

**REGULAR CAUCUS MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
TO BE HELD ON TUESDAY, DECEMBER 9, 2025
7:00 P.M.**

I. ROLL CALL OF MEMBERS:

II. PLEDGE OF ALLEGIANCE:

III. APPROVAL OF MINUTES OF PRECEDING MEETINGS

1. REGULAR CAUCUS MEETING MINUTES HELD ON OCTOBER 14, 2025.

IV. DISCUSSION:

1. TENTATIVE 2026 CAUCUS-COUNCIL MEETING SCHEDULE. -PER COUNCIL PRESIDENT SALVATORE.
2. AN ORDINANCE AUTHORIZING THE MAYOR TO TRANSFER PERMANENT PARCEL NUMBER 344-31-002 FROM THE CITY OF BROOK PARK TO THE "CITY OF BROOK PARK LAND REUTILIZATION PROGRAM" AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt. -PER COUNCIL PRESIDENT SALVATORE.
3. AN ORDINANCE AUTHORIZING THE DIRECTOR OF FINANCE TO ALLOW FOR PAYMENT OF EXPENDITURES FROM THE ECONOMIC DEVELOPMENT FUND 243 FOR EXPENSES RELATED TO THE HUNTINGTON BANK FIELD AND MIXED - USE PROJECT CONSULTATIONS, REVIEWS, INSPECTIONS, AND TESTING SERVICES; AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt. - PER COUNCIL PRESIDENT SALVATORE.
4. AN ORDINANCE TO AMEND THE ORIGINAL APPROPRIATION ORDINANCE NO 11453-2025 AS AMENDED BY ORDINANCES 11472-2025 AND 11483-2025 FOR THE CITY OF BROOK PARK, STATE OF OHIO, FOR FISCAL YEAR ENDING DECEMBER 31, 2025, BY TRANSFERRING APPROPRIATIONS AND MAKING ADDITIONAL APPROPRIATIONS AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt. - PER COUNCIL PRESIDENT SALVATORE.
5. COMPUTERS (Councilman Scott)- PER COUNCIL PRESIDENT SALVATORE.
6. RULE 9 (Councilman Scott)- PER COUNCIL PRESIDENT SALVATORE.
7. AUDIENCE PARTICIPATION TIME LIMIT (Councilman Mencini)---PER COUNCIL PRESIDENT SALVATORE.

V. FINANCE COMMITTEE- COUNCILMAN SCOTT

1. AN ORDINANCE AUTHORIZING THE CITY OF BROOK PARK TO PROVIDE POWER HOME REMODELING GROUP (PHRG) WITH A JOB CREATION INCENTIVES PACKAGE AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

VI. PLANNING COMMITTEE- COUNCILMAN POINDEXTER

1. REQUEST APPROVAL FOR A CONDITIONAL USE PERMIT FOR ROCK-N-ROLL CITY HARLEY DAVIDSON LOCATED AT 4985 WEST 150TH STREET | LOCATED IN THE U7-C ZONING DISTRICT | ORDINANCE 1121.34.

VII. ADJOURNMENT

POSTED 12/05/2025

**REGULAR CAUCUS MEETING
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO
HELD ON TUESDAY, DECEMBER 9, 2025**

The meeting was called to order by Council President Salvatore at 7:00 p.m., the clerk called the roll and the following Members of Council answered:

TROYER, ROBERTS, DUFOUR, POINDEXTER, MENCINI, McCORKLE, SCOTT

Also in attendance were Mayor Orcutt, Assistant Law Director Cardaman, Finance Director McGann, Economic Development Commissioner Marnacheck, Service Director Beyer and City Engineer Piatak.

APPROVAL OF MINUTES OF PRECEDING MEETINGS:

1. REGULAR CAUCUS MEETING MINUTES HELD ON OCTOBER 14, 2025.

Motion by Mr. Mencini, supported by Mr. Dufour, to approve as presented.

ROLL CALL: AYES: Mencini, Dufour, Poindexter, Roberts, Scott, McCorkle

NAYS: Troyer.

