

1. Minutes - February 4, 2026

Documents:

[2026.02.04 COUNCIL MINUTES.PDF](#)

2. City Manager's Report

Documents:

[CITY MANAGER REPORT.PDF](#)

[CITY MANAGER - ATTACHMENT - UDG MKT ANALYSIS 2026-02-11.PDF](#)

[CITY MANAGER - ATTACHMENT JRD WORKSHOP \(FINAL\).PDF](#)

3. The Montrose Group, LLC - Advocacy Services

Documents:

[SUNBURY ENGAGEMENT LETTER 2-5-26.PDF](#)

City of Sunbury
Regular Council Minutes
February 4, 2026

Mayor Joe St. John opened the Sunbury City Council (“Council”) meeting at 7:30 p.m., February 4, 2026, with a moment of silent prayer and then the Pledge of Allegiance.

ROLL CALL

Those answering roll call: Damir Cappel, Cindi Cooper, Nancy Crawford, Tim Gose, John Grumney, Marc Long, and Joseph St. John. Other staff in attendance included City Manager Daryl Hennessy, Legal Counsel Dave Brehm, Police Chief Rob Howard, and Director of Finance Dana Steffan.

MINUTES

Motion by **Gose** and seconded by **Crawford** to approve the January 21, 2026, regular meeting minutes. Upon roll, 7 yeas; the minutes were approved.

VISITORS

There were no visitors who wished to speak to Council.

COMMITTEE REPORTS

Mr. Gose reported that the Fire Board met last week to finalize compensation decisions for the year, including those for the Fire Chief and Assistant Chief, and noted that the meeting went well. He also shared that the new building project continues to make strong progress, though the anticipated completion date has shifted from April 1 to later in May due to recent weather challenges.

Mr. Cappel reported that the Services Committee received a presentation on snow and ice management, noting that primary arterials are prioritized, the department maintains 75 lane miles, and public compliance with street parking has improved. He also highlighted planned storm sewer repairs totaling \$20,000, a review of AI-based road ratings similar to past PACER assessments, and a minor electrical fire at the wastewater treatment plant near a sludge lift station, which caused no significant damage and will be addressed during the ongoing expansion project.

Mayor St. John reported on the recent Planning and Zoning Commission meeting. He stated that the Sure Signs expansion, which includes a new dance studio, has been rezoned and coordinated with the East Granville Street widening project. He also discussed the proposed Planned Commercial District on the front seven acres of the Communities at Sunbury, noting that the plan was recommended for disapproval. Mayor St. John expressed hope that the developer would return with a revised plan acceptable to the community.

CITY MANAGER’S REPORT

Mr. Hennessy reported that a roof collapsed today on a private property along Granville Street near the Square. No injuries occurred, as the roof fell onto an existing secondary flat roof. Utilities to the building have been shut off, and the property owners have engaged their insurance firm about next steps. A structural engineer will assess the building to determine whether it can be salvaged or must be demolished, with guidance from the Delaware County Building Safety Office. The City’s Services team has secured the site with fencing, allowing the street to reopen, and adjacent businesses may reopen tomorrow. Chief Howard noted that extra patrols are in place and drone inspections were used to assess the building, with access remaining restricted until the engineer’s evaluation is complete.

Mr. Hennessy also provided an update on J.R. Smith Park, noting that the contractor is scheduled to begin demolition the week of February 16, which is expected to help keep the project on track for timely completion. He also highlighted the upcoming Joint Recreation District public meeting on February 11 at 6:30 p.m. at Sunbury United Methodist Church. The meeting will be an interactive session to discuss

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potential programming in the community center, updates on site location criteria, input on desired criteria for the final site selection, and the first round of survey results.

Mr. Hennessy provided updates from the Police Department, noting ongoing field officer and additional training. He announced that police units will present to City Council, beginning at the next meeting, with presentations planned over the next two to three meetings.

RESOLUTIONS

RESOLUTION 2026.01

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT FOR THE MAINTENANCE OF A SEGMENT OF 3Bs AND K ROAD FROM US36/SR37 TO CHESHIRE ROAD.

Motion on the Resolution by **St. John**, seconded by **Cappel**, upon roll approved 7-0

RESOLUTION NO. 2026.04

A RESOLUTION DETERMINING THAT CONSENT TO THE EXPANSION OF THE SUNBURY NEW COMMUNITY AUTHORITY DISTRICT TO INCLUDE THE KINTNER CROSSING - PHASE I DEVELOPMENT COMPLIES WITH THE REQUIREMENTS OF SECTION 349.03 OF THE OHIO REVISED CODE AND TO FIX A DATE AND PLACE FOR A PUBLIC HEARING ON SUCH EXPANSION, AND DECLARING AN EMERGENCY.

Motion to Suspend the Rules by **St. John**, seconded by **Crawford**, upon roll approved 7-0.

Motion on the Resolution by **St. John**, seconded by **Crawford**, upon roll approved 7-0.

ORDINANCES

ORDINANCE NO. 2025.36 (tabled)

AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A TAX INCREMENT FINANCING REIMBURSEMENT AGREEMENT WITH SUNBURY DEVELOPMENT, LLC.

Ordinance remained tabled.

ORDINANCE 2026.04

AN ORDINANCE APPROVING THE COMMERCIAL SITE PLAN AND BUILDING APPLICATION OF UNITED DAIRY FARMERS FOR THE REDEVELOPMENT OF A NEW CONVENIENCE STORE AND FUELING STATION TO BE LOCATED AT 303 W. GRANVILLE STREET.

Motion on the Ordinance by **Cooper**, seconded by **St. John**, upon roll approved 7-0.

NEW / UNFINISHED BUSINESS

Motion by **St. John** to enter into Executive Session, seconded by **Grumney**, upon roll approved 7-0.

Motion by **St. John** to reconvene Regular Session, seconded by **Grumney**, upon roll approved 7-0.

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ADJOURNMENT

There being no further business for the Council, **St. John** moved to adjourn. The motion was seconded by **Cappel**. Upon roll approved 7-0.

Joseph St. John, Mayor

ATTEST:

Alyssa Graziano, Clerk of Council

MEMORANDUM TO THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: Daryl Hennessy
City Manager

SUBJECT: City Manager's Report

DATE: February 16, 2026

COMMUNITY AND ECONOMIC DEVELOPMENT

JR Smith Park Project. Bond financing for \$2,560,000 closed on February 12 and construction on the JR Smith Park improvements are expected to begin the week of February 16. 2K General, a firm out of Delaware, Ohio, has been selected to complete this work.

Joint Recreation District Community Meeting. Approximately 75 people attended last week's public meeting at the Sunbury United Methodist Church to discuss a future community center in the Berkshire-Galena-Sunbury area. Meeting agenda items included generalized site information based on an ongoing market analysis, a summary of the first community survey results, and a group activity to discuss potential sizes and uses/programming for the community center. A second community survey is expected to be released soon to gather more insight into preferred programming options and the potential size of a community center. Attached to this report are the public slides that were shared at the meeting.

PUBLIC SAFETY

Police Department Presentations. Presentations from Sunbury police officers working in the School Resource and Drone programs will provide presentations to City Council to recap significant 2025 activities. Presentations from the Detective, DTU, and Traffic/Speed programs will occur at the March 4 meeting.

Attachment

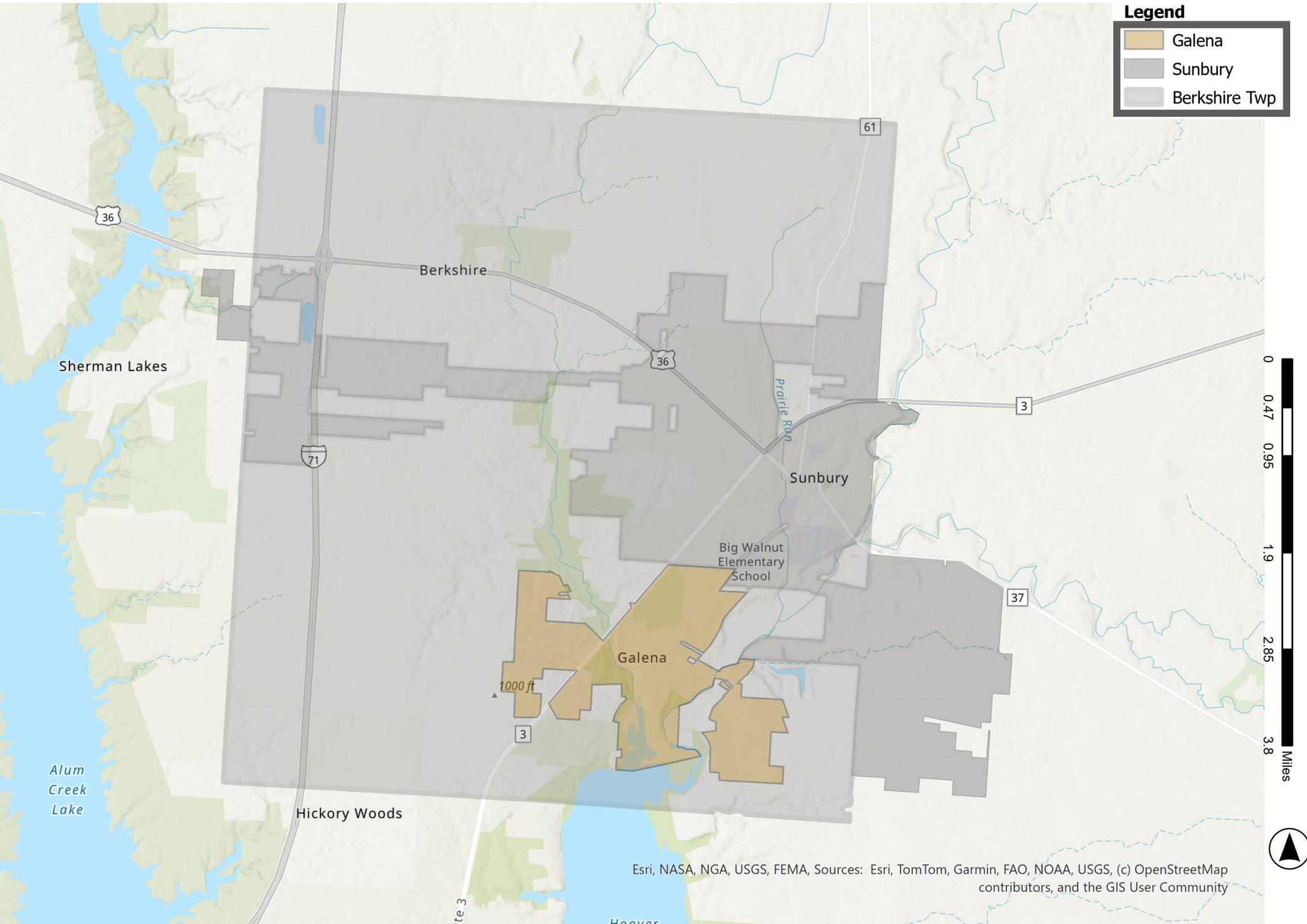
Market /Site Selection Analysis – Today's Agenda:

- Estimate the extent of the **preliminary Market Area**
- Analyze the entirety of the Eastern Delaware County Joint Recreation District for **development suitability of new facilities**

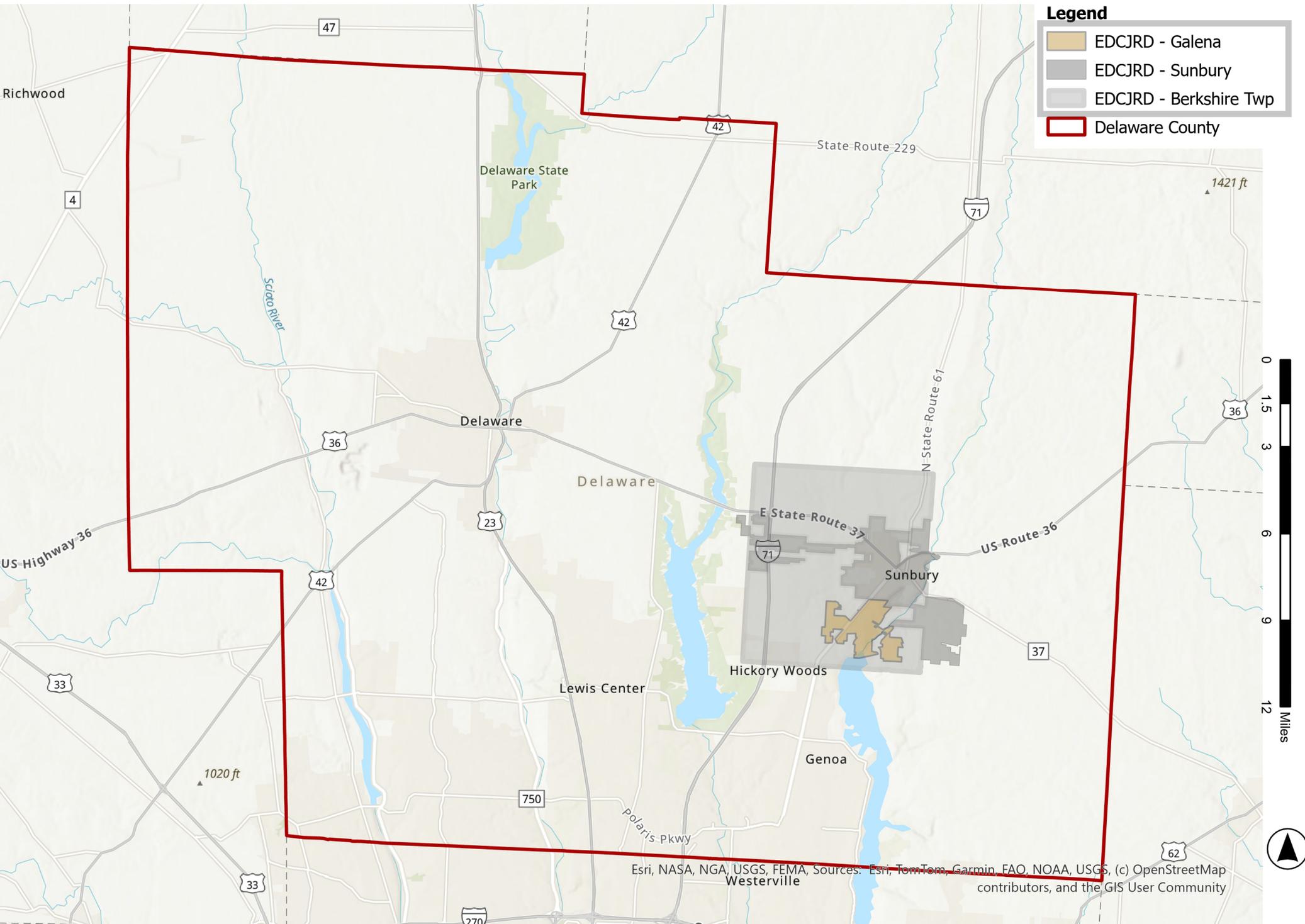
Preliminary Market Area

- **Approximately 75% of support will likely originate from this area**
- **“Attractiveness” of new facilities**
- **Proximity and Attractiveness of nearby comparables**

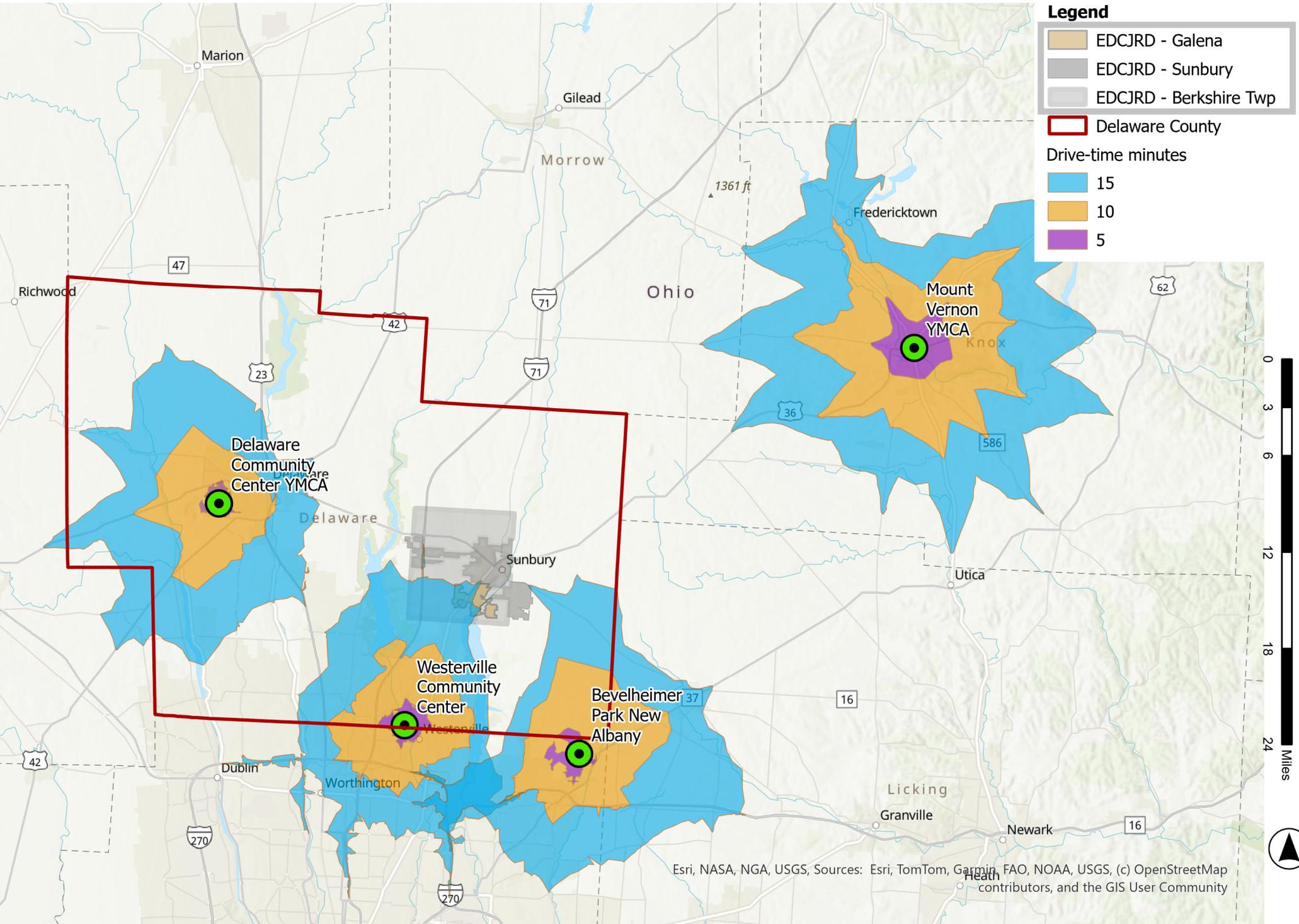
Eastern Delaware County Joint Recreation District (EDCJRD) members



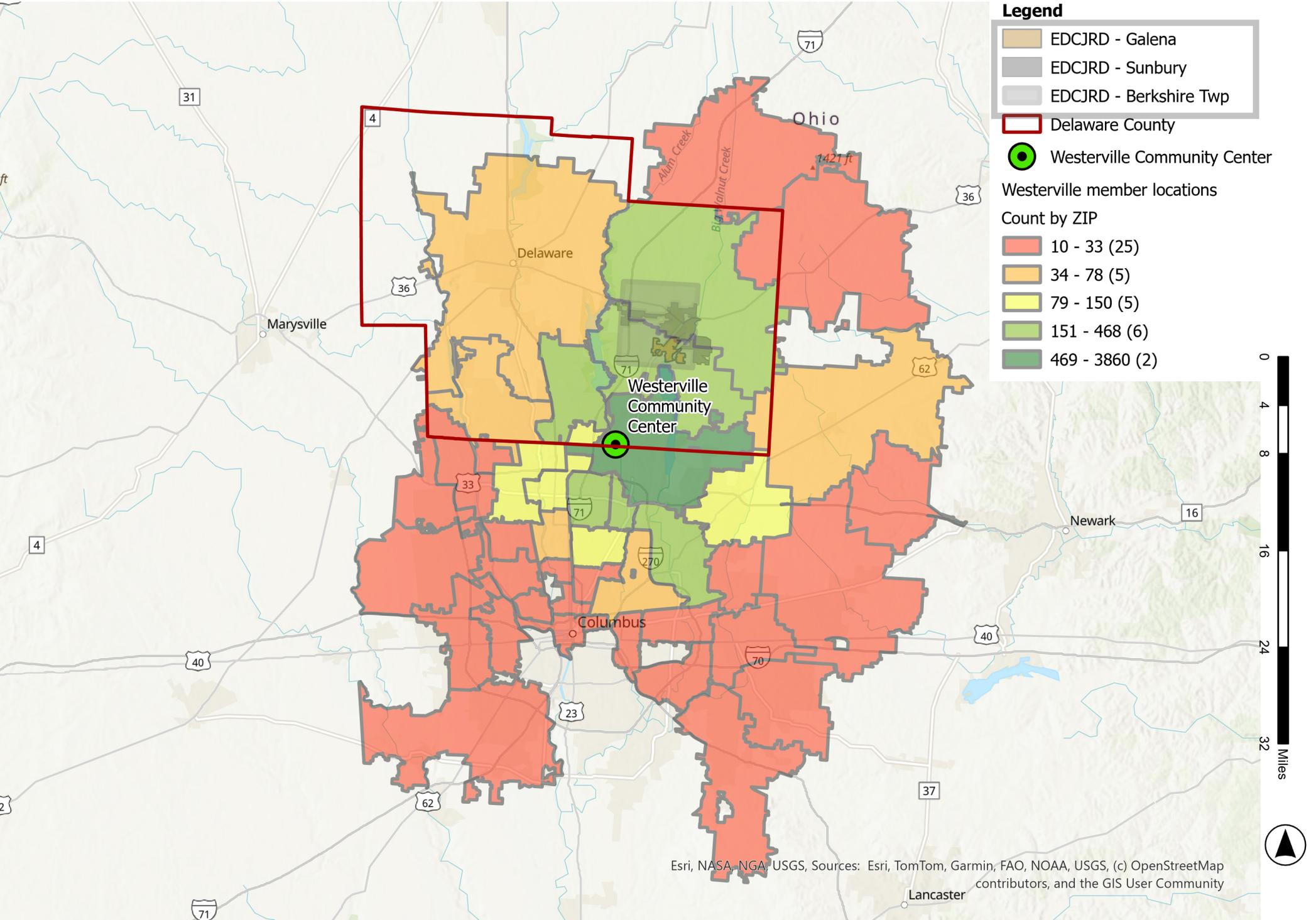
Eastern Delaware County Joint Recreation District (EDCJRD) members



