

Brookville City Council
Regular Meeting
August 5, 2025

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on August 5, 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, Police Chief Jerome and Clerk Duncan were present. Finance Director Brandt and Fire Chief Fletcher were absent.

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 July 15, 2025 Regular Meeting Minutes as presented. All yeas, motion carried.

Manager Kuntz presented a Special Event Application for the annual Brookville High School Homecoming Parade on September 24, 2025. There are no changes to the parade route from last year.

Motion by Schreier, second by Zimmerlin to approve the Special Event Application for the annual Brookville High School Homecoming Parade on September 24, 2025, beginning at 5:30 p.m. as presented. All yeas, motion carried.

Manager Kuntz reported the city's engineer held a bid opening for the Market Street Sanitation Extension project at the end of June. The city received 6 bids for the project, which are included in the Council packet. Manager Kuntz requested City Council accept all the submitted bids and award the project to VTF Excavation. Their submitted bid of \$1,299,999 came in under the city's estimate and was determined to be the lowest and best bid for the project. The project will be funded via the Ohio EPA's Water Pollution Control Loan Fund (WPCLF) program and is scheduled to start this fall and is slated to be finished by June 2026.

Motion by Zimmerlin, second by Schreier to accept the bid from VTF Excavation as the lowest and best bid on the Market Street Sanitation Extension Project and to award the project to VTF Excavation, not to exceed the bid amount of \$1,299,999. All yeas, motion carried.

Manager Kuntz updated Council on the electric and gas aggregation program, reporting that the Miami Valley Communications Council locked in a natural gas price of \$7.195 per MCF (thousand cubic feet) with Archer Energy on a 19-month contract beginning in November of 2025 through May of 2027. Program details will be going out to Brookville residents and small businesses in mid-September. Manager Kuntz advised the city should also be receiving an update on the status of electric aggregation rates soon.

Manager Kuntz reported the as the final part of the Wastewater Treatment Facility study project, camera and smoke tests will be conducted in targeted areas the week of August 11. The strategic locations for these tests have been selected due to suspected infiltration locations of stormwater in the wastewater system during heavy rain events. Staff anticipates receiving notification from Ohio EPA's Water Pollution Control Loan Fund regarding funding in August or September.

Manager Kuntz reported the newly approved Historic Downtown Brookville DORA opened for business on Thursday, July 31, 2025. The DORA district will be open on Thursdays from 4:00 p.m. to 10:00 p.m., Fridays from 4:00 p.m. to 10:00 p.m., and Saturdays from 11:00 a.m. to 10:00 p.m. Manager Kuntz thanked Law Director Rod Stephan for his work on getting DORA in place.

He also thanked the Service Department for preparing and installing the signage and Police Chief Jerome and Detective Beaver for meeting with all the businesses in the DORA district.

Manager Kuntz reported the August monthly testing of our warning sirens included activating a new console at our dispatch center, which is under renovation. All equipment operated as it should.

Manager Kuntz reported the last public meeting for the Comprehensive Land Use Plan update will be scheduled in September and encouraged the public to attend.

Manager Kuntz advised the Charter Review Commission met for the first time this week. The meetings are public and will be held on the first Monday of each month in the Council Chambers, with the exception of Labor Day. The September meeting will be held on September 15, 2025.

Manager Kuntz thanked city staff for their assistance with the Brookville Community Picnic; the bulk of which came from the Service Department, the Police and Fire Departments. Manager Kuntz also thanked all the volunteers and the Brookville Chamber of Commerce for putting on this great event every year.

Police Chief Jerome announced the First Responder Friday program at Brookville Elementary will resume on August 22. The female self-defense was held at the library last week and was well attended. Police Chief Jerome reported the first DORA weekend went well with no issues. Police Chief Jerome thanked residents Bob & Kim Croft for helping at the police booth at the Brookville Community picnic. The Crofts were also instrumental in the design and implementation of the wrapping of the SRO vehicle, which was funded by AmVets Post 1789. Chief Jerome announced other upcoming events are Ghostly Night Out on October 18 and the Veterans Day Lunch on November 11.

Law Director Stephan presented some information regarding solicitation regulations in other communities for Council to review. Law Director Stephan stated Council could consider a do not solicit list.

Mayor Letner reported he was honored to present a proclamation at the Community Picnic to recognize the Brookville High School Division II for winning the state championship. Mayor Letner thanked everyone who helped make the Brookville Community Picnic a success.

Member Piper encouraged the public to continue to support and attend the Third Thursday events put on by the Market Street Connection.

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


Kimberly Duncan, Clerk
Charles Letner, Mayor