DISCUSSION:

1. TENTATIVE 2026 CAUCUS-COUNCIL MEETING SCHEDULE.

Motion by Mr. Dufour, supported by Mr. McCorkle, to move May 5th meeting dates to May 6th, due to Primary Election.

ROLL CALL: AYES: Dufour, McCorkle, Scott, Mencini, Poindexter, Roberts

NAYS: None

ABSTENTION: Troyer

Motion by Mr. Scott, supported by Mr. Dufour, to move the November 3rd meeting date to November 4th.

ROLL CALL: AYES: Scott, Dufour, Poindexter, Roberts, Scott, McCorkle, Mencini

NAYS: None.

ABSTENTION: Troyer

Motion Mr. Poindexter, supported by Mr. Dufour, to place on next Council agenda under verbal approval, as amended.

ROLL CALL: AYES: Poindexter, Dufour, Roberts, Scott, McCorkle, Mencini

NAYS: None.

ABSTENTION: Troyer

2. AN ORDINANCE AUTHORIZING THE MAYOR TO TRANSFER PERMANENT PARCEL NUMBER 344-31-003 FROM THE CITY OF BROOK PARK TO THE CITY OF BROOK PARK LAND REUTILIZATION PROGRAM AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mayor Orcutt stated this legislation refers to a small parcel, at Brookpark Road and Keystone Parkway; on westerly side of Keystone Parkway. Deferred to Mr. Marnacheck.

Discussion:

Mr. Marnacheck stated this is a sliver piece of a parcel that fell through the cracks of .35 of an acre to be put into the land reutilization corporation, to hopefully move forward.

Mr. Mencini stated that's a nice area and asked what the building is?

Mr. Marnacheck responded the building by the elbow, the former animal hospital.

Mr. Mencini stated no, there was another one?

Mayor Orcutt commented Kaufmann Container.

Mr. Mencini concurred and stated hopefully something can be done with that small parcel of land.

Mr. Troyer stated to Mr. Marnacheck why is this being done? What is the advantage for the city?

Mr. Marnacheck responded the advantage is it comes off the tax bill that has no major benefit; looks like when the road was cut this little parcel was orphaned?

Mr. Troyer asked has the city been mowing this area?

Mr. Marnacheck responded would speculate that the service director, driving by, would clean up any litter or debris; don't think the city has ever mowed the area.

Mr. Troyer continued if legislation is passed and the land is moved who has control over it? Is this something the economic development department could sell off or would this still go through Council?

Mr. Marnacheck responded believe per Ordinance the economic development commissioner would have that ability; but in past practice has always come before Council. To clarify per law, the economic development commissioner would not be able to sell, for lack of better term, than the value the city put into it.

Mr. Salvatore commented don't think any property can be transferred without approval from City Council.

Mr. Marnacheck concurred.

Discussion: cont.

Motion by Mr. Dufour, supported by Mr. Mencini, to move to the Special Council agenda, for introduction.

ROLL CALL: AYES: Dufour, Mencini, McCorkle, Scott, Roberts, Poindexter

NAYS: None.

ABSTENTION: Troyer

3. AN ORDINANCE AUTHORIZING THE DIRECTOR OF FINANCE TO ALLOW FOR PAYMENT OF EXPENDITURES FROM THE ECONOMIC DEVELOPMENT FUND 243 FOR EXPENSES RELATED TO THE HUNTINGTON BANK FIELD AND MIXED-USE PROJECT CONSULTATIONS, REVIEW, INSPECTIONS AND TESTING SERVICES AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt.

Mayor Orcutt stated this legislation essentially is taking monies from Fund 243 to pay for engineering services the city has with the city engineer, for the domed stadium. This project is being worked on every day with multiple meetings daily and traveling to Columbus to meet with Ohio Department of Transportation (ODOT) representatives. Mayor Orcutt requested City Council have this item discussed due to several areas in the legislation needing to be cleaned up.

