

April 7, 2025
Study Session
Study Session – 5:45 PM

The City of Vandalia is committed to transparency and open meetings. A live broadcast of this meeting for viewing only is available via the Zoom app.

Join Zoom Meeting

<https://us02web.zoom.us/j/85288834157>

Meeting ID: 852 8883 4157

One tap mobile: 1-305-224-1968, 85288834157#

1. Presentation
 - A. Montgomery County Solid Waste District - Ratification of the Montgomery County Solid Waste Management Plan (John Minear, Assistant Director, Solid Waste Management District & Operations)
2. Monday, April 7, 2025
 - A. Items on this evening's Council Meeting agenda (Mayor Herbst)
 - B. Resolution: Public Right of Way and City Property Mowing (Mr. Cron)
 - C. BZA 25-0003 – Variance – Six Foot Fence in Zone A – 320-326 Dellsing Drive (Mr. Cron)
3. Monday, April 21, 2025
 - A. Resolution: Part Time Pay Plan (Mrs. Hanf)
 - B. Resolution: OPWC Notice of Intent for Tionda, Mossview, Ranchview Drive Watermain Replacement Reimbursement (Mr. Borton)
 - C. Resolution: 2025 Dayton Air Show MOU – (Mr. Althouse)
 - D. Resolution: Financial Contribution to the Historical Society of Vandalia Butler – (Mr. Althouse)
 - E. Ordinance: Code Amendment – Interstate Highway and Limited Access Sign Overlay District – (Mr. Cron)

4. Discussion

- A. EV Charger Update – (Mr. Cron)
- B. Update 10 W. National Road (Mr. Cron)
- C. Concrete Repairs at Station Two – (Captain Milliken)
- D. Renaming Art Park Amphitheater – (Mr. Althouse)
- E. New Liquor Permit Request - 722 W. National Road – (Mr. Althouse)
- F. City Wide Liquor License Renewal All Class C & D (Mr. Althouse)
- G. Legislative Calendar (Mayor Herbst)

5. Executive Session

These icons illustrate which strategic goals Council Actions align to



Opportunity

Be known regionally as a top-tier suburb through top-tier City services.



Safe & Secure

Invest in traditional public safety and community outreach to meet needs.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



Vibrant

Use amenities & growth mindset to create a warm & welcome environment.



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



Trust and Confidence

Transparent government to empower stakeholder engagement.



Sharpen the Saw

Refining practices and leverage technology to improve customer service.



MONTGOMERY
C O U N T Y
ENVIRONMENTAL SERVICES

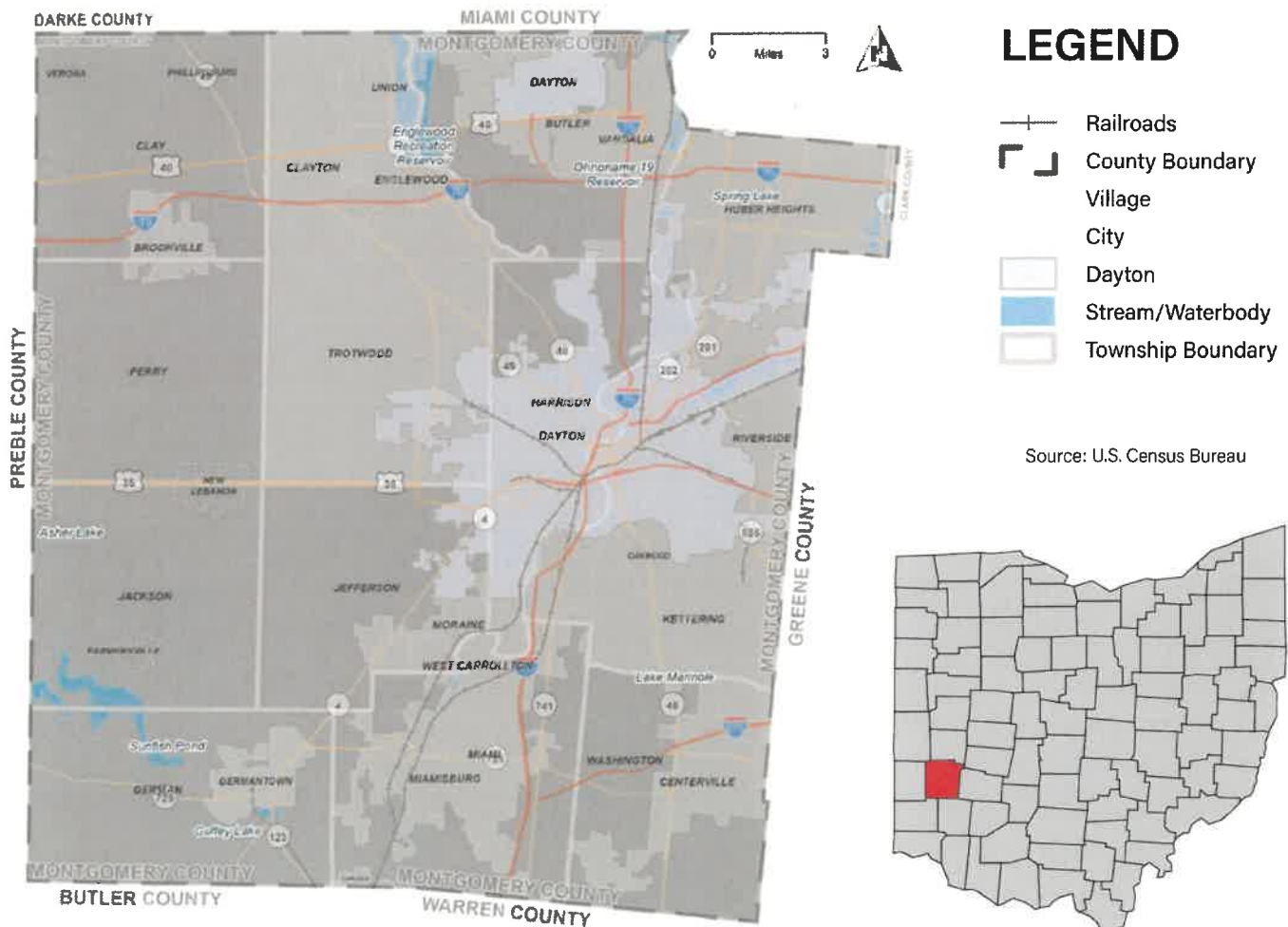
2024

Solid Waste Management Plan Update

Executive Summary

Introduction

The Montgomery County Solid Waste Management District (SWMD) is charged with responsibly handling all solid waste disposal within Montgomery County. The SWMD is governed by two bodies: a board of directors and a policy committee and was formed as a single-county district in 1988. The SWMD is dedicated to promoting recycling, waste reduction, and responsible disposal of all waste from households, retail establishments, industry, and schools. Promoting the diversion of solid waste from landfills is a major emphasis of the SWMD, and the District offers numerous recycling programs to assist this effort.



The Solid Waste Management Plan

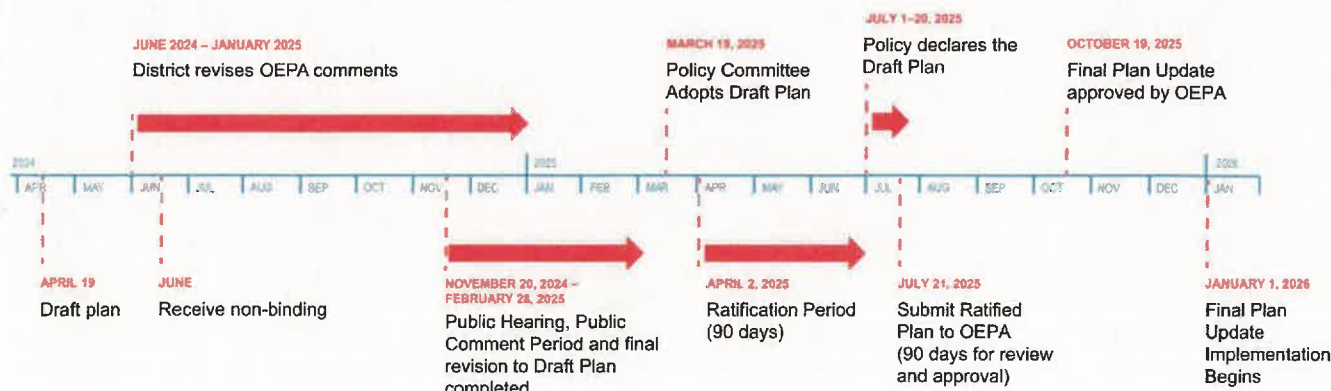
This Solid Waste Management Plan Update ("Plan") is a regulatory document overseen by the Ohio Environmental Protection Agency ("Ohio EPA") and serves as a roadmap for Montgomery County to reduce its reliance on landfills and to manage the solid waste generated in the County. The Plan is updated every five years, describes the waste reduction and diversion programming that will be undertaken during the planning period, and demonstrates that these programs are adequate to achieve the Plan's goals. To update the prior plan ratified in 2019, the SWMD performed a strategic, in-depth review of existing programs and services, recycling infrastructure, recovery efforts, and finances – as per Ohio EPA requirements

To advance the Plan document to ratification, the SWMD developed conclusions about the strengths and weaknesses of the SWMD's Plan and worked with the policy committee to demonstrate that Plan programs and services will meet the needs of the SWMD.



Ohio Revised Code (ORC) 3734.53 and Ohio Administrative Code (OAC) Rule 3745-27-90 specify the contents of a solid waste management plan. The Ohio EPA prescribes a District Solid Waste Management Plan Format that requires a series of Appendices. This format is very similar in concept to a permit application for a solid waste landfill.

Timeline



*This timeline is not final and subject to change.

Meeting State Goals

The State of Ohio's Solid Waste Plan has 10 goals. The District meets or exceed all 10 of these goals. Two of the primary goals for the SWMD are:

- GOAL 1

The SWMD shall ensure that there is adequate infrastructure to give residents and commercial businesses opportunities to recycle solid waste.

▶

Analysis shows there is 25 years of capacity at applicable landfills and sufficient disposal and processing infrastructure, more than enough to serve the SWMD's needs over the plan timeline (2026-2040).
- GOAL 2

The SWMD shall reduce and recycle at least 25 percent of the solid waste generated by the residential/commercial sector.

▶

Based on the analysis, the SWMD's recycling rate will exceed the 25 percent goal over the planning period (2026-2040).

Key Fact

Between 2017 and 2021:

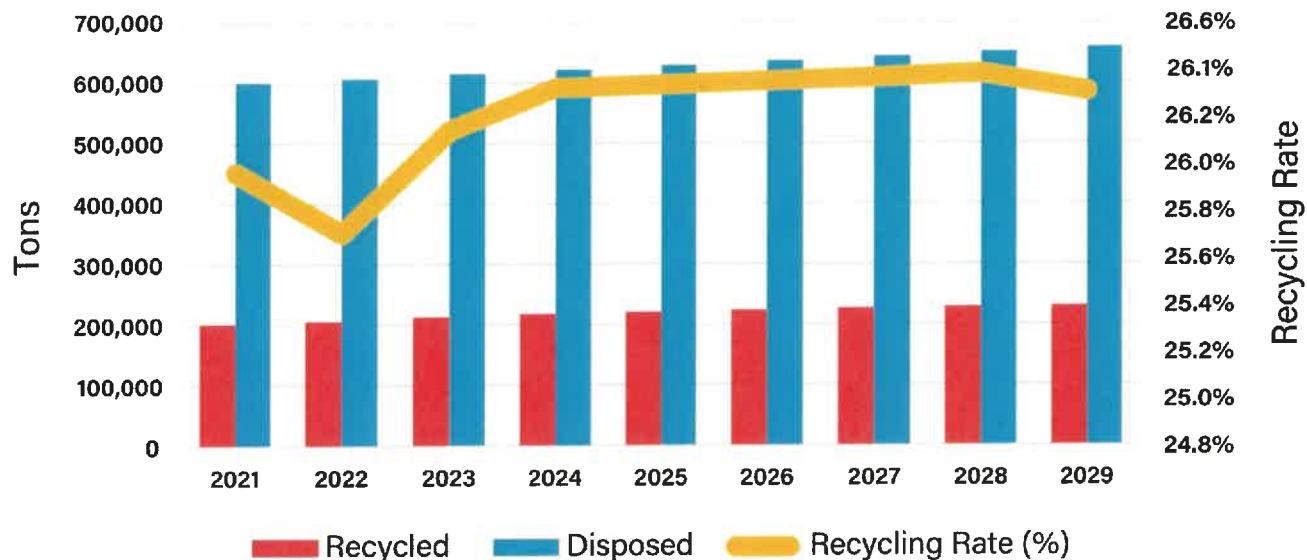
- ▶ Disposal has increased by about 55,000 tons
- ▶ Recycling has increased by about 50,000 tons

These trends are consistent with those of other urban SWMDs in Ohio.

