



CITY COUNCIL  
Tuesday, March 3, 2026, 7:30 PM  
301 SYCAMORE STREET, BROOKVILLE, OHIO 45309  
937-833-2135  
[www.brookvilleohio.com](http://www.brookvilleohio.com)

## Agenda

### **I. Opening of Regular Council Meeting**

- a. Call to Order
- b. Pledge of Allegiance
- c. Roll Call

### **II. Adoption of Agenda**

### **III. Approval of Minutes**

- a. Approval of February 17, 2026 Regular Meeting Minutes

### **IV. Brookville Fire Department - 2025 Employee Recognition Awards**

### **V. Reports of Municipal Officers**

- a. City Manager
- b. Finance Director
- c. Fire Chief
- d. Police Chief
- e. Law Director
- f. Mayor Chuck Letner

### **VI. Old Business**

- a. Third reading of proposed Ordinance No. 2026-04 entitled "AN ORDINANCE LEVYING ASSESSMENTS FOR DELINQUENT UTILITY BILLS FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO."
- b. Third reading of proposed Ordinance No. 2026-05 entitled "AN ORDINANCE LEVYING ASSESSMENTS FOR THE CUTTING AND REMOVAL OF WEEDS, VINES, GRASS AND/OR OTHER VEGETATION DURING THE YEAR 2025 FOR CERTAIN PROPERTIES IN THE CITY OF BROOKVILLE, OHIO."



- c. Second reading of proposed Ordinance No. 2025-16 entitled "AN ORDINANCE ADOPTING A NEW COMPREHENSIVE LAND USE PLAN FOR THE CITY OF BROOKVILLE, OHIO."

**VII. New Business**

**VIII. Public Comments (5 minutes per speaker)**

**IX. Council Comments**

**X. Motion for Adjournment**

Please note: Now is time to hear from our community. We welcome comments which are important to us. Anyone who is interested in speaking, please stand, if you are able, and give your name and address for the public record. Each speaker will be given 5 minutes to provide your comments. Comments are welcome on general board business or specific agenda items. You may not donate your time to another speaker. Note, this time is for public comment, and we will not be entering into dialogue at this time. The purpose of this agenda item is for you, the public, to inform us the board about your views. If you have specific factual questions or complaints, please check in with our staff after the meeting. They are seated on the side and will be happy to assist you. We also welcome written questions and comments. We appreciate you attending the meeting and sharing your thoughts with us.

Brookville City Council  
Regular Meeting  
February 17, 2026

The Regular Meeting of the Brookville City Council was called to order by Mayor Letner at 7:30 p.m. on February 17, 2026. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Members Crane, Hughes, Ledford, McNew, Piper; Manager Kuntz, Finance Director Brandt, Law Director Stephan, Fire Captain Ferguson, Police Chief Jerome and Clerk Duncan were present. Member Fowler and Fire Chief Fletcher were absent.

Roll Call by Clerk Duncan.

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

Motion by Hughes, second by Ledford to accept the Regular Meeting Minutes for February 3, 2026 as presented. All yeas, motion carried.

Rob Rutherford, Charter Review Chairperson, presented the Charter Review Commission's Executive Summary, which includes their recommended revisions to the current charter.

Manager Kuntz thanked Chairperson Rutherford and the entire commission for their work on the charter revisions. Manager Kuntz also thanked Law Director Stephan for his research and legal guidance throughout the process.

Manager Kuntz reported Park Board recently approved the Optimist Adult Egg Hunt on March 7, beginning at 8:00 p.m.; the annual Children's Egg Hunt on April 4 at 9:00 a.m. and the Pumpkin Walk on November 7, from 6:00 p.m. until 8:30 p.m. Park Board also approved the OATH Project's 2<sup>nd</sup> annual human trafficking awareness event at Golden Gate Park. OATH stands for "Ohioans Against Trafficking Humans." This event was approved for October 3, from 4:00 p.m. until 7:00 p.m.

