

Brookville City Council
Regular Meeting
April 15, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on April 15, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier and Wilder; Manager Kuntz, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome, Clerk Duncan were present. Member Zimmerlin and Finance Director Brandt were absent.

Roll Call by Clerk Duncan.

Mayor Letner requested the Executive Session be removed from the Agenda.

Motion by Schreier, second by Fowler to accept the Agenda with a correction. All yeas, motion carried.

Motion by Piper, second by Fowler to accept the April 1, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

John Minear, Community Outreach & Education Manager for Montgomery County Environmental Services, gave a brief presentation. He requested Council support, by Resolution, of the District's Solid Waste Management District.

Damian Kristof, 61 Oak Street, requested Council approval of the Brookville Branch Library 3rd Annual Block Party & Craft Fair on June 14, 2025.

Motion by Fowler, second by Wilder to approve the Special Event Permit for the Brookville Branch Library 3rd Annual Block Party & Craft Fair on June 14, 2025 from 10:00 a.m. until 4:00 p.m. as presented. All yeas, motion carried.

Police Chief Jerome presented the 2024 Brookville Police Department Officer of the Year Award to newly promoted Police Detective Tim Beaver.

Manager Kuntz advised the Market Street Connection has requested Council approval of the Third Thursday event from April through August at Greunig Park on Market Street. The request was reviewed by Park Board, who recommended Council approval. The Third Thursday event would be held from 5:00 p.m. until 8:00 p.m. Market Street would be closed from Blue Finery to Pure Beauty Bar. Christine Stover, of Market Street Connection was present to answer any questions.

Motion by Schreier, second by Piper to approve the Special Event Permit for the Third Thursday events from April through October, from 5:00 p.m. until 8:00 p.m. as presented. All yeas, motion carried.

Motion by Fowler, second by Wilder 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 regarding proposed Ordinance 2025-09, which approves an application for a "Designated Outdoor Refreshment Area", otherwise known as a DORA, and establishes a "Designated Outdoor Refreshment Area" in the Community Center business district in the City of Brookville, Ohio. The area includes the south side of Main Street, all of Market Street, Mulberry Street, Walnut Street and Hay Avenue. The objective is to encourage

community members and visitors to come to the Community Center District. Law Director Stephan stated anyone wishing to comment should state their name and address for the record.

Troy Bodine, 87 Rock Street, inquired whether patrons could take a DORA cup containing alcohol from one liquor establishment to another liquor establishment.

Law Director Stephan replied the law prohibits people from bringing liquor from one alcohol establishment into another alcohol establishment.

Patty Riley, 10 Market Street, asked what will prevent people from filling their designated DORA cup with alcohol they may have in their vehicle.

Law Director Stephan replied this is not permitted and a police citation would be issued if this occurred. There will be police involved in patrolling during the DORA hours

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

Manager Kuntz acknowledged the entire city staff for their response to the severe weather events we have had over the past few weeks. Manager Kuntz stated the Service Department did a wonderful job in keeping our infrastructure fully operational throughout the multiple weather events. With the amount of rain we received, Brookville had almost zero flooding issues during the two weeks of rain and other severe weather. The Police and Fire Departments monitored the weather and adjusted their staffing levels accordingly to ensure they were in the best position to respond to various emergency scenarios because of the weather. The Fire Department also ensured the Emergency Operation Center was set up and ready to run in the event of an emergency.

Manager Kuntz reported the bid opening for the 2025 Street Resurfacing Program was held on April 9. We received three sealed bids, which staff is currently reviewing to determine the lowest and most responsive. Manager Kuntz advised he should have a recommendation for City Council at the May 6 meeting.

Manager Kuntz reported the Service Department is scheduled to start the Main Street Watermain Replacement Project on April 21. The project will be between Columbia and Salem. Main Street will be open to thru traffic during the project, unless an unforeseen circumstance occurs. Residents will be able to access their homes throughout the entirety of the project as well. Residents in this section are asked not to park vehicles on the street during this project.

Manager Kuntz thanked everyone who attended the Comprehensive Land Use Plan Update Meeting on Monday, April 7. Almost 50 people attended the meeting, which is an outstanding turnout for a land use plan public meeting.

Manager Kuntz reported utility bills were sent to property owners last week, which are due May 7. The quarterly Brookville Bulletin was also included with the bill. If you have not received your bill, please contact our office.

Manager Kuntz reported the Brookville Optimist Club is holding their annual Children's Easter Egg Hunt on Saturday, April 19 at 9:00 a.m. at Golden Gate Park. Those attending should plan on being at the park ten minutes early as the event starts promptly at 9 a.m. and is over very quickly.

Manager Kuntz reported the annual garage sale map is before Council this evening for approval. Manager Kuntz suggested we change the Community Garage Sales event date to just one weekend during the month of June, rather than splitting it into four weekends.

