

Brookville Charter Review Commission  
Regular Meeting  
October 6, 2025 (DRAFT)  
**Minutes**

Members present were Chairperson Rob Rutherford, Vice Chairperson Sonja Keaton, Tim Colston, Anne Vandercook, Jo Wilder and John Wright. City Manager Jack Kuntz was present for staff. Chairperson Rutherford called the meeting to order at 6:02 pm. Asked if there were any questions or comments with the proposed minutes from the September 15, 2025, meeting. Hearing none, he requested a motion. Member Colston made a motion to approve. Vice Chairperson Keaton seconded. Vote 6-0 to approve.

Vice Chairperson Keaton asked if she could make a few comments regarding the working draft of the recommended changes to the City Charter. She stated she believed at the previous meeting it was decided to remove the second to last line of Section 1.01. City Manager Kuntz stated he would edit the draft to reflect this. Vice Chairperson Keaton asked what the decision was regarding the requirement for a resident to sit out after reaching a term limit. The group stated they were going to discuss this with City Council. Vice Chairperson Keaton brought up the word “Administrative” before the word “Employee” in Section 5.02 and if that word should be removed because it causes potential conflict with future sections in the code. The group decided to remove the word from both instances in Section 5.02. Vice Chairperson Keaton asked staff to capitalize the word “Secretary” in Section 7.07.A.1.

Member Vandercook asked about separating some of the parts in Section 9.01 because it seemed wordy. She suggested breaking it out into subsections like other Sections in the Charter. The group agreed on the recommendation of Member Vandercook and staff will make those suggested edits in the working draft. Member Vandercook also requested clarification between potential conflict between Section 9.02.B and 9.02.C. Staff provided an explanation which the other Commission members agreed upon.

Member Colston asked about legal opinions on Article 10. City Manager Kuntz stated Law Director Stephan was not at the meeting and he would recommend waiting until the next meeting to discuss this Article with Law Director Stephan. The Commission agreed to this.

Vice Chairperson Keaton recommended the group remove the second sentence from Section 10.01.B due to it being outdated. The rest of the Commission agreed to this recommendation.

Member Wright asked City Manager Kuntz about the recall language in the current City Charter. City Manager Kuntz provided a summary of some of the possible points of conflict between the City’s Charter, the Board of Election’s legal opinions and the Ohio Revised Code and recommended the Commission include this point with the Commission’s legal discussion with Law Director Stephan at the November 3 meeting.

Chairperson Rutherford asked if there was a need for confidentiality agreements as it related to oaths of office as laid out in the Charter. There was general discussion about the difference between private sector and public section as well as public record requests. There was also general discussion regarding oaths of office and what employees should be required to take an oath.

Vice Chairperson Keaton recommended removing Sections 11.03 and 11.04 because these sections were no longer relevant and outdated. The Commission agreed with this recommendation.

Vice Chairperson Keaton recommended editing the first line of Section 12.01 to remove outdated references to when the city was a Municipality.

The group discussed removing the entire Section 12.02 and 12.03 because the language was outdated and no longer relevant.

There was general discussion between Chairperson Rutherford and City Manager Kuntz about when Chairperson Rutherford would come to a City Council meeting to provide an update to the City Council. It has been decided Chairperson Rutherford will attend the November 18 City Council meeting.

Member Colston motioned to adjourn.

Vice Chairperson Keaton seconded the motion to adjourn.

Vote 6-0 to adjourn, 6:54