

Brookville Charter Review Commission
Regular Meeting
August 4, 2025

Minutes (Approved, 09/15/25)

City Manager Jack Kuntz welcomed everyone to the introductory Brookville Charter Review Commission meeting at 6:59. Members present were Rob Rutherford, Tim Colston, John Wright, Joe Wilder, Ann Vandercook, Ralph Mohr and Sonja Keaton. Staff members present were City Manager Jack Kuntz and Law Director Rod Stephan. After brief introductions, starting at 7:00, Law Director Stephan provided a short summary on the history of the City Charter and the Charter Review Commission's task ahead. He also outlined the timeframe needed to have the City Charter reviewed and recommendations for changes/edits to the City Council. He also explained that to have a ballot initiative before the city's electors to consider the proposed changes by the November 2026 election, the Charter Review Commission will need to have recommendations to the City Council by the first meeting in June 2026. Finally, Law Director Stephan explained the Commission must follow the Ohio Sunshine statues and consider themselves a public body. Meetings would be open to the public to attend, and staff would provide minutes of the meeting for the Commission to review and approve.

City Manager Kuntz explained the need for a Chairperson and Vice Chairperson for the Charter Review Commission. Member Wright made a motion to nominate Member Rutherford to be Chairperson. Member Colston seconded the motion. The Board voted 7-0 to approve the motion. Member Wilder made the motion to nominate Member Keaton to be Vice Chairperson. Member Wright seconded the motion. The Board voted 7-0 to approve the motion.

Chairperson Rutherford led a discussion about future meetings and schedules. It was decided the group would meet on the first Monday of the month at 6 pm. The group would try to keep the meetings to a two-hour time limit. Due to the Labor Day holiday, the September meeting will be on September 15 at 6 p m.

Member Wright requested staff to provide a list of items they believe need to be looked at within the Charter for possible recommendations of changes.

Member Vandercook asked about staff providing a working draft with proposed edits as the group works through this process. Manager Kuntz said staff would provide this every month and it would be sent out via email a couple of weeks prior to the next meeting.

Member Colston asked if City Council would like to have updates throughout the process. Manager Kuntz told the group he would ask City Council what their preference would be and report back.

The group had general discussion regarding the best steps forward to accomplish time frame.

There was general discussion regarding the word “City” replacing the word “Municipality” within the Charter. Law Director Stephan told the group he would research the best way to present this proposed change on the ballot so to as not to overwhelm the public because this proposed change will be consistent throughout the entire Charter document.

The Commission members began to go through the document section by section, starting at the Preamble and had general discussion on possible proposed changes in Article 1 - Article 4.10. It was decided Article 4.10 because was a good stopping point for the evening.

Law Director Stephan told the group he would get answers to the items identified for him to research further. Those items include:

- Framework of ballot language for things such as switching out “City” for “Municipality;”
- Looking at crafting better language for 3.04 (B) specifically regarding the recall language and subsequent hearing of recall appeals;
- Looking at 3.08 (D) and possible conflicts with 3.04 (B) – possible need to clean up language to clarify what happens if the mayor’s seat is vacant and what the next election steps are and where the Vice Mayor fits in during this process;
- Looking at the Ohio Revised Code regarding two or three reading requirements for legislation;
- The Commission also requested a list of recommended substantive changes/edits from a staff level.

Manager Kuntz told the Commission members staff would provide a list of substantive recommendations two weeks prior to the next meeting, along with a draft of the minutes and a working draft of proposed edits.

Member Keaton motioned to adjourn.

Member Colston seconded the motion to adjourn.

Vote 7-0 to adjourn, 8:59.