Mr. Poindexter asked Mayor Orcutt does the city have any idea what was spent so far, with this endeavor? Don't want to see Fund 243 depleted and the legislation reads the city can be reimbursed.

Mayor Orcutt responded no, Fund 243 will not be depleted and with the city possibly being reimbursed that is some of the language that needs to be cleaned up. The city will be reimbursed that is a promise.

Mr. Poindexter suggested with the next draft having a figure 'not to exceed'.

Mayor Orcutt responded don't think that will be impossible but will say there may be some things that cannot be predicted for the future.

Motion by Mr. Troyer, supported by Mr. Dufour, discussed.

ROLL CALL: AYES: Troyer, Dufour, Roberts, Poindexter, Mencini, McCorkle, Scott

NAYS: Unanimous.

Discussion: cont.

- 4. AN ORDINANCE TO AMEND ORIGINAL APPROPRIATIONS ORDINANCE NO. 11453-2025 AS AMENDED BY ORDINANCES 11472-2025 AND 11483-2025 FOR THE CITY OF BROOK PARK, STATE OF OHIO, FOR FISCAL YEAR ENDING DECEMBER 31, 2025 BY TRANSFERRING APPROPRIATIONS AND MAKING ADDITIONAL APPROPRIATIONS AND DECLARING AN EMERGENCY.
Introduced by Mayor Orcutt.

Mr. McGann stated this is final appropriations for the year, Section two (2) shows a list of transfers and advances per state law. Section three (3) shows the adjusted appropriations totaling \$847,183.80. Exhibit A shows five (5) columns the farthest to the left is the original appropriations, second (2nd) column - first (1st) amendment; third (3rd) column - second (2nd) amendment; third (3rd) column - third amendment and final column shows totals. On page one (1) Fund 342 - Parks & Playgrounds adding \$30,000.00 for repairs and maintenance costs, due to inflation. On page two (2) Fund 432 - Snow Removal adding \$15,000.00 to Personal Services and \$33,000.00 to Operations totaling \$48,000.00, due to early snowfalls. On page three (3) Fund 874 - Miscellaneous Executive adding \$245,000.00 for legal services of the domed stadium. On page six (6) Fund 401 - - Capital - line item 411 Safety Building - \$71,800.00 for repairs to the roof and \$13,186.99 to cover costs of the for Flock Cameras, fully reimbursed. Fund 450 - Fire vehicle acquisition - \$56,099.88 for first (1st) payment of new ambulance and Fund 551 - 2024-2025 Street Improvement refunding a General Fund advance of \$2,800.00.

Questions:

Mr. Troyer asked Mr. McGann is the fund balance reserve policy being met.

Mr. McGann concurred.

Motion by Mr. Dufour, supported by Mr. McCorkle, to place on special Council agenda following for introduction.

ROLL CALL: AYES: Dufour, McCorkle, Scott, Mencini, Poindexter, Roberts,

NAYS: None.

ABSTENTION: Troyer

- 5. COMPUTERS - Councilman Scott:

Mr. Scott stated with a new two-year term what is overall use for purchasing the computers. Thought the idea was to do away with hard-copy (paper) agendas and think some programs are needed that the computers don't have i.e. Adobe, etc. If the computers are being used on the dais are there any programs needed?

Discussion: cont.

Mr. Salvatore responded will not ever do away with hard-copies due to posting and some Councilmembers may want hard-copy agendas. Computers were never considered to do away with hard-copies, that will always be the case.

Mr. Poindexter stated I, am one (1) Councilmember that did not pick up computer to date, due to election. Coming into the new term will pick up the computer solely for Council business, help keep Council business in one (1) place.

Mr. Mencini stated have been asking for computers for a long time and other municipalities and hospital board uses computers, would like to be in that place now.

