

1. Agenda

Documents:

[2023.02.15 AGENDA.PDF](#)

2. Minutes

Documents:

[2022.02.01 MINUTES.PDF](#)

3. Police Report

Documents:

[POLICE REPORT FEBRUARY 15, 2023.PDF](#)

4. Administrator's Report

Documents:

[ADMIN REPORT 2.14.23.PDF](#)

5. Engineer's Report

Documents:

[2023.02.15 ENGINEERING STATUS REPORT.PDF](#)

6. Resolution 2023.04

Documents:

[RES 2023.04 WPCLF AGREEMENT WITH OWDA FOR WWTP SUPPLEMENTAL LOAN.PDF](#)

7. ORDINANCE 2022.50

Documents:

[ORD 2022.50 APPROVING ZONING CERIFICATE FOR CUTLER.PDF](#)

8. ORDINANCE 2023.06

Documents:

[ORD 2023.06 ACCEPTING THE LOWEST AND BEST BID -DEMO 63 AND 75 S. COLUMBUS STREET.PDF](#)

9. Council Retreat Planning

Documents:

[COUNCIL RETREAT - PLANNING.PDF](#)

AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
February 15, 2023
7:30 P.M.

SILENT PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Joseph St. John, Mr. Timothy Gose, Mr. Damin Cappel, Mrs. Cindi Cooper, Mr. John Grumney, Mr. David Martin, and Mr. Murray Neff.

MINUTES:

February 1, 2023

VISITORS

COMMITTEE REPORTS

POLICE REPORT

ADMINISTRATOR'S REPORT

ENGINEER'S REPORT

RESOLUTIONS

Third Readings

Second Readings

First Readings

RESOLUTION NO. 2023.04

RESOLUTION AUTHORIZING CITY OF SUNBURY TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE CITY OF SUNBURY FOR PLANNING, DESIGN AND CONSTRUCTION OF WASTEWATER FACILITIES; AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN

ORDINANCES

Third Readings

ORDINANCE 2022.50 (Tabled)

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY ST.

AGENDA OF BUSINESS
REGULAR MEETING OF COUNCIL
SUNBURY, OHIO
February 15, 2023
7:30 P.M.

Second Readings

First Readings

ORDINANCE NO. 2023.06

AN ORDINANCE AWARDING THE CONTRACT FOR THE DEMOLITION AND DISPOSAL OF REAL PROPERTY AT 63 SOUTH COLUMBUS STREET AND 75 SOUTH COLUMBUS AND DECLARING AN EMERGENCY

NEW / UNFINISHED BUSINESS

City Council Strategic Planning Retreat

Executive Session pursuant to ORC 121.22(G) to consider the purchase of property for public purposes when the premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public.

ADJOURNMENT

City of Sunbury Regular Council

Minutes

February 1, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., February 1, 2023, with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: Tim Gose, John Grumney, Cindi Cooper, Joseph St. John, Damin Cappel, Dave Martin, and Murray Neff. Other staff in attendance were City Solicitor David Brehm, Administrator Steve Pyles, Clerk of Council Amber Swain, Engineer Wes Hall, Assistant Administrator Daryl Hennessy, and Director of Finance Dana Steffan.

Public Hearing – Sunbury Meadows Community Development Authority Petitions

Mayor St. John started the public hearing regarding the Sunbury Meadows New Community Authority. Mr. Brehm asked for all those wishing to speak to be sworn in by court report Sarah Clark. Mr. Brehm introduced exhibits into the public hearing record.

Mayor St. John asked if anyone would like to speak. Mayor St. John advised to let the record reflect that no one wished to speak and moved to close the public hearing. Upon 7 yeas the public hearing was closed.

MINUTES:

Motion by **Cooper** and seconded by **Neff** to approve the January 18, 2023 meeting minutes. Upon roll, 6 Yeas, Gose abstained. Minutes passed.

VISITORS

Barry Bennett addressed the Council with his concerns regarding the four way stop at Columbus St. and Granville St. He observed that people are using Granville as a cut through to avoid the lights through town. He also brought up an issue regarding notices for meetings no longer being sent out via the City website. The mayor asked staff to look into both matters.

COMMITTEE REPORTS

Mr. Gose reported on the monthly Parks Committee meeting, and the possibility of combining planning for the Square and JR Smith Park. He also gave an update on Sunbury Memorial Park cemetery and comparison pricing in the region.

Mr. Grumney updated the Council on the Memorial Day events and preparation.

Mr. Cappel provided a Services Committee report in which they discussed potential ways to utilize OPWC funding to cover other forms of infrastructure moving into the 2024 year. He also gave an update on the Columbus St. properties and the bids that will be coming in. He also briefly noted the ongoing strategic planning for fiber capacity that is currently underway.

