

**REGULAR CAUCUS MEETING  
OF THE COUNCIL OF THE CITY OF BROOK PARK, OHIO  
TO BE HELD ON TUESDAY, MARCH 11, 2025  
7:00 P.M.**

**I. ROLL CALL OF MEMBERS:**

**II. PLEDGE OF ALLEGIANCE:**

**III. APPROVAL OF MINUTES OF PRECEDING MEETINGS  
REGULAR CAUCUS MEETING MINUTES HELD ON FEBRUARY 11, 2025.**

**IV. DISCUSSION:**

1. PROCLAMATIONS:

- 1.) PROCLAMATION HONORING OFFICER JOHN OGLE FOR OUTSTANDING PERFORMANCE – PER COUNCIL PRESIDENT SALVATORE
- 2.) PROCLAMATION HONORING OFFICER MARK NIKODYM FOR OUTSTANDING PERFORMANCE – PER COUNCIL PRESIDENT SALVATORE
- 3.) PROCLAMATION HONORING OFFICER DAVID SWAFFIELD FOR OUTSTANDING PERFORMANCE – PER COUNCIL PRESIDENT SALVATORE
- 4.) PROCLAMATION HONORING FIRE CHIEF MARK HIGGINS FOR OUTSTANDING PERFORMANCE – PER COUNCIL PRESIDENT SALVATORE

**V. PLANNING COMMITTEE- COUNCILMAN POINDEXTER**

1. RESOLUTION NO. 16-2024  
A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO CONSTRUCT A CIRCLE K GAS STATION AT 20850 SHELDON ROAD LOCATED IN THE U6 USE ZONING DISTRICT, AND DECLARING AN EMERGENCY. Introduced by Council As A Whole. – PER COUNCIL PRESIDENT SALVATORE FOR PLACEMENT.

**VI. FINANCE COMMITTEE-COUNCILMAN SCOTT**

1. AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MANHEIM CLEVELAND AUTO AUCTION, PUBLIC AUCTIONEERS, FOR THE PURPOSE OF AUCTIONING A FORFEITED VEHICLE, AND DECLARING AN EMERGENCY. Introduced by Mayor Orcutt

2. AN ORDINANCE CREATING THE STOREFRONT TARGETED AREAS RENOVATION (STAR) PROGRAM, AND DECLARING AN EMERGENCY  
Introduced by Mayor Orcutt; Councilmembers Mencini and Dufour.

**VII. LEGISLATIVE COMMITTEE-COUNCILMAN SCOTT**

1. ORDINANCE NO. 11413-2024  
AN ORDINANCE AMENDING SECTION 351.99 (a) OF THE CODIFIED ORDINANCES, ENTITLED 'PENALTY' AND DECLARING AN EMERGENCY.  
Introduced by Mayor Orcutt.

**VIII. ADJOURNMENT**

CITY OF BROOK PARK, OHIO

170  
CA Prior 9-3-24  
1st R 9-3-24  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
B/C 9-3-24  
B/C 2-11-25

Resolution No. 16-2024

Introduced By: COUNCIL AS A WHOLE

A RESOLUTION  
GRANTING A CONDITIONAL USE PERMIT TO CONSTRUCT A CIRCLE K GAS  
STATION AT 20850 SHELDON ROAD LOCATED IN THE U6 USE ZONING  
DISTRICT,  
AND DECLARING AN EMERGENCY

WHEREAS, the conditional use requested is to a Circle K Gas Station at 20850 Sheldon Road located in the U6 Use Zoning District and

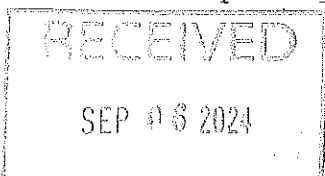
WHEREAS, the request for a conditional use permit was presented at a public hearing on July 1, 2024 to the Brook Park Planning Commission, which referred this matter to Council for approval and recommended the waiver of requirements set forth in Section 1121.36(c) of the Brook Park Codified Ordinances.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Brook Park, State of Ohio that:

SECTION 1: The Council of the City of Brook Park finds that the proposed conditional use permit requested is appropriate in the location for which it is proposed and grants a conditional use permit to construct a Circle K Gas Station at 20850 Sheldon Road, Brook Park, Ohio, with the condition that the Engineers provide Council with remediation of the issues with the traffic study as recommended by the Planning Commission.

