

**April 7, 2025
City Council
Council Meeting - 7:00 PM**

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Join Zoom Meeting

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

Meeting ID: 852 8883 4157

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

1. Call to Order
2. Moment of Reflection
3. Pledge of Allegiance
4. Approval of Minutes
 - A. Council Study Session Minutes: February 17, 2025
 - B. Council Meeting Minutes: February 17, 2025
5. Communications, Petitions and Awards
 - A. **Proclamation Recognizing Vice Mayor Michael Blakesly for Receiving the Marvin Link Distinguished Service Award**
Mayor Herbst and Councilmembers will present a proclamation to Vice Mayor Michael Blakesly for receiving the Marvin Link Distinguished Service Award.
 - B. **Proclamation National Public Safety Telecommunicators Week April 13 – 19**
Mayor Herbst will present a proclamation to the Division of Police PSS for National Public Safety Telecommunicators Week.
 - C. **Introduction Dakota Sizemore, Parks and Recreation Building Maintenance Technician**
Mr. Althouse will introduce Dakota Sizemore who began employment on March 21, 2025.
 - D. **Retirement Acknowledgement for Tami Ryan, Chief Assignment Officer and Administrative Assistant to the Judge**
Mr. Althouse will acknowledge Tami Ryan who retired from the City of Vandalia after 34 years of service.

E. **Retirement Acknowledgement for Joe Blosser, Public Works Technician**

Mr. Althouse will acknowledge Joe Blosser who retired from the City of Vandalia after 32+ years of service.

6. Public Hearing

7. Comments from Interested Citizens

8. City Manager's Report

A. Information Items

1. **Income Tax Assistance – Extended Hours**

The Income Tax Division will be open **Saturday, April 12** from 8:00 a.m. to noon; **Monday, April 14** from 7:30 a.m. to 6:00 p.m.; and **Tuesday, April 15** from 7:30 a.m. to 6:00 p.m. The Tax office staff will be available to assist taxpayers in the preparation of city income tax returns. The deadline for filing is **Tuesday, April 15, 2025**.

2. **Large Debris drop off Saturday, April 12th**

The City of Vandalia is offering Vandalia Residents free large debris drop off from 8 am – 2 pm at the Public Works Garage. Proof of residency is required.

3. **Vandalia Easter Extravaganza, Saturday, April 19th**

Bring the family out and have an "egg"cellent time at the Vandalia Easter Eggstravaganza held at the Vandalia Sports Complex, Soccer Field Side, from 11:00 am – 2:00 pm. There will be egg hunts at 11:00 am & 12:30 pm for Ages 12 and under, baby goat petting zoo, arts & crafts, face painting, vendors, games & activities, food trucks, Easter bunny photo area, and more! Make sure to bring your own basket for the egg hunts.

4. **Vandalia Recreation Center Closed Easter Sunday**

The Vandalia Recreation Center will be closed on Sunday, April 20th for Easter Sunday and will resume normal hours on Monday, April 21st.

B. Action Items

1. **Boards & Commissions Appointment**

Enclosed is the application of Larry Pearson, who is requesting appointment to the Golf Advisory Board.

2. **Liquor License Request**

Enclosed is a memorandum from Mr. Althouse recommending Council not request an ODL hearing for the new liquor license at 722 W. National Road for Verma Treasure, Inc., DBA Curry & Grill.

3. **Liquor License Renewal**

All retail liquor permits in the city expire June 1 of each year and are subject to renewal. City Council has the right to object to the renewal of any permit and to request a hearing. Any such objection requires Council to pass a resolution specifying the problems at the establishment and the legal grounds for objection by May 2nd. Enclosed is a memorandum from Mr. Althouse recommending Council not object to the renewal of any Retail Liquor Permits in the City of Vandalia.

9. Old Business

10. Resolutions

- A. **25-R-19 A Resolution Authorizing The Purchase Of A Mitel Telephone System, Requested By The It Department, From Forerunner, Inc., At Government Procurement Contract Pricing Amounts Totaling \$161,468.06**
- B. **25-R-20 Resolution In Support Of State Issue 2 Renewal Of The State Capital Improvement Program On The May 6, 2025 Statewide Ballot**
- C. **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**

11. Ordinances - First Reading

- A. **25-04 An Ordinance Amending Sections 878.03, 878.04 And 878.06 Of Chapter 878 Of The Codified Ordinances Of The City Of Vandalia Regarding Hotel Registration**

12. Ordinances - Second Reading

13. Ordinances – Emergency

14. Reports from Boards and Commissions

- A. **BZA 25-0003 – Variance – Six Foot Fence in Zone A – 320-326 Dellsing Drive**
Enclosed is a memorandum from Mr. Graham wherein the Applicant Jonathan Frederick has requested a variance to construct a 6-foot fence on his corner lot within Zone A for the property located at 320-326 Dellsing Drive. The purpose of this request is to allow a 6-foot fence to encroach 24 feet into Zone A. The Board of Zoning Appeals voted 4-0 to recommend approval of the proposed variance with one condition.
- B. Planning Commission Meeting Minutes: January 14, 2025

15. Council Comments

16. Executive Session

17. Adjournment

These icons illustrate which strategic goals Council Actions align to



Opportunity

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



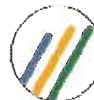
Safe & Secure

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.

CITY OF VANDALIA
February 17, 2025
City Council
Study Session – 5:15 PM

CITY OF VANDALIA
Council Study Session Minutes
Municipal Building
333 Bohanan Drive
Monday, February 17, 2025
5:15 P.M.

Councilmembers Present: Vice Mayor Mike Blakesly, Councilmember Amber Aivalotis-Weaver, Councilmember Cindy Doogan, Councilmember Candice Farst, Councilmember Corey M. Follick and Councilmember Dave Lewis.

Councilmembers Absent: Mayor Richard Herbst.

Others Present: Jerry McDonald, Kurt Althouse, Rob Cron, Angela Swartz, Darren Davey, Steve Clark, Alicia McCracken, Bridgette Leiter, Kristen Carnes, Ben Borton, Chad Follick, Leann Hanf, Mark Schwieterman, Ben Walker, Danny Knife, Jake Hayslett, Robert Shanahan, Gloria Shanahan, Tammy Weatherhead, Amos Knipp, Barbara Spurgeon, Don Hutchison, Donald Engle, Donna Plant, Terrie Manuel, Barbara Breisch, Elizabeth Langford, Karla Lamb, Alex Gunter-Dray, Diane Dohn, Patty Tackett, Lenard Green, Venetia Green, Liam Suber and Jeni Suber.

Vice Mayor Blakesly called the Study Session to order at 5:15 p.m.

Presentation

Utility Funds

Mr. Schwieterman reviewed with Council the 2022 presentation and adopted rate changes from the adopted 2022 Ordinance. **Mr. Schwieterman** reviewed the current projections for the utility Funds (Water, Sewer and Stormwater) based upon current conditions and the implemented rate changes. There was a brief discussion regarding population increase, both residential and commercial, the installation of the new meters, priority of replacing the failing infrastructure with some areas being over 70 years old, the increased cost of materials in the TCA Plant design process, the possibility to reconfigure the rate increases over a longer period of time and water usage for low income households. Council thanked **Mr. Schwieterman** for the amount of information and research that went into the presentation and indicated they would like to discuss the options **Mr. Schwieterman** presented at future Council retreat.

Monday, February 17, 2025

Items on this evening's Council Meeting Agenda

Vice Mayor Blakesly called for questions or comments regarding items on this evening's Council agenda. There were none.

Resolution: Purchase of Property 10 W. National Road

Mr. Althouse advised Council the City of Vandalia is finalizing a contract to purchase real estate at 10 West National Road for \$2,150,000, for redevelopment purposes as part of the Vandalia City Center Overlay plan. The City's intent is to seek a desirable use for this property that aligns with the VCCO and the 2020 Comprehensive Plan that meets the desire of our community and supports quality economic development. Funds for this purchase will come from the Job Creation and Revitalization

Fund, which is predominantly funded through building permit and land development fees. There were no comments or questions from Council.

Ordinance: Supplemental

Mrs. Leiter advised Council Finance is requesting approval of the following supplemental appropriation Ordinance for the following reasons:

- \$2,000,000 – increase appropriations to account for expenses related to the purchase of real estate located at 10 West National Road for \$2,150,000, for redevelopment purposes as part of the Vandalia City Center Overlay plan.

There was a brief discussion regarding the amount in the Job Creation Revitalization Fund, which **Mrs. Leiter** indicated is \$3.1-3.2 million. There were no further questions or comments from Council.

Monday, March 3, 2025

Resolution: Volunteer Firefighters Board Members

Chief Follick advised Council the Ohio Volunteer Firefighters' Dependents Fund is a fund that helps support the families of volunteer firefighters who die or become disabled in the line of duty. The fund is established in Ohio Revised Code Chapter 146. The Vandalia Division of Fire, in accordance with ORC Chapter 146, must elect a VFDF Review Board annually. The resolution proposed outlines how that board will be elected; this is a process that we will have to do annually moving forward. **Chief Follick** clarified two Council members are required appointment to serve on the VFDF Review Board. There were no further questions or comments from Council.

Discussion

Fire Training Center Site

Chief Follick advised Council the Division of Fire has identified the need for a fire, and possibly, police training center. Monies have been set aside from the sale of the "old" Fire Station on Dixie Drive. **Chief Follick** advised some of the initial planning at a site on Webster Street near Benchwood Road has been completed. The Division of Fire has spent several years looking for partners and/or alternative funding opportunities. The City of Huber Heights has proposed a partnership with Vandalia and possibly Butler Township, at a site on Bridgewater Road in Huber Heights. In Chief Follick's presentation, he provided Council with an overall explanation of what is needed, giving Council an update on where the Division of Fire is in the planning of this facility, providing Council with some pros and cons on sites, and requested City Council's guidance on how Council would like the Division of Fire to proceed. There was a brief discussion regarding the logistics of the possible training site in Huber Heights and the land available on Stonequarry to build a training facility, which could include police as well, and the possibility of partnerships with the colleges and Lion Apparel. Council gave Chief Follick direction to continue looking at the Webster Street site and the Stonequarry site and present at the 2026 Budget meeting.

Recreation Center Childcare Outdoor Playground Equipment purchase- Under \$50K

Mrs. McCracken advised Council the Parks & Recreation Department is recommending entering a contract with Landscape Structures for the purchase and installation of new playground equipment at the Recreation Center Childcare Outdoor Playground, authorizing the purchase through the State of Ohio Procurement Program with Landscape Structures of Delano, Minnesota at a cost not to exceed \$50,000. The total payment of the playground equipment contract, when combined with the playground safety surface contract with Forever Lawn of Ohio, shall not exceed the total budget amount of \$100,000 for the playground project at the Recreation Center. There were no comments or questions from Council.

Recreation Center Childcare Outdoor Playground Safety Surface purchase - Under \$50K

Mrs. McCracken advised Council the Parks & Recreation Department is recommending entering a contract with Forever Lawn of Ohio for the purchase and installation of a playground safety surfacing under the new playground equipment at the Recreation Center Childcare Outdoor Playground, authorizing the purchase through the Sourcewell Cooperative Procurement program with Forever Lawn of Ohio at a cost not to exceed \$40,000. The total payment of the safety surface contract, when combined with the playground equipment contract with Landscape Structures, shall not exceed the total budget amount of \$100,000 for the playground project at the Recreation Center. There were no comments or questions from Council.

