

1. Agenda

Documents:

[2026.02.18 COUNCIL AGENDA.PDF](#)

2. Minutes - February 4, 2026

Documents:

[2026.02.04 COUNCIL MINUTES.PDF](#)

3. 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](#)

4. RES NO. 2026.05 PMG Pavement Assessment And Maintenance

Documents:

[RES 2026.05 PMG PAVEMENT ASSESSMENT AND MAINTENANCE.PDF](#)

[RES NO. 2026.05 - ATTACHMENT PMG.PDF](#)

5. ORD NO. 2026.05 Appointing An Assistant City Manager

Documents:

[ORD NO. 2026.05 ASSISTANT CITY MANAGER.PDF](#)

6. The Montrose Group, LLC - Advocacy Services

Documents:

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

**AGENDA OF BUSINESS  
REGULAR MEETING OF COUNCIL  
SUNBURY, OHIO  
February 18, 2026 at 7:30 P.M.**

**SILENT PRAYER & PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Mr. Damir Cappel, Mrs. Cindi Cooper, Ms. Nancy Crawford, Mr. Tim Gose, Mr. John Grumney, Mr. Marc Long, and Mr. Joseph St. John.

**MINUTES:**

- February 4, 2026 Meeting Minutes

**VISITORS**

**COMMITTEE REPORTS**

**CITY MANAGER'S REPORT**

- Sunbury Police Department: 2025 Year in Review Division Reports
  - School Resource Officers
  - Drones

**RESOLUTIONS**

Third Readings

Second Readings

First Readings

**RESOLUTION NO. 2026.05**

**A RESOLUTION APPROVING PAVEMENT MANAGEMENT GROUP RELATING TO PAVEMENT ASSESSMENT AND PAVEMENT MANAGEMENT SERVICES**

**RESOLUTION NO. 2026.06**

**A RESOLUTION APPROVING PARK ENTERPRISE CONSTRUCTION CO., INC. RELATING TO STORMWATER MANAGEMENT REPAIR SERVICES ON OTIS STREET**

**ORDINANCES**

Third Readings

**ORDINANCE NO. 2025.36 (TABLED)**

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

Second Readings

**AGENDA OF BUSINESS  
REGULAR MEETING OF COUNCIL  
SUNBURY, OHIO  
February 18, 2026 at 7:30 P.M.**

First Readings

**ORDINANCE NO. 2026.05**

**AN ORDINANCE PROVIDING FOR THE EMPLOYMENT OF AN ASSISTANT CITY  
MANAGER, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EMPLOYMENT  
CONTRACT, AND DECLARING AN EMERGENCY**

**NEW / UNFINISHED BUSINESS**

- The Montrose Group, LLC – Advocacy Services

**ADJOURNMENT**

- Regular Meeting – March 4, 2026 at 7:30 pm

**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: Damin 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

**City of Sunbury**  
**Regular Council Minutes**  
**February 4, 2026**

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.

**City of Sunbury  
Regular Council Minutes  
February 4, 2026**

**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.

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**Joseph St. John, Mayor**

**ATTEST:**

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**Alyssa Graziano, Clerk of Council**

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## 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**

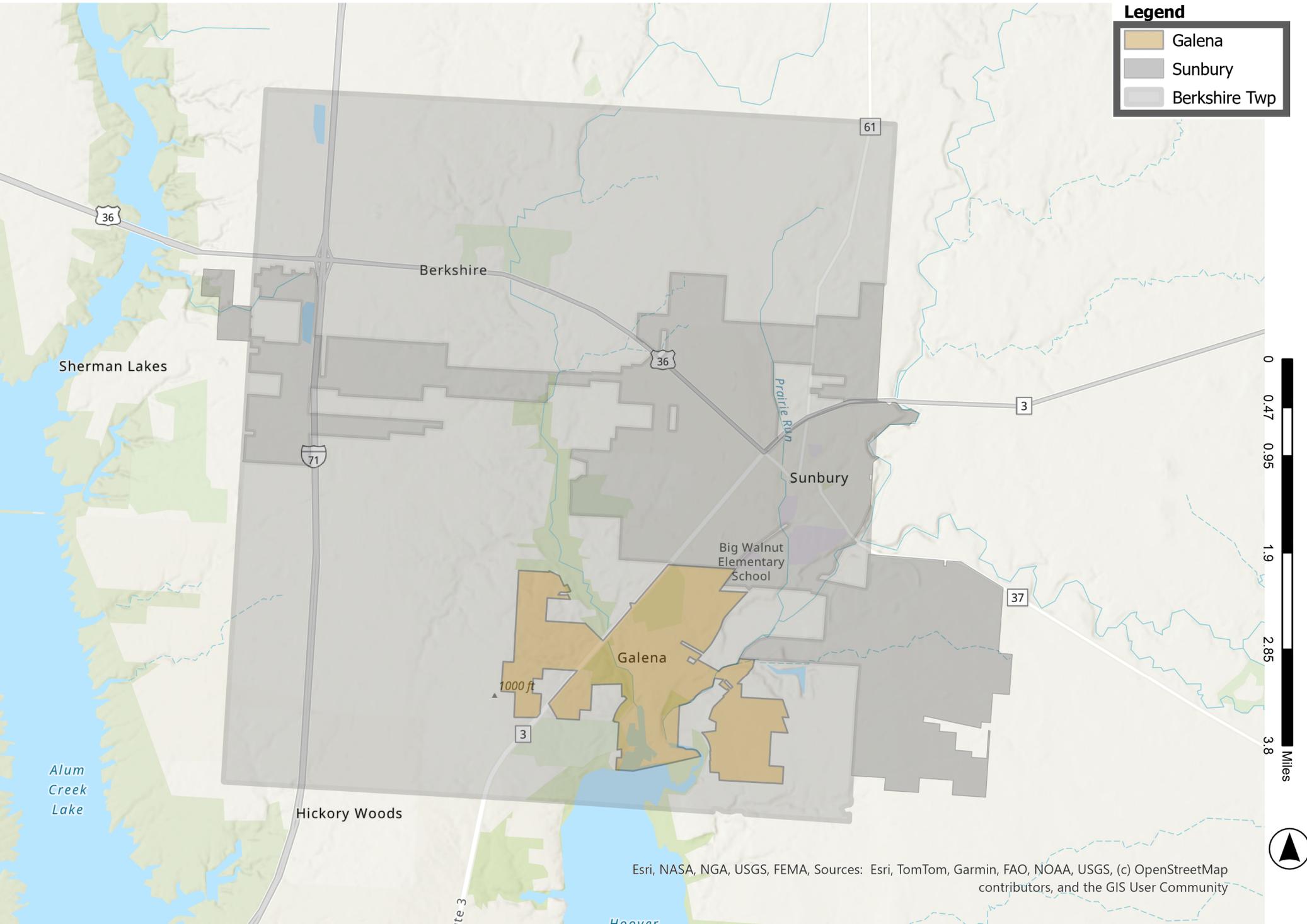
# **Market /Site Selection Analysis – Today's Agenda:**

- 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**

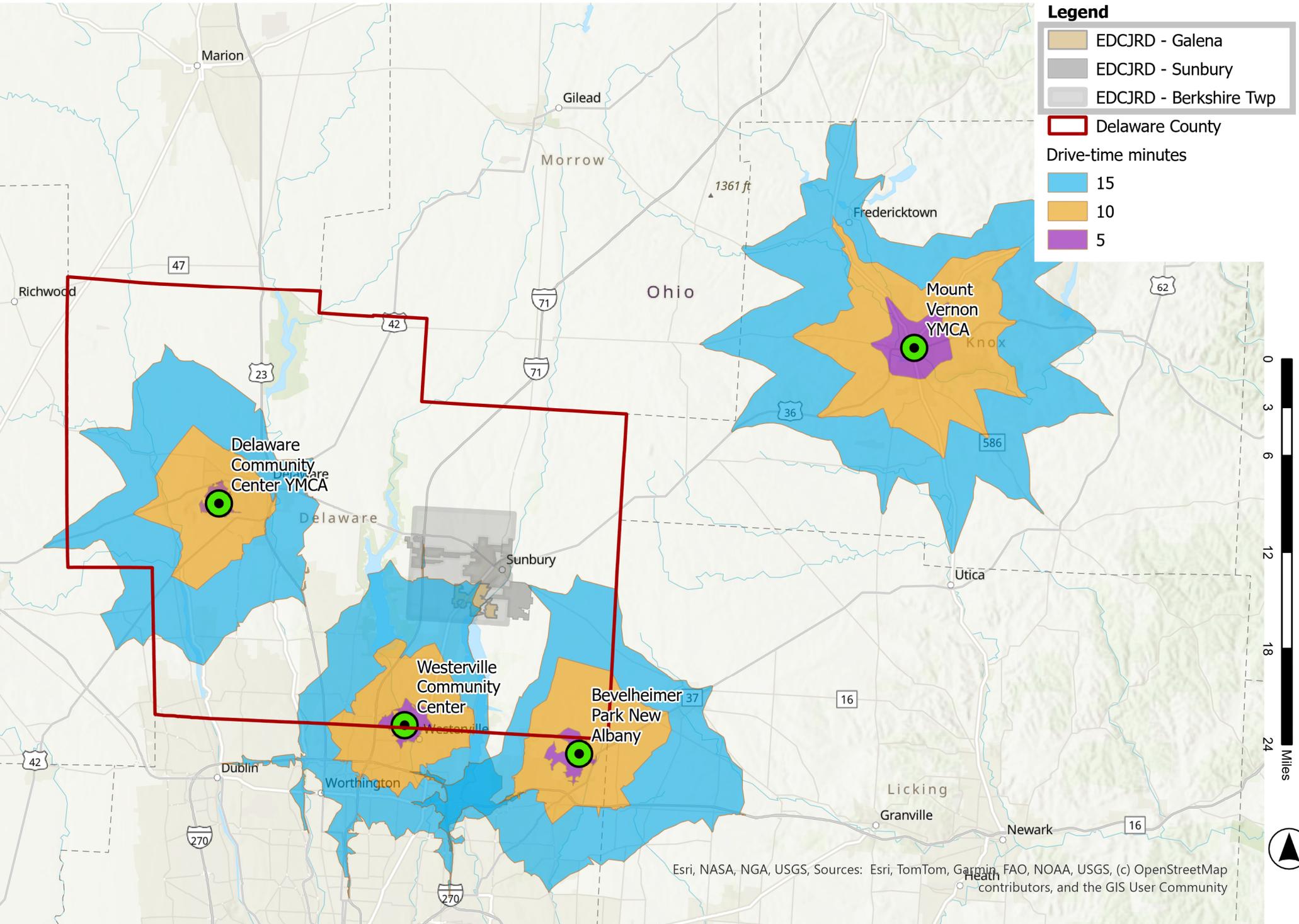
- **Approximately 75% of support will likely originate from this area**
- **“Attractiveness” of new facilities**
- **Proximity and Attractiveness of nearby comparables**