Manager Kuntz requested City Council approval of a Special Event request from the Brookville Chamber of Commerce to hold the annual Brookville Community Picnic on July 23, 24 and 25 in Golden Gate Park. City staff will work with the Chamber as always to ensure the logistics of this event are successfully carried out.

Motion by Ledford, second by Hughes to approve the Special Event request to hold the annual Brookville Community Picnic on July 23, 24 and 25 in Golden Gate Park as presented. All yeas, motion carried.

Manager Kuntz reported department heads are currently working on the 2025 annual report, which will be available in March, with several presentations by department heads to Council in subsequent meetings.

Manager Kuntz gave a brief summary of the Service Department's activity over the past couple of weeks, which was mainly managing winter weather challenges, maintaining infrastructure and clearing snow efficiently.

Finance Director Brandt presented the January 31, 2026 Fund Balance.

Motion by Piper, second by McNew to accept the January 31, 2026 Fund Balance as presented. All yeas, motion carried.

Finance Director Brandt reminded everyone the City of Vandalia will be at the Brookville City Building to help residents with their income tax filings on Friday, March 27, 2026 from 8:00 a.m. until 4:30 p.m. and again on Saturday, March 28, 2026 from 8:00 a.m. until noon.

Fire Captain Ferguson had no report.

Police Chief Jerome had no report.

Law Director Stephan had no report.

Mayor Letner thanked Chairperson Rutherford and the entire commission for their diligence on the charter review. Mayor Letner stated Council hopes to get the charter on the November ballot.

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

Motion by Ledford, second by Crane to accept the third reading and adopt Ordinance No. 2026-03 entitled "AN ORDINANCE APPROVING CONSTRUCTION OF STREET LIGHTING IMPROVEMENTS IN AND TO ADOPT ASSESSMENTS FOR ANNUAL LIGHTING CHARGES UPON LOTS LOCATED WITHIN MEADOWLARK SUBDIVISION PHASE ONE IN THE CITY OF BROOKVILLE, OHIO." All yeas, motion carried.

Motion by Hughes, second by McNew to read proposed Ordinance No. 2026-04. All yeas, motion carried.

Motion by Piper, second by Ledford to accept the second reading of proposed Ordinance No. 2026-04. All yeas, motion carried.

Motion by McNew, second by Hughes to read proposed Ordinance No. 2026-05. All yeas, motion carried.

Motion by Ledford, second by Piper to accept the second reading of proposed Ordinance No. 2026-05. All yeas, motion carried.

Lucas Corder, 8923 National Road, expressed concerns about the lack of public notification of the Flock Safety presentation at the last Council meeting, and about the many entities opting out of the Flock Safety cameras in their communities. Mr. Corder once again encouraged Council to opt out of the Flock camera system after the trial period expires.

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

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Kimberly Duncan, Clerk

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Charles Letner, Mayor

**To:** Mayor & Council  
**From:** Jack Kuntz, City Manager  
**RE:** Manager's Report  
**Date:** 02/24/2026

The McKinley Street Bridge Reconstruction project is scheduled to begin on March 16. The bridge will be closed from S. Hill to S. Wolf Creek during the length of this project. Traffic will detour to Western and Westbrook. Residential driveways in this area, and the apartments on McKinley Street will remain open to residents. The bridge is scheduled to be closed from March 16 - April 24.

The 2026 Brookville Resurfacing Program is scheduled to go out to bid later this month. The goal is to have the bid opening for this project in early April. The tentative streets slated to be resurfaced as part of this project is Flanders from Arlington to Studebaker, Market St. from Jefferson to Salem, Albert Rd. from Salem to Hay and Church St. from Brookside to 52 Church St. These streets were selected after a comprehensive review of all the city streets by the Service Department.

The Brookville Area Chamber of Commerce has scheduled their 2<sup>nd</sup> annual State of the City for the public on Thursday, March 12, 7-8 pm at the Brookville High School Auditorium. I'll provide an update on various city projects and accomplishments over the past 12 months during this event and will participate in a question-and-answer session with the public.

