

Brookville City Council
Regular Meeting
April 1, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on April 1, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier, Wilder and Zimmerlin; Manager Kuntz, Law Director Stephan, Finance Director Brandt, Fire Chief Fletcher, Police Chief Jerome were present. Clerk Duncan was absent.

Roll Call by Finance Director Brandt.

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

Motion by Fowler, second by Piper to accept the March 18, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Kuntz reported City Council has received five letters of interest for the City's Charter Review Commission. At a previous City Council meeting, the Council agreed to place seven to nine residents on the committee. Manager Kuntz inquired whether Council would like to move forward now or if they would like to reach out to the community a second time for more volunteers.

The consensus of Council is to advertise for the Charter Review Commission for another 30-45 days, with the understanding that any changes to the Charter will not be on the ballot until 2026.

Manager Kuntz reminded contractors interested in bidding for the city's 2025 Street Resurfacing Project can pick up bid packets at the city office or on the city website.

Manager Kuntz reminded the entire community that the second public meeting for the Comprehensive Land Use Plan Update is scheduled for Monday, April 7 at 6-7:30 at the Brookville High School Auditorium and encouraged everyone to attend.

Manager Kuntz reported the 2024 City of Brookville Annual Report is now available on the city website. Department heads will begin presentations of the annual report over the next few meetings, beginning with the Police Department's report at the May 6 meeting. Manager Kuntz thanked the department heads, support staff, and Administrative Assistant Brittany Ferguson for their hard work compiling this report.

Manager Kuntz reported building bridges and having positive relationships with the community at-large is a key component for the Brookville Police Department and thanked Police Chief Jerome and the entire Brookville Police Department and staff for all their hard work to bring community outreach programs to the community.

Manager Kuntz announced the first Third Thursday event scheduled for April 17 at Gruenig Park on Market Street, put on by the Market Street Connection. This event will be from 5:00 p.m. until 8:00 p.m. and will feature local vendors and food trucks for all to enjoy.

Manager Kuntz reported the city is rolling out a new video program that will increase our communication with the public. The first video will feature Finance Director Brandt and will be published soon on social media.

Manager Kuntz reported the Main Street Water Main Replacement project will begin in late April. Our Service Department will be handling this project, which will save taxpayers approximately \$150,000.

Finance Director Brandt had no report.

Fire Chief Fletcher advised the Fire Department set a record for the amount of activity in March and for the first quarter of 2025 due to influenza and related illnesses.

Fire Chief Fletcher advised it is severe weather season and reminded the public our warning sirens are for outdoor warnings, so it is important to be weather aware and prepared.

Police Chief Jerome reported the Police Department received a Lexipol gold standard award for the fifth consecutive year.

Police Chief Jerome reminded everyone of the Scout Camporee at Golden Gate Park this weekend.

Police Chief Jerome reported the month of April is Child Abuse Prevention Month.

Police Chief Jerome reported the Walk the Block with a Cop program begins April 12. The catalytic converter theft prevention will be held on April 25. The BBC parade, high school prom and a four-hour prescription drug collection program will be held on April 26.

Police Chief Jerome reported the Police Department is finally completely staffed and will now have a full-time detective. After an extensive selection process, Police Officer Beaver has been appointed to fill the position,

Police Chief Jerome reported the bike patrol program will begin in early May, with five certified officers.

Law Director Stephan reported proposed Resolution No. 25-03 accepts the recommendation of the Tax Incentive Review Council's finding that the Community Reinvestment Area #2 Agreement of Giant Oil, LLC is in compliance and that the Community Reinvestment Area Agreement be continued. Proposed Resolution No. 25-04 accepts the recommendation of the Tax Incentive Review Council that the Enterprise Zone Agreement of Green Tokai Co. LTD is in compliance and should also be continued.

Motion by Fowler, second by Zimmerlin to read proposed Resolution No. 25-03. All yeas, motion carried.

Motion by Fowler, second by Schreier to accept the first reading of proposed Resolution No. 25-03. All yeas, motion carried.

Motion by Piper, second by Wilder to read proposed Resolution No. 25-04. All yeas, motion carried.

Motion by Fowler, second by Schreier to accept the first reading of proposed Resolution No. 25-04. All yeas, motion carried.

Law Director Stephan reported proposed Ordinance No. 2025-09 approves an application for and establishes a Designated Outdoor Refreshment Area (DORA) in the City of Brookville, Ohio. The first reading is tonight, and a public hearing will be held on April 15, 2025. Law Director Stephan reported all businesses that were approached about DORA, both those with and without liquor permits, were very supportive.

Motion by Zimmerlin, second by Piper to read proposed Ordinance No. 2025-09. All yeas, motion carried.

Motion by Piper, second by Zimmerlin to accept the first reading of proposed Ordinance No. 2025-09. All yeas, motion carried.

Mayor Letner reported he had the pleasure of speaking with the Optimists at their meeting last week. A representative from DMAX also attended.

Mayor Letner reported this past Saturday was the 50th anniversary of the end of the Vietnam War. A brief ceremony was held near the memorials at Gateway Park to commemorate the event.

Motion by Fowler, second by Zimmerlin to recess the Regular Session and go into the Public Hearing. All yeas, motion carried.

The Public Hearing was recorded and is available on the City of Brookville website.

