

Brookville City Council
Regular Meeting
November 4, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on November 4, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Piper, Schreier, Wilder; 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 Piper, second by Fowler to accept the Agenda as presented. All yeas, motion carried.

Motion by Schreier, second by Wilder to accept the October 21, 2025 Regular Meeting Minutes as presented. Crane abstained, Fowler yea, Piper yea, Schreier yea, Wilder yea, Letner abstained. Motion carried with four yeas and two abstentions.

Motion by Fowler, second by Schreier to go into Executive Session regarding O.R.C. 121.22(G)(1) to consider the appointment, employment or compensation of a public employee. All yeas, motion carried.

Motion by Fowler, second by Piper to resume Regular Session. All yeas, motion carried.

Manager Kuntz advised there will be a vacancy on Park Board when Jared Ledford is sworn in as a City Council member in January. Manager Kuntz requested that City Council authorize staff to advertise for letters of interest for the open Park Board seat.

Motion by Schreier, second by Fowler to authorize Clerk Duncan to advertise for the open Park Board seat. All yeas, motion carried.

Manager Kuntz reported in May of 2024, City Council approved an “18-month moratorium to cease annexations into the City of Brookville until the update of the Comprehensive Land Use Plan is complete.” The 18-month period expires at the end of this month. However, in reading the motion as it was passed, it also states the moratorium would continue “until the update of the Comprehensive Land Use Plan is complete.” From a practical standpoint, we are still a few months away from when the Comprehensive Land Use Plan would be fully approved and adopted. Manager Kuntz recommended City Council wait until the Plan is legally official before they consider the issue of the annexation moratorium.

City Council concurred with Manager Kuntz’s recommendation.

Manager Kuntz reported the Service Department continues to work on ongoing projects, including leaf pickup and winterization of parks.

Manager Kuntz reported Envision Group will be presenting a draft of the Comprehensive Land Use Plan to the Planning Commission on November 20, 2025. After incorporating Planning Commission’s feedback, Envision will schedule the final public hearing with the Planning Commission and City Council. The public will have the opportunity to attend a public hearing and provide final comments at that time.

Manager Kuntz reported staff plans to hold their annual Budget Workshop with City Council prior to the December 2 meeting. The public is welcome to attend.

Manager Kuntz reminded everyone of the Brookville Optimists annual Pumpkin Walk on November 8 from 6:00 p.m. until 8:30 p.m. The walk begins at Golden Gate Park, in the parking lot near the rail trail.

Manager Kuntz proposed several policies for employee retention, which include a retire-rehire policy and a compensatory pay policy for overtime. Manager Kuntz reported the retire-rehire policy aims to retain experienced employees at reduced salaries while allowing them to draw retirement benefits. The compensatory pay policy allows employees to bank comp time instead of receiving overtime pay.

Motion by Schreier, second by Piper to approve a retire-rehire policy as presented and authorize the city manager to adjust labor contract language with the police union regarding the same. All yeas, motion carried.

Motion by Fowler, second by Wilder to approve a compensatory pay policy for overtime as presented and to authorize the city manager to enter into an agreement with the police union for the new compensatory pay policy for non-exempt employees. All yeas, motion carried.

Finance Director Brandt had no report.

Fire Chief Fletcher reported a tremendous increase in calls for the month of October, surpassing their busiest month on record.

Police Chief Jerome reported the number of calls received by the Police Department are up less than 100 calls over the same time last year. Police Chief Jerome reported they were happy to participate in the Optimus Prime anti-bullying program at the Brookville Fire Department. Beggar's Night went well without issues. Police Chief Jerome reminded everyone of the Veteran's Day Lunch at Rob's Restaurant on November 11, 2025. Brookhaven will be hosting a Burgers with Cops event in November.

Law Director Stephan had no report.

Mayor Letner thanked Vice Mayor Piper for filling in during his absence. Mayor Letner congratulated the high school football team on their recent victory and thanked the citizens for participating in the Goodwill Drive to Victory at the school.

Motion by Fowler, second by Wilder to read proposed Ordinance No. 2025-15. All yeas, motion carried.

Motion by Schreier, second by Piper to accept the third reading and adopt Ordinance No. 2025-15 entitled "AN ORDINANCE AMENDING CHAPTER 741 SOLICITORS OF THE CODE OF ORDINANCES OF THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Motion by Piper, second by Fowler to approve an employment agreement with City Manager John. F. Kuntz. All yeas, motion carried.

Motion by Crane, second by Fowler to appoint Jared Ledford to the open Council seat created by the resignation of James Zimmerlin. This seat expires December 31, 2025. All yeas, motion carried.

Mike Hughes, 278 Johnsville Brookville Road, asked what business is going into the old Rite Aid building.

Manager Kuntz advised Goodwill plans to open a store in the old Rite Aid building after securing necessary permits.

Motion by Fowler, second by Wilder to go into Executive Session regarding O.R.C. 121.11(G)(1) to consider the appointment of a public official. All yeas, motion carried.

Motion by Fowler, second by Crane to resume Regular Session. All yeas, motion carried.

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



Kimberly Duncan, Clerk



Charles Letner, Mayor