

Sunbury Services  
Committee Meeting Minutes  
November 3rd 2021  
6:30 PM

- I. **Call to order-** Committee Chair Damin Cappel opened the Sunbury Service Committee meeting at 6:30p.m., Wednesday November 3rd, 2021, in Council Chambers.
- I. **Roll Call-** Those answering roll call: Damin Cappel, Greg Elliott & Joe St. John. Also, in attendance were Engineer David Parkinson, Administrator Steve Pyles, Fiscal Officer Kathy Belcher & Olivia Ballard.

**Minutes Approval-** September 1<sup>st</sup>, 2021, Meeting Minutes  
Motion by Greg Elliott.  
Seconded by Damin Cappel.  
2 yeas, 1 abstention, minutes approved.

II. **Visitors-** Dan/CT Consultants

III. **Old Business**

**Sunbury Estates sidewalk repair & tree plan**

**Street Tree Policies in Central Ohio Regarding Sidewalk Maintenance**

Community	Repair of Street Tree Damage	Notes
Columbus	Abutting Property Owner	Tree removed if a hazard only
Granville	Municipality	50% of non-tree related damage
Upper Arlington	Municipality	property owner 100% of non-tree damage
Bexley	Municipality	property owner 100% of non-tree damage
Wooster	Municipality	repaired when tree is removed - various methods
Westerville	Municipality	property owner 100% of non-tree damage
Hilliard	Municipality - Exception	with tree removal - if home owner wants to retain tree at their cost
Delaware	Municipality	property owner 100% of non-tree damage
Powell	Abutting Property Owner	
Mt. Vernon	Abutting Property Owner	property owner pays for materials - labor by city crew

Steve Pyles presented surrounding municipalities policies regarding street trees & sidewalk maintenance. He asked for guidance going forward; if Sunbury would like to enforce the current ordinance or change it to accept street tree damage.

Greg Elliott asked if this will set a precedence if they were to change the ordinance.

Steve Pyles answered that going forward, if approved, Sunbury would be responsible for all sidewalk damage done by street trees.

Damin Cappel stated for future trees, Sunbury will be planting trees that will not cause as much damage, meaning Sunbury would not be set up for as much responsibility going forward.

Damin Cappel asked the committee for their opinion of the meandering sidewalks, in his opinion, it doesn't look good.

Mayor St. John answered that he has seen it done before, and it looks nice. He continues by referencing the above list of municipalities, and the municipalities that do take care of their trees are beautiful to drive through and have a better atmosphere. Pointing out that there has been an obvious legacy to invest in trees.

Greg Elliot asked if option 3 included meandering sidewalks.

Damin Cappel answered that option 3 will allow for that if homeowners want to save a particular tree.

Steve Pyles discussed that Sunbury will need to start budgeting for sidewalk maintenance if they decide to change the ordinance.

### **Sunbury Mills tree replacement**

Steve Pyles told the committee that all underground utilities are being marked & tree planting in Sunbury Mills will start soon. The HOA will communicate with residents. Sunbury will be issuing no parking notices.

### **Trunk Sewer/AEP updates**

AEP is done, the contractor has all the pipe in the ground and 90% has been tested. There were a few portions that did not pass the test which will be dug up, then gravel will be replaced & retested.

### **2021 Street paving update**

Paving has started and getting close to having everything completed.

## **IV. New Business**

### **Resignation**

Martin Fisher has submitted his resignation and Mayor St. John will be taking his place on the services committee.

### **High School TIS**

Dave Parkinson presented the plan to implement corrections that will need to occur over the next several years as a result of the traffic impact study. There were \$3.2million worth of improvements identified as needed because of the traffic that will result from the new schools. Sunbury has completed one of those projects so far, which was \$500,000 to put turn lane in on W Cherry St. That leaves about \$2.7 million worth of improvements. The engineers have reviewed the TIS and Sunbury Parkways proposal & have come up with a plan. The engineer said it would be best to focus on intersections and has outlined a 4-phase approach. 1<sup>st</sup> phase would be the intersection of ST RT 3 & Cherry St, adding turn lanes at this intersection. Phase 2 will be Miller Dr and Cherry St intersection.

Phase 3 in Kitner Pkwy & Cherry St intersection. Finally, phase 4 would be Miller Dr and ST RT 3 intersection.

Mayor St. John asked David Parkinson to look at an option for a straight shot to 61 through farm fields.

### **OPWC application**

Visitor Dan from CT Consultants discussed the OPWC application. 2022 street improvement projects will be W Granville St, S Columbus St, Kintner Parkway, Commerce Dr, Middleview and Southview Dr, Hill St, Morning St & Stone St. With the total construction cost \$998,890 and with contingency \$1,049,000. Local share is \$400,000 from the street fund, and \$752,000 will be needed from OPWC. The application will be submitted the following day.