Mrs. Cooper updated the Council on the monthly Planning and Zoning Committee meeting that took place. She went over the applications that were presented.

City of Sunbury Regular Council

Minutes

February 1, 2023

POLICE REPORT

Police Report Council Meeting February 01, 2023

01: Full Time SRO: Officer Whiteside is full time within the Big Walnut Schools effective today February 01, 2023

02: New Part Time Officers: We are in the process of putting on 2 officers at a **part time status**. With Officer Whiteside going to the schools fulltime we need to also look at getting the process started for a couple **fulltime as well**. The fulltime process can not start until we get either a Personnel Board of Review established with rules, or we use the existing statutory guidelines that are set by the civil service. We just need to figure out what way we want to go and move forward. Attorney Ben Albrecht has offered to sit down with a group of us and help get a policy in play.

03: School Zones: We have been hitting the school zones harder the last couple of weeks. With the assistance of the Ohio State Highway Patrol and overlapping our shift changes we were stopping on average of 6 to 8 cars a day between both agencies. In the past **2 weeks** there were **24 total** speeding citations with **9 of those being in the school zones**.

Calls for service (January)

D.O.A = 0

Burglary/Thefts = 7

Domestics = 8

Alarms = 16

Assist other Agency = 4

Follow up Investigation = 9

Traffic Stops = 166

House/Business Checks = 86

Well Being Checks = 8

Suspicious Vehicle/Person = 19

Reckless driver complaints = 10

Juvenile Calls = 1

Auto Accident/non injury = 9

Threats/Harassment = 4

Vehicle Lockout = 6

Miscellaneous Calls = 48

Total Calls for Service in December = 401

Questions?

Chief Howard

City of Sunbury Regular Council

Minutes

February 1, 2023

ADMINISTRATOR'S REPORT

Sunbury, Ohio

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 1/27/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship is getting training. We have completed the following process trainings: Fence Permits, Certificates of Occupancy, Zoning Certificates (New Builds). I have also gone through portions of a pending sign permit with him. He has gotten an extended map and project orientation and is reading our code. We will be doing an enforcement investigation the week of 1/30.
- Started record, box and plan sorting with Alex.

Planning and Zoning

- One new Zoning Certificate was issued since the last meeting. Two occupancy permits were issued since the last meeting. Two fence permits were also issued.
- Continued work on resident complaints regarding a business violating the zoning code.
- Did a screening meeting with a national developer of multi-family projects.
-

Odds and Ends

- Arranged a Phase 1 environmental survey for the ODOT Outpost property. Completed questionnaire and provided consulting firm with information from ODOT. Meeting on site to start survey on Monday morning. Provided ODOT with our administrative/legal review of the purchase contract.
- Held a bidder pre-bid walk through of the Columbus Street demolition project. Seven potential bidders were represented and hopeful that translates to multiple competitive bids. Dana has

City of Sunbury Regular Council

Minutes

February 1, 2023

started utility disconnects. Bids will be opened on 2/10 at noon, will be on 2/15 Council agenda for award.

- Asbestos abatement proposal updated and returned to that vendor. Vendor will complete in February.
- Equipment Purchase Orders for vac truck and crack seal trailer have been issued. Vac truck is undergoing preventative maintenance and inspection and should be delivered first half of February.
- Space planning kick-off meeting was held.
- Attended the Township, Sunbury, Galena Collaboration meeting with Mayor St. John

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Mobilized two drivers overnight for snow event. Remaining crew was in through the day shift.
- Crack seal machine on order.

Wastewater

- New employee is getting trained.
- Meeting with CT every two weeks on Friday to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.
- Pipe Hunter machine has received a preventative maintenance/inspection of chassis (engine and frame) and is undergoing vendor inspection/preventative maintenance of installed equipment, anticipated delivery is by mid-February.

ENGINEER'S REPORT

Prepared By: Wes Hall, P.E.