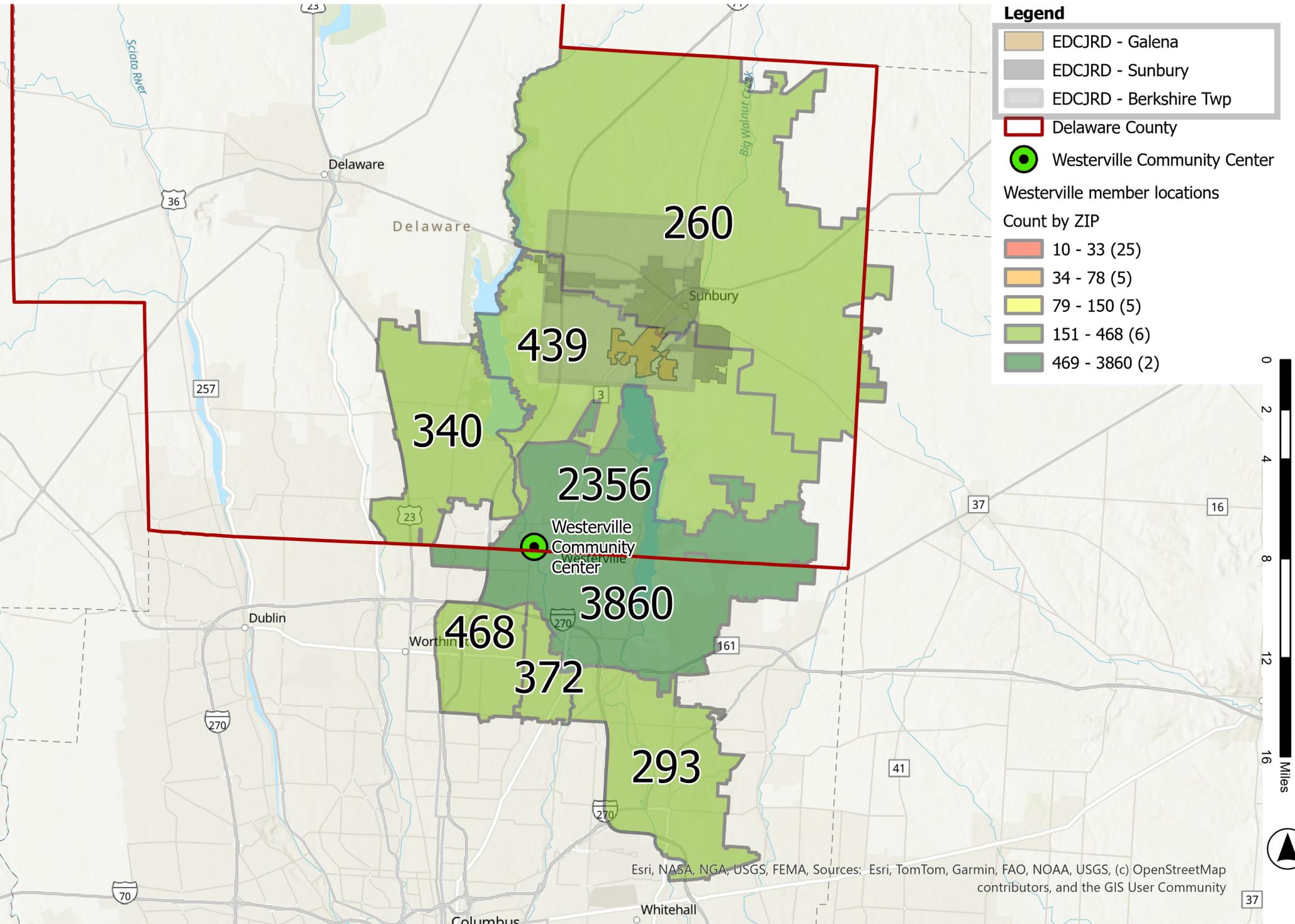
Proximity of Comparable Facilities



Westerville Community Center - Member Residences (2025)



Westerville Community Center - Primary market area



Legend

- EDCJRD - Galena
- EDCJRD - Sunbury
- EDCJRD - Berkshire Twp
- Delaware County
- Westerville Community Center

Westerville member locations

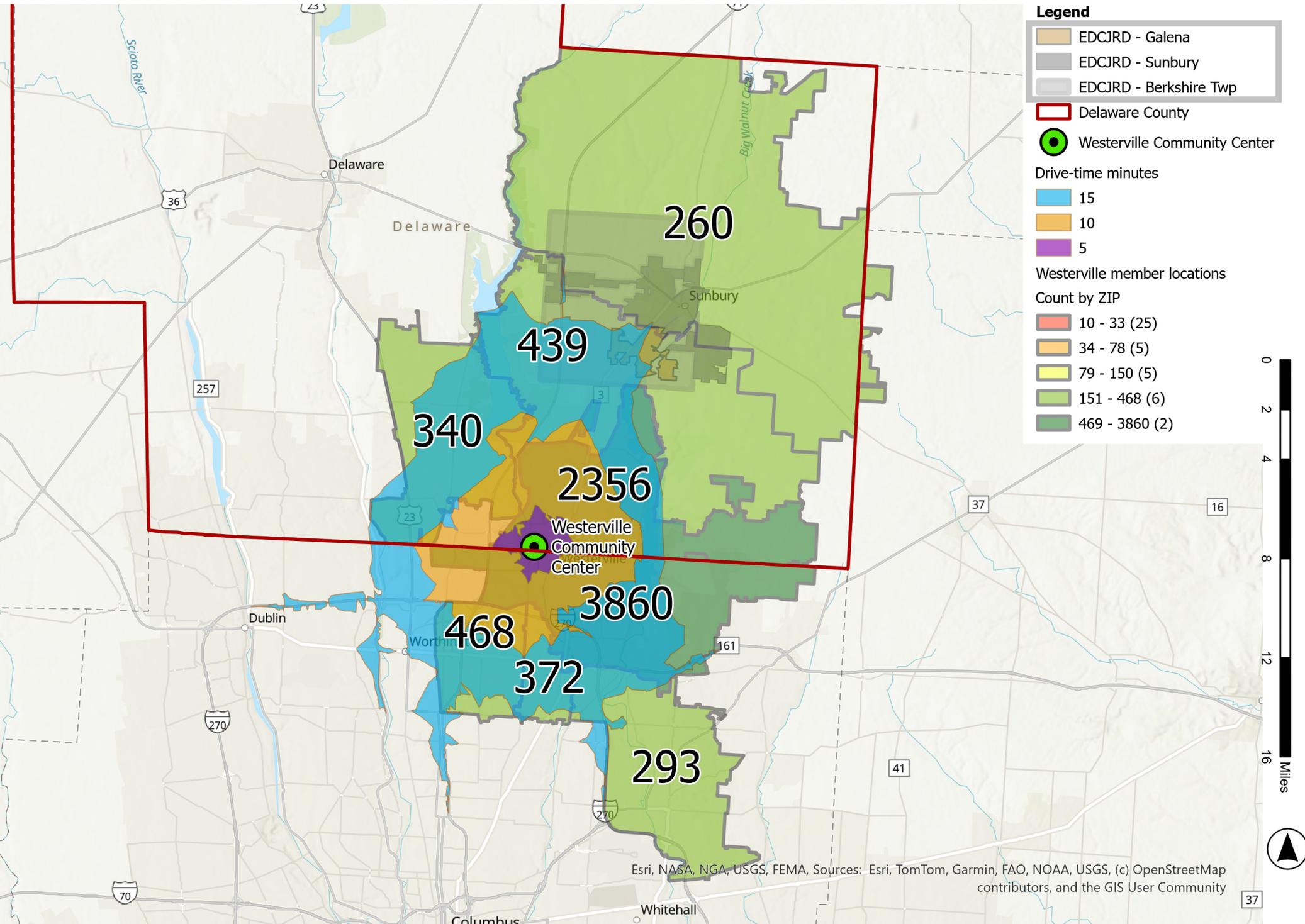
Count by ZIP

- 10 - 33 (25)
- 34 - 78 (5)
- 79 - 150 (5)
- 151 - 468 (6)
- 469 - 3860 (2)



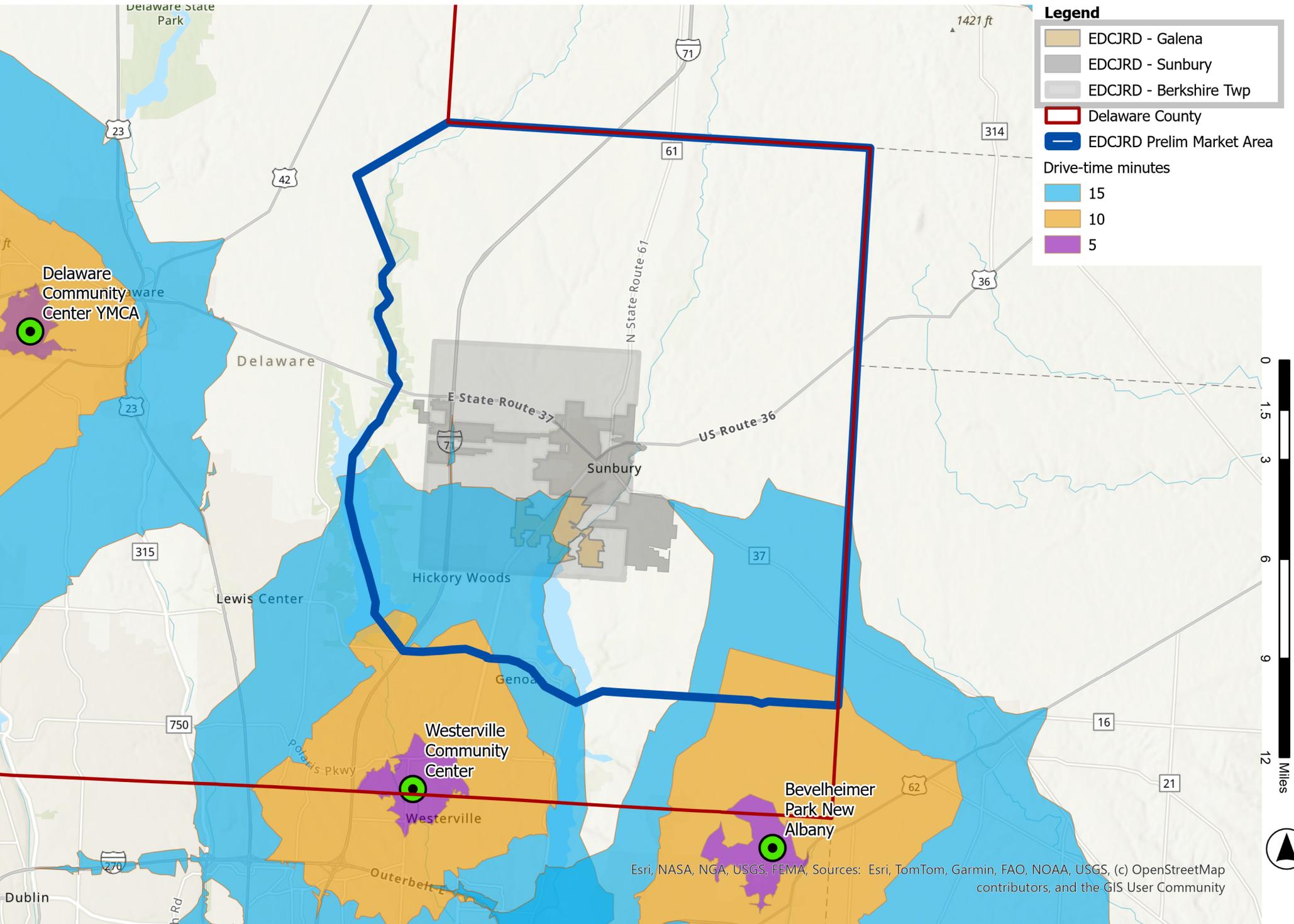
Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