Mr. Dufour stated as a new member of Council do know this has been talked about for a long time and is by-in-large; an improvement. As mentioned, Council business will be in one (1) spot and am currently using it having notes, reports, etc. all in one (1) spot. Also, with things being worked on, in the very near future, if Council gets blueprints and/or documents in a pdf. when scanned in it's very hard to read and with the computer you can zoom in on the blueprint or document to view better. It's nice when someone comes to the microphone and speaks on legislation that has been introduced in Congress and have the ability to see what the person is talking about. Going forward there are different applications for managing all of this; i.e. the City of Brooklyn uses an application called Board-doc as well as the school board. The application manages the minutes, agendas and as time goes on Council will be migrating towards one (1) of those systems.

Mr. Scott asked should the computer mimic the programs the Council Clerk has? Was told that the Council needs to be online to access the programs.

Mr. Dufour responded the Microsoft 365 license the city has is cloud-based, in the cloud, and accessible by the browser. A license doesn't permit downloading the actual hard applications. Should Council upgrade the applications; absolutely think that should be done.

Mr. Scott asked is that something should those monies come out or the budget? As of now, the only thing I'm using my computer for is emails and work orders, not so efficient for the monies spent on the computers. As of January, would like everyone working together as one (1) unit.

Mr. Dufour stated mentioned when received if anyone had any questions to contact me. If wanted, could talk to the Tech Committee of a standard procedure, for instance, talk to the Council clerk to see what can be done to make her work easier who uses the programs every day. Anything, that can be done to facilitate these computers let's put heads together and do it.

Discussion: cont.

Mr. Poindexter stated am in the middle with people that use paper or a computer for basics and everything and think Council should trend more towards the computer. The more use on the computer would make it more fluent and usable, save paper in the long run.

Mr. Salvatore mentioned will put a few Councilmembers together to form a committee to come up a tentative idea of what Council needs to be used properly. Will form a committee and get back to Council for this to move forward.

Motion by Mr. Roberts, supported by Mr. Poindexter, discussed.

ROLL CALL: AYES: Roberts, Poindexter, Dufour, Troyer, Mencini, McCorkle, Scott
NAYS: Unanimous.

6. COUNCIL RULE NO. 9 - Councilman Scott

Mr. Scott stated this coincides with previous discussion of using computers on the dais. If computers are used on the dais is there anything out there that provides emails from outer sources. The rule states the clerk can use an electronic device (cell phone) but shouldn't the Council President be included in that?

Mr. Salvatore commented my cell phone is on dais for correct time to begin the meeting.

Mr. Mencini stated someone needs to have communication with the outside world. The Mayor needs his cell phone because if something happens they need to contact him; as well as the Council President and Clerk. Maybe contact other communities to see what they do during meetings.

Mr. Dufour stated the rule does state no electronic devices for email or texting. The rule also states if the cell phone is needed must notify the Council President in writing. With the blocking of texts or emails there are different ways to do this; the easiest way is not having email application open. This is something the committee could look into.

Mr. Poindexter mentioned the more people on Wi-Fi in the chambers the service gets really slow. Don't know if Council could mention anybody if everybody is on WI-FI, at the same time.

Motion by Roberts, supported by Mr. Poindexter, discussed.

ROLL CALL: AYES: Roberts, Poindexter, Dufour, Troyer, Scott, McCorkle, Mencini
NAYS: Unanimous.

Discussion: cont.**7. AUDIENCE PARTICIPATION TIME LIMIT - Councilman Mencini.**

Mr. Mencini stated brought this forward due to many changes since implementing the Council rules. Would like to put this back due to a new Councilmember coming in, may have some thoughts on this matter. Some residents may want to express comments on a subject matter at a Caucus meeting. Should audience participation be included at a Caucus meeting of three (3); five (5) minutes or 10 minutes.

Mr. Dufour stated agree worth looking at due to having limited participation currently, wish more people would come and speak on matter important to them. At the same time, the prediction is with several things going on in the city there will be several people coming to the microphone. With the five-minute time limit if everyone stays with the five-minutes that would be 12 people an hour; down to three-minutes there would be 20. Further time is given to someone to speak on an issue. Also in the Ohio House is HB 609 that cities have to mandate audience participation, not sure of the time given.