One Ton Dump Truck #16 Upfit – Under \$50K

Mr. Borton advised Council in the 2025 Capital Improvement budget, we have appropriated a total of \$125,000 in various funds to purchase a new one-ton dump truck to replace our current Public Works truck #16, with over 61,400 miles before this snow & ice season. The dump trucks are used throughout the year on a daily basis moving spoils, hauling brush, gravel, asphalt, and general maintenance. We received a quote from K.E. Rose Company of Huber Heights for the upfit equipment with government discount pricing of \$45,030.00. We have used the K. E. Rose Company in the past for most of our vehicle upfits and they have done excellent work at a reasonable price. Director Borton recommends we purchase the upfit equipment as specified from K.E. Rose Company with government incentives for \$45,030.00. The total of the cab & chassis and the upfit is \$103,411.00, which is \$21,589.00 under the amount appropriated. There were no comments or questions from Council.

Billboard Leases

Mr. McDonald advised Council this would be rescheduled for the next Study Session.

At 6:59 **Vice Mayor Blakesly** advised the Study Session is being adjourned for the purpose of conducting the regularly scheduled Council Meeting. He indicated the Study Session will reconvene after the Council Meeting is adjourned. **Vice Mayor Blakesly** advised there would be a five minute break before the Council Meeting.

At 8:22 p.m. **Vice Mayor Blakesly** reconvened Study Session.

December and End of Year 2024 Financial Reports

Cognizant of Council's duty to monitor the City's financial activity, **Vice Mayor Blakesly** introduced Mrs. Leiter to timely provide financial information for Council's review and analysis. **Mrs. Leiter** reminded Council the financial reports were previously provided in their council packets. **Mrs. Leiter** reviewed the December monthly reports in detail. She began by reviewing the Monthly Financial Variance Analysis: December 31, 2024 in detail, which included revenues and expenditures for the General Fund, the Police-Fire-Street CIP Fund, Golf Fund, Water Fund, Sewer Fund. Mrs. Leiter reviewed December cost recovery data for the golf course, recreation center, Cassel Hills Pool, and the Fund Statement report in detail. After a brief discussion with questions and answers, Council indicated approval of all reports.

January 2025 Financial Reports

Cognizant of Council's duty to monitor the City's financial activity, **Vice Mayor Blakesly** introduced Mrs. Leiter to timely provide financial information for Council's review and analysis. **Mrs. Leiter** reminded Council the financial reports were previously provided in their council packets. **Mrs. Leiter** reviewed the January monthly reports in detail. She began by reviewing the Statement of Revenues and Expenditures: January 31, 2025 in detail, which included revenues and expenditures for the General Fund, the Police-Fire-Street CIP Fund, Golf Fund, Water Fund, Sewer Fund. **Mrs. Leiter** reviewed the January and February cost recovery data for the golf course, recreation center, Cassel Hills Pool, and the Fund Statement reports in detail dated January 31, 2025. After a brief discussion with questions and answers, Council indicated approval of all reports.

Legislative Calendar

Vice Mayor Blakesly solicited comments or questions on the Legislative Calendar. There were none.

Study Session adjourned at 8:44 p.m.

Angela Swartz
Executive Assistant
Deputy Clerk of Council
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DRAFT

The Council of the City of Vandalia Meeting Minutes

February 17, 2025

COUNCIL MEMBERS PRESENT: Vice Mayor Mike Blakesly, Councilmember Amber Aivalotis-Weaver, Councilmember Cindy Doogan, Councilmember Candice Farst, Councilmember Corey M. Follick and Councilmember Dave Lewis.

COUNCIL MEMBERS ABSENT: Mayor Richard Herbst.

OTHERS PRESENT: Jerry McDonald, Kurt Althouse, Rob Cron, Angela Swartz, Darren Davey, Steve Clark, Alicia McCracken, Bridgette Leiter, Kristen Carnes, Ben Borton, Chad Follick, Leann Hanf, Mark Schwieterman, Ben Walker, Danny Knife, Jake Hayslett, Robert Shanahan, Gloria Shanahan, Tammy Weatherhead, Amos Knipp, Barbara Spurgeon, Don Hutchison, Donald Engle, Donna Plant, Terrie Manuel, Barbara Breisch, Elizabeth Langford, Karla Lamb, Alex Gunter-Dray, Diane Dohn, Patty Tackett, Leonard Green, Venetia Green, Leon Mable, Liam Suber, Jeni Suber, Kimberly Bish and Ed Burke.

Vice Mayor Blakesly called the council meeting of the Council of the City of Vandalia to order at 7:05 p.m. **Vice Mayor Blakesly** called for a moment of reflection followed by the Pledge of Allegiance led by Liam Suber with Boy Scout Troop 307.

Approval of Previous Minutes:

The Council Study Session Minutes from January 6, 2025, and Council Meeting Minutes from January 6, 2025 were approved as presented.

Communications, Petitions and Awards: None

Public Hearing: None

Comments from Interested Citizens:

Vice Mayor Blakesly addressed the City meeting decorum. **Vice Mayor Blakesly** called for comments from interested citizens advising as they come to the podium, please clearly state their name and address for the record. **Vice Mayor Blakesly** asked those who speak to please follow the etiquette of communicating with respect to others, to please stay on topic with their statements, while addressing council. **Vice Mayor Blakesly** reminded the audience, this is not the forum for arguments and asked in an effort to give all citizens an opportunity to express their thoughts and concerns, to keep their comments as brief as possible. **Vice Mayor Blakesly** advised with the number of people in attendance, a five-minute limit will be given to each person speaking. **Donald Hutchison**, 1058 Bristol Drive, provided Council with a page from December 18, 2006, referencing Resolution 06-R-33, with the concerns of the Brown School Road being extended due to the land clearing for the new Public Works Facility and what the emergency access would mean. **Councilman Lewis** addressed Mr. Hutchison, advising him the intent of the service drive is in the event there is an emergency and not for general use or for general traffic and Council is committed to honoring Resolution 06-R-33. **Mr. Hutchison** inquired

The Council of the City of Vandalia Meeting Minutes

February 17, 2025

where the large debris drop off would be located at the new facility. Councilman Lewis advised it would be at the new facility, where there would be enough room avoiding any back up onto the road. **Vice Mayor Blakesly** advised Mr. Hutchison to get with Staff for a copy of the preliminary plan of the new Public Works Facility, reiterating the service drive access would be gated and only used for emergencies. **Mr. Hutchison** inquired why the land on Webster Street was not considered for the new Public Works Facility. **Vice Mayor Blakesly** advised Mr. Hutchison the Webster Street site had been a looked at for the Public Works Facility, but the Northwoods site was a better fit for the project. **Mr. Hutchison** inquired why there were no emergency service roads for the west end of Alkaline Springs and the north end of Damian, stating the citizens want to me make sure Council does not recind on the Resolution. **Mr. Hutchison** inquired if the increased water, sewer and storm water rates were being used for the Public Works Facility. **Mr. Althouse** advised Mr. Hutchinson that a portion of those rates do go towards the funding of the new Public Works Facility because a fair amount of the work that is performed on restoring water main breaks, replacing sewers and the equipment is done and used by the City's Public Works. **Robert Shanahan**, 7733 South Brown School Road, expressed his concerns about the PUD, Addison Properties, the schools hiring additional teachers, construction of additional classrooms and the additional traffic issues.

Patty Tacket, 7771 Johnson Station Road, addressed Council expressing her concerns of the new development, stating her shooting range was involved in litigation with Jamie Spencer, where he alleged the presence of lead contamination on the property where the new housing development is proposed, and she would like the prospective developer and Council to know this and requested to be contacted if there has been lead testing done on the property. **Gloria Shanahan**, 7733 South Brown School Road, addressed Council that she is speaking on behalf of Tanya Brown, who resides at 4428 Poplar Creek Road, who was unable to attend the meeting tonight. **Ms. Shanahan** read a letter from Ms. Brown, stating she has concerns regarding the proposed development on South Brown School, with the small lot sizes, the materials used for the proposed homes, the traffic issues once the development is completed and the resale values of the surrounding homes. **Beth Langford**, 410 South Brown School Road, addressed Council expressing she agrees with what has already been said and it is not a good development or a good look for Vandalia. **Donald Engle**, 859 Bolton Abbey Lane, addressed Council expressing that the City of Vandalia has high standards, better schools and less crime than some of the surrounding areas. **Mr. Engle** expressed that Foxfire is an upscale, high quality housing development and ultimately this is what should be built in the proposed development on South Brown School Road. Mr. Engle provided Council with copies of the Foxfire Protective Covenants and Restrictions and the Foxfire Quality Features. **Mr. Engle** stated several times, Vandalia Ohio, Small City, Big Opportunity. **Leon Mable**, 778

The Council of the City of Vandalia Meeting Minutes

February 17, 2025

Foxfire Trail, addressed Council stating by Council making the property a PUD, Council has the authority to make changes and asked Council to consider changing the lot sizes due to the traffic and cars parked on the streets. **Mr. Mable** expressed his concerns of the potential traffic issues the development will cause on Brown School Road and Little York Road and the property values. **Tammy Weatherhead**, 4555 Poplar Creek Road, addressed Council stating she has lived in her home for 30 years, which is on the north side of the development. **Ms. Weatherhead** expressed her concern of the building materials used for the proposed housing development, how it will affect her property value and the emergency services for the residents of Vandalia. **Leonard Green**, 867 Bolton Abby Lane, addressed Council inquiring how the proposed housing development would benefit the City of Vandalia and if City Council had the authority to change the lot sizes. **Mr. Green** requested that Council listen to the citizens and their concerns. **Kimberly Bish**, 792 Foxfire, addressed Council thanking Council for the opportunity for the residents to share their thoughts on the development on South Brown School Road. **Ms. Bish** shared she realizes the property would eventually be developed, expressing her dissatisfaction with the product of houses being proposed. **Ms. Bish** expressed her concerns of more traffic, more cars and the possibility of a train derailment. **Alex Gunter-Dray**, 751 Foxfire Trail, addressed Council inquiring why Council had not given the residents any feedback and how Council finds the proposed development in alignment with the 2020 comprehensive plan, siting the residents are the stakeholders in Vandalia, not the developers. **Mr. Gunter-Grey** expressed his concerns about the lot sizes, the quality of the building products and the need for a traffic study before Council makes their decision. **Ed Burke**, 2337 Upper Trent Way, addressed Council expressing his concerns with the layout of the proposed development, the cul-de-sac sizes, the increase of box trucks and traffic, mailbox clusters, who will maintain the wet-lands if the HOA bails and possibility of short-term rentals the proposed development will bring to Vandalia. **Vice Mayor Blakesly** thanked everyone for their comments. **Councilmember Follick** requested the Law Director explain the process moving forward to everyone in attendance. **Gerald McDonald**, Law Director for the City of Vandalia, advised at the March 3rd, 2025 Council meeting, Council will consider the second reading of the PUD and the preliminary plan, and there will be public hearing in a second reading. **Mr. McDonald** advised Council has the ability to make changes to certain things, but there is criteria in the City's code that governs what can and cannot be required. **Mr. McDonald** gave different scenarios of possible changes Council could require, with the final development plan being adjusted accordingly if approved adding, all the procedures are outlined in the City of Vandalia Planning Code, which are passed by City Council, which must be followed to not put the City at a risk for litigation. **Mr. McDonald** advised that it is not unusual for Council to not express their views in the earlier stages, but will at the

The Council of the City of Vandalia Meeting Minutes

February 17, 2025

public hearing at the second reading to not be accused of making decisions before all the information is presented. **Donald Engle**, 859 Bolton Abbey Lane, addressed Council again, sharing traffic studies can show anything the person paying for the study want them to show. **Mr. Engle** expressed his concern of a potential lawsuit if this does not go in the developer's favor. **Beth Langford**, 410 South Brown School Road, addressed Council again, inquired about obtaining a copy of the Vandalia Zoning Code criteria for Plan Unit Developments, on what Council can and cannot change. **Mr. McDonald** directed Ms. Lanford to the City of Vandalia's website.

