

Brookville City Council  
Regular Meeting  
February 20, 2024

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on February 20, 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.

Roll Call by Clerk Duncan.

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

Motion by Zimmerlin, second by Wilder to accept the February 6, 2024 Special Meeting Minutes as presented. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the February 6, 2024 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Kuntz reported staff has taken on a more proactive social media presence marketing the local small business community, the city's various activities/partnerships in the community as well as upcoming projects which will impact traffic and other outreach programming for our community at large. Another possible new communication tool will be to include a one page "Brookville Bulletin" in the quarterly utility bill updating the community about various projects across the city region. Manager Kuntz advised the city will continue to fine tune our message outreach ensuring communication with our local community, with both our residents and businesses alike, remains an important aspect of Brookville.

Manager Kuntz reported staff has also worked to onboard a new zoning database system. iWorQ is a system which several Montgomery County communities presently use. This new system will ensure additional tracking ability in both the code enforcement and zoning permit realms. Department heads are also reviewing their respective departmental pages on the city web site, and we will be working on updating pertinent information over the next several months.

Manager Kuntz reported staff has had discussions with the Montgomery County Land Bank and the Miami Valley Regional Planning Commission on moving an update of the Comprehensive Land Use Plan forward. Staff is currently reviewing a planning grant offered by the Montgomery County Land Bank which could assist funding a good portion of that project.

Manager Kuntz reported another item which will make the city administrative functions more efficient is an item Council was previously briefed on by former City Manager Keaton. Governor DeWine recently signed a law increasing the minimum bid threshold from \$50,000 to \$75,000 for the purchase of goods and services. This increase will allow the city to purchase items previously approved by Council via the budgetary process quicker than having to go through the bidding process for those items which meet this threshold. This will also allow city staff to research and find better deals for larger items including equipment and vehicles previously approved via the budget. The legislation before City Council changes nothing other than raising the threshold for goods and services by \$25,000. This measure will go into effect once the state's 90-day window from the Governor's signature expires.

Manager Kuntz reported city staff met with the engineering team at Hazen and Sawyer for the kickoff scope meeting for the city's Wastewater Treatment Facility Study. This project is scheduled to be completed by early fall to give staff an opportunity to apply for the second round of funding, which will be specific for the recommended infrastructure design/changes determined by the study.

Manager Kuntz reported the Wolf Creek Watermain Replacement Project is tentatively scheduled to begin on March 4, 2024. The material was delivered the week of February 12 in anticipation of the project start date. Local traffic will be maintained during the entirety of this project. Flaggers will be used when needed. The project is scheduled to be completed by late spring. The next phase of the Hay Avenue Road Resurfacing Project is also tentatively scheduled to begin in mid-March-early April. More information on this project will be sent out to the general public once we know more exact timeframes.

Manager Kuntz reported the Service Department has been able to perform quite a few tasks due to the break in weather. These tasks included maintaining all watermain patches with gravel, collecting trash in all parks and uptown, cleaning up dead limbs and sticks in all parks, repairing two streetlights in the center of Market Street, installing a new lift gate on service truck, installing retired employee Sonja Keaton's plaque by her tree in Golden Gate Park, installing decals and lights on new service department truck, repairing broken boards at the castle playground, patching potholes throughout town and collected 30 gallons of used oil.

Manager Kuntz reported the administrative delegate agreement with Montgomery County has been signed for the CDBG grant that was awarded last year for the all-inclusive playground to be located at Golden Gate Park. Staff will begin working to get this equipment purchased so it can be installed later this year. Park Board is also holding the annual Golden Gate Park cleanup day on Saturday, March 23rd from 10:00 a.m. until noon. Park Board will once again be utilizing the Montgomery County Cleanup Trailer for this event.

Manager Kuntz announced the Pallet of Threads Boutique, located at 112 Market Street, is holding a ribbon cutting ceremony on February 29th at 3:00 p.m. Manager Kuntz encouraged City Council and staff to attend if able to do so.

Member Zimmerlin inquired about the amount of funding available with the planning grant?

Manager Kuntz replied the planning grant would be a \$50,000 grant with the city contributing 25%. Staff is also looking for other grant opportunities that could be utilized as part of the local match.

Member Schreier inquired about the projected useful life of a Land Use Plan.

Manager Kuntz replied the basic industry standard is to update a Land Use Plan after 20 years.

Finance Director Brandt had no report.

Fire Chief Fletcher had no report.

Police Chief Jerome reported the Police Department shared a news release regarding a measles case that was recently reported at the Kroger Marketplace on Union Road on February 13 between 12:45 p.m. and 4:00 p.m. The release advises the public to follow the posted precautions posted if they were in the store at that time.

Police Chief Jerome reported he recently met with Hannah Blair from the Veteran's Administration, and learned about Emergency Admissions and the Compact Act, which would allow the Police Department to take a veteran to any hospital with guaranteed acceptance.