SECTION 2: It is found and determined that all formal actions of this Council concerning and relating to this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3: This Resolution is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further purpose of granting a conditional use permit in a U6 Zoning District to operate a Gas Station/Convenient store; therefore, this Resolution shall take effect and be in force immediately from and after its passage and approval by the Mayor.



PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS

  
DIRECTOR OF LAW

P/C 2-18-25 Finance  
CA 3-11-25  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: \_\_\_\_\_

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE  
AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH  
MANHEIM CLEVELAND AUTO AUCTION, PUBLIC AUCTIONEERS,  
FOR THE PURPOSE OF AUCTIONING A FORFEITED VEHICLE, AND DECLARING  
AN EMERGENCY

WHEREAS, Manheim Cleveland Auto Auction will provide the City of Brook Park with Auction services for a forfeited vehicle; a 2007 Chevrolet Silverado; and

WHEREAS, Manheim Cleveland Auto Auction will charge the City of Brook Park a selling fee of \$100.00 per auctioned vehicle; and

WHEREAS, it is in the best interest of the City of Brook Park that said agreement be entered into.

NOW THEREFORE BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: The Mayor is hereby authorized and directed to enter into an agreement with Manheim Cleveland Auto Auction, for the purpose of disposing of forfeited vehicles, a list of which is attached hereto and incorporated herein as Exhibit "A" at a public sale.

SECTION 2: The money needed for the aforesaid transaction shall be paid from the Law Enforcement Fund 270, theretofore appropriated for said purpose.

SECTION 3: Proceeds from the sale shall be deposited into Law Enforcement Fund 270 and Capital Fund 401.

SECTION 4: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22

of the Ohio Revised Code.

**SECTION 5:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason to provide for an agreement between Manheim Cleveland Auto Auction and the City of Brook Park; therefore provided this ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS

  
DIRECTOR OF LAW

OHIO CERTIFICATE OF TITLE

ISSUING COUNTY CUYAHOGA  
ISSUING TITLE OFFICE # 1804  
RESIDENT COUNTY CUYAHOGA

STATE OF OHIO

TITLE No. 18 1474 8328  
ISSUE DATE 05/29/2024

ORIGINAL

IDENTIFICATION NUMBER  
1GCEC14XX7Z195637

YEAR  
2007

MAKE MAKE DESCRIPTION  
CHEV CHEVROLET

CONVERSION

MILEAGE  
EXEMPT

BODY TYPE MODEL DESCRIPTION  
PT SILVERADO

EVIDENCE  
OH-4703804046

MILEAGE NOTATION

COMMENTS  
COURT ORDER  
NOTATION(S)

PURCHASE PRICE  
\$0.00

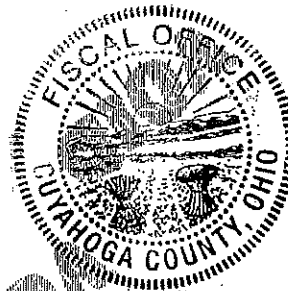
EXEMPT  
SP

OWNER(S)  
CITY OF BROOK PARK POLICE DEPARTMENT

17401 HOLLAND RD  
BROOK PARK, OH 44142

PREVIOUS OWNER(S)  
COURT ORDER

COURT ORDER  
BROOK PARK, OH



*Michael Chambers*

WITNESS MY HAND AND OFFICIAL SEAL THIS 29TH DAY OF MAY, 2024

%226407766



%226407766

MICHAEL CHAMBERS  
FISCAL OFFICER

G

BAM  
BAM

ERASURES AND ALTERATIONS VOID THIS TITLE

ERASURES AND ALTERATIONS VOID THIS TITLE

RECEIPT

STATE OF OHIO

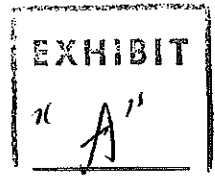
1814748328

CUYAHOGA COUNTY

05/29/2024 9:08:20 AM

MICHAEL CHAMBERS

FISCAL OFFICER



Batch Number: 48400271 - 1

Bass Receipt Number:

Receipt Name:

Control Number: 226407766

County of Residence: CUYAHOGA

Year: 2007

VIN: 1GCEC14XX7Z195637

Make: CHEV

Make Desc: CHEVROLET

Model Desc: SILVERADO

Body Type: PT

Brand 1:

Brand 2:

Brand 3:

Owner Information

Name: CITY OF BROOK PARK POLICE DEPARTMENT

Previous Owner Information

Name: COURT ORDER

Vendor Number:

Dealer Permit Number:

DBA:

Lienholder Information

None

Memo Issued

Property/Tax Information

Purchase Date:	05/29/2024
Purchase Price:	\$0.00
Trade-in Amount:	\$0.00
Taxable Amount:	\$0.00
Sales Tax Credit:	\$0.00
Vendor Discount:	\$0.00
Total Tax:	\$0.00
Exempt:	SP - STATE/POLITICAL SUBDIVISION

Fee Information

Title Fee:	\$15.00
Affidavit Fees:	\$2.00
Credit Card Fees:	\$1.00
Total Fees:	\$18.00

Payment Information

Payment Type: CREDIT - \$18.00 - 789

Total Due:	\$18.00
Total Paid:	\$18.00
Remaining Due:	\$0.00
Change Due:	
Change Type:	

G  
BAM



PIC 3-4-25 Finance  
CA 3-11-25  
1st R \_\_\_\_\_  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
4th R \_\_\_\_\_

CITY OF BROOK PARK, OHIO

ORDINANCE NO: \_\_\_\_\_

INTRODUCED BY: MAYOR ORCUTT; COUNCILMEMBERS MENCINI AND DUFOUR

AN ORDINANCE  
CREATING THE STOREFRONT TARGETED AREAS RENOVATION (STAR) PROGRAM,  
AND DECLARING AN EMERGENCY

WHEREAS, The City of Brook Park has deemed the renewal and renovation of the Targeted Areas to be a priority of the City; and

WHEREAS, "Targeted Areas" is defined as Snow Road, Smith Road, and Sheldon Road.

WHEREAS, in going forward with that effort, it is necessary to create a Storefront Targeted Areas Renovation (STAR) Program; and

WHEREAS, the program will provide a loan for projects that improve the visual quality of the Targeted Areas; and


WHEREAS, project funds may be used to add or improve, facades, signage, Awnings, Windows/Doors, Lighting, Exterior Code Violations, Parking Lots Adjacent to the Public Right of Way; and Similar Projects.

WHEREAS, project funds may not be used for professional fees, building additions or new construction, work not reasonably visible from the street/sidewalk, maintenance work such as roof repair, billboards, rear parking lot surfaces and work done to nonconforming uses; and

WHEREAS, the City will loan up to the full amount of the project per address for eligible improvements; and

WHEREAS, loan payments and disbursements will be deposited into the Economic Development Fund No. 243; and

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.

  
\_\_\_\_\_  
DIRECTOR OF LAW

**NOW THEREFORE, BE IT ORDAINED**, by the Council of the City of Brook Park, State of Ohio, that:

**SECTION 1:** This Council hereby authorizes the creation of the Storefront Targeted Areas Renovation (STAR) Program.

**SECTION 2:** Notwithstanding any other codified ordinances the Mayor is authorized to approve, and the Finance Director is authorized to issue, Storefront Targeted Areas Renovation Program loans to approved applicants upon the following terms and conditions:

- 1) Any loan issued by the City under the Storefront Targeted Areas Renovation (STAR) Program:
  - a) Have an interest rate of one percent (1%) with a term of not more than sixty (60) months;
  - b) Be secured by a lien in the city's favor against the property for the face value of the loan as well as a cognovits note issued in favor of the City by owner(s) of the business to be improved.
  - c) Require monthly repayment of any loan issued on an amortized basis directly to the Director of the Finance Department of the City of Brook Park;
  - d) Upon completion of the desired business improvements and inspection, approval and certification of the improvements by the Commissioner of Building and Housing, the Director of Finance shall issue payment to the registered contractor performing the work.
  - e) The first payment must be within forty five (45) days of the City's payment to the registered contractor on a date set between the City of Brook Park and owner of the building.
  - f) The proposed project must meet all applicable codes and be approved in advance by the Building Commissioner.
  - g) Applications will be taken on a first come first serve basis until annually appropriated funds are exhausted.
  - h) If the property is sold or foreclosed, the City of Brook Park will be entitled to collect the remaining principal and interest on the loan. The purchaser also has the right to continue the existing loan payments.

i) Applicant has the right at any time to pay off the remaining principal with no penalties or fees.