At 8:07 p.m. **Vice Mayor Blakesly** addressed the audience announcing Council would be moving on to the rest of the meeting agenda and gave the audience the opportunity to stay for the rest of the meeting or to leave if they so wish to.

CITY MANAGER'S REPORT

Information Items:

Mr. Althouse shared the annual Employee Service Awards Luncheon will be held on Friday, February 28, 2025, at 11:30 am at the Cassel Hills Clubhouse. Councilmembers are invited to attend. Employees celebrating a service milestone in 2024 will receive an invitation in the mail. Attendance is limited to Council, department heads, supervisors, the employee being recognized and one guest. This year we will be celebrating 150 years of combined service.

Action Item: None

Old Business: None

Resolutions:

25-R-13 A Resolution Approving The Proposed 2024 Bylaws Of The First Suburbs Consortium Of Dayton Ohio Council Of Governments. **Mr. McDonald** read Resolution 25-R-13 by title. **Mr. Althouse** advised on October 23, 2024, the First Suburbs Consortium of Dayton Ohio Council of Governments (COG) Governing Board unanimously approved several changes to the COG's Bylaws. This is the first Bylaws change since 2017. In accordance with Section XIII of the 2017 Bylaws, each Member Community must also approve the new Bylaws by a Resolution before they can become effective. In the Council packet, you will find the revised Bylaws provided by Jack Jensen, Executive Director. There were no comments from Council. It was moved by Councilman Lewis, second by Councilwoman Doogan to approve Resolution 25-R-13. Motion passed 6-0.

25-R-14 A Resolution Authorizing The City Manager To Purchase The Property Located At 10 W. National Road And Designating The Site As An Area For

The Council of the City of Vandalia Meeting Minutes

February 17, 2025

Revitalization. **Mr. McDonald** read Resolution 25-R-14 by title. **Mr. Althouse** advised the City of Vandalia is finalizing a contract to purchase real estate at 10 West National Road for \$2,150,000, for redevelopment purposes as part of the Vandalia City Center Overlay plan. The City's intent is to seek a desirable use for this property that aligns with the VCCO and the 2020 Comprehensive Plan that meets the desire of our community and supports quality economic development. Funds for this purchase will come from the Job Creation and Revitalization Fund, which is predominantly funded through building permit and land development fees. There were no comments from Council. It was moved by Councilman Follick second by Councilman Lewis to approve Resolution 25-R-14. Motion passed 6-0.

Ordinances – First Reading: None

Ordinances – Second Reading: None

Ordinances – Emergency Reading:

25-03 An Ordinance To Revise Appropriations For Current Expenses And Other Expenditures Of The City Of Vandalia, Montgomery County, Ohio During The Calendar Year Ending December 31, 2025, And Amending Ordinance 24-24 And Declaring An Emergency. **Mr. McDonald** read Ordinance 25-03 by title. **Mr. Althouse** advised Council this Ordinance would approve the following supplemental appropriation for \$2,000,000 increase appropriations to account for expenses related to the purchase of real estate located at 10 West National Road for \$2,150,000, for redevelopment purposes as part of the Vandalia City Center Overlay plan. There were no comments or questions during the public hearing. There were no comments from Council. It was moved by Councilwoman Farst, second by Councilman Follick to approve Ordinance 25-03. Motion passed 6-0.

Reports from Boards and Commissions: None

Vice Mayor Blakesly reviewed the January 2025 Bill Listing \$ 4,241,234.77, Monthly Expenses over \$25,000 and Monthly Purchasing Card Detail in the amount of \$20,044.28. He solicited comments or questions. There were none.

Council Comments

Mr. Althouse thanked Mr. Schwieterman for all the time and work he put into the Utility Rate Study, complimenting him on the fine presentation. **Mr. Althouse** advised the portion of the Utility Rate Study presentation video will be available on the City's website this week.

The Council of the City of Vandalia Meeting Minutes

February 17, 2025

Councilmember Follick thanked the Public Works and Parks and Recreation staff for their efforts with snow removal and the ongoing water main breaks.

Councilmember Farst thanked Mr. Schwieterman for his presentation and thanked staff for their efforts in keeping the roads cleared.

Councilmember Aivalotis-Weaver made a motion to excuse Mayor Herbst from all meetings tonight. Councilwoman Farst seconded the motion. All members present voted yes. Motion passed 6-0. **Councilmember Aivalotis-Weaver** thanked Vice Mayor Blakesly for organizing the Boy Scouts to attend the Council Meetings and thanked Liam Suber for leading everyone in the Pledge of Allegiance tonight. **Councilmember Aivalotis-Weaver** shared she does hear the citizens concerns about Helke Park not having a toddler playground, but the previous playground equipment had several safety concerns and had to be taken down. **Councilmember Aivalotis-Weaver** thanked the residents who spoke at the meeting tonight, sharing Council does listen. **Councilmember Aivalotis-Weaver** thanked Mr. Schwieterman for his presentation and wished everyone a happy Presidents Day.

Vice Mayor Blakesly thanked the Boy Scouts for leading the Pledge of Allegiance, noting it met the need for a badge requirement. **Vice Mayor Blakesly** thanked Mr. Schwieterman again for his detailed report and staff for their involvement.

Vice Mayor Blakesly advised the Council meeting will be adjourned and Council will reconvene to the Study Session to finish the agenda items.

The Regular meeting was adjourned at 8:22 p.m.

APPROVED:

Michael Blakesly, Vice Mayor

ATTEST:

Angela Swartz, Deputy Clerk of Council

Proclamation

City of Vandalia, Ohio

Whereas, the City of Vandalia seeks to honor those who have made lasting contributions to the fabric of our community; and

Whereas, the Vandalia-Butler Chamber of Commerce annually presents the Marvin C. Link Distinguished Service Award, recognizing individuals who have shown a lifelong commitment to the betterment of the communities of Vandalia and Butler Township; and

Whereas, Michael "Mike" Blakesly is the 2025 recipient of the Marvin C. Link Distinguished Service Award, and has dedicated his life to the service of others, both professionally and in his personal time, embodying the values of hard work, compassion, and community spirit that this award represents; and

Whereas, Mike Blakesly, a proud graduate of Butler High School, served as a member of the Butler Township Fire Department for over 38 years, where he held the roles of Captain and Fire Marshal, impacting the lives of countless residents through his commitment to fire safety education, community outreach, and his leadership; and

Whereas, Mike's contributions extend far beyond his work as a firefighter; he has served the City of Vandalia as a dedicated Councilman for 27 years, working tirelessly on projects such as the opening of the Vandalia Recreation Center, land agreements with Vandalia City Schools, and advising on numerous city initiatives that have greatly benefited the community; and

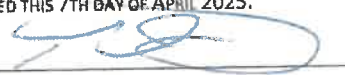
Whereas, Mike's volunteerism spans numerous organizations, including the Vandalia-Butler Optimist Club, the Historical Society, the Vandalia Sister Cities Organization, and the Oktoberfest committee, where his behind-the-scenes efforts have ensured the continued success of these vital community programs and events while also fostering connections, encouraging others to engage in community service, and leading with an infectious positivity that motivates others to step up and contribute to the collective good of Vandalia and Butler Township.

Now, Therefore, I, Richard Herbst, by the authority vested in me as mayor of the City of Vandalia do hereby proclaim Tuesday, April 8, 2025, as

Michael Blakesly Day

in the City of Vandalia, in recognition of his lifelong contributions to our community. Let us all strive to follow his example of service, dedication, and unwavering commitment to the betterment of our community.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY
HAND AND CAUSED THE SEAL OF THE CITY OF VANDALIA TO BE
AFFIXED THIS 7TH DAY OF APRIL 2025.


Richard Herbst, Mayor



Proclamation

City of Vandalia, Ohio

WHEREAS, emergencies can occur at any time requiring police, fire or emergency medical services; and

WHEREAS, when an emergency occurs, the prompt response of appropriate personnel is critical to the protection of life and property; and

WHEREAS, the security of our public safety personnel is dependent upon the quality and accuracy of information obtained from citizens who call 911; and

WHEREAS, Public Safety Specialists are the first and most critical contact for our citizens with emergency services; and

WHEREAS, Public Safety Specialists are a vital link for our police officers and firefighters in monitoring their activities by radio, providing them with information, and ensuring their safety; and

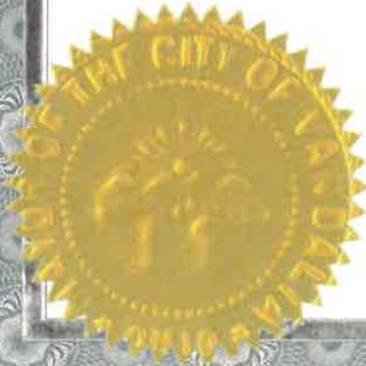
WHEREAS, Public Safety Specialists have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of patients, and

WHEREAS, Public Safety Specialists exhibit compassion, understanding, and professionalism while performing their duties.

NOW, THEREFORE, I, Richard Herbst, Mayor of the City of Vandalia, do hereby proclaim April 13, 2025, through April 19, 2025, as

Public Safety Telecommunications Week

in the City of Vandalia, in honor of the men and women whose diligence and professionalism keep our community and citizen safe.



IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND CAUSED THE SEAL OF THE CITY OF VANDALIA TO BE AFFIXED THIS 7TH DAY OF APRIL 2025.


Richard Herbst, Mayor



Vandalia
Recreation
Center



Vandalia Easter Eggstravaganza

Saturday, April 19 | 11:00am - 2:00pm

Bring the family out and have an "egg"cellent time at the Vandalia Easter Eggstravaganza! We will have egg hunts, baby goat petting zoo, arts & crafts, face painting, vendors, games & activities, food trucks, Easter bunny photo area, and more! Make sure to bring your own basket for the egg hunts

Fee: Free entry event

Location: Vandalia Sports Complex - Soccer Field Side

Easter Egg Hunt Times: 11:00am & 12:30pm

Easter Egg Hunt Ages: For ages 12 and under

Groups: 2 and younger, 3-4, 5-6, 7-8, 9-12

Make sure to bring your own basket for the egg hunts



Memorandum

To: Mr. Kurt Althouse, Interim City Manager
From: Mrs. Angela Swartz, Deputy Clerk of Council
Date: March 5, 2025
Re: **Boards and Commissions – Appointment**

Attached for Council's review you will find an application for appointment to the Golf Advisory Board.

Larry Pearson has submitted an application requesting to be appointed to the Golf Advisory Board. There is currently one vacancy for the Golf Advisory Board.

After Council reviews said application during the Monday, March 17 Study Session and meets the candidate, if Council desires, we can include the appointment as an Action Item at the Council Meeting on April 7, 2025. There is no requirement for an Oath of Office to the Golf Advisory Board.

Boards Commission Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting it.

City of Vandalia - BOARDS AND COMMISSIONS APPLICATION

If interested in more than one board, please number in order of preference.