Westerville Community Center - Primary market area and Drive Times

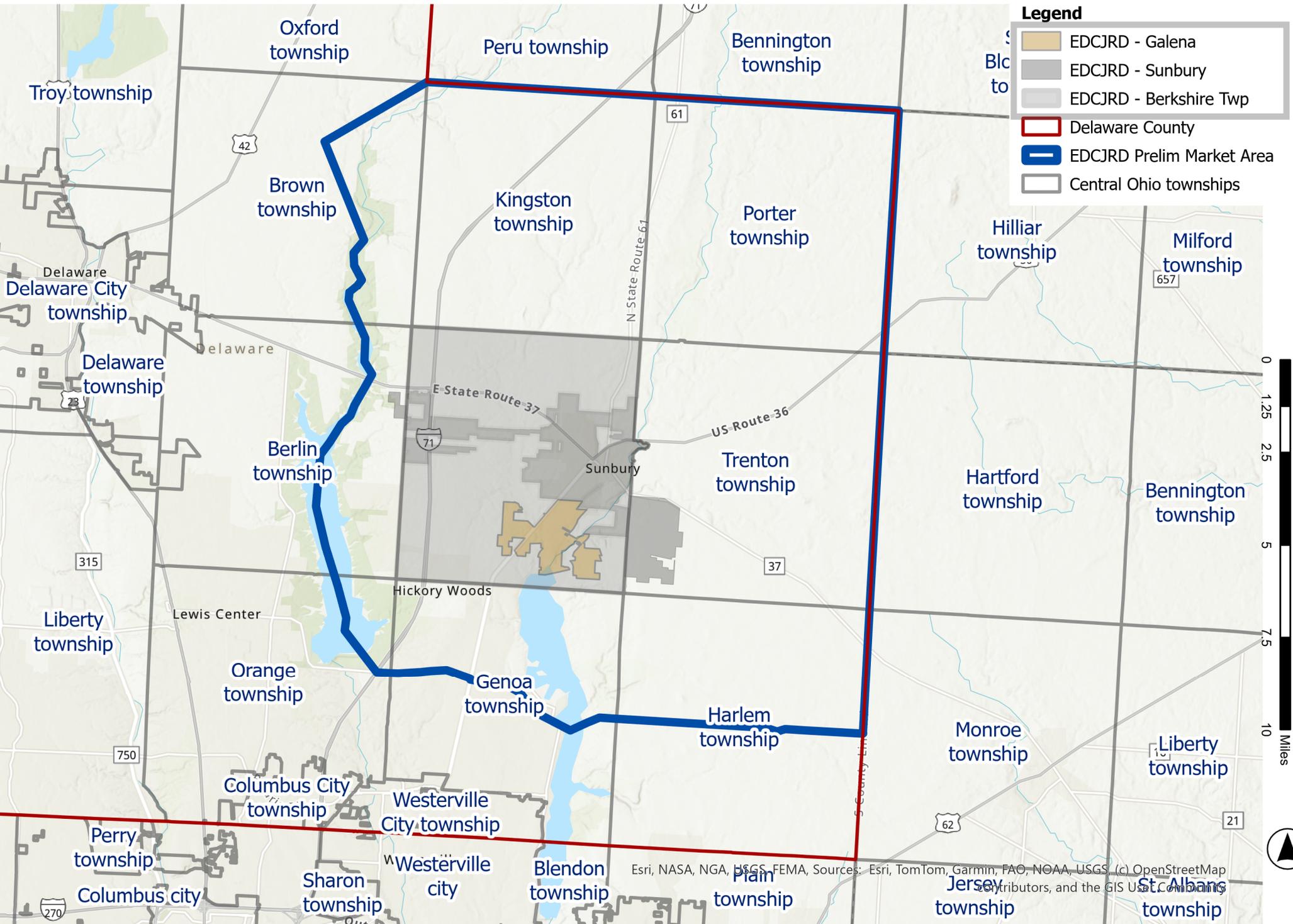


Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community

Preliminary Market Area for a proposed EDCJRD Community Center

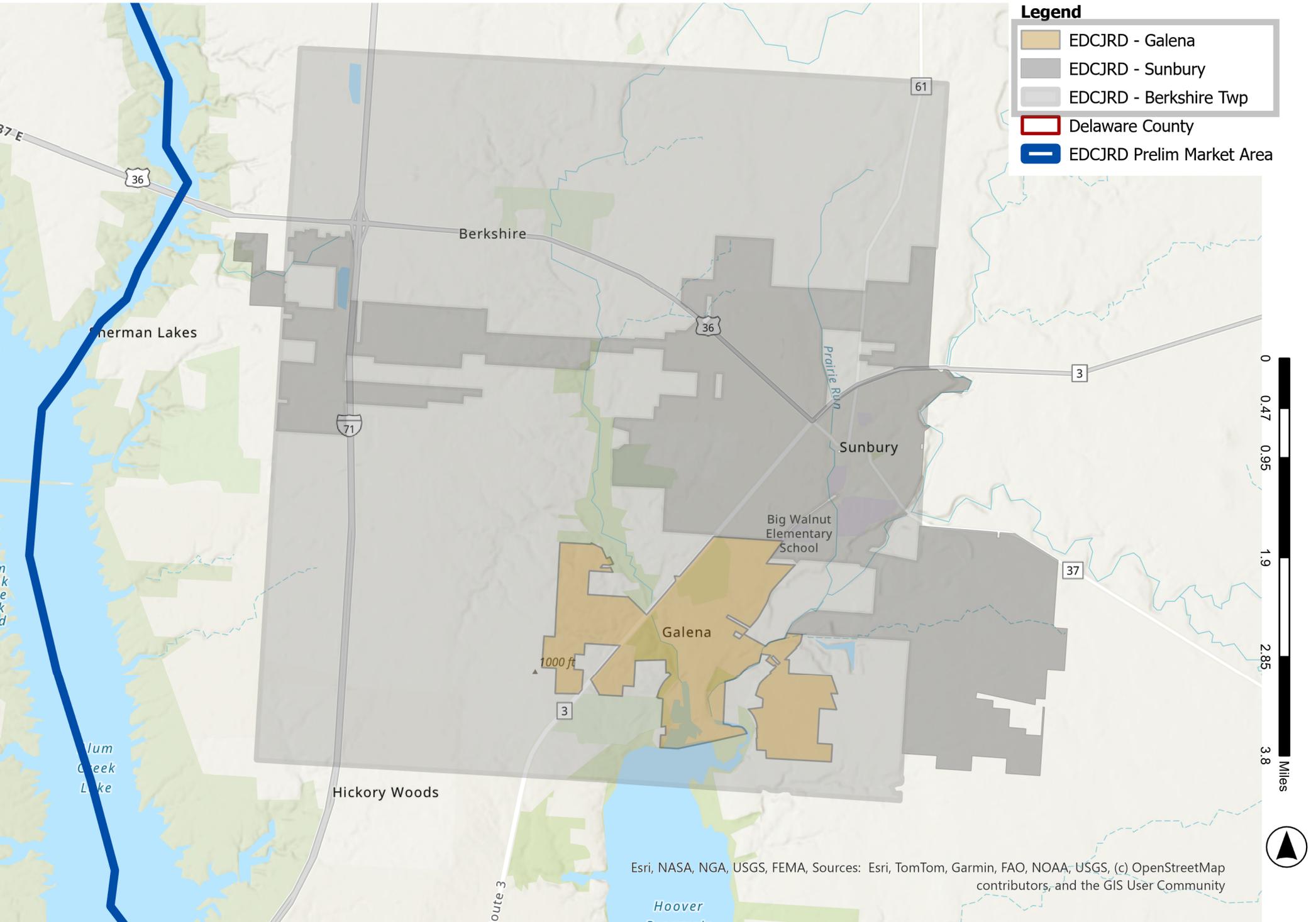


Preliminary Market Area for new EDCJRD Community Center

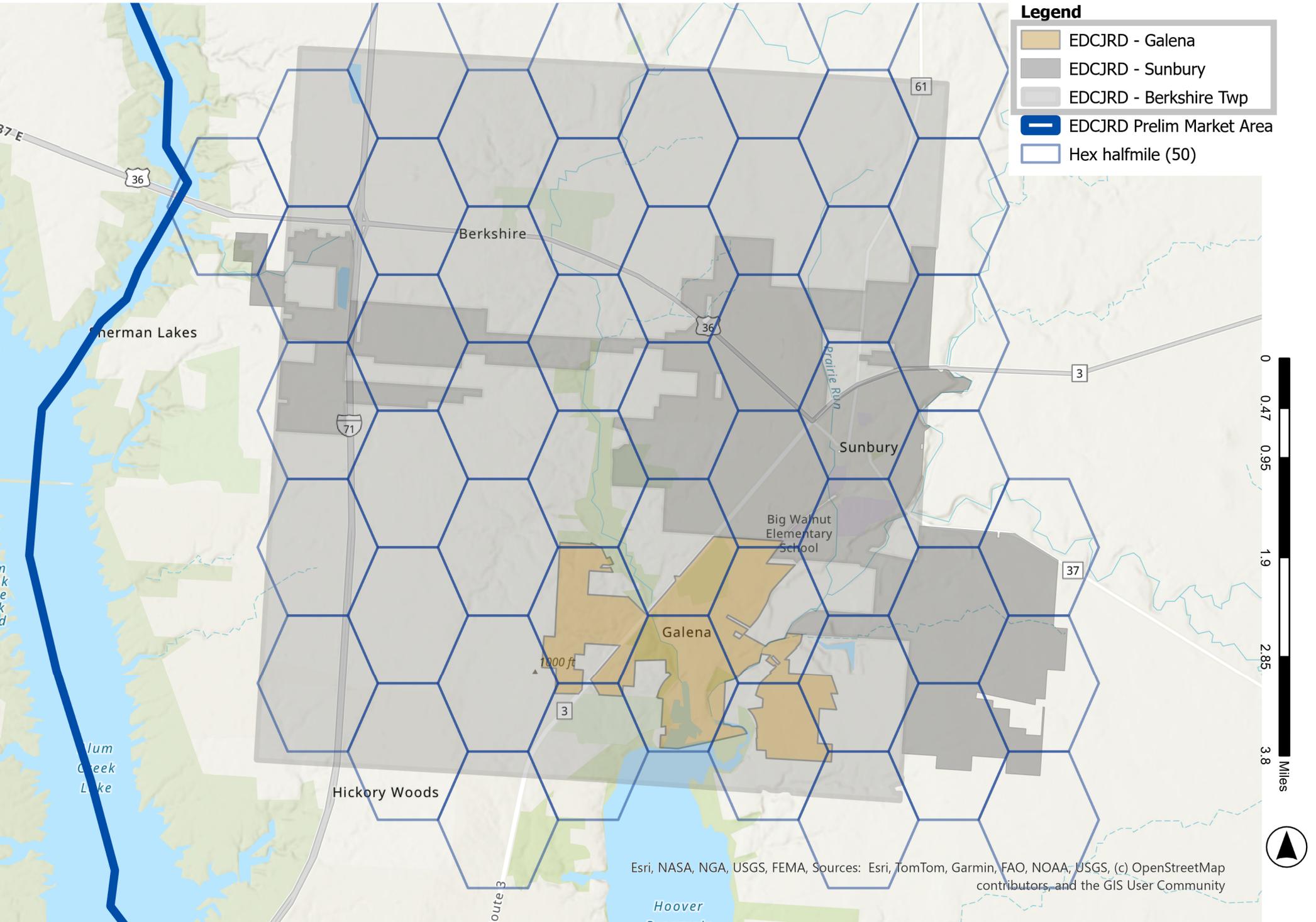


**Analyze the Entirety of
the EDCJRD for
Development Suitability**

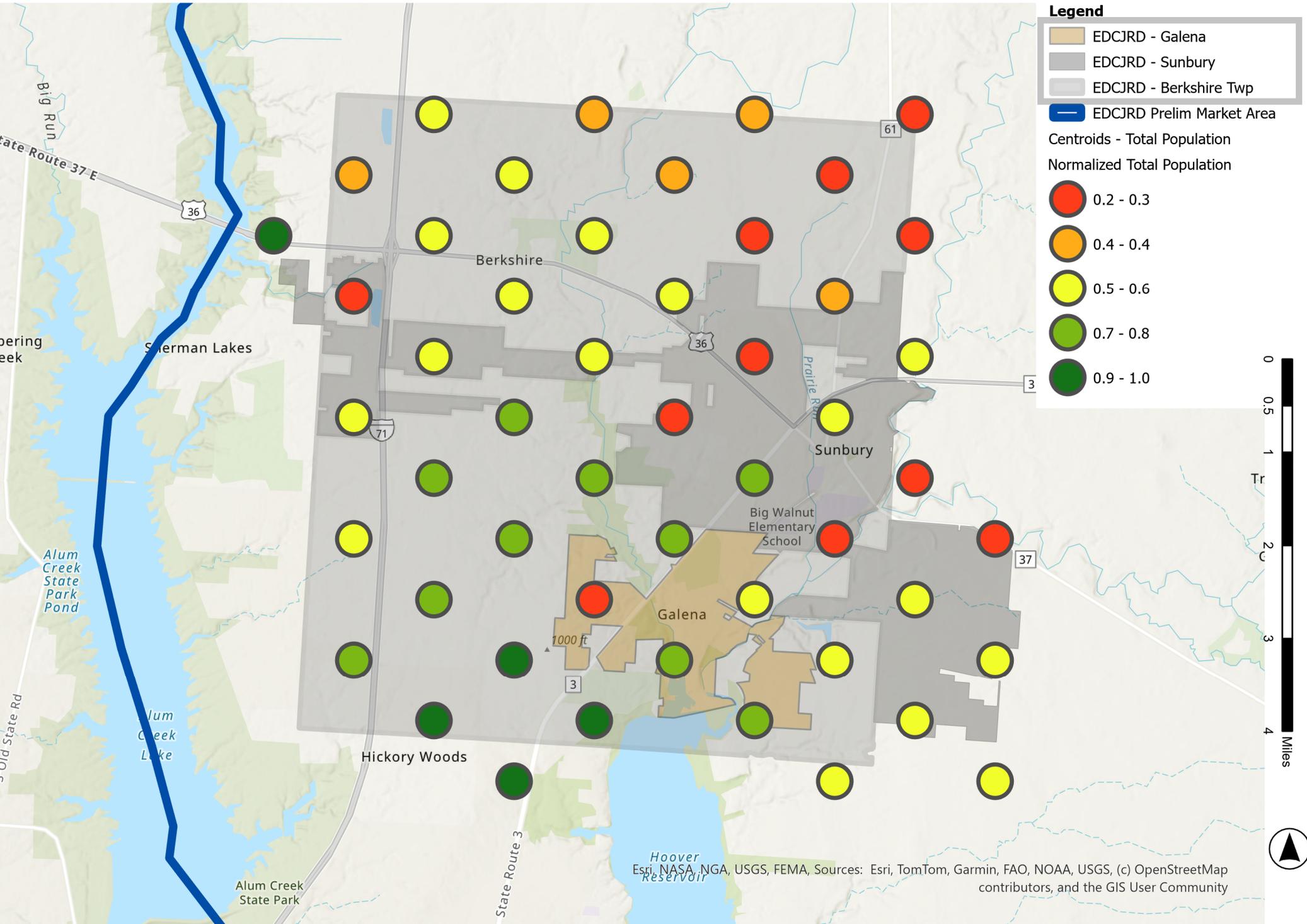
Site Selection Analysis - Where should the EDCJRD Community Center go?



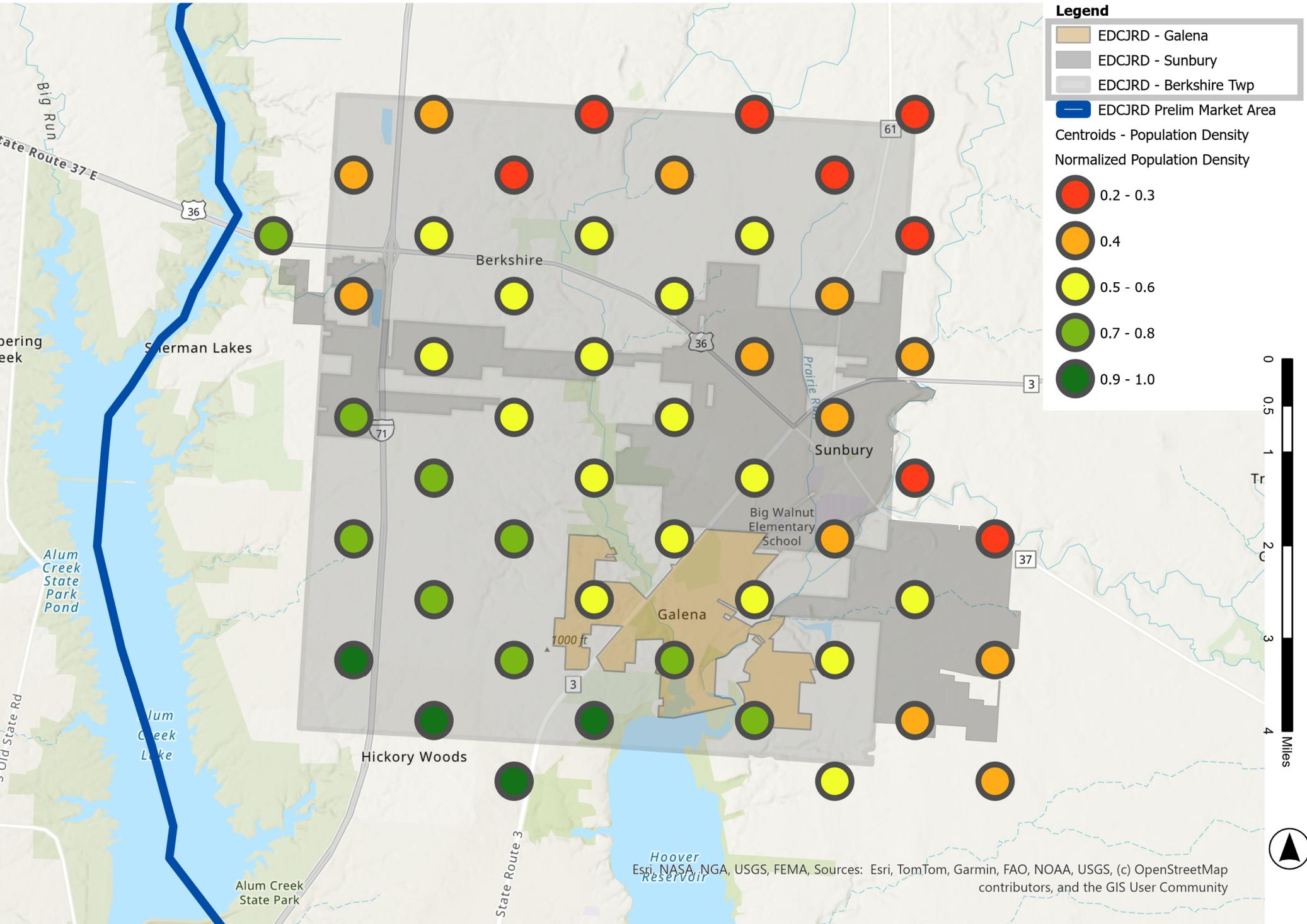
Site Selection Analysis - Site potential modeling across entirety of EDCJRD (50 sub-areas)



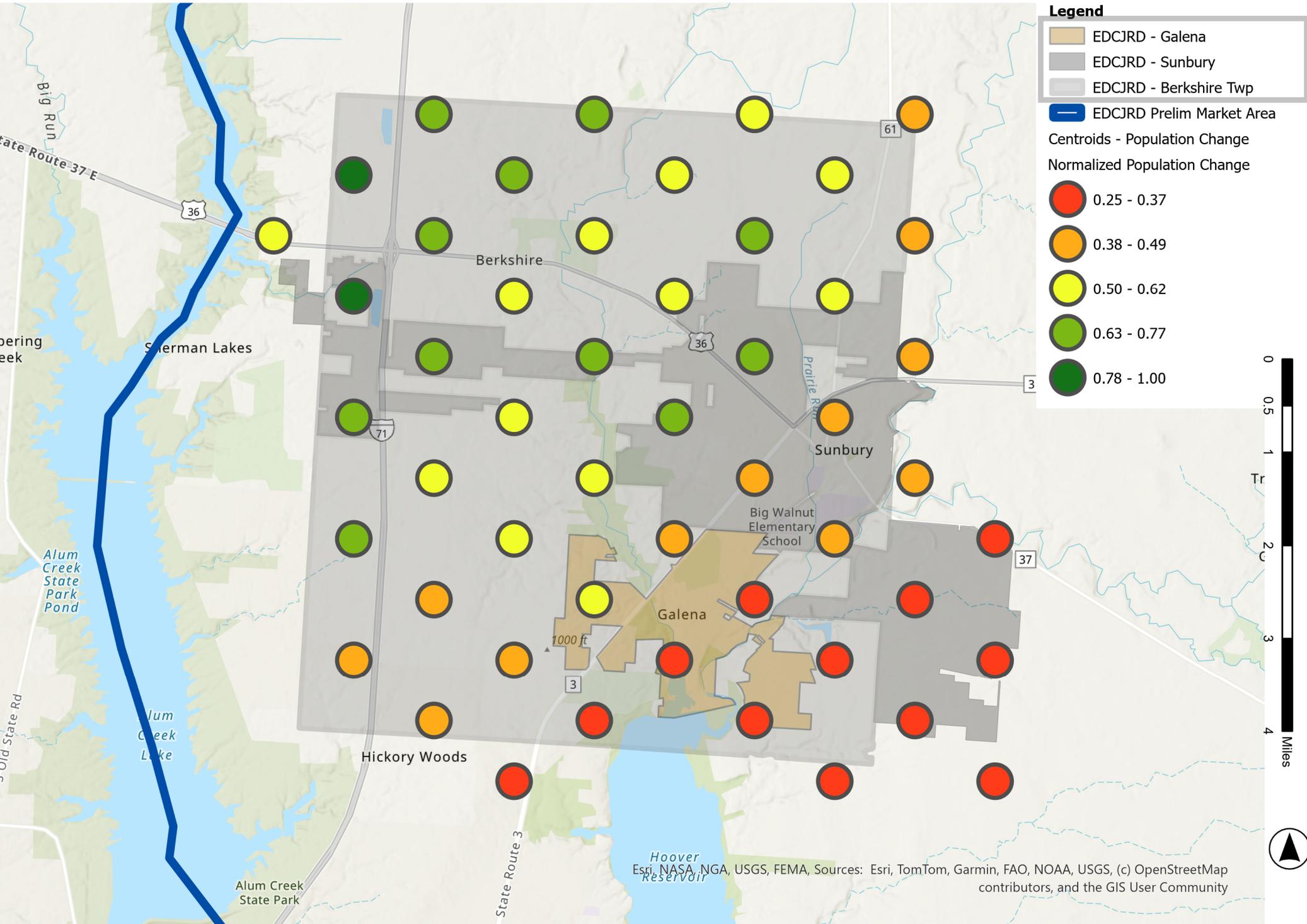
Site Selection Analysis - Total Population (2025)



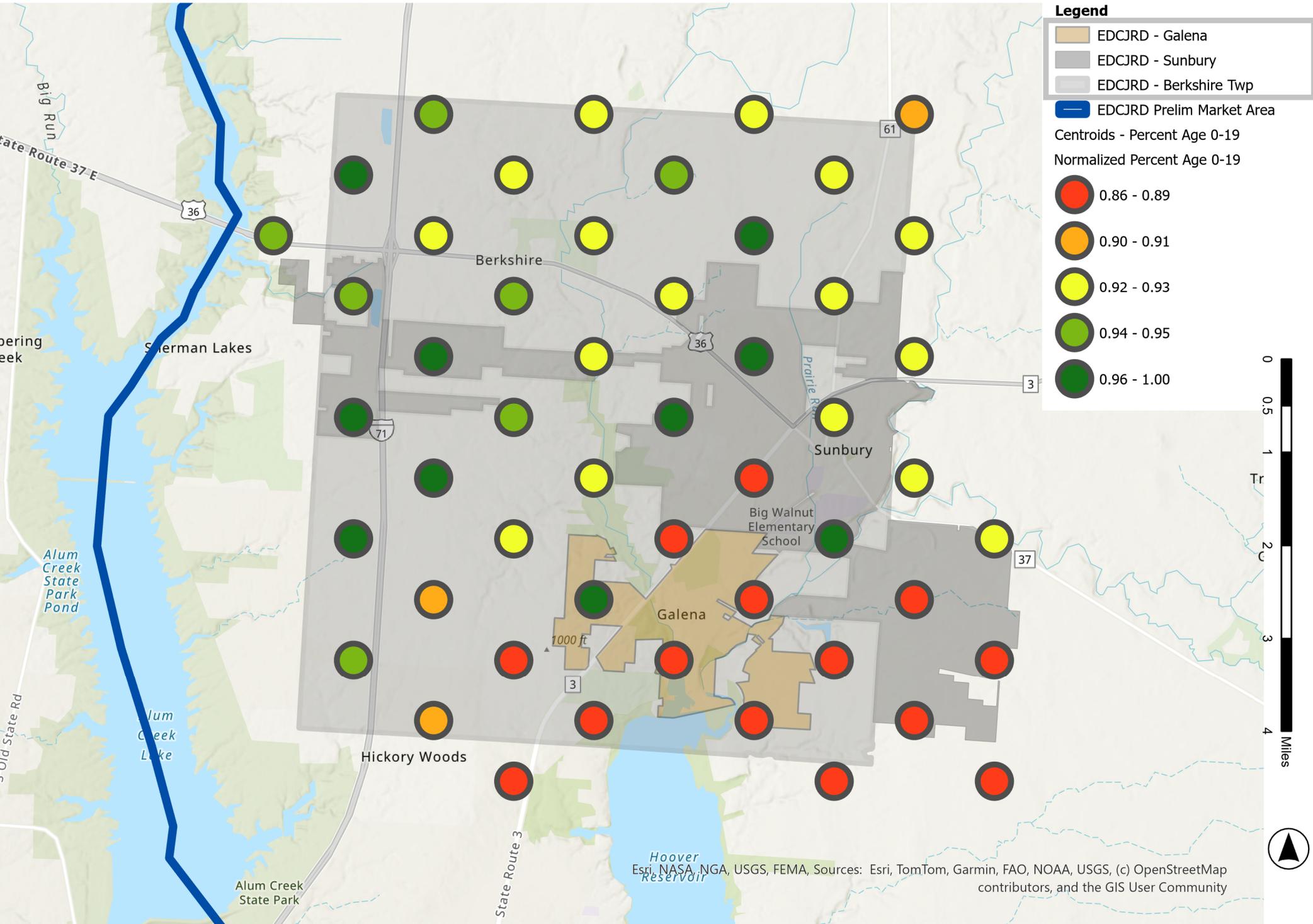
Site Selection Analysis - Population Density (2025)



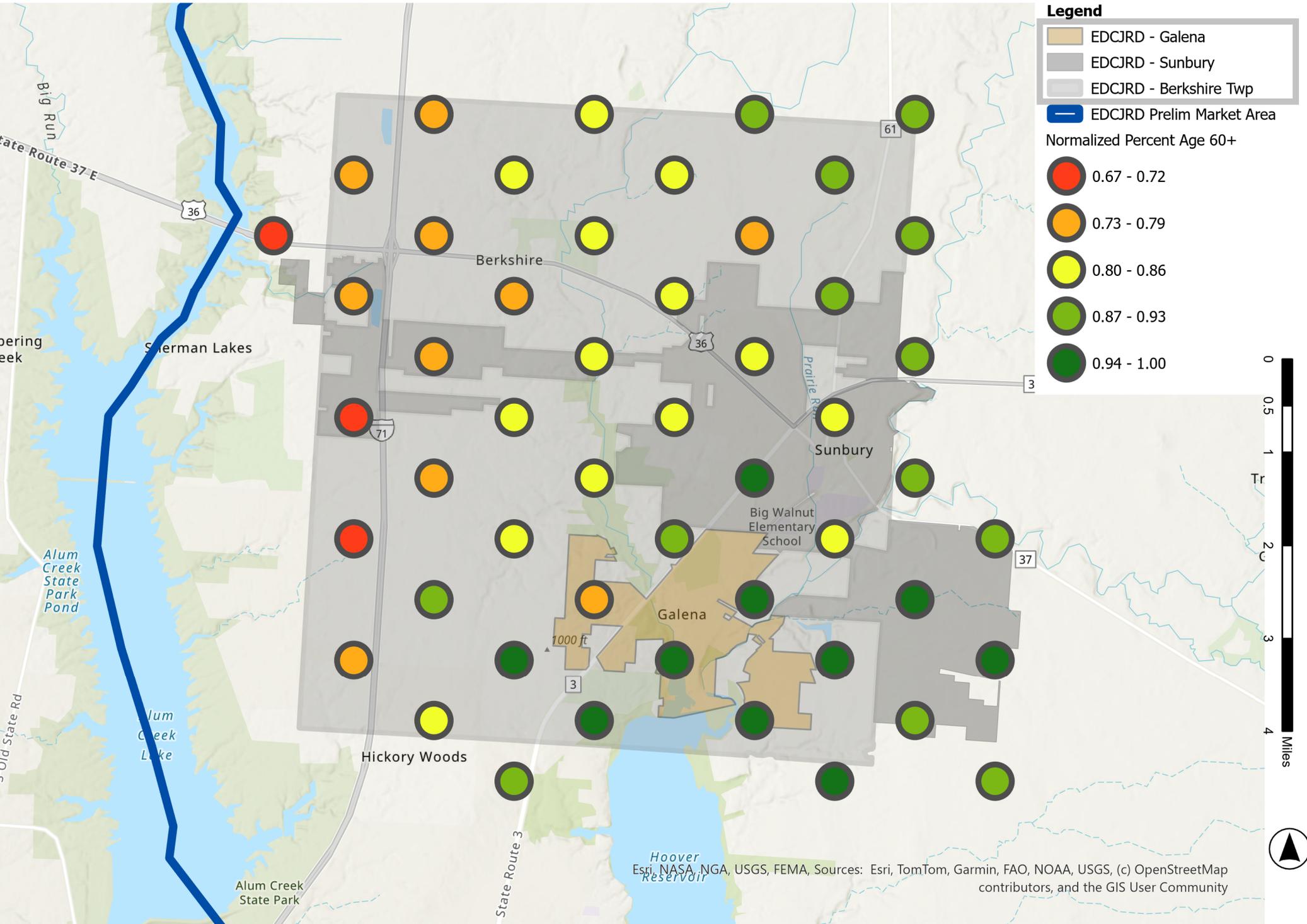
Site Selection Analysis - Projected Change in Population (2025-2030)