Date: February 1, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	

City of Sunbury Regular Council

Minutes

February 1, 2023

<p><u>Fallen Heroes Multi-Use Trails</u></p> <p><u>Phase 3 (to southern property line of Old Orchard Park)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 2 to the southern property line of Old Orchard Park (which is the northern property line of Sunbury Meadows). This MUT segment is approximately 610 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$50,568.50 from the County Commissioners, through their Trail Assistance Program. This amount is one-half of the estimated cost to construct the MUT.</p> <p><u>Phase 4 (from Old Orchard Park to Sunbury Meadows Drive)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 3 to Sunbury Meadows Drive. This MUT segment is approximately 550 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$40,000 from Preservation Parks of Delaware County, through its Community Trail Improvement Grant (CTIG) Program.</p>	<p><u>Construction Phase</u> Contract is executed with contractor. Preconstruction activities are progressing.</p> <p>Phase 4 is on hold.</p>
<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u></p> <p>The project includes the design of a small gravel parking lot off Sedgwick Avenue, with hard-surface pavement for ADA parking spaces, 620 feet of concrete sidewalk (5-foot wide) from the parking area to top of reservoir levees, to meet with the existing asphalt walking trail, a fishing pier, and ancillary items such as, but not limited to, fence gates, trail signage, trailside benches, lifebuoy rings, dog waste stations, and drainage infrastructure. Sunbury was offered, and accepted, a grant in the amount of approximately \$41,000 from ODNR's NatureWorks Grant Program.</p>	<p><u>Design Phase</u> Conceptual plan has been finalized. Construction documents are being prepared.</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u></p> <p>CT is preparing a pre-application for Round 2 of the DPS HMGP. The pre-application is due on 3/24/2022 Sunbury will submit a request for a grant to assist in the engineering study of Prairie Run to identify possible solutions to mitigate flooding along the creek within the City. The results of this study will inform future decisions and actions of the City in completing projects designed to mitigate the observed flooding.</p>	<p><u>Planning Phase</u> FEMA questions are being addressed.</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u></p> <p>Submitted FP Update to Ohio EPA for review and approval. Waiting for comments. We were advised, informally, that the first reviewer for Ohio EPA had no comments on the FP Update. We are working to get something formal from Ohio EPA acknowledging their acceptance of the update or additional comments from additional reviewers so that we can finalize the Update. A presentation summarizing the findings, conclusions and recommendations of the Facilities Plan Update was made to the Services Committee at its meeting on 2/2/2022.</p>	<p><u>Planning Phase</u> EPA comments were received and addressed. Waiting on approval.</p>

City of Sunbury Regular Council

Minutes

February 1, 2023

<p><u>Little Walnut Creek Interceptor Sewer - Phase 2</u> 36" interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p><u>Preliminary Phase</u> Survey and preliminary design has started.</p>
<p><u>Stormwater Utility Study</u> A study is being completed to determine the feasibility of implementing a Stormwater Utility.</p>	<p>Study is progressing.</p>
PRIVATE DEVELOPMENT PROJECTS	
<p><u>Ravines at Meadow Ridge (DRK Apartments)</u> Metro Development (DRK) submitted an application to rezone 67.1 acres of land between Africa Road and 3 B's & K Road, on the south side of 36/37, to Planned Residence District (PRD) and to rezone 2.0 acres of land on the east side of 3 B's & K Road, on the south side of 36/37, to Planned Commercial District (PCD). Metro Development proposes to construct 744 apartments, with ancillary supporting facilities, within the PRD.</p>	<p><u>Design Phase</u> Developer has submitted the preliminary plat and plans. We are reviewing. We anticipate a submittal to Planning Commission in March.</p>
<p><u>Granville Street Multi-Family Development</u> New multi-family and commercial development south of Granville Street on each side of Sunbury Meadows Drive. Council has approved the rezoning.</p>	<p><u>Planning Phase</u> Council approved the rezoning. Developer may be proceeding with design soon.</p>
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Pre-construction activities and final comments are being completed. Construction is anticipated to start soon.</p>
<p><u>Rolling Hills Subdivision</u> New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 and Section 3A were approved by Council.</p>	<p><u>Construction Phase</u> Construction is progressing.</p>
<p><u>Price Ponds Subdivision</u></p>	<p><u>Construction Phase</u></p>

City of Sunbury Regular Council

Minutes

February 1, 2023

<p>New single family planned residential subdivision located on Golf Course Road. Final Plat for Section 1 was approved with contingencies by Council on 7/6/22.</p>	<p>Construction is progressing for Section 1.</p>
<p>Eagle Creek Subdivision New single family, planned residential subdivision located on 3B's&K Road. The preliminary plat / plan was conditionally approved at the 8/22/2022. Planning Commission Meeting.</p>	<p><u>Design Phase</u> We have reviewed the construction drawings (1st submittal) and provided comments.</p>
<p>Kintner Crossing New small lot single family and town home development north of Cheshire Road and west of West Cherry Street. The development consists of 81 small lot single family and 107 town homes on a 39.9 acre site.</p>	<p><u>Planning Phase</u> Rezoning approval is being considered by Council.</p>
<p>Eagle Storage - 601 West Cherry Street Addition of four new storage buildings on the property. Council approved the building and site improvements with contingencies. We have reviewed the construction drawings (1st submittal) and provided comments.</p>	<p><u>Design Phase</u> Waiting on the resubmittal of the construction drawings.</p>