Staff have been working with the Market Street Connection, and their first Third Thursday event of the year will kick off this year on April 16 at Gruenig Park. Brave Church is participating this year and will be hosting a free kid's zone with plenty of fun activities for children to participate in and there will be live entertainment. The Historic Downtown Brookville DORA will also be opened during this event.

The March Age Friendly Lunch and Learn, hosted by BrookHaven Retirement Community is scheduled for March 18. I'll be the guest speaker. Anyone interested in attending is asked to RSVP to Ronda no later than March 16.

Reminder the annual Park Clean Up hosted by the Brookville Park Board is scheduled for April 11, 10 am – noon. Volunteers are asked to be at Golden Gate Park no later than 9:50 am.

Reminder that Vandalia will be here in the City Council Chambers, 301 Sycamore Street, to help Brookville residents with their income tax filings on Friday, 3/27/26 from 8 am -4:30pm and Saturday, 3/28/26 from 8am-Noon.

Chief Jerome is tentatively scheduled to provide the police department's 2025 review presentation at the March 17 City Council meeting.



*City of*  
**BROOKVILLE**  
***POLICE***

*Chief Douglas Jerome*

[djerome@brookvilleohio.com](mailto:djerome@brookvilleohio.com)



**Council Meeting Agenda**  
**March 3, 2026**

**Reportable Incidents**

01/01/2025 – 02/25/2025 = 96

01/01/2026 – 02/25/2026 = 91

**Citations**

01/01/2025 – 02/25/2025 = 112

01/01/2026 – 02/25/2026 = 151

**Traffic Stops**

February 2025 - 131

February 1, 2026 to date - 127

Brookville Police Department

## Incident Arrest Blotter

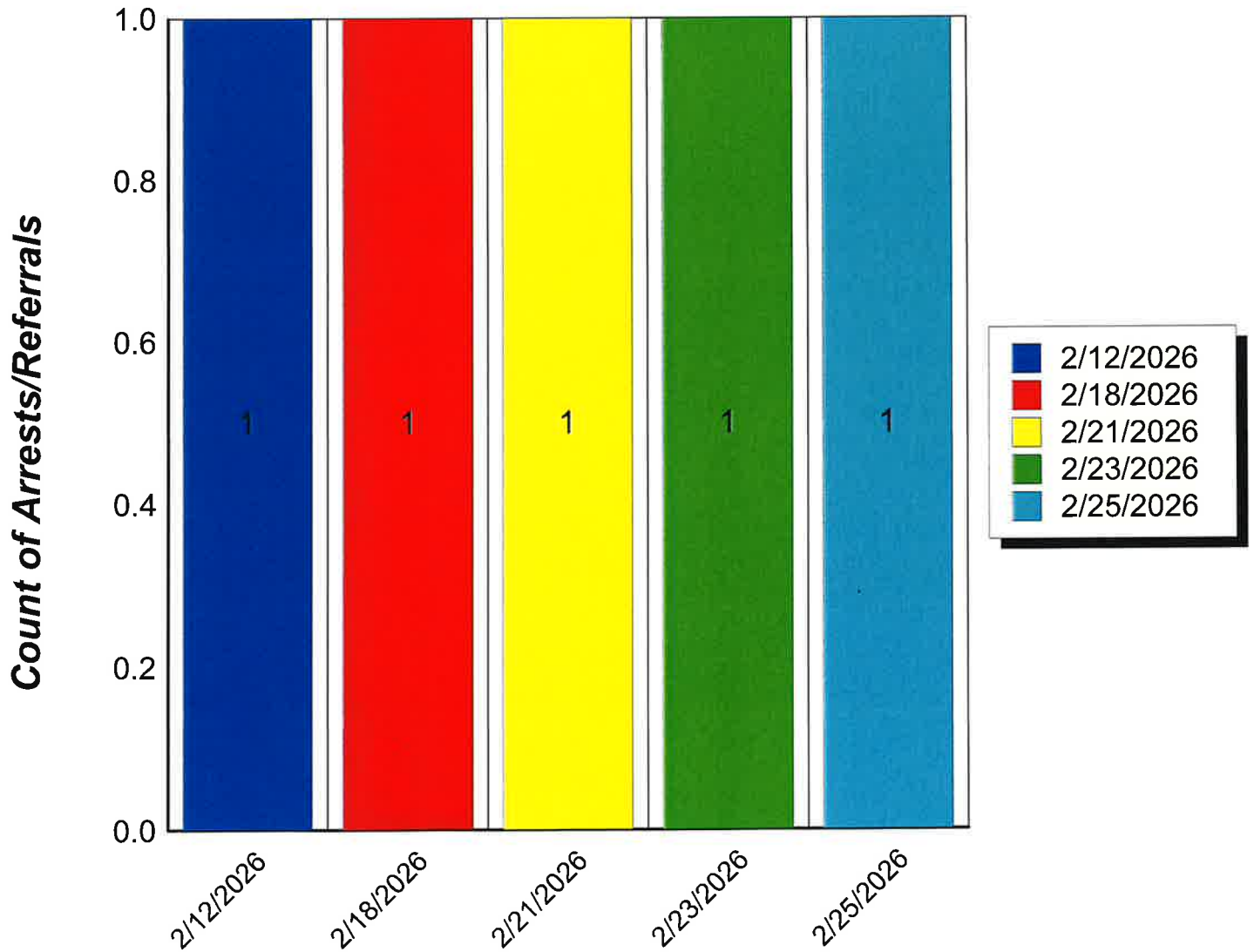
Arrest Date	Time	Suspect's Name	Address, Charges(s)	Incident ID
02/12/2026	07:30 PM	JACOB A. KINDER	101 SHORELINE DR, BROOKVILLE, OH 45309 290313: Assault	2026-00075
02/18/2026	10:00 AM	** JUVENILE **	4565 CRAWFORD TOMS RUN RD, BROOKVILLE, OH 4531 215187: Juv. tobacco prohibition:	2026-00082
02/21/2026	06:54 PM	APRIL D. SMITH	911 MOUNT JOY ST, SPRINGFIELD, OH 45505 35: WARRANT ARREST	2026-00086
02/23/2026	07:30 PM	DAKOTA A. HARTWICK	146 N MAIN ST, HOLLANSBURG, OH 45332 4510037: POINTS SUSPENSION 450730A: FICTICIOUS AND ALTERED O.L.	2026-00089
02/25/2026	12:03 AM	MICHELLE A. DORROU	403 MARKET ST APT 4, BROOKVILLE, OH 45309 35: WARRANT ARREST	2026-00091
<b>Total Selected = 5</b>				

Brookville Police Department

## Arrest Log by Date

Arrest Date	Total Arrests
February 12, 2026	1
February 18, 2026	1
February 21, 2026	1
February 23, 2026	1
February 25, 2026	1
<b>Total Selected = 5</b>	