SWMD Provides Access to Sufficient Collection, Recycling, Composting, and Disposal Capacity



2021-2029 Projected Recycling Rate



Sufficient Disposal Capacity

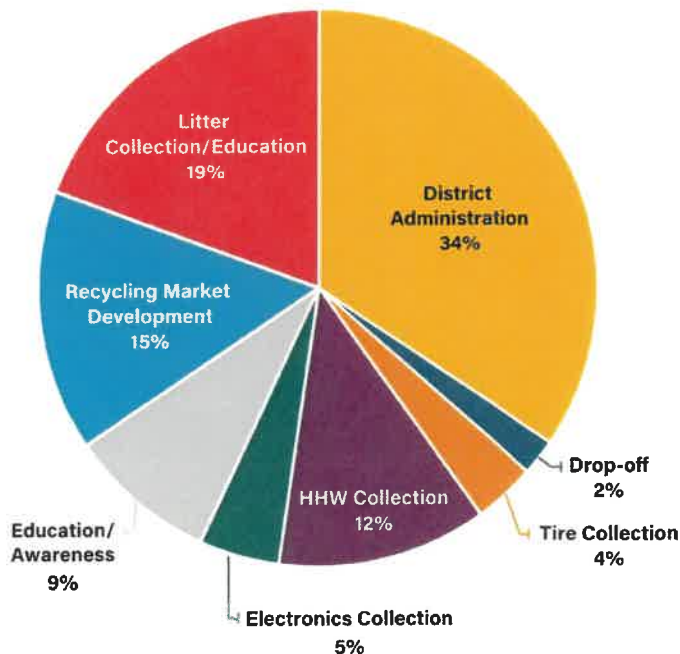
Stony Hollow Landfill (in Montgomery County) and Rumpke Sanitary Landfills (in Hamilton and Brown Counties) account for 96 percent of the waste disposed by the District. Each facility has over 25 years of useful life, providing more than enough capacity to serve the SWMD's needs over the planning period (2026-2040).

Budget

The SWMD funds programs that are consistent with the 10 allowable uses, as determined by the Ohio EPA. These programs include education, specialty waste management, administration, and others as shown in the Projected 2026 SWMD Expenses chart.

District is increasing generation fee from \$3.00/ton to \$3.65/ton in 2026 and 6% increases each year thereafter to support future programming

Projected SWMD 2026 Expenses (\$3 million)



Key Findings and Next Steps

The SWMD is presently complying with the regulations and requirements set forth by the Ohio EPA. Additionally, the District is committed to remaining in compliance with the Ohio EPA guidelines over the planning horizon. Landfills serving the SWMD have disposal capacity to serve the County's needs through 2040 and there is a robust set of infrastructure to meet SWMD's recycling needs.

To support programming that assists in the responsible management of solid waste within Montgomery County, the SWMD is planning to increase generation fees by 22 percent in 2026.

The below next steps are selected actions generated by SWMD that will be pursued during the upcoming planning period:



Curbside Collection

- ▷ Expand Recycle Right program for municipalities
- ▷ Conduct analysis to improve recycling participation and decrease contamination



Commercial Sector

- ▷ Expand business community relationships
- ▷ Use data from RFP to create school education campaign



Industrial Sector

- ▷ Develop strategy to promote Ohio EPA Material Marketplace



Residential/Commercial Waste Composition

- ▷ Explore food waste collection and processing



Grants

- ▷ Promote food waste reduction eligible for the Community Recycling Incentive Grant
- ▷ Amend required 30 percent community match
- ▷ Grant through Ohio EPA E3 Program



Financial Analysis

- ▷ Increase generation fee in 2026 to support proposed expanded programming



Education and Outreach

- ▷ Continue updates, enhancements, and expansions to current programming

Additional Information

A full version of the Montgomery County SWMD's Plan can be found at mcoho.org/214/Environmental-Services.

For more information, please visit mcoho.org/401/Solid-Waste

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

ORDINANCE 25-XX

**AN ORDINANCE APPROVING THE SOLID WASTE MANAGEMENT PLAN OF THE
MONTGOMERY COUNTY SOLID WASTE MANAGEMENT DISTRICT AND
DECLARING AN EMERGENCY**

WHEREAS, The City of Vandalia is a member of the Montgomery County Solid Waste Management District ("District"); and

WHEREAS, the District completed the draft amended Solid Waste Management Plan ("Plan") and submitted it to the Ohio Environmental Protection Agency ("OEPA") for review and comment on February 19, 2024, and the OEPA provided comments in a non-binding advisory opinion on June 3, 2024; and

WHEREAS, this Solid Waste Management District Policy Committee ("SWMDPC") has reviewed the non-binding advisory opinion received from the Ohio Environmental Protection Agency and taken into consideration these comments, incorporating some changes into the amended Plan where necessary; and

WHEREAS, the Solid Waste Management District ("District") conducted a 30-day public comment period from December 9 – January 9, 2025, and held a public hearing January 21, 2025, to provide the public an opportunity to have input in this Plan; and

WHEREAS, the District staff made recommendations to the SWMDPC to incorporate changes from the OEPA and changes read into the record at the Public Hearing and read into the record at the SWMDPC meeting held on February 5, 2025; and

WHEREAS, the Montgomery County Solid Waste Management District, by its Solid Waste Management Policy Committee, has adopted a Solid Waste Management Plan for the District incorporating the staff changes and the new solid waste management generation fee increases from \$3.00 per ton to \$3.65 beginning in January 1, 2026 and increasing 6% each year thereafter or until the next Plan Update in five (5) years; and

WHEREAS, pursuant to Ohio Revised Code Section 3734.55(B), the Board of County Commissioners and the legislative authority of each municipal corporation or township under the jurisdiction of the District, must approve or disapprove the Plan by ordinance or resolution; and

WHEREAS, the City has reviewed the Plan and considers it at a duly called meeting; and

WHEREAS, the City has deemed it to be in the City's best interest to adopt the Plan.

NOW, THEREFORE, be it ordained by the City Council of the City of Vandalia that:

Section 1. The City hereby approves the Solid Waste Management Plan of the Montgomery County Solid Management District, adopted by the Solid Waste Management Policy Committee on February 5, 2025.

Section 2. The City shall promptly deliver, or cause to deliver, a copy of this Ordinance of Approval, to the Solid Waste Management Policy Committee of the Montgomery County Solid Waste Management District.

Section 3. It is found and determined that all formal actions of the City Council concerning and relating to the adoption of this ordinance were conducted in open meetings of this Council, and that all deliberations of this Council and of any of its committees resulting in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of the City's public health, safety, and welfare for the reason that solid waste management is a primary concern and the activities of the Montgomery County Solid Waste Management District need to proceed without delay; therefore, this Ordinance shall be effective immediately upon its passage.

Passed this ____ day of April, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt Althouse, Interim Clerk of Council



To: Kurt Althouse
From: Rob Cron
Date: March 26, 2025
Subject: Right of Way and City Property Mowing

Back in March of 2024 we awarded the bid for our Right of Way and City owned property mowing contract to Property Worx. This was a two-year contract award. On March 14th they notified us that they were going to be closing their Dayton area operations and would not be able to fulfill the second year (2025) of the contract. (See attached letter) They have reached out to another company, Schill Grounds Management, to see if they would be interested in taking over the remainder of their contract. The existing contract (attached) does allow for the reassignment of the contract if the City agrees per Section 6.

Schill Grounds Management was the second low bidder back in 2024 (bid tab is attached) and they have agreed to take over the contract at the current prices awarded to Property Worx. Due to the timing of this notification and the need for mowing before another project could be bid out, I recommend that we allow Property Worx to assign the remainder of the contract to Schill Ground Management. Staff have already met with representatives from Schill Grounds Management to go over the project and our expectations of them.

We do have a resolution prepared for consideration on the April 7th Council Meeting Agenda.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
RESOLUTION 25-R-21

A RESOLUTION APPROVING THE ASSIGNMENT OF RESPONSIBILITIES UNDER THE 2024 CONTRACT FOR MOWING & GENERAL MAINTENANCE FOR CALENDAR YEARS 2024-2025, REQUESTED BY DEVELOPMENT AND ENGINEERING SERVICES, TO SCHILL GROUNDS MAINTENANCE, UNDER THE EXISTING TERMS AND AT THE EXISTING RATES AND AMOUNTS.

WHEREAS, On March 4th, 2024, Council approved Resolution 24-R-12, authorizing the City Manager to sign a contract with Property Worx, LLC, for mowing and general maintenance of certain areas of right-of-way and other public properties, and

WHEREAS, Among other terms, Section 6 of the contract permits Property Worx, LLC, to assign its responsibilities under the contract to another company or contractor only with written permission from the City, and

WHEREAS, Property Worx, LLC, has requested permission to assign its responsibilities under the contract to Schill Grounds Maintenance for the 2025 mowing season, and

WHEREAS, Schill Grounds Maintenance has agreed to accept the assignment of responsibilities under the contract, and shall abide by the terms and conditions of that contract, including but not limited to rates and amounts, and,

WHEREAS, Staff has recommended the approval of the assignment of the contract to Schill Grounds Maintenance in order to ensure a timely handover and to minimize any disruption to the 2025 mowing schedule,

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Pursuant to Section 6 of the 2024 Contract for Mowing & General Maintenance for Calendar Years 2024-2025, attached hereto and incorporated herein as Exhibit A, the assignment of all contractual responsibilities to Schill Grounds Maintenance is hereby approved.

Section 2. Council authorizes the City Manager, or his designee, to take such steps as may be necessary to execute the assignment of contractual responsibilities to Schill Grounds Management in accordance with the 2024 Mowing & General Maintenance specification and maps.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This resolution shall become effective immediately upon its passage.

Passed this 7th day of April 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse Interim Clerk of Council



CITY OF VANDALIA
2024 Mowing and General Maintenance
Bid Tabulation Sheet
February 7, 2024
11:00 a.m.

Company	Addendum 1	Parks & Rec Parcels	Right-of-Way Areas	Total Bid
Liapis Landscape and Design 3159 Encrete Ln Moraine OH 45439	☐			no bid
Groundskeeper Landscape Group 2332 Stanley Ave Dayton OH 45404	☒	\$ 17,392.00	\$ 83,414.00	\$ 100,806.00
Lawnworks 6670 S Peters Road Tipp City OH 45371	☒	\$ 18,798.00		no ROW Areas bid
Trojan Lawn Care 481 S Forest Hill Rd Troy OH 45373	☐			no bid
Professional Property Maintenance 3545 S Dayton Lakeview Rd New Carlisle OH 45344	☒	\$ 18,060.00	\$ 72,885.00	\$ 90,945.00
Schill Grounds Management 424 East US Highway 22 & 3 Maineville OH 45039	☒	\$ 18,673.00	\$ 58,114.00	\$ 76,787.00
Groundspro 9405 Futura Pkwy Tipp City OH 45371	☐			Did not use revised bid sheet
Property Worx, LLC 4495 Marysville Rd Delaware OH 43015	☒	\$ 14,762.00	\$60,902.00	\$ 75,664.00



4495 Marysville Rd
Delaware, OH 43015
740.417.4826
www.propertyworxohio.com
info@propertyworxohio.com

To whom it may concern with the City of Vandalia,

I am writing this letter to officially request that our current contract for 2025 grounds maintenance/mowing be reassigned to Schill Grounds Management. Property Worx is formally exiting the Dayton market and Schill has agreed to assume all of Property Worx's current contracts. Property Worx was planning on and is still has the ability to fulfil this contract in house as previously done, but feels that Schill will be able to provide a better level of service due to their current presence in the Dayton area.

Schill has not only agreed to assume the current contract, including set expectations, service requirements, service agreements, while providing the same if not better quality, but will also be honoring the current contract price.

I and everyone at Property Worx would like to make this transition as smooth as possible for you. We are dedicated to ensuring that you have a pleasant experience through this transition and are planning on being involved with setting up introductions as well as working with Schill to ensure they have a full understanding of the contract and can resume service for you without any delay or frustration on your end.

I am requesting that this contract be reassigned as soon as possible so that Schill can begin mowing services for the season as soon as you are ready for them to do so. I am available and eager to work with you as quickly as possible to make this happen.

Please let me know if this is an acceptable plan to you and what our next steps are to make this work. We have enjoyed working with you and greatly appreciate your understanding as we navigate through this transition.

Thank you,

Kody Kavanagh
CFO/Managing Member



Schill Grounds Management
424 East U.S. Highway 22 & 3
Maineville, OH 45039
www.schilllandscaping.com

April 2, 2025

Mike Hammes
City Planner
City of Vandalia, Ohio
333 James E. Bohanan Dr.
Vandalia, Ohio 45377

Subject: Assumption of Mowing Contract by Schill Grounds Management

Dear Mr. Hammes,

We are writing to formally notify you that Schill Grounds Management has agreed to assume the mowing contract originally awarded to Property Worx for the City of Vandalia. Due to unforeseen circumstances, Property Worx is unable to execute the work and has requested that we take over the contract and perform the required services for the 2025.

Schill has agreed to complete the work at the originally awarded bid amount, ensuring a seamless transition and continuity of service.

We are confident in our ability to perform to the highest standards and meet the City's expectations for quality and reliability and we look forward to providing excellent service to the City of Vandalia.

A handwritten signature in black ink, appearing to read "Stacy Hanna", is written in a cursive style.

Stacy Hanna
Business Development Manager
Schill Grounds Management
Mobile 513-815-1659
stacyhanna@schilllandscaping.com



FENCE PERMIT

City of Vandalia, Ohio

O.U.P.S.

Ohio Utilities Protection Services

Call at least 48 hours before you dig!

1-800-362-2764

PER CODE SECTION 1224.01

* If 50% or more of a non-conforming fence is removed or replaced, the entire portion of a fence that is nonconforming shall either be completely removed or replaced with fencing that complies with Code.

* Where a new fence is erected adjacent to an existing fence, on the same lot, the existing fence shall be removed if the new fence is intended to serve the same purpose as the existing fence.

* Welded wire and chain link style fencing shall all be required to be vinyl coated.