RESIDENTIAL PLOT PLAN REVIEWS

The following residential plot plans were reviewed since the previous report:

Residential Reviews Completed:

- N/A

Residential Reviews Received and still under review:

RIGHT-OF-WAY PERMITS

The following R/W Permits Completed and/or under review:

- #2023-02 - CGO - 1392 Clover - New 1” Residential Gas Service Line

City of Sunbury Regular Council

Minutes

February 1, 2023

- #2023-03 - CGO - 1184 Portrush - New 1" Residential Gas Service Line
- #2023-04 - CGO - 1204 Portrush - New 1" Residential Gas Service Line
- #2023-05 - CGO - 1214 Portrush - New 1" Residential Gas Service Line
- #2023-06 - CGO - 1224 Portrush - New 1" Residential Gas Service Line
- #2023-07 - CGO - 1143 Portrush - New 1" Residential Gas Service Line
- #2023-08 - CGO - 1153 Portrush - New 1" Residential Gas Service Line
- #2023-09 - CGO - 1391 Clover - New 1" Residential Gas Service Line
- #2023-10 - CGO - 1406 Clover - New 1" Residential Gas Service Line
- #2023-11 - CGO - 1430 Clover - New 1" Residential Gas Service Line
- #2023-12 - CGO - 1442 Clover - New 1" Residential Gas Service Line
- #2023-13 - CGO - 1356 Clover - New 1" Residential Gas Service Line
- #2023-14 - CGO - 585 Redshank - New 1" Residential Gas Service Line
- #2023-15 - CGO - 190 Hawthorne - Time Extension for #2022-80 for Service Line Replacement
- #2023-16 - CGO - 361 Millers Cove - New 1" Residential Gas Service Line
- #2023-17 - CGO - 353 Millers Cove - New 1" Residential Gas Service Line

RESOLUTIONS

Second Readings

RESOLUTION 2023.02

A RESOLUTION AUTHORIZING THE EXECUTION OF A WORKING AGREEMENT WITH THE DELAWARE SOIL AND WATER CONSERVATION DISTRICT.

Motion was made by **St. John** to suspend the rules, seconded by **Grumney**, passed 7-0.

Motion was made by **St. John** and seconded by **Grumney** on the Resolution, passed 7-0.

First Readings

RESOLUTION NO. 2023.03

A RESOLUTION APPROVING THE APPLICATIONS TO ADD CERTAIN PARCELS OF REAL PROPERTY TO THE SUNBURY MEADOWS COMMUNITY DEVELOPMENT AUTHORITY AND TO AMEND THE PETITION FOR ESTABLISHMENT OF THE SUNBURY MEADOWS COMMUNITY DEVELOPMENT AUTHORITY AS A NEW COMMUNITY AUTHORITY UNDER CHAPERT 349 OF THE OHIO REVISED CODE.

Motion was made by **Martin** to suspend the rules, seconded by **Neff**, passed 7-0.

Motion was made by **Martin** and seconded by **Neff** on the Resolution, passed 7-0.

City of Sunbury Regular Council

Minutes

February 1, 2023

ORDINANCES

Third Readings

ORDINANCE 2022.50 (Tabled)

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT 601 W CHERRY ST.

To remain tabled.

ORDINANCE NO. 2023.02

AN ORDINANCE APPROVING THE APPLICATION OF RANDY LOEBIG ON BEHALF OF HIGHLAND REAL ESTATE TO REZONE APPROXIMATELY 39.9+/- ACRES OF PROPERTY OWNED BY KIRK'S CREEK INVESTMENT LLC LOCATED SOUTH OF U.S. 36/SR 37 AND NORTH OF CHESHIRE ROAD FROM R-2 LOW DENSITY RESIDENTIAL DISTRICT AND R-4 MULTI-FAMILY DISTRICT TO PLANNED RESIDENCE DISTRICT PURSUANT TO THE CITY OF SUNBURY ZONING CODE.

Motion was made by **Martin** and seconded by **Cappel** on the Emergency, passed 7-0.

Motion was made by **Martin** and seconded by **Cappel** on the Ordinance, passed 7-0.

NEW / UNFINISHED BUSINESS

Special Event Permit and Block Party Policies

Motion was made by **Cooper** and seconded by **Neff** to adopt the permit policies, passed 7-0

City Council Strategic Planning Retreat

Discussion to continue at the next meeting.

ADJOURNMENT

Motion to adjourn by **St. John** and seconded by **Cappel**. Upon Roll all Yeas.

City of Sunbury Regular Council

Minutes

February 1, 2023

Joseph St. John, Mayor

Amber Swain, Clerk of Council

Police Report

Council Meeting

February 15, 2023

01: Cruiser Update: Finally got word that our cruiser we ordered in February of 2022 does exist. We received a call from Tim Lalley Chevrolet last week that we can expect the Tahoe we ordered a year ago at the end of March or beginning April. We have contacted Parr Emergency Equipment and let them know we need to get parts ordered in for the cruiser to be upfitted around mid to late April.