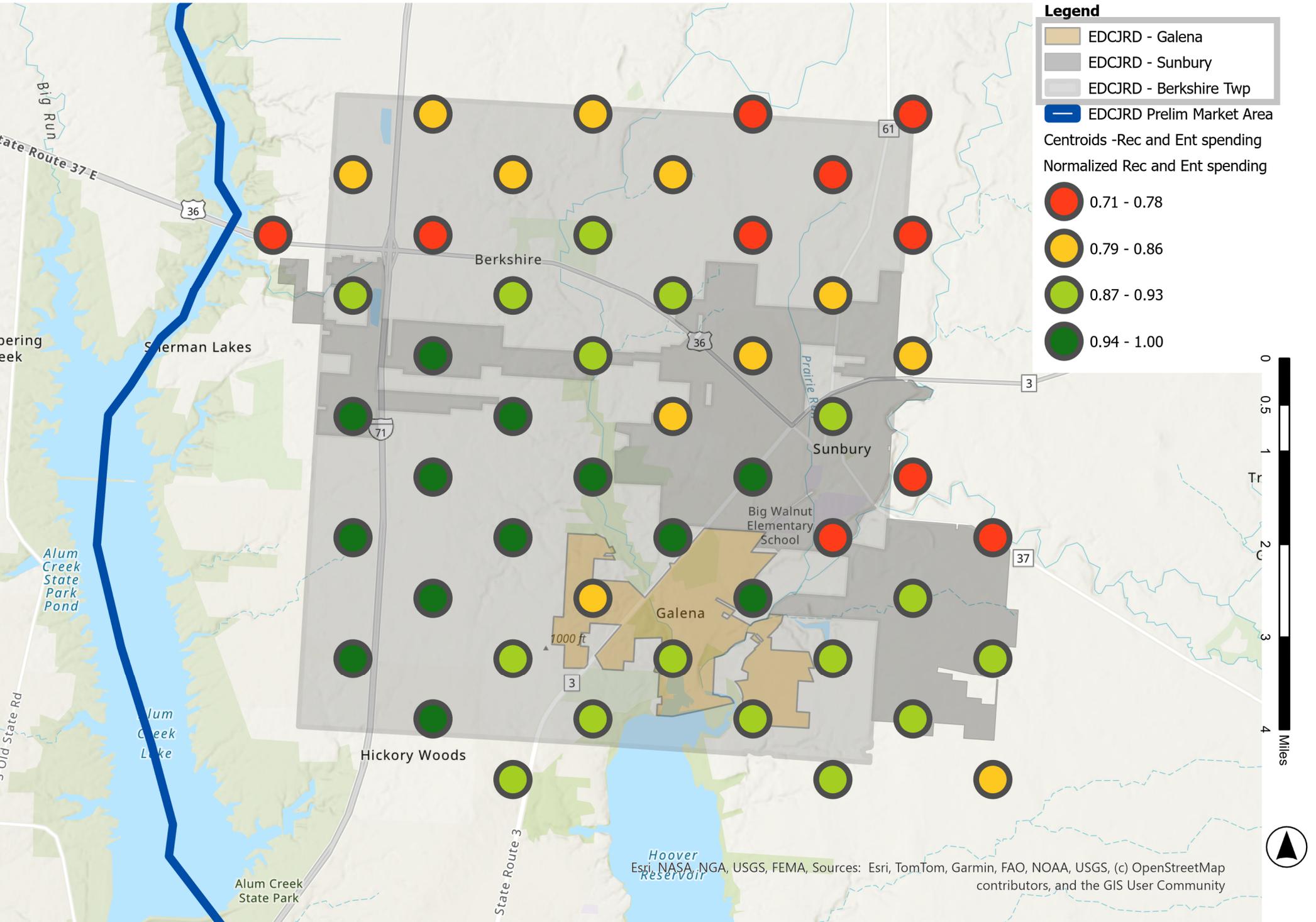
Site Selection Analysis - Population Age 0-19 (2025)



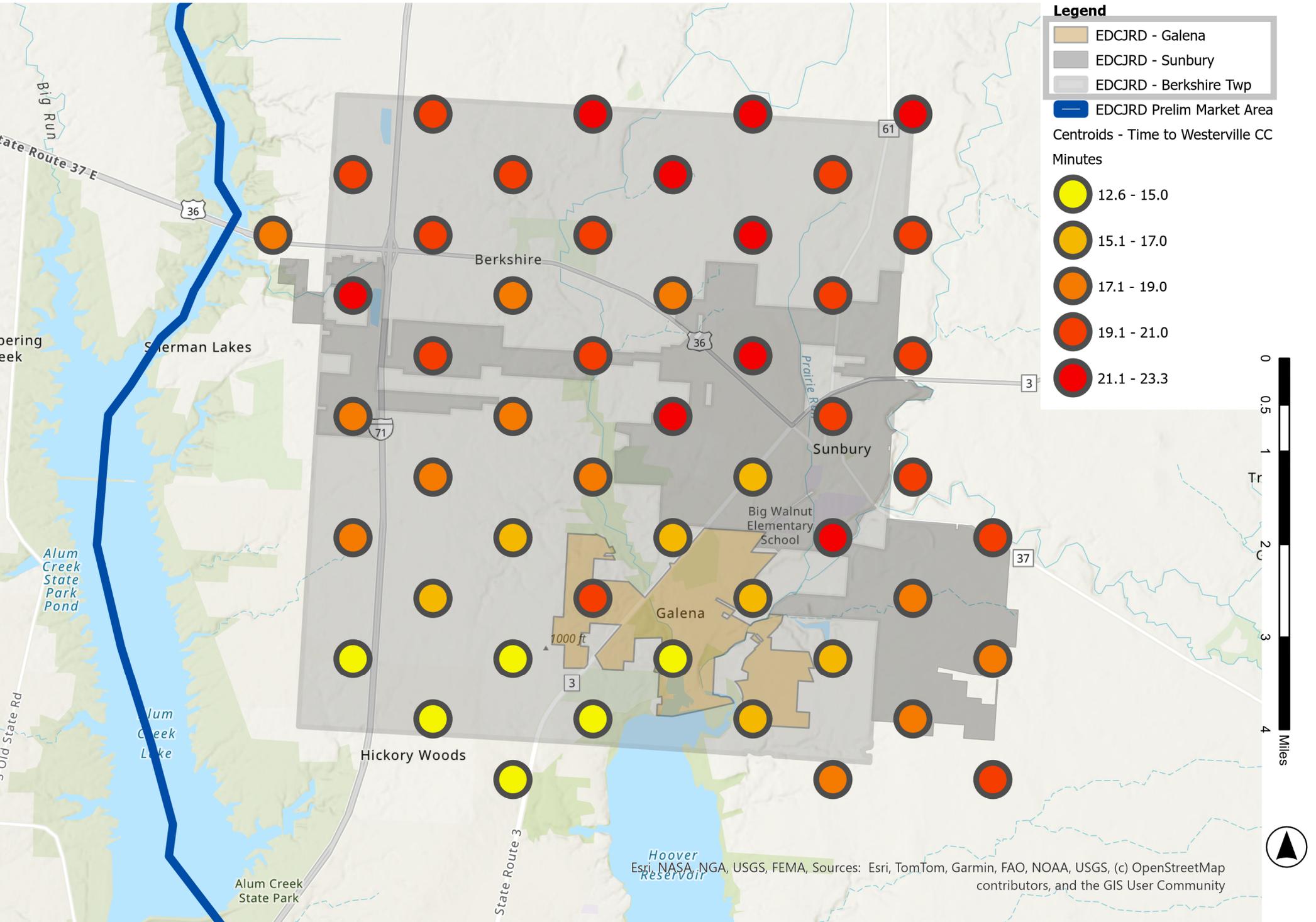
Site Selection Analysis - Population Age 60+ (2025)



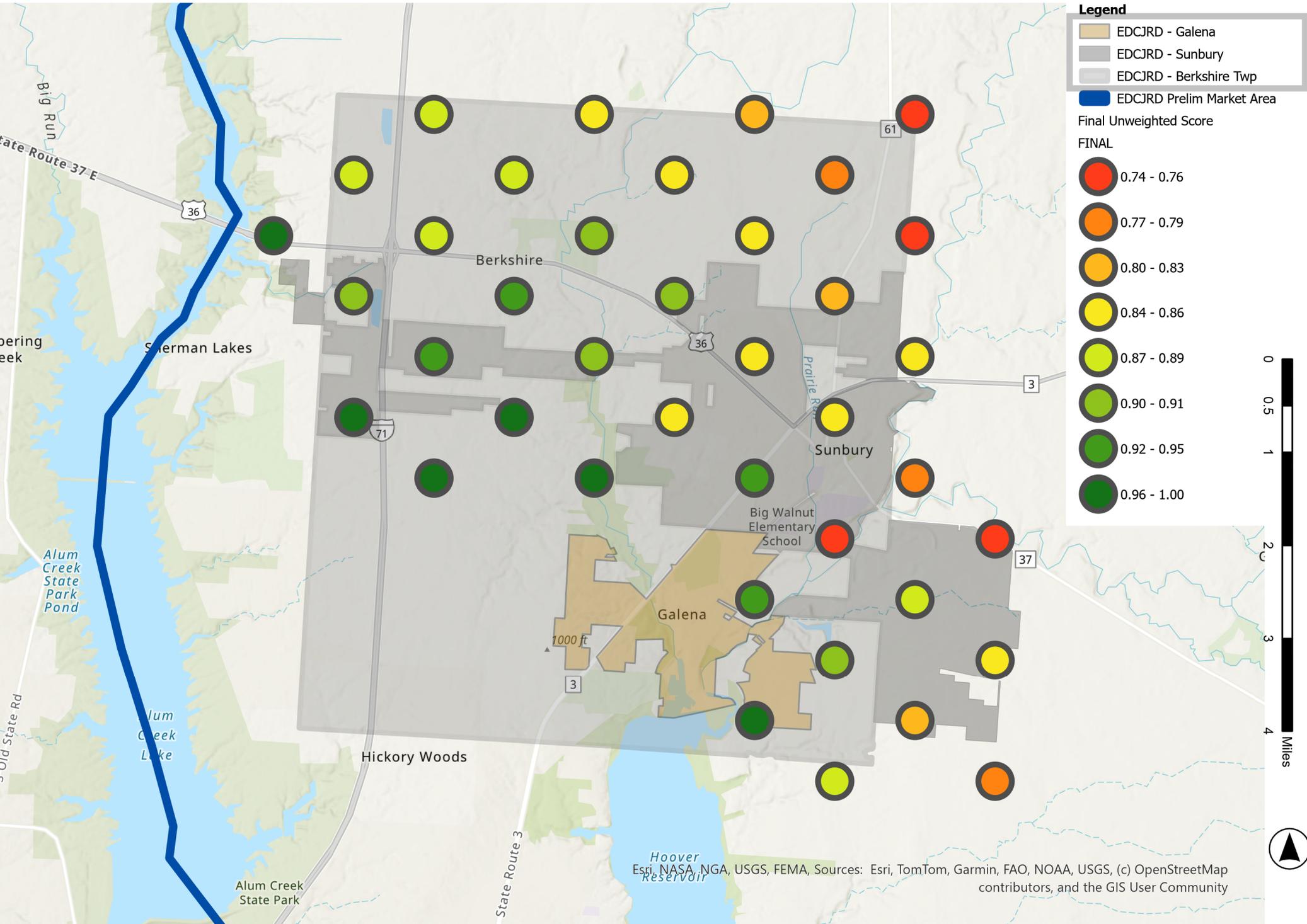
Site Selection Analysis - Recreation and Entertainment Spending (2025)



Site Selection Analysis - Travel Time to Westerville Community Center



Site Selection Analysis - Location Desirability Score (unweighted)



Next Steps

- **Determine the various amenities and their site requirements**
- **Consider the proximity to similar amenities (e.g. swimming pool, etc.)**
- **Consider utility & road infrastructure**
- **Parcel availability within the highest scoring area based on these factors (and more).**

**EDJRD Community Recreation Center Feasibility Study
Community Engagement**

Workshop 02 | Date 02.11.26

MSA DESIGN

PIZZUTI SOLUTIONS™



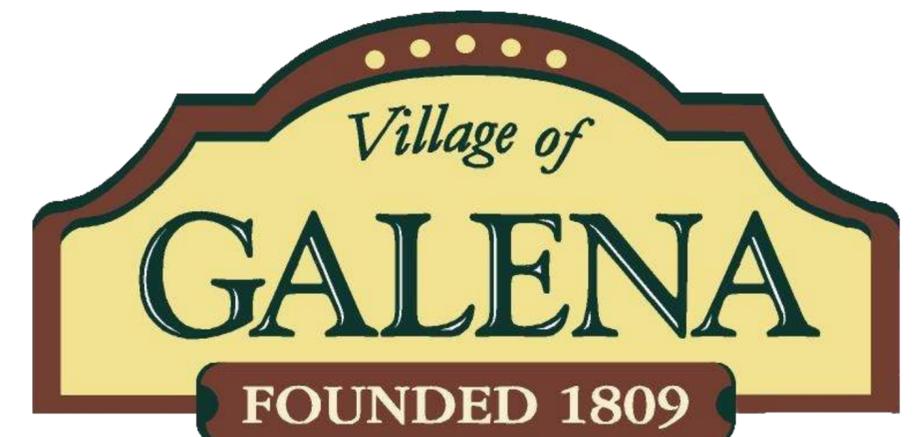
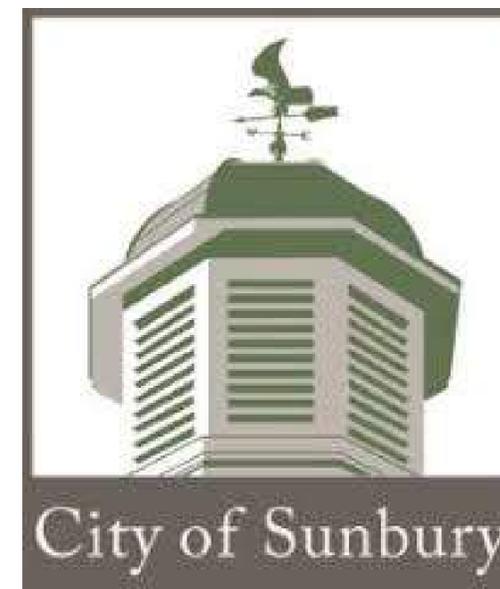
WORKSHOP GOALS

This Feasibility Study is as much a process as it is a final deliverable. **Community Engagement is the primary driver for the study.** Our process is focused on listening, validating issues and concerns, while facilitating a process that is focused on common goals.

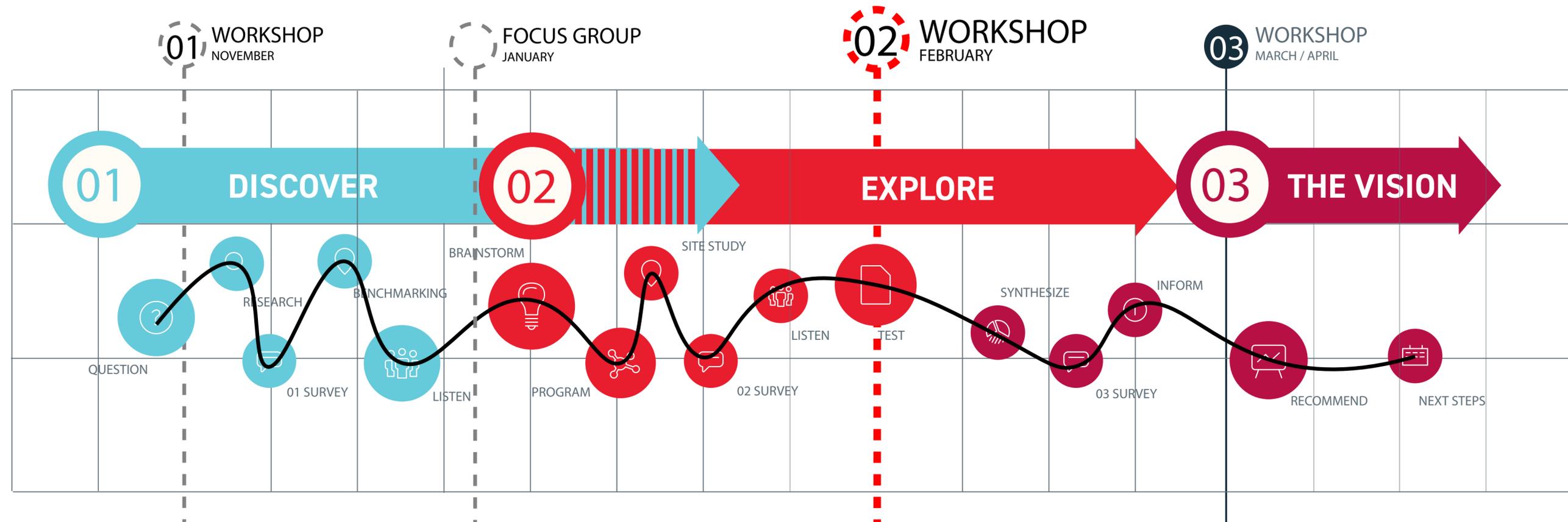
Primary objective is to determine the feasibility of building a new Community Recreation Center within the Eastern Delaware Joint Recreation District (EDJRD).