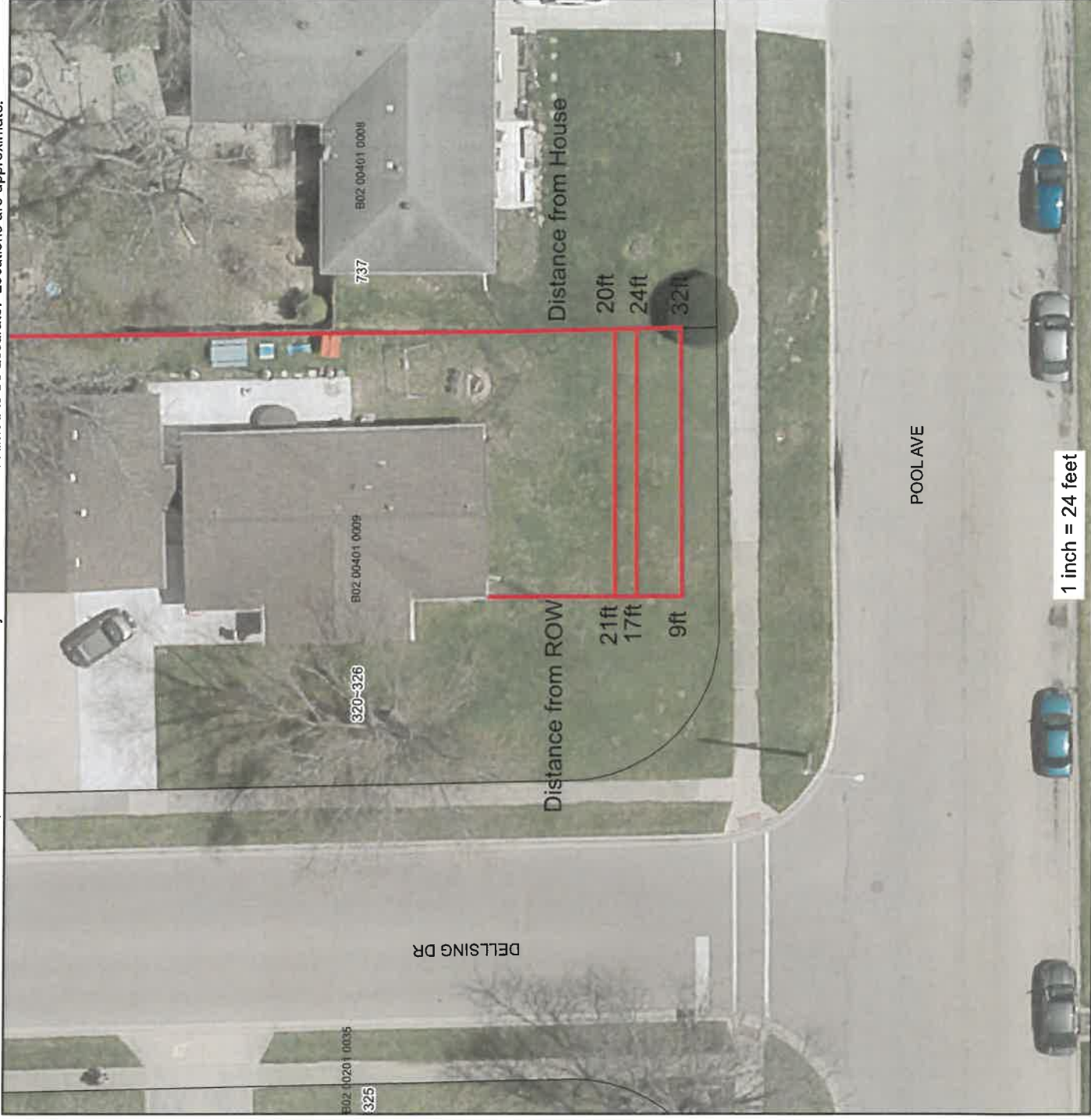
* All supporting posts must be located on the side facing the interior of the property upon which the fence or wall is located.

Legend

----- Easements

□ Vandalia Parcels

Data Disclaimer: This map is meant for reference only and should not be assumed to be accurate. Locations are approximate.



While the city allows for the construction of fencing within a utility easement, it is the property owner's responsibility to repair or replace any fencing removed or damaged during utilities installation and maintenance operations conducted within the easement.



To: Kurt Althouse, Interim City Manager
CC: Leann Hanf, Human Resources Manager
From: Steve Clark, Parks & Recreation Director
Subject: 2025 Personnel Request
Date: March 24, 2025

This memo is to serve as an official request and recommendation to add the position of Assistant Golf Pro to the 2025 Part-Time Pay Plan.

Background

- The Assistant Golf Pro position was established in 2017 when Ben Lickliter was hired as the Managing Golf Professional at Cassel Hills. Prior to 2017, the management of golf course operations was contracted with John Marchi, Inc.
- The part-time Assistant Golf Pro position was placed on the Part-Time Pay Plan table in 2018 and remained on the table through 2023. The position has not been on the approved pay plan table for years 2024 and 2025 for unknown reasons, although the position has been in the budget each year since 2018.
- Mark Vechazone served in the role of Assistant Golf Pro from April 2018 until December 2020.
- Since the departure of Mark Vechazone in 2020 the position has been vacant despite our efforts to fill the position. The biggest challenge has been finding a golf professional willing to work in a part-time capacity.

Position & Current Pay Group Recommendation

- The Assistant Golf Pro will be responsible for golf instruction, a junior golf program, golf leagues and events, and joint youth golf programs and activities with the Recreation Center. They will also fill in for the Managing Golf Professional during any absence.
- The 2025 budget includes the Assistant Golf Pro position at a rate of \$18.63 for a total yearly budget amount of \$28,503.

- The 2025 Part-Time Pay Plan Table does not include the position; therefore, I am recommending adding the position to the pay plan through a formal resolution pay plan amendment with City Council.
- We have a current part-time employee who meets the qualifications for the position that would be able to assume the role once formally approved.

I would like to thank you for your time and consideration concerning my request and recommendation to add the position of Assistant Golf Pro to the 2025 Part-Time Pay Plan. Please let me know if you have any questions concerning this recommendation.



To: Kurt Althouse, Interim City Manager
CC: Leann Hanf, Human Resources Manager
From: Steve Clark, Parks & Recreation Director
Subject: 2025 Personnel Request
Date: March 24, 2025

This memo is to serve as an official request and recommendation to add the position of Marketing Coordinator for the Parks and Recreation Department to the 2025 Part-Time Pay Plan.

Background

- Marketing of Parks and Recreation Department programs, activities, events, and general department information has been a task split between the City Communication Manager and Department personnel (Recreation Coordinators, Facility Manager, Recreation Superintendent).
- The current format creates issues with consistency of the messages and city brand guidelines.
- We currently have over 10,000 Facebook followers and over 1,000 Instagram followers.

Justification

1. Increased Community Awareness and Engagement

The Vandalia Parks and Recreation Department offers a variety of programs, classes, and events that enrich the lives of residents. However, without proper marketing, many community members may remain unaware of these opportunities. A dedicated marketing professional would:

- Develop and implement strategic communication plans to increase public awareness.
- Utilize digital and traditional marketing channels to reach a diverse audience.
- Engage with residents through social media, Constant Contact, and targeted advertising to ensure programs reach the right demographics.

2. Maximizing Participation in Programs and Events

Low participation rates in programs and events often stem from insufficient promotion

rather than lack of interest. A marketing professional can:

- Conduct targeted outreach campaigns to encourage participation across all age groups.
- Use data-driven strategies to analyze community interests and adjust promotional efforts accordingly.
- Develop compelling content (videos, graphics, testimonials) to showcase the benefits of classes and events, driving more engagement.

3. Enhancing Revenue Generation

Vandalia's Parks and Recreation programs rely on participation fees, sponsorships, and donations. Without effective marketing, these revenue streams may suffer. A marketing professional can:

- Promote sponsorship and partnership proposals to attract local businesses and organizations.
- Increase program enrollment through persuasive messaging and outreach.

4. Strengthening Community Identity and Public Perception

Vandalia's Parks and Recreation Department enhances the city's brand as a vibrant, active community. A marketing professional can:

- Showcase the department's role in improving quality of life.
- Foster a sense of community pride through storytelling and community engagement campaigns.
- Promote sustainability initiatives, volunteer opportunities, and public health benefits tied to recreational programs.

5. Leveraging Digital and Social Media Platforms

In today's digital age, an online presence is critical. A dedicated marketing position ensures:

- Consistent and engaging content across social media platforms.
- Responsive communication with residents through comments, messages, and feedback.
- Regular updates on program changes, event reminders, and seasonal activities.

6. Improved Coordination and Consistency

Without a centralized marketing role, promotional efforts may be inconsistent, outdated, or fragmented amongst the department. A marketing professional can:

- Create a cohesive marketing strategy that aligns with the city's overall goals.
- Standardize branding, messaging, and promotional materials for all parks and recreation programs.

- Coordinate with media outlets, local influencers, and community organizations to amplify reach.

7. Utilizing Data and Analytics for Better Decision-Making

A marketing professional can implement tools to track engagement, measure success, and refine strategies, including:

- Website analytics to determine which programs attract the most interest.
- Social media insights to adjust content strategies.
- Surveys and community feedback collection to align offerings with public demand.

8. Expanding Accessibility and Inclusion

A marketing specialist can ensure that programs reach all segments of the population, including:

- Seniors, youth, and individuals with disabilities who may require targeted outreach.
- Non-English-speaking residents through multilingual materials and campaigns.
- Low-income communities through awareness campaigns about Youth Scholarship Fund.

Position & Current Pay Group Recommendation

- **Marketing Position Pay**
 - \$17.00 per hour x 20 hours a week x 52 weeks = \$17,680 yearly wage
- **How to Pay for the Position**
 - Eliminate the current Clerk/Typist position - \$6,944
 - Reduce the Recreation Rental Coordinator position 520 hours - \$8,606
 - Reduce the Special Events Coordinator position a total of 175.5 hours - \$2,130
 - Total reductions = \$17,680
- **Recap to fund Marketing Position**
 - Using all Clerk/Typist budget hours
 - Using 520 hours from Recreation Rental Coordinator
 - Using 175.5 Special Events Coordinator Hours

The 2025 Part-Time Pay Plan Table does not include the position; therefore, I am recommending adding the position to the pay plan through a formal resolution to amend the 2025 pay plan with City Council.

Job Description

Job Title- Marketing Coordinator

Location: City of Vandalia Parks and Recreation Department

Position Type: Part-Time

Wages for 2026: Same grouping with Group Fitness Instructor, 28 hours per week

Reports To: Recreation Facility Manager

Position Overview:

The City of Vandalia Parks and Recreation Department is seeking a creative, organized, and passionate Part-Time Marketing Coordinator to support the department's marketing initiatives and community engagement efforts. This role will help promote the department's programs, events, and facilities through various marketing channels, enhancing public awareness and encouraging community participation.

The ideal candidate will have a strong background in marketing, social media, and content creation, as well as an interest in community-focused initiatives. This position offers flexible hours and the opportunity to contribute to the growth and success of local parks and recreational programs.

Key Responsibilities:

Social Media Management: Assist in creating, scheduling, and posting engaging content across the department's social media platforms (Facebook, Instagram, X, etc.), ensuring consistency with branding and messaging.

Content Creation: Write and edit content for promotional materials, newsletters, flyers, press releases, and digital platforms. Capture photos and videos of programs, events, and parks to be used in marketing campaigns.

Event Promotion: Support the promotion of recreational programs, events, and seasonal activities through email campaigns, digital advertisements, and printed materials.

Community Engagement: Monitor and respond to social media inquiries and feedback in a timely and positive manner. Engage with local community groups and organizations to promote partnerships.

Marketing Campaigns: Assist in planning and executing marketing campaigns to increase participation in programs and events, leveraging traditional and digital media.

Website Updates: Help maintain and update content on the department's website, ensuring accurate and up-to-date information on events, programs, and park amenities.

Reporting & Analytics: Track the effectiveness of marketing campaigns and provide regular reports on social media metrics, website traffic, and engagement levels.

Collaboration: Work closely with the Recreation Facility Manager, as well as other department staff, to ensure a cohesive approach to marketing and community outreach.

Qualifications:

Education: Currently pursuing or completing a degree in Marketing, Communications, Public Relations, or a related field.

Experience: 1-2 years of experience in marketing, communications, or social media management, preferably in a community or public sector setting.

Skills & Abilities:

Strong writing, editing, and communication skills.

Proficiency in social media platforms (Facebook, Instagram, X, etc.)

Basic knowledge of graphic design tools (e.g., Canva, Adobe Creative Suite) is a plus.

Ability to work independently, manage multiple tasks, and meet deadlines.

Creativity and enthusiasm for promoting recreational programs and community engagement.

Personal Characteristics:

Self-motivated, detail-oriented, and proactive.

Positive attitude and strong customer service skills.

Passion for parks, recreation, and community wellness.

Work Schedule:

This is a part-time position, with an expected commitment of 28 hours per week. The schedule may vary, including some evening and weekend hours to support events and promotions. This position is also hybrid, and work can be completed from home.

I would like to thank you for your time and consideration concerning my request and recommendation to add the position of Assistant Golf Pro to the 2025 Part-Time Pay Plan.

Please let me know if you have any questions concerning this recommendation.