# Eastern Delaware County Joint Recreation District (EDCJRD) members

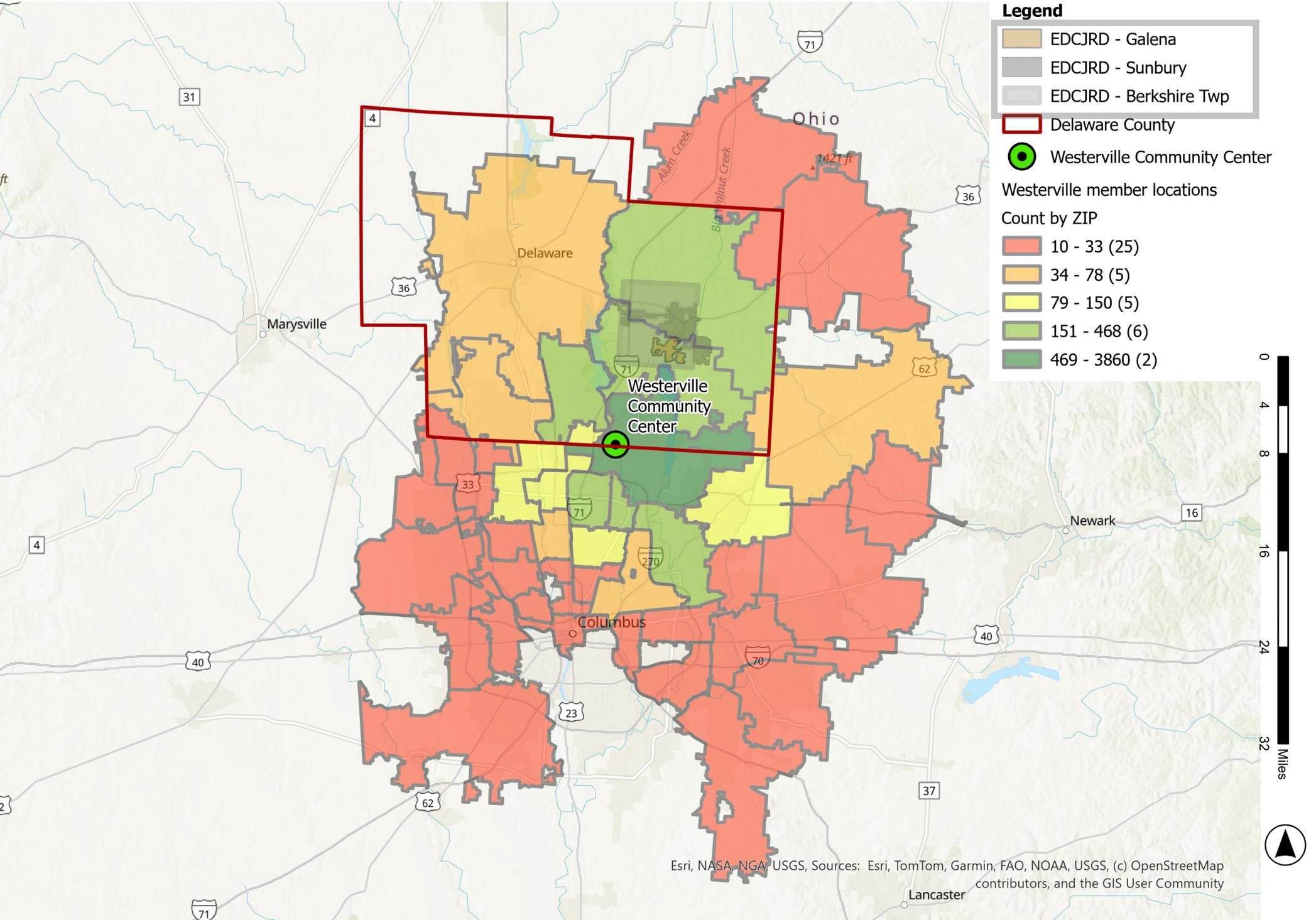




# Proximity of Comparable Facilities



# Westerville Community Center - Member Residences (2025)



# Westerville Community Center - Primary market area

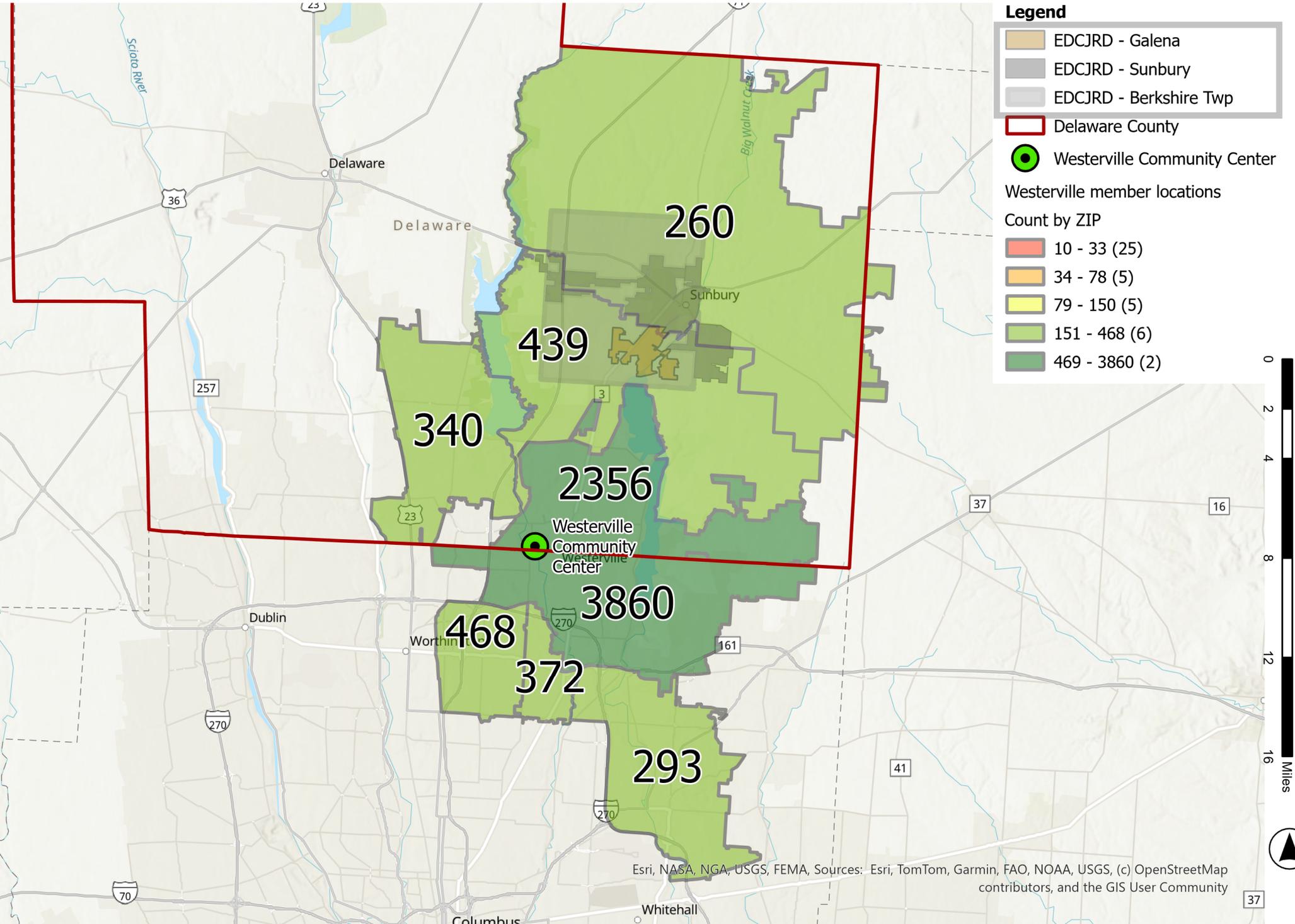
**Legend**

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

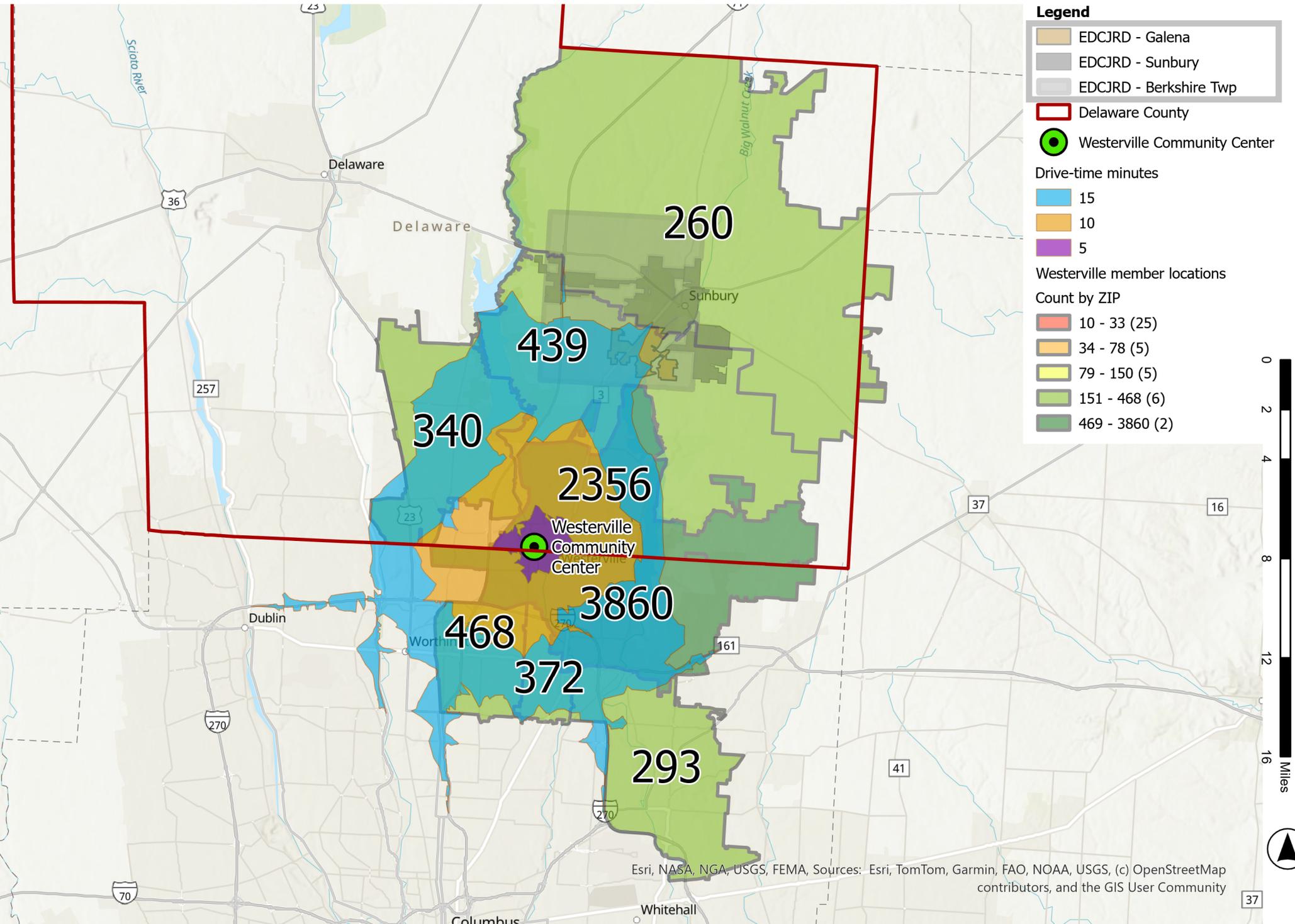
Westerville member locations

Count by ZIP

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



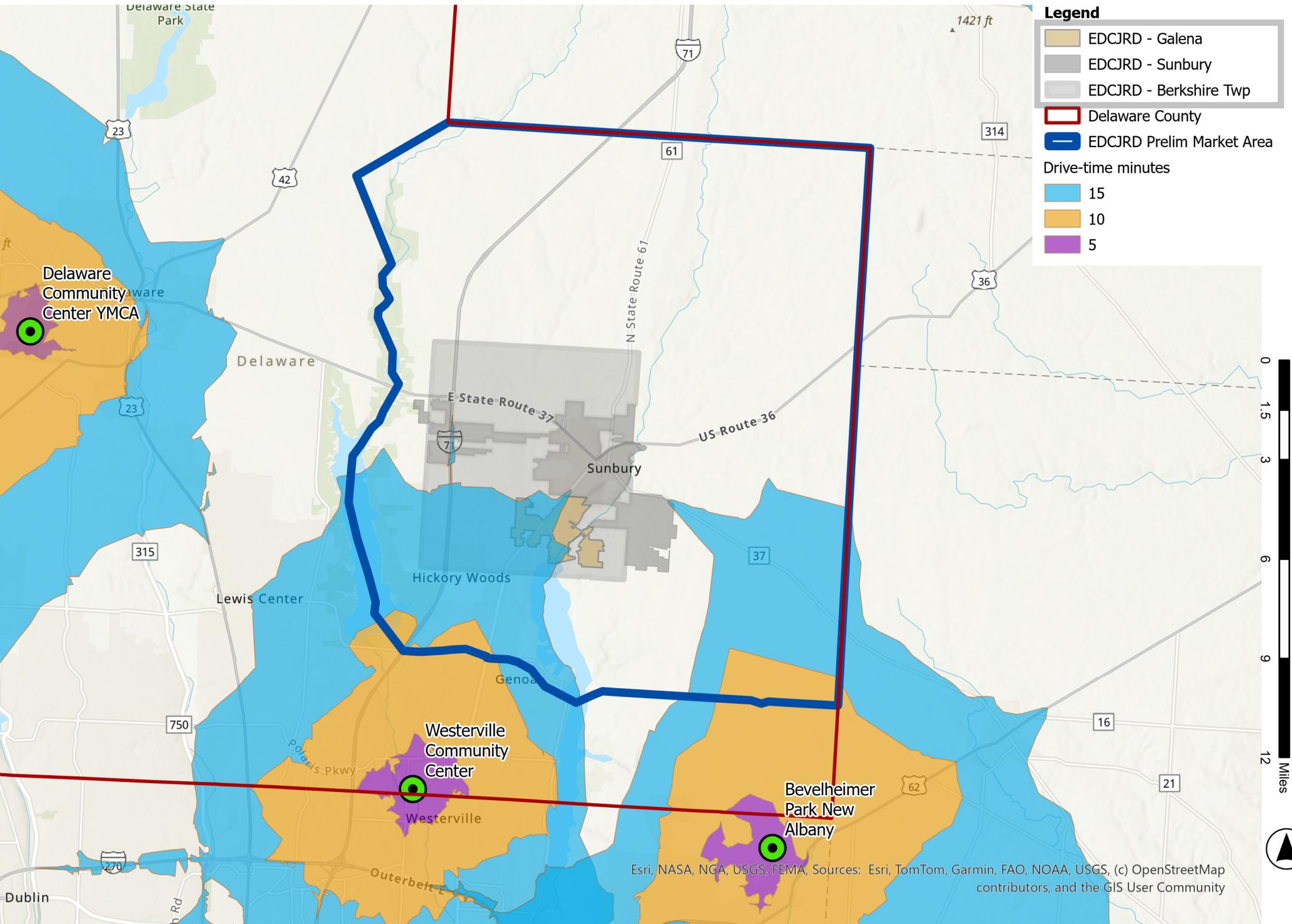
# Westerville Community Center - Primary market area and Drive Times



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



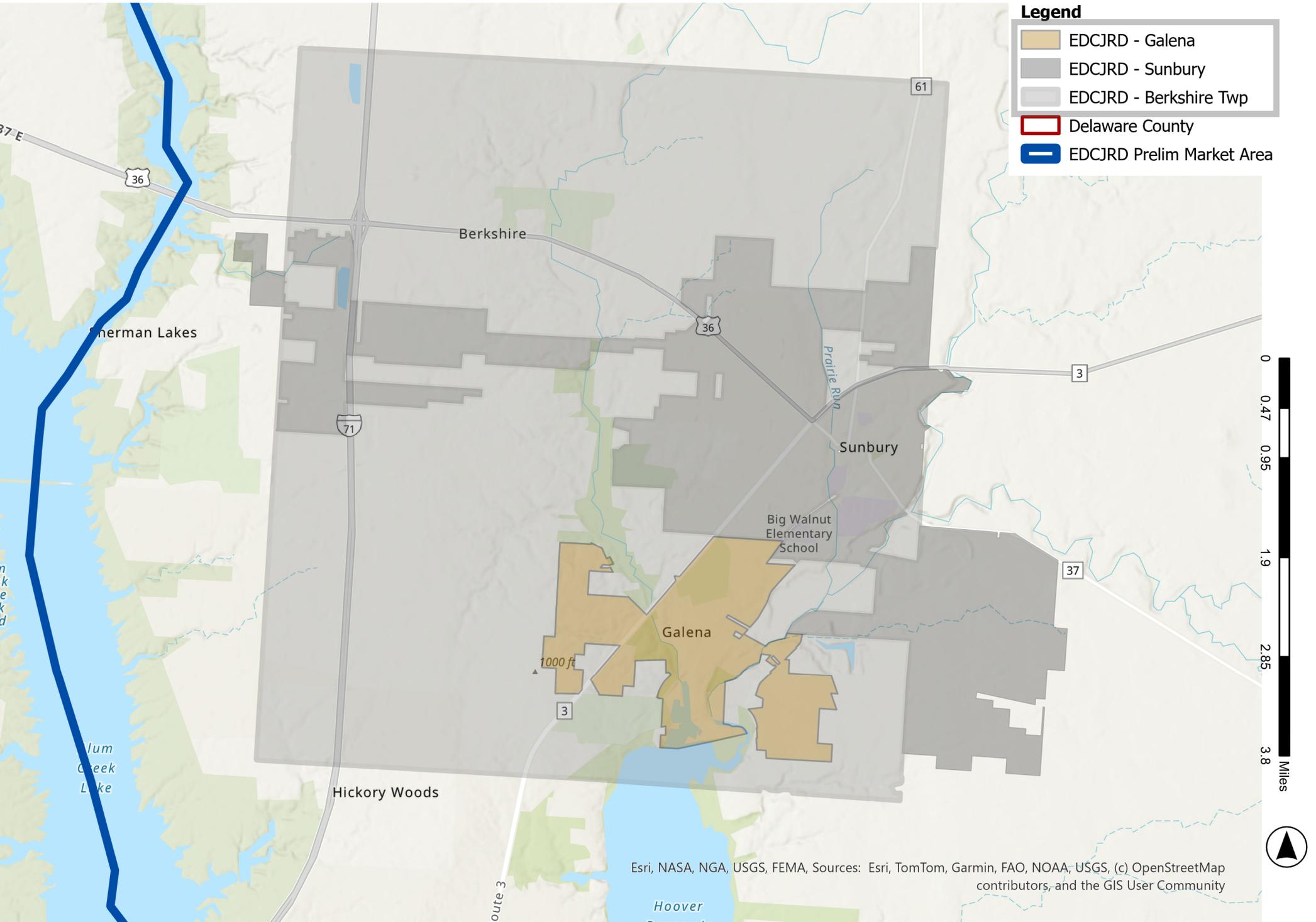
# Preliminary Market Area for a proposed EDCJRD Community Center



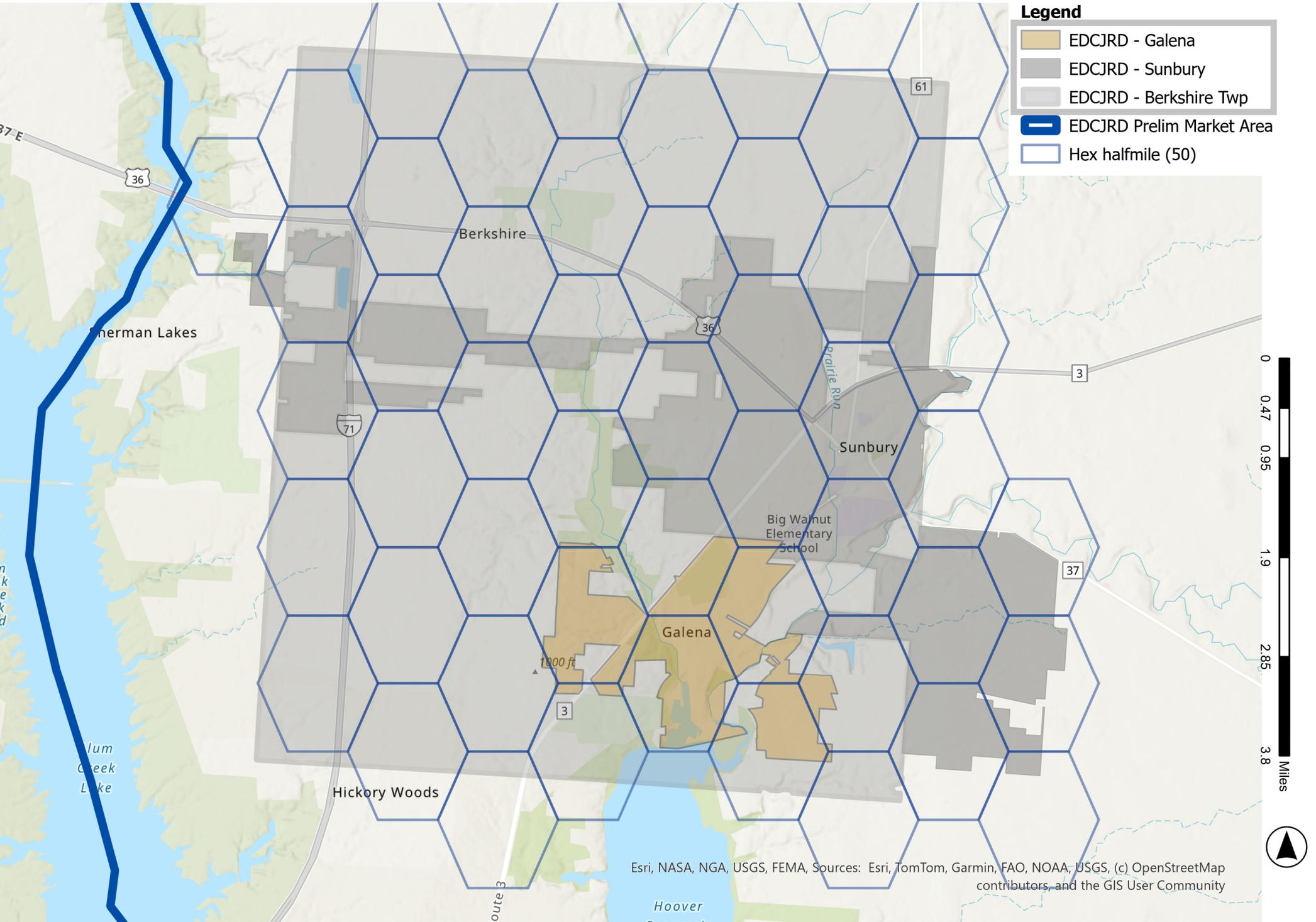


**Analyze the Entirety of  
the EDCJRD for  
Development Suitability**

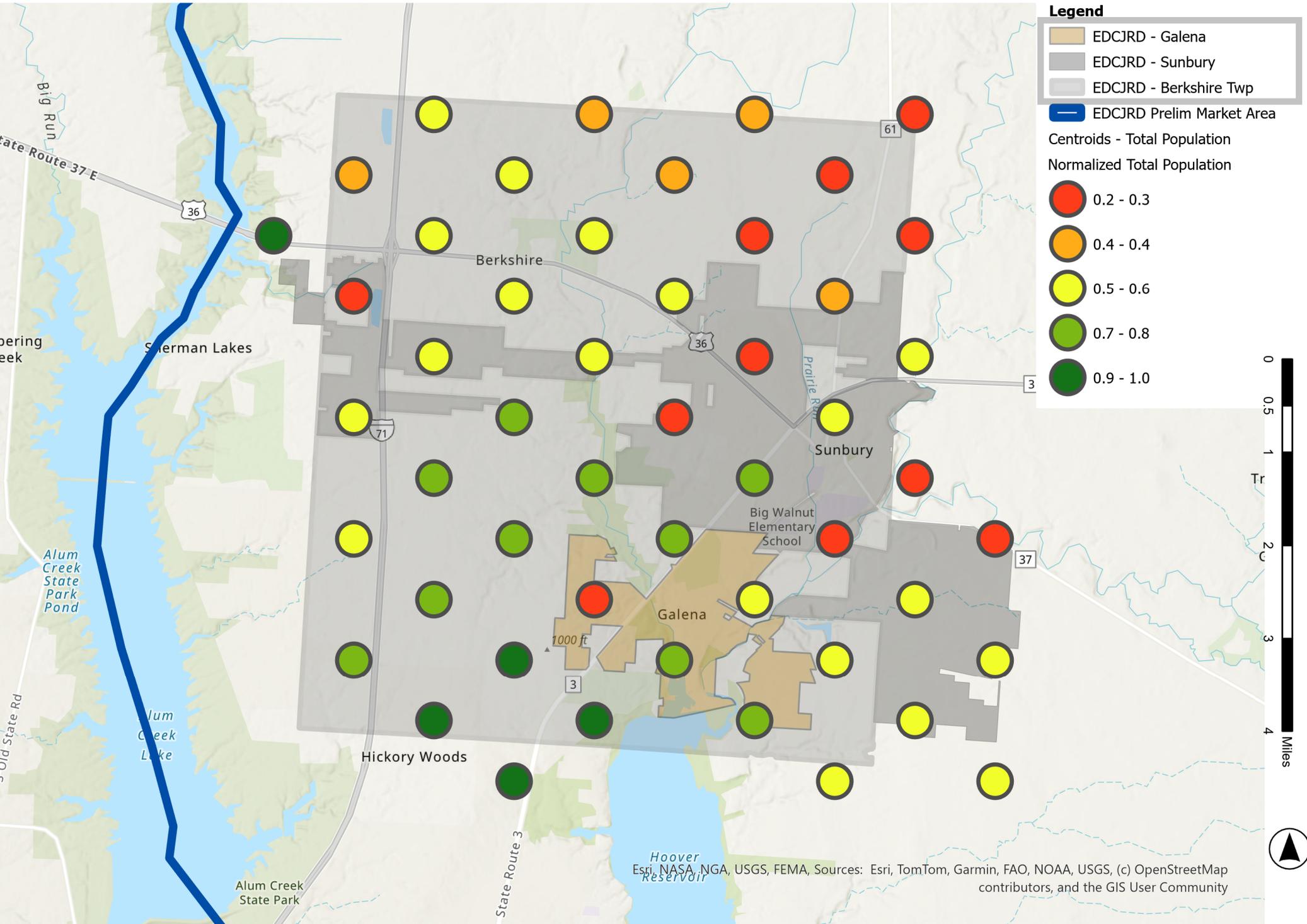
# Site Selection Analysis - Where should the EDCJRD Community Center go?



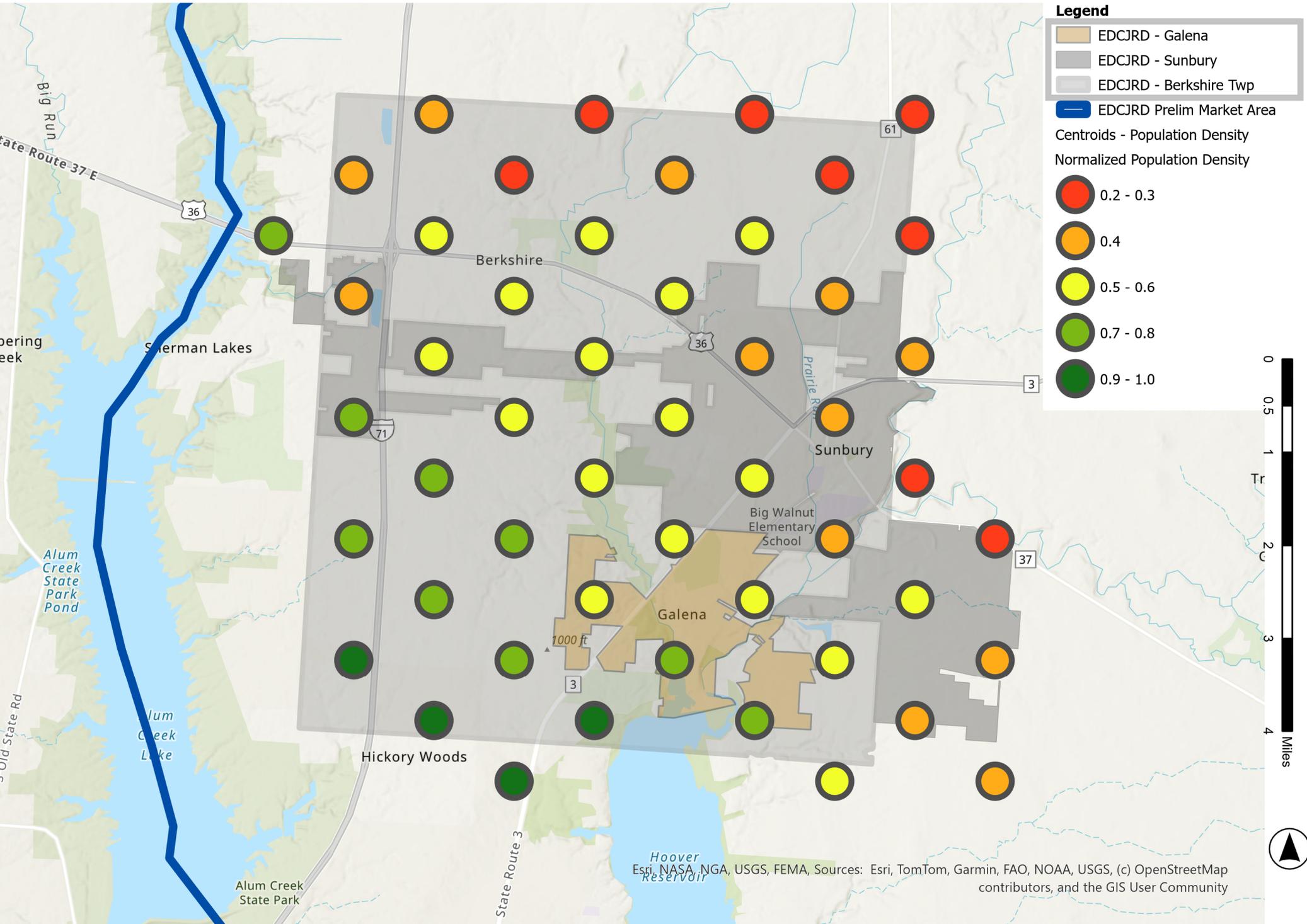
# Site Selection Analysis - Site potential modeling across entirety of EDCJRD (50 sub-areas)