02: Personnel Board Of Review/Appeals: We had a meeting on February 14, 2023 with our city attorney Dave Brehm and labor attorney Ben Albrecht. Also, in attendance was Steve Pyles, Daryl Hennessy, Shawn Wade and myself. We discussed the roles of the personnel board of appeals and determined that the board of appeals and board of review is the same board. We are working as a group to determine what rules we need to establish for the board or council to adopt and be used by the board in moving forward to help with the hiring process as well as certain discipline issues. **(Maybe Dave Brehm could explain more in depth if needed)**

03: Computers from GeTac: We have had 2 computers go down in our cruisers the last couple weeks. Tony with Edge and Officer Alexander have worked together to replace hard drives and patch these to work for now. Tony stated that these tablets need replaced as they are outdated (6 and 7 years old). We have funds budgeted for 2 new computers in our cruiser funds as part of the upfitting. We need to order 3 **(2 new cars and 1 replacement)** of these tablets as they take 2 to 3 months to get in. The cost will be around \$9,000.00 for the order but as I stated \$6,000.00 of that is already budgeted with the additional \$3,000.00 replacement was not planned for.

04: Thefts at new build sites: Please be aware that we are taking several reports of thefts from the new homes being built in several different areas. These thefts are happening all around the county and most I would guess are during the day. If anyone is driving through these areas and you see something that looks out of place or suspicious please call and report it. The direct number to call to report suspicious activity is 740-833-2800 this number will get you straight to a Delaware County Sheriff's Office dispatcher.

Calls for service (January) were reported at the last meeting.

Questions?

Chief Howard

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 2/14/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. Since our last meeting, we have completed signs and the process for public hearings.
- Record, box and plan sorting continues. We also visited the Lion's building and sorted, discovered the records that have been moved there.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15.. Daryl and I also met with them to discuss projects and get a list for them to start working on. More information in the Streets section which follows.

Planning and Zoning

- Two fence permits, two occupancy permits, six new build zoning certificates and a commercial alteration zoning certificate have been issued. Four sign permits were also processed and will be issued next week. There are two pending occupancy requests received this morning that I will process in Alex's absence.
- Met with the Montrose Group today. They provide consultation related to development and other community building functions.
- Continued work on resident complaints regarding a business violating the zoning code.
- Alex and I met with Vic to talk through options related to Fun in the Jungle in terms of a conditional use instead of a full rezoning.
- CT held a mini workshop on the Ravines at Meadow Ridge Development as they work through the preliminary plat application.

Odds and Ends

- I was a panelist on the Delaware Chamber of Commerce Leadership Academy local government presentation along with county and Delaware City representatives. The panel approach is for the class to take the survey and compare our answers to those of the class.
- Open bids for the demolition grant, bids were well below estimate. There is a memo in the one drive regarding recommendations on the bids. I also emailed the Land Bank as I anticipate we may have some grant funds not programmed to see what options we may have in doing more site preparation and beautification.
- Asbestos abatement for the demolition homes is happening today and tomorrow.
- Equipment Purchase Orders for vac truck and crack seal trailer have been issued. Vac truck is undergoing preventative maintenance and inspection and should be delivered first half of February.
- Space planning meetings continue, we will be meeting with the service staff on 2/21 to focus on that new building.
- Staff met with CT regarding the GIS project.
- PD and administrative staff are meeting later today to discuss bringing the Personnel Board of Appeals to operational status.

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Street light maintenance, we are also working through issues with the pedestrian crossing at Fallen Heroes.
- MP Dory was in and replaced a pedestrian bollard (touch pad) that was damaged in an auto accident. We were able to have it replaced and operational the day following the evening crash.
- Aaron Noblit worked with the department instructing on street tree trimming techniques. He volunteered his time; we removed the debris, and we were able to get another street (Heartland Ct.) trimmed.
- The staff has been working on identifying missing street signs and those that have reduced reflectivity. I provided a form, Alex provided a mapping system to organize the work and the street staff has been doing the census of the signs.
- Jacob Stockmaster has completed his 30 hours of seat time driving a CDL level truck and has been getting instruction on the pre-trip part of the test. We hope to arrange his test within the next few weeks.

Wastewater

- New employee is getting trained.
- Meeting with CT every two weeks on Friday has resumed to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.
- Pipe Hunter machine has received a preventative maintenance/inspection of chassis (engine and frame) and is undergoing vendor inspection/preventative maintenance of installed equipment, anticipated delivery is by late February.