The feasibility study will collect data and explore options focusing on:

- Financial Feasibility (Capital Operational)
- Site feasibility (Location, size, accessibility, utilities)
- Programming (What should the project include, size)
- Public Perception (does the community want this)
- Transparent, Open Process / Approach



COMMUNITY ENGAGEMENT



Workshop 01 - What we heard:

- Open discussion was largely supportive of the concept of a community center
- Family oriented facility that meets the needs of the entire community
- Flexibility and expansion should be considered - challenged to plan ahead to ensure enough land is available to meet the community and recreation needs of the area

ONLINE SURVEY

Posted November 2025 - January 2026

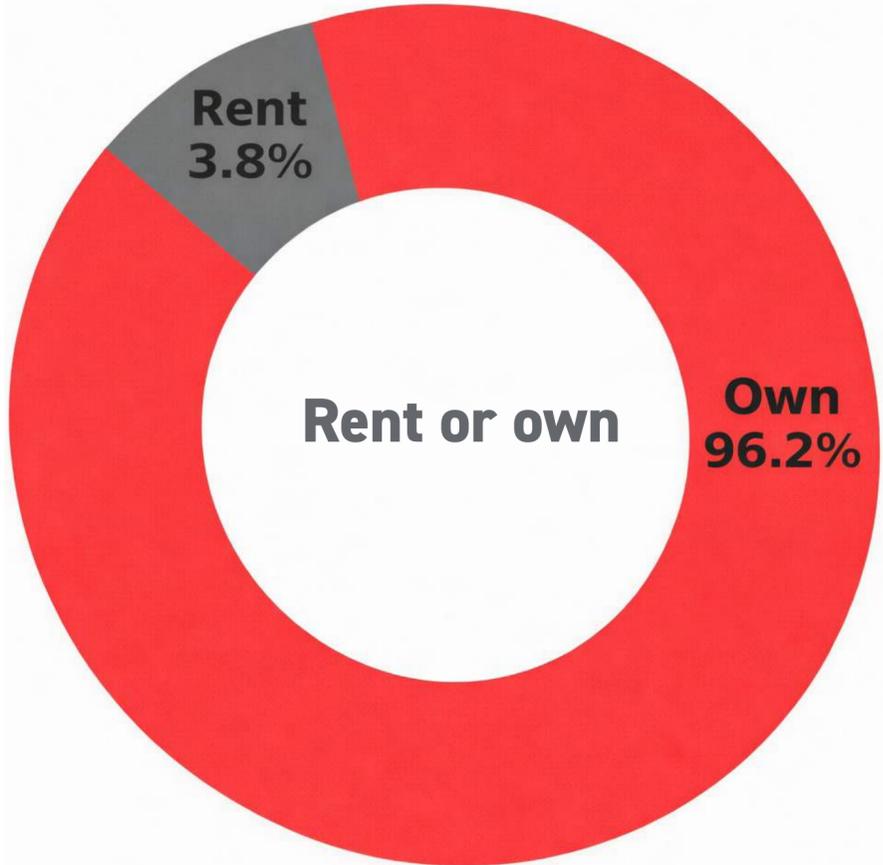
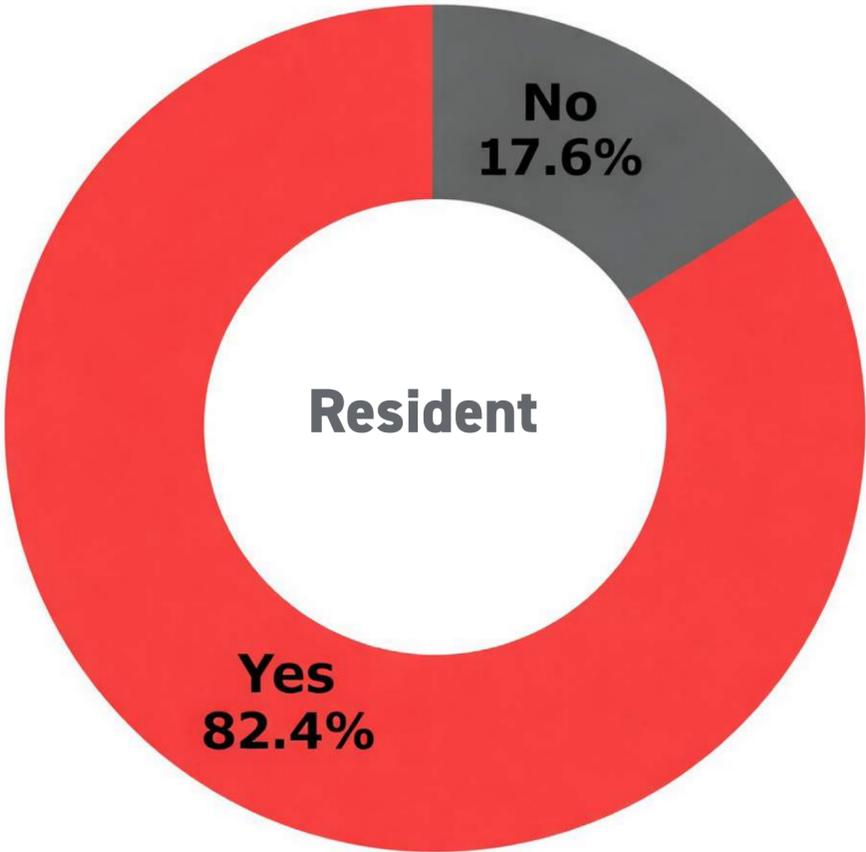
1,430 Participants

MSA DESIGN

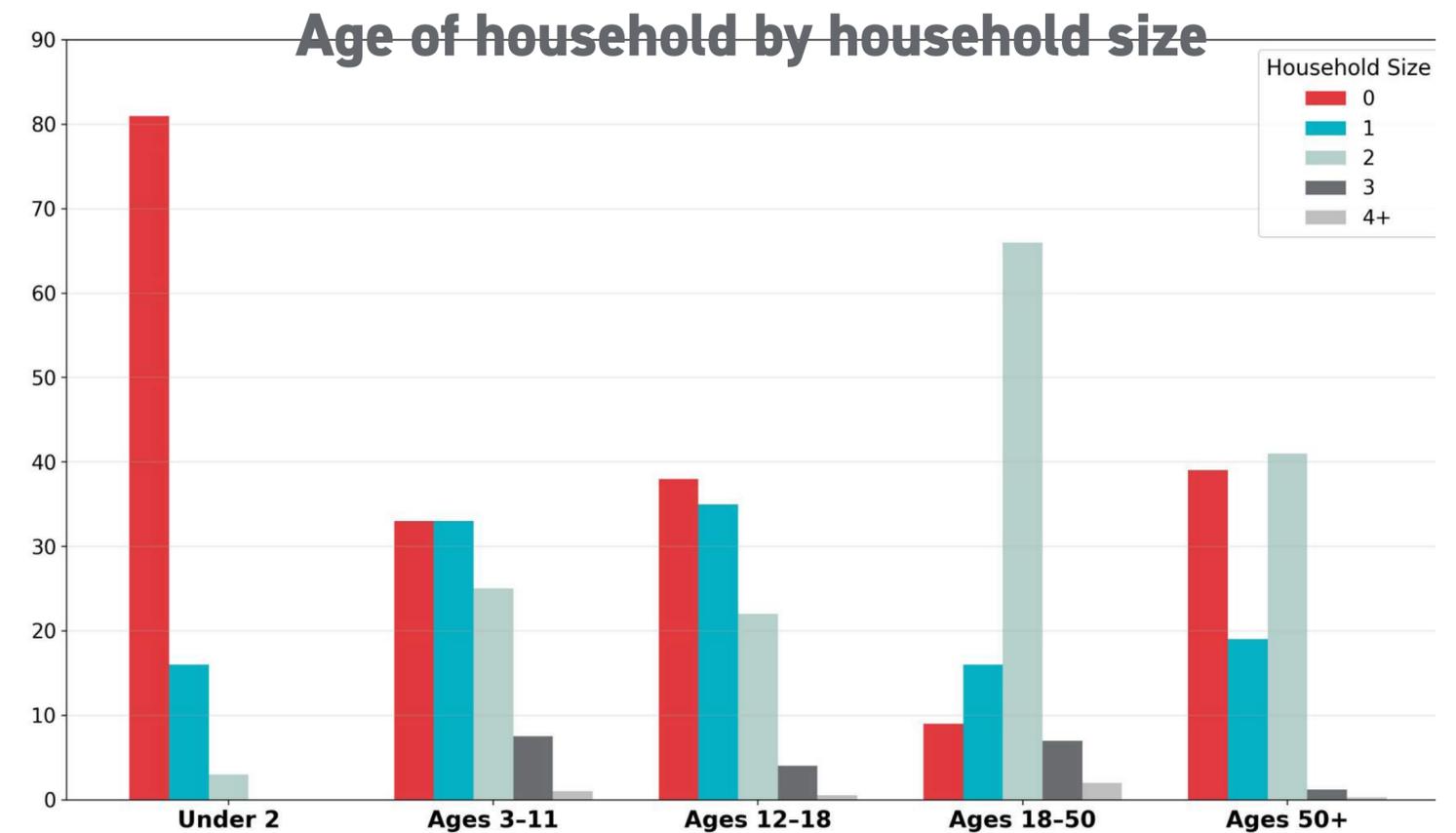
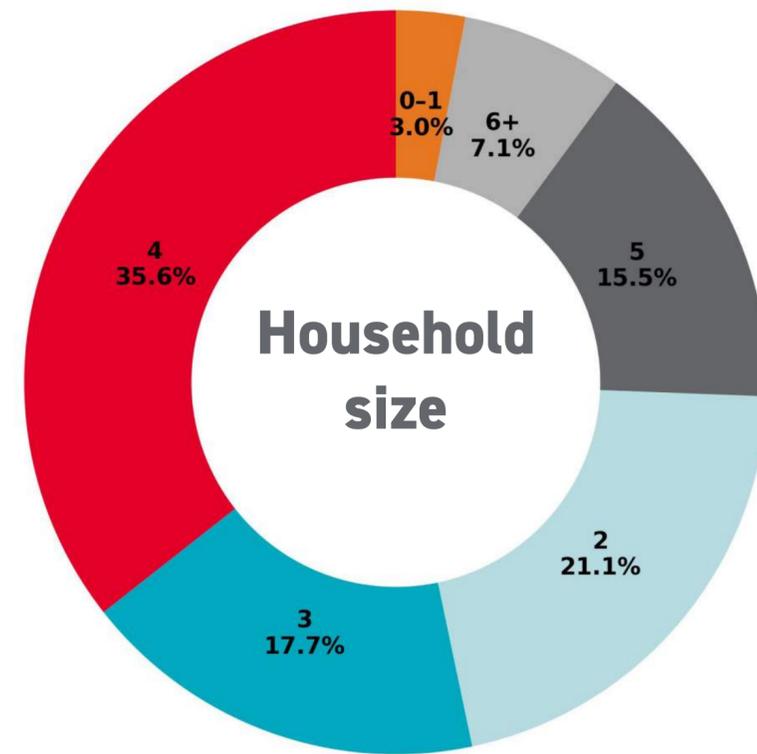
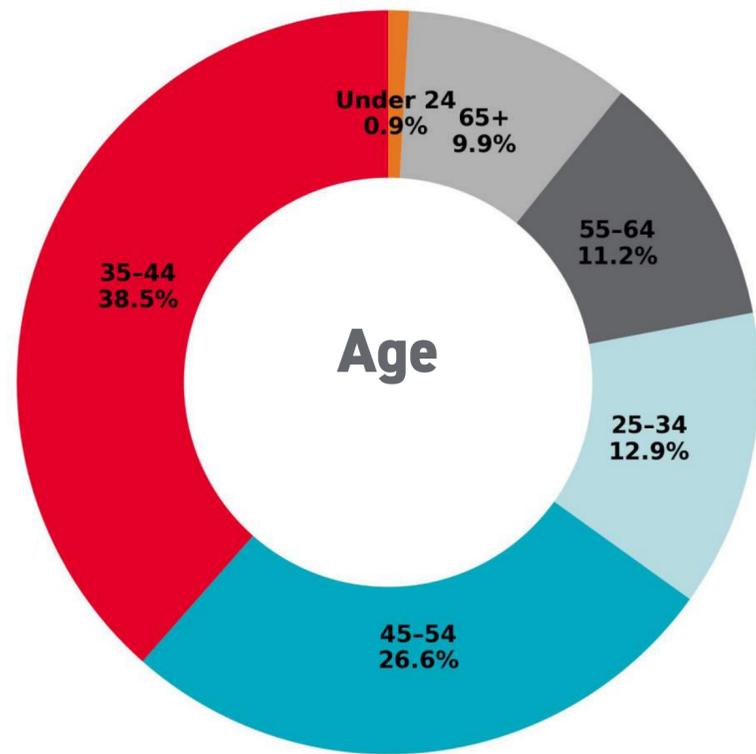
PIZZUTI SOLUTIONS™



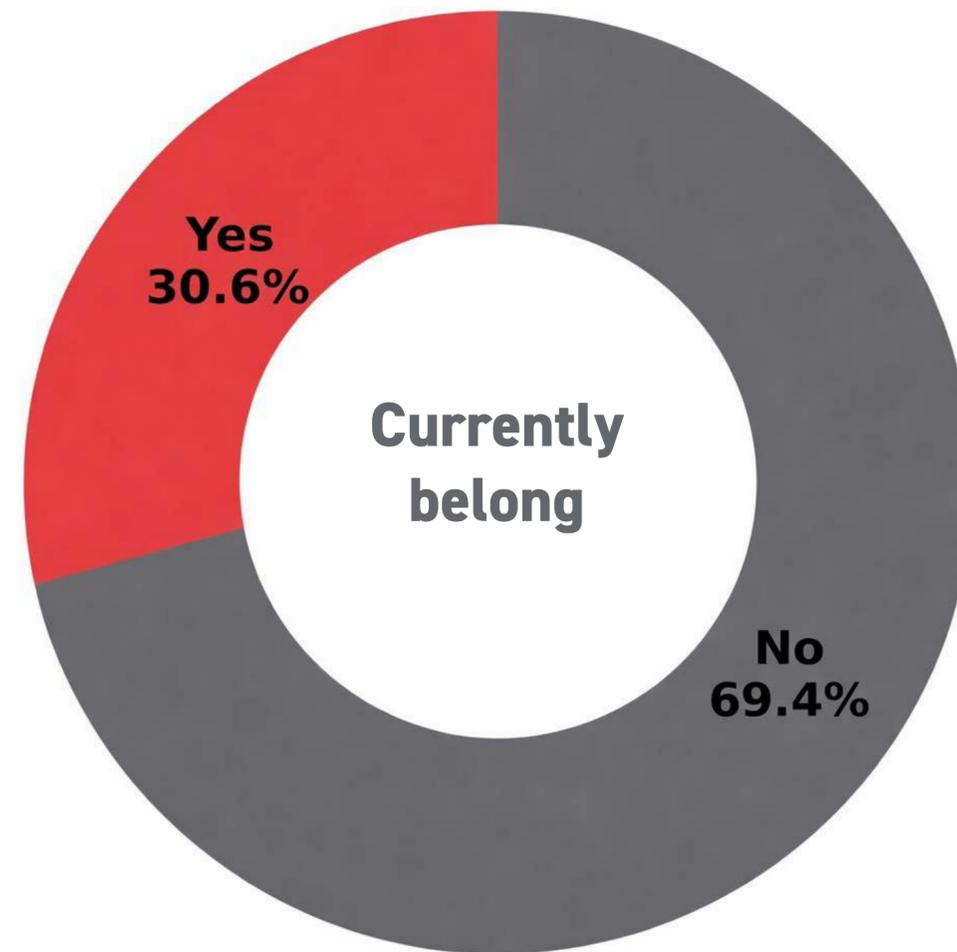
Resident of Berkshire Township, the Village of Galena, or the City of Sunbury



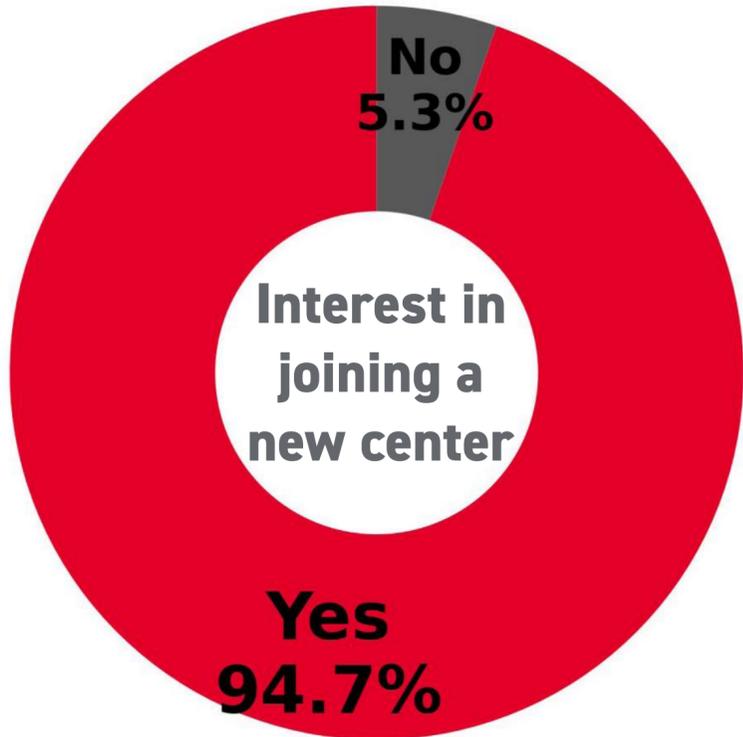
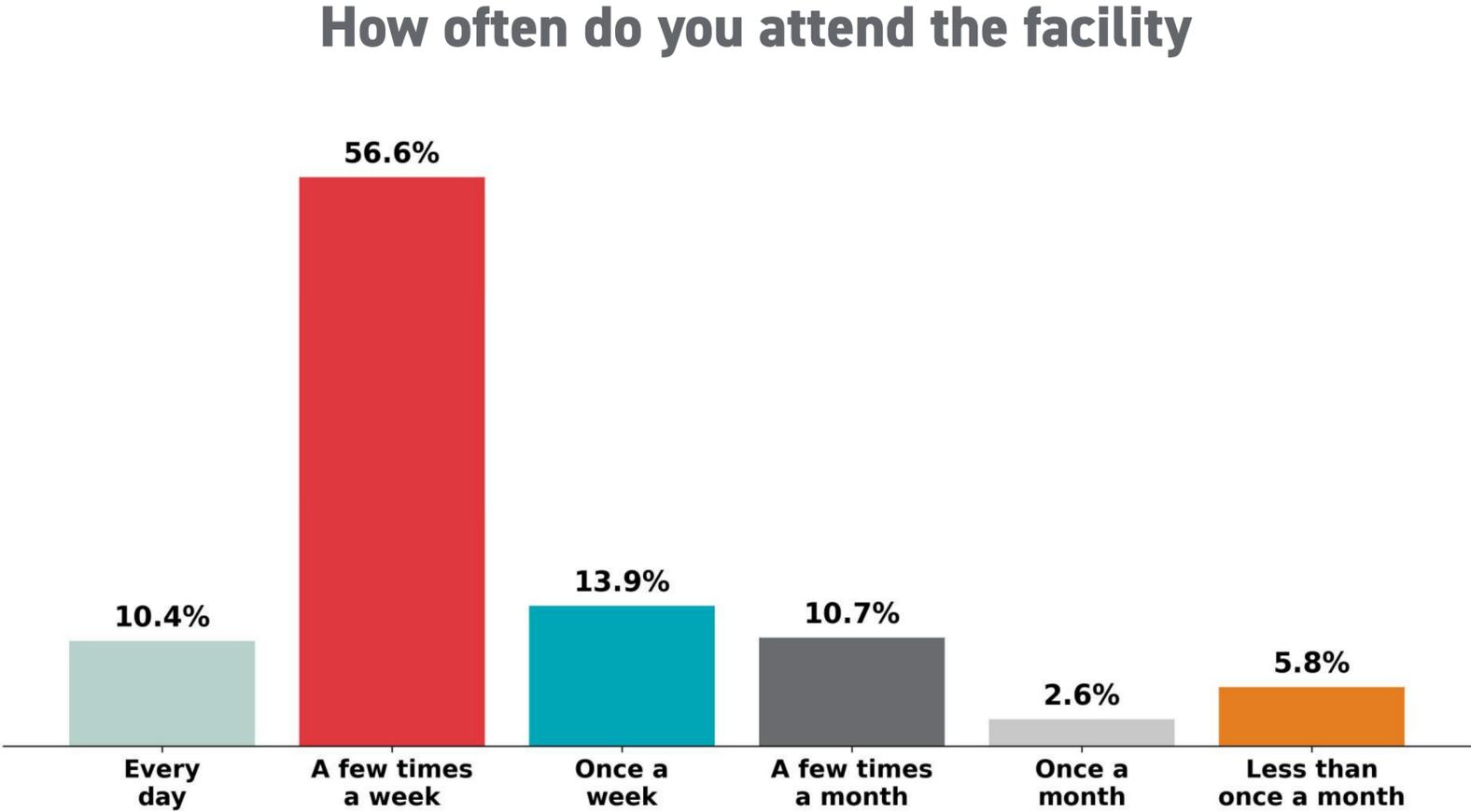
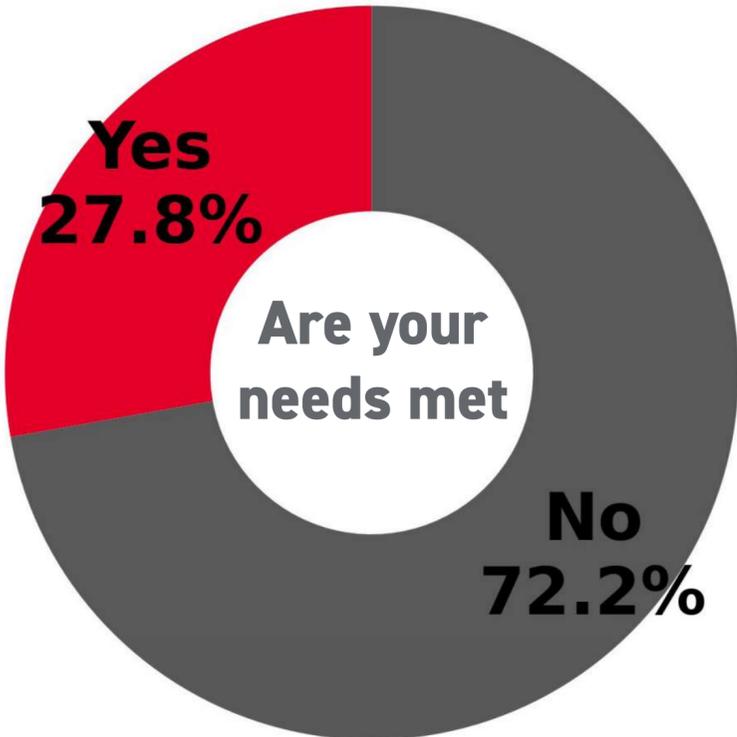
Demographics of participant and household