## Arrest Log by Date

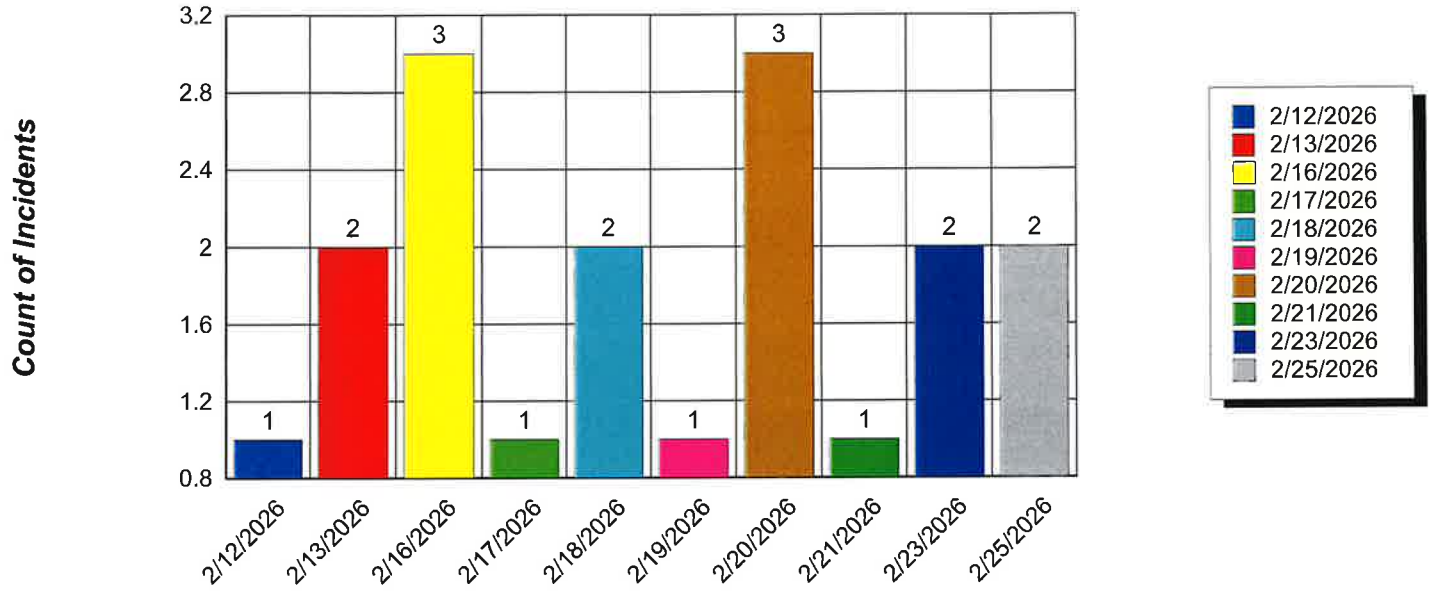


Brookville Police Department

## Incident Log by Date Reported

Date Reported	Day of Week	Total Reported
02/12/2026	Thursday	1
02/13/2026	Friday	2
02/16/2026	Monday	3
02/17/2026	Tuesday	1
02/18/2026	Wednesday	2
02/19/2026	Thursday	1
02/20/2026	Friday	3
02/21/2026	Saturday	1
02/23/2026	Monday	2
02/25/2026	Wednesday	2
<b>Total Selected = 18</b>		

## Incident Log by Date Reported



Brookville Police Department

## Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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**February 12, 2026**

2026-00075	438 SALEM BROOKVILLE PD	SIGNAL 09 - ASSAULT	02/12/2026	02/19/2026	ARREST
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Offenses	UCR	Offense Description
1	04	290313 - Assault

Total Incidents Reported for Date: 1

**February 13, 2026**

2026-00076	428 N WOLFCREEK BROOKVILLE PD	SIGNAL 06B - THEFT	02/13/2026	02/13/2026	ARREST
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Offenses	UCR	Offense Description
1	06	291302A1 - Theft - without consent

2026-00077	ARLINGTON @ I70 BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	02/13/2026	02/13/2026	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
2	N/A	451016 - FRA SUSPENSION
	N/A	451305 - NO TAIL LIGHTS; REAR PLATE LIGHT

Total Incidents Reported for Date: 2

**February 16, 2026**

2026-00078	47 W MCKINLEY APT B BROOKVILLE PD	SIGNAL 45 - MEDIC ASSIST	02/16/2026	02/16/2026	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	02	26I - INFORMATION REPORT

2026-00079	428 N. WOLF CREEK UNIT C BROOKVILLE PD	SIGNAL 26O - CRIMINAL TRESPASS WARNING	02/16/2026	02/17/2026	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	02	26O - ALL OTHER CRIMINAL OFFENSES