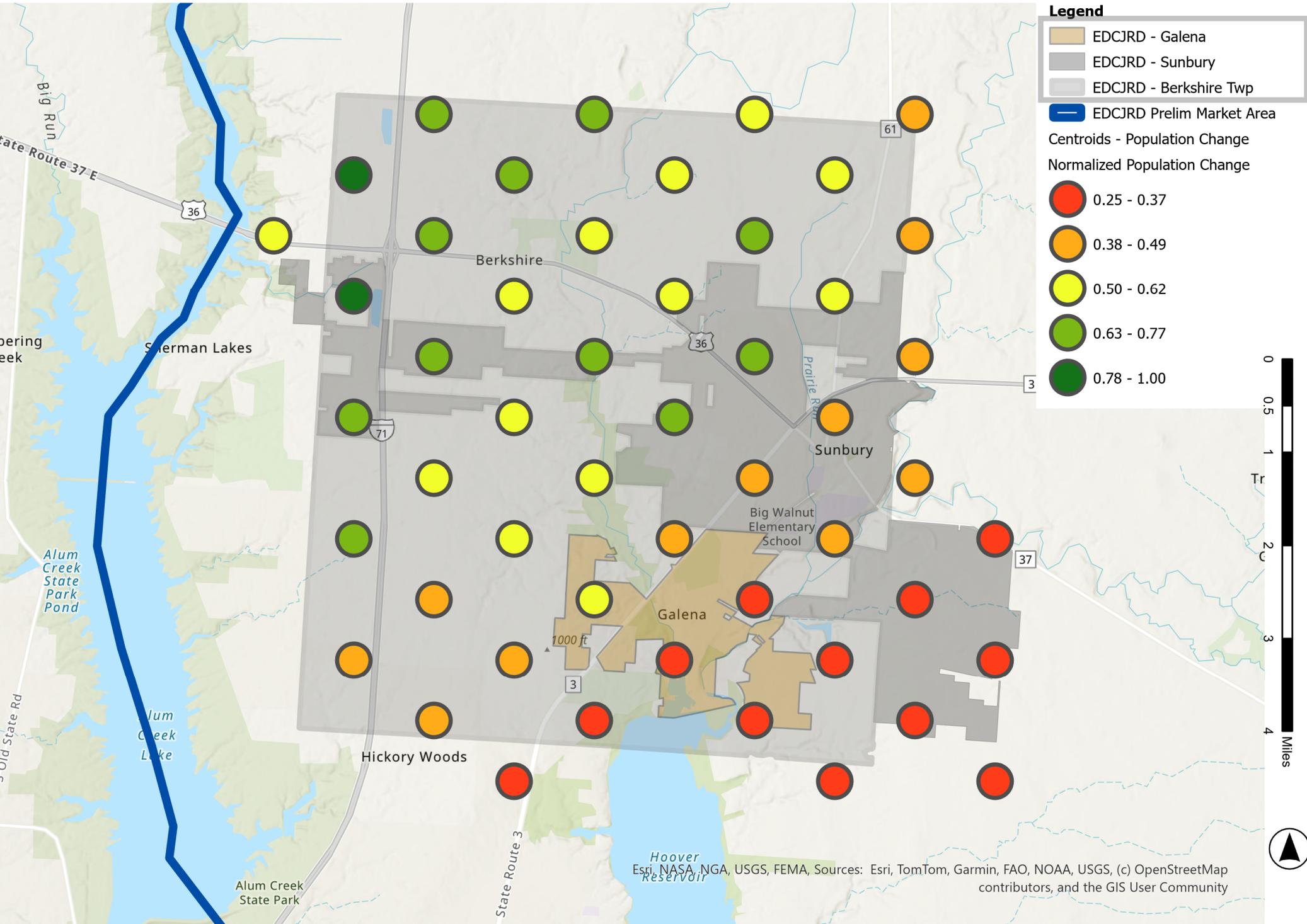
# Site Selection Analysis - Total Population (2025)



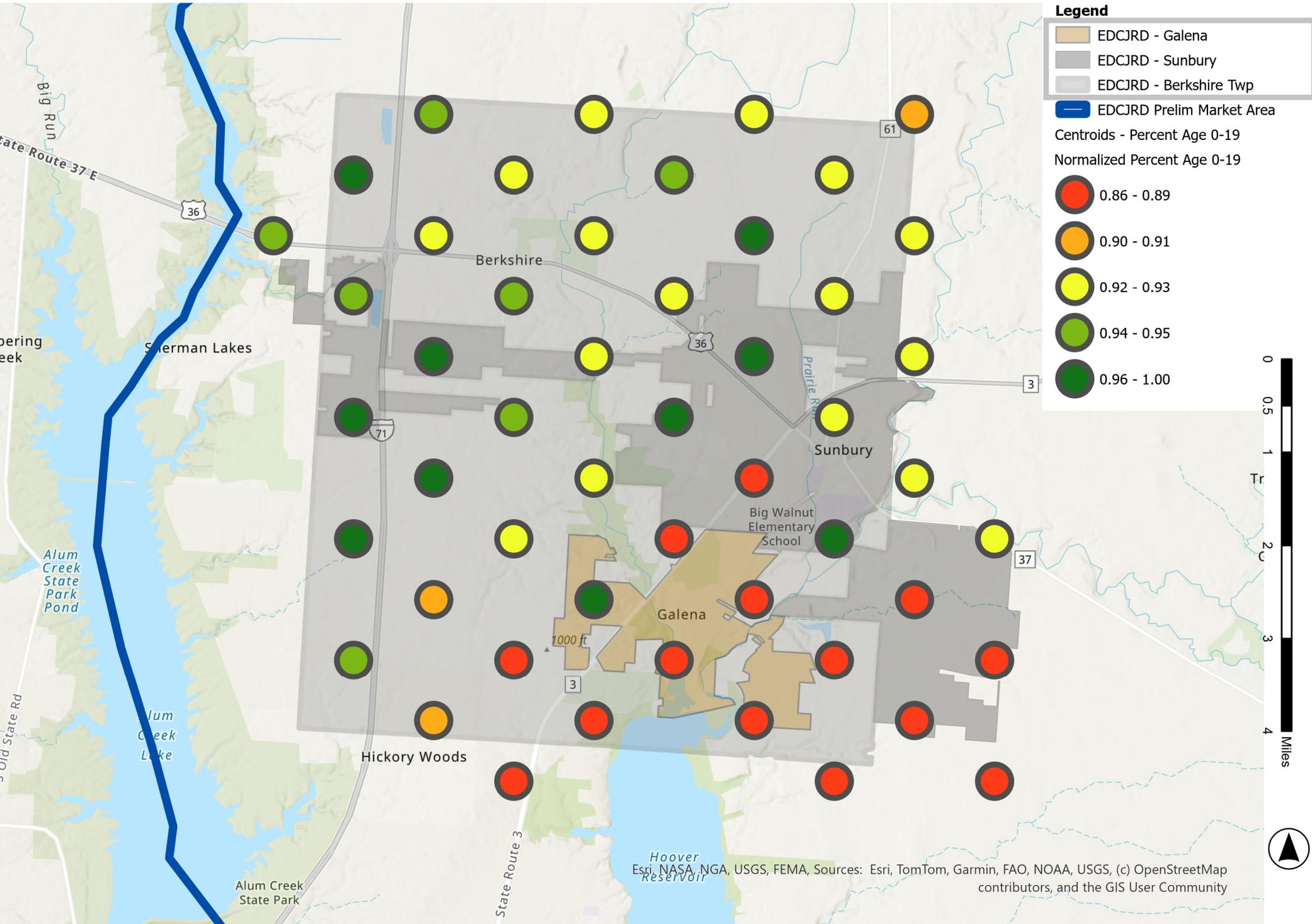
# Site Selection Analysis - Population Density (2025)



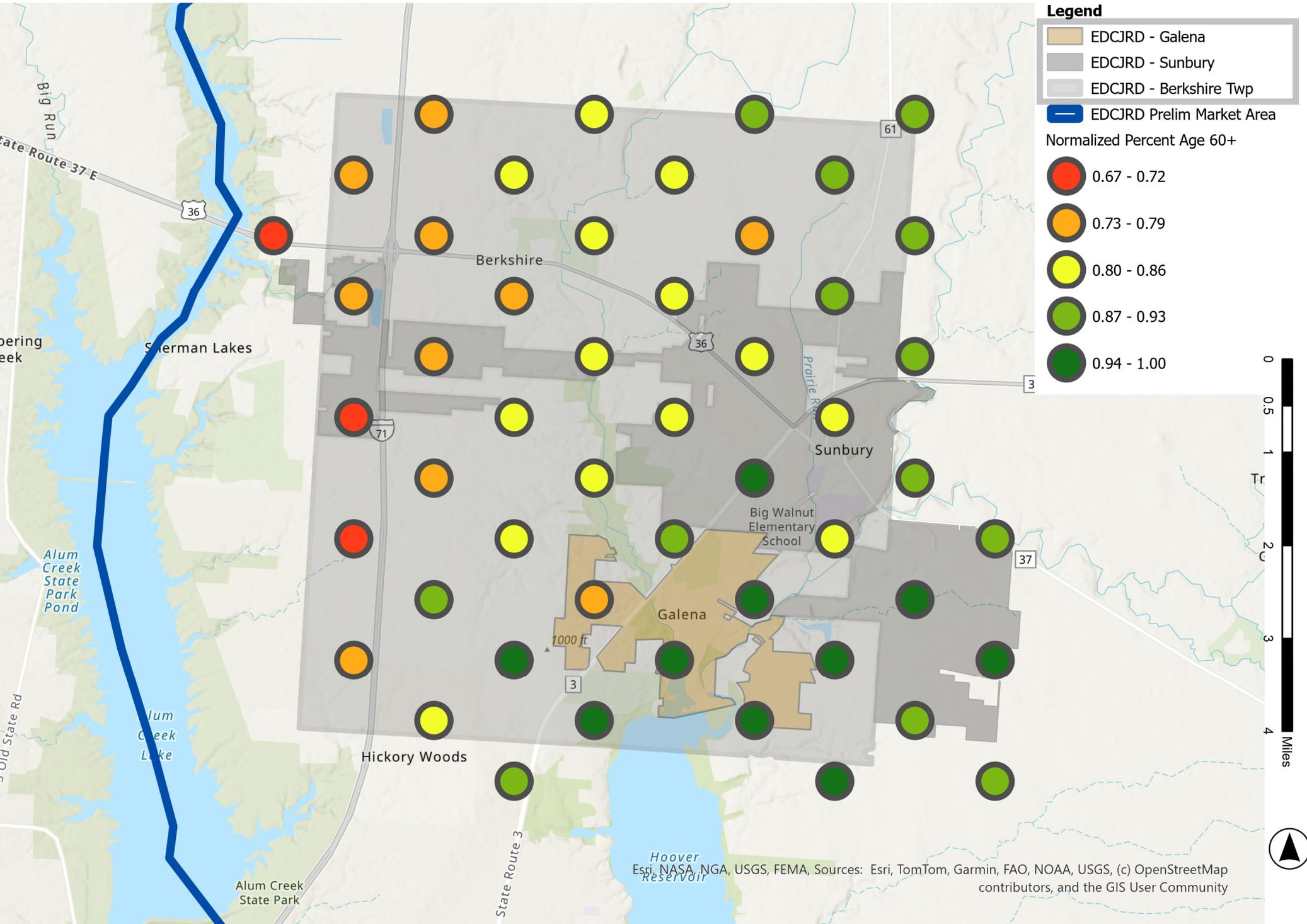
# Site Selection Analysis - Projected Change in Population (2025-2030)



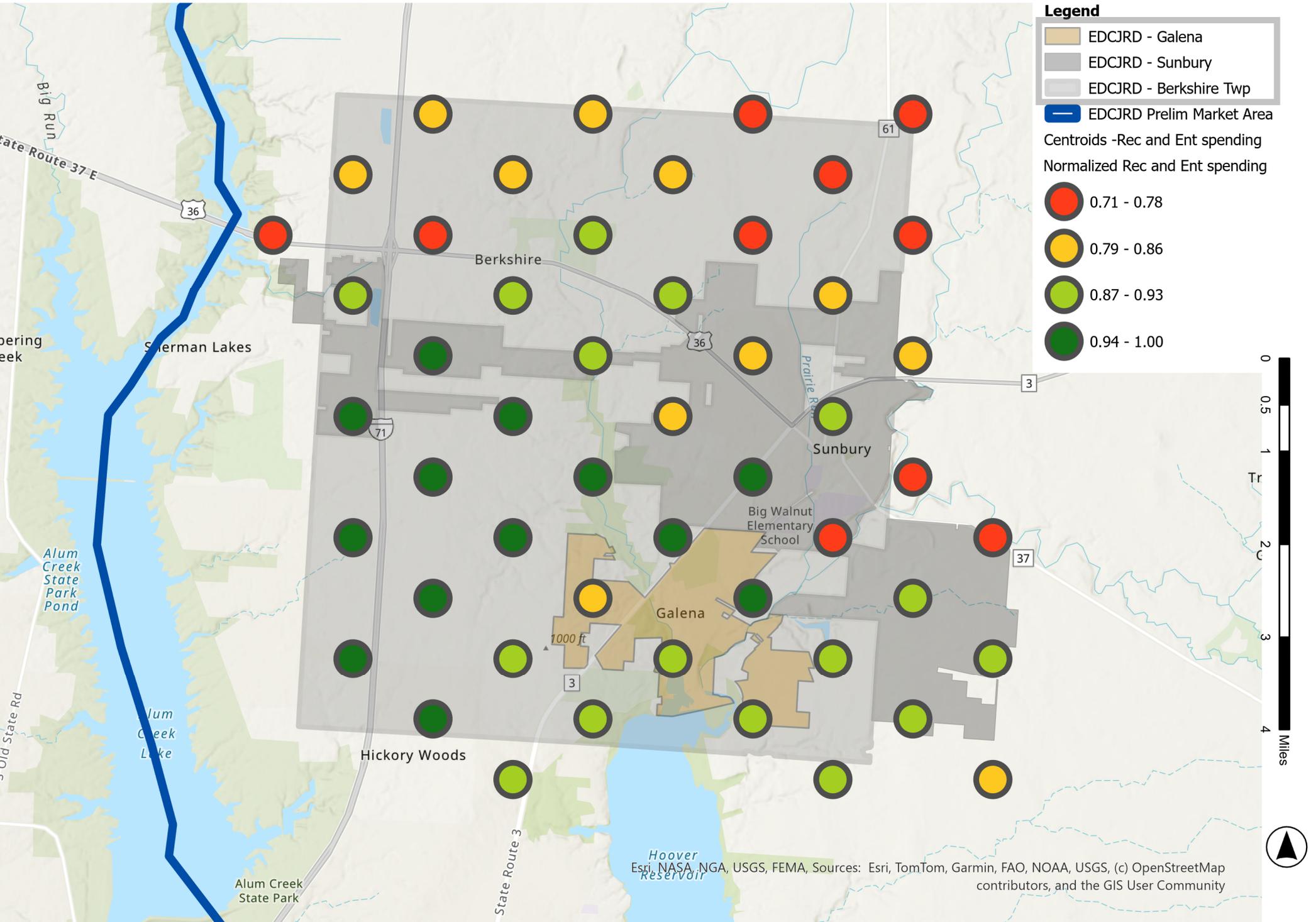
# Site Selection Analysis - Population Age 0-19 (2025)



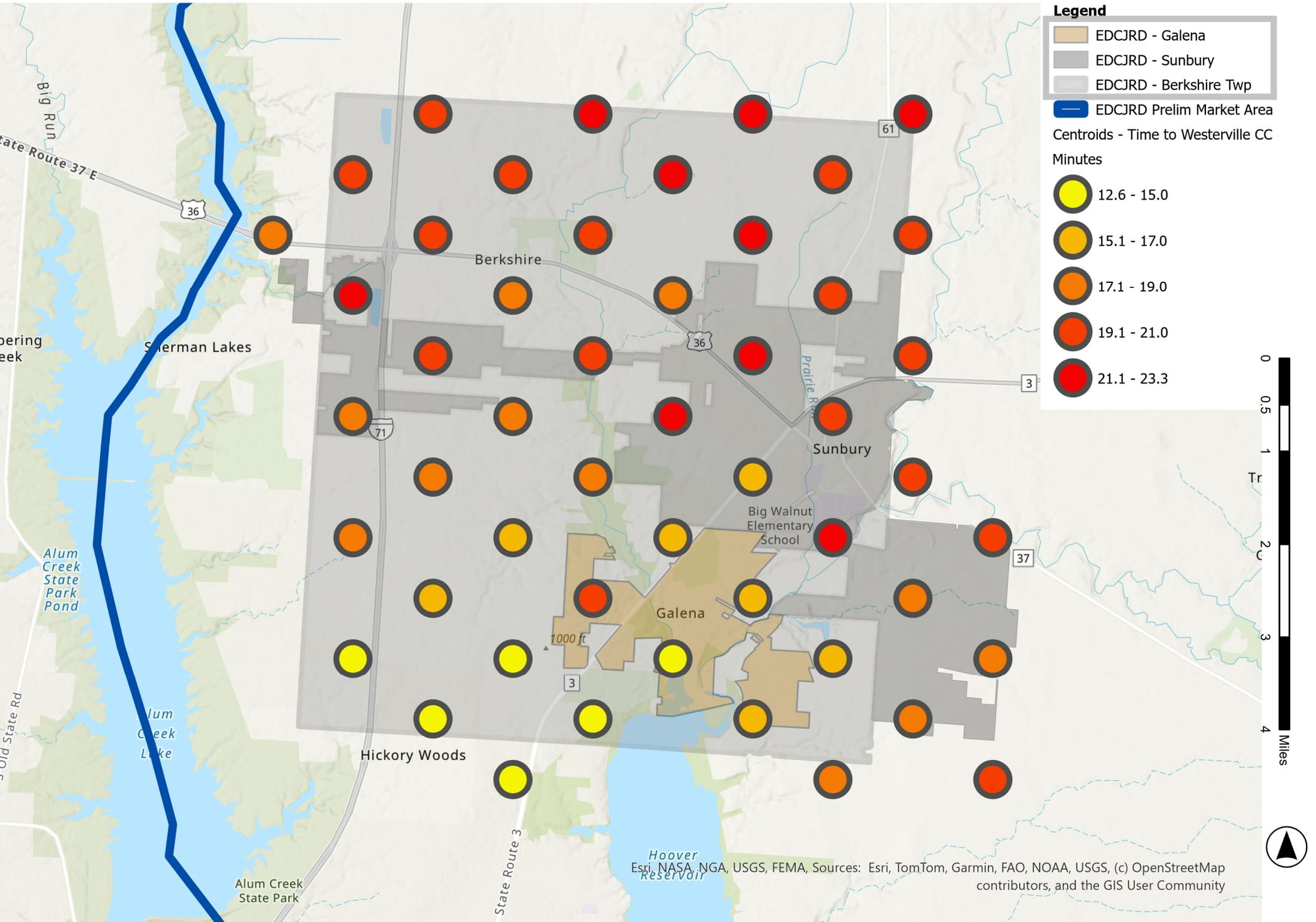
# Site Selection Analysis - Population Age 60+ (2025)



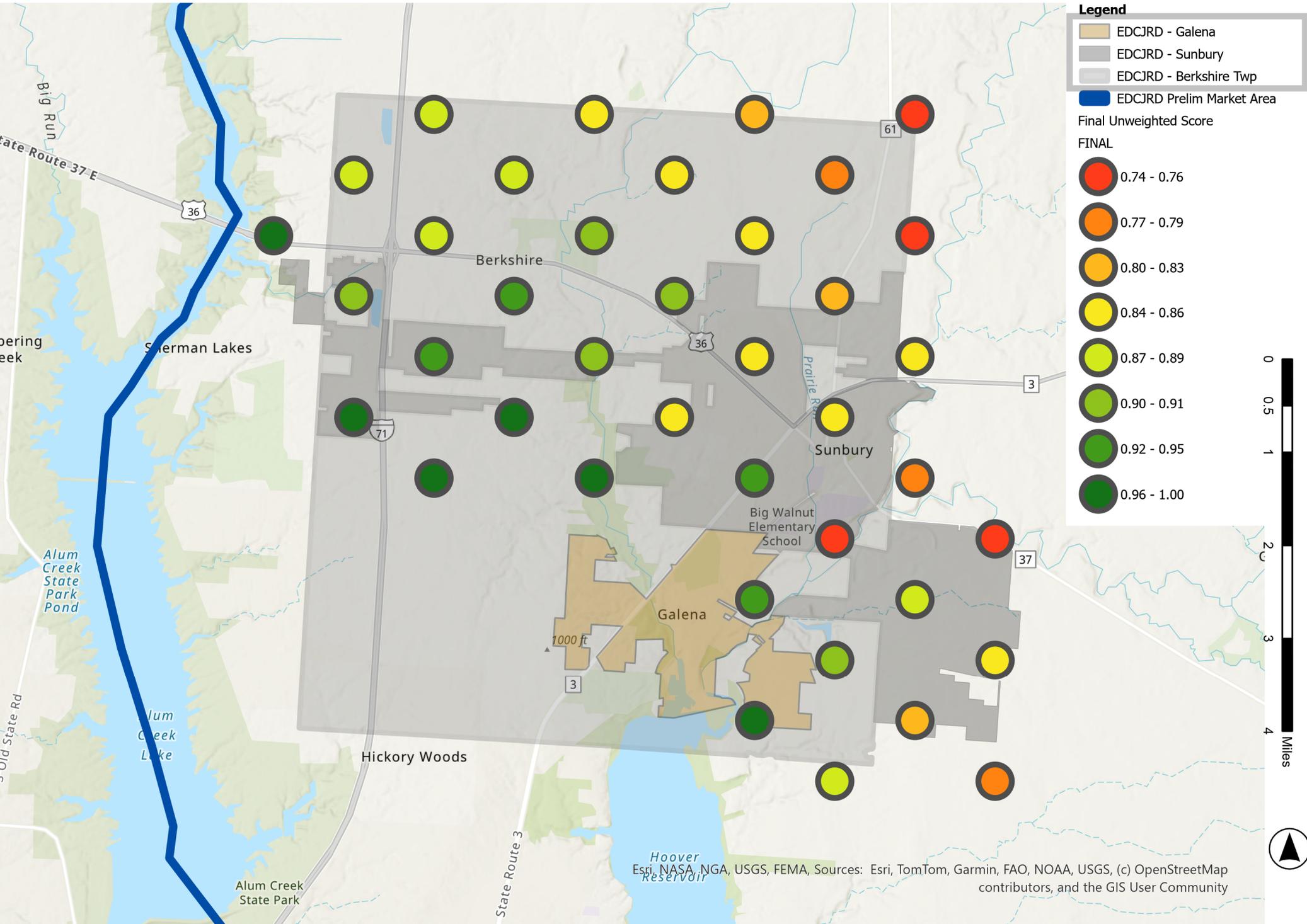
# Site Selection Analysis - Recreation and Entertainment Spending (2025)



# 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™



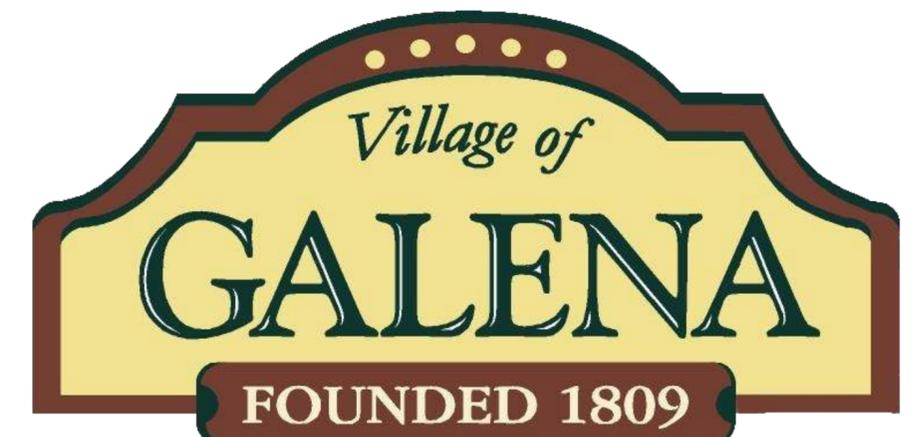
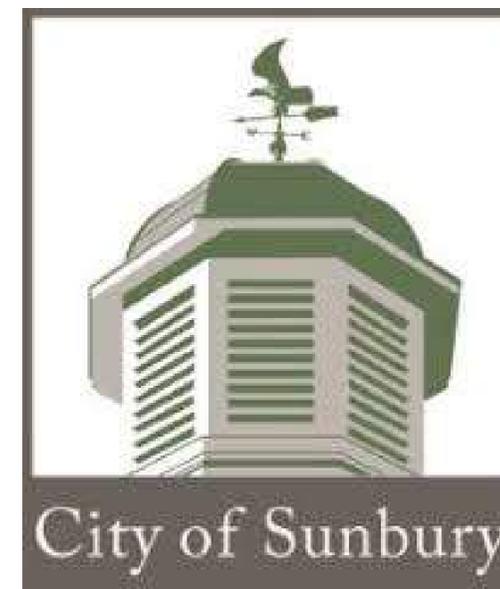
# WORKSHOP GOALS

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.