The consensus is to approve the traditional garage sale map, with a minor correction, designating an area of Brookville each weekend during the month to hold garage sales. Beginning in 2026,

Council would like to designate the third weekend of June as Brookville Community Garage Sale weekend.

Motion by Fowler, second by Schreier to approve the traditional garage sale map for the month of June 2025, with a correction to make the days Thursday, Friday and Saturday. All yeas, motion carried.

Manager Kuntz thanked the Service Department for completing a lengthy list of maintenance tasks over the last two weeks.

Mayor Letner called for a motion to approve the Fund Balance of March 31, 2025.

Motion by Piper, second by Wilder to approve the Fund Balance of March 31, 2025 as presented. All yeas, motion carried.

Fire Chief Fletcher encouraged everyone to take advantage of the city's Hyper Reach notification system, which is a useful tool for delivering address specific messages to the community. Residents can find the Hyper Reach sign-up link on the city website.

Police Chief Jerome recognized all police dispatchers in honor of National Public Safety Telecommunicators Week.

Police Chief Jerome advised the Police Department is sponsoring a catalytic converter engraving event at Music's Automotive on April 25, 2025.

Police Chief Jerome reported the Police Department has taken delivery of a certified used Chevrolet Tahoe to replace the existing old police chief's car, which will be sold on GovDeals.

Police Chief Jerome reported the BBC Opening Day Parade, DEA prescription drug drop-off and high school prom will all take place on April 26, 2025.

Law Director Stephan reported we have received a notice from the Division of Liquor Control that all Class C and D retail permits in the City of Brookville will expire on June 1, 2025. Law Director Stephan requested the Council waive any objection to the renewal of retail liquor permits in the City of Brookville.

Motion by Fowler, second by Schreier to waive any objection to the renewal of liquor permits in the City of Brookville. All yeas, motion carried.

Law Director Stephan advised we also received notice that Speedway is applying for a C2 liquor permit. The City has not had any issues with Speedway regarding their existing permit, and therefore, it is requested that City Council waive any hearing before the Division of Liquor Control on this permit application.

Motion by Piper, second by Fowler to waive any hearing before the Division of Liquor Control for a C2 liquor permit for Speedway LLC. All yeas, motion carried.

Law Director Stephan reported proposed Resolution No. 25-05 amends the public record policy allowing a charge for costs associated with law enforcement dashboard camera videos and/or body camera videos. Exceptions include victims of crimes, property owners and medic requests for cost reduction. The policy aims to recoup costs for redacting videos and address time-consuming public record requests.

Motion by Wilder, second by Fowler to read proposed Resolution No. 25-05. All yeas, motion carried.

Motion by Fowler, second by Schreier to approve the first reading of proposed Resolution No. 25-05. All yeas, motion carried.

Law Director Stephan reported proposed Ordinance No. 2025-10 is the second step in the process to approve street lighting improvements and adopt assessments for Arlington Woods II, Section One Subdivision.

Motion by Piper, second by Crane to read proposed Ordinance No. 2025-10. All yeas, motion carried.

Motion by Fowler, second by Schreier to accept the first reading of proposed Ordinance No. 2025-10. All yeas, motion carried.

Mayor Letner advised he attended the Optimist Youth Appreciation Banquet this week where several outstanding youth were recognized. Mayor Letner commented the Optimist's Flag Program is up to 585 flags, which is a beautiful site to see when they are all flying.

Mayor Letner thanked the department heads and staff for their hard work compiling the annual report.

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

Motion by Fowler, second by Piper to accept the third reading and adopt Ordinance No. 2025-08 entitled "AN ORDINANCE APPROVING AND ADOPTING AN ECONOMIC DEVELOPMENT PLAN TO ESTABLISH THE MEADOWLARK INCENTIVE DISTRICT AND PROVIDE FOR TAX INCREMENT FINANCING FOR THE MEADOWLARK SUBDIVISION PROJECT." All yeas, motion carried.

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

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

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

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

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

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


Motion by Crane, second by Wilder to read proposed Resolution No. 25-06. All yeas, motion carried.

Motion by Piper, second by Fowler to accept the first reading of proposed Resolution No. 25-06. All yeas, motion carried.

State Representative Rodney Creech, 5062 Bantas Creek Road, West Alexandria, Ohio stated he wants Brookville staff and residents to know he is available and happy to help with any issues that may come up or any events he should attend. Mr. Creech observed the City of Brookville is lucky to have Manager Kuntz representing them as he is a fighter and wants the best for the city and its residents.

Damian Kristof, 61 Oak Street, stated the library has started a new program called Our Memory Café, to help individuals with Alzheimer's and their caregivers.

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



Kimberly Duncan, Clerk

Charles Letner, Mayor