorQ database system to make our code enforcement process more accountable and transparent for the entire community. The city will be placing a heavy emphasis on code enforcement throughout 2024 to assist in maintaining property values throughout the city. The goal is to be more proactive, accountable and transparent to the community.

Manager Kuntz reported an offer has been extended to one of the candidates for the Golden Gate Park caretaker position and she has accepted. Manager Kuntz stated he hopes to have a signed contract shortly so the transition can begin for the remainder of April.

Manager Kuntz reported staff recently submitted Planning Grant application to the Montgomery County Land Bank to assist with our Comprehensive Land Use Plan update. Staff has discussed this application with the Land Bank and MVRPC staff since the submittal.

Manager Kuntz recognized Girl Scout Troop 33428 as they work towards their Silver Award. The troop presented their rock garden project to Park Board last week, which is geared toward spreading kindness and inspiration to the entire community. Manager Kuntz also congratulated the local Cub Scout Pack 47 for being recognized by the DEA for earning their Red Ribbon DEA patch. This patch was presented by the DEA at the Brookville Fire Station on April 9. Manager Kuntz thanked Police Officer Wilson for working with the Cub Scouts to help them achieve this award.

Manager Kuntz thanked Major Simon, Captain Ferguson and all the staff from the Police, Fire, and Service departments for their work in preparing the city’s plan for the solar eclipse event. Obviously, the entire region did not have the predicted traffic or congestion issues, but Major Simon’s and Captain Ferguson’s thorough planning ensured the city was extremely well prepared no matter what occurred in our city during that day.

Finance Director Brandt presented the March 31, 2024 Fund Balance for Council review and approval,

Motion by Schreier, second by Zimmerlin to accept the March 31, 2024 Fund Balance as presented. All yeas, motion carried.

Finance Director Brandt reported MedAccount has taken over the EMS billing for the City of Brookville.

Fire Chief Fletcher reported the Fire Department has been very busy recently, especially with EMS calls and auto accidents. Fire Chief Fletcher cautioned the public to be patient and mindful of the construction projects currently underway in both the city and the townships. Fire Chief Fletcher encouraged the public to proceed with caution at intersections and to use their headlights both day and night, as it increases visibility.

Fire Chief Fletcher stated the warmer weather has also increased motorcycle traffic and encouraged the public to look twice for motorcycles.

Police Chief Jerome reported he submitted \$2,724.70 in payroll costs for reimbursement to the State, which were incurred by the uptick in staffing on the day of the eclipse. Reimbursement will be limited as the State has capped combined total reimbursements for all jurisdictions at \$1 million.

Police Chief Jerome reported the recent Neighborhood Watch meeting was well attended, with ten in-person and 75 online participants.

Police Chief Jerome reported the Police & Fire Departments will present the Prom Promise program, with a mock automobile accident. The goal of the program is to increase student awareness of the perils of drinking and driving.

Police Chief Jerome announced the Brookville Baseball Club Opening Day Parade, scheduled for Saturday, April 27, has been rerouted due to local road construction. The new route will be from the school to Western Avenue to Westbrook Road to Arlington Road and then to Golden Gate Park.

Law Director Stephan reported proposed Ordinance No. 2024-07 is to establish the zoning classification of lots 2798, 2799 and 2800, which is 85.611 acres on Upper Lewisburg Salem Road, recently annexed from Clay Township. Planning Commission has made an initial recommendation of General Business in the front of the property and R-1A Planned Development Overlay District to the rear of the property. Law Director Stephan provided a map of the proposed zoning classification for this property and the adjoining property, which was annexed approximately 18 months ago. The proposed Ordinance will come before Council and Planning Commission in a joint public hearing on May 7, 2024 at 8:00 p.m.

Motion by Schreier, second by Zimmerlin to read proposed Ordinance No. 2024-07. All yeas, motion carried.

Motion by Fowler, second by Zimmerlin to accept the first reading of proposed Ordinance No. 2024-07. All yeas, motion carried.

Law Director Stephan reported proposed Ordinance No. 2024-08 is to amend Chapter 1353 of our Code of Ordinances, which includes property maintenance. Staff has been working through adjustments and improvements to the code, which will assist staff in addressing troubled properties that are abandoned or in need of demolition. Staff is still working through the proposed changes, which are based on ordinances in surrounding jurisdictions, so there may be some additional amendments to the existing exhibit. These changes and any input from Council can be worked through at the next Council meeting. The proposed amendments will permit us to notify the property owners and place the burden on them to appeal to the Board of Zoning Appeals and possibly the court system if they want to challenge the order. Law Director Stephan commented that under the current ordinance, the burden of proof is on the City.

Motion by Zimmerlin, second by Wilder to read proposed Ordinance No. 2024-08. All yeas, motion carried.

Motion by Zimmerlin, second by Wilder to accept the first reading of proposed Ordinance No. 2024-08. All yeas, motion carried.

Law Director Stephan reported El Bronco Restaurant has received their liquor permit and can begin serving alcoholic beverages.

Mayor Letner reported he recently had the pleasure of attending an open house at the Masonic Temple on Hay Avenue.

Motion by Zimmerlin, second by Schreier to appoint William Tony Perry to the Board of Zoning Appeals. All yeas, motion carried.

Member Fowler, Park Board Liaison, had no additional information to report.

Member Schreier, Planning Commission Liaison, had no report.

Diana Youngpeter, of 57 Urban Lane, advised she is a retired Brookville School teacher and a resident of the City of Brookville. She recently completed an extended substitute assignment and observed that the elementary school is completely full. She is concerned about where the school will put all of the potential incoming elementary students from the new housing developments.

Bruce Garber, of 434 Sycamore Street, commented more housing does not bring in more money on the current school levies.

General discussion followed regarding the growth of the community and bringing concerns about overcrowding in the elementary school to the school board.


Mark Haworth, of 10352 Upper Lewisburg Salem Road, stated he is concerned about protecting the current residents on Upper Lewisburg Salem Road from the proposed General Business zoning district for the front of the annexed property across the street.

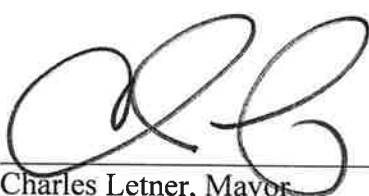
Law Director Stephan stated he and Manager Kuntz have met with Mr. Haworth and they are working on a concept for a buffer between the General Business zoning and the residential area. Ohio Law requires a buffer in this situation, which can be a road, an alley, or existing vegetation. This concept of a buffer, which will likely include vegetation and a street will be presented at the upcoming Public Hearing.

General discussion followed.

Brad Sideras, 304 Mound Street, stated he is excited to see the growth in Brookville and thanked Council for listening to citizen concerns and being open-minded in their decision making.

Motion by Fowler, second by Zimmerlin to adjourn. All yeas, motion carried.



Kimberly Duncan, Clerk

Charles Letner, Mayor