**SECTION 3:** All applications will need aesthetic and project approval by the City of Brook Park Planning Commission.

**SECTION 4:** All loans will be approved by Brook Park City Council

**SECTION 5:** The program will be administered through the Brook Park Building Department and the Brook Park Economic Development Department, granting the Mayor the authority to enter into individual storefront renovation contracts.

**SECTION 6:** It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 7:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of the public peace, health, safety and welfare of said City, and for the further reason to implement the Storefront Targeted Areas Renovation (STAR) Program; therefore this Ordinance shall take effect and be in force immediately from and after its passage and approval by the Mayor.

PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
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AND CORRECTNESS.

  
\_\_\_\_\_  
DIRECTOR OF LAW



## The City of Brook Park Storefront Targeted Areas Renovation (STAR) Program 2025

- The 2025 Storefront Targeted Areas Renovation (STAR) Program is designed to assist business and property owners in target areas to improve the overall appearance of their properties and/or correct exterior code violations by providing a low-interest loan for qualifying projects.
- The loan shall have an interest rate of 1% with a term of not more than sixty (60) months.
- The first loan payment must be within 45 days of the City's payment to the registered contractor on a date set between the City of Brook Park and the owner of the building.
- Upon completion of the desired business improvements and inspection, approval and certification of the improvements by the Commissioner of Building and Housing, the Director of Finance shall issue payment to the registered contractor performing the work.
- The STAR Program will require monthly repayment of any loan issued on an amortized basis directly to the Director of the Finance Department of the City of Brook Park
- A fee of 6% will be assessed for payments received 5 days late.
- Applications will be accepted on a first-come-first-serve basis until all funds are committed.
- Property owners must be current with all taxes, properly registered with the Brook Park Tax Department, and agree to a lien in the City's favor against the property for the face value of the loan as well as a cognovit note issued in favor of the City.
- Property owners must submit a credit report from within the last six months showing a credit score of at least 700.
- All applications will need aesthetic and project approval by the City of Brook Park Planning Commission.
- All loans will be approved by Brook Park City Council.

**Process:**

The Storefront Targeted Areas Renovation (STAR) Program is available to businesses located in the City of Brook Park on the following streets:

- Sheldon Road
- Smith Road
- Snow Road

Applicants must complete an application packet and receive needed project approval before beginning the project. Any work performed before project approval is NOT eligible for loan funding.

Only improvements that are visible from the publically facing side(s) of the building are eligible for this program.

Project funds may not be used for professional fees, building additions or new construction, work not reasonably visible from the street/sidewalk, maintenance work such as roof repair, billboards, rear parking lot surfaces and work done to nonconforming uses; and

**Eligible Retail Projects include:**

- Façade Improvements
- Signs (update or removal)
- Awnings
- Windows/Doors
- The painting of existing facades
- Lighting
- Exterior Code Violations
- Parking Lots Adjacent to the Public Right of Way
- Similar projects

**Ineligible Buildings include:**

- Residential Buildings
- Schools
- Warehouses

**Ineligible Projects include:**

- Interior Improvements
- Elements not visible from the publically facing side(s) of the building
- Roof repair/replacement
- HVAC Systems

For more information, or to request an application, please contact Paul Marnecheck, Commissioner of Economic Development at (216) 433-7032 or [PMARNECHECK@CityofBrookPark.com](mailto:PMARNECHECK@CityofBrookPark.com)



