

City of Sunbury Regular Council

Minutes

May 17, 2023

Mayor Joseph St. John opened the Sunbury City Council meeting at 7:30 p.m., May 17, 2023, with a moment of silent prayer and the Pledge of Allegiance.

Those answering roll call: Cindi Cooper, Joseph St. John, Damin Cappel, Dave Martin, Tim Gose, and John Grumney. Murray Neff was absent. Other staff in attendance were City Administrator Daryl Hennessy, Director of Law David Brehm, Clerk of Council Amber Swain, and City Engineer Dan Whited.

MINUTES:

Motion by **Cappel** and seconded by **Grumney** to approve the May 3, 2023 meeting minutes. Upon roll, 6 yeas. Minutes passed.

Motion by **Cappel** and seconded by **Grumney** to approve the May 13, 2023 Special Meeting minutes. Upon Roll 6 yeas. Minutes Passed.

VISITORS

There were no visitors that wished to speak.

COMMITTEE REPORTS

Mr. Gose gave an update on the Finance committee, going over the bank to book reconciliation and the monthly reports. Preliminary funding options were also discussed for JR Smith Park improvements.

POLICE REPORT

Police Report Council Meeting May 17, 2023

01: Drone: The posting for Drone pilots has come down and we are in the process of selecting 4 pilots and getting them started on policy and licensing for the program. DC Wade has the updated quotes and is working on that packet and the finished product should be in front of the council next meeting.

02: Officers: We have 2 applicants that are in the background process and are hoping to be able to have those completed by June 1st and fill a couple spots we have open.

Officer Plummer is off until the first week in June as he and his wife just had their first son born last week. We want to congratulate the Plummer's on becoming parents.

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Officer Bowman is still in the hospital and has been there for the last 8 days. He asked that we thank everyone for the calls and prayers, and he hopes to be release within the next few days, we will keep you posted with whatever we can.

03: School: We have a meeting scheduled for this Friday with the school superintendent to see about better communication between schools, and SRO'S. In the last few months, we have had incidents come up and schools go on lockdown, or a serious situation will come up at a school and we are not notified. I think this can be corrected very easily.

04: New Cruisers: The trucks for this week to Sure Sign to be stripped and as soon as the equipment starts coming in at PARR, they will be taken up to start being upfitted. After we see what the cost is for upfitting the first vehicle. I will have figures to bring back to council as funds that will need to be allocated to finish the second. I should have a pretty good idea by the next council meeting on that amount as I'm waiting for the updated quote.

Administrator's Report

MEMORANDUM TO THE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: Daryl Hennessy
SUBJECT: City Administrator's Report
DATE: May 16, 2023

ADMINISTRATION

BWMS Annual Day of Service. Students from Big Walnut Middle School partnered with the City for a day of service on Friday, May 12 to help beautify the community. Approximately 25 students participated in this fifth annual day of service and helped spread almost 500 bags of mulch at the municipal building, cemetery, and around Town Square. Students also participated in the planting of a Swamp White Oak tree at the Evening Street Park and picked up trash and debris in the cemetery. The service department team, Amber Swain, and Officer Whiteside were instrumental in making the day a big success. Other students from the middle school volunteered their time with other organizations in the community on this day of service.

PLANNING AND DEVELOPMENT

Community Profile. The Community Profile report authorized by City Council earlier this year has been completed and is attached to this report. The Profile was completed by Jim Lenner with Neighborhood Strategies and contains a snapshot of data regarding the City and maps to illustrate

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the location of key community assets. The Profile will be useful to existing residents interested in learning more about their City and to prospective developers considering an investment in Sunbury. A briefing on the document from Jim Lenner will be scheduled for a future Council meeting.

ODOT Outpost. The City’s purchase of the ODOT outpost on S. Morning Street is scheduled for closing on May 17, 2023. As a reminder, ODOT primarily used the land for the storage and distribution of road salt. The parcel includes a three-sided structure on approximately 0.8 acres of land.

SERVICES AND UTILITIES

Street Sweeping. Street sweeping services have been scheduled from May 30 – June 2, 2023. Street sweeping will begin in the northwest quadrant of the City and proceed counterclockwise until all four quadrants are swept. Service department staff will once again place signs at the entries of neighborhoods in advance of the street sweeping to encourage residents to park their cars off the street. Notices on the City’s Facebook page will also be used to alert residents of the street sweeping schedule.

Engineer’s Report

Prepared By: Wes Hall, P.E., Dan Whited, P.E.

Date: May 17, 2023

Project Description	Current Phase / Updates
CITY PROJECTS	
<p>Fallen Heroes Multi-Use Trails <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>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>

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<p><u>Reservoirs Park Fishing Piers and Parking Lot Improvements</u> The project includes the design of a small gravel parking lot off Sedgwick Avenue, with hardsurface pavement for ADA parking spaces, 620 feet of concrete sidewalk (5-feet 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. This project will need to include reservoir drawdown plans as well.</p>	<p><u>Design Phase</u> Construction documents are being prepared. Will be combined with ODNR Dam project (reservoir drawdown, infrastructure removal)</p>
<p><u>Dept. of Public Safety (DPS) Hazardous Mitigation Grant Program (HMGP) - Round 2 - Pre-Application</u> 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> Grant has been awarded. Documents to be signed this week</p>
<p><u>Wastewater Treatment Plant Facilities Plan Update</u> 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> The Ohio EPA permit application has been submitted.</p>
<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> Planning Design is progressing.</p>
<p><u>Stormwater Utility Study</u> 36” interceptor sewer from the intersection of Golf Course Road and Cheshire Road to Domigan Road.</p>	<p>MS4 program annual report near completion. Will be able to reinstate SW Utility Feasibility by June.</p>