### **Inflow & Infiltration**

Steve Pyles discussed a meeting that he attended with Dale Wampler. The meeting was to examine infiltration and inflow, and new technology. This has been an issue at the front of his mind since the rain event that exposed vulnerable areas of Sunbury. This would be a more cost-effective way, versus creating capacity at the sewer plant. Using this system, they can start to identify a sewage basin that could then be studied and could uncover issues that weren't previously known. His plan is to start studying I&I in more detail in 2022.

### **Streetscapes**

David Parkinson discussed the following report: In follow up to our recent conversations regarding the need for planning and design services related to the roadway corridors and adjacent properties in the Sunbury Town Square, we are pleased to provide this proposal for Professional Services for your review.

#### **I. Project Planning Area**

The project planning area is preliminarily defined as:

1. Cherry St. from JR Smith Park to SR 3 (approx. 3140 lf)
2. Granville St. from SR 37 to SR 3 (approx. 3140 lf)
3. Vernon St. from Cherry St. to Granville St. (approx. 550 lf)
4. Columbus St. from Cherry St. to Vernon St. (approx. 1440 lf)
5. Morning St. from Granville St. to Cherry St. (approx. 520 lf)
6. Evening St. from Granville St. to Cherry St. (approx. 400 lf)
7. Town Square, including gateway features at the four corners of Town Square and the corners opposite thereof (approx. 120,000 sf)

Refer to attached Exhibit A for Project Planning Area.

#### **II. Project Goal**

The Project goal is to develop a community vision for improvements in Town Square and the roadway corridors in and leading into the Town Square. The Project will develop standards for improvements along these corridors. The Project will also facilitate creation of an environment that is conducive to economic development and improved quality of life for the community.

It is recognized that improvements have been implemented in the vicinity of the Town Square, such as brick sidewalks along the perimeter of the square, and brick walls and metal picket fencing treatments at the improved parking lot to the southwest of the square. This planning effort will build upon these improvements to further reinforce the character and history of the Town Square throughout the planning area.

### **III. Improvement Components**

The Project will address the infrastructure and overall physical environment of the corridors, with improvements to be considered in the following areas:

1. Overall character of corridors
2. Connectivity/walkability
3. Sidewalk, crosswalk, pedestrian ramp treatments and ADA accessibility: location and materials
4. Roadway improvements, including potential road diets (such as Granville St. between Evening St. and the Post Office)
5. Street/pedestrian lighting
6. Traffic signalization (working with existing decorative mast arm signal poles)
7. Traffic Circulation: vehicular, pedestrian, bicyclists
8. Signage: gateways, wayfinding, traffic control, street identification, and business
9. Parking
10. Public spaces
11. Street furnishings: masonry seat walls/accents, benches, trash receptacles, bike racks, bollards, etc.
12. Street trees and landscaping
13. Curbing and storm drainage
14. Underground utilities
15. Overhead utilities
16. Street pavements and markings

### **IV. Scope of Services**

The following scope of services will be provided:

Initial Project Steps

Step 1. Development of Master Plan

A. Input, Inventory, and Evaluation

1. Organize/meet with the City and Stakeholders to solicit initial input on the project direction.
2. Gather available existing background information which may include utilities information, previous studies, plans, historic data, comprehensive plans, traffic data, etc.
3. Perform a walk thru of the project area to observe existing conditions and influences on the master plan development.
4. Assist in conducting a public “think tank” meeting to solicit public input in the planning process to help identify needs and opportunities.
5. Evaluate existing conditions and make recommendations for improvements based on available existing background information, City, stakeholder and public input, and field observations.
6. Prepare a summary of existing conditions, needs, and preliminary recommendations for improvements and review with the City and stakeholders. This summary will provide direction for development of the Concepts and Master Plan.

**Work Product: Summary narrative of existing conditions, needs, and preliminary recommendations**

7. Prepare a base map of the project area from existing available survey or mapping (GIS, aerial photography, etc.).

**Work Product: Base map of project area**

B. Concept Development

1. Prepare conceptual design solutions for the proposed improvements. This will include up to seven (7) three-dimensional renderings of proposed improvements of selected areas within the project area. Other images, such as section views or prototypical plans will be used to supplement the three-dimensional renderings, if needed, to convey the design intent. These images will be reviewed with the city and stakeholders and will be revised as needed.

**Work Product: Three-dimensional renderings (not to exceed a quantity of 7) and other images, as needed to convey the design intent, formatted in booklet form and mounted on display boards for public presentation/communication use, and/or digital format for web-based communications.**

C. The Master Plan

1. Prepare a rendered Master Plan that indicates the proposed improvements for the corridors and adjacent public spaces in the Town Square district project area utilizing the base map created in Step 1A. Review the Master Plan with the City and Stakeholders and revise as needed.