Committee	Preference	Committee	Preference
Bicycle Committee		Golf Advisory Board	
Local Board of Tax Appeals		Housing Code Board of Appeals	
Board of Zoning Appeals *		Parks & Recreation Advisory Board	
Civil Service Commission *		Planning Commission *	
Community Reinvestment Area Housing Council		Vandalia Development Corporation	
Art Council			

* PLEASE NOTE: Appointment to these City boards & commissions are sworn positions that require you to take an Oath of Office

Personal Information

First Name *

larry

Middle Name

Last Name *

pearson

Mailing Address *

217 vista ave

Apt. #

City *

vandalia

State *

Ohio

Zip Code *

45377

Email Address

lpearson@ameritech.net

Home Phone

9376894929

Business Phone

Why do you wish to be considered for this position?

I want to volunteer for the city as a way to give back, and to stay involved. I've been a resident since 1976.

Briefly state any specific background or qualifications you may have that would enhance your service on this board/commission/committee.

I retired from the Montgomery County engineer's office after 27 years of service as a Construction Inspector.

Please list any past volunteer roles in schools, service clubs, and/or other civic organizations.

Former board member for the Low Mountains Shores Homeowners Association - Norris Lake, TN

How do you view your role as an active member of the board/commission or committee?

I have a long history of experience with various regulations and code requirements, and I have sought variances in the past (as an applicant). I have also worked with Kip Millikin on neighborhood code enforcement issues. I believe these experiences would help me be a valuable member of the BZA.

Do you know the scheduled meeting dates and times of the board/commission/committee?

Staff has provided me with the meeting schedule.

Are you willing to make the commitment to be a regular attending member?

Yes

Do you wish your application to be kept on file for future vacancies?

Yes

Signature

IF YOU WISH, PLEASE ATTACH YOUR RESUME. Please Sign to Acknowledge

This document was signed by **Larry Pearson**
on **11/06/2023 14:10:27 (UTC)**

Revised: March 17, 2025

GOLF ADVISORY BOARD

Danny Knife 225 Topton Drive Vandalia, OH 45377 Home: 937-573-8800 Work: 937-236-6558 Email: dknife5@yahoo.com <i>Appointed: 8/1/22</i>	06/30/25	VACANT Address Vandalia, OH 45377 937 Email <i>Appointed</i>	06/00/00
GORDON JACKSON 438 Bennert Drive Vandalia, OH 45377 898-9606 Gordieandjenny116@yahoo.com <i>Reappointed 6/20/22</i>	06/30/25	DAVID HIGGINS dparhiggs@yahoo.com 690 Golf View Vandalia, OH 45377 898-6731 <i>Reappointed 6/15/20</i>	06/30/26
Robert Wolfe rwolfe359@aol.com 1005 Woodland Meadows Drive Vandalia, OH 45377 241-5866 <i>Appointed 7/15/13</i> <i>Reappointed 6/20/22</i>	06/30/25	DAVID LEWIS 12/31/2027 Council rep 657-1157 dlewis@vandaliaohio.org <i>Reappointed 1/2/2024</i>	

**** Staff Representative Ben Lickliter 415 - 2075**

Term: 3 years

Meetings scheduled the fourth Tuesday of each month at 7:30 p.m.

*Golf Advisory Board created by Ordinance #75-05, Amended by Ordinance #77-02

**Resolution 84-R-02 extends terms of the Golf Advisory Board from December 31 to June 30.

Memorandum



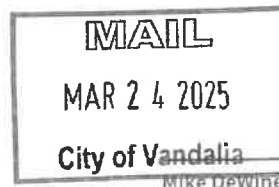
To: City Council
From: Kurt E. Althouse, Police Chief
Interim City Manager
Date: March 27, 2025
Subject: Retail Liquor Permit Request

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 Tressel, 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
6808 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

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

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/govhelp.

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

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-19

**A RESOLUTION AUTHORIZING THE PURCHASE OF A MITEL TELEPHONE SYSTEM,
REQUESTED BY THE IT DEPARTMENT, FROM FORERUNNER, INC., AT GOVERNMENT
PROCUREMENT CONTRACT PRICING AMOUNTS TOTALING \$161,468.06**

WHEREAS, Council has received a memorandum from Darren Davey, Information Technology Manager, dated March 11, 2025, recommending Council waive the formal bidding process and authorize the purchase of a Mitel Phone System from Forerunner, Inc., at or below prices set forth in the Sourcewell Contract #120122-MBS; and

WHEREAS, the existing NEC telephone system is no longer supported by the manufacturer; and

WHEREAS, the operation of an internal telephone system is critical to daily operations of the City; and

WHEREAS, pursuant to Vandalia Code section 208.02(e), Council has the authority to waive the formal bidding process.

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

Section 1. After review of the facts and discussion with Darren Davey, Council has determined that it is in the best interest of the City to waive the formal bidding process for the Phone System Replacement project pursuant to Vandalia Code section 208.02(e)(2).

Section 2. Council authorizes the purchase a Mitel Telephone System, including installation and configuration, from Forerunner, Inc., for a total cost of \$161,468.06 at the price set forth by the Sourcewell Contract #120122-MBS.

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 5. 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

Memorandum

To: Kurt Althouse, Interim City Manager
From: Darren J. Davey, IT Manager
Date: March 11, 2025
Re: Phone System Replacement



The City of Vandalia has utilized NEC phone equipment for over 25 years, consisting of 250 handsets, a voicemail system, call queues, and integration with our 911 system. However, this system has reached the end of its useful life and is no longer supported by the manufacturer, meaning updates, replacement parts, and technical support are no longer available. Additionally, we are experiencing frequent issues due to the aging infrastructure, further impacting reliability and functionality.

During our 2025 budget process, we allocated \$170,000 for a replacement system based on estimates for a Mitel phone system. Mitel is one of the top three manufacturers of on-premise phone systems, which allow internal functionality without internet connectivity or ongoing subscriptions. This minimizes downtime due to vendor outages or internet-related disruptions.

To ensure a cost-effective purchase, we solicited proposals for Mitel equipment using the Sourcwell cooperative purchasing contract. We received three proposals, and after evaluation, the lowest-cost proposal meeting all specifications came from Forerunner, Inc., our current phone system vendor. Throughout the selection process, we consulted with department representatives to refine the system's design. As a result, we included additional features such as call detail reporting, which is valuable for tracking harassment calls or threats.

The final project cost from Forerunner, Inc. using the Sourcwell contract is \$161,468.06, which includes \$130,618.06 for equipment and \$30,850.00 for installation. The remaining \$8,531.94 from the budgeted funds will be used to purchase necessary network switch equipment to connect and power the new telephones.

I recommend that Council waive formal bidding and approve the purchase of the 2025 Phone System Replacement Project from Forerunner, Inc. for \$161,468.06 under the Sourcwell cooperative purchasing agreement. Additionally, I request authorization to use the remaining funds to purchase network switch equipment from City-approved vendors, not to exceed \$8,531.94.

BUDGETED: \$170,000.00

ACTUAL: \$170,000.00 (\$161,468.06 + \$8,531.94)

2025 Phone System Replacement Bid Tally

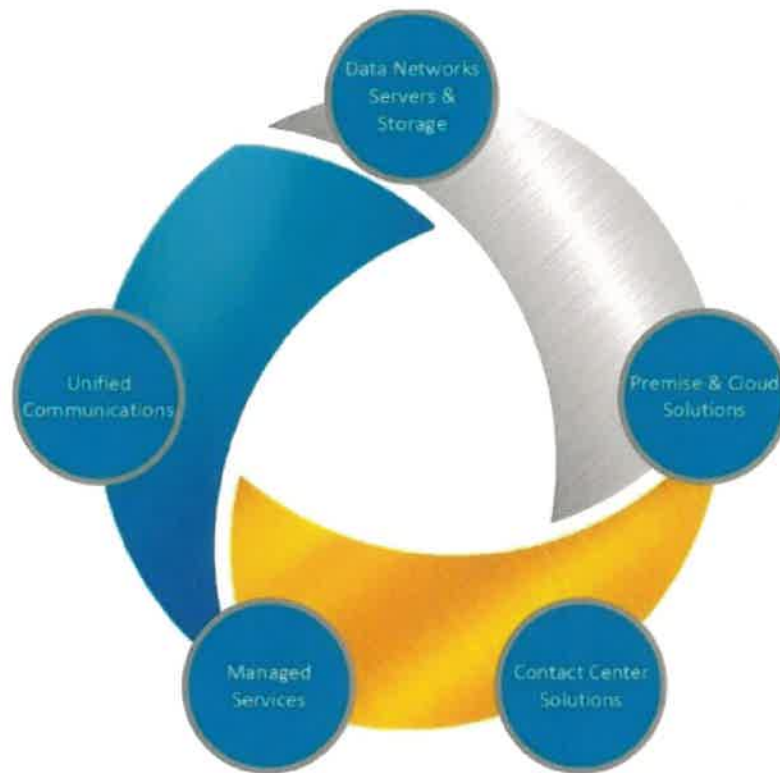
Original

Company	Bid Amount	Notes
BSB	\$ 160,428.14	Primary Bid
BCS	\$ 179,426.65	Primary Bid
BCS	\$ 159,684.66	Alternate without Contact Center
Forerunner	\$ 159,836.85	Primary Bid

Revised

Company	Bid Amount	Notes
BSB	\$ 158,289.34	Alternate analog adapters, removed UCC Standard licenses, cheaper call center
Forerunner	\$ 161,468.06	
Difference	\$ 3,178.72	

Proposal and Statement of Work For City of Vandalia



Prepared for:
Darren Davey, Information Technology Manager

Prepared by:
Mark Gottlieb
Sales Executive

Prepared On: 2/11/2025

Quote Id: 10003425-20250207-V4

CONTACT INFORMATION

END USER

Company Name:	City of Vandalia		
Site Address:	Vandalia, OH, 45377		
Primary Contact Name/Title:	Darren Davey, Information Technology Manager		
Contact Address:	245 James E Bohanan Drive, Vandalia, OH, 45377		
Phone Number:	(937) 415-2252	E-mail:	ddavey@vandaliaohio.org

SITE

Site Name:	Darren		
Contact Name/Title:	Davey Information Technology Manager, (937) 415-2252		
Bill To Address:	Vandalia, OH, 45377		
City, State, & Zip:	245 James E Bohanan Drive, Vandalia, OH, 45377		
Phone Number:	ddavey@vandaliaohio.org	E-mail:	

BILL TO

Company Name:	City of Vandalia		
Contact Name/Title:	Darren Davey, Information Technology Manager		
Bill To Address:	245 James E Bohanan Drive		
City, State, & Zip:	Vandalia, OH, 45377		
Phone Number:	(937) 415-2252	E-mail:	ddavey@vandaliaohio.org

PROVIDER OF SERVICES

Company Name:	Forerunner Technologies, Inc.		
Address:	150M Executive Drive, Edgewood, NY 11717		
Primary Contact Name/Title:	Mark Gottlieb		
Phone Number:	855-378-3283	E-mail:	Mark.Gottlieb@frtinc.com

EXECUTIVE SUMMARY

Forerunner Technologies, Inc. is pleased to submit this proposal for the design and implementation of a new Mitel-based telephone system for the City of Vandalia, Ohio. With our expertise in deploying enterprise-grade communication solutions, we are confident in our ability to deliver a seamless, high-performance telephony infrastructure that meets the City's operational needs and enhances overall efficiency.