To: Kurt Althouse, Interim City Manager
From: Ben Borton, Director of Public Service
Date: March 31, 2025
Subject: Notice of Intent for Reimbursement from OPWC for Tionda, Mossview, Ranchview Dr Watermain Replacement project

As the Tionda, Mossview, Ranchview Drive Watermain Replacement project approaches the start of construction, we will be requesting reimbursements from the Ohio Public Works Commission (OPWC) for completed and paid work. We have been awarded \$900,000.00 in funding for this project, with \$450,000 as a grant and \$450,000 as a zero percent (0%) five-year loan. Prior to our first reimbursement request, OPWC requires a Resolution of Intent when a loan is involved, confirming that our disbursement will be placed in the appropriate fund to ensure repayment of the loan, as outlined in our application.

Once this resolution is approved and submitted to OPWC, we will be able to request and receive disbursements for the project. We have passed similar resolutions in the past for OPWC loan-funded projects, with the most recent being for the Gabriel Street Reconstruction (22-R-77).



Infrastructure
Protect infrastructure by investing in roads, utilities & parks.



Fiscal Sustainability
Seize quality-of-life opportunities while maintaining fiscal practices.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-##

A RESOLUTION DECLARING THE OFFICIAL INTENT AND REASONABLE EXPECTATION OF THE CITY OF VANDALIA ON BEHALF OF THE STATE OF OHIO (THE BORROWER) TO REIMBURSE ITS WATER FUND FOR THE CD15AB / CD16AB, TIONDA, RANCHVIEW & MOSSVIEW DRIVE WATERMAIN REPLACEMENT WITH THE PROCEEDS OF TAX EXEMPT DEBT OF THE STATE OF OHIO

WHEREAS, In order to obtain the disbursement from Ohio Public Works Commission for the City's Tionda, Mossview, Ranchview Drive Watermain Replacement project, the State of Ohio is requiring a formal resolution of intent;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. The City of Vandalia reasonably expects to receive a reimbursement for the Project named Tionda, Ranchview & Mossview Drive Watermain Replacement as set forth in Appendix A of the Project Agreement with the proceeds of bonds to be issued by the State of Ohio.

Section 2. The maximum aggregate principal amount of bonds, other than for costs of issuance, expected to be issued by the State of Ohio for reimbursement to the City is \$900,000.00.

Section 3. The Clerk of Council or his/her designee is hereby directed to file a copy of this Resolution with the City of Vandalia for the inspection and examination of all persons interested therein and to deliver a copy of this Resolution to the Ohio Public Works Commission.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This resolution shall become effective immediately upon its passage.

Passed this 21st day of April 2025.

APPROVED:

Richard Herbst, Mayor

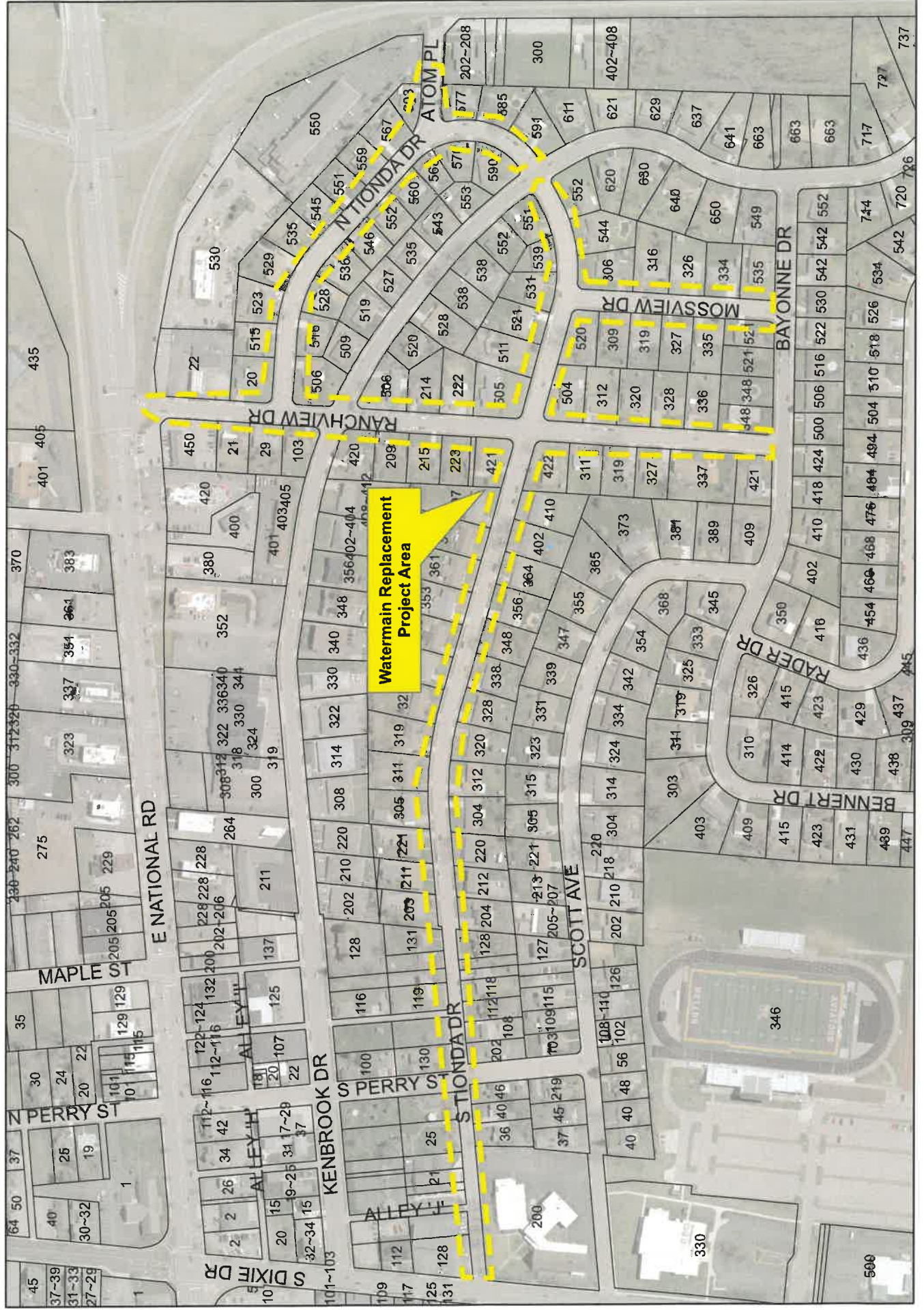
ATTEST:

Kurt E. Althouse, Interim Clerk of Council



Tionda, Mossview & Ranchview Drive Watermain Replacement

0 100 200 Feet



Memorandum

To: Kurt E. Althouse, Interim City Manager
From: Angela Swartz
Date: March 12, 2025
Re: **2025 Air Show Chalet Agreement**

The City Manager's office received a letter from Kevin L. Franklin, the Executive Director of the United States Air and Trade Show, requesting acknowledgement of an agreement.

Annually, the City enters into a Letter of Understanding with the US Air and Trade Show. Per the terms of the Letter, the City agrees to provide Police and City services in direct support of the 2025 CenterPoint Energy Dayton Air Show being held this year on June 21 & June 22. The City will be reimbursed should such services exceed \$21,900.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
RESOLUTION 25-R-XX

A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A LETTER OF UNDERSTANDING WITH THE UNITED STATES AIR AND TRADE SHOW

WHEREAS, annually, the City enters into an agreement with the United States Air and Trade Show for the Air Show; and

WHEREAS, City Council finds that participation in the air show is in the best interest of the City and constitutes a valid public purpose.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Council authorizes the Interim City Manager, or his designee, to enter into a Letter of Understanding between the City of Vandalia and the United States Air and Trade Show for the 2025 Air Show substantially upon the terms and conditions set forth in the attached Letter of Understanding.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This resolution shall become effective immediately upon its passage.

Passed this 21st day of April, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Interim Clerk of Council



March 10, 2025

Mr. Kurt Althouse
City Manager
City of Vandalia
333 James E. Bohanan Drive
Vandalia, Ohio 45377

Dear Mr. Althouse:

Please consider this letter our understanding of the relationship between The City of Vandalia (hereinafter referred to as Vandalia) and the United States Air and Trade Show, Inc. an Ohio Not-For-Profit Corporation (hereinafter referred to as USATS).

Whereas, USATS has the right to organize and promote the Dayton Air Show (hereinafter referred to as DAS) to be held at Dayton International Airport on June 21st and 22nd, 2025.

Whereas, Vandalia has determined to provide support to USATS in exchange for certain rights to be provided by USATS;

The following shall constitute our agreement:

VANDALIA AGREES TO PROVIDE USATS:

1. Up to Twenty-one thousand nine hundred dollars (\$21,900) in police and city services in direct support of the 2025 DAS.
2. It is understood that should the police and city services provided exceed Twenty-one thousand nine hundred dollars (\$21,900), USATS shall provide cash or credit toward additional services. Vandalia shall decide whether to accept cash or credit.

IN FULL CONSIDERATION THEREOF, USATS AGREES TO PROVIDE VANDALIA:

1. USATS agrees to provide a DAS Flight Line Chalet set-up for June 21st and 22nd, 2025 that includes:
 - A 60' x 100' private location surrounded by picket fence.
 - A 20' x 40' fully air-conditioned tent equipped with running water and private restrooms.
 - Three (3) 8' serving tables.
 - Six (6) round tables.
 - Six (6) Umbrella tables.
 - Chairs to accommodate two hundred (200) people each day.
 - One standard identification sign.
 - Daily cleaning and security service.
 - Free guest shuttle to Chalet area.
 - 120-volt, 20-amp electrical service.
 - Chalet Host provided to implement guest check-in services.
 - Right to display, within the 60' x 100' area, at Chalet Holders expense, flags, signs and other decorations (subject to prior approval by USATS). USATS assumes no responsibility for theft or damage to flags, signs, banners or personal belongings of the Chalet Holder.
 - Ten (10) working staff credentials for each day.
 - Four (4) Field vehicle access passes each day.
 - Two hundred (200) Chalet tickets per day - (200 per day or 400 total) at a value of \$35 per ticket. Additional Chalet tickets can be purchased at the rate of \$35.00 each.

The total value of the chalet is \$19,000. (\$4,000 setup and \$14,000 chalet tickets).

2. USATS shall provide catering services to Vandalia up to a total amount of Twelve Thousand Dollars (\$12,000.00 or \$30.00 per person). Catering costs in excess of this amount shall be the responsibility of Vandalia.
3. All alcoholic beverages must be purchased from the caterer. The State of Ohio Liquor Law states that no carry-on of hard liquor, beer or wine is allowed.
4. Helium balloons are prohibited in the Chalet or anywhere on the Air Show premises.
5. Catering services are available to Vandalia exclusively from the designated caterer. (No food or beverage is permitted in the Chalet unless the designated caterer provides it).
6. All catering needs shall be arranged directly between Vandalia and the designated caterer.
7. USATS shall assign Chalet locations.
8. The Chalets are opened to guests at 9:00AM each Air Show day. Working staff credentials allow Vandalia to prepare the Chalet for guests before 8:00AM.
9. USATS shall provide thirty-two (32) "P" lot parking passes (16 for each day).
10. USATS shall provide two (2) Field Vehicle Access Passes and Two (2) Chalet Vehicle Parking Passes.

Vandalia
March 10, 2025
Page Four

FORCE MAJURE

USATS shall not be required to perform any term, condition or covenant in this agreement so long as such performance is reasonably demonstrated to have been delayed or prevented by acts of God, strikes, blackouts, material, fuel or labor restrictions, government regulation or orders, civil rights, floods, failure of USATS to reach agreement with City of Dayton for use of Dayton International Airport, cancellation or delay of aircraft and any other cause not reasonably in control of the parties hereto are unable, wholly or in part, to prevent or overcome, except as otherwise provided herein.

TERM

The term of our agreement shall commence on the date this letter is signed and shall end on July 31, 2025.

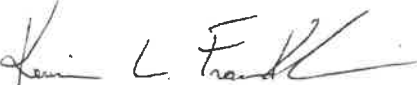
ENTIRE UNDERSTANDING

This agreement contains the entire understanding by and between the parties hereto.

Please acknowledge your consent of this understanding by signing a copy of this letter and returning it to USATS.

Sincerely,
United States Air and Trade Show

Read and Approved by:

By: 
Kevin L. Franklin
Executive Director

By: _____
Kurt Althouse
City Manager

Memorandum

To: Kurt E. Althouse, Interim City Manager

From: Angela Swartz

Date: March 13, 2025

Re: Financial Contributions to The Historical Society of Vandalia Butler

The City Manager's office received a letter from Al Tuttle, the President of The Historical Society of Vandalia Butler, requesting monetary support for 2025.

There is \$15,000 appropriated in Council's 2025 budget for an annual donation to The Historical Society of Vandalia-Butler for maintenance projects and to include the cost of an annual Business/Organization membership. It is necessary for Council to take formal action to authorize said donation.

I am recommending the passage of a resolution that would authorize the donation.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
RESOLUTION 25-R-XX

**A RESOLUTION APPROVING A FINANCIAL CONTRIBUTION TO THE HISTORICAL
SOCIETY OF VANDALIA BUTLER**

WHEREAS, the City of Vandalia has authority to exercise all powers of local self government, including powers expressed or implied in the Charter of the City of Vandalia and may exercise all other powers which are possible under the constitution and laws of the State of Ohio; and

WHEREAS, pursuant to Section 10.13 of the City Charter, the City Council has the exclusive authority to determine the management and deposit of all municipal funds except those funds that are preempted by general law; and

WHEREAS, the Historical Society of Vandalia Butler, is a private charitable non-profit corporation organized to provide local history archive to the community, to perpetuate the history of the Vandalia Butler community and to educate people about the importance of this history within the City of Vandalia; and

WHEREAS, the City has sufficient revenue that is not generated from taxes from which it can contribute to the Historical Society of Vandalia Butler; and

WHEREAS, along with this contribution, the Historical Society of Vandalia-Butler will provide the City with an annual membership in the organization; and

WHEREAS, the City Council believes it is a valid public purpose, and in the best interest of the City of Vandalia to make a contribution to the Historical Society of Vandalia Butler using non-tax revenue funds to further its historical value to the community.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Council hereby approves and authorizes a contribution to the Historical Society of Vandalia Butler in the amount of \$15,000 for year 2025 for any and all maintenance related projects and directs the City Manager or his designee to confirm the funds are budgeted and used by the Historical Society for such purposes.