**Work Product: Final Master Plan formatted for distribution to the City and other Key Stakeholders, and for public presentation/communication use mounted on display boards and/or digital format for web-based communications.**

2. In conjunction with the City Administration, present the Master Plan, along with the Concepts for the Focus Project Area prepared under Step 1B, at a public meeting.

3. Prepare a preliminary opinion of probable construction costs for the project area, broken down by block or area. This detailed estimate will be a useful tool in developing the project phasing plan for implementing the project, phased as needed, based on achievable funding.

**Work Product: Preliminary opinion of probable construction costs**

4. Work with the City to determine an appropriate and achievable phasing plan for the recommended improvements. Determine a Phase 1 Project Area.

**Work Product: Phasing Plan for the Project Area.**

5. Prepare a schedule for implementation of the determined Phase 1 Project Area to be implemented.

**Work Product: Schedule**

D. Develop Design Standards for the Master Planning Area

1. Based on the approved design developed in the concepts and master plan, develop details and standards for improvements along the corridors. This may include sidewalk treatments/materials, site furnishings (masonry seat walls/accents, benches, trash receptacles, bike racks, bollards, etc.), crosswalks, lighting, etc.

**Work Product: Illustrative and narrative details and standards for improvements along the corridors.**

Future Steps to Implement Phase 1 Corridor Improvements

Step 2. Financing Plan for Improvements (for determined Phase 1 Project Area)

A. Develop a probable plan for financing improvements for the determined Phase 1 Project Area to be implemented, to match project costs to targeted funding sources (grants, funding agencies, loans, benefactors, etc.). Meet with the City to review financing plan; update if needed.

**Work Product: Use and source of funds statement matching project costs to targeted funding sources**

B. Identify qualitative and quantitative benefits, including projected economic impacts of the project to the community. This will serve as a useful tool in demonstrating project benefits to potential funding sources.

**Work Product: Summary of private/public sector benefits**

C. Prepare a schedule that identifies timetables for targeted funding sources and steps to move the project to final engineering and bidding and construction; update if needed.

Work Product: Schedule of funding sources and project steps required to implement project

### Step 3. Implementation Plan

A. Assist with preparing grant applications/pre-applications and pre-submittal meetings. The Implementation step involves application to grant, and funding entities previously identified in Step 2: Financing Plan for Improvements.

#### **Work Product: Grant applications prepared/submitted**

- B. Assist the City in follow up with grant applications (i.e., meetings with grant reviewers).
- C. Advise the City or committee in fundraising strategies for improvement items related to the project construction phase, including identifying potential sponsorship/memorial items and corresponding costs, and share examples of fundraising efforts from other communities.
- D. Coordinate with involved parties to achieve funding commitments for project.

#### **Work Product: Drafts for grant approvals/legislative authorizations**

Step 4. Preliminary Design, Final Design/Engineering, and Administration for Phase 1 Project Area  
Survey, Geotechnical Investigation, Design Development/Preliminary Engineering, Construction Documents (Drawings and Specifications), Bidding, Construction Administration/Supervision, and Grant Draw-Down.

This step (which will be included as part of preliminary probable construction costs to be developed above) will be defined when the project progresses to this stage of development and will focus on the determined project area to be constructed.

### V. Schedule

The following preliminary schedule goals are established for completion and is contingent upon timely reviews. Services will be performed simultaneously where possible.

<u>Steps</u>	<u>Schedule</u>
Step 1. Development of Master Plan	
A. Input, Inventory, and Evaluation	2 Months
B. Concept Development	2 Months
C. The Master Plan	3 Months
D. Develop Design Standards	2 Months
Step 2. Financing Plan for Improvements	TBD
Step 3. Implementation Plan and Services to Implement Plan including Grant Applications (for determined phase 1 project area)	TBD

Step 4. Preliminary Design, Final Design/Engineering, and Administration  
(for determined project area) TBD

## **VI. Compensation**

Fees for professional services outlined in this proposal shall be a lump sum of \$87,000, broken down as follows:

<u>Steps</u>	<u>Fee</u>
Step 1. Development of Master Plan	
A. Input, Inventory, and Evaluation	\$14,500
B. Concept Development	\$19,200
C. The Master Plan	\$43,500
D. Develop Design Standards	\$9,800
Step 2. Financing Plan for Improvements	TBD
Step 3. Implementation Plan and Services to Implement Plan including Grant Applications (for determined phase 1 project area)	TBD
Step 4. Preliminary Design, Final Design/Engineering, and Administration (for determined project area)	TBD

## **Wastewater staffing**

Steve Pyles stated that he spoke to Dale, and they are needing at least 4 employees at the facility. They are currently interviewing for a 4<sup>th</sup> person, there is currently 3 employees. They have budgeted for an additional 2-3 employees in the future.

## **V. Adjournment**

Motion by Damin Cappel.  
Seconded by Greg Elliott.  
Meeting adjourned 7:28p.