

Brookville Charter Review Commission
Regular Meeting
December 1, 2025 APPROVED

Minutes

Members present were Chairperson Rob Rutherford, Vice Chairperson Sonja Keaton, Tim Colston, Anne Vandercook, and John Wright. City Manager Jack Kuntz and City Law Director Rod Stephan were present for staff. Chairperson Rutherford called the meeting to order at 6:00 pm. Asked if there were any questions or comments with the proposed minutes from the November 3, 2025, meeting. Hearing none, he requested a motion. Vice Chairperson Keaton made a motion to approve the proposed minutes. Member Colston seconded. Vote 6-0 to approve.

Chairperson Rutherford updated the Commission members on his presentation to City Council. There was general discussion about the group's next steps.

City Manager Kuntz summarized Vice Chairperson Keaton's recommended edits to the working draft, which she provided to Mr. Kuntz earlier in the day via email. There was general discussion regarding Section 7.01.A. Law Director Stephan provided legal opinion on the rationale specific to the makeup of the Planning Commission. Law Director Stephan also provided legal opinion on Sections 10.1, 10.2 and 10.3.

Law Director Stephan provided all the members with proposed language draft for Article 10. There was general discussion regarding the 10-day extension provided in Section 10.01.E, in the event the Clerk of Council certifies the petition as insufficient. The group agreed to keep the 10-day extension language in the proposed draft provided by Stephan. There was also general discussion regarding the 45-day window for the City Council to schedule a Special Election or ballot initiative with the Board of Elections. The Commission requested Law Director Stephan to check with the Ohio Revised Code to ensure no conflict in language regarding this part of the Charter.

The Commission decided to change the language in Section 10.02.B from 45 days to 90 days to make it more likely to coordinate ballot initiatives with the primary and general election schedules. The group stated the reasoning was to bring this section closer to what the Board of Election's desired practices currently are and to save city taxpayers from the cost of a special election. They also asked Law Director Stephan to check this timeframe with the Ohio Revised Code to ensure there are no conflicts.

Law Director Stephan explained proposed Section 10.03.B was needed for clarification within the Charter.

There was general discussion related to the Charter Review's next steps. Stephan suggested that staff put together a Final Draft, based on the working edits, and then circulate this draft to

the Charter Review Commission members prior to the next meeting. The members will then discuss the Final Draft at the January meeting to see if there are additional changes/edits needed.

Member Colston asked Stephan if the proposed changes in Article 10 make Stephan more comfortable from a legal perspective and Stephan answered in the affirmative. Stephan believes the recommended changes also clarify the process for ballot initiatives and Special Elections. Stephan also believes leaving the current percentage thresholds for ballot initiatives is important for the community to support.

Chairperson Rutherford asked to move the January meeting from January 5 to January 12. All the members agreed to this change.

Chairperson Rutherford stated if everyone was satisfied with the proposed Final Draft at the January meeting, that meeting could be the group's last meeting.

Law Director Stephan agreed and explained there would need to be final vote taken recommending the Final Draft of changes to the City Council.

City Manager Kuntz told the group he'd try to get a final red line draft to the members prior to Christmas.

Member Colston motioned to adjourn.
Member Wright seconded the motion.

Vote 6-0 to adjourn at 7:30