

Brookville City Council
Regular Meeting
January 20, 2026

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on January 20, 2026. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Fowler, Hughes, Ledford, McNew, Piper; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Chief Fletcher, Police Chief Jerome and Clerk Duncan were present.

Roll Call by Clerk Duncan.

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

Motion by Hughes, second by Piper to accept the Special Meeting Minutes for January 6, 2025 as presented. All yeas, motion carried.

Motion by Fowler, second by Ledford to accept the Regular Meeting Minutes for January 6, 2025 as presented. All yeas, motion carried.

Mayor Letner called for a moment of silence for former Mayor/Council Member Bob Agpar and former Council Member Bruce Garber, who both recently passed away.

City Manager Kuntz requested City Council assign membership designees to Miami Valley Regional Planning Commission's (MVRPC) boards. Last year Mayor Letner served as MVRPC Board member and the City Manager as the alternate. Manager Kuntz served as member and the Law Director as the alternate to the MVRPC Technical Advisory Committee.

Motion by Piper, second by Ledford to appoint Mayor Letner as a MVRPC Board member and Manager Kuntz as the alternate and to appoint Manager Kuntz to the MVRPC Technical Advisory Committee as a member and Law Director Stephan as the alternate. All yeas, motion carried.

Manager Kuntz reported proposed Resolution No. 26-01 is the final legislation, as required per Ohio Revised Code Section 5705.41 and Chapter 5521, for the Westbrook Resurfacing Project. Manager Kuntz advised the legislation is required because the project is primarily funded via a state grant from MVRPC. Manager Kuntz requested that City Council pass this legislation as an emergency since the state requires it to be submitted no later than February 6 for the bid date of February 19, 2025.

Manager Kuntz reported the city received three bids on the McKinley Street Bridge Reconstruction Project at the bid opening on January 14. Brumbaugh Construction had the lowest and most responsive bid, in the amount of \$365,787. Choice One provided an original engineer's estimate for the project of \$392,473. The majority of the city's local match will come from the city's remaining ARPA funds.

Manager Kuntz reported the Brookville Charter Review Commission recently met for their last time and finalized their list of recommendations for City Council. The final draft of suggested edits will be provided to City Council in strikethrough form. Chairperson Rob Rutherford will make a presentation with an overview of the suggestions to City Council.

The consensus is to hear the Charter Review Commission's recommendations at the February 17, 2025 Council Meeting.

Manager Kuntz reported one year ago we announced the first public meeting for the Comprehensive Land Use Plan. Tonight, we are holding the final public hearing. Manager Kuntz thanked Envision Group, the Steering Committee, Law Director Stephan and the citizens who came out to public hearings and/or participated in the community surveys. Manager Kuntz stated everyone's participation directly impacted this plan and we are excited to use it as one of the city's tools in determining land use and strategic growth potential over the next ten to twenty years.

Manager Kuntz reported the Brookville Baseball Club has submitted a Special Event Permit application for their annual opening day parade on April 25, 2025. BBC expects to have approximately 40 vehicles included with the parade. The fire, police and service departments have reviewed the application and have no concerns or comments.

Motion by Fowler, second by Hughes to approve the Special Event Permit application submitted by Brookville Baseball Club for their annual opening day parade on April 25, 2025, beginning at 10:00 a.m. as presented. All yeas, motion carried.

Manager Kuntz reported that Park Board has scheduled the annual park cleanup event for April 11, from 10:00 a.m. until noon. Additional details will be released as we get closer to the event.

Manager Kuntz commented that utility bills recently went out with the Winter newsletter insert included in the mailing. Newsletter copies are also available in the city's lobby as well as at the Brookville Buildings & Savings, the Brookville Library and Brookhaven Retirement Community. Residents who have not yet received a utility bill should contact our office.

Manager Kuntz remembered former Council Members Bruce Garber and Bob Apgar for the countless lives they touched, stating their dedication to the city will never be forgotten.

Finance Director Brandt presented the December 31, 2025 Fund Balance Report.

Motion by Piper, second by McNew accept the December 31, 2025 Fund Balance Report as presented. All yeas, motion carried.

Finance Director Brandt requested Council authorization to transfer funds from the General Fund to the following funds as appropriated: \$200,000 to the Capital Improvement Fund, \$377,800 to the Bond Retirement Fund, \$200,000 to the Street Fund, \$200,000 to the Park Fund as appropriated.

Motion by Ledford, second by Fowler to authorize the transfer of \$200,000 to the Capital Improvement Fund, \$377,800 to the Bond Retirement Fund, \$200,000 to the Street Fund, \$200,000 to the Park Fund from the General Fund as appropriated. All yeas, motion carried.

Finance Director Brandt reported the City of Vandalia will be at the City Building on Friday, March 27th from 8:00 a.m. to 4:30 p.m. and again on Saturday, March 28th from 8:00 a.m. until 12:00 p.m. to help residents with their local income tax filing.

Fire Chief Fletcher reported he is working with Finance Director Brandt and support staff to change over from the Hyper Reach mass notification program to the mass notification program through Civic Plus, the company that maintains the city's website. The new enhanced program will have more features and will allow users to select what type of notifications they want to receive.

Police Chief Jerome stated he is proud to announce he has received notification from the School Resource Officer (SRO) Association that SRO Officer Snell will receive his Master SRO certification in July.

Police Chief Jerome announced upcoming community policing events include Coffee with the Cop at McDonalds, a free catalytic converter engraving event in May, and the library will hold another Pizza with the Police event in July. The National Veterans Awareness Ride will come through town on May 20. Flock camera will have a representative present at the next Council meeting to answer questions from Council and the public. The City has opted into a transparency portal for public access to data from Flock's system.

