Powell
OHIO

RESOLUTION 2026-53

A RESOLUTION ESTABLISHING THE HOMETOWN HEROES VETERAN BANNER PROGRAM, ADOPTING A PROGRAM POLICY THEREFOR, AND AUTHORIZING THE USE OF CITY-OWNED UTILITY POLES IN CONNECTION THEREWITH.

WHEREAS, the City of Powell wishes to honor current and former members of the United States Armed Forces with ties to the Powell community through a program of commemorative banners displayed on City-owned utility poles; and

WHEREAS, the Delaware County Veterans Service Office ("VSO") coordinates a county-wide Hometown Heroes Banner Program in which the City has been allocated capacity for 43 City-owned utility poles; and

WHEREAS, the Powell Veterans Committee has agreed to administer local application intake and review under a Program Policy developed jointly with City staff; and

WHEREAS, the City intends this Program to constitute the City's own expression of tribute to honor military veterans and does not intend to create a public forum for private expression on City property; and

WHEREAS, the Development Committee reviewed the Program and Policy on September 1, 2026, and recommended a modification to the display schedule set forth in Exhibit A, which City staff supports;

NOW THEREFORE BE IT RESOLVED BY THE CITY OF POWELL, COUNTY OF DELAWARE, STATE OF OHIO AS FOLLOWS:

Section 1: The Hometown Heroes Veteran Banner Program is hereby established, and the Hometown Heroes Veteran Banner Program Policy attached hereto as Exhibit A is hereby adopted as its governing policy.

Section 2: The Program constitutes speech by the City in furtherance of its purpose of honoring military veterans and service members and is not intended to create a public forum for private expression. The City retains final authority over the Program's eligibility, subject matter, and banner format; no banner or message unrelated to honoring an eligible honoree's military service, as defined in the Policy, shall be permitted under this Program.

Section 3: The City Manager, or designee, is authorized to permit the use of up to 43 City-owned utility poles and associated right-of-way for banners under the Program, and to direct City Services to install and remove such banners in accordance with the Policy.

Section 4: If any provision of this Resolution or Exhibit A is held invalid, the remaining provisions shall remain in full force and effect.

Section 5: It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of Council and that all deliberations of Council and any of the decision-making bodies of the City of Powell which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the City of Powell, Delaware County, Ohio.

Section 6: This Resolution shall be in full force and effect immediately upon adoption.

Heather C. Karr 9/15/26

Heather Karr Date
Mayor

Elaine McCloskey 9/15/26

Elaine McCloskey Date
City Clerk

ADOPTED DATE: September 15, 2026
EFFECTIVE DATE: September 15, 2026

This legislation has been posted in accordance with the City Charter on this date 9/16/26

E McCloskey City Clerk

Powell
OHIO

OFFICE OF THE CITY MANAGER
47 Hall Street | Powell, OH 43065 | 614.885.5380 | cityofpowell.us

MEMO

From: Andrew D. White, City Manager

To: Members of the City Council

Initiated By: Jeffrey S. Tyler, RA, Assistant City Manager

Re: RESOLUTION 2026-53: A RESOLUTION ESTABLISHING THE HOMETOWN HEROES VETERAN BANNER PROGRAM, ADOPTING A PROGRAM POLICY THEREFOR, AND AUTHORIZING THE USE OF CITY-OWNED UTILITY POLES IN CONNECTION THEREWITH

Date: September 15, 2026

Summary

The attached Resolution 2026-53 adopts the Hometown Heroes Veteran Banner Program Policy (Exhibit A) as the City's governing document for the Program. The Program, developed in partnership with the Delaware County Veterans Service Office (VSO) and the Powell Veterans Committee, honors current and former members of the United States Armed Forces with ties to the Powell community through commemorative banners displayed on City-owned utility poles. Adoption of the Resolution does not obligate the City to expend funds for banner production; banner fees are paid by purchasers directly to the VSO's designated vendor, and the City's sole financial contribution is staff liaison time and City Services labor for installation and removal.

Background

The Hometown Heroes Banner Program is a county-wide initiative coordinated by the Delaware County VSO and administered locally under the "Military Tribute Banners" program, in which the Cities of Powell, Sunbury, Delaware, Galena, and Shawnee Hills currently participate. The City has allocated capacity for 43 City-owned utility poles (86 brackets, funded by the VSO) for banner display.

Staff presented the Policy to the Development Committee on September 1, 2026. The Policy was well received; the Committee recommended one modification to the display schedule, described below, which staff supports and has incorporated into the attached Resolution and Policy.