Engineering Status Report

Prepared By: Wes Hall, P.E.

Date: February 15, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	
<p><u>Fallen Heroes Multi-Use Trails</u></p> <p><u>Phase 3 (to southern property line of Old Orchard Park)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 2 to the southern property line of Old Orchard Park (which is the northern property line of Sunbury Meadows). This MUT segment is approximately 610 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$50,568.50 from the County Commissioners, through their Trail Assistance Program. This amount is one-half of the estimated cost to construct the MUT.</p> <p><u>Phase 4 (from Old Orchard Park to Sunbury Meadows Drive)</u> This project extends the existing Fallen Heroes Multi-Use Trail for the terminus of Phase 3 to Sunbury Meadows Drive. This MUT segment is approximately 550 feet long. The MUT will be an asphalt trail, 10 feet wide. Sunbury has received a grant in the amount of \$40,000 from Preservation Parks of Delaware County, through its Community Trail Improvement Grant (CTIG) Program.</p>	<p><u>Construction Phase</u> Contract is executed with contractor. Preconstruction activities are progressing.</p> <p>Phase 4 will be completed as a change order in Phase 3.</p>
<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u></p> <p>The project includes the design of a small gravel parking lot off Sedgwick Avenue, with hard-surface pavement for ADA parking spaces, 620 feet of concrete sidewalk (5-foot wide) from the parking area to top of reservoir levees, to meet with the existing asphalt walking trail, a fishing pier, and ancillary items such as, but not limited to, fence gates, trail signage, trailside benches, lifebuoy rings, dog waste stations, and drainage infrastructure. Sunbury was offered, and accepted, a grant in the amount of approximately \$41,000 from ODNR's NatureWorks Grant Program.</p>	<p><u>Design Phase</u> Conceptual plan has been finalized. Construction documents are being prepared.</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u></p> <p>CT is preparing a pre-application for Round 2 of the DPS HMGP. The pre-application is due on 3/24/2022 Sunbury will submit a request for a grant to assist in the engineering study of Prairie Run to identify possible solutions to mitigate flooding along the creek within the City. The results of this study will inform future decisions and actions of the City in completing projects designed to mitigate the observed flooding.</p>	<p><u>Planning Phase</u> FEMA questions are being addressed.</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u></p> <p>Submitted FP Update to Ohio EPA for review and approval. Waiting for comments. We were advised, informally, that the first reviewer for Ohio EPA had no comments on the FP Update. We are working to get something formal from Ohio EPA acknowledging their acceptance of the update or additional comments from additional reviewers so that we can finalize the Update. A presentation summarizing the findings, conclusions and recommendations of the Facilities Plan Update was made to the Services Committee at its meeting on 2/2/2022.</p>	<p><u>Planning Phase</u> EPA comments were received and addressed. Waiting on approval.</p>

Project Description	Current Phase / Updates
<p><u>Little Walnut Creek Interceptor Sewer - Phase 2</u> 36" interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p><u>Preliminary Phase</u> Survey and preliminary design has started.</p>
<p><u>Stormwater Utility Study</u> A study is being completed to determine the feasibility of implementing a Stormwater Utility.</p>	<p>Study is progressing.</p>
PRIVATE DEVELOPMENT PROJECTS	
<p><u>Ravines at Meadow Ridge (DRK Apartments)</u> Metro Development (DRK) submitted an application to rezone 67.1 acres of land between Africa Road and 3 B's & K Road, on the south side of 36/37, to Planned Residence District (PRD) and to rezone 2.0 acres of land on the east side of 3 B's & K Road, on the south side of 36/37, to Planned Commercial District (PCD). Metro Development proposes to construct 744 apartments, with ancillary supporting facilities, within the PRD.</p>	<p><u>Design Phase</u> Developer has submitted the preliminary plat and plans. We are reviewing. We anticipate a submittal to Planning Commission in March.</p>
<p><u>Granville Street Multi-Family Development</u> New multi-family and commercial development south of Granville Street on each side of Sunbury Meadows Drive. Council has approved the rezoning.</p>	<p><u>Planning Phase</u> Council approved the rezoning. Developer may be proceeding with the design soon.</p>
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Pre-construction activities and final comments are being completed. Construction is anticipated to start soon.</p>
<p><u>Rolling Hills Subdivision</u> New single family, planned residential subdivision located on Golf Course Road. The Final Plat for Section 1 and Section 3A were approved by Council.</p>	<p><u>Construction Phase</u> Construction is progressing.</p>
<p><u>Price Ponds Subdivision</u> New single family planned residential subdivision located on Golf Course Road. Final Plat for Section 1 was approved with contingencies by Council on 7/6/22.</p>	<p><u>Construction Phase</u> Construction is progressing for Section 1.</p>
<p><u>Eagle Creek Subdivision</u> New single family, planned residential subdivision located on 3B's&K Road. The preliminary plat / plan was conditionally approved at the 8/22/2022 Planning Commission Meeting.</p>	<p><u>Design Phase</u> We have reviewed the construction drawings (1st submittal) and provided comments.</p>