Section 2. Council determines and finds that the contribution to the Historical Society of Vandalia Butler as authorized by this resolution is a public purpose as such contribution will assist with the maintenance and retention to preserve the history of our community.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This resolution shall become effective immediately upon its passage.

Passed this 21st day of April 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Interim Clerk of Council



The Historical Society of Vandalia Butler

Founded January 24, 1977

Vandalia City Manager
City Manager's Office
333 James E. Bohanan Memorial Drive
Vandalia, OH 45377

March 12, 2025

Dear Interim City Manager Kurt Althouse and City Council Members,

The Historical Society of Vandalia Butler is going strong with a full complement of open houses and other activities. We had visitors at all of our open houses, and were especially encouraged to have more families visit the Society. When I took over as president, I made the statement that the Historical Society of Vandalia Butler was one of Vandalia's best kept secrets. We continue working on publicity which we have accomplished with better signage and Facebook postings. We keep adding more content to our user-friendly website (hsvb.online) and Facebook page which make it easier for people wanting to get more information about what we offer.

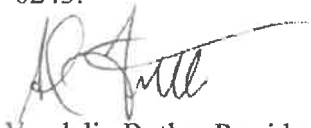
On behalf of our Board and general membership, I thank our Interim City Manager, City Council and Mayor for their continued support of The Historical Society of Vandalia Butler. Once our IRS 990 and Annual Report are completed for 2024, we will submit copies to the city.

We have added more capabilities to better preserve our collections and better utilize our Collections Management Resource Center. We have repaired and painted the last of the buildings and built a walkway from the driveway to the entrance of the Spring House which makes access safer and easier. All of our buildings are now open to the public during our Open Houses.

We were back in the Air Show Parade last year.

The city monetary support is very important for us and if this support is continued for 2025, the contribution, payable to The Historical Society of Vandalia Butler, can be sent to our treasurer, The Historical Society of Vandalia Butler, c/o Keyona Koebel, PO Box 243, Vandalia, OH 45377-0243.

Respectfully submitted,
Al Tuttle


The Historical Society of Vandalia Butler, President
PO Box 243, Vandalia, Ohio 45377-0243
Phone: 937-776-9829, or email: altuttle@prodigy.net

STAFF MEMORANDUM

TO: Kurt Althouse, Interim City Manager
FROM: Michael Hammes, AICP, City Planner
DATE: March 18th, 2025
SUBJECT: PC 25-0004 – Code Amendment – Interstate Sign Overlay District

General Information

Applicant: City of Vandalia

Proposed Amendment(s): Divide the Overlay into Three Subareas
Amend Sign Standards relating to Pole Signs (i.e. Billboards)
Amend Temporary Sign Standards
Clarify Language

Chapters to be Amended: 1236.13(d) – Sign Standards for the Interstate and Limited-Access Highway Sign Overlay District

Previous Cases: January 2019 Major Zoning Code Update

Exhibits:
1 - Staff Memorandum
2 - Exhibit A – Detailed Code Amendments
3 - Maps of the Interstate Sign Overlay District

Introduction

The City of Vandalia leases two properties along Airport Access Road to Outfront Media. These properties, both located in the Interstate and Limited-Access Highway Sign Overlay District, each have a double-sided billboard. Both billboards are nonconforming pole signs, meaning that any upgrade or replacement would require them to be brought into compliance with the zoning code.

Outfront Media has requested permission to upgrade their billboards to a more modern digital format. The proposed digital signs would be 672 square feet in size, significantly larger than the 200 square foot maximum sign area and 70 square foot maximum electronic sign area.

At the March 3rd Study Session, Council discussed options for permitting billboards of this type along Airport Access. Several options were considered, including variances and updates to the zoning code. Following this discussion, Council directed staff to prepare a code amendment.

Background

The Interstate and Limited-Access Highway Sign Overlay provides additional standards for signs found along various highways within the City. The boundaries of the overlay include a 400' area surrounding Interstates 70 and 75 and the Airport Access Road.

Generally, the overlay allows for larger and taller freestanding signs than those permitted by the underlying zoning districts. The overlay permits both monument and pole signs, but does not specifically allow billboards.¹

Despite this, there are six billboards along Airport Access Road. These signs predate the overlay, and are all nonconforming. Due to their age and design, we anticipate that most of the operators of these billboards will want to repair, replace, and/or upgrade these signs within the next few years.

A code amendment is required to allow existing billboards along Airport Access Road to be upgraded. By amending the overlay, rather than the sign code, we are able to restrict billboards to areas around major highways without impacting parcels outside the overlay.

Detailed Amendments

Section 1236.13(d) lists the specific requirements of the Interstate Sign Overlay. All proposed amendments will make changes to this section of the code.

Applicability

Subsection (d)(1) describes the areas included in the overlay. In order to apply different standards to different areas, to clarify which standards apply to which areas, and to generally simplify the description of the overlay, staff proposes dividing the overlay into three distinct subareas.

Note that this amendment doesn't actually change those areas, and no land that wasn't already in the overlay is being added to the overlay.

The new areas would be designated as follows:

- Area A – East and West Sides of Airport Access
- Area B – East side of I-75, South of I-70
- Area C – East and West Sides of I-75, North of I-70

¹ The Zoning Code governs freestanding signs by their structure (monument, pole, etc.) rather than their content or their size. Thus, billboards are considered pole signs. The standard size for a billboard is 14' by 48', or 672 square feet.

Applicability (cont'd)

Area A surrounds the Airport Access Road. The language proposed clarifies that the parcels along National Road are *not* in the Interstate Sign Overlay. This prevents a conflict between standards in two different overlays. In practice, the stricter overlay controls – and that would be the National Road overlay in this case. Removing the conflict closes any potential for loopholes or other unforeseen consequences.

Area B would be anything south of I-70 on the East side of I-75. The overlay does not include the West side of I-75, because that land is either a) not in Vandalia, or b) already in the (stricter) Miller-Benchwood Overlay. Again, there is no need for two overlays where one would simply override the other.

Area C would be anything north of I-70 along I-75. This area includes some legacy NB properties (such as Vandalia Rental) and the DB properties of McDonald's and Super 8.

The existing language identifies parcels by what they were zoned at the time the Zoning Code was adopted. The Law Director correctly notes that this is potentially quite confusing and may lead to problems in interpreting the code. Staff proposes an additional paragraph that sets any references to the zoning of any parcel as being the zoning at the time this section of the code is amended.

Freestanding Signs

Now that the overlay has been divided into Areas A, B, and C, we need to describe which standards apply to each area. A new table is proposed to clearly show these standards.

TABLE 1236-3: FREESTANDING SIGNS IN THE INTERSTATE AND LIMITED-ACCESS HIGHWAY SIGN OVERLAY				
Subarea	Sign Area Allowed	Electronic Sign Area allowed	Maximum Sign Height ¹	Minimum Setback from a ROW or lot line
Area A – Monument	200 square feet	70 square feet	40 feet	5 feet
Area A – Pole	672 square feet	672 square feet	40 feet	5 feet
Area B – Monument	200 square feet	70 square feet	40 feet	5 feet
Area B – Pole	200 square feet	70 square feet	40 feet	5 feet
Area C – Monument	200 square feet	70 square feet	40 feet	5 feet
Area C - Pole	200 square feet	70 square feet	40 feet	5 feet

¹ Maximum Sign Height shall be measured in the manner set forth by 1236.13(d)(2)D.

Most standards remain unchanged – the existing 200 square foot maximum sign area remains in effect for monument signs in all three areas and pole signs in areas B and C. The standard for pole signs in area A would be set to 672 square feet, or the standard size of a modern billboard.

Similarly, the electronic sign area would be increased to match – but only for pole signs in Area A. In this way, there is no change to any pole signs in areas B or C.

Freestanding Signs (cont'd)

Another goal of this amendment is to maintain the current number of billboards in area A. To accomplish this, we recommend the following language be inserted under 1236.13(d)(2):

- G. No new permit shall be issued for a freestanding pole sign larger than 200 square feet in size in Area A of the Interstate and Limited-Access Highway Sign Overlay unless the construction of that sign results in the removal of an existing sign of the same type located on the same parcel and/or in the same subarea of the Overlay, said removal taking place within six months of the application date for the new permit.

This section accomplishes several goals. It requires that one billboard be removed for every new billboard installed. Usually, this will be the result of a retrofit or upgrade, where the new sign takes the place of the old. In other cases, an older billboard might be fully demolished to make way for a completely new billboard structure. The six-month caveat simply means that removing a billboard does not create a permanent right to build a new billboard elsewhere in area A – the removal and the installation need to be done together.

This section does not apply to pole signs smaller than 200 square feet. This allows businesses with highway frontage along Airport Access to have the usual freestanding signs to which they would otherwise be entitled without triggering the removal of a billboard.

Further, this provision only cares about signs in area A, so only billboards in that area could fall under these rules – and then, only if they involve the removal of an existing pole sign. Removing a sign in area B along Poe Avenue, for example, would not permit a new billboard along Airport Access.

Temporary Signs

In reviewing the Interstate Sign Overlay, staff identified a potential issue involving temporary signs. The overlay provides for larger temporary banners and similar signs, but only for parcels in certain zoning districts. The problem arises when we look at Poe Avenue, where we have parcels in the O/IP district next to parcels in the HB district. One set of parcels can have the larger banners, but the other cannot.

The same circumstances that justify the larger banners in one district apply to the other. In the absence of other concerns, staff recommends applying the temporary sign rule to all districts, so long as the signs are physically located within the overlay.

Review Criteria

Recommendations and decisions on planning and zoning code amendment applications shall be based on consideration of the following review criteria:

1. The proposed text amendment is consistent with the comprehensive plan, other adopted City plans, and the stated purposes of this code;

Staff Comment: Staff feels that the proposed amendments are consistent with policies adopted by the City and with the existing text of the code.

The Planning Commission agreed with the Staff Comment by a vote of 4-0.

2. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions; and

Staff Comment: Staff feels that proposed amendments are necessary due to changing conditions resulting from improvements in technology relating to billboards.

The Planning Commission agreed with the Staff Comment by a vote of 4-0.

3. The proposed amendment will promote the public health, safety, and general welfare.

Staff Comment: Staff feels that the proposed amendments promote the public health, safety, and general welfare.

The Planning Commission agreed with the Staff Comment by a vote of 4-0.

At its March 25th, 2025 meeting, the Planning Commission voted 4-0 to recommend **approval** of the proposed amendments to the text of the Zoning Code.

EXHIBIT A

The text of Section 1236.13(d) – Sign Standards for the Interstate and Limited-Access Highway Sign Overlay District – shall be amended as follows.

Bold Italic Text shall indicate text being added to the code.

~~Strikethrough Text~~ shall indicate text being removed from the code.

(No Changes Proposed) Shall indicate Sections and/or Subsections with no additions or deletions.

Exhibit A Part 1 – Section 1236.13(d)(1) – Applicability

Section 1236.13(d)(1) is amended as follows, with the indicated passages separated into subsections as shown.

(d) Sign Standards for the Interstate and Limited-Access Highway Sign Overlay District

(1) Applicability

Due to unique conditions found in certain areas in close proximity to interstate and limited-access highways, and in an effort to protect the safety of the motoring public, the following special provisions will apply in the Interstate and Limited-Access Highway Sign Overlay District. Such District is designated on the Official Zoning Map of the City. ~~This District initially consists of the following areas:~~ ***The provisions of this overlay shall be applied in the following manner and to the following areas:***

- A. ***Interstate and Limited-Access Highway Sign Overlay Area A*** ~~consisting~~ ***shall consist*** of that area within 400 feet of the Eastern boundary of the nearest right-of-way line of the Airport Access Road between Stonequarry Road and National Road and that area within 400 feet of the Western boundary of the nearest right-of-way line of the Airport Access Road between Stonequarry Road and National, ***but not including any property fronting onto National Road;***
- B. ***Interstate and Limited-Access Highway Sign Overlay Area B*** ~~consisting~~ ***shall consist*** of those areas ***South of I-70 and*** within 400 feet of the ***Western*** right of way line of I-75 and I -70 ~~that were zoned GB Gateway Business, HB Highway Business, O/IP Office/Industrial Park or I Industrial Districts immediately prior to the adoption of this Sign Code;~~
- C. ***Interstate and Limited-Access Highway Sign Overlay Area C*** ~~consisting~~ ***shall consist*** of those areas ***North of I-70 and*** within 400 feet of the nearest right of way line of I-75 and I -70 ~~that were zoned GB Gateway Business, HB Highway Business, O/IP Office/Industrial Park or I Industrial Districts immediately prior to the adoption of this Sign Code,~~ that area within 1,000 feet of the centerline of I -75 zoned DB Downtown Business District, and that area immediately adjacent to the right-of-way line of I-75 in a NB Neighborhood Business District.