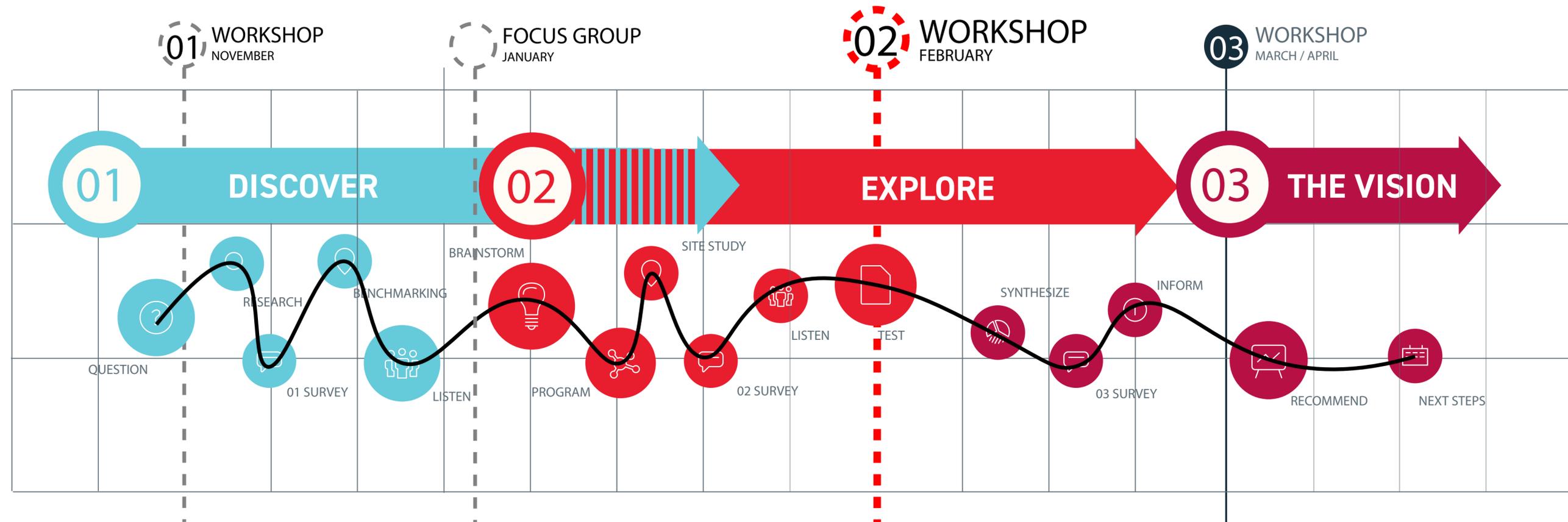
Primary objective is to determine the feasibility of building a new Community Recreation Center within the Eastern Delaware Joint Recreation District (EDJRD).

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*

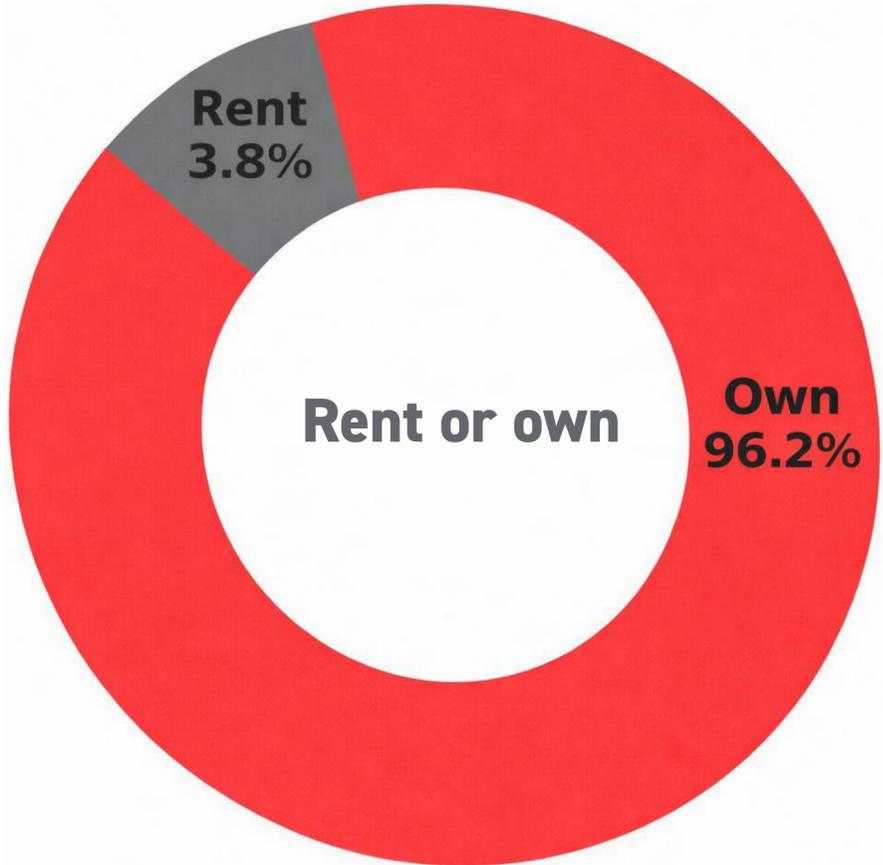
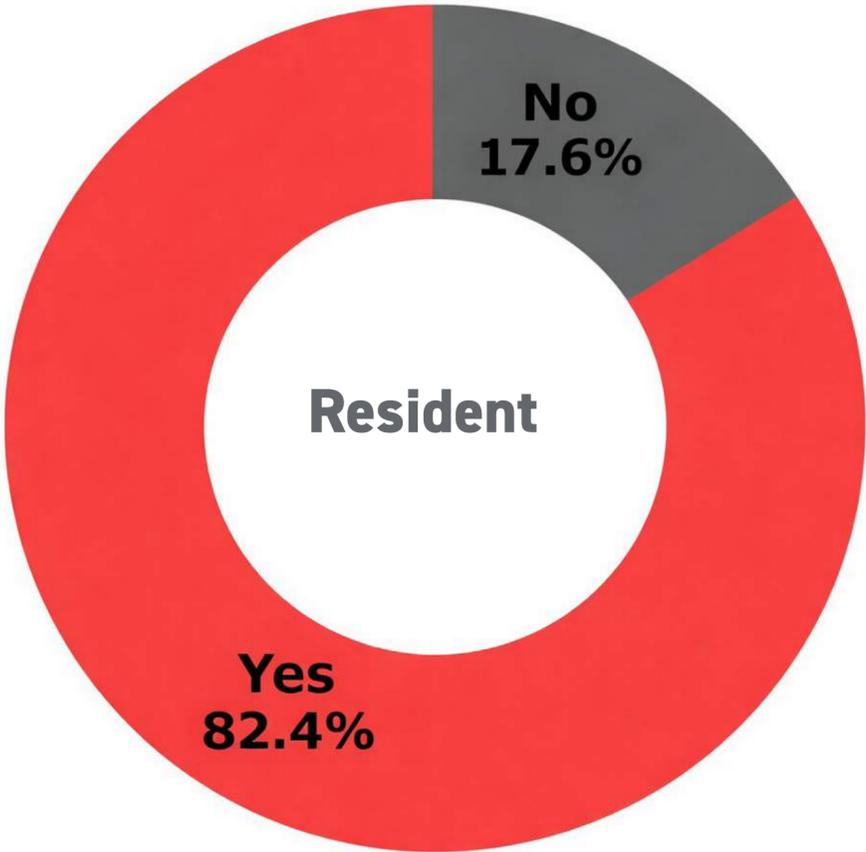
1,430 Participants

MSA DESIGN

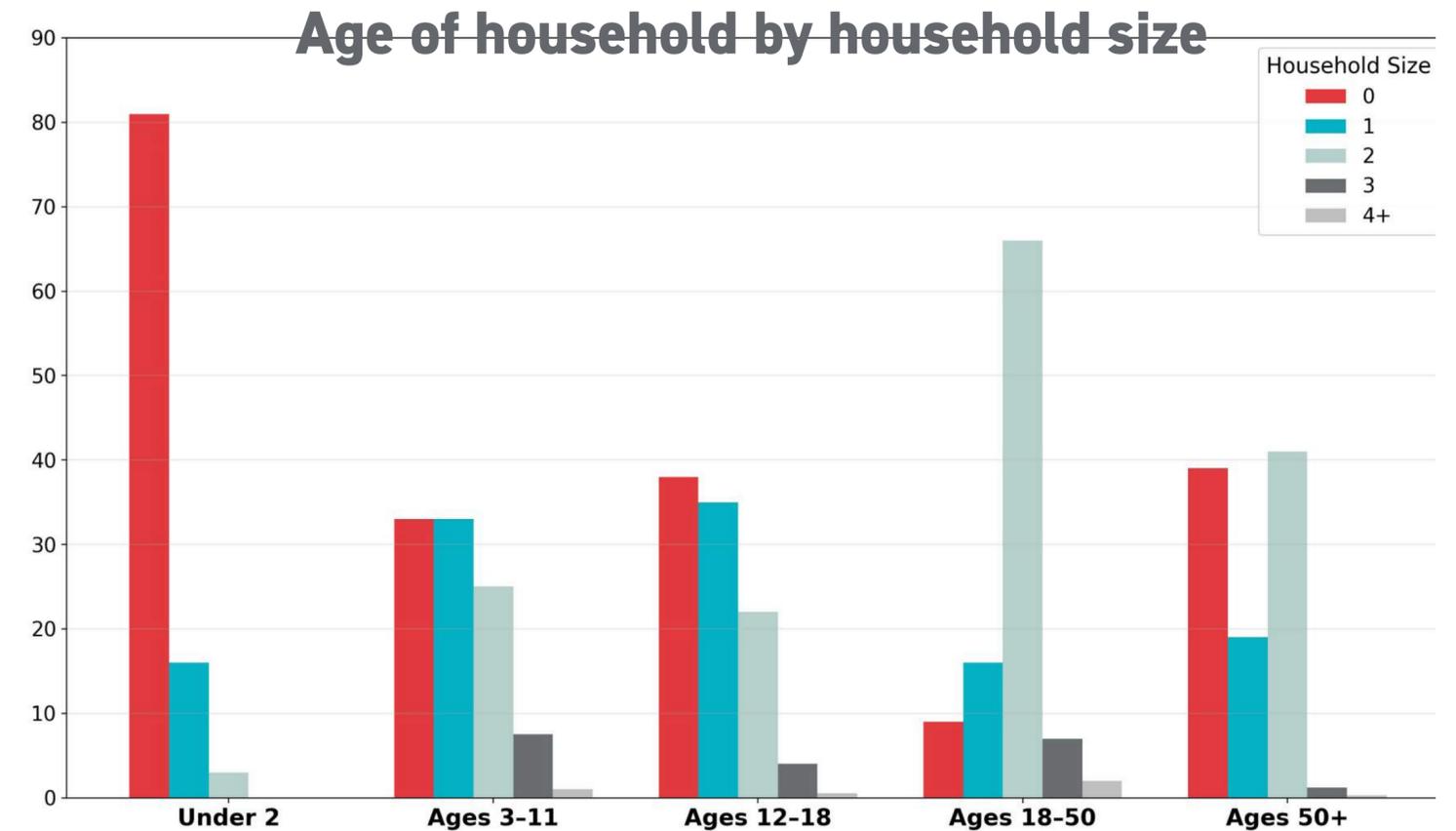
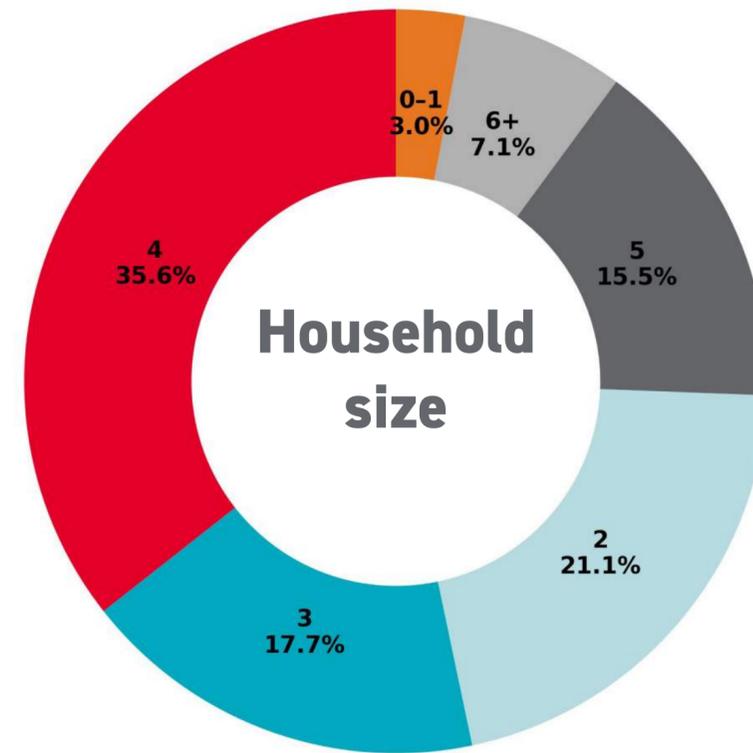
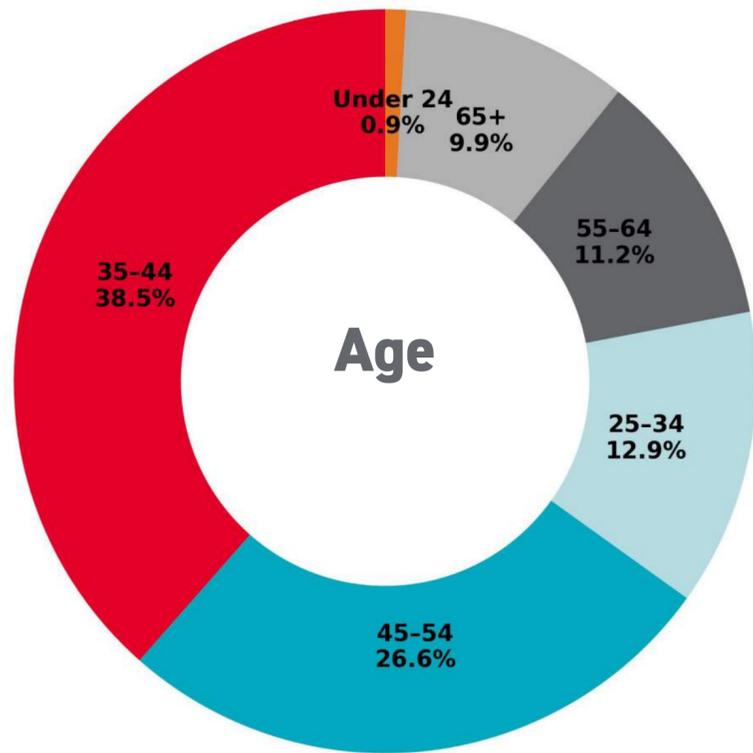
PIZZUTI SOLUTIONS™



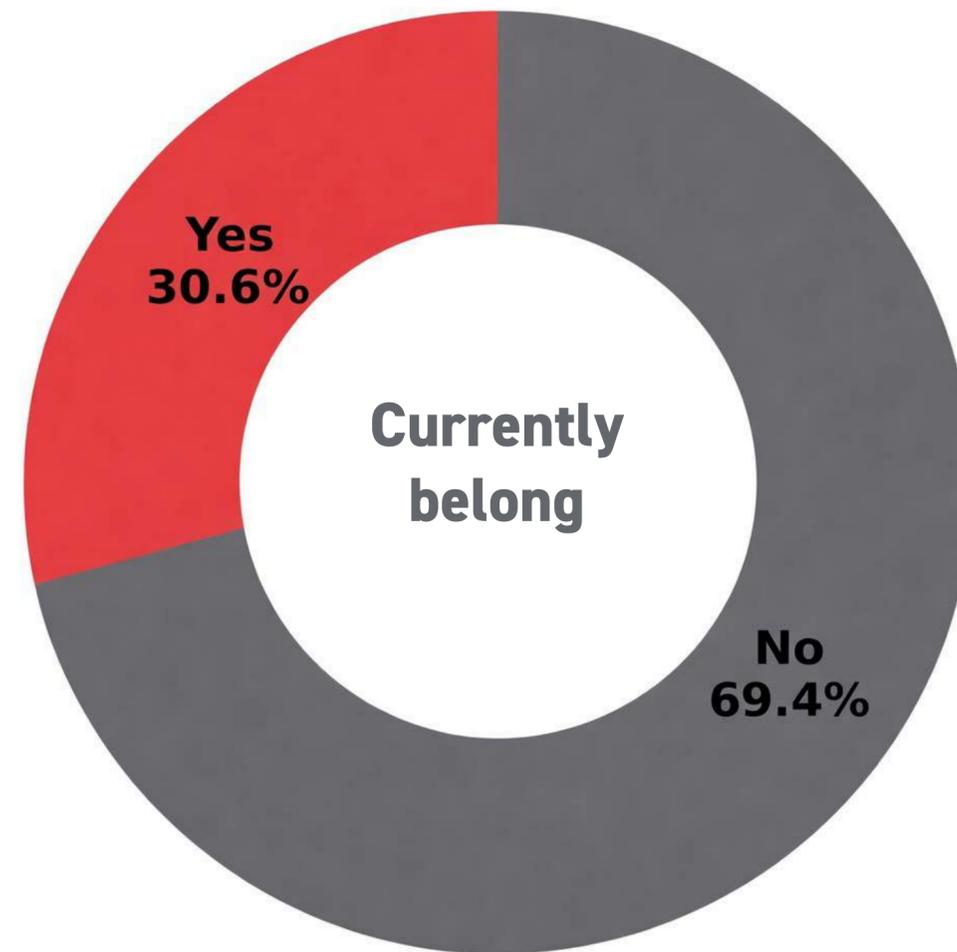
# Resident of Berkshire Township, the Village of Galena, or the City of Sunbury