Mr. Mencini interjected currently cities don't have to have audience participation for municipalities.

Mr. Troyer stated a government for the people; by the people. Residents that Council represents should come to the microphone to speak on issues, with no ramifications. Would like to have longer time for audience participation and people should have the right to come up and speak for as long as needed, as long as not repeating themselves. When a business comes to speak there is no time limit provided, should the five-minute rule apply to them, also.

Mr. Mencini stated when brought forward there was no intent to take away of cut off residents coming up to the microphone, just for discussion. When a business comes to speak they are most likely listed on the agenda.

Mr. Poindexter commented when first (1st) adopted was not a fan of limited audience participation and thought it was silencing people. On this side of it think it has worked pretty well and don't think anyone felt cut-off. If extra time is needed for someone to speak more time Council allows for more time. Doesn't mean everyone will get extended if beleaguering the point then extra time should not be extended.

Mr. Salvatore stated if someone has a point can extend time but if someone is continually repeating themselves, seven times (7), then extra time is not permitted.

Discussion: cont.

Mr. Roberts stated when this rule came into effect was my first (1st) meeting and I voted no, at the time. Think this rule has helped in a lot of ways with a resident at the microphone have a concern or making a good point; Council extended extra time. If someone comes up and repeats themselves two (2), three (3) or four (4) times the Council President cuts them off. Think this rule has served its purpose and works very well.

Motion by Mr. Mencini, supported by Mr. Roberts, discussed.

ROLL CALL: AYES: Mencini, Roberts, Troyer, Dufour, Poindexter, McCorkle, Scott
NAYS: Unanimous.

FINANCE COMMITTEE - CHAIRMAN, SCOTT:

1. ORDINANCE NO. 11512-2025

AN ORDINANCE AUTHORIZING THE CITY OF BROOK PARK TO PROVIDE POWER HOME REMODELING GROUP (PHRG) WITH A JOB CREATION INCENTIVES PACKAGE AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt stated this legislation is for a new program looking to move to Brook Park for a job creation incentive package totaling \$100,000.00 incentive from the City of Brook Park. The city was first (1st) brought to this opportunity by the owners of 1000 Apollo (Drive) that PHRG was looking for an incentive of ten-percent (10%) for buildout. This will be approximately \$3.5 million-dollar renovation to the inside of 1000 Apollo (Drive) and were looking for ten-percent (10%) which would be \$35,000.00, arithmetic didn't not match for a good investment for the City of Brook Park. The city countered with \$100,000.00 to be paid out listed in Exhibit A. The funds for the \$100,000.00 would come from Fund 243 - Economic Development Fund. Exhibit A explains the incentive process is structured.

Mr. Troyer stated to Mr. Marnacheck it appears 125 employees and \$3.5 million-dollars in renovation sounds like it won't be an office. Will they be manufacturing these windows or is that the type of equipment being brought in? Will this just be for sales people where the workers start every morning?

Mayor Orcutt responded this is not a manufacturing company this is Power Homes Remodeling Company, to remodel of homes.

Mr. Troyer continued the employees will show up every morning and taking trucks from there, or mostly sales force?

Mayor Orcutt continued first company in Ohio with approximately \$one-billion-dollars in sales nationwide. This would be sales, estimators and administrative people would be stationed at.

Finance Committee - Chairman, Scott: cont.

Mr. Troyer asked if the trucks, equipment and actual on-the-job workers be at 1000 Apollo Drive?

Mayor Orcutt responded from time to time employees will be stopping in at the office but don't see the project if all material was delivered to 1000 Apollo Drive.

Mr. Troyer continued the 125 employees for marketing seems like an awful amount of employees.

Mayor Orcutt responded the employees will include field workers dispatched out of the office.

Mr. Poindexter stated when field workers are working out of the office in Brook Park and doing a job in Middleburg Hts. does Brook Park get the tax revenue or income?