Law Director Stephan reported B & B Rentals, LTD has submitted a Final Subdivision Application for Meadow Glen Subdivision-B Record Plan and Meadow Glen Subdivision-C Record Plan. Both subdivision record plans were approved by Planning Commission at the February 15, 2024 meeting. The Meadow Glen Subdivision-B plan will establish new public street right of way for Fledgling Way and Bruns Drive. The Meadow Glen Subdivision-C will re-plat the existing Bruns Drive as a public street. Bruns Drive is currently a private street without public sidewalks. Public

sidewalks will now be installed both new subdivisions. These subdivisions are being submitted as a necessary step in the Bruns Apartments, Phase II Project. The Phase II Project will create 19 four-unit buildings and 2 two-unit buildings along the extension of Bruns Drive and Fledgling Way. Planning Commission approved the Preliminary Plat for the Bruns Apartments, Phase II Project at the January 18, 2024 meeting. Law Director Stephan requested Council approve Meadow Glen Subdivision-B Record Plan and Meadow Glen Subdivision-C Record Plan subject to final approval of the construction plans for the subdivision by the City Manager and City Engineer, and deposit of a performance bond to insure completion of the public improvements.

Motion by Schreier, second by Zimmerlin to approve the Meadow Glen Subdivision-B Record Plan and Meadow Glen Subdivision-C Record Plan as presented. All yeas, motion carried.

Law Director Stephan reported the Final Subdivision Record Plan entitled JLR Leasing Plat is before City Council for approval. This plat creates a 5.96-acre lot at 201 Heckathorn Road that will be the site for the Homestead Gathering Place, which will be a meeting facility for the Old German Baptist Church. Planning Commission did approve the Special Use Application for this project and the JLR Leasing Plat at the February 16, 2024 meeting. It is requested that Council approve the Final Subdivision Record Plan entitled JLR Leasing Plat for this project, subject to final approval of the construction subject to final approval of the construction plans for the subdivision by the City Manager and City Engineer, and deposit of a performance bond to insure completion of the improvements.

Motion by Fowler, second by Zimmerlin to approve the Final Subdivision Record Plan entitled JLR Leasing Plat, as presented. All yeas, motion carried.

Mayor Letner reported he had the honor of speaking to the Kiwanis at their monthly meeting.

Mayor Letner reported the Serve Brookville Program, scheduled for Friday, May 17, from 8:30 a.m. until 11:30 a.m., will give our high school students the opportunity to get the credits they need by serving the community. Mayor Letner asked everyone to reach out if they know of anyone who may benefit from this program.

Motion by Fowler, second Zimmerlin to read proposed Ordinance No. 2024-02. All yeas, motion carried.

Motion by Schreier, second by Wilder to accept the second reading of proposed Ordinance No. 2024-02. All yeas, motion carried.

Motion by Zimmerlin, second by Fowler to read proposed Ordinance No. 2024-03. All yeas, motion carried.

Motion by Piper, second by Wilder to accept the second reading of proposed Ordinance No. 2024-03. All yeas, motion carried.

Motion by Zimmerlin, second by Wilder to read proposed Ordinance No. 2024-04. All yeas, motion carried.

Motion by Zimmerlin, second by Piper to accept the first reading of proposed Ordinance No. 2024-04. All yeas, motion carried.

Member Fowler, Park Board Liaison, reported Jessica Mullins will be the new Ball Diamond Manager for the Adult Softball Program. The city has received several applications for the Park Caretaker position and will begin the interview process soon.

Member Zimmerlin commented that BSA has installed a new shed at the Westbrook Soccer Complex and it looks very nice.

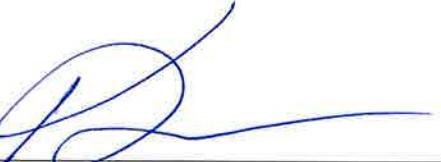
Member Schreier, Planning Commission Liaison, reported at their February 15 meeting, Planning Commission reviewed and approved the Meadow Glen Subdivisions and the JLR Leasing Plat that Council approved this evening. They also approved a permit for the Bourbon Chicken Mobile Food Vendor to be located in the McMakens lot and another for Small Town Tique Mobile Vendor to sell women's clothing from the municipal lot on Arlington Road.

Law Director Stephan commented the Small Town Tique presented a schedule to set up on Arlington Road as well as Market Street. Planning Commission did not approve the request to sell on Market Street at this time due to parking considerations and potential competition with existing businesses.

Damian Kristof, of Brookville Public Library, invited everyone to attend a Don't Get Scammed Workshop at the Brookville library on Friday, March 1, 2024. This program will also be presented at Brookhaven Nursing Home.

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

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Kimberly Duncan, Clerk



Charles Letner, Mayor