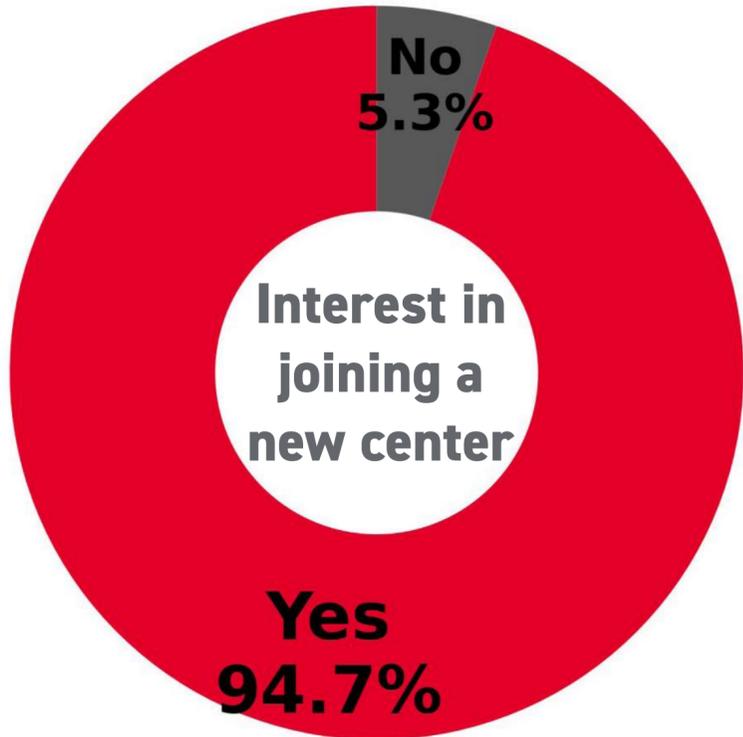
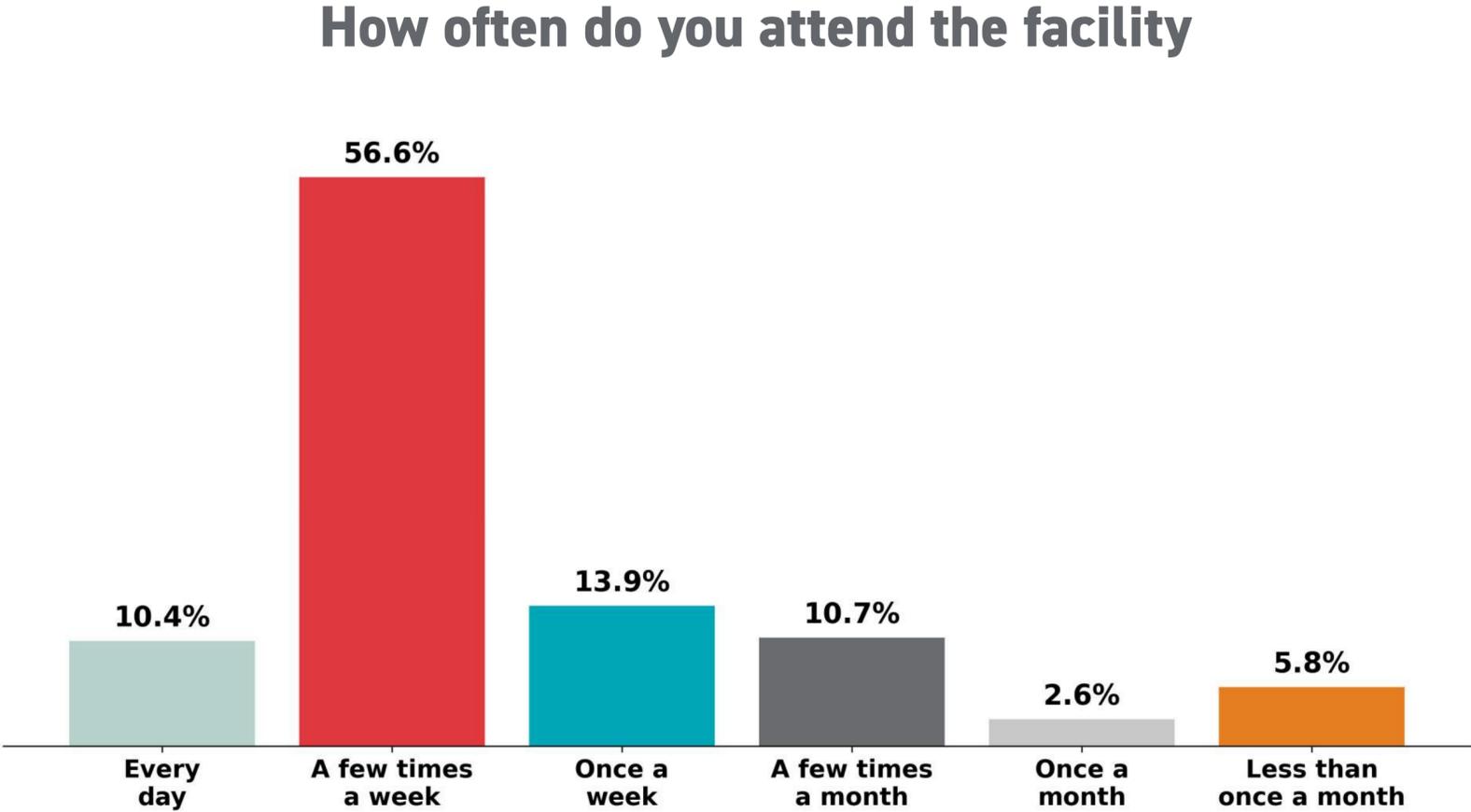
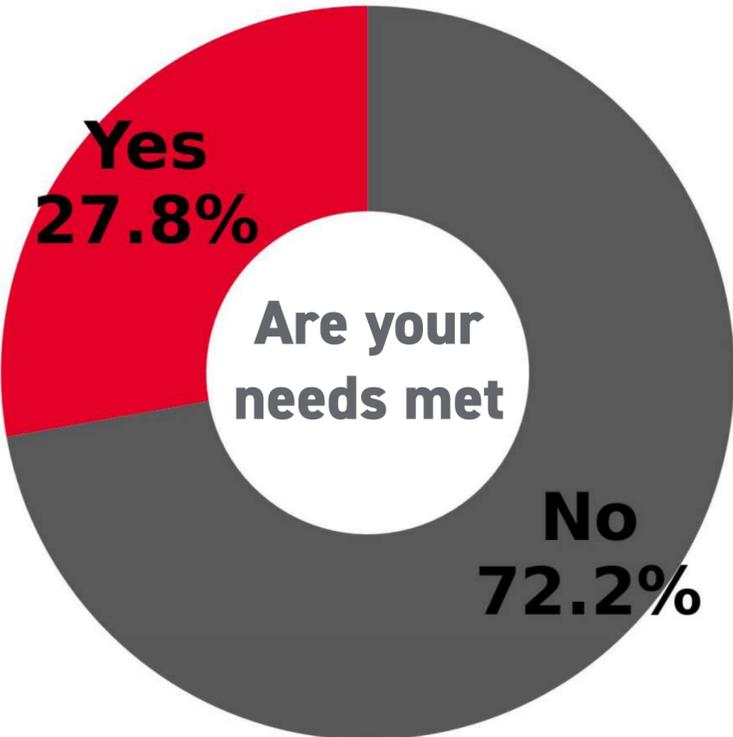
# Demographics of participant and household



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

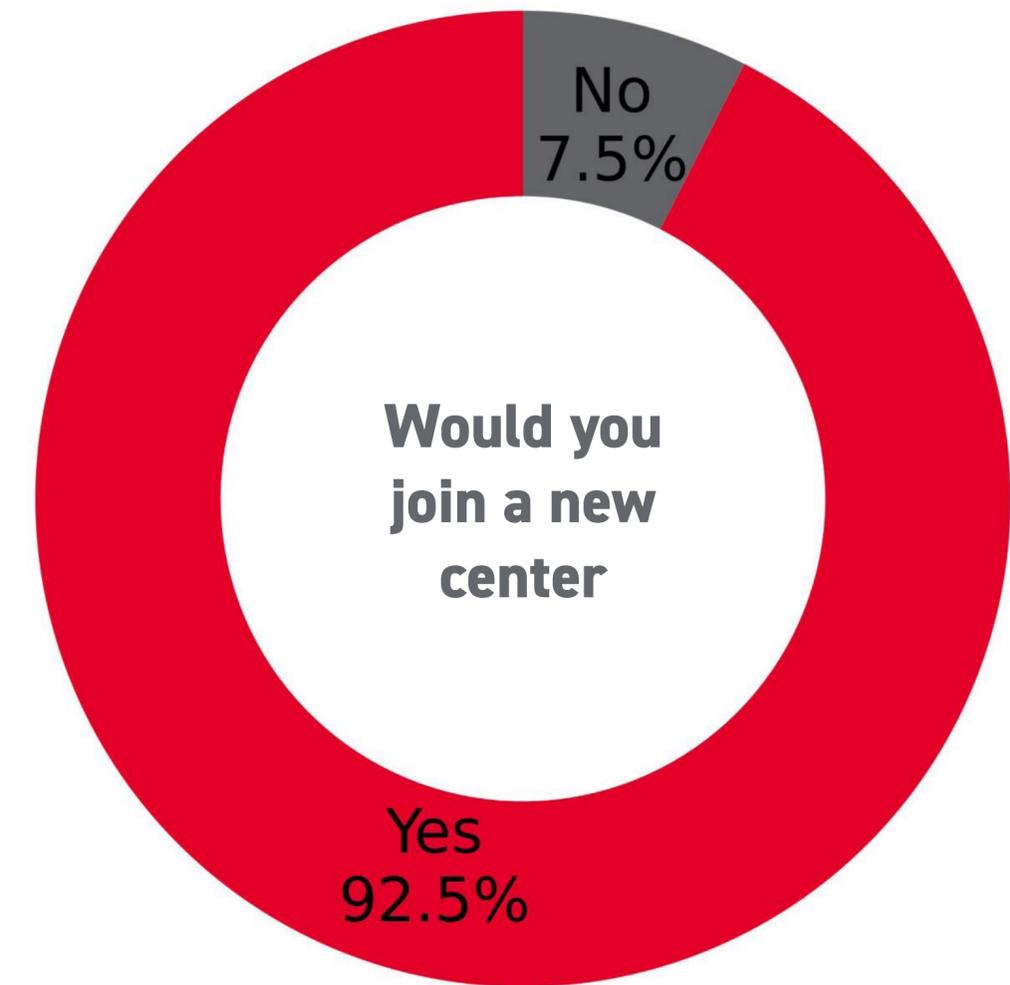
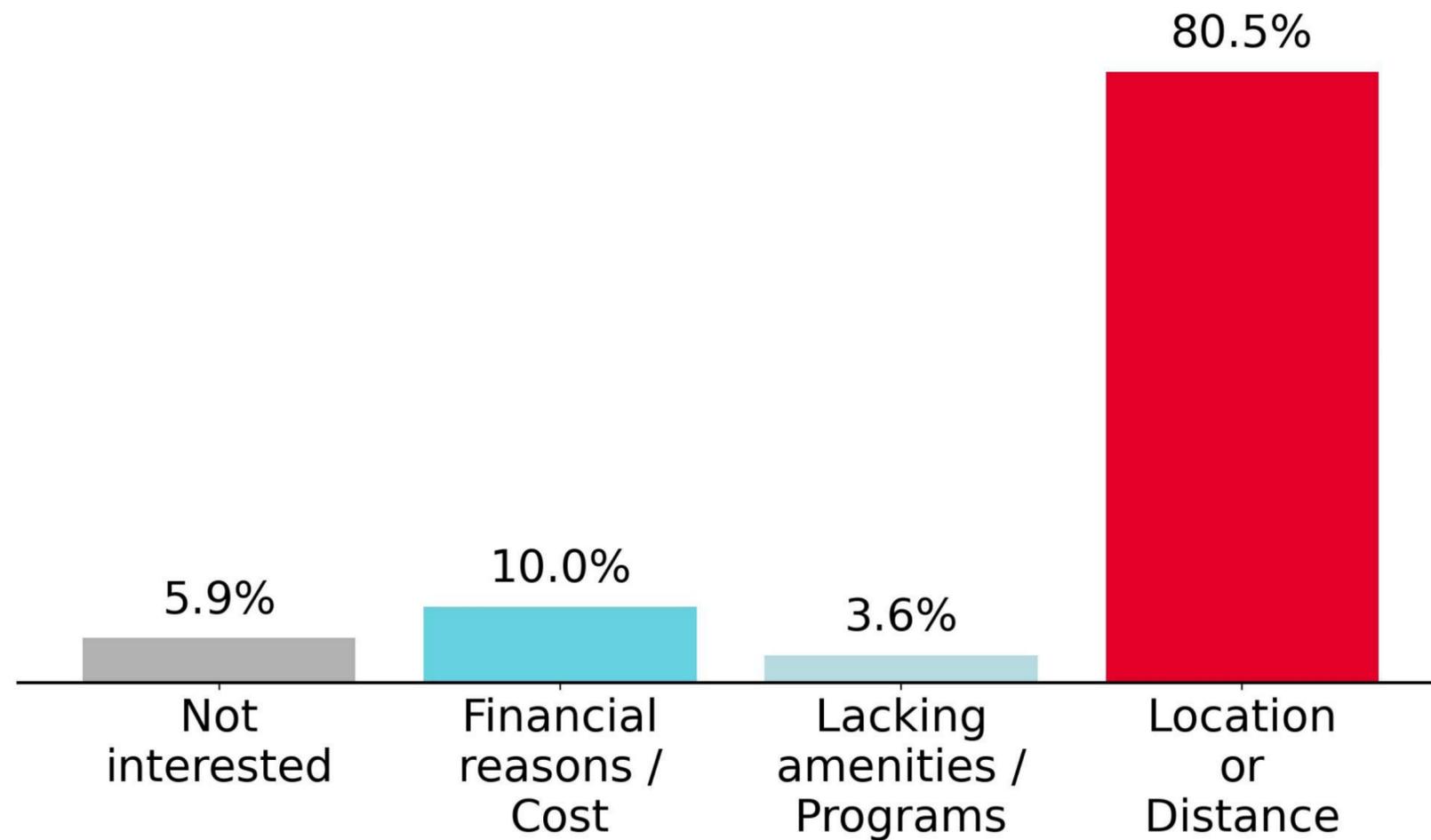


# Currently belong to a center



# 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

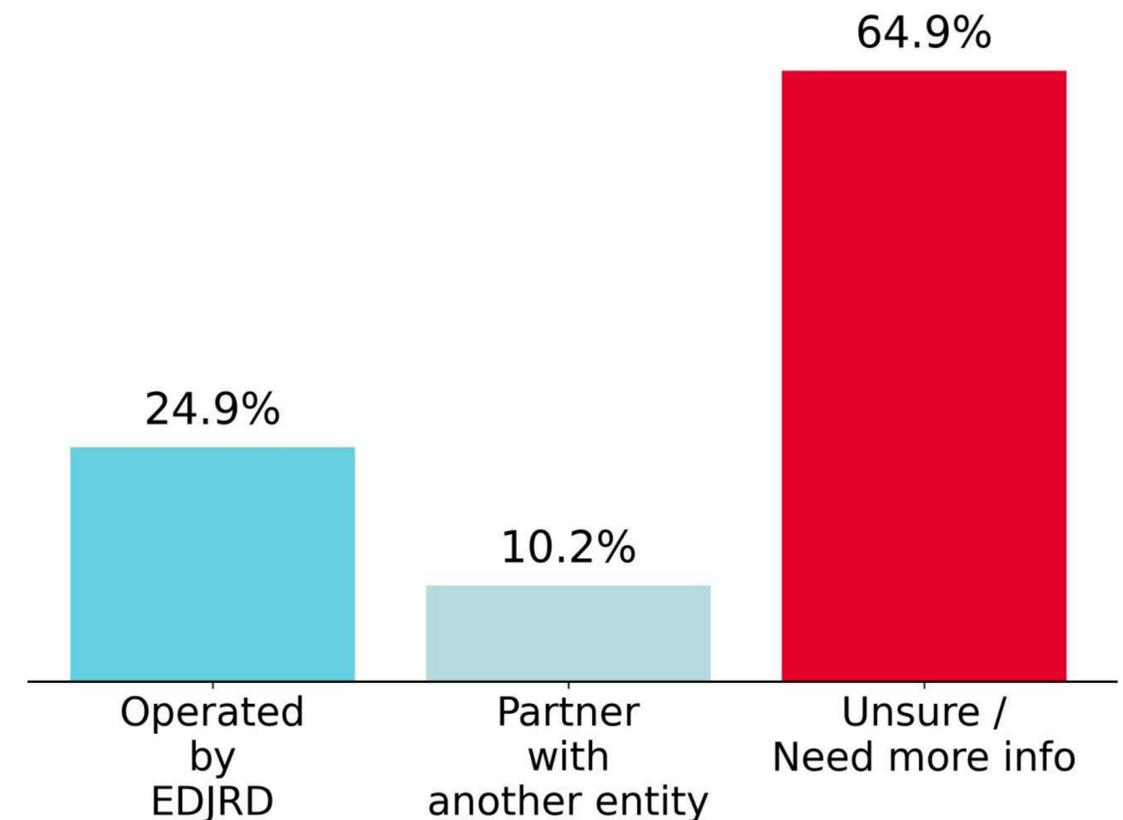
## If the community center had a partner, who should they be, or what types of services should they provide?

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.

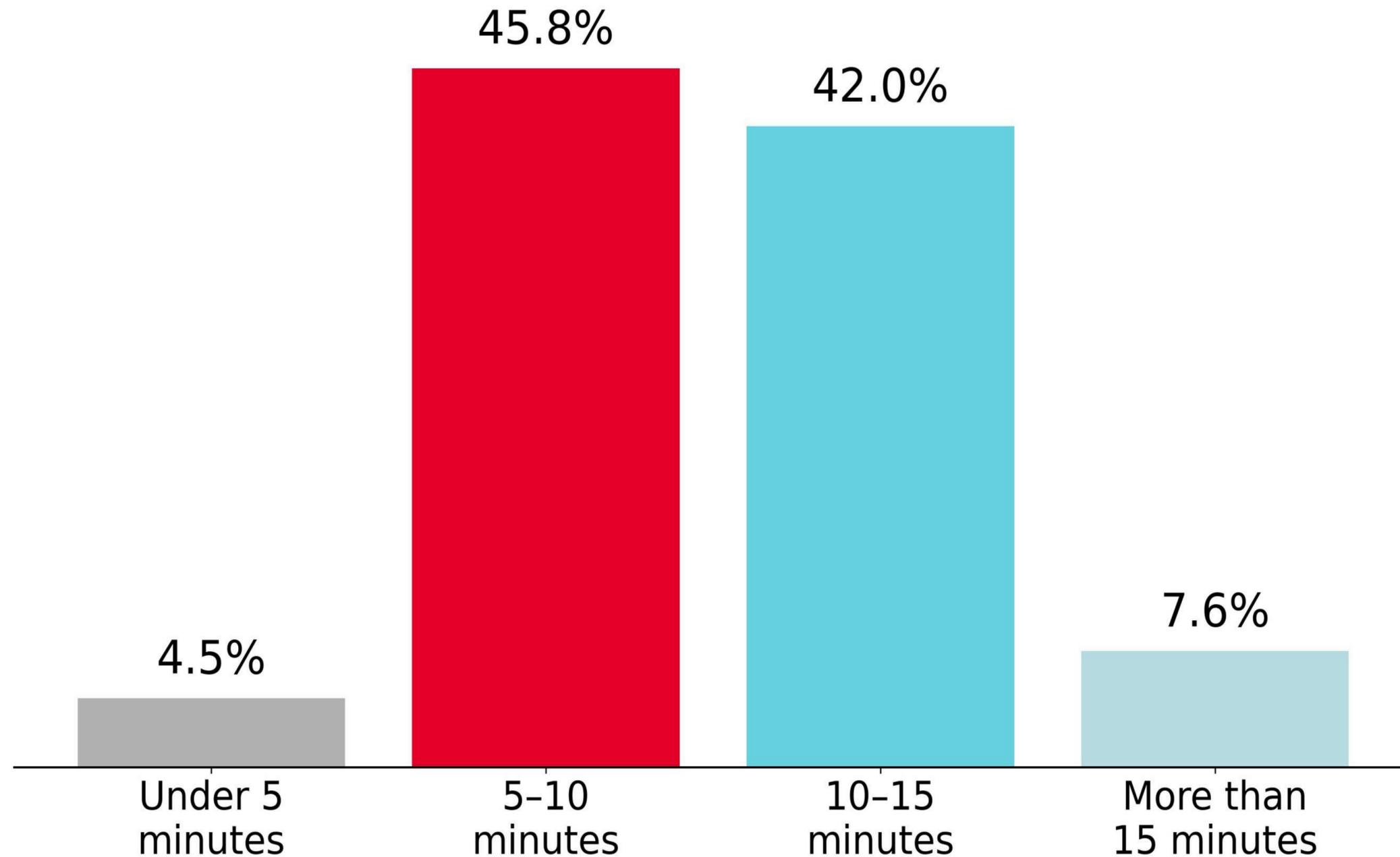
## In what ways should the community center partner with other organizations?

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**.