**Do you and/or your household currently belong to a recreation,
fitness, or community center**

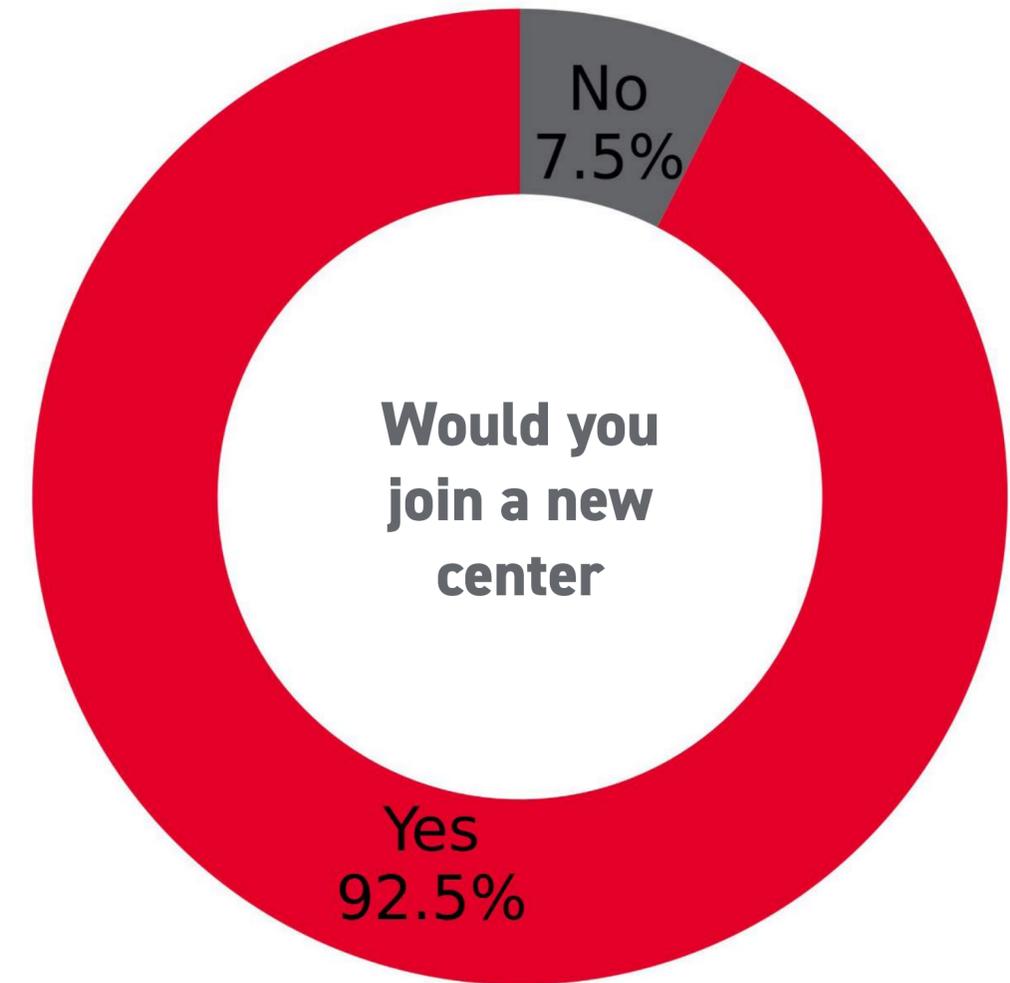
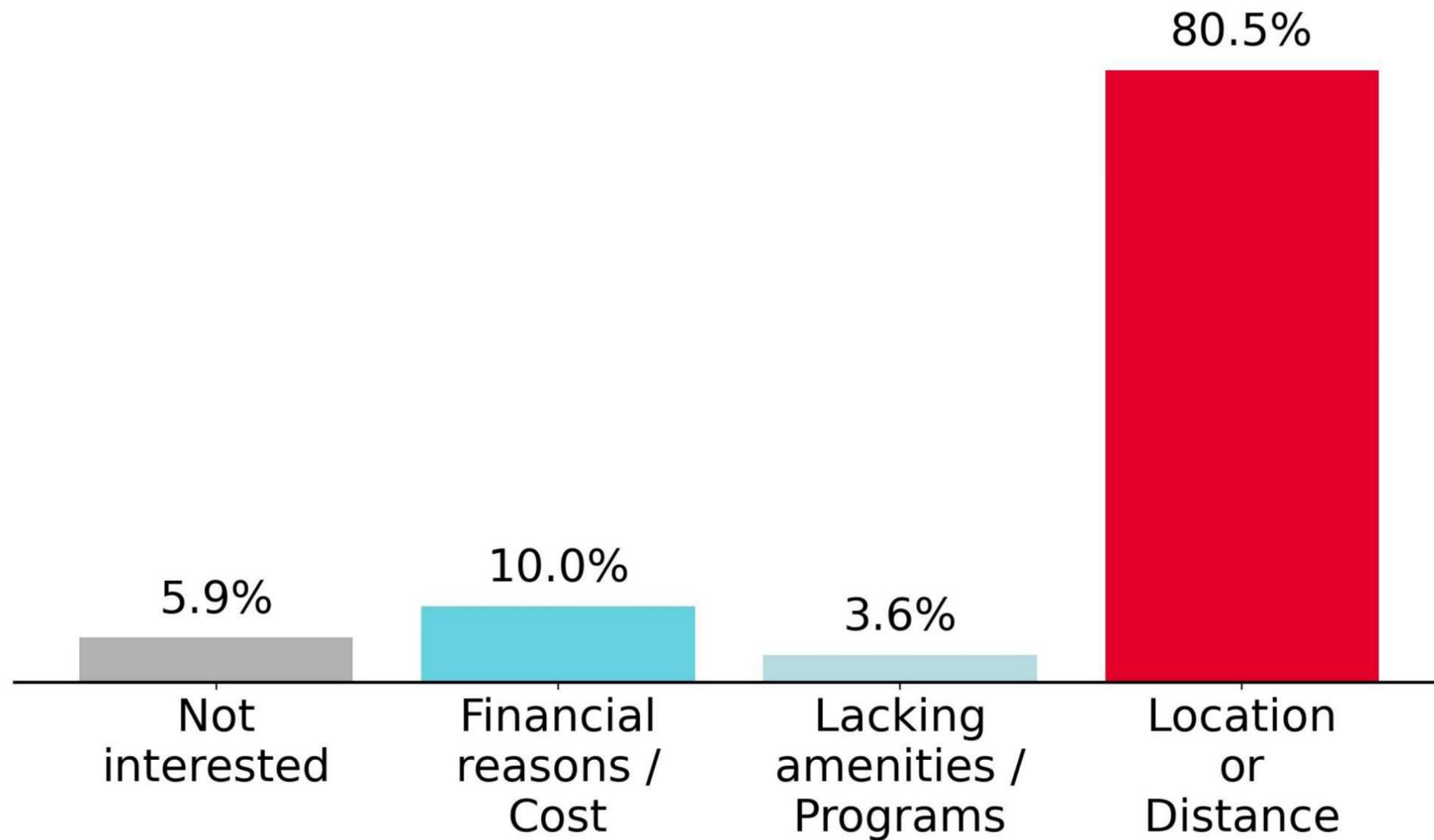


Currently belong to a center



DO NOT currently belong to a center

What has prevented you from joining?



Ranking of community center amenities

Tier 1

Core Expectations

Highest Priority

- Cardio fitness equipment
- Strength training equipment
- Indoor leisure pool
- Family locker rooms & restrooms
- Indoor walking track
- Program rooms
- Outdoor leisure pool
- Indoor lap pool

Tier 2

Community Enhancers

High Priority

- Indoor wood floor courts
- Outdoor walking trails
- Multipurpose community / event space
- Rubberized indoor courts
- Outdoor playground
- Outdoor sports fields
- Outdoor gathering space

Tier 3

Targeted Amenities

Moderate Priority

- Indoor play area for kids
- Senior social gathering space
- Rentable party room
- Indoor social gathering space
- Outdoor lap pool
- Art classroom
- Cafe

Tier 4

Limited Demand

Lower Priority

- Child watch
- Demonstration / cooking kitchen
- Vending machines
- Competitive lap swimming pool

Tier 5

Lowest Priority

Minimal Demand

- Billiards area
- Remote work space
- E-sports / computer room

What other programs and features would you like to see?

Key themes that came up most often:

- **Aquatics is the loudest signal:** indoor pool is repeatedly called a “must,” plus swim lessons (including baby/toddler), lap lanes, water aerobics, and competitive swim needs.
- **Instructor-led fitness is highly desired:** yoga, Pilates, barre, Zumba/Jazzercise, cycling/spin, kickboxing, strength training, stretching/tai chi
- **Sports space—especially indoor turf:** strong interest in indoor turf for year-round training (soccer/baseball/football/lacrosse), plus courts (basketball/volleyball/pickleball) and indoor soccer.
- **More for kids + teens:** requests for safe teen/pre-teen hangout space, after-school programs/clubs, youth sports, and summer camps; kids play areas also repeated.
- **Wellness/recovery amenities:** frequent mentions of sauna/steam room/hot tub, with some interest in spa-style recovery (cold plunge, red light therapy, massage).
- **Arts + community events:** notable demand for a theater/stage/auditorium, along with music programming and community events (markets, movie nights).

Practical Considerations:

- **Affordability:** requests for reasonable rates, resident discounts, and no/low tax impact.
- **Convenience & access:** location near Sunbury, trail connections/walkability, adequate parking, and extended hours.
- **Avoid duplication:** some caution about overlapping offerings with the library and nearby parks.

Partnership opportunities

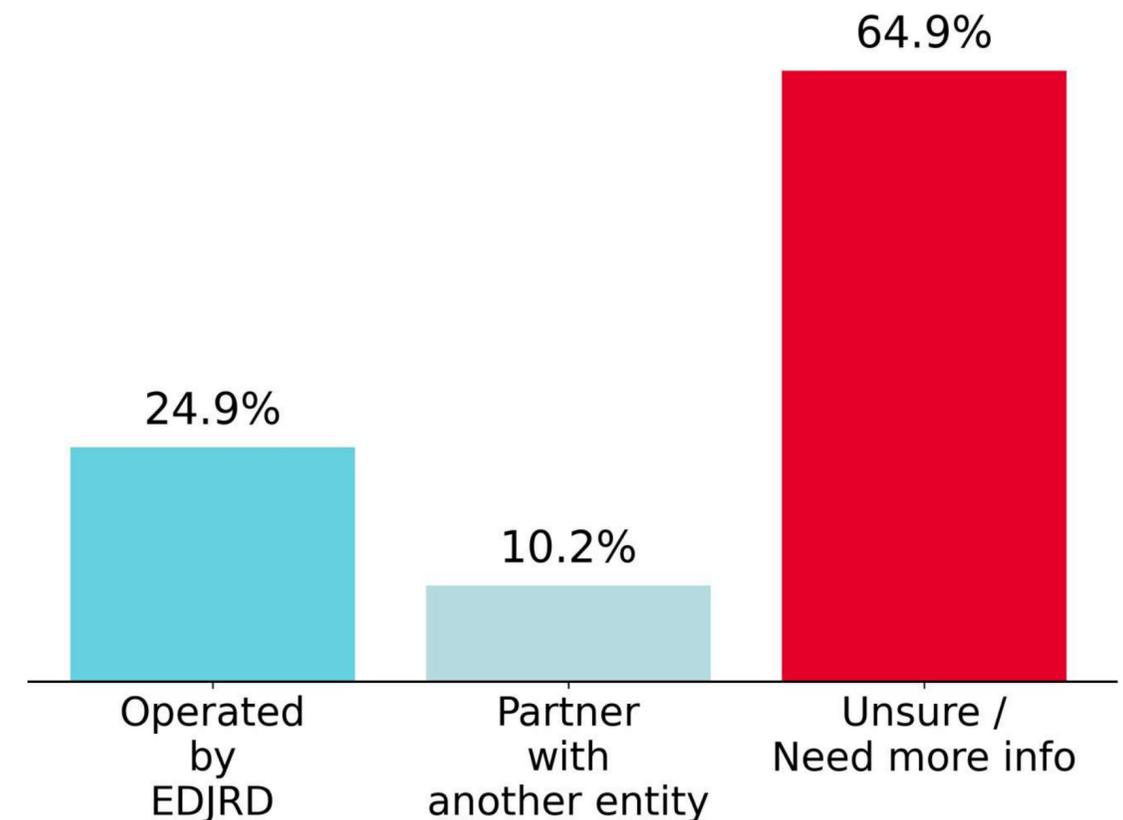
If the community center had a partner, who should they be, or what types of services should they provide?

Respondents most often envision a community center paired with a **health/wellness anchor**—especially PT/rehab and medical outreach—supported by wellness services (massage/nutrition/recovery) and a healthy café, with mixed appetite for a YMCA-operated model.

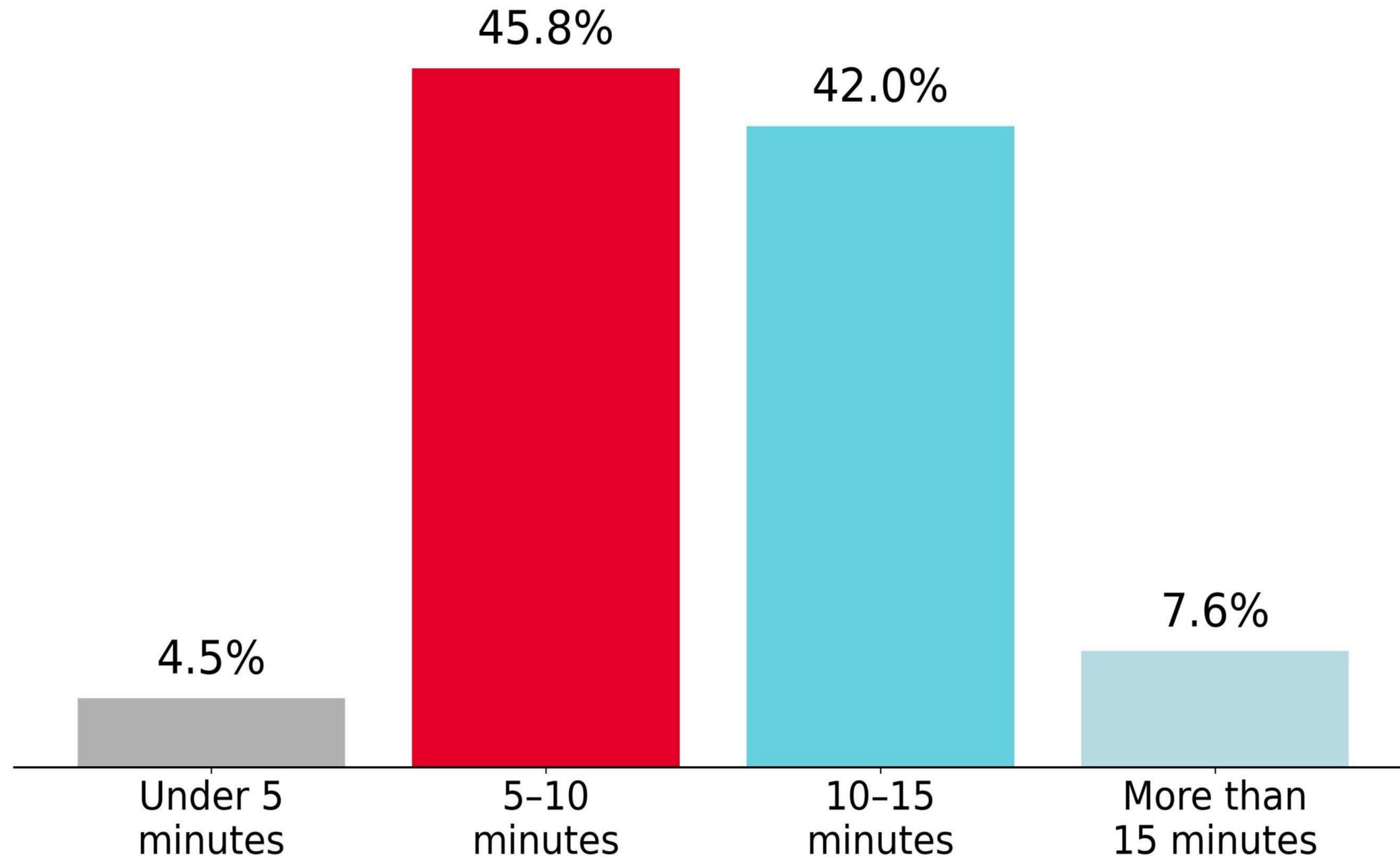
In what ways should the community center partner with other organizations?

Respondents want partnerships that primarily benefit **Big Walnut Schools** and local families—especially by providing a **local pool** for swim/dive teams and lessons, plus shared access to courts/fields for practices, clinics, and tournaments. They also strongly support partnerships that expand **after-school/summer programming and childcare**, add **health/wellness services** (PT, screenings, nutrition), and enable **nonprofits/community groups** to host drives and events—so long as partners don't crowd out residents and ideally help **offset costs through sponsorships or rentals**.

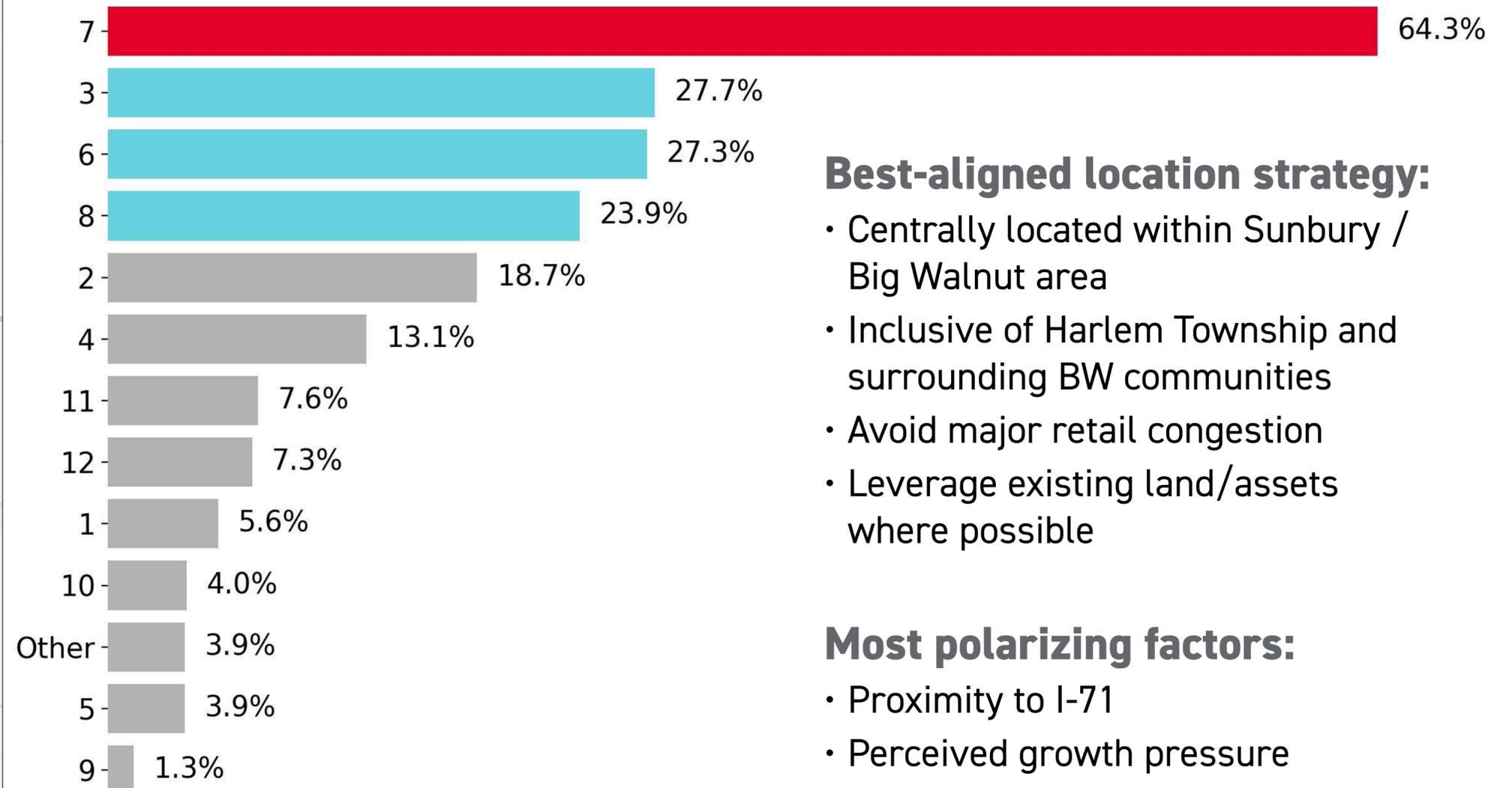
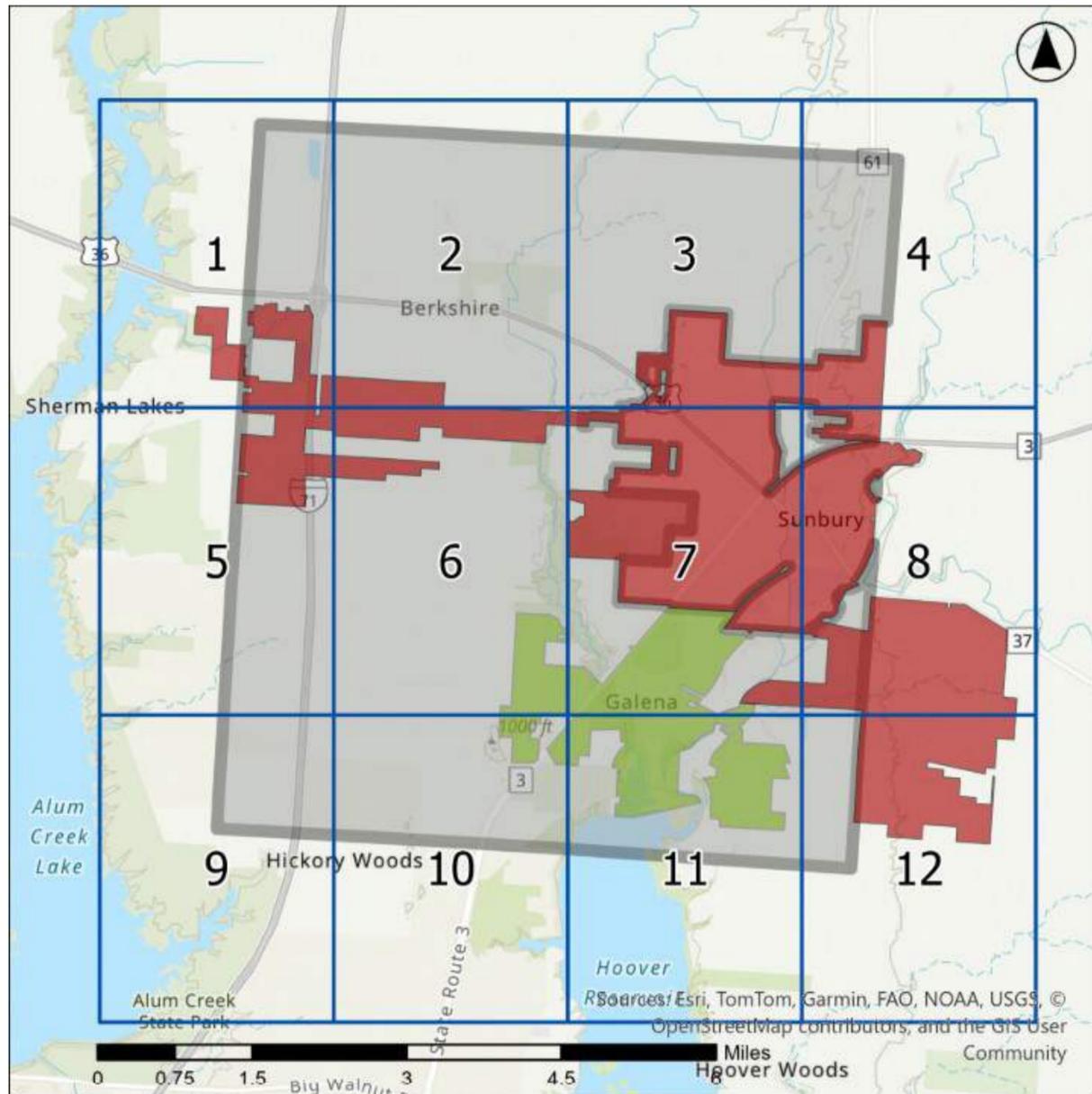
Should the new Community Center be operated by the Eastern Delaware Joint Recreation District or partner with another entity such as the YMCA?