**The City of Brook Park  
Storefront Investment Program-APPLICATION  
2024-2025**

**A. Property Owner Information:**

**Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_

**Permanent Parcel#:** \_\_\_\_\_

**Federal Tax ID#:** \_\_\_\_\_

**No. of years in operation:** \_\_\_\_\_

**No. of years at this location:** \_\_\_\_\_

**No. of full-time employees at the time of application:** \_\_\_\_\_

**Three (3) Contractor Estimates Are Required For Each Proposed Improvement**

**\*Contractors must be licensed and bonded with the City of Brook Park\***

**B. Project Description (attach additional pages if needed)**


Project Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Total Project Budget: \_\_\_\_\_

Total Requested Loan Amount: \_\_\_\_\_

**Application Check List**

- Three (3) Quotes
- Completed Application
- Completed Storefront Targeted Areas Renovation (STAR) Program Application

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

CITY OF BROOK PARK, OHIO

Legislative  
PIC 4/16/24  
CA 5/14/24; 3/11/25  
1st R 5/21/24  
2nd R \_\_\_\_\_  
3rd R \_\_\_\_\_  
E.C. 6-4-24

ORDINANCE NO: 11413-2024

INTRODUCED BY: MAYOR ORCUTT

AN ORDINANCE  
AMENDING SECTION 351.99 (a)  
OF THE BROOK PARK CODIFIED ORDINANCES, ENTITLED  
'PENALTY'  
AND DECLARING AN EMERGENCY.

NOW THEREFORE, BE IT ORDAINED, by the Council of the City of Brook Park, State of Ohio, that:

SECTION 1: Section 351.99 of the Brook Park Codified Ordinances, passed by Ordinance No. 4526-1974, on January 3, 1974 and reading as follows:

351.99 PENALTY.

(a) Parking Ticket Violations. Whoever violates any provision of this chapter relating to parking ticket violations is guilty of a misdemeanor of the fourth degree.

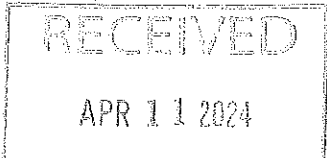
Is hereby amended to read:

351.99 PENALTY.

(a) Parking Ticket Violations. Whoever violates any provision of this chapter relating to parking ticket violations is guilty of a misdemeanor of the ~~fourth~~ **third** degree.

SECTION 2: Former Section 351.99 (a) of the Brook Park Codified Ordinances, as passed by Ordinance No. 4526-1974 on January 3, 1974 is hereby expressly repealed.

SECTION 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.





**SECTION 4:** This Ordinance is hereby declared to be an emergency measure immediately necessary for the preservation of public peace, health, safety and welfare of said City, and for the further reason to amend Section 351.99(a) of the Brook Park Codified Ordinances therefore provided this Ordinance receives the affirmative vote of at least five (5) members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise, from and after the earliest period allowed by law.

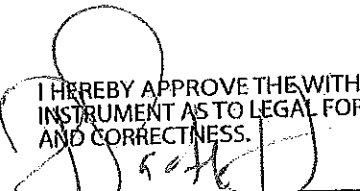
PASSED: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT OF COUNCIL

ATTEST: \_\_\_\_\_  
Clerk of Council

APPROVED: \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DATE

I HEREBY APPROVE THE WITHIN  
INSTRUMENT AS TO LEGAL FORM  
AND CORRECTNESS.  
  
\_\_\_\_\_  
DIRECTOR OF LAW

RCD 6-4-2024



Tom Troyer <troyerbpcouncil@gmail.com>

**(no subject)**

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Tom Troyer <troyerbpcouncil@gmail.com>

Tue, Jun 4, 2024 at 6:02 PM

To: Tom Troyer <TroyerBPCouncil@gmail.com>

**Tom Troyer**  
Ward 1 Council

(a) Parking Ticket Violations,

Except as otherwise provided in this chapter, whoever violates this chapter is guilty of a minor misdemeanor. If, within six months of the offense, the offender previously has been convicted of or pleaded guilty to one predicate motor vehicle or traffic offense, whoever violates this chapter is guilty of a misdemeanor of the fourth degree. If, within one year of the offense, the offender previously has been convicted of two or more predicate motor vehicle or traffic offenses, whoever violates this chapter is guilty of a misdemeanor of the third degree.