Exhibit A Part 1 – Section 1236.13(d)(1) – Applicability (cont'd)

- D. Where the provisions of this section are found to be at variance ~~in conflict~~ with those of the aforementioned districts, the provisions of this section shall apply. With respect to any PUD zoned property within the Interstate and Limited-Access Highway Sign Overlay District, the provisions of 1236.09 shall control.
- E. ***Unless otherwise specified, references to particular zoning districts in this section shall refer to the zoning district of a parcel as of the effective date of this ordinance, and no subsequent zoning district change shall change the boundaries or applicability of this overlay to a particular parcel without also amending this section.***

Exhibit A Part 2 – Section 1236.13(d)(2) – Freestanding Signs

Section 1236.13(d)(2) is amended as follows, with a new subsection G being inserted as shown.

(2) Freestanding Signs

- A. All freestanding sign faces higher than 15 feet above the natural ground level may be illuminated internally only.
- B. Freestanding signs may be either monument signs or pole signs.
- C. ~~The maximum freestanding sign area shall be 200 square feet.~~
Freestanding signs shall be limited to the dimensional standards of Table 1236-3.
- D. The maximum height of a freestanding sign shall be 40 feet as measured from the pavement surface of the nearest interstate or limited access highway, measured at a point where such highway travel lanes, not including ramps or acceleration/deceleration lanes, pass nearest the base of the sign. Where the elevation of the natural terrain at the base of the sign exceeds that of the nearest interstate or limited access highway travel lane by 30 feet or more, a freestanding sign shall not be higher than 20 feet above the natural ground level.
- E. Any sign that exceeds the height of permanent freestanding signs allowed in the applicable base zoning district in Section 1236.11 shall be located so as to face the interstate or limited-access highway.
- F. Electronic message centers shall be permitted in accordance with the provisions of the applicable zoning district, however, in no case shall the electronic message portion of a sign exceed ~~70 square feet in sign area~~
the dimensional standards of Table 1236-3.

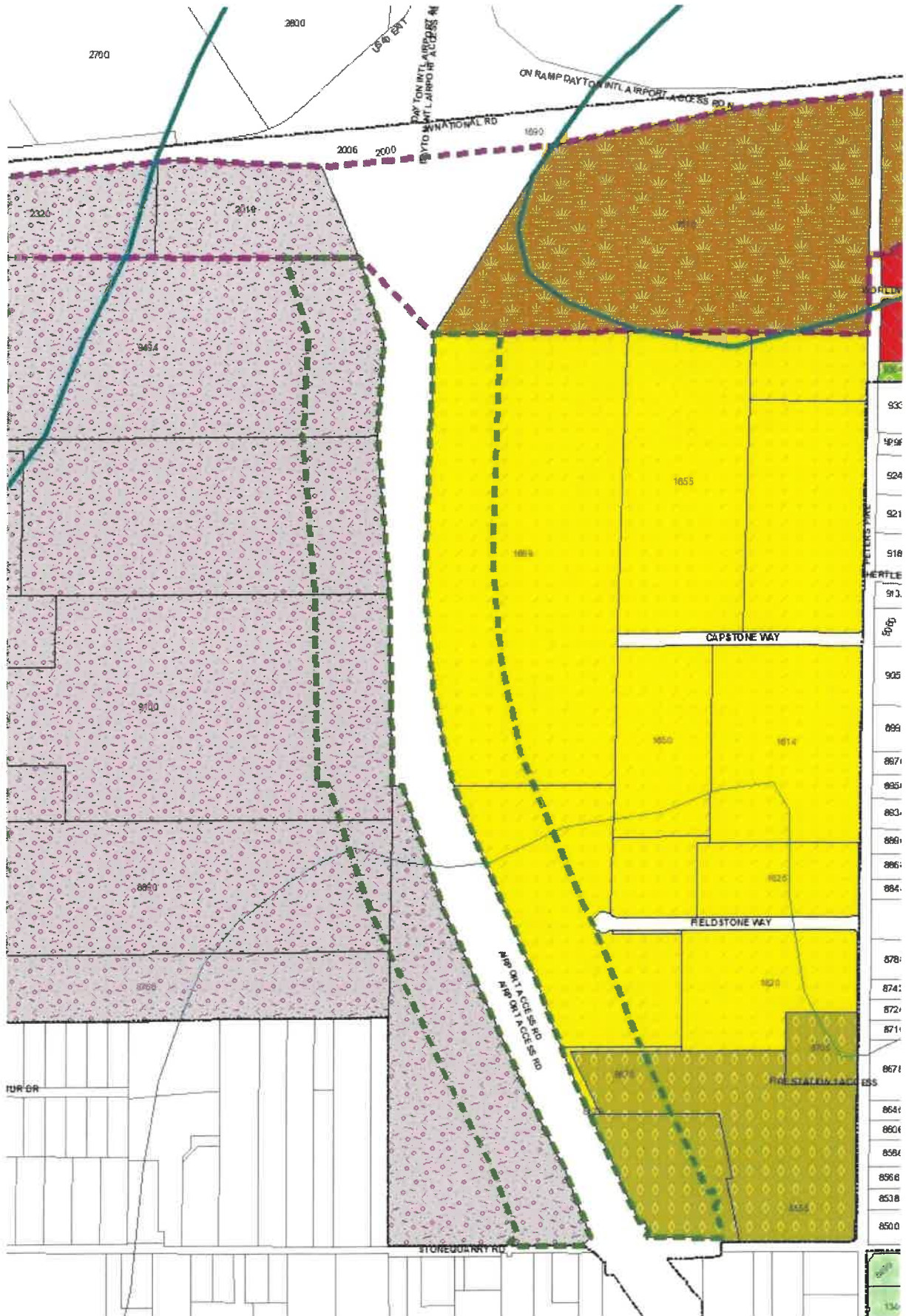
Exhibit A Part 2 – Section 1236.13(d)(2) – Freestanding Signs (cont'd)

- G. *No new permit shall be issued for a freestanding pole sign larger than 200 square feet in size in Area A of the Interstate and Limited-Access Highway Sign Overlay unless the construction of that sign results in the removal of an existing sign of the same type located on the same parcel and/or in the same subarea of the Overlay, said removal taking place within six months of the application date for the new permit.***

In addition, New Table 1236-3 shall be inserted following subsection G, as shown.

TABLE 1236-3: FREESTANDING SIGNS IN THE INTERSTATE AND LIMITED-ACCESS HIGHWAY SIGN OVERLAY				
Subarea	Sign Area Allowed	Electronic Sign Area allowed	Maximum Sign Height¹	Minimum Setback from a ROW or lot line
Area A – Monument	200 square feet	70 square feet	40 feet	5 feet
Area A – Pole	672 square feet	672 square feet	40 feet	5 feet
Area B – Monument	200 square feet	70 square feet	40 feet	5 feet
Area B – Pole	200 square feet	70 square feet	40 feet	5 feet
Area C – Monument	200 square feet	70 square feet	40 feet	5 feet
Area C - Pole	200 square feet	70 square feet	40 feet	5 feet
¹ Maximum Sign Height shall be measured in the manner set forth by 1236.13(d)(2)D.				

Interstate and Limited-Access Highway Sign Overlay District – Proposed Area A



The map displays the York Center area, featuring a grid of streets and property lots. Key streets include York Plaza Lane, York Center Blvd, York Blvd, and York Blvd. A large green area is labeled 'PARK CENTER CA', and a blue area is labeled 'WATER'. The map is color-coded with various shades of green, yellow, red, and blue, indicating different zones or property types. The map is oriented with North at the top.

Interstate and Limited-Access Highway Sign Overlay District – Proposed Area C



Minutes of the City of Vandalia Planning Commission
March 25, 2025

Members Present:	Mr. Ron Atkins, Mr. Dave Arnold, Mr. Kevin Keeley Jr., Mr. Lucious Plant
Members Absent:	Ms. Kristin Cox
Staff Present:	Michael Hammes, City Planner
Others Present:	Jose Rodriguez

Call to Order

Mr. Atkins called the meeting to order at 6:00 p.m.

Attendance

Mr. Atkins noted that Ms. Cox had notified the Commission of her absence. Mr. Plant made a motion to excuse Ms. Cox. Mr. Keeley, Jr. seconded the motion. The motion carried 4-0.

Approval of Minutes of the Planning Commission

Mr. Plant made a motion to approve the January 14th, 2025 minutes. Mr. Arnold seconded the motion. The motion carried 4-0.

Swearing in of Attendees Wishing to Speak at Meeting

The attendees were sworn in.

Old Business

Mr. Hammes confirmed that there was no Old Business on the agenda.

New Business – PC 25-0003 – Site Plan Review – 234 W. National Road

Mr. Hammes introduced Case PC 25-0003, a request for site plan approval for the property located at 234 West National Road. The proposal involves the construction of a business office and equipment shop structure. He added that the 0.845-acre property is zoned Office Service (OS).

Mr. Hammes described the vicinity of the site. He noted that the properties surrounding the site are primarily Commercial in nature, with some residential to the west and south. Dayton International Airport and the 40 West properties are located to the north.

Mr. Hammes referenced the proposed site plan, describing the 1,250 square foot office at the north end of the site and the 2,500 square foot to the south. He noted that a fence would be constructed at the southwest corner of the site to screen this project from the nearby apartments along Gabriel Street.

Mr. Hammes described the signage proposed for the site, including a wall sign on the office building and a monument sign along National Road. Permits would be required for both signs, and the monument sign would need to meet the setback requirements for the OS district.

Mr. Hammes noted that any exterior lighting proposed for the site would require a photometric plan. Similarly, any dumpsters installed at a future date would need to include an enclosure.

Mr. Hammes reported that the applicant had submitted a revised site plan that addresses some minor issues identified by staff. He then confirmed that the revised site plan meets the requirements of the code.

Hearing no questions for Mr. Hammes, Mr. Atkins invited the applicant to address the Commission.

Mr. Jose Rodriguez, of Rodz Builders, addressed the Commission. He confirmed that he had submitted a revised site plan that addressed the comments provided during staff review.

Mr. Atkins asked about the proposed monument sign. Mr. Rodriguez replied that the detailed schematics for that sign would be reviewed as part of the permit application for the sign itself. Mr. Hammes added that the location of the sign meets the relevant standards.

Mr. Atkins asked about the lack of a dumpster. Mr. Rodriguez replied that the office would not generate enough trash to warrant a dumpster.

Mr. Atkins remarked that it was good to see something being built on this property, since the site had been vacant for more than 50 years. He added that the fence at the rear of the site will help with screening the property from the apartments.

Mr. Arnold asked about the style of the proposed buildings. Mr. Rodriguez reported that the front office would block most of the view of the building in the rear. Both buildings would have the same style of metal roof, but the rear building would be constructed of steel.

Mr. Arnold asked about the property to the west of the site. Mr. Hammes confirmed that the property is zoned Office Service, but the use is currently residential. He explained further that the residential use triggers a screening requirement, despite the similar zoning. While other standards may apply in other circumstances, in this case landscaping between the business and the adjacent residential structure would be sufficient.

Mr. Keeley, Jr., asked about the specific type of business proposed for the site. Mr. Rodriguez replied that his company is a custom homebuilder. This is reflected in the style of the office building.

Mr. Atkins noted that there were no other members of the public present.

Site Plan Review Criteria

Mr. Atkins read the Site Plan Review Criteria into the record. Pursuant to Code Section 1214.04(d)(1) "Site Plan Review Criteria", the Planning Commission shall not approve an application for site plan review unless it finds the following:

- (1) That the proposed development is consistent with this code, and other related codes and ordinances enforced by the City;

Staff Comment: Staff feels the proposed development is consistent with the Code.

By a vote of 4-0, the Planning Commission agreed with the staff comment.

- (2) That the proposed development complies with the applicable zoning district regulations;

Staff Comment: Staff feels the proposed development will comply with Chapter 1226 (General Development Standards) and Chapter 1228 (Architectural Standards).

By a vote of 4-0, the Planning Commission agreed with the staff comment.

- (3) That the proposed development adequately provides for emergency vehicles access and circulation; and

Staff Comment: Staff feels this development will adequately provide emergency vehicles access and circulation, as shown.

By a vote of 4-0, the Planning Commission agreed with the staff comment.

- (4) If the project is to be carried out in successive phases, that each stage of the proposed development shall comply with the foregoing criteria.

Staff Comment: Staff feels this criterion does not apply. This is not anticipated to be a multi-phase project.

By a vote of 4-0, the Planning Commission agreed with the staff comment.

Mr. Hammes noted that every criterion does not necessarily apply to every project in the same way. He explained that criterion 4, relating to multi-phase projects, does not prevent the applicant from expanding the business later on, provided that they amend their site plan.

Mr. Atkins reported that staff recommended **approval** of the site plan for 234 West National Road as proposed, with the following conditions:

1. All landscaping and screening shall be installed in quantities and varieties compliant with Chapter 1232 of the Vandalia Zoning Code.

Mr. Plant made a motion to approve Case PC 25-0003 with the recommended condition. Mr. Keeley, Jr., seconded the motion.

By a vote of 4-0, the Planning Commission **Approved** Case PC 25-0003 with the recommended condition.

Mr. Hammes explained that the Commission's approval in this matter is final. He will submit a copy of the approval to the Building Department, which will allow them to approve permits and get the project moving forward.

New Business – PC 25-0004 – Code Amendment – Interstate Highway Sign Overlay

Mr. Hammes introduced Case PC 25-0004, a Staff-Initiated Code Amendment relating to the Interstate and Limited-Access Highway Sign Overlay District.

Mr. Hammes explained that billboards are not currently permitted in the City of Vandalia. Despite this, there are some legacy billboards that predate the current restrictions, including six billboards along Airport Access Road.