Our proposed solution will provide a total replacement of the City's current telephone system across ten (10) buildings, ensuring a modern, reliable, and scalable platform. The system will feature state-of-the-art Mitel desk phones, robust voice processing, comprehensive reporting, mobility applications, Unified Messaging, and other essential peripherals to support the City's communication requirements.

To ensure a streamlined and cost-effective procurement process, Forerunner Technologies, Inc. is quoting this solution using **Sourcewell cooperative purchasing** under the Mitel **120122-MBS** contract. This aligns with the City of Vandalia's **Codified Ordinance Section 208.08, "Joint Cooperative Purchasing Programs,"** enabling the city to leverage pre-negotiated, competitive pricing for Mitel equipment. Our proposal meets or provides pricing below eligible cooperative contract rates, ensuring compliance with the City's procurement requirements. For third-party add-ons and labor, we have provided competitive non-contract pricing to ensure a fully integrated and seamless deployment.

With a focus on security, ease of use, and future scalability, our approach will ensure uninterrupted communication, improved collaboration, and enhanced operational efficiency. Our team brings extensive experience in government and enterprise telephony projects, ensuring a smooth transition with minimal disruption. We are committed to delivering a cost-effective, fully integrated solution that aligns with the City's long-term strategic goals.

We appreciate the opportunity to partner with the City of Vandalia and look forward to demonstrating our capabilities in delivering a high-quality, future-ready telephone system.

Proposed Solutions

Mitel SMB Controller

The Mitel SMB (Small Medium Business) Controller is a communication server platform that perfectly addresses the smaller customer or branch office segment for the MiVoice Business solution and offers a growth potential for up to 150 users.



The communication server can be expanded using interface cards and system modules, providing enterprise-level features in a small business package. The Mitel SMB Controller is the perfect solution for customers previously on MiVO250 and MiVoice Connect.

Key Features:

- Supports up to 150 users
- Applications directly integrated in the SMBC platform
- Supports MiVoice Business
- Optionally supports integrated MiVoice Border Gateway for functions such as SIP Trunking and Teleworker
- Supports integrated CloudLink Gateway
- Supports integrated probe for Mitel Performance Analytics
- Powerful and future-ready for customer investment protection

Mitel 6920w IP Phone



The 6920w is designed for power users who require a phone with a modern design that is flexible and delivers a high-quality communications experience. It provides flexible network connectivity options including wired Ethernet and built-in Wi-Fi to facilitate installation in work-at-home and corporate environments.

The 6920w is built from the ground up to provide an exceptional HD audio experience with high-quality full-duplex speakerphone and support for Mitel's H-Series USB and EHS/DHSG headsets.

Features:

- Embedded WiFi - dual band (2.4GHz & 5GHz) IEEE 802.11a/b/g/n
- Bluetooth 5.2
- Energy Efficient Ethernet (EEE) support
- 3.5-inch QVGA color display: 320x240 pixel
- Crystal clear HD audio
- High quality full-duplex speakerphone
- Corded speech optimized handset
- MobileLink mobile device integration
- Mobile phone charging point

Mitel 6930w IP Phone



The 6930w is designed for power users who need a phone that can be tailored to their specific communication needs. It provides flexible network connectivity options including wired Ethernet and built-in Wi-Fi to facilitate installation in work-at-home and corporate environments.

The enhanced full-duplex speakerphone, cordless handset, and optional Mitel integrated DECT cordless or H-Series headset give you the flexibility you need to fit with the way you work.

Features:

- Embedded Wi-Fi - dual band (2.4GHz & 5GHz) IEEE 802.11a/b/g/n
- Bluetooth 5.2
- Energy Efficient Ethernet (EEE) support
- 4.3" (480x272 pixel) color display
- Bluetooth 4.1
- MobileLink mobile device integration
- PCLink
- Mobile phone charging point
- Voice optimized handset

Mitel 6970 IP Conference Phone

Features:

- 7" WVGA (800x480) color TFT capacitive touch-screen LCD with brightness controls
- Power Over Ethernet (PoE) LAN port supporting 10/100/1000 Base T
- Embedded Bluetooth 4.1
- 1 USB 2.0 Host port one on the side of the unit
- 1 peripheral mini-USB port underneath the unit
- 2 ports for optional external microphones underneath the unit
- Enhanced conference audio with high output speaker and 8 microphone beam-forming array
- Support for wireless network connection via optional Mitel Wireless LAN adapter
- Twelve touch screens top softkeys supporting up to:
 - 48 functions
 - 6 state-based touch screen bottom softkeys supporting up to 30 functions
- MobileLink support - seamless mobile integration using Bluetooth wireless technology



M695 Color Programmable Key Module (PKM)

The Mitel M695 can easily add 28 color self-labelling buttons to the existing Personal keys on a 6920, 6930 or 6940, enabling the MiVoice 6900 Series IP phones to become robust productivity enhancing desktop communication tools for users who need to monitor a large number of lines or Busy Lamp Fields.

The M695 attaches easily to the 6900's sidecar expansion port which provides power to the attached PKM(s) for a clutter free desktop. Up to three modules can be daisy-chained together to provide up to 84 programmable keys that can be programmed with all of the same feature types available on the personal keys of the base phone.



- Supported on the 6920, 6930 and 6940
- 28 color self-labeling programmable keys
- 4.3" 480x272 pixel color backlit LCD display
- Additional M695 PKM's can be daisy-chained for a combined total of up to 3 modules

All attached PKM's powered by the phone – no separate power adapter required. When a M695 PKM is installed with the 6930 or 6940 IP Phones, the phone becomes an IEEE 802.3at compliant device and will require a Class 4 powered switch, a midspan power hub or an IEEE 802.3at compliant inline power adapter such as:

- Gb 802.3at Power Adapter Universal, plus one of the following C13 Power Cords:
- C13 Power Cord with NA Plug Type
- C13 Power Cord with UK Plug Type
- C13 Power Cord with European Plug Type
- C13 Power Cord with Australian Plug Type

Mitel MiCollab

Across your typical business, user collaboration, mobility, and messaging are the core communication requirements. To simplify these functions, Mitel combines them into a single solution: the Mitel MiCollab.

Promoting simplicity for users

Despite being physically separated, users appreciate being able to find each other quickly and connect without delays and long waiting times for return calls and emails. Instead of users toggling between their communications applications, each with their own login procedure, MiCollab provides users access to all of their applications from one place – from anywhere on any device.

Also included in MiCollab is Presence, which provides a visual of someone's status and real-time access to everyone in the organization, on or off the premises, and enhances the effectiveness of "in the moment" communications.

Promoting simplicity for IT teams

MiCollab operates on a single management console providing administrators with one view of the entire solution - presence, collaboration, mobility, and messaging. As a single solution, MiCollab brings several other benefits to IT teams, including:

- One server for all functionality
- One interface for user deployment
- One management view
- One point of control
- Multiple deployment options including virtualized environments
- Powerful APIs to bring other applications like email and CRM into the user's communication realm.

MiCollab is a robust communications solution that unifies mission-critical applications on a cost-effective, easy-to-use platform. MiCollab minimizes installation and management costs because it consolidates multiple communication applications (see list below) on a single server with common installation, commissioning, and administration tools.

- Unified communications and collaboration
- Mobility
- Unified messaging
- Audio, video and web conferencing
- Real-time contact information
- Speech-enabled auto attendant
- Teleworking

By residing on a single server, MiCollab drastically cuts power consumption, reduces maintenance costs and requires less rack space. Time and effort are also saved with a single installation of all applications, an integrated initial system configuration wizard, and a simplified browser-based administration interface. Also, for everyday use, a browser-based user portal provides access to the applications.

Through integration with the MiVoice Business platform, MiCollab delivers call control, extensive features and support for a wide range of innovative desktop devices and applications.

MiCollab Unified Messaging

From basic voice mail to advanced unified messaging, MiCollab Unified Messaging (UM) is a reliable, cost-effective messaging application that satisfies the diverse needs of the entire user population.

As part of the MiCollab suite, MiCollab UM enables users to access their voice mail remotely through their existing e-mail clients (IBM Lotus Notes, Novell GroupWise, or Microsoft Outlook 2003/2007/2010 or 2013) or telephony user interface (TUI). MiCollab UM also enables access to voice messages from the desktop by e-mail client or web browser.

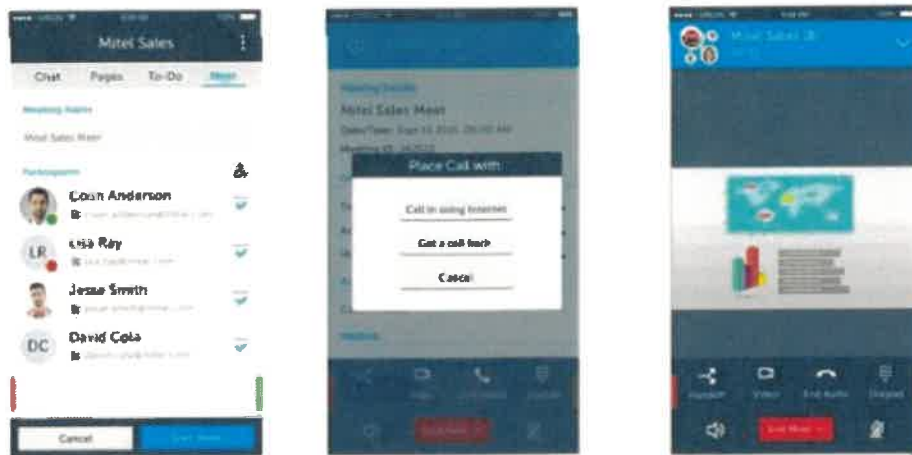
Benefits:

- Advanced unified messaging and text-to-speech e-mail reading allows users to manage voice mail, e-mail and faxes from a desk phone, mobile device or PC
- Improves customer service levels while Speech Auto Attendant offloads the company receptionist from routine calls
- Personal call routing options, such as Find Me/Follow Me and the ability to create schedules and caller ID filtering, empower users to control how and when calls reach them
- NuPoint upgrade process improvement (vNPM Restore)

MiTeam (Available as an Option)

MiTeam is a workstream communications and collaboration tool that provides a highly collaborative, persistent workspace for team-based meetings, conversations, content collaboration and project management. It is integrated into MiCollab UC mobile (iOS and Android) and MiCollab Web Client.

MiTeam – Join Meet Session



Benefits:

- Consolidate teamwork capabilities into a single windowpane, centralizing chats, content sharing, collaborative whiteboard sessions, pictures, videos, presentations, and add rich graphic and vocal annotations.
- Keep up to date on projects, stay connected with colleagues and clients, and eliminate cumbersome emails with powerful layers of embedded collaboration within a single application.
- Potential to integrate and embed more than 40 external services – such as DropBox, Salesforce.com, Evernote, and Google Drive – directly into your MiTeam experience to automate alerts, seamlessly import content and annotate files, all within the same application.
- Expand teams past the physical confines of your own organization to include remote employees, contractors, and even customer contacts, anywhere around the globe and on any device.

Speech Auto Attendant (Available as an Option)

The MiCollab UM Speech Auto Attendant (SAA) is an application that allows users to place calls to people quickly and efficiently by speaking their names. Users can also make a call by saying a department name or telephone number.

Speech Auto Attendant has the ability to store four numbers per person and provides the configurable option for the user to select which phone number will be called. Department names are also supported and can be heard after saying the "Department" command.