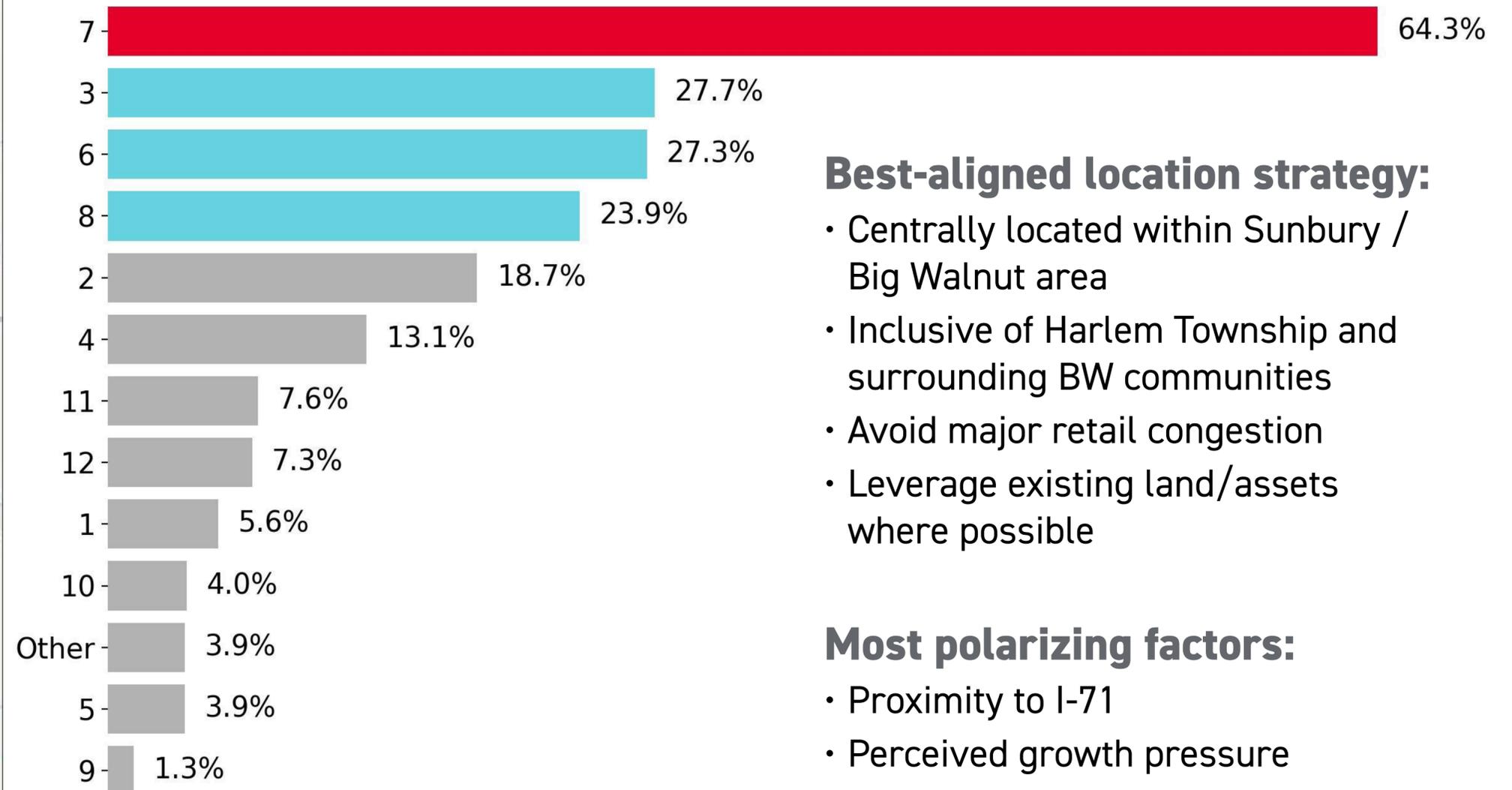
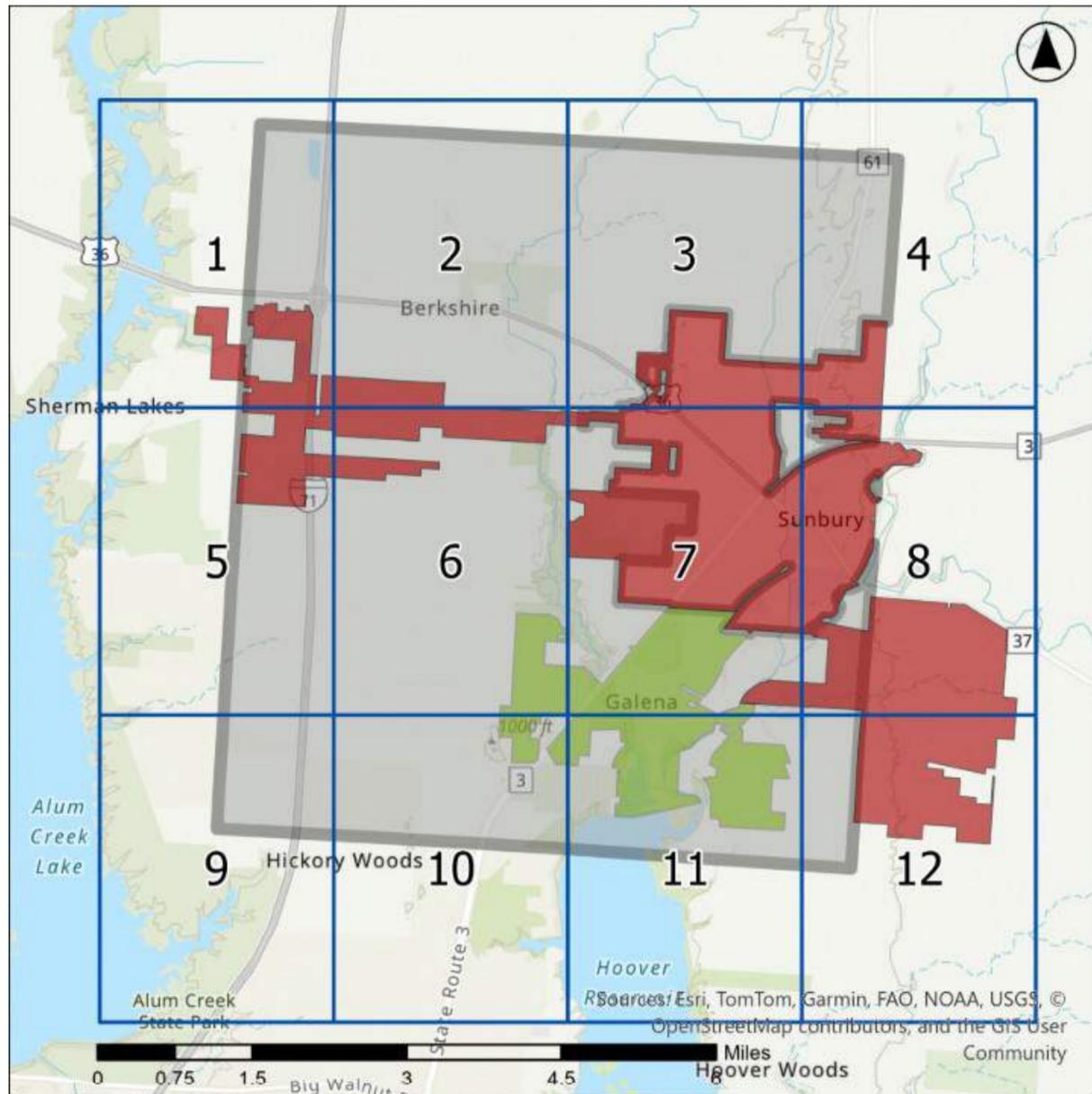
## Should the new Community Center be operated by the Eastern Delaware Joint Recreation District or partner with another entity such as the YMCA?



# 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



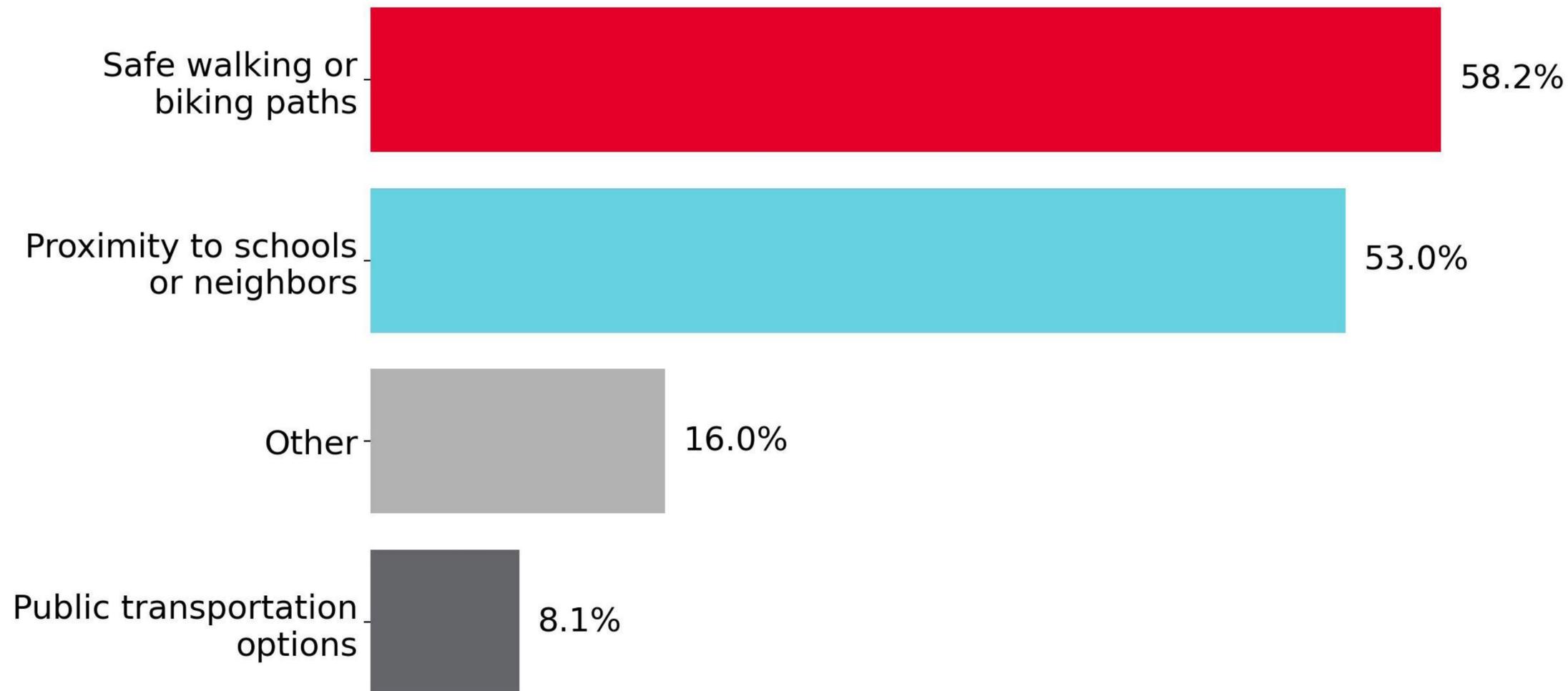
## Best-aligned location strategy:

- 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

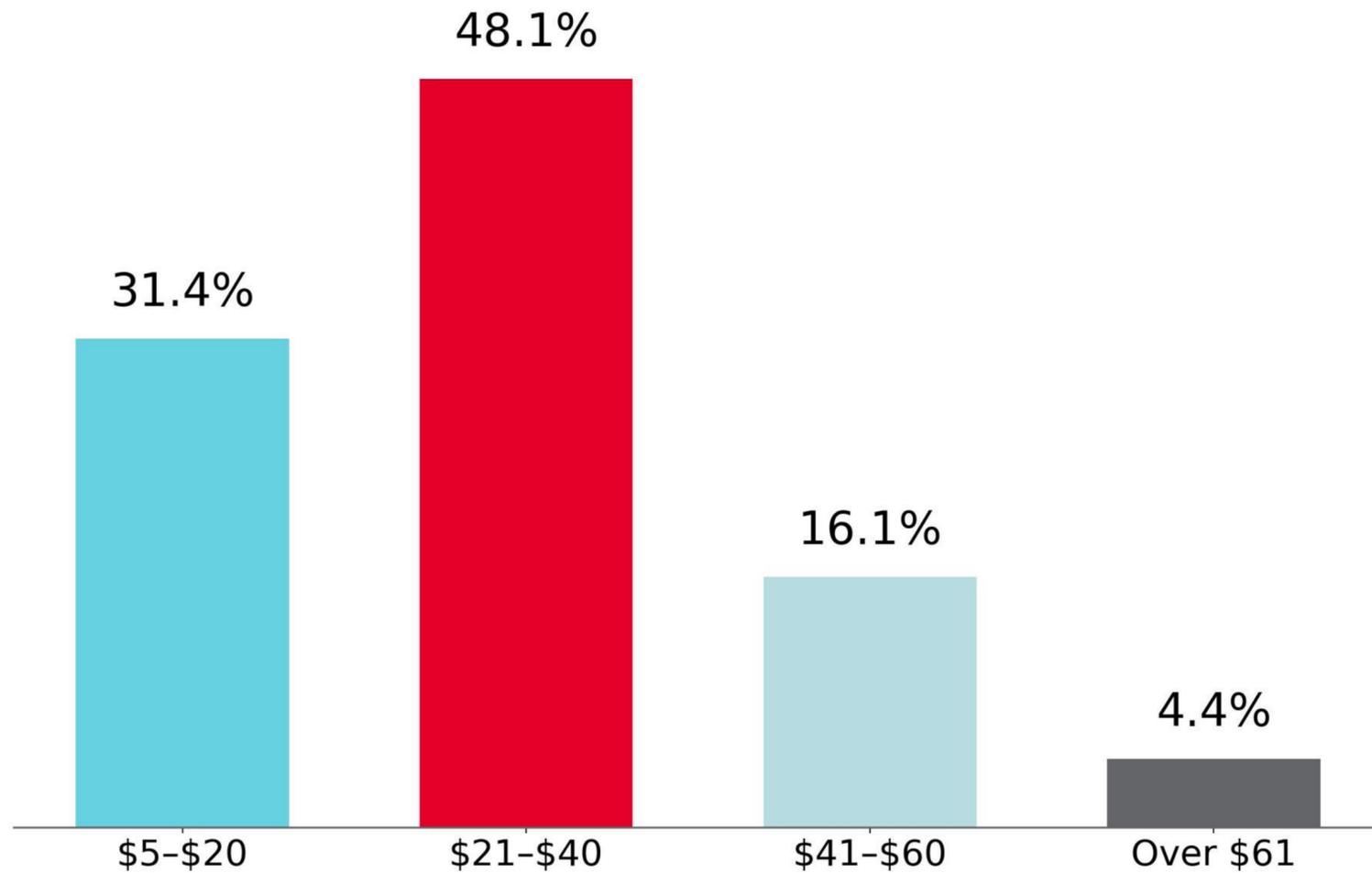
# What would make it easier for you and/or your family to access a community center?



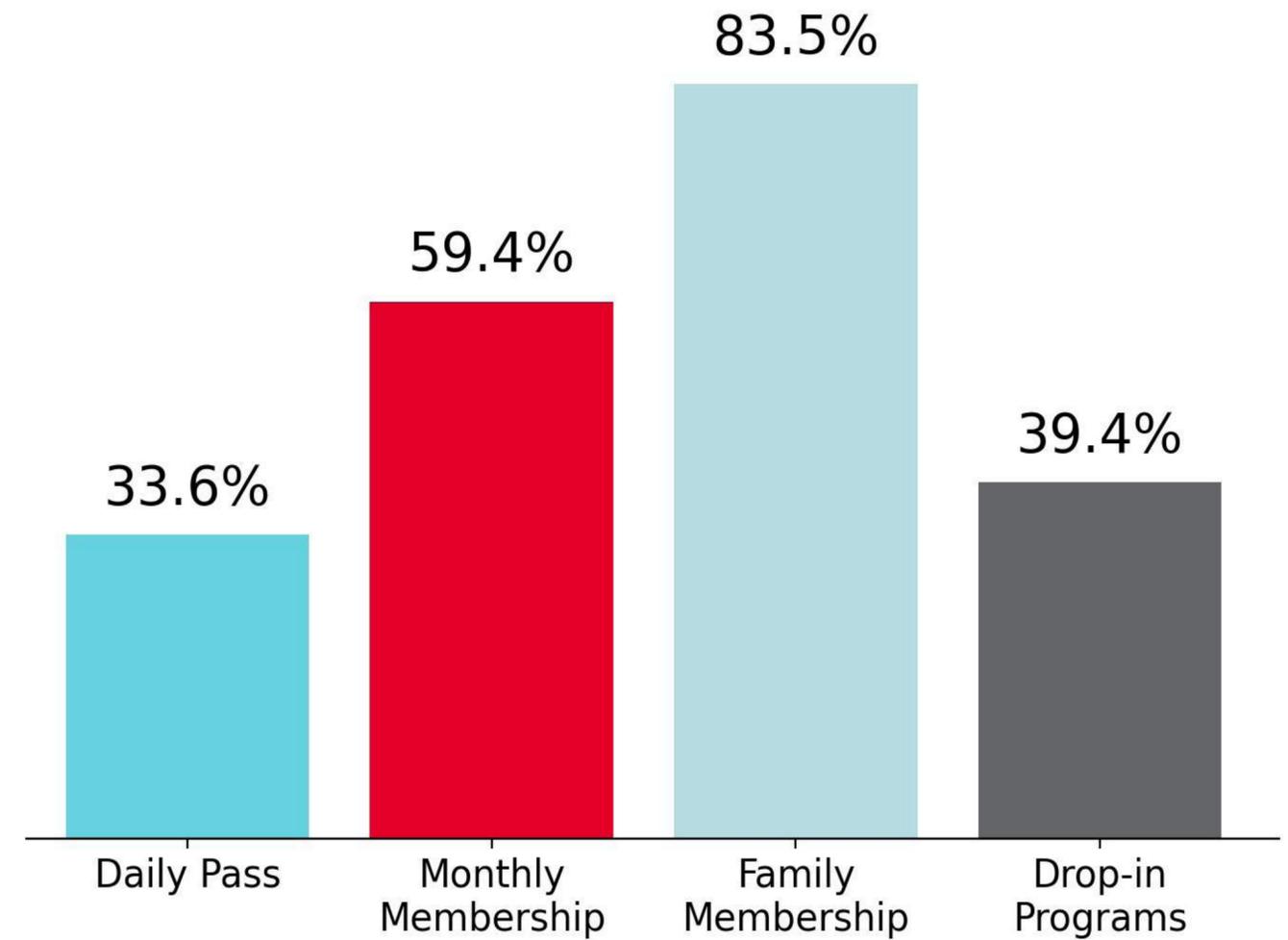
Respondents overwhelmingly prioritized **location and proximity**, preferring the center be **close to home, within Sunbury or nearby areas**, and reachable within **10–15 minutes by car**. **Ample parking, easy road access, and avoiding heavy traffic** were also key concerns, while **affordability and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

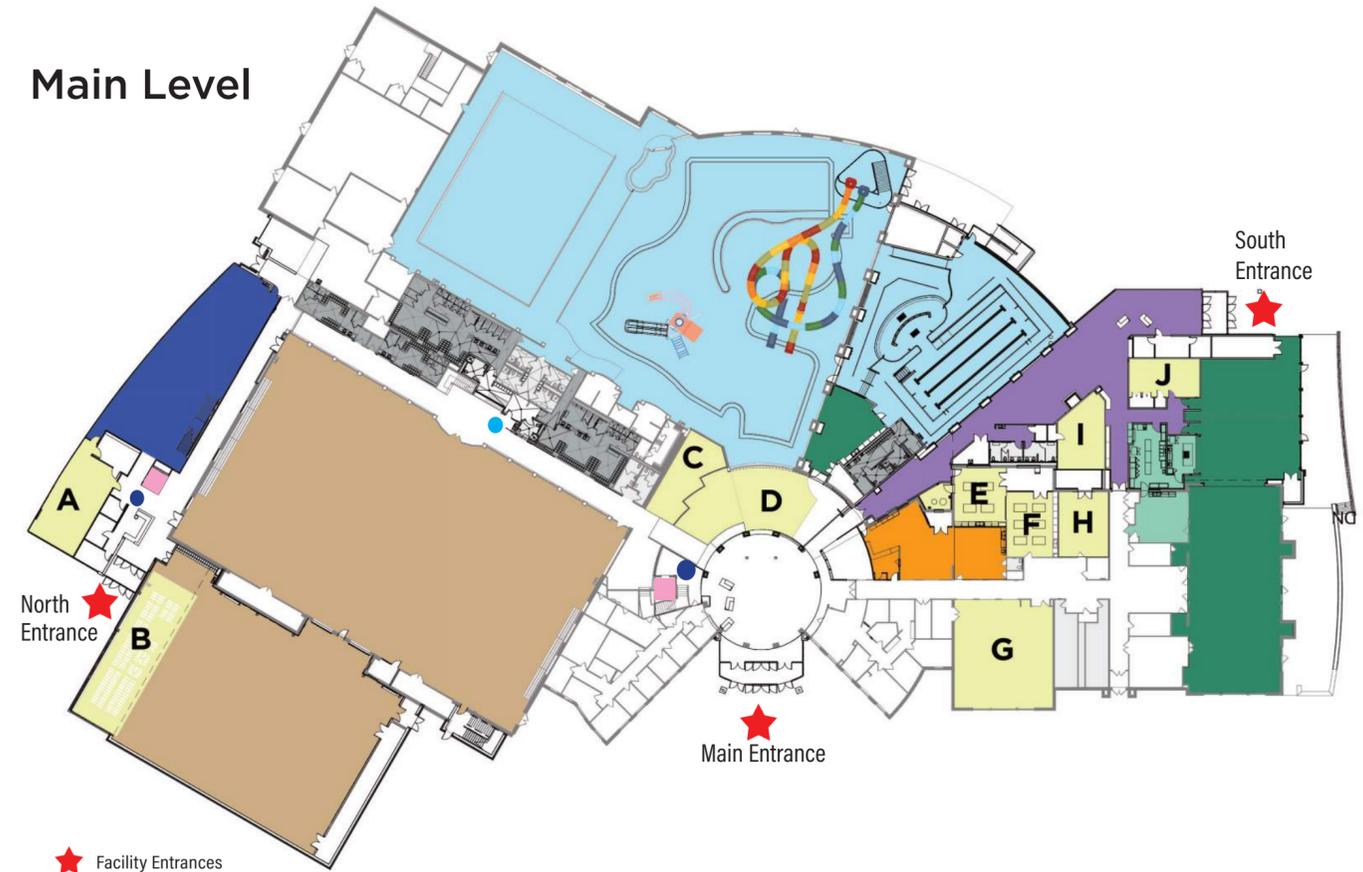
# Westerville Community Center 145,000 Square-Foot Facility