Project Description	Current Phase / Updates
<p><u>Kintner Crossing</u> New small lot single family and town home development north of Cheshire Road and west of West Cherry Street. The development consists of 81 small lot single family and 107 town homes on a 39.9 acre site.</p>	<p><u>Planning Phase</u> Rezoning was approved by Council.</p>
<p><u>Eagle Storage - 601 West Cherry Street</u> Addition of four new storage buildings on the property. Council approved the building and site improvements with contingencies. We have reviewed the construction drawings (1st submittal) and provided comments.</p>	<p><u>Design Phase</u> Waiting on the resubmittal of the construction drawings.</p>

RIGHT-OF-WAY PERMITS

The following R/W Permits Completed and/or under review:

- #2023-18 - CGO - 155 Letts Avenue - New 1” Residential Gas Service Line
- #2023-19 - CGO - 742 Peacock - New 1” Residential Gas Service Line
- #2023-20 - CGO - 1594 Nettle - New 1” Residential Gas Service Line
- #2023-21 - CGO - 1274 Clover - New 1” Residential Gas Service Line
- #2023-22 - CGO - 1365 Clover - New 1” Residential Gas Service Line
- #2023-23 - CGO - 1455 Clover - New 1” Residential Gas Service Line
- #2023-24 - CGO - 240 N Vernon - Abandoning gas service line
- #2023-26 - CGO - 96 Harrison - Eleven (11) 1” Residential Gas Service Line for 11 different properties

RESOLUTION NO. 2023.04

RESOLUTION AUTHORIZING CITY OF SUNBURY TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER POLLUTION CONTROL LOAN FUND AGREEMENT ON BEHALF OF THE CITY OF SUNBURY FOR PLANNING, DESIGN AND CONSTRUCTION OF WASTEWATER FACILITIES; AND DESIGNATING A DEDICATED REPAYMENT SOURCE FOR THE LOAN

WHEREAS, the City of Sunbury seeks to upgrade its existing wastewater facilities; and

WHEREAS, the City of Sunbury intends to apply for Water Pollution Control Loan Funds for the planning, design and construction of wastewater facilities; and

WHEREAS, the Ohio Water Pollution Control Loan Fund (WPCLF) requires the government authority to pass legislation for application of a loan and the execution of an agreement as well as designating a dedicated repayment source; now therefore,

BE IT RESOLVED BY THE COUNCIL OF CITY OF SUNBURY, DELAWARE COUNTY, OHIO:

Section 1. Mayor Joseph St. John, be and is hereby authorized to apply for a WPCLF loan, sign all documents for and enter into a Water Pollution Control Loan Fund (WPCLF) with the Ohio Environmental Protection Agency and the Ohio Water Development Authority for planning, design and construction of wastewater facilities on behalf of the City of Sunbury of Delaware County Ohio.

Section 2. That the dedicated source of repayment will be the Sewer Fund.

Section 3. This Council finds and determines that all formal actions of the Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That pursuant to Section 4.07 of the Charter of the City of Sunbury this Resolution shall be in full force and effect immediately upon its adoption.

VOTE ON SUSPENSION OF THE RULES	YEAS	NAYS
	_____	_____

VOTE ON RESOLUTION 2023.04	YEAS	NAYS
	_____	_____

PASSED: _____

Joseph St. John, Mayor

ATTEST:

Amber Swain, Clerk of Council

CERTIFICATION

I hereby certify on this ___ day of February, 2023, that the foregoing is a true and accurate copy of the Resolution passed at the meeting held on February 1st, 2023, of the City of Sunbury, County of Delaware, State of Ohio.

Amber Swain, Clerk of Council

ORDINANCE 2022.50

AN ORDINANCE APPROVING THE COMMERCIAL AND INDUSTRIAL SITE PLAN AND BUILDING APPLICATION OF CUTLER PROPERTIES LTD FOR CONSTRUCTION OF STORAGE BUILDINGS TO BE LOCATED AT LOCATED AT 601 W CHERRY ST.

WHEREAS, Crossing Waters Engineering, Inc. on behalf of Cutler Properties LTD, has submitted an application for plan review and zoning certificate for storage buildings to be located at 601 W. Cherry Street; and

WHEREAS, said application came on for vote by the Planning and Zoning Commission on the 28th day of November 2022, which Commission recommended conditional approval of said application; and

WHEREAS, said application was considered by the Sunbury City Council for approval pursuant to the zoning regulations of the City of Sunbury.