The auto attendant provides users with the ability to optionally play back the current presence state of the matched person prior to transferring a caller. This feature is supported through integration with the following clients:

- IBM Sametime
- Microsoft Live Communications Server 2005 (LCS) and Microsoft Office Communications Server 2007 (OCS)

MiCollab Audio, Web, Video Conferencing

MiCollab Audio, Web and Video Conferencing brings together the benefits of a feature-rich audio-conferencing solution with easy-to-use, intuitive web conferencing capabilities. These enable users to enhance conference calls or meeting through the use of shared documents, presentations, chat and desktop video.

The audio conferencing and web presentation capabilities facilitate better collaboration among internal and external employees, business partners and customers. Users can rapidly schedule and conduct conference calls and share documents with any participant from the browser-based interface. Recording and publishing options extend the conference beyond the initial meeting.

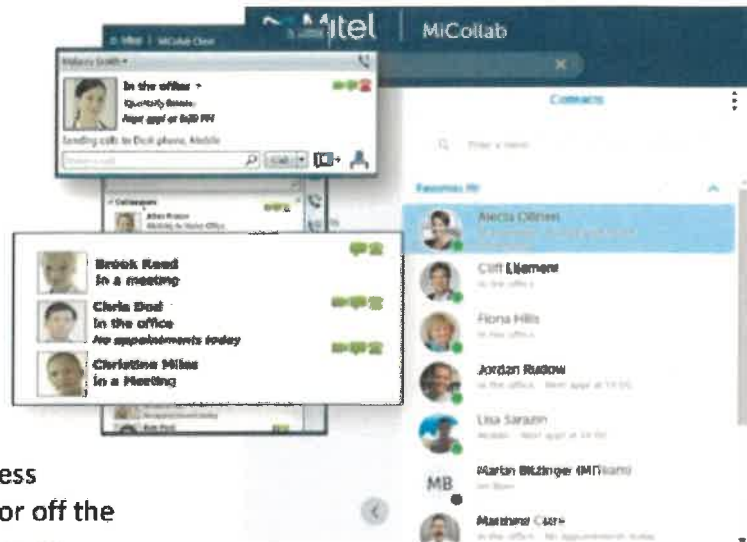
MiCollab Audio, Web, Video Conferencing on MiCollab is a cost-effective, scalable solution that connects people quickly and easily, regardless of their location. When part of MAS, MiCollab Audio, Web, Video Conferencing not only provides all the same features as its stand-alone version, but it also provides the simplicity of administration on a single server, a decreased server footprint, and combination with a rich set of Mitel's advanced IP applications.

MiCollab Audio, Web, Video Conferencing on MiCollab also includes the following features:

- High-quality audio and video for better collaboration among internal and external employees, business partners and customers
- Quick and easy conference call scheduling and conduct with shared documents, presentations, chat and video
- Complete call control and management directly from the desktop
- Comprehensive call detail records for bookkeeping and billing purposes
- Cost-effective group calling
- Web-based collaboration tools designed for sharing desktops and individual applications
- Support for an unlimited number of conferencing hosts
- No special event connection costs, and no expensive add-ons
- Handles javaless browsers
- Supported in a Windows 10 environment and Edge Browser

MiCollab Client

MiCollab Client provides a console from which users can manage all their business communication and collaboration needs. It converges the call control capabilities of Mitel communications platforms with contact management, Dynamic Status, and collaboration applications, to simplify and enhance real-time communications.



MiCollab Client allows real-time access to everyone in the organization, on or off the premises, with user and phone presence information that make every phone call or instant message (IM) count. It also provides simple ways to manage personal communications. Users can find, communicate and collaborate with others quickly, easily and in the moment by desk phone, softphone, mobile device, fax, instant messaging, instant collaboration, or video conferencing. For true unified communications, MiCollab Client integrates with leading business productivity tools such as Microsoft Exchange, Microsoft Outlook, and Microsoft Office as well as IBM Lotus Notes.

MiCollab Client also includes mobile device applications that enable RIM BlackBerry, Apple iPhone and iPad, and Google Android users to upload UC Advanced directly to their devices for use while on the go. GPS and Bluetooth location-based features ensure the mobile user's presence and availability are always up-to-date and the user remains in touch with in-office contacts.

MiCollab Client delivers increased efficiency and productivity, reduced costs, enhanced responsiveness, and streamlined business operations through advanced features:

- Simplified call management and logging
- Presence and availability
- MiCollab softphone
- Visual voice mail
- Secure instant messaging
- MiCollab web and mobile portals
- Dynamic Status (an easy way for users to specify IM, presence, and call routing options)
- Location-based presence



MiCollab Client Options:

- MiCollab Web Client
- MiCollab Mac Client
- MiCollab Client

Integration with Skype for Business/Microsoft Lync

MiCollab integrates seamlessly with Skype for Business/Microsoft Lync, enhancing the clients with the following Mitel voice capabilities:

- Mobility (e.g., single-number reach, hand off to external mobile number)
- Desk-phone control
- Control from mobile phone or SIP device
- Mitel softphone
- Mid-call features
- Voice presence

From within the Skype for Business/Microsoft Lync clients, users can control their Mitel desk phones or their mobile devices, move calls between devices as well as view phone presence. When installed with Microsoft desktop applications, the Mitel solution also supports voice integration with Microsoft Office programs such as Outlook along with Click-to-Call capabilities from a number of web browsers (including Microsoft Internet Explorer, Google Chrome, and Mozilla Firefox).



MiVoice Border Gateway

The MiVoice Border Gateway (MBG) solution securely enables remote employees to work and collaborate productively by having a complete in-office unified communications experience

without being physically in the office. To ensure the deployment of secure internal and external workspaces, MBG provides comprehensive threat protection, strict access control, and privacy. It can be installed either on a Mitel MiCollab server or a separate server residing on the corporate network edge. A reliable, secure platform, MBG accommodates multiple network connectivity services in a number of network edge scenarios:

- **Teleworker Service** is a secure plug-and-play solution for remote workers.
- **SIP Trunk Proxy Service** services a SIP-aware firewall at the edge of the company network, which eliminates the need for third-party firewalls. This also simplifies configuration and deployment.
- **Secure Recording Connector (SRC)** is a software solution that facilitates the recording of Mitel encrypted voice streams by third-party call recording equipment (CRE).

NuPoint UM

NuPoint UM is available as a standalone product, and as part of MiCollab. While most functionality is common between the two versions, there are differences in some areas, especially in provisioning and other administrative functions since the MiCollab version is provisioned in the context of other applications in MiCollab

For ultimate flexibility, the Mitel solution can support just about any e-mail client including hosted e-mail services like Gmail, Office 365, and Hosted Exchange. It also offers a breadth of voice features such as personal distribution lists, broadcasts, and flexible greeting options.

At its core, NuPoint UM grants access to voice messages three ways:

- Via the telephone user interface (TUI)
- From an e-mail client (including hosted services such as Gmail) via Simple Mail Transfer Protocol (SMTP) Forwarding
- Through the NuPoint UM web interface (Web View)

The proposed NuPoint UM 60 supports up to 60 ports, 57,000 mailboxes and at least 8,000 hours of recorded messages on redundant RAID 1 drives.

Virtual NuPoint UM

Deployed in a virtual environment, Mitel NuPoint UM can be managed like any application in the data center. Providing the same features and functionality as its physical version, Virtual NuPoint UM enables users to access and manage voice mail, faxes, and e-mail from a single interface. Common data center management and provisioning capabilities make administration simple. Advanced unified messaging allows users to retrieve and manage messages from their phone, e-mail inbox, or web browser, with full bi-directional support.

Mitel Unified Communications and Collaboration (UCC)

The Mitel UCC license bundles include the following components:

UCC Features	Entry User	Standard User	MiTeam Uplift
MiVoice Business User License	●	●	●
Voice Mail & Unified Messaging	●	●	●
Single Number Reach (Mobile Phone Integration)	Up to 8 Devices	Up to 8 Devices	Up to 8 Devices
PC-MAC Desktop & Web Client	●	●	●
• Instant Messaging	●	●	●
• IM and Telephony Presence	●	●	●
• Enhanced Client Capabilities (Dynamic Status, Email-Calendar Int)	●	●	●
Mobile Client	Opt 50% off, with Entry	●	●
Voice / Video Softphone	Opt	PC & Mobile (1 Active Device)	3 Remote Devices
Teleworker – Remote Access	Opt	1 Device	3 Devices
Audio, Video and Web Collaboration *	Participant Only	Participant, Schedule, Moderate	Participant, Schedule, Moderate
Application Integration (Plug-in)	NA	Google	Google, Salesforce
Ad Hoc Meeting	NA	●	●
MiCollab Meeting Center	NA	●	●
MiTeam Collaboration **	NA	NA	●

* 10 MiCollab conferencing ports with the purchase of the first Standard user and 1 additional port for each additional 10 Standard and 5 MiTeam Uplift UCC users

** 1st Year Included, Monthly Subscription after 1st Year

Mitel's unified communications and collaboration (UCC) licensing structure is based on the UCC solutions that are most used by businesses today. These licenses encompass 80 percent of typical business functions employed by three core user types—from unified messaging with IM and presence for the desk-bound user (Entry License), to a full in-office experience for the mobile and team user (MiTeam Uplift).

User Types

- **Entry** - This license is ideal for a desk-bound office worker who needs messaging and some in-office mobility.
- **Standard** - This license is for knowledge workers who need to collaborate and share documents. It will provide them with mobility within the corporate network as well as presence, a desktop softphone, video support, and teleworker access.

- **MiTeam** - This license is for the fully mobile or remote worker who needs an in-office experience anywhere. In addition to the capabilities offered in the Entry and Standard licenses, it includes highly collaborative, persistent workspaces for team-based meetings, conversations, content collaboration and project management.

MITEL REVOLUTION

Notifying the right people when it matters most

When an emergency occurs, your organization needs a fast and effective way to notify people to keep them safe.

Unfortunately, many solutions used to alert and communicate with others during critical situations lack the capabilities needed to address the changing needs of the modern workplace. While they are perfect for informing those who are on-site, many were just not designed to embrace today's mobile-centric world.

Meet Mitel Revolution

Mitel Revolution was built for today's modern world, embracing our mobile-centric society with support for mobile device notification and event triggering so that everyone can be kept safe, informed, and connected - no matter their location.

With capabilities such as two-way messaging, multimedia push notifications, and support for geofencing— you can go beyond on-premises only to provide people with critical information based upon their location or proximity to the incident zone.

However, Mitel Revolution can not only dramatically improve the safety and security of your organization and everyone within it but can also be leveraged to deliver efficient mass notifications for your noncritical communications needs, such as special announcements or facility-wide paging with your employees, visitors, patients, students, or bystanders that are located inside or near your facility.

Adaptable to Your Notification Needs

Since no two events are ever the same and not everyone shares the same preferred methods of communication, Mitel Revolution provides boundless possibilities to be tailored to address the notification needs of your organization.

With Mitel Revolution, you can communicate effectively and efficiently in virtually any situation using its adaptable architecture that provides:

- Unlimited creation of live, pre-recorded, or scheduled broadcast events

- Activations initiated from on or off-premises devices
- Multimodal notifications to desktop devices, mobile devices, overhead speakers, email, loud horns, strobes, digital/LED signs, and more
- Integration with SMS services to alert via text messages
- Out-of-the-box integrations with automated alerts and early-warning systems
- Geo-location controls to ensure mobile recipients receive relevant information based on their current location
- Multilingual text-to-speech engine support to translate dynamic text into intelligible audio broadcasts
- And a whole lot more

Notifications Made Easy as One, Two, Three

Whether it's alerting a single person of an isolated event or notifying thousands of an evolving situation using multiple notification channels; keeping people informed should be a simple, straightforward process.