How far would you be willing to drive to utilize this type of facility?



Please indicate your preferred or recommended location for the new community center



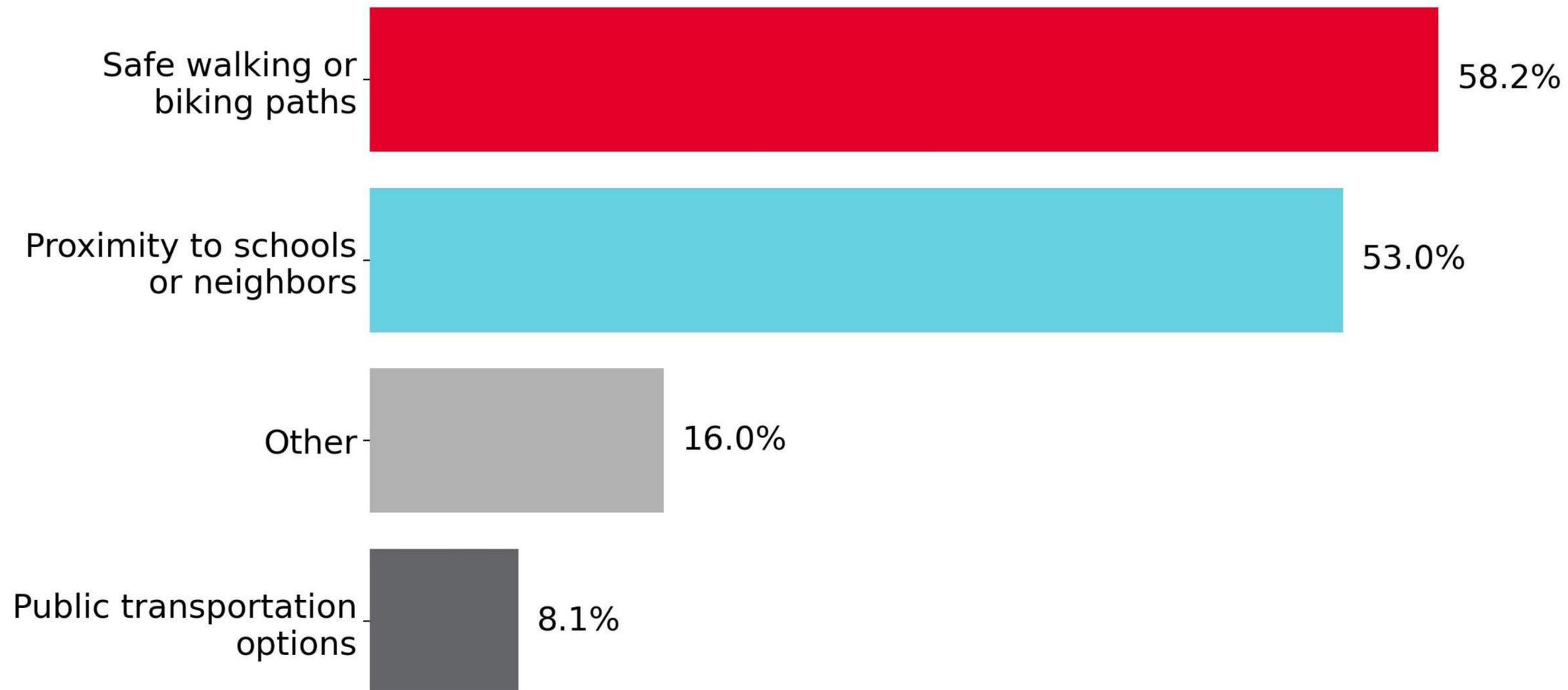
Best-aligned location strategy:

- Centrally located within Sunbury / Big Walnut area
- Inclusive of Harlem Township and surrounding BW communities
- Avoid major retail congestion
- Leverage existing land/assets where possible

Most polarizing factors:

- Proximity to I-71
- Perceived growth pressure
- Public Cost

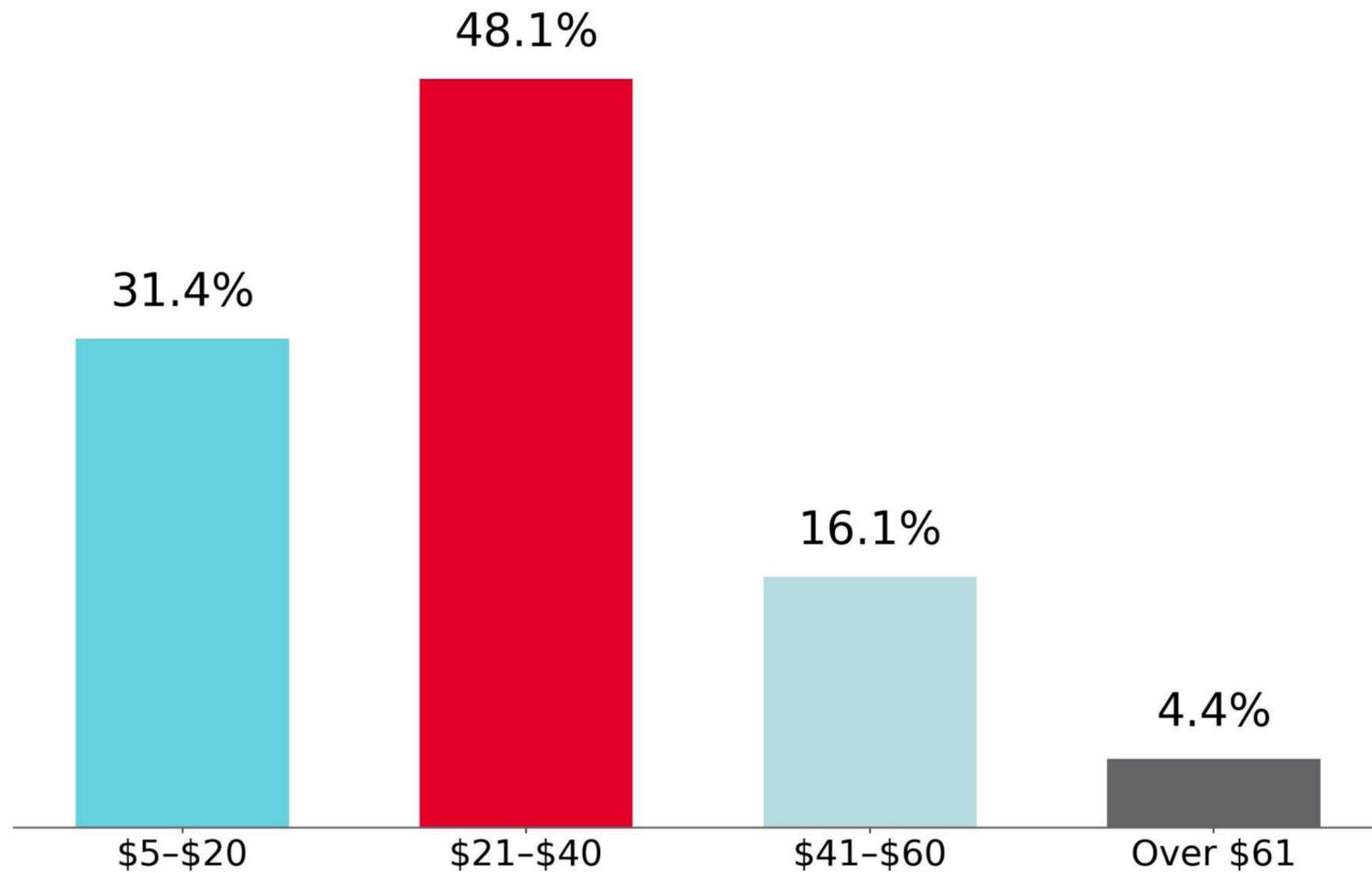
What would make it easier for you and/or your family to access a community center?



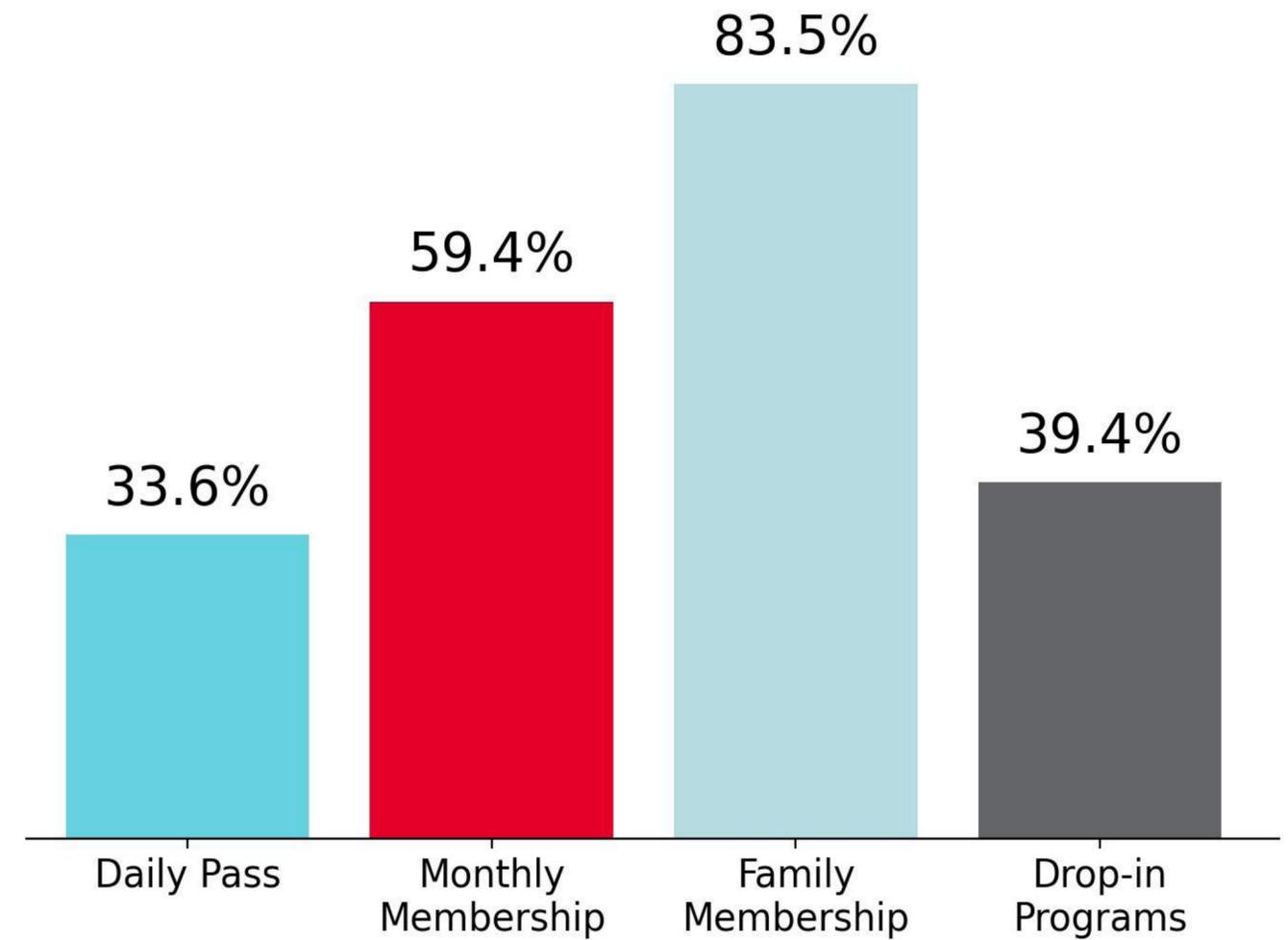
Respondents overwhelmingly prioritized **location and proximity**, preferring the center be **close to home, within Sunbury or nearby areas**, and reachable within **10–15 minutes by car**. **Ample parking, easy road access, and avoiding heavy traffic** were also key concerns, while **affordability and flexible hours** were mentioned as secondary factors.

Membership cost and type

How much would you be willing to pay for a monthly membership (for an individual)?



What type of memberships or program options would you be interested in?



What concerns do you have about the funding for the project?

The overwhelming dominant concern expressed by respondents is **taxes and affordability**. While many people support the idea of a community center in principle—and some are very enthusiastic—support is highly conditional on **how it is funded, how much it costs residents, and whether it becomes an ongoing tax burden**.

At the same time, there is strong agreement that **Sunbury and surrounding areas are underserved** and that a community center could provide real value if done carefully, transparently, and affordably.

Community Identified Guiding Principles

Survey feedback revealed several consistent priorities for a potential community center:

1. Close the Access Gap

Many residents lack nearby recreation options and must drive 20–35 minutes to existing facilities. Proximity is a major factor in participation.

2. Keep It Affordable and Inclusive

Affordability was one of the strongest themes. Residents want resident discounts, sliding-scale or scholarship options, senior-friendly pricing, and programs accessible to families of all income levels.

3. Serve All Ages

There is strong support for a multigenerational center that intentionally serves children and teens, adults and families, seniors, and individuals with disabilities.

4. Focus on Core Amenities

Aquatics—especially an indoor lap pool and family-friendly pool options—were the most requested feature, alongside fitness equipment, courts, and group wellness programs.

5. Plan for Growth

Residents want a facility sized for future population growth, built with durability in mind, and informed by lessons from successful peer communities.

6. Choose Location Carefully

Location should balance access, traffic impacts, safety, and proximity to growth areas, schools, trails, and other community assets.

7. Fund Transparently and Sustainably

There is strong interest in clear oversight, long-term operational sustainability, and exploring partnerships and grants to limit tax burden.

8. Reflect Sunbury's Character

The center should strengthen community identity and feel welcoming, practical, and aligned with Sunbury's small-town character.

GROUP ACTIVITY

MSA DESIGN

PIZZUTI SOLUTIONS™



GROUP ACTIVITY OBJECTIVES

Obtain feedback on the Community's preference for the right **balance of program amenities** and **overall project size and cost**

Understand the Community's **priorities** for programs and amenities

Project size will be used to help determine **site selection** criteria

BENCHMARKING

“SMALL”



**LINDEN
COMMUNITY
CENTER**

50,000 SF

“MEDIUM”



**DELAWARE
COMMUNITY
CENTER YMCA**

72,000 SF

“LARGE”



**WESTERVILLE
COMMUNITY
CENTER**

145,000 SF

Delaware Community Center YMCA



BRANCH AMENITIES

 Indoor Pool	 Child Watch/Kids Time	 Basketball Courts
 Hot Tub	 Strength Equipment	 Indoor Cycling
 Family Changing Rooms	 Party Room Rental	 Aerobics Studio
 Cardio Equipment	 Sauna	 Boxing Bags
 Indoor Track	 Baby Pool/Splash Pad	 Indoor Pool Slide

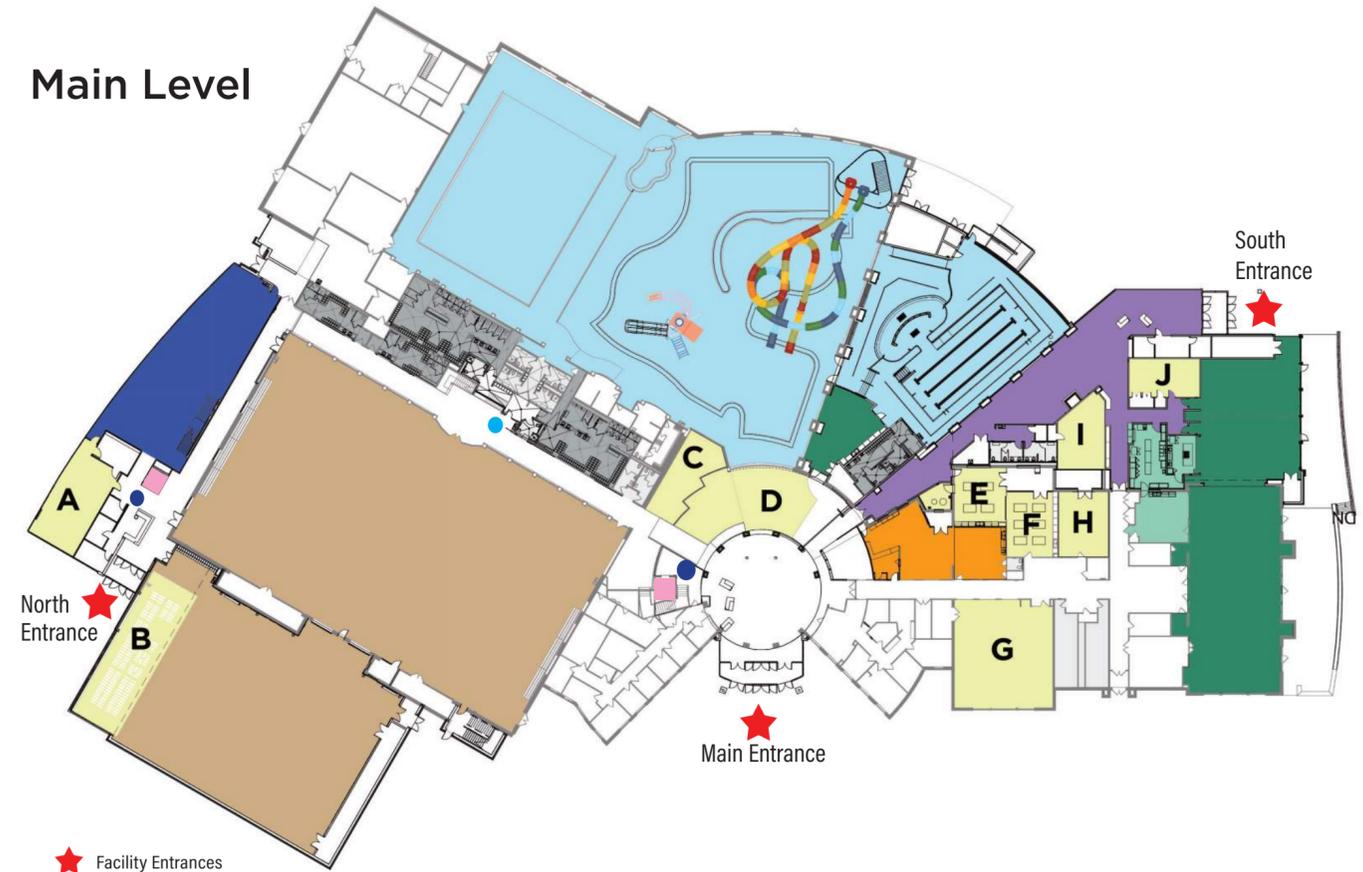
Westerville Community Center 145,000 Square-Foot Facility