NOW, THEREFORE, BE IT ORDAINED by the Council for the City of Sunbury, Delaware County, State of Ohio, as follows:

SECTION 1: That the recommendation of the of the Sunbury Planning and Zoning Commission to approve the application of Crossing Waters Engineering Inc. on behalf of Cutler Properties LTD, for a plan review and zoning certificate for storage buildings to be located at 601W. Cherry Street is hereby approved, conditional upon final engineering and legal approval.

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

WHEREFORE, this Ordinance shall be in effect from and after the earliest time permitted by law.

VOTE ON ORDINANCE 2022.50

YEAS

NAYS

PASSED: _____

Joseph St. John, Mayor

ATTEST:

Amber Swain, Clerk of Council

CERTIFICATION

I hereby certify on this ___ day of _____, 2023, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on the _____ day of _____, 2023, of the City of Sunbury, County of Delaware, State of Ohio.

Amber Swain, Clerk of Council

ORDINANCE NO. 2023.06

**AN ORDINANCE AWARDDING THE CONTRACT FOR THE DEMOLITION OF
63 SOUTH COLUMBUS STREET AND 75 SOUTH COLUMBUS STREET TO
DILLEY'S EXCAVATING AND DEMO, LLC
AND DECLARING AN EMERGENCY**

WHEREAS, on or about February 10, 2023, bids were solicited for the demolition of 63 South Columbus Street and 75 South Columbus Street ; and

WHEREAS, Dilley's Excavating and Demo, LLC, Circleville, Ohio submitted the lowest and best bid of Twenty Five Thousand Five Hundred (\$25,500) Dollars for the base bid; and

WHEREAS, Sunbury City Council now wishes to determine that the bid of Dilley's Excavating and Demo, LLC is the lowest and best bid and authorize the City Administrator to execute a contract and any other necessary documents to effectuate the award of the City of Sunbury demolition of 63 South Columbus Street and 75 South Columbus Street project to Dilley's Excavating and Demo, LLC.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Sunbury, Delaware County, Ohio;

SECTION I: The contract for the City of Sunbury demolition of 63 South Columbus Street and 75 South Columbus Street is hereby awarded to Dilley's Excavating and Demo, LLC pursuant to their lowest and best bid in the amount of Twenty Five Thousand Five Hundred (\$25,500) Dollars.

SECTION II: The City Administrator or alternatively, the Assistant City Administrator, is hereby authorized to execute a contract and any and all other necessary documents with Dilley's Excavating and Demo, LLC to effectuate the award of said project.

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

SECTION IV: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of the City of Sunbury, Ohio, to allow contract award and completion of the demolition work within grant deadlines and to promote public safety in light of the condition of the structures to be demolished.

WHEREFORE, this Ordinance shall take effect and be in force immediately from and after its passage.

VOTE ON SUSPENSION OF THE RULES	YEAS	NAYS
	_____	_____
VOTE ON EMERGENCY	YEAS	NAYS
	_____	_____
VOTE ON ORDINANCE 2023.06	YEAS	NAYS
	_____	_____

PASSED: _____

Joseph St. John, Mayor

ATTEST:

Amber Swain, Clerk of Council

CERTIFICATION

I hereby certify on this _____ day of February, 2023, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on February _____, 2023, of the City of Sunbury, County of Delaware, State of Ohio.

Amber Swain, Clerk of Council



1

POTENTIAL DATE AND LOCATION

- Location – Recreation Unlimited – Near Ashley – 30 minutes from Sunbury
- Dates Available
- ~~April 15,~~ 2023 *MAY 6, 13, 20*
- ~~April 29,~~ 2023

2

RETREAT PURPOSE - INTENDED OUTCOMES AND RESULTS

Potential Retreat Purposes

1. Strategic Planning for Organization
2. Initiate Community Visioning Process
3. Setting Budget Priorities
4. Developing Policy Priorities
5. Program Review, Evaluation
6. Working Relationships

Intended Outcomes, and Result

- Mission, vision and values and broad goals
- Organizational plan setting priorities for the near future (3-5 years)
- Shared vision for the future of your community
- Community vision and priorities for achieving long-term goals (10-20 years)
- Determine funding priorities for annual (or capital) budget
- Establish priorities for policy development or revision in the coming year
- Evaluate effectiveness and/or efficiency of programs and services
- Establish common expectations for working with others
- Strengthened abilities to work together as a team

3

IMPORTANT FIRST QUESTIONS

- What are your personal goals for the retreat?
- The retreat would be successful if I get answers to the following three questions I have.
- I think spending _____ hours for a retreat is a productive investment of time.

4