With Mitel Revolution creating a notification event can be as simple as:

STEP 1 - Define your communications method for each scenario What do you want the event to do? For example, provide one or two-way audio, play a pre-recorded message, and/or send specific text and images

STEP 2 - Define how your notification should be initiated What will trigger the event? For example, select from endpoints like panic buttons, access control systems, sensors, alarms, Mitel Revolution apps, and more

STEP 3 - Define which endpoints to send the notification to What devices do you want the event delivered to? Such as the large variety of internal endpoints, external devices, and third-party services supported by Mitel Revolution

Embedded Voicemail

An Embedded Voice Mail system within the Mitel Networks Integrated Communications Platform (ICP) is cost-effective and easy to manage, offering customers a messaging solution today with an intelligent migration path to IP telephony. Users can conveniently manage their voice messages with intuitive telephone prompts and complete integration with Softkeys on Mitel Networks telephones. Along with many superbly designed features, the system includes a multi-level auto-attendant to conveniently route incoming calls, providing callers with better self-service access to the person or department they are calling. Recorded Announcement Devices can automatically answer incoming calls and deliver pre-recorded messages, while easing the burden on reception staff. This embedded voice mail system can forward messages to e-mail addresses or pagers, allowing users to be notified of a call anywhere and anytime.

Mitel DECT Integrated Headset

The Integrated DECT Headset is a unique accessory that offers convenience and corridor mobility for 6930 and 6940 IP Phone users. The headset provides handsfree mobility in a lightweight, ergonomic design. This allows users the ability to be mobile up to 300 feet from their desk within the office or in an adjacent office.



- Wi-Fi-friendly 1.9 Ghz frequency with DECT wireless technology
- Noise-cancelling microphone for reduced background noise – calls are crystal clear
- Digital encryption for secure conversations
- Lightweight headset design: Ear hook-type headset weighs only 0.84 ounces (26 grams)

Features:

- Initiate call / end call key
- Volume control keys
- Mute key
- Volume and mute functions fully synchronized with desk phone (can be controlled from either phone or headset)
- Premium mono-ear headset
- Both headband and ear-hook wearing styles provided
- Soft comfortable ear cushion with headband wearing style
- HD voice wideband audio
- Noise cancelling microphone
- In-ear ringing
- LED Indicators on the Headset Charging Cradle indicate both connectivity and charging status

Mitel 5617 IP-DECT Phone

The Mitel 5617 IP-DECT handset is an enterprise-class handset that is designed for users who work in the toughest working environments. The Mitel 5617 is built to be comfortable to use throughout the longest shifts, featuring: a large color display, advanced messaging, wired or wireless headsets, multiple language and phonebook options, a carrying clip and a long-life, replaceable battery.



The Mitel 5617 is ingress protected to IP65 standard, and it has been tested way beyond the standard free fall, temperature, chemical-resistance and endurance tests. And of course, it features advanced speech encryption and authentication.

Key Features

- High resolution 2.4-inch TFT display with multi-color LED
- Shock, vibration, drop, temperature and chemical resistance
- Advanced messaging including priority and confirmation
- Bluetooth 5.0
- 3.5 mm headset connector
- Wideband audio support
- Standard 3.5 mm headset connector
- Multi-function button
- IP65 Protection Class

Mitel S720 Bluetooth Speakerphone

The MiVoice S720 Bluetooth (BT) Speakerphone allows customer to transform any room into a conference room for up to six people. The MiVoice S720 Bluetooth (BT) Speakerphone allows all attendees to contribute while on a call thanks to the 360° microphone pickup and HD Voice audio.



The MiVoice S720 Bluetooth Speakerphone is the perfect solution for office side table and small meeting room conference calls.

Speakerphone functionality is tightly integrated with the MiVoice 6930 and 6940 IP Phone's built-in Bluetooth 4.1 interface. Multiparty conference calls can be set up using the conferencing capability of the MiVoice 6900 desk phone and then move to the MiVoice S720 Bluetooth Speakerphone. Users can take the speakerphone on the road and leverage the Mitel MiCollab Softphone from the hotel room or other on-the-go conference calls. The S720 Bluetooth Speakerphone features a lightweight design, a protective travel pouch and boasts 15 hours of talk time before the battery needs to be recharged. The MiVoice S720 Bluetooth Speakerphone also doubles as a high-fidelity Bluetooth speaker when paired with the music player on the user's mobile phone.

Features:

- Enhance the MiVoice 6930 and 6940 IP phones with office side table / small meeting room conference phone capabilities
- Connects to the MiVoice 6930 and 6940 IP Phones' built-in Bluetooth wireless interface
- Move call audio between IP Phone and S720 Bluetooth Speakerphone
- Link two S720 Bluetooth Speakerphones together for extended coverage / stereo audio
- Portable design, leverage Mitel's MiCollab Softphone when traveling
- Clear HD Voice audio
- 360° microphone pickup (6ft / 2m range)
- Battery powered with 15 hours of talk time
- Dual connect – MiVoice 6900 and Mobile Phone
- Doubles as high-fidelity Bluetooth speaker when paired with mobile phone music player

SCOPE OF WORK OVERVIEW

Outlined in the following pages, hereafter referred to as the Scope of Work (SOW), is a description of the services that FRT will provide to City of Vandalia according to the implementation guidelines set forth in this SOW.

Within this SOW, guidelines are also defined as to what City of Vandalia's roles and responsibilities are to ensure a successful implementation. FRT will work closely with City of Vandalia to resolve any implementation issues and to accommodate any changes that need to be made to this SOW.

GENERAL IMPLEMENTATION GUIDELINES

To ensure a successful implementation per the Schedule of Equipment and Services, FRT has defined the following general guidelines:

Project Schedule

Once City of Vandalia has signed this SOW, FRT will proceed with scheduling FRT resources to begin the single-phase implementation (unless otherwise specified as multi-phase). Prior to the start of the implementation, FRT will meet with representatives from City of Vandalia to develop an Implementation Plan with key milestones for the implementation.

Product Configuration

FRT will provide Certified Engineers to perform all work under this SOW to comply with manufacturers recommended implementation procedures and will, prior to cut-over, perform standard test procedures to ensure equipment operates according to the manufacturer's published specifications.

Completion of Services

Cut over will occur once FRT has completed the implementation per the Implementation Plan. FRT is not responsible for the removal, disposal, and cleanup of all existing cable, telephony, and associated equipment. City of Vandalia Corp can request that FRT provide this service prior to cut-over at an additional cost to City of Vandalia.

SERVICES AND DELIVERABLES - Forerunner Technologies, Inc.

Outlined below is a complete description of all services that will be provided by FRT. All services are based on the Schedule of Equipment and Services in this SOW.

Set Placement:

- All desktop devices will be unpacked, placed, labeled and connected as per City of Vandalia provided floor plan and tested during City of Vandalia's regular business hours unless an "overtime" option is purchased.

Automatic Call Distribution

Automatic Call Distribution (ACD) and the supporting client application, Desktop Suites, deliver and route calls to call center agents and provide call metrics. For this application and feature to function correctly, the software must be loaded on a full-time running server. This server may be City of Vandalia-provided, Forerunner-provided, or operate on a blade server contained in the phone system. The server also requires connectivity to the main CPU of the phone system as well as a connection to the client. City of Vandalia must provide IP addresses for the server and support connectivity to the server on the network. This server may require resets after software updates. The client software for Desktop Suite will be placed on the server for installation to client machines. Forerunner will assist in loading two (2) clients, and the remaining clients should be installed by the City of Vandalia IT support or appointed person and machine controlling the phone for the agent.

Scope of Work Detail

Project Overview

This project provides for the implementation of one Mitel MiVoice Business communications solution and associated peripherals

Call Control

- Primary Call Control will be provided by one MiVoice Business EX call control appliance located at the Justice Center
- Alternative or Failover Call Control will be provided by:
 - One Mitel MiVoice Business SMB controller located at Fire Station 1
 - One Mitel MiVoice Business SMB controller located at the Service Garage

Public Switched Telephone Network (PSTN)

- The primary PSTN connections will be a quantity of thirty-two (32) SIP trunks terminated at the Justice Center provided by Granite Telecom
- Secondary PSTN connections will be provided by analog loop/ground start trunks at the Justice Center, FS1 and the Service Garage
- The Ray Baum's act requires all Multi-line Telephone Systems to provide "dispatchable location" information to the PSAP effective January 6th, 2021. ISDN PRI circuits do not provide such information, SIP trunks are required
- Information regarding Ray Baum's Act and compliance may be found here: <https://www.fcc.gov/mlts-911-requirements>
- The customer is responsible for the procurement of SIP trunk carrier services
- The customer is responsible for providing and maintaining the location information for each extension
- Customer is responsible for all coordination with their carrier(s) as pertains to PSTN circuits
- Extension or relocation of existing demarcation points for carrier circuits is outside of the scope and cost of this project and will be invoiced separately
- Forerunner Technologies will provide the media gateway servers or appliances for SIP trunk services as required (Mitel MiVoice Border Gateway)

User Licensing

The system will be equipped with the following User Licenses:

See Bill of Materials

- Customer will install and configure the Unified Communications Desktop client with Forerunner Technology assistance on customer-provided PC's. Such assistance will consist of training for customer IT personnel on a maximum of five (5) PC's. The PC's must meet minimum specifications

Endpoints

Forerunner Technologies will provide and install the following endpoints:

The customer will assist in placing and testing the following endpoints:

- IP Endpoints: 214 Mitel model 6915 IP Phones, 27 Mitel model 6920W IP Phones, 20 Mitel model 6930W IP Phones
- Wireless (DECT) Endpoint: 6 Mitel model 5617 IP Phones
- Intercom/Door box 4 Viking E-1600. The customer provide the mounting equipment for installation
- Two (2) Mitel model 6970 Conference units
- Ten (10) Mitel model S720 adjunct speaker units

Unified Messaging

- Unified Messaging (voicemail messages synchronized with e-mail) will be provided by one Mitel NuPoint Messenger
- Customer will provide the server/virtual server(s) and Operating System for Unified Messaging

Unified Communications

- Customer will provide the server/virtual server(s) and Operating System for Mitel MiCollab

Emergency Call Management

- On-network (local) notification and management of Emergency Calls (i.e. 911, 9911, and/or other customer-defined emergency numbers) will be provided Mitel Integration to Intrado Viper
- Forerunner will provide Mitel Revolution to provide mass notification via internal and external paging
- Enhanced 911 services providing caller location and other information to an external PSAP (Public Safety Answering Position) will be provided by Intrado. National Emergency Number Association (NENA) formatted records are produced and transmitted to the PSAP for its reference when a 911 call is received. Customer is responsible for the accuracy of the location and user information contained in these records and for their transmittal to the PSAP
- Customer will provide the server/virtual server(s) and Operating System for Emergency Call Management

Contact Center (Automatic Call Distribution)

- The Customer will provide the server/virtual server(s) and Operating System for ACD
- The Contact Center will be licensed for:
 - Twenty (20) concurrent voice agents using telephones only

Contact Center Reporting

- The Contact Center has been licensed for quantity of one concurrent Supervisor user providing Real-time Display of Agent and Queue activity and access to historical Performance Reports