Mr. McGann responded there is what is considered a 19-day rule so if workers are at a site for 19-plus days the tax revenue would go where the workers are on site at. Otherwise, the income would stay in Brook Park.

Mr. Poindexter stated the second \$50,000.00 doesn't meet the threshold and will be on amount?

Mayor Orcutt concurred.

Mr. Salvatore asked how much of the \$3.5 million-dollars be labor costs, if known.

Mayor Orcutt responded don't have information currently.

Mr. Salvatore continued whatever workers' being used who will get that income tax?

Mayor Orcutt responded as an example, if 50% is labor and following the rule of the 19 days they would be subject to paying income tax in Brook Park. The city is making an investment to a beautiful building on the west-end that has been under-performing for some time; will now be getting an upgrade.

Mr. Poindexter asked is this the move to assure that they are coming?

Mayor Orcutt responded that is what the city has been told through good discussions with PHRG and other cities have provided packages better than this one (1) but Brook Park's plan was best.

Finance Committee – Chairman, Scott: cont.

Mr. Troyer continued out of the 125 employees how many employees will be at 1000 Apollo Drive and how many in the field?

Mayor Orcutt responded every year there is growth and think the initial number will increase every year.

Mr. Troyer continued my understanding is a sales person working in Middleburg Hts. the 19-day rule does not apply and a permit must be pulled. Three reasons a permit is pulled is one (1) safety; second (2nd) is tax on hours worked and money made on the municipality and the third (3rd) is putting that improvement on the tax duplicate of the six-percent property tax going to the city. My understanding is so income taxes are paid on revenue for that day.

Mayor Orcutt responded the one (1) thing wouldn't count on, in your statement, is the permit fees utilized through the building department; those fees have to be utilized for building department services for that job. There is not any ancillary revenue to bring in from just permit fees, for clarification. The other statement made about people working outside of that office and traveling for work. Before becoming Mayor my other job included traveling to projects being worked and all income taxes were paid to the area where main office was located.

Motion by Mr. Dufour, supported by Mr. Mencini, to place on Special Council agenda following.

ROLL CALL: AYES: Dufour, Mencini, McCorkle, Scott, Roberts, Poindexter

NAYS: Troyer

PLANNING COMMITTEE - CHAIRMAN, POINDEXTER:

1. REQUEST APPROVAL FOR A CONDITIONAL USE PERMIT FOR ROCK-N-ROLL CITY HARLEY DAVIDSON LOCATED AT 4985 WEST 150TH STREET LOCATED IN THE U7-C ZONING DISTRICT.

Mr. Poindexter stated this conditional use permit is for seven (7) events and won't be doing any other days except for ones listed.

Mr. Mencini commented have good events and charitable events.

Mr. Troyer asked if the city will be getting any revenue from the tattooing within the city. Even without that it's a positive for Rock-N-Roll Harley Davidson.

Motion by Mr. Troyer, supported by Mr. Dufour, to place on next Council agenda.

ROLL CALL: AYES: Troyer, Dufour, Roberts, Poindexter, Mencini, McCorkle, Scott

NAYS: Unanimous.

Planning Committee – Chairman, Poindexter: cont.

Mr. Salvatore clarified the job creation package with PHRG will be placed under letter M-1 as Ordinance No. 11512-2025; other two pieces of legislation moved to Special Council agenda will move under letter J for introduction.

There being no further business to come before this meeting a **motion** by Mr. Mencini, supported by Mr. McCorkle, to adjourn.

ROLL CALL: AYES: Mencini, McCorkle, Scott, Troyer, Roberts, Dufour, Poindexter
NAYS: Unanimous.

Council President Salvatore declared this meeting adjourned at 8:19 p.m.

RESPECTFULLY SUBMITTED 
Carol Johnson
Clerk of Council

APPROVED January 13, 2025

THESE MEETING MINUTES APPROVED BY BROOK PARK CITY COUNCIL ARE A SYNOPSIS, NOT TRANSCRIBED IN THEIR ENTIRETY, ALTHOUGH ACCURATE.