## Westerville Community Center FACILITY MAP



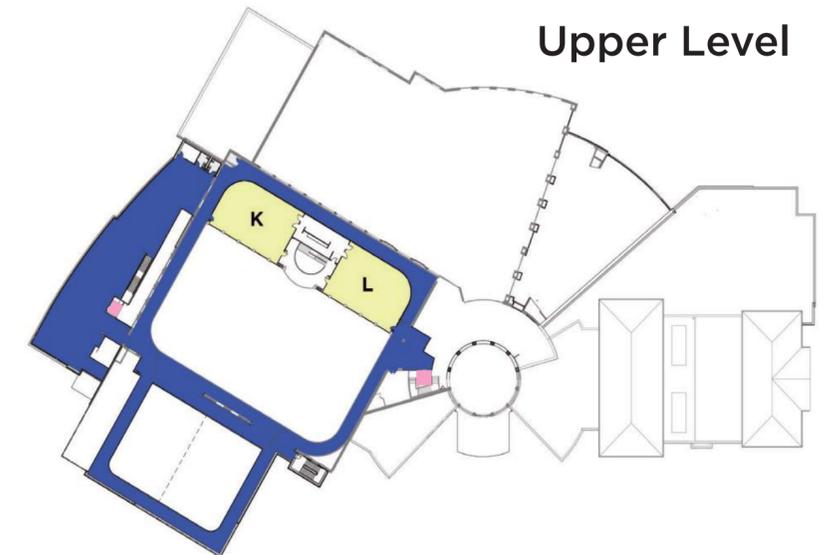
### Main Level



- ★ 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

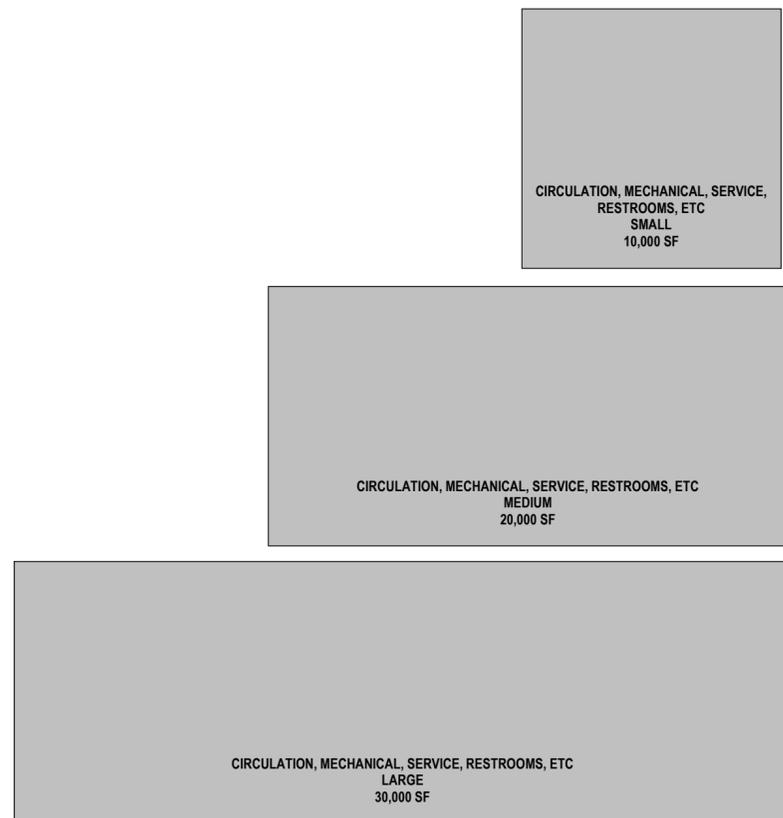
## Process:

- 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

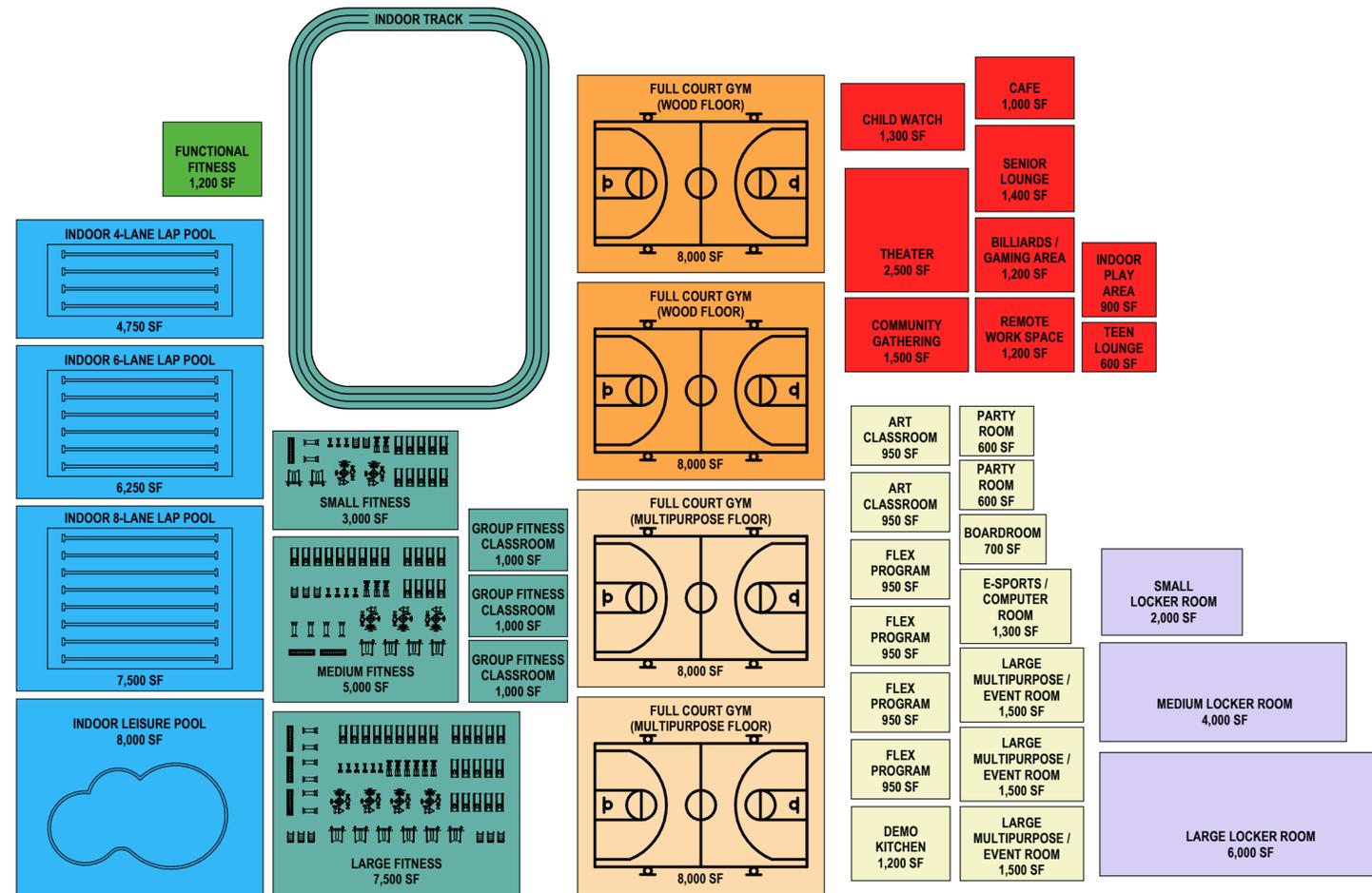
## Must Include

Circulation, Mechanical, Service, Restrooms, Etc



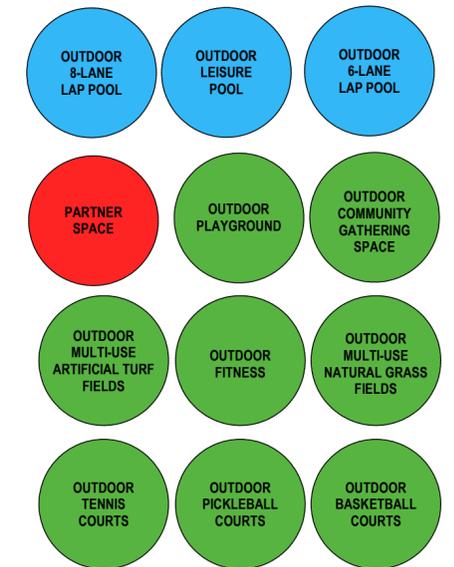
## Program and Amenities

Choose your priority programs and amenities



## Exterior or Partner

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



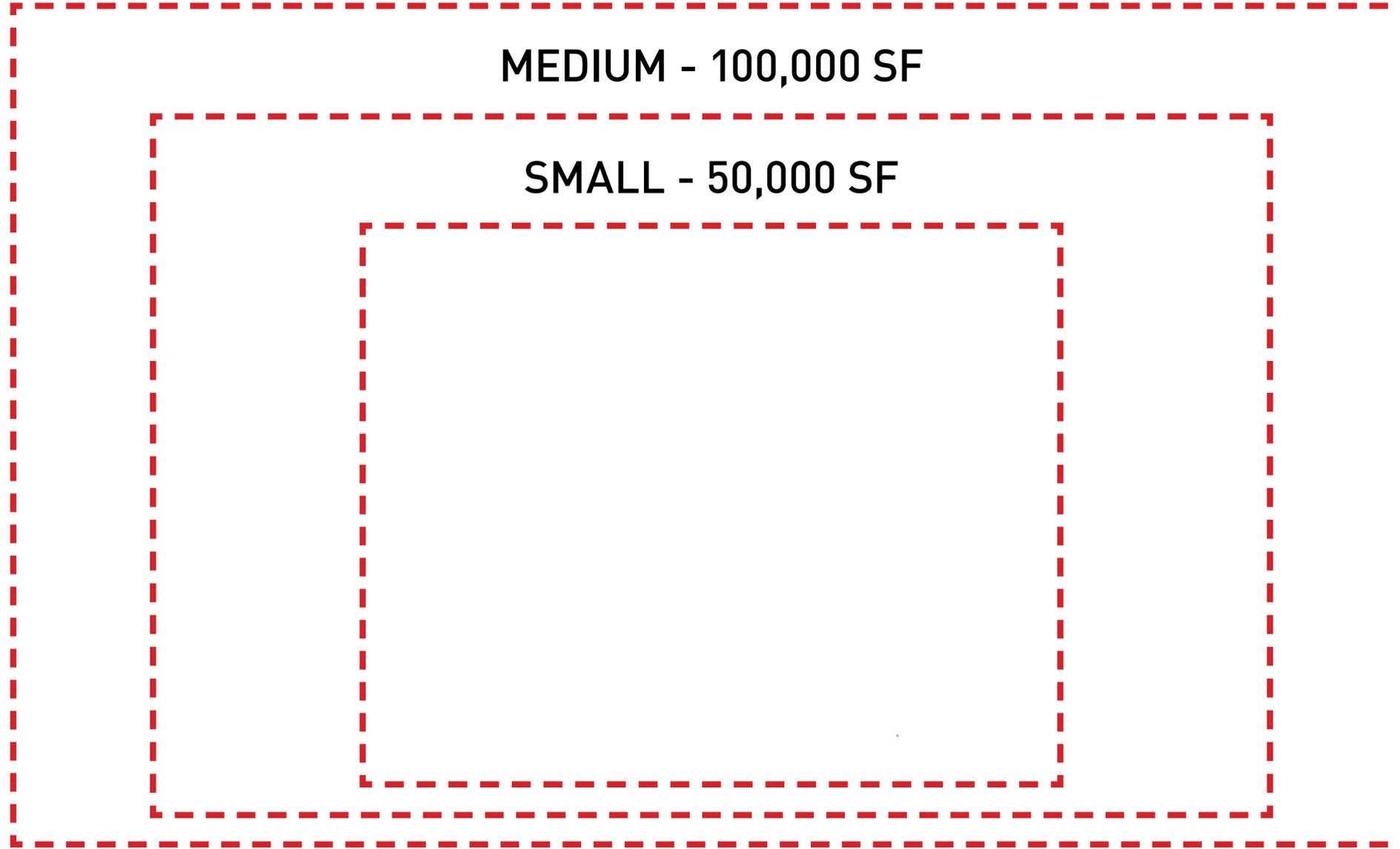
■ AQUATICS   
 ■ FITNESS   
 ■ GYM   
 ■ PROGRAM   
 ■ OUTDOOR   
 ■ OTHER   
 ■ CIRCULATION, MECH., RESTROOMS, ETC   
 ■ SUPPORT SPACE

# 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™



**RESOLUTION NO. 2026.05**

**A RESOLUTION APPROVING PAVEMENT MANAGEMENT GROUP RELATING TO  
ENGINEERING PAVEMENT ASSESSMENT AND MANAGEMENT SERVICES**

**WHEREAS**, the City of Sunbury has identified the need for planning and engineering services relating to JR Smith Park Improvements; and

**WHEREAS**, Verdantas LLC has provided a written proposal for professional planning and engineering services; and

**WHEREAS**, council specifically wishes to determine this proposal to be in compliance with Article IX paragraph 9.02 (F) of the Charter of the Sunbury; and

**WHEREAS**, Council now wishes to authorize the City Administrator, the Director of Law, and the Director of Finance, as required, to execute said proposal.

**NOW, THEREFORE, BE IT RESOLVED** by the Council for the City of Sunbury, State of Ohio, that:

**SECTION I:** Council hereby approves the proposal of Verdantas LLC for planning and engineering services relating to JR Smith Park Improvements. A copy of said proposal is attached hereto as Exhibit "A".

**SECTION II:** The City Administrator, the Director of Law, and Director of Finance are hereby authorized to execute the proposal as required and any other related or necessary documents consistent with this legislation, provided that the proposal shall be in substantially in the form presented to this Council, with such changes not inconsistent with this Resolution as shall be agreed to by the Director of Law, and Director of Finance with the execution by the City Administrator, the Director of Law, and Director of Finance constituting conclusive evidence of such approval.

**SECTION III:** Council specifically determines this proposal and all related procedures to be in compliance with Article IX paragraph 9.02 (F) of the Charter of the Sunbury.

**SECTION IV:** It is found and determined that all formal actions of this Council concerning and related to the adoption of this Resolution 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 V:** Pursuant to Section 4.07 of the Charter of the City of Sunbury, this Resolution shall be in effect immediately after its passage.

**VOTE ON SUSPENSION OF THE RULES**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

**VOTE ON RESOLUTION 2025.05**

**YEAS**

**NAYS**

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
**Joseph St. John, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amber Swain, Clerk of Council**

**CERTIFICATION**

I hereby certify on this \_\_\_ day of \_\_\_\_\_, 2025, that the foregoing is a true and accurate copy of the Resolution passed at the meeting held on \_\_\_\_\_, 2025, of the City of Sunbury, County of Delaware, State of Ohio.

\_\_\_\_\_  
Amber Swain, Clerk of Council



## YOUR PAVEMENT MANAGEMENT PROPOSAL

Prepared For:  
City Of Sunbury, OH

Date: 01/26/2026



**DATA-DRIVEN DECISIONS TODAY, BETTER ROADWAYS TOMORROW™**

PO Box 2407, Heath, OH 43056 | (800) 638-8040 | [www.PavementManagement.com](http://www.PavementManagement.com)

# YOUR PAVEMENT MANAGEMENT PROPOSAL

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# YOUR PAVEMENT MANAGEMENT PROPOSAL

## II. Introduction

Carla Odebralski  
Director of Planning & Engineering  
City Of Sunbury, OH  
9 E. Granville Street  
Sunbury, OH 43074

Dear Carla,

Pavement Management Group (PMG) is a pavement management professional services firm headquartered in Heath, Ohio, founded in 2017 and led by Founder & CEO James Golden, who brings 28 years of industry-specific expertise. Today, PMG proudly supports more than 100 clients nationwide. We're pleased to present this comprehensive pavement management proposal for the City Of Sunbury, OH.

At PMG, we understand the challenge of maintaining roadway infrastructure while balancing limited budgets and high community expectations. Our mission is simple: to make pavement management smarter, data-driven, and cost-effective.

Through our turnkey solution, PMG efficiently manages your **75 lane mile** pavement network by combining advanced condition assessment methodologies, proven industry expertise, and our proprietary RoadINsights™ platform. The result is clear, actionable insights—without the burden of complex software, lengthy contracts, or expensive equipment.

Our services include detailed pavement condition assessments, strategic maintenance recommendations, and customized budget scenarios that help you optimize resources, extend pavement life, and plan confidently for the future.

### The PMG Guarantee



We stand behind every project with our unwavering commitment to clarity, accuracy, and integrity. PMG guarantees a pavement management program that is data-driven, defensible, and deliverable—empowering better decisions, maximizing budgets, and improving roadway conditions for the communities you serve.

On behalf of the entire PMG team, thank you for the opportunity to support your community's long-term infrastructure planning and management goals.

**James Golden**  
President & CEO

A handwritten signature in black ink that reads "James Golden III". The signature is written in a cursive, flowing style.



# YOUR PAVEMENT MANAGEMENT PROPOSAL

## III. Scope of Services

### Project Kickoff and Management

Together, we'll begin the project with a virtual kickoff meeting to ensure complete alignment on scope, timeline, and deliverables. This session establishes a clear roadmap for smooth execution, defines key milestones, and provides an opportunity to address any initial questions—ensuring all stakeholders are informed and aligned from day one. To successfully initiate your project, PMG requires the following files (*New Projects Only*):

- **Street Centerline Shapefile and Municipal Boundary Shapefile**
- **Previous Inventory with PASER Ratings**

These files are typically available through your internal GIS team, engineering consultant, or county GIS department. Within your Street Centerline Shapefile, please include (or create) a field identifying the streets under your maintenance and repair responsibility. This step is critical, as it forms the foundation of your roadway inventory and pavement management database.

### Pavement Network Inventory

A successful pavement management program relies on a strong foundation — an accurate, well-organized roadway inventory. For this project, PMG will review, validate, and update your existing Street Centerline Shapefile and inventory to ensure it aligns with PMG's proven pavement management standards. In many cases, existing GIS inventories are incomplete, outdated, or missing key pavement management attributes. We will also review your previous data sets from prior projects for inventory alignment.

VIDEO LINK	ROAD NAME	SECTION	FROM	TO	LENGTH	WIDTH	AREA	RANK	SURFACE	LANES
WICKLOW LN 01	WICKLOW LN	01	DENEEN AVE	TARRYTON CT	425	24	10,200	RESIDENTIAL	ASPHALT	2
WICKLOW LN 02	WICKLOW LN	02	TARRYTON CT	FOX RUN PL	551	24	13,224	RESIDENTIAL	ASPHALT	2
WICKLOW LN 03	WICKLOW LN	03	FOX RUN PL	CUL-DE-SAC N	533	24	12,792	RESIDENTIAL	ASPHALT	2
WILLOW BROOK DR 01	WILLOW BROOK DR	01	WYANDOT WOODS BLVD	WYNDHAM PL	844	24	20,256	RESIDENTIAL	ASPHALT	2
WILLOW BROOK DR 02	WILLOW BROOK DR	02	WYNDHAM PL	WYANDOT WOODS BLVD	823	24	19,752	RESIDENTIAL	ASPHALT	2
WINDING BROOK LN 01	WINDING BROOK LN	01	BRITTON LN	HICKORY HILL CT	350	24	8,400	RESIDENTIAL	ASPHALT	2
WINDING BROOK LN 02	WINDING BROOK LN	02	HICKORY HILL CT	HIDDEN CREEK DR	373	24	8,952	RESIDENTIAL	ASPHALT	2
WINDING BROOK LN 03	WINDING BROOK LN	03	HIDDEN CREEK DR	BROOKHURST DR	497	24	11,928	RESIDENTIAL	ASPHALT	2
WINESAP LN 01	WINESAP LN	01	ANNE RD	APPLE RIDGE CT	214	23	4,922	RESIDENTIAL	ASPHALT	2
WINESAP LN 02	WINESAP LN	02	APPLE RIDGE CT	GRANNY SMITH LN	278	23	6,394	RESIDENTIAL	ASPHALT	2
WINESAP LN 03	WINESAP LN	03	GRANNY SMITH LN	MACINTOSH LN	311	23	7,153	RESIDENTIAL	ASPHALT	2
WINESAP LN 04	WINESAP LN	04	MACINTOSH LN	APPLE KNOLL LN	314	23	7,222	RESIDENTIAL	ASPHALT	2
WINESAP LN 05	WINESAP LN	05	APPLE KNOLL LN	DEAD END N	189	23	4,347	RESIDENTIAL	ASPHALT	2
WINSTON LN 01	WINSTON LN	01	DOVERDALE DR	SANDS AVE N	872	23	20,056	RESIDENTIAL	ASPHALT	2
WM GROTH DR 01	WM GROTH DR	01	S MAIN ST	DAVIS DR	494	23	11,362	RESIDENTIAL	ASPHALT	2
WOODCREST DR 01	WOODCREST DR	01	HAMILTON MIDDLETOWN R	HAMILTON MIDDLETOWN RD	1,016	19	19,304	RESIDENTIAL	ASPHALT	2
WOODGATE CT 01	WOODGATE CT	01	CUL-DE-SAC W	HOLLY TREE DR	581	23	13,363	RESIDENTIAL	ASPHALT	2
WOODLAND CT 01	WOODLAND CT	01	CUL-DE-SAC W	OAKLAWN DR	500	24	12,000	RESIDENTIAL	ASPHALT	2
WOODSDALE DR 01	WOODSDALE DR	01	TAM-O-SHANTER WAY	RUSTIC CT	246	24	5,904	RESIDENTIAL	ASPHALT	2

[Click Here](#) to See an Example of our Standardized Pavement Network Inventory

# YOUR PAVEMENT MANAGEMENT PROPOSAL

## PMG's team will:

- Carefully examine your current GIS and Inventory data
- Identify missing, inconsistent, or inaccurate fields
- Update and supplement those attributes
- Ensure your roadway network is fully pavement-management-ready

This organized GIS database becomes the cornerstone of your pavement management program—supporting accurate condition assessments, meaningful analytics, and strategic long-term planning for your roadway network. Once PMG completes the updated inventory, we will provide a comprehensive spreadsheet of all inventory data along with an accompanying GIS map for your review.