2026-00080	415 ELK BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	02/16/2026	02/16/2026	EXCEPTIONALLY CLEARED
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Offenses	UCR	Offense Description
1	N/A	450311A - Expired Registration

Total Incidents Reported for Date: 3

Brookville Police Department

# Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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**February 17, 2026**

2026-00081	WESTRBOOK @ HECKATHORN BROOKVILLE PD	SIGNAL 21 - OVI	02/17/2026	02/17/2026	ARREST
<b>Offenses</b>					
	UCR	Offense Description			
3	02	451119 - DUI - ALCOHOL OR DRUGS			
	N/A	4511202 - REASONABLE CONTROL			
	01	292511C3 - Drug abuse - marijuana			

Total Incidents Reported for Date: 1

**February 18, 2026**

2026-00082	1 BLUE PRIDE BROOKVILLE PD	SIGNAL 46 - JUVENILE TOBACCO VIOLATION	02/18/2026	02/18/2026	ARREST
<b>Offenses</b>					
	UCR	Offense Description			
1	02	215187 - Juv. tobacco prohibition:			

2026-00083	214 PLYMOUTH BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	02/18/2026	02/18/2026	EXCEPTIONALLY CLEARED
<b>Offenses</b>					
	UCR	Offense Description			
1	N/A	33510(a) - EXPIRED LICENSE PLATE			

Total Incidents Reported for Date: 2

**February 19, 2026**

2026-00084	47 W MCKINLEY BROOKVILLE PD	SIGNAL 06B - PETTY THEFT	02/19/2026		OPEN CASE
<b>Offenses</b>					
	UCR	Offense Description			
1	06	291302 - Theft			

Total Incidents Reported for Date: 1

**February 20, 2026**

2026-00085	BROOKSIDE @ BEECHWOOD BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	02/20/2026	02/20/2026	EXCEPTIONALLY CLEARED
<b>Offenses</b>					
	UCR	Offense Description			
1	N/A	451175 - PASSING STOPPED SCHOOL BUS			

2026-00086	770 ARLINGTON BROOKVILLE PD	SIGNAL 35F - WARRANT	02/20/2026	02/20/2026	ARREST
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Brookville Police Department

# Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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**February 20, 2026**

<p><b>Offenses</b> UCR Offense Description</p> <p>1 N/A 35 - WARRANT ARREST</p>					
2026-00087	266 DOYLE BROOKVILLE PD	SIGNAL 26DB - DEAD BODY	02/20/2026	02/20/2026	EXCEPTIONALLY CLEARED
<p><b>Offenses</b> UCR Offense Description</p> <p>1 02 26DB - DEAD BODY</p>					
<p>Total Incidents Reported for Date: 3</p>					

**February 21, 2026**

2026-00088	NORTH WOLF CREEK @ BROOKSIDE BROOKVILLE PD	SIGNAL 53A - PROPERTY DAMAGE ACCIDENT	02/21/2026	02/21/2026	EXCEPTIONALLY CLEARED
<p><b>Offenses</b> UCR Offense Description</p> <p>1 N/A 4511202 - REASONABLE CONTROL</p>					
<p>Total Incidents Reported for Date: 1</p>					

**February 23, 2026**

2026-00089	ARLINGTON @ TRIGGS BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	02/23/2026	02/23/2026	ARREST
<p><b>Offenses</b> UCR Offense Description</p> <p>5 N/A 4510037 - POINTS SUSPENSION</p> <p>N/A 450730A - FICTICIOUS AND ALTERED O.L.</p> <p>N/A 451182 - LITTERING OFFENSE</p> <p>N/A 4513263B - SEAT BELT</p> <p>N/A 33510(a) - EXPIRED LICENSE PLATE</p>					
2026-00090	53 WESTERN BROOKVILLE PD	SIGNAL 26I - APPLICATION FOR EMERGENCY ADMISSION	02/23/2026	02/23/2026	EXCEPTIONALLY CLEARED
<p><b>Offenses</b> UCR Offense Description</p> <p>1 N/A 5122.10 - APPLICATION FOR EMERGENCY ADMISSION</p>					
<p>Total Incidents Reported for Date: 2</p>					