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<p><u>2023 Street Improvements</u> This project will involve improvements to the following streets, which will receive OPWC funding: S Miller Dr. (US 36 to SR 3), Fox Trail Dr. (entire length), Raccoon Ln. (entire length), Chipmunk Ln. (entire length), Cottontail Dr. (entire length), Woodchuck Dr. (From Raccoon Ln to the existing phase line 250' to the south), Evening St. (entire length), Walnut St. (entire length), W Granville St. (SR 3 to Evening St).</p>	<p><u>Design Phase</u> Bid opening is Thursday May 18.</p>
<p>PRIVATE DEVELOPMENT PROJECTS</p>	
<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> Preliminary plan was approved at the March Planning Commission meeting. Final Engineering is being reviewed. Nearing completion</p>
<p><u>Granville Street Multi-Family Development / Sunbury Commerce Park</u> Mixed-use development; 120-unit apartment complex and 40,000 sq. feet of commercial/retail space.</p>	<p><u>Planning Phase</u> Council approved the rezoning. A submittal is anticipated soon.</p>
<p><u>Magnolia Park</u> New single-family subdivision located east of the Middle School.</p>	<p><u>Construction Phase</u> Construction has started</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. Mass grading plan for Section 2 and 3 is being reviewed.</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> Reviewing Final Engineering</p>

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<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.	<u>Planning Phase</u> Rezoning was approved by Council. Working on Easements and other issues
<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.	<u>Design Phase</u> Waiting on the resubmittal of the construction drawings.
<u>BSTP Sunbury, LLC (Azco Development LLC)</u> Mixed retail development in the Sunbury Meadows development. Initial application for day care facility; commitments on other three lots still undetermined.	Preliminary plan was conditionally approved at the March Planning Commission meeting.

RIGHT-OF-WAY PERMITS

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

- Columbia Gas 450 Commerce Dr
- Columbia Gas - Stone St
- Columbia Gas - 937 Mill Stone St

RESOLUTIONS

Second Readings

RESOLUTION 2023.11

A RESOLUTION TO ESTABLISH A CASH RESERVE POLICY FOR THE CITY OF SUNBURY (second reading)

RESOLUTION 2023.12

A RESOLUTION TO ESTABLISH A DEBT POLICY FOR THE CITY OF SUNBURY (second reading)

First Readings

RESOLUTION 2023.13

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RESOLUTION AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE SUNBURY MEADOWS COMMUNITY DEVELOPMENT AUTHORITY BOARD OF TRUSTEES BY THE COUNCIL OF THE CITY OF SUNBURY, OHIO (first reading)

RESOLUTION 2023.14

A RESOLUTION APPROVING A CREATING HEALTHY COMMUNITIES MINI GRANT BETWEEN THE DELAWARE PUBLIC HEALTH DISTRICT AND THE CITY OF SUNBURY

Motion was made by **St. John** to suspend the rules, seconded by **Cooper**, passed 6-0.

Motion was made by **St. John** and seconded by **Cooper** on the resolution, passed 6-0.

RESOLUTION 2023.15

A RESOLUTION AUTHORIZING THE ADMINISTRATOR OF THE CITY OF SUNBURY TO EXECUTE A GRANT AGREEMENT WITH THE STATE OF OHIO DEPARTMENT OF PUBLIC SAFETY, OHIO EMERGENCY MANAGEMENT AGENCY AS RECIPIENT OF GRANT FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FROM THE HAZARD MITIGATION GRANT PROGRAM

Motion was made by **Martin** to suspend the rules, seconded by **Cappel**, passed 6-0.

Motion was made by **Martin** and seconded by **Cappel** on the resolution, passed 6-0.

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.

Mr. Gose asked for clarification on how long this can remain tabled. Mr. Brehm is going to look into this for the Council.

First Readings

ORDINANCE 2023.10

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AN ORDINANCE AMENDING POSITIONS AND PAY RANGES FOR EMPLOYEES OF THE CITY OF SUNBURY, OHIO AND DECLARING AN EMERGENCY

Motion was made by **St. John** to suspend the rules, seconded by **Gose**, passed 6-0.
Motion was made by **St. John** and seconded by **Gose** on the Emergency, passed 6-0.
Motion was made by **St. John** and seconded by **Gose** on the Ordinance, passed 6-0.

NEW / UNFINISHED BUSINESS

Mayor St. John updated the Council on the Freedom Park parking lot and the agreement with Kuhn Excavating. Mr. Hennessy gave an update on the areas that Mr. Kuhn will be working on.

Motion was made by **St. John** to enter into a contract with Kuhn Excavating to clean up Freedom Park parking lot, seconded by **Gose**, passed 6-0.

Motion was made by **Martin** to cancel the May 31, 2023, City Council Meeting, Seconded by **Gose**, Passed 6-0.

Motion was made by **Martin**, seconded by **Grumney** to approve the City's contribution of 50% of the cost of Big Walnut Civic Association fireworks display for July 4, 2023.

ADJOURNMENT

Motion to adjourn by **Martin** and seconded by **Grumney**. Upon Roll all Yeas.

Joseph St. John, Mayor

Amber Swain, Clerk of Council

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