Hometown Heroes Veteran Banner Program:

Purpose. The Program allows the City, in partnership with the Powell Veterans Committee and the Delaware County VSO, to honor current and former Powell-area members of the United States Armed Forces with commemorative banners displayed on City-owned utility poles surrounding Memorial Day and Veterans Day each year.

Program Administration. The City serves as an infrastructure and drop-off partner only: it authorizes use of City poles and right-of-way, directs City Services to install and remove banners, and makes City Hall available as a drop-off location for applications. The Powell Veterans Committee independently administers outreach, application review, and record-keeping, through two designated members who review applications on a rolling basis. The Committee forwards completed, reviewed applications and fees directly to the VSO.

Government Speech Determination. The Resolution and Policy expressly state that the Program constitutes the City's own expression of tribute and is not intended to create a public forum for private

speech, consistent with the City's intent that eligibility remain limited to honoring military service and that the City retain final authority over Program purpose, eligibility, and format.

Application Process & Lead Time. Applicants drop completed applications – including the honoree's discharge document, a photograph, and payment – at City Hall. The Policy recommends a minimum 60-day application deadline ahead of each display window to allow time for Committee review, VSO processing, vendor production, and shipping.

Display Schedule. Banners are displayed during two annual windows: from seven days before Armed Forces Day through seven days after Memorial Day, and from seven days before through seven days after Veterans Day – a modification to the original Memorial Day window recommended by the Development Committee on September 1, 2026 and supported by staff.

Change Recommended by the Development Committee:

As presented, the Policy proposed a spring display window running seven days before through seven days after Memorial Day only. The Development Committee recommended extending this window to begin seven days before Armed Forces Day and continue through seven days after Memorial Day, so that banners remain in place across the full stretch between the two observances. Staff agrees with this modification; it is reflected in Section H of the attached Policy and requires no change to the Program's financial impact, since the spring window still involves a single installation and a single removal event.

Legal Review

The Law Director has reviewed the Resolution and approved as to form.

Financial Review

Adoption of this Resolution does not appropriate funds for banner production or purchase. Banner fees are paid by purchasers directly to the VSO's designated vendor, and bracket hardware is funded by the VSO. The City's financial contribution is limited to staff liaison time and City Services labor for installation, removal, and interim storage, as described in the Policy.

The Finance Director has reviewed the Resolution and supports the recommendation.

Recommendation

Staff recommends City Council approve Resolution 2026-53 at its September 15, 2026 meeting, establishing the Hometown Heroes Veteran Banner Program and adopting the Hometown Heroes Veteran Banner Program Policy attached thereto as Exhibit A, as reviewed and endorsed by the Development Committee on September 1, 2026.

REVIEWED BY THE DEVELOPMENT COMMITTEE – SEPTEMBER 1, 2026 – PREPARED FOR CITY COUNCIL – SEPTEMBER 15, 2026

Exhibit A to Resolution No. 2026-___

Hometown Heroes Veteran Banner Program Policy

A Note on This Draft

This Policy is the operational companion to the Resolution establishing the Hometown Heroes Veteran Banner Program. It was developed jointly with the Powell Veterans Committee and presented to the Development Committee on September 1, 2026. The Development Committee recommended one modification, reflected in Section H below, which staff supports; the remaining provisions were endorsed as presented:

- Display window: 7 days before Armed Forces Day through 7 days after Memorial Day; 7 days before through 7 days after Veterans Day (Section H) – modified per Development Committee direction on September 1, 2026.
- Application deadline: not less than 60 days before the start of the applicable display window (Section F).
- Selection method in the event of oversubscription: first-come, first-served against the published deadline (Section G).
- Banner display/renewal cycle: up to 2 consecutive years before return to purchaser or renewal (Section I).
- Purchaser liability waiver required as a condition of participation (Section J).

A. Purpose

This Policy governs the administration of the Hometown Heroes Veteran Banner Program ("Program"), through which the City honors current and former members of the United States Armed Forces with ties to the Powell community by displaying commemorative banners on City-owned utility poles.

B. Government Speech; No Public Forum

The Program constitutes the City's own expression of tribute and is not intended to create a public forum for private speech. The City retains final authority over Program purpose, eligibility, subject matter, and banner format. No banner or message unrelated to honoring an eligible honoree's military service, as defined below, is permitted under this Program.

C. Eligibility

An honoree must be a current or former member of the United States Armed Forces, honorably discharged if no longer serving, who is a current or former resident of the City of Powell or has another substantial community tie as determined by the Committee. Each banner shall depict a single honoree and shall include the honoree's name, branch of service, and photograph, consistent with the standardized format supplied by the VSO's designated vendor.