Law Director Stephan reported proposed Ordinance No. 2026-03 is to approve the construction of street lighting improvements and adopt assessments in the Meadowlark Subdivision Phase One.

Motion by Ledford, second by Piper to read proposed Ordinance No. 2026-03. All yeas, motion carried.

Motion by Fowler, second by Piper to accept the first reading of proposed Ordinance No. 2026-03. All yeas, motion carried.

Motion by Fowler, second by Hughes to go out of Regular Session and start the Public Hearing. All yeas, motion carried.

Clerk Duncan announced the Public Hearing is to consider proposed Ordinance No. 2025-16, AN ORDINANCE ADOPTING A NEW COMPREHENSIVE LAND USE PLAN FOR THE CITY OF BROOKVILLE, A Legal Notice was published on the City of Brookville website and in the December 24, 2025 edition of the Register Herald advising of the Public Hearing. The City Office did not receive any inquiries regarding the Public Hearing.

Clerk Duncan inquired whether any Council Member or Planning Commission Member needed to abstain from participating in this Public Hearing. No one indicated the need to abstain.

Law Director Stephan advised public questions and comments would be taken after the presentation. Anyone wishing to speak would need to be sworn in. After the Public Hearing, the plan will go back before Planning Commission for any final recommendations, then on to City Council for two final readings before the plan is adopted.

Emil N. Liszniansky of Envision Group gave a presentation on the updated Comprehensive Land Use Plan. The public hearing was recorded and is available for viewing on the city's website.

There were no public comments.

Motion by Ledford, second by Piper to go back into Regular Session. All yeas, motion carried.

Law Director Stephan reported in 2024, City Council passed Ordinance No. 2024-09 to establish the cultivation, processing and laboratory testing of medical marijuana and adult use cannabis as permitted use in the 1-2 General Industrial District, subject to the limitation of that only one (1) zoning permit would be issued for this use. Ordinance No. 2024-09 prohibited the issuance of any permits for retail dispensaries for medical marijuana and adult use cannabis. At the request of Council Member Michael Hughes, proposed Ordinance No. 2026-02 has been prepared and submitted to City Council to amend the zoning code and establish a total ban on any permits for cultivation, processing and laboratory testing of medical marijuana and adult use cannabis and maintaining the ban on retail dispensaries for medical marijuana and adult use cannabis.

Discussion followed. Several members commented this issue should be addressed when Council looks at reforming our zoning code, using the updated Comprehensive Land Use Plan. Council expressed a willingness to hear community feedback on marijuana cultivation and its potential impact on the community.

Motion by Piper, second by Ledford to table proposed Ordinance No. 2026-02. Hughes nay, McNew nay, Ledford yea, Crane nay, Piper yea, Fowler yea, Letner nay. Motion failed with four nays and three yeas.

Motion by Ledford, second by McNew to read proposed Ordinance No. 2026-02. All yeas, motion carried.

Motion by Hughes, second by McNew to accept the first reading of proposed Ordinance No. 2026-02. Ledford nay, Crane yea, Piper nay, Fowler nay, Hughes yea, McNew yea, Letner nay. Motion failed with four nays and three yeas.

Mayor Letner thanked the Brookville Area Chamber of Commerce for holding another successful Prayer Breakfast.

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

Motion by Ledford, second by Fowler to accept the third reading and adopt Resolution No. 25-15 entitled "A RESOLUTION AUTHORIZING THE REQUEST FOR AN ADVANCE OF TAXES COLLECTED IN 2026 FOR TAX YEAR 2025." All yeas, motion carried.

Motion by Fowler, second by Ledford to appoint citizen Christine Thomas to the open five-year term on the Board of Zoning Appeals, ending December 31, 2030. All yeas, motion carried.

Motion by McNew, second by Ledford to read proposed Resolution No. 26-01. All yeas, motion carried.

Motion by Piper, second by Fowler to accept the first reading, dispense with the second and third reading and declare an emergency to adopt Resolution No. 26-01 "FOR THE FINANCING OF THE WESTBROOK ROAD RESURFACING PROJECT." All yeas, motion carried.

Dylan Newsome, 509 Salem Street expressed concerns about local pharmacies' availability amidst population growth and encouraged staff to recruit larger pharmacies. Mr. Newsome stated he used to live in Yellow Springs, where there is a marijuana cultivation facility. Mr. Newsome stated Yellow Springs has not had any issues with the facility, and he feels a cultivation facility in Brookville would bring high-tech jobs and needed revenue into the city.

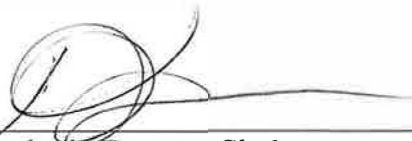
Amy Fidler, 9742 Brookville Phillipsburg Road, announced there are some citizens in the northern part of Clay Township who are circulating petitions to break off into a new township and move to a different school district. There is a meeting this Thursday, January 22, at the Clay Township Offices if anyone wants to attend.

Adrian Angel, 8 Larry Court, expressed concerns about the Flock safety cameras invading the freedom and privacy of our citizens. He also related details of a civil case where an officer abused the Flock system to track a former girlfriend. Mr. Angel suggested regular town hall meetings for direct citizen engagement with council members.

Adam Blevins, 260 Doyle Avenue, advised this is the 75th year for the Brookville Community Picnic and encouraged community and staff involvement to make this year a special event for the entire community.

Member Ledford thanked Fire Chief Fletcher and Finance Director Brandt for working to bring the new notification system to our citizens.

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



Kimberly Duncan, Clerk



Charles Letner, Mayor