Westerville Community Center FACILITY MAP



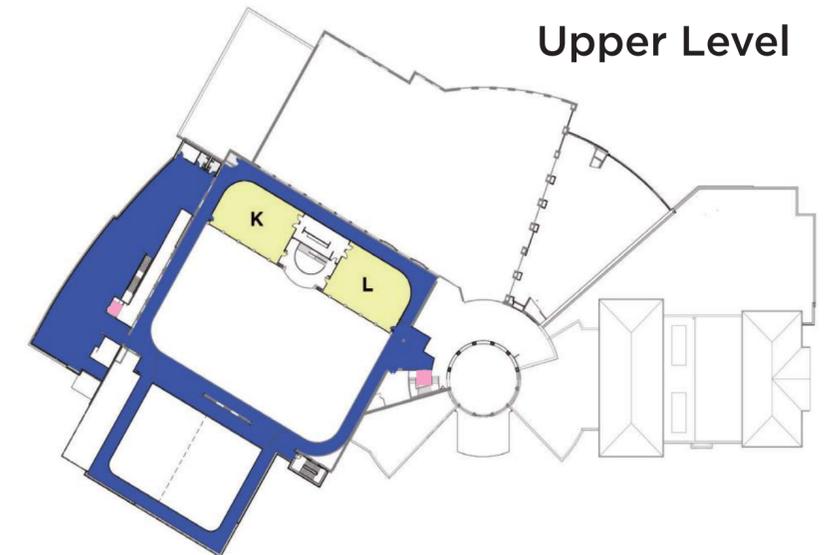
Main Level



- ★ Facility Entrances
- Fitness/Track Area Entrances
- Indoor Pool Entrance

- A North Group Fitness
- B Adventure Gym
- C Climbing Wall
- D Indoor Playground
- E Ceramics
- F Crafts
- G South Group Fitness
- H ESports
- I Senior Center Billiards
- J Classroom
- K Group Fitness
- L Yoga/Aerobics
- Sprouts Childcare Room
- Multipurpose/Party Rooms
- Kitchens/Demo Kitchen
- Gymnasium/MAC Gym
- Fitness/Track
- Indoor Pool Complex
- Locker Rooms/Restroom
- Restrooms
- Elevator
- Senior Center Social Area

Upper Level



Group Activity Process

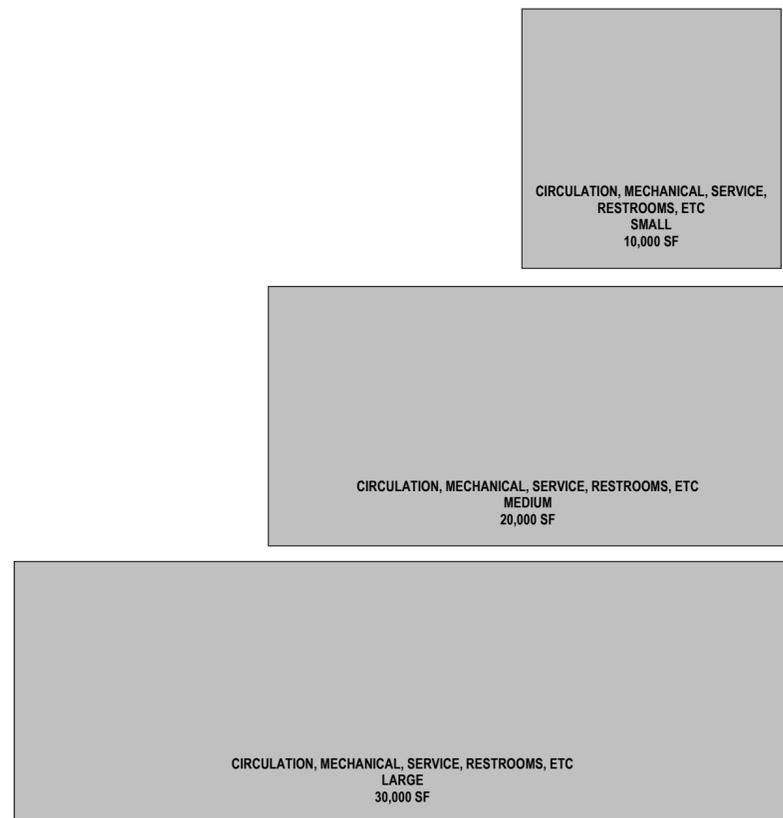
Process:

- Divide into groups
- Each group will work together to determine preferred project size
- Each group will work together to determine priority of programs and amenities, placing program pieces on scaled project footprint size
- All projects will need to include Circulation, Mechanical, Service, Restrooms, etc. based on project size

Programs and Amenities

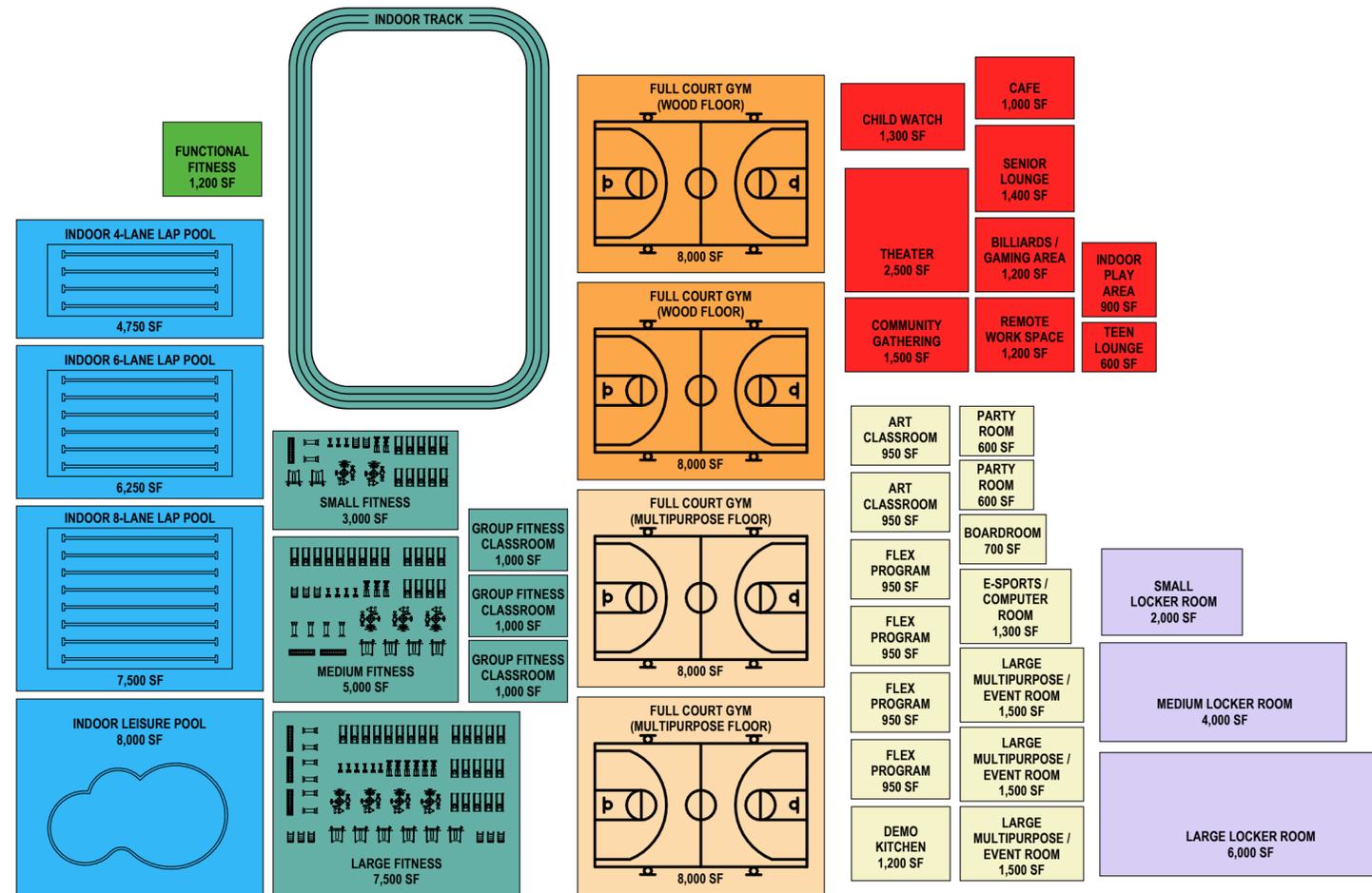
Must Include

Circulation, Mechanical, Service, Restrooms, Etc



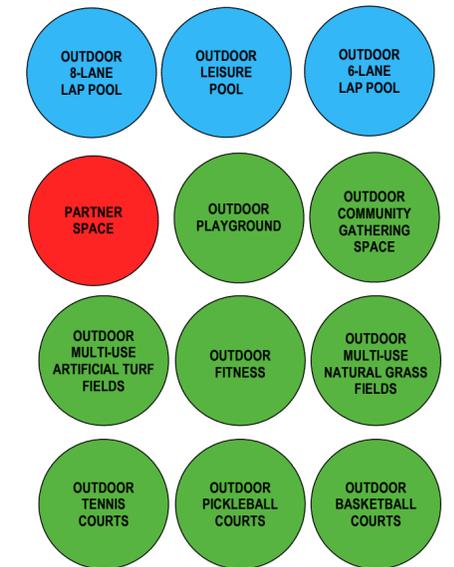
Program and Amenities

Choose your priority programs and amenities



Exterior or Partner

Optional items that will not contribute to the building size in this exercise



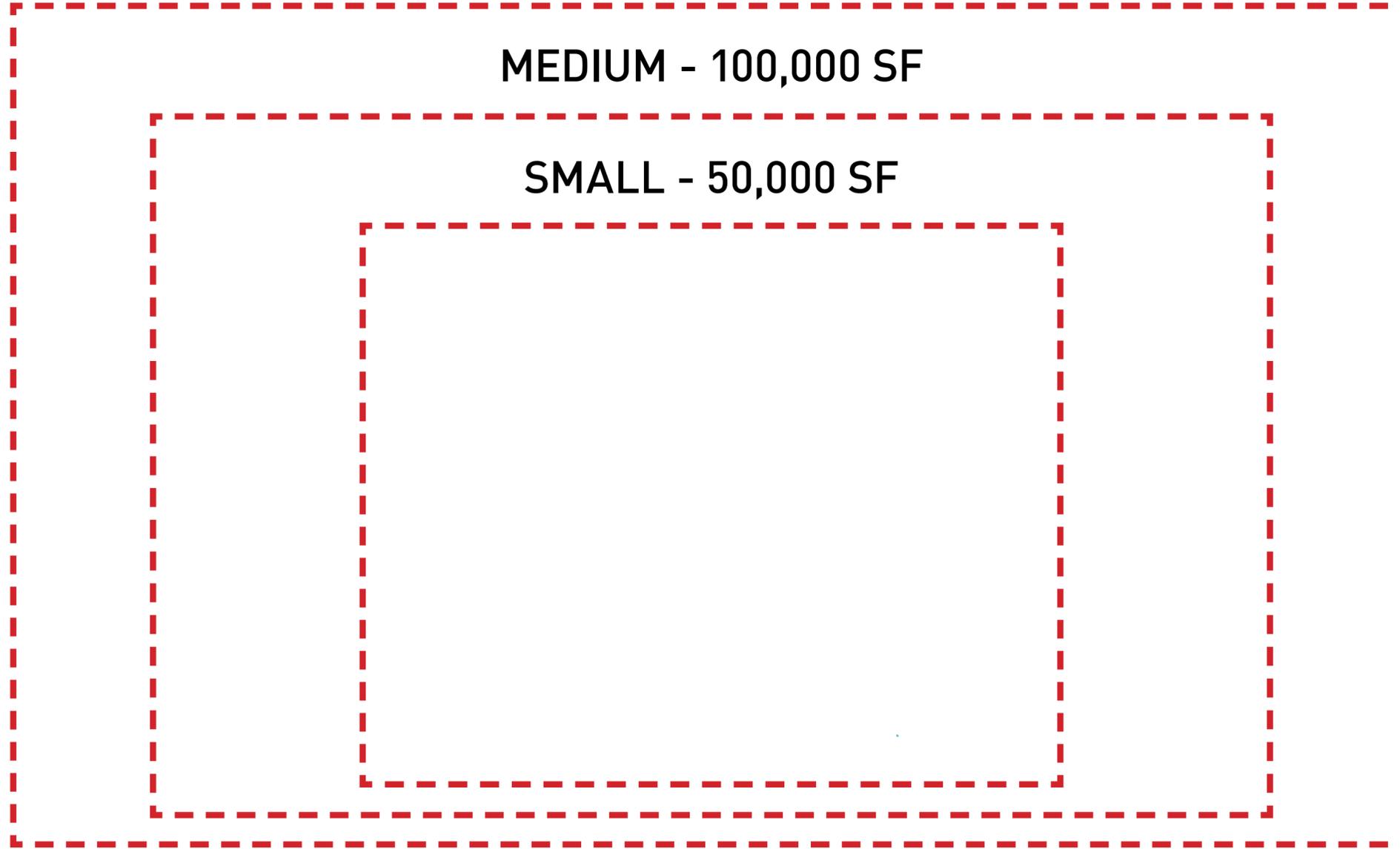
■ AQUATICS
 ■ FITNESS
 ■ GYM
 ■ PROGRAM
 ■ OUTDOOR
 ■ OTHER
 ■ CIRCULATION, MECH., RESTROOMS, ETC
 ■ SUPPORT SPACE

Building Size

LARGE - 150,000 SF

MEDIUM - 100,000 SF

SMALL - 50,000 SF



Group Activity Example

NEXT STEPS

Group Activity Reporting

Online Community Survey #2
Mid-February

Community Engagement Workshop 03:
Anticipated March/April

MSA

DESIGN

PIZZUTI SOLUTIONS™





The Montrose Group, LLC

February 2, 2026

Daryl Hennessy
Assistant City Administrator
9 E. Granville Street, P.O. Box 508
Sunbury, Ohio 43074

Dear Daryl:

At your request, The Montrose Group, LLC (“Montrose”) is pleased to present the City of Sunbury (the “City”) with a professional services agreement for government relations public policy consulting services (“this Agreement”). Montrose looks forward to working with you and will do our best to provide quality consulting services in a responsive, efficient manner. Fundamental to a sound relationship is a clear understanding of the terms and conditions upon which we will be providing consulting services. Accordingly, the purpose of this letter is to clarify and confirm these terms and conditions.

Scope of Work. The City of Sunbury is located in Delaware County in Central Ohio. The City of Sunbury has experienced significant growth over the past 20 years. As of the 2020 census, the population of the City of Sunbury is 7,344, up 267% since 2000 when the population was 2,743. The City has been a beneficiary of being in Delaware County which has been the fastest-growing County in Ohio for the past two decades and ranks among the fastest growing counties in the United States. Sunbury is focused on key policy and advocacy issues impacting municipalities in Ohio, as well as project financing opportunities to support infrastructure and “quality-of-life” projects throughout the city. 2026 also begins the next statewide election cycle, which will result with new leadership in the Ohio Governor’s office as well as new Ohio Senate leadership and the end of the 136th General Assembly.

Montrose will perform the following scope of work to assist the city with its government relations advisory services.

City of Sunbury Government Relations Plan: Promote the City of Sunbury focusing on advocacy with the Delaware County Ohio Statehouse delegation, leadership of the Ohio General Assembly, Governor DeWine’s Office, Ohio Department of Development, Ohio Department of Natural Resources, Ohio EPA, and other relevant executive agencies.

City of Sunbury Government Relations Policy: Numerous policies impacting municipalities are being debated in the Ohio General Assembly, including municipal taxation, public pension reform, property tax allocations and reforms, and others impacting municipal independence and operations. Additionally, 2026 is a state of Ohio capital budget cycle year with the potential to support city projects. Montrose will advocate for the City of Sunbury on the above-mentioned policy issues as well as support the city of project funding request, including the Ohio Capital Budget request and qualifying congressionally directed spending request.



The Montrose Group, LLC

Capital Budget: Montrose will continue to assist the City of Sunbury on their state of Ohio capital budget project to invest in public park space within the city.

General State Public Policy Issues: Police & Fire pension reform remains on the priority public policy list, which can have significant impacts on the city. This issue along with municipal tax reform remain the primary focus of the advocacy efforts for 2026. Additionally, changes to the way a municipality can defer the “inside millage” associated with the local property tax is another advocacy goal for the calendar year.

Biennial Operating Budget: Formulate policy priorities for the next State of Ohio biennial operating budget specific to Forest Park’s funding and infrastructure needs in preparation for its introduction in 2027.

Project Financing Advocacy: Montrose will work with the City of Sunbury to identify project financing opportunities including future Congressionally Directed Spending Request, state of Ohio grant opportunities and future state capital budget funding.

Professional Undertaking. Tim Biggam, Director of Government Relations and Dave Robinson, Principal, will have primary responsibility for this project. Other professionals may be added to the assignment. As Montrose is a consulting firm, this representation will not include any legal services. We understand that our representation will be of the City as an entity, and not of its members, managers, or officers. We will look solely to you for instructions regarding both the consulting services to be performed, as well as the resolution of any issues that may arise in the course of such services.

Confidentiality. Montrose acknowledges that all Work Product, including, developed ideas, concepts, know-how, knowledge, techniques, tools, approaches, and methodologies which may be reflected in any presentations, reports, or other deliverables, provided by Montrose in connection with this agreement, including all work-in-progress are confidential and proprietary to the City and may be disclosed only with the express permission of the City. Montrose agrees that all information of the City received by Montrose during or through Montrose’s performance under this agreement shall be considered confidential information of the City. The obligations of Montrose under this section shall survive the termination of this Agreement.

Government Relations Advisory Consulting Fees. The City shall pay Montrose a monthly fee of \$4,000.00 to provide government relations advisory consulting services under the terms and conditions set forth herein (“Retainer Fee”). Montrose is not entitled to, and shall not be paid, any additional costs or expenses under this Agreement, other than the Retainer Fee, and pre-approved expenses, for services performed under this Agreement. This term of this Agreement shall begin on the date executed below and end one year later unless terminated earlier by the City. The City may terminate this Agreement at any time, for any reason or no reason at all, upon 30-days’ written notice to Montrose. Montrose shall send the City an invoice, which details the work that Montrose performed the previous month, who from Montrose performed the work, and when the work was performed, by the 10th of each month.



The Montrose Group, LLC

Compliance with Laws. Montrose shall comply with and be bound by all applicable laws and regulations, including but not limited to laws and regulations relating to the payment of commissions, ethical business conduct, and anti-corruption. Montrose hereby represents and warrants that neither it nor any of its employees nor anyone else acting on its behalf has made, nor will they make, directly or indirectly, any payment, loan, or gift (or any offer, promise, or authorization of any such payment, loan or gift) of any money or anything of value to or for the use of any private businessmen, commercial organization or foreign officials.

General. This agreement supersedes all prior oral and written communications between the City and Montrose and may be amended, modified, or changed only in writing when signed by both parties. No term of this agreement will be deemed waived, and no breach of this agreement excused, unless the waiver or consent is in writing signed by the party granting such waiver or consent. Both parties each acknowledge that it may correspond or convey documentation via Internet e-mail and that neither party has control over the performance, reliability, availability, or security of Internet e-mail. Therefore, neither party will be liable for any loss, damage, expense, harm, or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond reasonable control. This agreement shall be governed by and construed by the laws of the State of Ohio without giving effect to conflict of law rules. If any portion of this agreement is found invalid, such finding shall not affect the enforceability of the remainder hereof, and such portion shall be revised to reflect the parties' mutual intention. This agreement shall not provide third parties with any remedy, cause, liability, reimbursement, claim of action, or other right in law or in equity for any matter governed by or subject to the provisions of this agreement.

Conclusion. We are pleased to have the opportunity to provide consulting services to the City of Sunbury. We request that you review this letter carefully and, if they comport with your understanding of our respective responsibilities, please let us know.

Very truly yours,

David J. Robinson, Principal
Montrose Group, LLC

I hereby agree to the terms and conditions of this agreement on behalf of the City of Sunbury and agree to the fee:

Daryl Hennessy
City Administrator

Date