Mr. Hammes reported that the City leases a portion of two properties along Airport Access Road to Outfront Media. This company maintains a double-sided billboard on each of these properties. Recently, the company requested permission to upgrade the billboards to full-sized digital billboards.

Mr. Hammes noted that all existing billboards along Airport Access Road are nonconforming, due to the existing restrictions. Any structural alterations to nonconforming signs need to bring them into compliance with the code – meaning that a billboard would need to be reduced to 200 square feet, or less than a third of its current size. He added that only 70 square feet of the sign could be electronic, which would not work for a full-sized digital billboard.

Mr. Hammes observed that the Interstate and Limited-Access Highway Sign Overlay provides additional standards for signs found along various highways within the City. The boundaries of the overlay include a 400' area surrounding Interstates 70 and 75 and the Airport Access Road. Generally, the overlay allows for larger and taller freestanding signs than those permitted by the underlying zoning districts. The overlay permits both monument and pole signs, but does not specifically allow billboards.

Mr. Hammes noted that a code amendment would be required to allow existing billboards along Airport Access Road to be upgraded. He pointed out that amending the overlay, rather than the sign code, would allow the City to allow billboards on a limited basis in areas around major highways without impacting parcels outside the overlay.

Mr. Hammes described the Interstate Highway Sign Overlay, highlighting the areas included in the overlay. He explained that staff proposed dividing the overlay into three major areas, so that standards could be applied narrowly to one area without impacting others. As proposed, Area A would include Airport Access Road, Area B would include the east side of I-75 south of I-70, and Area C would include the east and west sides of I-75 north of I-70.

Mr. Hammes pointed out several areas where the Interstate Highway Sign Overlay overlapped other overlays. In Area A, two parcels along National Road fall into the National Road Sign Overlay. In Area B, the area west of I-75 and south of Benchwood Road would be in the Interstate Highway Sign Overlay if it were not already in the Miller-Benchwood Overlay. In both cases, the stricter overlay remains in place.

Mr. Hammes noted that there are no billboards in Areas B and C. He pointed out that there are multiple pole signs in Area B, but these signs comply with the current standards.

Mr. Hammes discussed the proposed standards for signs in the overlay. He noted that the only proposed changes would be the increase in maximum size for pole signs in Area A. This would permit billboards up to 672 square feet in size, with the full 672 square feet being digital.

Mr. Hammes added that no billboard would be permitted in Area A unless installing that billboard results in the removal of another billboard in Area A. This is intended to keep the number of billboards at the current level. This rule would not impact normal pole signs up to 200 square feet.

In summary, Mr. Hammes pointed out that no billboards along Airport Access Road can legally be upgraded or replaced under the current standards. The proposed amendments would allow some or all of the existing billboards to receive much-needed updates.

Mr. Hammes discussed one additional change proposed for the overlay. Larger Temporary Banners are permitted in the overlay if the underlying zoning is one of several industrial districts. In order to avoid confusion and make this provision more easily understood and enforced, staff recommends

Mr. Hammes clarified the rule requiring the removal of an existing billboard prior to the installation of a new billboard. He explained that the removal must happen within six months of the installation. In the case of double-sided billboards, both faces count as billboards – meaning that the removal of a double-sided billboard could result in two new billboards, whether or not they remain attached.

Mr. Atkins asked if this would result in additional billboards. Mr. Hammes replied that some double-sided billboards may become single-sided, since digital billboards must face toward the highway they serve. The removal of the second face could result in a new billboard elsewhere, so long as the permit for the new billboard is issued within six months.

Mr. Hammes also pointed out that Federal Highway Administration rules may dictate where billboards can be placed, due to the minimum distance required between billboards.

Mr. Keeley Jr. asked about rules regarding the brightness of digital billboards, which could cause concern for billboards facing residential properties. Mr. Hammes replied that electronic signs (including digital billboards) cannot face residential property. He added that the rules of the underlying district would govern brightness, transitions, and other standards for electronic signs.

Mr. Arnold remarked on trends in digital advertising, including the cost of leasing space on a digital billboard in the current economy.

Mr. Atkins asked if these rules would impact proposals such as the art installation at the I-70 / I-75 Interchange. Mr. Hammes replied that the ordinance could be adjusted to include such monuments if necessary.

Review Criteria

Hearing no further questions, Mr. Atkins read the Review Criteria into the record.

Recommendations and decisions on planning and zoning code amendment applications shall be based on consideration of the following review criteria:

1. The proposed text amendment is consistent with the comprehensive plan, other adopted City plans, and the stated purposes of this code;

Staff Comment: Staff feels that the proposed amendments are consistent with policies adopted by the City and with the existing text of the code.

By a vote of 4-0, the Planning Commission agreed with the staff comment.

2. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions; and

By a vote of 4-0, the Planning Commission agreed with the staff comment.

Staff Comment: Staff feels that proposed amendments are necessary due to changing conditions resulting from improvements in technology relating to billboards.

3. The proposed amendment will promote the public health, safety, and general welfare.

Staff Comment: Staff feels that the proposed amendments promote the public health, safety, and general welfare.

By a vote of 4-0, the Planning Commission agreed with the staff comment.

Mr. Atkins reported that staff recommended that the Commission recommend approval of the proposed amendments to the Zoning Code, as listed in the staff report.

Mr. Keeley, Jr., made a motion to recommend approval of the proposed code amendments. Mr. Plant seconded the motion.

By a vote of 4-0, the Planning Commission recommended **Approval** of Case PC 25-0004 as proposed.

The recommendation of the Planning Commission will be forwarded to the Council Study Session of April 7th, 2025.

Communications

Mr. Hammes noted that a training session with the Law Director had been suggested by Council. The training may involve the Board of Zoning Appeals as well, with topics and schedule yet to be determined. Mr. Hammes will notify the Commission of any plans, and asked that any suggestions for such a training session be sent to his office.

Mr. Hammes reported that there may be additional text amendments later in the year. He advised the Commission that his office attempts to make the narrowest change to the code possible to accomplish whatever goal is set forth by Council, which may result in multiple small code amendments.

Adjournment

Mr. Atkins asked for a motion to adjourn. Mr. Keeley, Jr., made the motion. Mr. Arnold seconded the motion. The vote passed 4-0.

Mr. Atkins adjourned the meeting at 6:56 p.m.

Chairman



ELECTRIC VEHICLE CHARGERS UPDATE

APRIL 7, 2025



EV CHARGERS UPDATE

Golf Course Parking Lot – 3 Chargers
December-March

Total Uses	Total Hours	Usage Fees
4	1:30	\$2.88

Justice Center Parking Lot – 2 Chargers
November - March

Total Uses	Total Hours	Usage Fees
16	26:29	\$56.11

Municipal Building - 3 Chargers
December - March

Total Uses	Total Hours	Usage Fees
16	12:34	\$29.03

Rec Center Parking Lot – 3 Chargers
December - March

Total Uses	Total Hours	Usage Fees
35	61:00	\$154.98





EV CHARGERS UPDATE

Soccer Fields Parking Lot – 2 Chargers
November - March

Total Uses	Total Hours	Usage Fees
30	55:02	\$ 127.26

Senior Center- 3 Chargers
November - March

Total Uses	Total Hours	Usage Fees
41	107:31	\$289.68

Total of all 16 Chargers
November - March

Total Uses	Total Hours	Usage Fees
142	264:08	\$659.94



100



EV CHARGERS UPDATE



Summary

- Blink is the company we have an agreement with
- We have 4-year agreement for free internet service from Blink
- We can shop market at that time
- The rate charged is \$0.30 per kwh
- We can adjust rate at anytime
- Blink receives 8% of fee
- AES Ohio has not invoiced yet for the accounts





To: Kurt Althouse
From: Rob Cron
Date: April 2, 2025
Subject: Purchase of 10 W. National Rd.

We are at the end of our due diligence period regarding the purchase of the property at 10 W. National Road. We have had inspections performed on the structure including the roof, HVAC units, environmental and the plumbing. The roof and HVAC inspections show no issues. A couple water lines were found to have been ruptured due to no heat in the building. The owner has made repairs, and the lines were re-inspected and are in working order. A phase one environmental assessment was performed and showed no environmental issues. A title search was completed and shows no issues.

There are several easements on the property for utilities but do not appear to pose an issue for redevelopment. Two are for our water and sewer lines and the other is along the south property line for gas and telecommunication lines. There is one access easement with the Church to the west that will ultimately need to be resolved but I believe we can work with them to vacate a portion of the easement.

We have made the second deposit with the title company to be held in escrow until closing. The closing date has been tentatively scheduled for April 30, 2025.



INTEROFFICE MEMORANDUM

TO: KURT ALTHOUSE, INTRIM CITY MANAGER
FROM: CHAD FOLICK, FIRE CHIEF
SUBJECT: CONCRETE PROJECT AT FIRE STATION 2
DATE: MARCH 20, 2025

The Division of Fire budgeted \$55,000 for a concrete replacement project at Fire Station 2 on Brown School Road in our 2025 CIP.

The project consists of:

1. The removal and replacement of the color-stained decorative concrete that is failing on the front apparatus ramp. This concrete is nearly 20 years old on the front ramp.



2. The removal and replacement of the sidewalk and handicap ramps at the south side of the Fire Station.

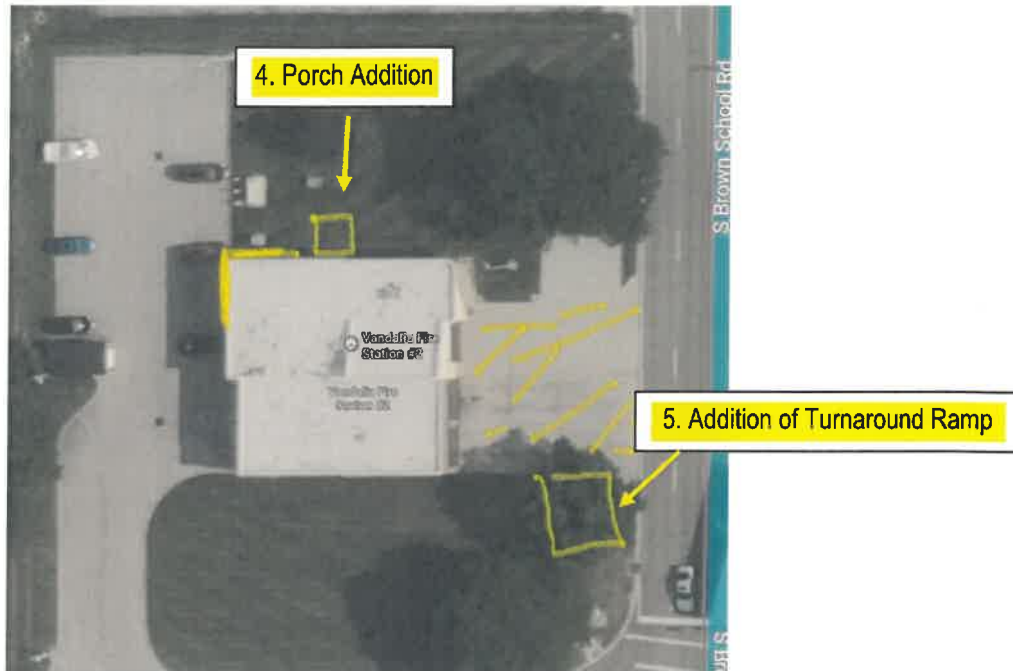


Non-Compliant Accessible Entrance Ramp

3. The removal and replacement of the base of the support structure(s) at the west side of the Fire Station.



4. The addition of a “turnround drive” at the south side of the apparatus apron, similar in size to the one that is currently on the north side of the front ramp at Fire Station 2. This will allow Fire/EMS units to get off the street and out of active traffic on South Brown School when backing into the Fire Station.



5. A small porch is being added to the north side of the Fire Station, to provide firefighters with some outdoor cooking/dinning and fresh air space.

It should be noted that these concrete replacement projects were identified in the ESG, Facilities Improvement Study 2023.

The Division of Fire received quotes from two companies and have selected Star City Concrete of Tipp City to perform the work. Star City submitted the lowest and best quote \$49,652,00.00. The Division of Fire budgeted \$55,000 for this project. The remaining funds will be used to remove a tree on the south side of the station (different vendor and project) and to purchase privacy fencing for the porch being constructed on the north side of the building (this work is also separate from this project and will be “self-performed” by fire department personnel and/or the Parks and Recreation Department.

Please let me know should you have any questions or concerns.

Kevin Keeley Jr
kkeeleyjr1388@gmail.com
937-665-2008

2-6-2025

City of Vandalia
333 James Bohanan Dr.
Vandalia, OH 45377

Mr. Kurt Althouse,

I hope this letter finds you well. On behalf of the Vandalia Rotary Club, I am writing to formally propose naming the new amphitheater currently under construction at the Art Park in honor of Bill Jergens, founder of R.B. Jergens Contractors.

As you know, Mr. Jergens has made an extraordinary contribution to our community by generously donating to the development of the Art Park. His dedication and investment in Vandalia have not only enhanced our city's cultural and recreational offerings but also demonstrated his unwavering commitment to improving the quality of life for all residents.

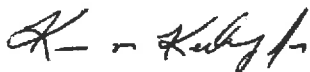
Naming the amphitheater after Bill Jergens would be a fitting tribute to his legacy and a lasting recognition of his generosity and influence in shaping the future of Vandalia. This gesture would serve as a meaningful acknowledgment of the impact he has had on our city and as a reminder to future generations of the value of community service and philanthropy.