Law Director Stephan announced this Public Hearing is to consider proposed Ordinance No. 2025-06 entitled "AN ORDINANCE AMENDING CHAPTER 114 COMMUNITY CENTER DISTRICT OF THE CITY OF BROOKVILLE, OHIO." A legal notice was published in the Register Herald and on the city website. The proposed ordinance amends the text of Section 1141 (a)(2) to remove tobacco shops and pawn shops from the list of permitted uses. The proposed ordinance also amends Section 1141.02(a)(14) to provide that the following uses are expressly prohibited in the Community Center District: tobacco, smoke and vape shops, check cashing stores and pawn shops.

Law Director Stephan stated that anyone who would like to participate in the Public Hearing needs to be sworn in.

There were no comments.

Motion by Piper, second by Zimmerlin to close the Public Hearing. All yeas, motion carried.

Motion by Schreier, second by Fowler to recess the Regular Session and go into the second Public Hearing. All yeas, motion carried.

Law Director Stephan announced this Public Hearing is to consider proposed Ordinance No. 2025-07 entitled "AN ORDINANCE ESTABLISHING THE ZONING CLASSIFICATION OF LOTS 2798, 2799 AND 2800 OF THE CITY OF BROOKVILLE, OHIO." A legal notice was published in the Register Herald and on the city website, and registered letters were sent to property owners adjacent to or across the street from the property. This property is 85.611 acres, located on Upper Lewisburg Salem Road, which was annexed into the City of Brookville in 2024. The property was originally zoned General Business (PD) and R-1(A)(PD) by Ordinance No. 2024-07, but that zoning ordinance was rejected by the voters in the referendum election in November 2024. Proposed Ordinance No. 2025-07 will create a planned residential district for single-family housing, with specific standards established and set forth in Exhibit C of the proposed Ordinance. The standards permit only single-family dwellings with minimum lot area of one-half acre and special uses of only government owned parks and recreational facilities.

Law Director Stephan stated that anyone who would like to participate in the Public Hearing needs to be sworn in.

Law Director Stephan administered the Oath of Witness to Bruce Garber, of 434 Sycamore Street, Brookville, Ohio. Mr. Garber confirmed that the frontage in the proposed Ordinance is 120 feet.

Law Director Stephan administered the Oath of Witness to Rob Rutherford, 39 Wilderness Cove, Brookville, Ohio. Mr. Rutherford cautioned Council not to go above the one-half acre lot size.

Mr. Rutherford stated the average cost to develop a one-half-acre lot is about \$60,000, making the total cost \$70,000 to \$75,000. Mr. Rutherford went over financing costs and home trends in the area, stating larger lot sizes are becoming less popular in the market, with most developments opting for half-acre or smaller lots.

Law Director Stephan administered the Oath of Witness to Mark Haworth, 10352 Upper Lewisburg Salem Road, Brookville, Ohio. Mr. Haworth stated he is a proponent of a minimum of three-quarter acre lots in Brookville.

Law Director Stephan administered the Oath of Witness to Wilbur Meyer, 11080 Baltimore Phillipsburg Road, Brookville, Ohio. Mr. Meyer stated he has been told by developers that there is no current market for lot sizes larger than one-half acre.

Law Director Stephan administered the Oath of Witness to Jamie Iaquina, 924 Salem Street, Brookville, Ohio. Ms. Iaquina wondered if there is a possibility of mixed lot sizes. Ms. Iaquina also asked for the definition of a TIF.

Law Director Stephan administered the Oath of Witness to Tara Janson, of 10368 Upper Lewisburg Salem Road, Brookville, Ohio. Ms. Janson stated she lives across the street from the property. She moved to Brookville from another community and believes larger lots are a draw. Ms. Janson also expressed concern over traffic and who would maintain the proposed green space.

Law Director Stephan administered the Oath of Witness to Steve Denlinger, 9215 Access Road, Brookville, Ohio. Mr. Denlinger raised concerns about the number of homes being built, school capacity and lack of written confirmation from the school board. Mr. Denlinger also expressed concern about his taxes increasing.

Law Director Stephan administered the Oath of Witness to Mike Hughes, 278 Johnsville Brookville Road, Brookville, Ohio. Mr. Hughes stated he would like to see an upscale development with three-quarter acre lots as it would improve the city image and attract visitors. Mr. Hughes referred to other developments in the area that could add to the school system. Mr. Hughes requested Council review this carefully on behalf of the Keep It Rural group.

Motion by Zimmerlin, second by Fowler to close the Public Hearing. All yeas, motion carried.

Motion by Zimmerlin, second by Schreier to read proposed Resolution No. 25-02. All yeas, motion carried,

Motion by Fowler, second by Schreier to accept the third reading and adopt Resolution No. 25-02 entitled "A RESOLUTION DECLARING THE NECESSITY OF CONSTRUCTING STREET LIGHTING IMPROVEMENTS IN AND ASSESSING ANNUAL STREET LIGHTING CHARGES UPON LOTS LOCATED WITHIN ARLINGTON WOODS II SECTION ONE SUBDIVISION IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Motion by Zimmerlin, second by Wilder to read proposed Ordinance No. 2025-08. All yeas, motion carried.

Motion by Schreier, second by Piper to accept the second reading of proposed Ordinance No. 2025-08. All yeas, motion carried.


Member Fowler stated we need to create an investment vehicle to sustain the city after DMAX leaves.

Manager Kuntz advised staff is working on this issue and will soon present Council with a plan.

Bruce Garber, 434 Sycamore Street, commented on the TIF legislation, stating he is not in favor of it.

Member Fowler thanked those in attendance for coming to the meeting.

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



Kimberly Duncan, Clerk

Charles Letner, Mayor