This review stage allows you to confirm accuracy and identify any roadways that should be added or removed before finalization. Once you are satisfied that the inventory fully reflects all roadways under your maintenance responsibility, you will provide approval for PMG to proceed to the next phase: **Onsite Video Capture**.

## Onsite Video Capture

PMG conducts 1080p high-definition video capture of all pavement sections to support a fully data-driven pavement management approach. This footage forms the foundation for automated distress identification and condition assessment within the RoadINsights™ platform, where users can seamlessly access, analyze, and verify real-world pavement conditions.



[Click Here](#) to View an Example of our High Definition Streaming Video

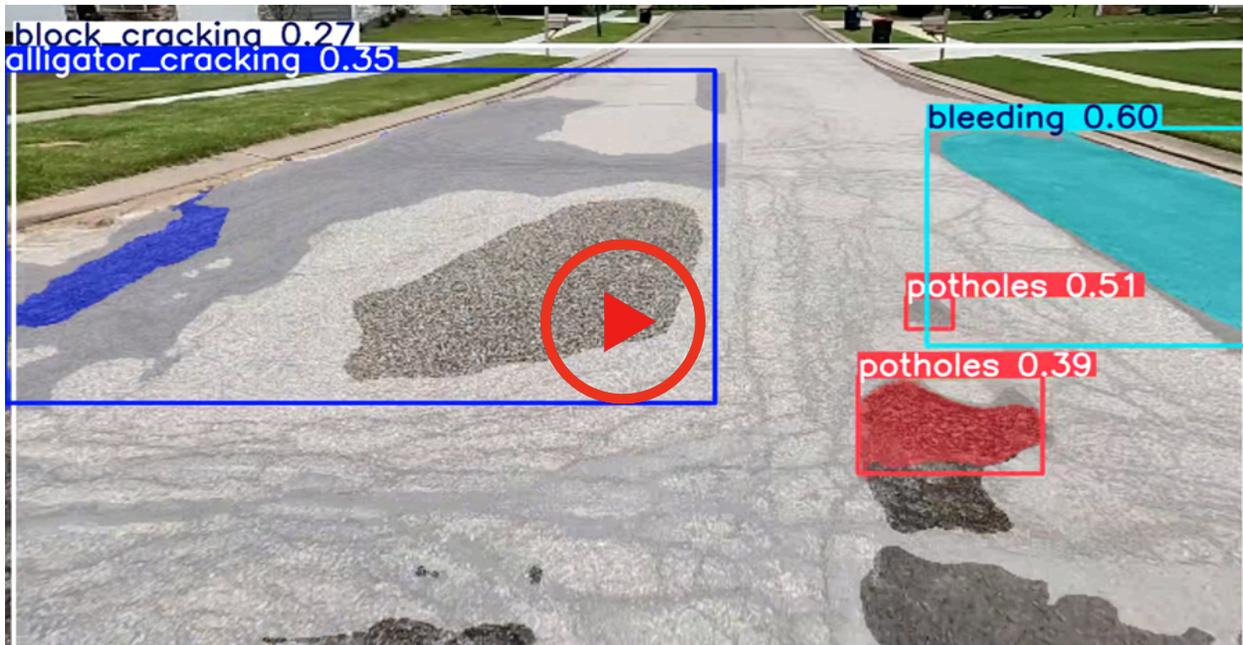
# YOUR PAVEMENT MANAGEMENT PROPOSAL

Each video is geo-located, time-stamped, and searchable by street name or address, allowing staff to instantly stream footage with exceptional clarity and transparency. PMG's process is efficient, accurate, and non-disruptive—captured safely at or below posted speeds with no traffic control or lane closures required.

Before deployment, PMG's Project Manager coordinates all vehicle and operator details with your staff to ensure smooth communication with internal teams, law enforcement, and the public. This transparent approach keeps the survey safe, compliant, and aligned with your agency's expectations.

## Condition Assessment

PMG conducts a detailed pavement condition assessment for every section under your maintenance responsibility. Using AI-powered distress detection combined with ASTM D6433-compliant analysis, we identify, classify, and quantify all visible distresses, assigning severity and extent to calculate each section's Pavement Condition Index (PCI) on the standardized 0–100 scale.



[Click Here](#) to Watch an Example of our Automated ASTM Distress Recognition

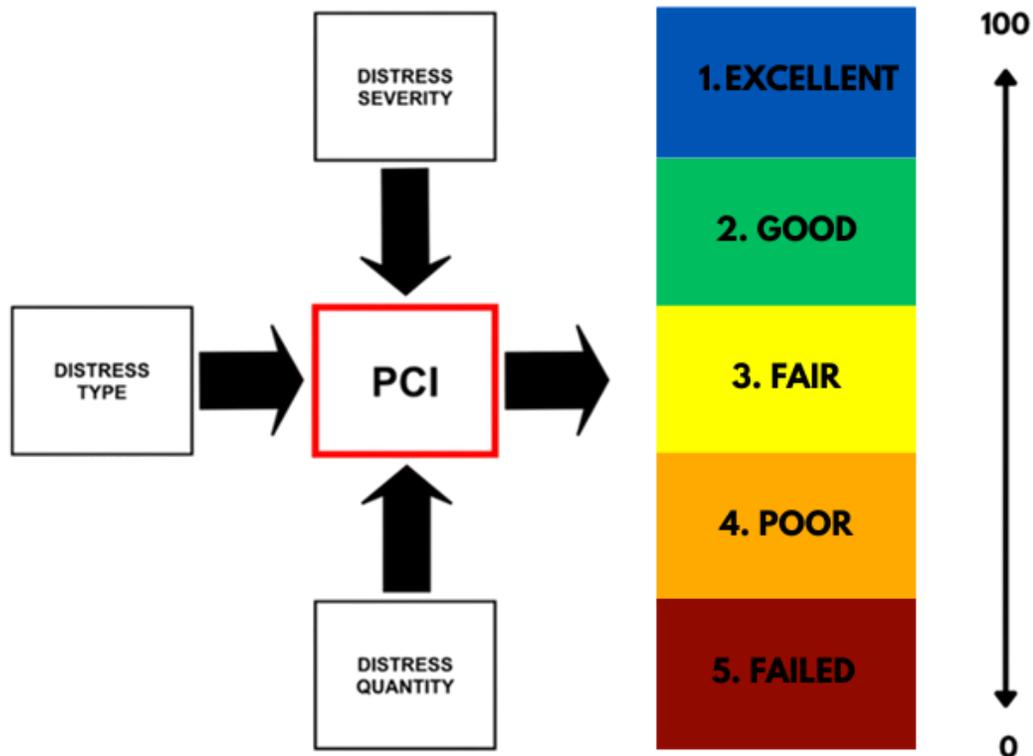
Unlike AI-only solutions, PMG pairs advanced technology with expert human review. Every assessment undergoes strict QA/QC by our pavement specialists to ensure accuracy, consistency, and ASTM compliance across your entire network.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

The result is a reliable, data-driven foundation for planning maintenance and rehabilitation, minimizing costly surprises, extending pavement life, and maximizing every budget dollar.

And for complete transparency, each section's PCI is backed by streaming, geo-located video within RoadINsights™, enabling your team to visually verify conditions and confidently communicate findings to stakeholders.

PMG will also review the previous PASER ratings during this phase to develop a correlation between historical PASER and current PCI values.



*Example of how ASTM Distress Data Creates PCI and Condition Categories*

## Project Completion, Client Success & Support

At PMG, a successful project means more than delivering data—it means ensuring your team has the tools, information, and confidence to manage your pavement network effectively. Our structured close-out and support process provides a smooth transition from project delivery to ongoing success, with continued access to your data, resources, and technical assistance from PMG's dedicated team. Your final deliverables include:

# YOUR PAVEMENT MANAGEMENT PROPOSAL

- **RoadINsights™ Web/GIS Platform** – A centralized, interactive dashboard with HD video streaming, analytics, treatment qualifications, and map-driven planning tools. All data is securely stored and easily accessible for viewing, downloading, and long-term management.
- **Dedicated Shared Google Drive** – A secure, organized repository containing all project files, reports, and videos for convenient team access.
- **Final Project Report** – Delivered in PDF and through RoadINsights™, professionally designed to help your agency communicate findings and next steps to boards, councils, and stakeholders.
- **Final Inventory & Condition Data** – Provided in both Excel and GIS shapefile formats for compatibility with internal systems and future updates.

Following delivery, PMG facilitates a formal close-out meeting to walk your team through all materials in RoadINsights™, ensuring comfort with accessing, interpreting, and applying the data for planning, budgeting, and project development.

After project completion, support transitions to your dedicated Client Success Manager (CSM), who remains your ongoing point of contact for:

- Guidance on navigating and using RoadINsights™ features and reports
- Assistance if the platform appears offline, inaccessible, or not performing as expected
- Coordination with PMG's technical team for any confirmed software or data issues
- Support in requesting proposals for future annual projects upon contract expiration

PMG's Client Success Team ensures your platform remains reliable and fully functional so your staff can confidently use the system for daily decision-making, planning, and reporting. Our goal is to provide structured, proactive support that empowers your organization to independently manage your pavement data—while knowing PMG's expertise is always just a call or email away.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

## IV. RoadINsights™: Annual License, Features, and Support Services

The RoadINsights™ Annual License provides continuous access to PMG's advanced pavement management platform and ongoing data maintenance over the two-year contract term. This ensures your pavement management program remains accurate, active, and aligned with your community's evolving maintenance and rehabilitation needs.

As part of this agreement, PMG performs an annual update to incorporate completed maintenance and repair activities into your system. By keeping your data and analysis current, PMG helps your organization confidently make informed, data-driven decisions year after year.



[Click Here](#) to Access and Demo our RoadINsights™ Dashboard

# YOUR PAVEMENT MANAGEMENT PROPOSAL

## RoadINsights™ License Features

Your RoadINsights™ license provides full access to all pavement data, HD video, and analytical tools in a single, intuitive web-based platform designed for municipalities. The platform allows your team to review, analyze, and plan roadway maintenance with accuracy and transparency.

Key platform capabilities include:

- **Complete Data Access** – View and analyze all collected pavement condition data, including streaming 1080p high-definition video, PCI scores, distress details, and historical records.
- **Detailed Measurements** – Instantly access roadway lengths, widths, areas, surface types, and classifications to support precise evaluations and project planning.
- **Historical Data Comparison** – Evaluate changes in pavement condition over time to measure the impact of completed maintenance and treatment strategies.
- **Annual Work History Updates** – PMG incorporates your annual maintenance and repair projects directly into RoadINsights™, tracking changes by year and treatment type.

## Work History Integration

Each year, PMG provides a structured Excel work history template for your team to record all completed maintenance and repair activities. This includes project details such as location, work type, date, and associated condition changes.

Once submitted, PMG updates your database, GIS shapefiles, and RoadINsights™ platform with this information—keeping your program accurate and reflective of real-world maintenance activity. These updates are performed once annually, typically at the beginning of each year, incorporating the previous year’s work history.

## Client Success & Annual Program Review

PMG complements the RoadINsights™ Annual License with structured client success and support services to ensure your pavement management program remains accurate, active, and aligned with your community’s goals. Each year, your Client Success Manager leads an Annual Program Review via Microsoft Teams to evaluate progress, confirm that RoadINsights™ reflects recent maintenance activities, and discuss upcoming goals, priorities, or changes in your roadway network. During this review, PMG can also provide on-demand budget-driven funding scenarios and assist in qualifying roadways for optimized treatments upon request.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

Beyond the annual review, PMG's Client Success Team remains available year-round to support your use of the RoadINsights™ platform. This includes guidance on navigating reports and features, assistance with accessibility or performance issues, and coordination with PMG's technical specialists for any confirmed platform or data-related needs.

This structured and proactive approach ensures your pavement management program continues operating smoothly—keeping your data accurate, your platform reliable, and your team confident in making informed, data-driven decisions.

## V. Specialized Consulting and Support Services

As part of the two year agreement with PMG, the City will receive access to specialized consulting and support services designed to enhance the value and effectiveness of its pavement management program. These services are provided throughout the duration of the engagement to support evolving needs, strategic decision making, and long term program success. The following services are available on an **on demand, as requested** basis.

### Treatment Qualification

PMG will collaborate with City staff to identify the maintenance and repair strategies the City has historically used or plans to implement, forming a customized maintenance and repair decision framework. This framework is organized into five treatment categories: Rejuvenation, Preventive Maintenance, Preservation, Structural, and Rehabilitation.

Using standardized condition assessment values and practical industry expertise, PMG aligns recommended treatments with those applicable to the City's roadway network and local market. Actual bid history, contracts, and current pricing are reviewed in coordination with local contractors to establish accurate unit costs for each treatment type.

The result is a clear, section level understanding of current treatment needs and associated costs across the entire network. Each roadway segment is assigned a recommended treatment and cost, all of which are integrated into the RoadINsights™ platform. This provides City leadership with a concise, data driven view of where investments are needed, which treatments are most appropriate, and the financial implications to support confident planning and budgeting decisions.

### Budget/Target Driven Scenarios

PMG develops targeted, data driven budget scenarios aligned with the City's performance goals and financial priorities. These scenarios provide clear, objective insight into the funding required to maintain or improve the roadway network over time.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

PMG's budget scenarios focus on defining the annual investment needed to implement recommended treatments and achieve specific average network conditions over a five year planning horizon. By evaluating the current condition of the network and aligning it with desired outcomes or budget constraints, PMG delivers practical, actionable funding scenarios.

Typical scenarios include defining the annual funding required to maintain the current average Pavement Condition Index, ensuring conditions do not decline, as well as the annual funding required to improve the network to a targeted average PCI aligned with long term infrastructure goals.

These scenarios support informed planning and transparent communication with residents, elected officials, and other stakeholders. By clearly illustrating the relationship between funding levels, treatment strategies, and network performance, PMG enables confident decision making that balances near term needs with long term roadway sustainability.

## Presentations

PMG will provide one annual presentation to City leadership, boards, or other designated stakeholders via a virtual meeting platform. This presentation will summarize roadway conditions, recommended maintenance and repair strategies, budget scenarios, and key insights from the pavement management program. The goal is to clearly communicate current conditions, future needs, and funding implications in a concise, decision focused format to support informed discussion and confident planning.

## VI. Project Planning and Coordination

Upon contract execution, PMG will schedule a project kickoff call to align expectations, confirm scheduling, and review the scope, timeline, deliverables, and any municipal or seasonal factors that may influence fieldwork. This ensures all stakeholders are informed and fully prepared for project launch.

Projects of this size are typically completed within **60 days**. During the kickoff, your Project Manager will provide a detailed project timeline outlining milestones, deliverable dates, and dependencies. PMG's advanced project management system supports transparent coordination by offering real-time visibility into progress, schedule updates, and key milestones.

Throughout execution, clients have 24/7 access to a summarized dashboard displaying completed tasks, upcoming work, and any timeline adjustments. Should delays or changes occur, your Project Manager will communicate updates promptly with revised timelines and next steps—ensuring the project stays on track, on budget, and fully visible from kickoff to close-out.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

## VII. Invoicing and Terms

PMG issues invoices on a monthly basis to accurately reflect project progress and completed deliverables. The **first invoice**, totaling **50% of the overall project value**, will be **issued during the Project Kickoff and Management phase** to initiate project coordination, field scheduling, and data acquisition planning. Subsequent invoices will follow monthly as work advances, ensuring billing remains fair, transparent, and aligned with the measurable progress achieved throughout the project.

Accepted payment methods include **check, electronic or ACH transfer**. All invoices are due **NET 30** days from the date of receipt, unless otherwise specified in writing.

In the event payment is not received within the **NET 30 period**, PMG reserves the right to apply a **1.5%** monthly service charge (18% annually) on overdue balances and to temporarily suspend project activity or system access until the account is current.

All deliverables—including reports, datasets, and access to the RoadINsights™ platform—remain the property of Pavement Management Group until full payment for the associated phase or milestone has been received. Upon full completion of the project and receipt of final payment, all ownership rights to the delivered project data transfer to the client in full.

The use and access of the RoadINsights™ platform, including the streaming of HD video and data analytics, is restricted to the client organization and its authorized personnel. Sharing platform dashboards, HD video streams, or data access with outside consultants, contractors, or third parties is strictly prohibited without prior written authorization from PMG.

If third-party access is needed—for example, to allow consultants or engineering firms to use PMG's platform or video data to support additional work products—clients may contact PMG's Client Success Team to request additional user licenses. These licenses are available upon approval and may include an additional access fee depending on scope and duration.

PMG maintains open and proactive communication regarding billing, project progress, and platform access. Should any questions arise, our Client Success Team is available to review invoices, clarify milestones, and ensure a smooth, transparent process from kickoff through completion.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

## VIII. Contract Period & Renewal

This agreement will remain in effect for a **two-year** term, beginning on the date of your signed contract and Purchase Order issuance.

The contract encompasses all services and deliverables outlined in this proposal, including the RoadINsights™ Annual License, data updates, and client support services.

At the end of your contract term, this agreement may be renewed for an additional term upon mutual consent, allowing the client to continue benefiting from uninterrupted access to the RoadINsights™ platform, maintenance updates, and support services.

Prior to renewal, PMG will issue a new proposal reflecting the then-current market pricing, available services, and platform enhancements. This ensures both parties have the opportunity to review and agree to updated terms that reflect evolving technology, service levels, and budget considerations.

PMG will provide advance notice prior to the end of the contract term to discuss renewal options and confirm continuity of services.

# YOUR PAVEMENT MANAGEMENT PROPOSAL

## IX. Project Pricing and Professional Services Execution

The following pricing reflects the complete scope of services, deliverables, and support outlined in this proposal and for a full **two-year term**. PMG provides a transparent, milestone-based billing structure to ensure accountability and clarity throughout the project. Pricing is valid for 90 days from the date of this proposal; any adjustments beyond that period may reflect updated market conditions or service enhancements.

To move forward, please review the pricing table and complete the form below electronically. Once submitted to your PMG sales representative, the signed form will constitute your acceptance of the pricing, terms, and scope of services contained herein and will finalize execution of the contract so the project can be scheduled for Kickoff. If you have any questions prior to signing, our team is available to assist and ensure complete clarity before project initiation. Your proposal and pricing quoted is valid for **60 days**.

Project Services	Unit price (Miles/Years)	Quantity (Miles/Years)	Amount
<b>Streets - Pavement Management: Turn-Key Scope</b>	\$200.00	75	\$15,000.00
<b>RoadINsights: Annual License &amp; Support</b>	\$2,500.00	2	\$5,000.00
<b>Specialized Consulting and Support</b>	\$5,000.00	1	\$5,000.00

**Total Investment: \$25,000.00**

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*Purchase Order Number:*

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*Signature:*

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*Date:*



**ORDINANCE NO. 2026.05**

**AN ORDINANCE PROVIDING FOR THE EMPLOYMENT OF AN ASSISTANT CITY MANAGER, AUTHORIZING THE CITY MANAGER TO EXECUTE AN EMPLOYMENT CONTRACT, AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Sunbury has provided for the position of Assistant City Manager pursuant to Sunbury Codified Ordinance 127.03; and

**WHEREAS**, Council hereby wishes to appoint Sean Stanearth as Assistant City Manager for a two-year term with an additional option to extend to a third year and authorize the City Manager to enter into an employment contract with Sean Stanearth.

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

**SECTION I:** The appointment of Sean Stanearth as Assistant City Manager of the City of Sunbury is hereby approved for a two-year term, with the option to extend to a third year, commencing March 2, 2026.

**SECTION II:** The City Manager is hereby authorized to enter into an employment agreement with Sean Stanearth as and for services as Assistant City Manager, a copy of which is attached hereto as Exhibit "A".

**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 execute said contract immediately and be in force without undue delay and in consideration of applicant's need to relocate from out of state.

**WHEREFORE**, this Ordinance shall be in effect from and after its passage.

<b>VOTE ON SUSPENSION OF THE RULES</b>	<b>YEAS</b>	<b>NAYS</b>
	_____	_____
<b>VOTE ON THE EMERGENCY</b>	<b>YEAS</b>	<b>NAYS</b>
	_____	_____
<b>VOTE ON ORDINANCE 2026.05</b>	<b>YEAS</b>	<b>NAYS</b>
	_____	_____

**PASSED:** \_\_\_\_\_, 2026

\_\_\_\_\_  
**Joseph St. John, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Alyssa Graziano, Clerk of Council**

**CERTIFICATION**

I hereby certify on this \_\_\_\_\_ day of \_\_\_\_\_, 2026, that the foregoing is a true and accurate copy of the Ordinance passed at the meeting held on \_\_\_\_\_, of the City of Sunbury, County of Delaware, State of Ohio.

\_\_\_\_\_  
**Alyssa Graziano, Clerk of Council**



## 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 136<sup>th</sup> 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 10<sup>th</sup> 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:

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Daryl Hennessy  
City Administrator

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Date