D. Program Roles & Responsibilities

Party	Role	Limitations
Powell Veterans Committee	Publicizes the Program; two designated reviewing members retrieve and review applications from City Hall on a rolling basis; issues receipts; maintains the program log; forwards completed, reviewed applications and funds to the Delaware County VSO; recommends pole assignments.	Does not receive, deposit, or hold City funds; acts under eligibility criteria established by the City in this Policy.
City of Powell	Establishes and retains authority over Program purpose and eligibility criteria; authorizes use of City poles and right-of-way; provides a staff liaison; makes City Hall available as a drop-off location; directs City Services.	Does not review applications, verify eligibility, or select honorees.
City Services (Public Service)	Installs and removes banners for each display window; provides interim storage; inspects poles/brackets for safety.	Does not handle applications, payments, or eligibility decisions.
Delaware County VSO	Serves as county-wide Program administrator; receives applications and fees; funds pole brackets/hardware; coordinates banner production.	Does not manage Powell's local intake, review, or pole assignment.

E. Application Process

1. An applicant completes the Program application, provides the honoree's discharge document (DD-214) if applicable, a photograph, and payment of the applicable fee (payable to the VSO's designated vendor per Section K), and drops the completed packet off at City Hall.
2. City Hall holds the packet, unopened, for pickup. City staff shall not open, log, or process the contents.
3. One of two Committee-designated reviewing members retrieves pending packets from City Hall on a rolling basis.
4. The reviewing member confirms completeness of the application, discharge documentation, photograph, and payment; issues a receipt to the purchaser; and records the entry in the Program log.
5. The reviewing member promptly forwards the completed, reviewed application and collected funds to the VSO for banner production.

F. Application Deadlines

Applications must be received at City Hall not less than sixty (60) calendar days before the start of the applicable display window described in Section H, to allow time for Committee review, VSO processing, vendor production, and shipping. The Committee shall publish specific calendar deadlines for each display window in advance, consistent with this minimum lead time.

G. Selection Process

Where applications exceed the City's available pole capacity, applications shall be honored in the order received, based on the date a complete application (including documentation, photograph, and payment) is received at City Hall. Incomplete applications shall not hold a place in the order until completed. The Committee may maintain a waitlist for applicants who apply after capacity is reached.

H. Display Schedule

Banners shall be displayed during two annual windows: (1) from seven (7) days before Armed Forces Day (observed the third Saturday in May) through seven (7) days after Memorial Day, and (2) from seven (7)

days before through seven (7) days after Veterans Day. Public Service shall install banners at the start of, and remove banners at the close of, each display window, and shall provide interim storage between windows.

I. Banner Display & Renewal Cycle

A banner may be displayed for up to two (2) consecutive years from its first display window before it is returned to the purchaser. A purchaser may renew a banner's display for successive periods by notifying the Committee before the applicable display window; a banner not renewed and not claimed by the purchaser within a reasonable period following its final display shall become the property of the City.

J. Liability; Waiver

As a condition of participation, each purchaser shall sign an acknowledgment that the City is not responsible for damage to, deterioration of, or loss of a banner while displayed on City poles or in City storage, including damage caused by weather, and that the City may remove a banner at any time for safety, maintenance, or right-of-way needs without liability.

K. Fees; No City Funding

The fee for each banner is set by the VSO's designated vendor and is paid by the purchaser directly to that vendor; no banner fees are collected, held, or disbursed by the City. Bracket hardware is funded by the VSO. The City's sole financial contribution to the Program is staff liaison time and City Services labor for installation, removal, and interim storage.

L. Recordkeeping

The Committee shall maintain a log of all applications, including purchaser name and contact information, honoree name, pole assignment, and amounts collected, and shall provide a receipt to each purchaser. Application materials containing personal information (including DD-214 documentation) shall be held securely by the Committee and shall not be disclosed except as required to administer the Program or by law.

M. Administration; Amendment

The City Manager, in consultation with the Committee, may issue administrative guidelines to implement the operational details of this Policy – including specific calendar deadlines, pole assignment procedures, and forms – provided such guidelines are consistent with this Policy. Amendment of Sections C (Eligibility), G (Selection Process), or J (Liability; Waiver) shall require further action by Council; the remaining Sections may be updated administratively as provided herein.

N. Program Contacts

Delaware County VSO Program Contact: Kim Gilley, Delaware County Veterans Service Office – 740-833-2051

City of Powell Staff Liaison: Jeffrey Tyler, Assistant City Manager

County-wide Program Coordination: Jon Charles Bennehoof