Additionally, the Vandalia Rotary Club would like to contribute a donation to support this endeavor as a demonstration of our club's commitment to honoring those who make significant contributions to our community.

We kindly request that the City of Vandalia consider this proposal during your upcoming deliberations regarding the amphitheater's naming. I would be happy to provide further information or assist in any way to support this request.

Thank you for your time and thoughtful consideration of this proposal. Please feel free to contact me at 937-665-2008 or kkeeleyjr1388@gmail.com if you have any questions or require additional details.

Sincerely,



Kevin M. Keeley Jr
President
Vandalia Rotary Club

CHECKLIST

Naming/Renaming buildings, facilities, etc.

- Upon receipt of the request
 - Notify the City Manager, department affected and the Mayor
- Add the item to the council study session agenda
- Advise department affected of study session date and time so the Director can attend the study session
- Advertise for Ad Hoc meeting
- Add to council meeting agenda as an Action Item
- All necessary follow-ups to department affected
- File should contain the following documents
 - 87-R-15
 - Written request to name/rename
 - Study Session Minutes wherein request is considered
 - Council Meeting minutes wherein request is voted-on by council
 - Signed Ad Hoc Recommendation

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 87-R-15

A RESOLUTION ESTABLISHING A POLICY FOR THE NAMING OF
PUBLIC BUILDINGS, PARKS, ROADS AND FACILITIES.

WHEREAS, the Council of the City of Vandalia, Montgomery County, Ohio, has determined a need to establish a policy regarding the naming of public places and facilities,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Whenever any individual, board or commission of the City, the City staff or a Member of Council initiates a request that any public buildings, parks, roads and facilities be named, the following procedure shall apply:

(a) The name, along with a written statement as to why it would be considered appropriate to name such public place or facility, shall be presented to Council.

(b) The Mayor shall then appoint an Adhoc Committee to review this suggested naming.

(c) The Committee shall, after necessary study, present a written recommendation to Council with their reasons thereon regarding this proposed naming. At the time the written report is submitted, the Committee shall automatically be disbanded.

(d) The Council, after receiving the recommendation, shall by formal action either approve or reject the naming of place or facility as proposed.

Passed this 6th day of July 1987.

APPROVED:


Joy A. Clark, Mayor

ATTEST:


Clerk of Council

Memorandum



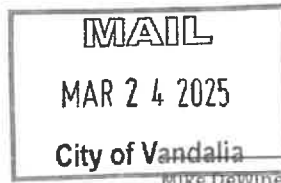
To: City Council
From: Kurt E. Althouse, Police Chief
Interim City Manager
Date: March 27, 2025
Subject: Retail Liquor Permit Request

I received notification from the Ohio Department of Commerce, Division of Liquor Control, that Verma Treasure, Inc., DBA Curry & Grill, 722 W. National Road has submitted a request for a liquor permit. I have objections to this liquor permit request and recommend the City does not request a hearing on this permit application.



**Department of
Commerce**

Division of Liquor Control



com.ohio.gov

MIKE DEWINE, Governor JIM TRESSSEL, Lt. Governor SHERRY MAXFIELD, Director

Dear Local Legislative Authority Official:

Please find enclosed the legislative notice that is being sent to you regarding the applied for liquor permit as captioned on the notice. You **must**, within 30 days from the "mailed" date listed on the notice under the bar code:

- Notify the Division whether you object and want a hearing; or
- Ask for your one-time only, 30-day extension. o Any requests for a one-time, 30-day extension will be reviewed by the Division upon timely receipt. If granted, your additional 30-days runs from the expiration of the original 30-day period.

To be considered **timely**, your above response **MUST** be faxed, emailed, or mailed to the Division no later than the postmark deadline date stated on the form. To speed up processing times and reduce paper, the Division respectfully asks that you either fax or email your response. Please send your response to:

FAX: (614) 644 – 3166
EMAIL: Liquordocs@com.ohio.gov
MAIL: Ohio Division of Liquor Control
Attn: Licensing Unit
6606 Tussing Road
PO Box 4005
Reynoldsburg, Ohio 43068-9005

To find out who has disclosed an ownership interest in the permit application to us you can:

- Visit com.ohio.gov/liquorinfo. Select the "Search who has disclosed an ownership interest" tab. Where asked, enter the permit number listed on the legislative notice; or
- Contact your police department or county sheriff (if you are a township fiscal officer or county clerk). We also sent them detailed ownership information to review for any criminal background issues involving the disclosed persons.

We have resources for you at com.ohio.gov/govhelp. Never miss out on when renewal objections are due! Sign-up for our emails at com.ohio.gov/stayinformed.

Thank you in advance for your cooperation,

Division Licensing Section

(rev. 2.12.25)

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
8808 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)844-2360 FAX(614)844-3188

TO

92515010005	NEW	VERMA TREASURE INC DBA CURRY & GRILL 722 W NATIONAL RD VANDALIA OH 45377
PERMIT NUMBER		TYPE
ISSUE DATE		
02 25 2025		
FILING DATE		
D1 D2 D3		
PERMIT CLASSES		
57	187	A E49149
TAX DISTRICT		RECEIPT NO

FROM 03/19/2025

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT		RECEIPT NO



MAILED 03/19/2025

RESPONSES MUST BE POSTMARKED NO LATER THAN.

04/21/2025

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 9251501-0005

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF VANDALIA CITY COUNCIL
333 JE BOHANAN DR
VANDALIA OH 45377

Memorandum



To: City Council
From: Kurt E. Althouse, Police Chief
Interim City Manager
Date: March 25, 2025
Subject: Objections to Renewal of a Retail Liquor Permit

As police chief, I reviewed the current liquor permit holders in Vandalia, and I find no issues or basis to object to the renewal of the current retail liquor permits. I recommend Council not object to the renewal of any Retail Liquor Permits in Vandalia.



March 12, 2025

CLERK OF VANDALIA CITY COUNCIL
333 JE BOHANAN DR
VANDALIA, OH 45377

MAIL

MAR 18 2025

City of Vandalia

NOTICE TO LEGISLATIVE AUTHORITIES Objections to Renewal of a Retail Liquor Permit

Dear Clerk of Legislative Authority:

All Class C and D retail permits that sell alcoholic beverages in your political subdivision will expire on **June 1, 2025**. To maintain permit privileges, every retail permit holder must file an online renewal application with the Division.

Ohio Revised Code Section 4303.271(B) provides the legislative authority with the right to object to the renewal of a retail permit and to request a hearing. The hearing may be held in the county seat where the permit premises is located if that specific request is made in writing. This will be your only opportunity to object to the renewal of a liquor permit premises which might be a problem in your community.

To register a valid objection with the Division of Liquor Control and request a hearing, the legislative authority must pass a resolution that specifies the problems at the liquor permit premises and the legal grounds for the objection as set forth in Ohio Revised Code Section 4303.292(A). We suggest that a separate resolution be passed for each permit premises. The Chief Legal Officer of your political subdivision must also submit a statement with the resolution that, in their opinion, the objection is based on substantial legal grounds within the meaning and intent of Ohio Revised Code Section 4303.29(A).

The resolution and Chief Legal Officer's statement must be emailed to liquordocs@com.ohio.gov or mailed to the Division of Liquor Control, Attn: Legal Section, 6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005 and postmarked no later than **May 2, 2025.**

You may wish to contact the law enforcement agency for your jurisdiction to determine if it has any information which will aid in your decision whether to object and request a hearing. You can find retail permit holders within your jurisdiction by going to com.ohio.gov/liquorinfo. Select the "find a permit holder" tab and click on the "search" link. Then, enter your city/township name where asked and "issued" under "class issue status." For more information on other ways to deal with problems establishments, including a copy of the text of this letter, go to com.ohio.gov/qovhelp.

If you determine that there are no permit premises within your jurisdiction that you wish to object to, you do not need to take any further action. The renewal applications for those premises will be submitted by the permit holders and will be processed by the Division as appropriate.

If you have questions, please contact the Legal Section at liquorlegal@com.ohio.gov. FYI, OPAL, our new online licensing system is coming this summer, for more information sign up for our emails at com.ohio.gov/stayinformed.

DOLC Licensing Section



April 21, 2025

Study Session

- Resolution: Sliplining Award - Ben
- Resolution: 2025 Street Resurfacing HUD - Ben
- Resolution: Sports Complex Signage - Steve
- Resolution: Authorizing Depository Agreements with Additional Financial Institutions - Bridgette
- Resolution: Authorizing a Contract with US Bank for Investment Custodial Services - Bridgette
- Ordinance: Supplemental - Bridgette
- Ordinance: Assessments January, February and March - Bridgette
- Variance: BZA 25-0004 Rear Deck Setback – 1200 Wilhelmina Drive - Rob
- Discussion: Sports Complex Fence Project – Steve
- Discussion: ClearGov Budget Software - Bridgette
- March 2025 Financial Reports - Bridgette

Council Meeting

Communications, Petitions and Awards

- Introduction & Oath of Office: Firefighter/Paramedic/Inspector Jacob Walters 4/13/25
- Proclamation: Jordan Gross – 60 Meter Dash National Champion

Action Item

Resolution

- OPWC Notice of Intent for Tionda, Mossview, Ranchview Dr Watermain Replacement Reimbursement
- 2025 Dayton Air Show MOU
- Financial Contribution to the Historical Society of Vandalia Butler
- Part Time Pay Plan

Ordinance – First Reading

- Code Amendment – Interstate Highway and Limited Access Sign Overlay District

Ordinance – Second Reading

- Update to Chapter 878 Hotel/Motel Operations Registration

Ordinance – Emergency

- Assessments January, February and March
- HOLD Solid Waste Management Plan Of The Montgomery County Solid Waste Management District

Variance/Conditional Use

Bill Listing March

Executive Session

May 5, 2025

Study Session

- Ordinance: Land Acquisition Note – Stonequarry Crossing
- Ordinance: Bond Anticipation Note – Fire Engine 2016 BAN & Fire Ladder Truck 2021 BAN
- Discussion: Update on Airport Access Signs

Council Meeting

Communications, Petitions and Awards

- Proclamation – Bicycle Month – May 2025
- Proclamation – National Police Week – May 11-17, 2025
- Proclamation - Public Works Week – May 18-24, 2025
- Introduction & Oath of Office: Police Chief Brandon Sucher 5/1/25
- Introduction: Chase Solberg, PSS 2/5/25
- HOLD Introduction: Public Works Technician

Action Item

Resolution

- Sliplining Award
- 2025 Street Resurfacing HUD
- Sports Complex Signage
- Authorizing Depository Agreements with Additional Financial Institutions
- Authorizing a Contract with US Bank for Investment Custodial Services

Ordinance – First

Ordinance – Second Reading

- Code Amendment – Interstate Highway and Limited Access Sign Overlay District

Ordinance – Emergency

- Supplemental

Variance/Conditional Use

- BZA 25-0004 Rear Deck Setback – 1200 Wilhelmina Drive

Executive Session

May 19, 2025

Study Session

- Presentation: Department Update Police
- April 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

- Land Acquisition Note – Stonequarry Crossing
- Bond Anticipation Note – Fire Engine 2016 BAN & Fire Ladder Truck 2021 BAN

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing April

Executive Session

June 16, 2025

Study Session

- Presentation: Department Update Fire
- Discussion: Division of Fire Community Risk Assessment Action Plan
- May 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

- Proclamation – Pollinator Week June 23-29, 2025

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

- Land Acquisition Note – Stonequarry Crossing
- Bond Anticipation Note – Fire Engine 2016 BAN & Fire Ladder Truck 2021 BAN

Variance/Conditional Use

Bill Listing May

Executive Session

July 21, 2025

Study Session

- Presentation: Department Update Parks & Recreation
- Ordinance: Assessments April, May and June
- June 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

- Assessments April, May and June

Variance/Conditional Use

Bill Listing June

Executive Session

August 18, 2025

Study Session

- Presentation: Department Update Public Service
- July 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing July

Executive Session

TUESDAY, September 2, 2025

Study Session

- Presentation: Department Update Finance

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Executive Session

September 15, 2025

Study Session

- Presentation: Department Update - IT
- August 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution
Ordinance – First
Ordinance – Second Reading
Ordinance – Emergency
Variance/Conditional Use
Bill Listing August
Executive Session

October 6, 2025

Study Session

Council Meeting

Communications, Petitions and Awards
Action Item
Resolution
Ordinance – First
Ordinance – Second Reading
Ordinance – Emergency
Variance/Conditional Use
Executive Session

October 20, 2025

Study Session

- September 2025 Financial Reports
- Ordinance: Assessments July, August and September

Council Meeting

Communications, Petitions and Awards
Action Item
Resolution
Ordinance – First
Ordinance – Second Reading
Ordinance – Emergency

- Assessments July, August and September

Variance/Conditional Use
Bill Listing September
Executive Session

November 3, 2025

Study Session

Council Meeting

Communications, Petitions and Awards
Action Item

Resolution
Ordinance – First
Ordinance – Second Reading
Ordinance – Emergency
Variance/Conditional Use
Executive Session

November 17, 2025

Study Session

- October 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards
Action Item
Resolution
Ordinance – First
Ordinance – Second Reading
Ordinance – Emergency
Variance/Conditional Use
Bill Listing October
Executive Session

December 1, 2025

Study Session

Council Meeting

Communications, Petitions and Awards
Action Item
Resolution
Ordinance – First
Ordinance – Second Reading
Ordinance – Emergency
Variance/Conditional Use
Executive Session

December 15, 2025

Study Session

- November 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards
Action Item
Resolution

April 7, 2025

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Bill Listing November

Executive Session