**February 25, 2026**

2026-00091	403 MARKET	SIGNAL 35F - FELONY WARRANT	02/25/2026	02/25/2026	
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Brookville Police Department

## Incident Log by Date Reported

Incident ID	Location, Area	Description	Date Occurred	Cleared Date	Status
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**February 25, 2026**

BROOKVILLE PD ARREST

**Offenses** UCR Offense Description  
 1 N/A 35 - WARRANT ARREST

2026-00092	I70 @ ARLINGTON BROOKVILLE PD	SIGNAL 55 - TRAFFIC VIOLATION	02/25/2026	02/25/2026	EXCEPTIONALY CLEARED
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**Offenses** UCR Offense Description  
 1 N/A 451011 - DRIVING UNDER SUSPENSION

*Total Incidents Reported for Date: 2*

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**Total Selected = 18**

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## **ORDINANCE 2025-16**

AN ORDINANCE ADOPTING A NEW COMPREHENSIVE LAND USE PLAN FOR THE CITY OF BROOKVILLE, OHIO.

**WHEREAS**, the comprehensive land use plan of the City of Brookville was reviewed and updated in 2004; and

**WHEREAS**, the City Council and Planning Commission desired to review and adopt a new comprehensive land use plan for the City of Brookville; and

**WHEREAS**, the City of Brookville employed Envision to conduct a review of the existing Comprehensive Land Use Plan and to assist with the preparation of a new comprehensive land use plan for the City of Brookville; and

**WHEREAS**, City Council appointed a comprehensive land use plan steering committee to assist with the development of the new comprehensive land use plan and to make recommendations regarding the new comprehensive land use plan; and

**WHEREAS**, the City conducted public meetings and surveyed City of Brookville residents and Perry and Clay Township residents within Brookville School District for their comments regarding the comprehensive land use plan; and

**WHEREAS**, the comprehensive land use plan steering committee has recommended adoption of the new comprehensive land use plan; and

**WHEREAS**, after public hearing on this Ordinance to adopt the Comprehensive Land Use Plan of the City of Brookville, Ohio as required by Section 4.11 of the Charter, and upon recommendation of the Planning Commission, Council hereby adopts this Ordinance to approve the new Comprehensive Land Use Plan.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BROOKVILLE, OHIO THAT:**

**SECTION I:** The Comprehensive Land Use Plan 2025, a copy of which is attached to this Ordinance as Exhibit "A", is hereby approved and adopted. The existing 2004 Comprehensive Land Use Plan of the City of Brookville is hereby repealed and replaced by this Comprehensive Land Use Plan 2025.

**SECTION II:** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

**SECTION III:** This Ordinance shall take effect thirty (30) days after passage by the Council of the City of Brookville as provided by the Charter of the City of Brookville.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

\_\_\_\_\_  
Kimberly Duncan, Clerk

\_\_\_\_\_  
Charles Letner, Mayor

**CERTIFICATE**

The undersigned, Clerk of the City of Brookville, does hereby certify that the foregoing is a true and correct copy of Ordinance No. 2025-16, passed by the Council of the City of Brookville, Ohio, on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Kimberly Duncan, Clerk

**CERTIFICATE OF POSTING**

The undersigned, Clerk of the City of Brookville, Ohio, hereby certifies that the foregoing Ordinance No. 2025-16 was posted at the City Building, US Post Office and the Brookville Branch of the Montgomery County Public Library, Brookville, Ohio, on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, to the \_\_\_\_\_ day of \_\_\_\_\_, 2026, both days inclusive.

\_\_\_\_\_  
Kimberly Duncan, Clerk

