

Brookville City Council
Regular Meeting
November 18, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on November 18, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Ledford, 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.

Mayor Letner administered the Oath of Office to newly appointed Council Member Jared Ledford.

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

Motion by Schreier, second by Wilder to accept the November 4, 2025 Special Meeting Minutes as presented. Crane yea, Ledford abstained, Fowler yea, Piper yea, Schreier yea, Wilder yea, Letner yea. Motion carried with six yeas and one abstention.

Motion by Fowler, second by Wilder to accept the November 4, 2025 Regular Meeting Minutes as presented. Crane yea, Ledford abstained, Fowler yea, Piper yea, Schreier yea, Wilder yea, Letner yea. Motion carried with six yeas and one abstention.

Rob Rutherford, Charter Review Committee Chairperson, updated Council on the work the committee has been doing. The goal is to complete the charter review by May of 2026, in order for Council review and send it to the Board of Elections in August. It will then be placed before the citizens on the November ballot.

Manager Kuntz welcomed and congratulated Mr. Jared Ledford as the City of Brookville's newest City Council member, stating he is looking forward to working with him as we continue to move Brookville forward. Manager Kuntz also thanked Mr. Rob Rutherford for updating City Council on the Charter Review Commission's progress. Manager Kuntz stated this is a very important and tedious responsibility, and the Charter Review Commission's hard work and dedication in this endeavor is greatly appreciated.

Manager Kuntz reported that Planning Commission and the Board of Zoning Appeals have terms expiring at the end of 2025. City Council's has expressed their desire to advertise both terms for any city residents who may be interested in serving their community in this capacity. Manager Kuntz requested City Council's authorization for staff to advertise for both positions. Letters of interest should be submitted to the Clerk of Council by December 5 for consideration by the City Council. This timeline will give City Council the opportunity to review submitted letters, interview selected candidates and appoint candidates prior to the first scheduled meetings in 2026.

Motion by Schreier, second by Fowler to authorize the Clerk of Council to advertise for the Planning Commission and Board of Zoning Appeals seats that expire on December 31, 2025. All yeas, motion carried.

Manager Kuntz presented a Special Event Application from the Brookville Area Chamber of Commerce for their annual Christmas Tree Lighting at Gruenig Park. Park Board has approved this event, which is scheduled for Wednesday, December 3, from 5:00 p.m. until 8:00 p.m. The event will include closing some of the streets in Historic Downtown Brookville. The Chamber is also requesting that City Council approve an extension to the DORA hours of operation to be permitted specifically for this event.

Motion by Schreier, second by Piper to approve the Special Event Application for the annual Christmas Tree Lighting at Gruenig Park on December 3 from 5:00 p.m. until 8:00 p.m. as presented, and to expand the DORA hours to include this event. All yeas, motion carried.

Manager Kuntz reminded everyone that Envision Group will be presenting a draft version of the Comprehensive Land Use Plan Update to Planning Commission for their feedback at the November 20 Planning Commission meeting. After incorporating the Planning Commission's feedback, Envision will schedule the final public hearing with the Planning Commission and City Council. The public is welcome to attend the public hearing and provide final comments at that time.

Manager Kuntz reported City Council will be holding the annual Budget Workshop with staff before their regularly scheduled December 2 meeting. The budget workshop will begin at 6:30 p.m. in the Council Chambers. The public is welcome to attend.

Manager Kuntz announced the Brookville Park Board is holding their annual Christmas in the Park kick-off event at Golden Gate Park on Friday, December 5, beginning at 6:00 p.m. Free goodie bags will be distributed to the first 250 children.

Manager Kuntz wished everyone a Happy Thanksgiving and reminded the public that the city offices are closed for the holiday on November 27 and 28.

Finance Director Brandt presented the October 31, 2025 Fund Balance for Council review and approval.

Motion by Fowler, second by Wilder to approve the October 31, 2025 Fund Balance as presented. All yeas, motion carried.

Fire Chief Fletcher had no report.

Police Chief Jerome reported the Veterans Day luncheon went well, with 170 veterans in attendance. The Cops and Burgers event was well received at Brookhaven. The Police Department will be handing out Mar-Chele pretzel candy canes purchased by Thrush and Sons at the Christmas Tree Lighting event. The Police Department will also be participating in the Christmas in the Park kick-off event. Police Chief Jerome reported three live Flock cameras have been installed in the city and the remainder will be installed this week for the 90-day trial. Police Chief Jerome advised the Officers are currently learning to use the software and have already received alerts from the cameras that are installed. Police Chief Jerome stated he is excited to announce our Police Chaplain, Laird Baldwin, has published a novel.

Law Director Stephan reported the Clerk of Brookville City Council has received a notice from the Ohio Department of Commerce, Division of Liquor Control, notifying City Council that What's the Scoop Brookville LLC has filed an application for a D-2 and D-3 liquor permit for their business at 230 Market Street. A copy of the notice from the Division of Liquor Control is attached. City Council has the option of requesting a hearing or waiving a hearing on this application. Law Director Stephan recommended that City Council waive the hearing for this application.

Motion by Fowler, second by Wilder to waive the hearing before the Ohio Department of Commerce, Division of Liquor Control for a D-2 and D-3 liquor permit application for What's the Scoop Brookville, LLC, located at 230 Market Street in Brookville. All yeas, motion carried.

Law Director Stephan reported staff is working on the Meadowlark Subdivision Lighting District and plan to bring legislation before Council at the next meeting.

Mayor Letner wished everyone a Happy Thanksgiving. Mayor Letner reported he was honored to assist with the Veterans Day luncheon again this year.

Motion by Piper, second by Fowler to appoint Jason Thomas to the open Planning Commission seat which expires on December 31, 2026. This term will begin on December 1, 2025. Crane yea, Ledford abstained, Fowler yea, Piper yea, Schreier yea, Wilder yea, Letner yea. Motion carried with six yeas and one abstention.

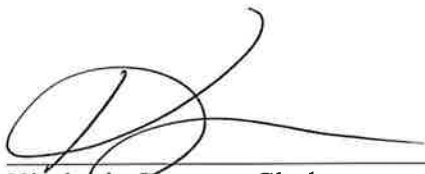
Motion by Wilder, second by Schreier to read proposed Resolution No. 25-15. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the first reading of proposed Resolution No. 25-15. All yeas, motion carried.

Adam Blevins, on behalf of the Park Board, encouraged everyone to attend the Christmas Tree Lighting on December 3, the Christmas in the Park kick-off event on December 5, 2025. The Boys Scouts will hold a ribbon cutting at 5:45 p.m. for the Eagle scout project that involved installing lighting at the gazebo in Golden Gate Park.

Member Ledford expressed his gratitude to Council, city staff and the community for the warm welcome to his new position on City Council.

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



Kimberly Duncan, Clerk

Charles Letner, Mayor