Call Recording

- Call recording will be provided by a Mitel feature called "One-touch" Recording. A user activates a programmable key to invoke this feature, and the recording is stored in that user's voice mailbox. If the user has Unified Messaging, the recording is also forwarded to their e-mail

External Paging

- The Customer's existing external paging system will be reused. The existing paging system consists of: Atlas PSR Paging interface. The Mitel controller has been equipped with a loop-start CO port for connection to the Atlas interface

Training

- End-user training will be provided as:
- Manufacturer provided documentation and video
- Forerunner Technologies on-site instructor-led training for IT staff as "train-the-trainer"
- Forerunner Technologies will provide System Administration via remote audio and video collaboration for maximum of two (2) hours

Infrastructure

- Customer will provide data equipment rack space with sufficient capacity to house all servers and appliances. A total of quantity of two (2) Rack Unit space (2 RU) per Mitel Controller will be required
- The Customer will provide back-up power as required for the system (specify requirements)
- Forerunner Technologies will provide Day One (first day of service) on-site support
- The Customer will provide a properly identified and functioning CAT5e or better data cabling infrastructure. The data cables will be terminated on a patch panel in the wiring closet(s). Identification and/or remediation of cabling is outside of the scope of this project and will be invoiced separately
- The outlets for telephones or devices for IP telephones will be readily accessible (i.e., not blocked by furniture). Movement of bookshelves, desks, cubicles or other obstructions is outside of the scope and cost of this project and will be invoiced separately
- The IP Telephones have been provisioned with 10/100/1000 MB passthrough ports. A maximum of 1GB data transmission capability will be provided to a connected PC
- Customer, with the assistance of Forerunner Technologies, will be responsible for the definition and establishment of a minimum of one dedicated VLAN for the isolation of voice traffic. Assistance by Forerunner Technologies is defined as the providing of manufacturer's specifications/best practices documentation and general consultation on VLAN implementation. Implementation of VLAN's on the Customer's network is outside of the scope and cost of this project and will be invoiced separately
- IP telephones require an external power source of a minimum of 15.4 watts DC (IEEE 802.3af):
 - Customer will provide Power over Ethernet data switches to support the IP telephones

Assumptions

This Scope of Work is based upon the following assumptions:

- Customer will facilitate access to all areas of the site(s) as required
- Customer will provide a dedicated contact for the duration of the project with knowledge of the Customer's communications requirements and the authority to make decisions concerning them
- Customer will notify Forerunner Technologies, in advance of the project's commencing, of any special requirements to work or operate within the facility

- Customer will facilitate the provisioning and assignment of static IP addresses as required
- Customer will provide secure IP-based access to all systems for remote maintenance and administration (VPN, SSL, etc.). This access may remain disabled when not needed and activated as required on request
- Customer will coordinate local network support as required
- All work will be completed during standard business hours (8:30 am to 5:30 pm, Monday through Friday)
- Existing cabling to be re-used is in proper working condition and identified at all locations. Identification of remediation of cabling is outside of the Scope and cost of this project and will be invoiced separately
- Any existing analog or third-party devices are in proper working condition and will be reused. Testing, trouble-shooting or remediation of such devices is outside of the Scope and cost of this project and will be invoiced separately
- Customer will provide A/C electrical connections as required as well as any costs associated with to customer-provided backup power
- Customer is responsible for the removal and disposal of any existing/replaced equipment
- Any activities or tasks not specifically described or delineated within this Scope of Work are outside of the scope and cost of the project and will be invoiced separately.
- A purchase order is acceptable in lieu of signatures for the acceptance of the proposal, but a signature is still required for acceptance of the SOW. Work cannot commence without a signed SOW.
- The following quote is valid for thirty (30) days from the date of issue.
- Forerunner Technologies will provide one (1) year warranty on all provided hardware, and one (1) year support via remote or on-site service as required

Call Center Agent Training

- Prior to cut-over, provide each Call Center Agent with instruction on the basic features and functionality of his/her assigned desktop device, in addition to all pertinent telephone operations

Schedule of Equipment and Services

<u>Qty</u>	<u>Description</u>	<u>Ext Sell</u>
MiVoice Business Software		
1	MiCollab Virtual Appliance	\$604.80
1	MiVoice Border Gateway Virtual	\$144.00
1	MiCollab Virtual Appliance	\$604.80
1	MiVBus Enterprise SW for 3300 (no users)	\$868.32
1	Enterprise License Group	\$575.66
1	MiCollab Virtual Appliance	\$604.80
MiVoice Business License		
10	MiVoice Business License-SINGLE LINE EXT	\$434.20
81	UCCv4.0 Entry User for MiVoice Bus x1	\$10,964.16
32	SIP Trunking Channel Proxy	\$912.32
1	MCD Mailbox license	\$29.27
2	MiVoice Business License - SIP Trunk x1	\$115.12
32	MiVoice Business License-SINGLE LINE EXT	\$1,389.44
5	MCD ENTERPRISE ACTIVE AGENT LICENSE	\$417.60
3	MiVoice Business SIP Trunks x10	\$1,553.34
117	UCCv4.0 Entry User for MiVoice Bus x1	\$15,837.12
60	UCCv4.0 STND User for MiVoice Bus x1	\$11,750.40
2	MiVoice Business License-SINGLE LINE EXT	\$86.84
11	UCCv4.0 Entry User for MiVoice Bus x1	\$1,488.96
MiVoice Business Hardware		
1	MiVB on SMB Controller	\$225.12
1	SMBC rack mount kit	\$23.16
2	System Module 2 DSPX	\$533.54
1	SMBC Trunk card 4FXO	\$196.18
1	SMB Controller 8/38G	\$546.72
2	4 Port FXO for EX Cont.	\$757.18
1	DSP card for EX Cont.	\$385.60
1	EX Controller 16/120G Dual PS	\$3,084.79
1	MiVB on SMB Controller	\$225.12
1	SMBC rack mount kit	\$23.16
1	System Module 2 DSPX	\$266.77
1	SMBC Trunk card 4FXO	\$196.18
1	SMB Controller 8/38G	\$546.72
Endpoints		
1	PWR CRD C13 10A 125V - NA Plug	\$9.67
1	PWR CRD C7 2.5A 125V-NA PLUG NON POLRIZD	\$7.49
2	Integrated DECT Headset (NA)	\$411.84
2	6920w IP Phone	\$436.80
4	6930w IP Phone	\$1,123.20
11	PWR CRD C13 10A 125V - NA Plug	\$106.37
3	M695 PKM	\$443.67
8	Integrated DECT Headset (NA)	\$1,647.36



<u>Qty</u>	<u>Description</u>	<u>Ext Sell</u>
2	6970 IP Conference Phone	\$854.88
23	6920w IP Phone	\$5,023.20
16	6930w IP Phone	\$4,492.80
10	S720 BT Speakerphone	\$2,805.00
1	PWR CRD C13 10A 125V - NA Plug	\$9.67
1	PWR CRD C7 2.5A 125V-NA PLUG NON POLRIZD	\$7.49
2	6920w IP Phone	\$436.80
2	S720 BT Speakerphone	\$561.00
MiContact Center Solutions		
1	Contact Center Starter Pack	\$3,931.20
5	MiVoice Business Reporter Extension x50	\$1,058.40
1	MiVoice Business Reporter Virtual Server	\$1,612.80
Emergency Response Systems		
3600	Revolution Endpoint	\$3,708.00
12	Mitel Revolution Subscrip Term	\$0.00
1	Mitel Revolution for MiVB	\$0.00
Miscellaneous		
260	SWA MiCCBus Advantage 1y	\$748.80
340	SWA MiVBus UC Advantage 1y	\$1,224.00
2	Mitel 5614/34 Spare Battery Pack	\$43.68
1	TA7108 Universal (w/o AC cord)	\$489.84
2	Mitel 5613/14/24/03/04/34 Charger (not EU)	\$59.90
73	6915 IP Phone V2	\$10,021.44
2	Mitel 5634 WiFi Handset w /battery & clip	\$542.88
916	SWA MiVBus UC Advantage 1y	\$3,297.60
4	Mitel 5614/34 Spare Battery Pack	\$87.36
5	6800/6900 Wall Mount	\$131.05
5	TA7102 Universal (w/o AC cord)	\$811.20
2	TA7104 Universal (w/o AC cord)	\$648.96
2	TA7108 Universal (w/o AC cord)	\$979.68
4	Mitel 5613/14/24/03/04/34 Charger (not EU)	\$119.80
132	6915 IP Phone V2	\$18,120.96
4	Mitel 5634 WiFi Handset w /battery & clip	\$1,085.76
4400	Mitel Revolution Service Solution	\$4,488.00
77	SWA MiVBus UC Advantage 1y	\$277.20
1	TA7102 Universal (w/o AC cord)	\$162.24
9	6915 IP Phone V2	\$1,235.52
4	Vikinf E-30-IP Intercom Station	\$1,963.16
EQUIPMENT SUB-TOTAL		\$130,618.06
SERVICES SUB-TOTAL		\$30,850.00
<i>Installation and Design</i>		
ACD base design		
Digital set placement		
IP set placement		
TOTAL PRICE		\$161,468.06

Pricing excludes taxes and is valid until 5/26/2025

CASH OPTION

Cash Purchase Price

The price for the Equipment is \$161,468.06 ("Purchase Price"), excluding taxes. The Purchase Price may be adjusted to reflect any new configuration of the Equipment. City of Vandalia shall pay under the following schedule:

- 50 % Upon execution of this Agreement (\$80,734.03)
 - 40 % Upon physical delivery of the Equipment (\$64,587.224)
 - 10 % Upon completion (\$16,146.806)
-

Key Requirements – City of Vandalia

FRT has defined below the key requirements for City of Vandalia to ensure successful implementation per the Schedule of Equipment and Services.

Access to City of Vandalia Site

City of Vandalia shall provide full access to all of City of Vandalia's premises as needed by FRT to perform its responsibilities under this SOW. Any refusal of access shall relieve FRT of its obligations as outlined in this SOW, and the implementation schedule shall be revised to reflect the delay. City of Vandalia shall also provide a suitable work area for FRT personnel.

Implementation Contact

City of Vandalia shall assign an implementation contact within City of Vandalia for FRT to contact during the entire implementation phase. Along with the implementation contact, City of Vandalia shall also provide FRT with access to any Information Technology (IT) professionals within City of Vandalia who are able to make decisions regarding key LAN/WAN/Telephony issues.

Building Requirements

To ensure the building is suitable for the implementation set forth in this SOW, FRT requires the following sections of building conditions – ***Cable Installation Requirements, Asbestos Removal, Power and Environmental Specifications, Site Layout, Cable Plant, and Cross Connect*** – to be met by City of Vandalia. If these conditions are not met, FRT is not responsible for any delays in the implementation schedule and is also not responsible for any additional costs incurred to ensure the building is suitable for installation.

Cable Installation Requirements

City of Vandalia shall ensure all cabling infrastructure (including but not limited to conduits, floor ducts, overhead troughs, floor access, drilling holes, monuments, moving equipment and furniture, etc.) is suitable for the installation of cable necessary for the implementation outlined in this SOW. City of Vandalia is responsible for any additional costs that may be incurred for the supply and installation of any infrastructure that is required for the cable installation. It is assumed that any existing cable ducts, troughs, and/or conduits have sufficient space remaining to install new cabling as required for this implementation.

Asbestos Removal

City of Vandalia shall identify asbestos contaminated areas prior to implementation. FRT will cease any further work in any areas that FRT discovers any unknown asbestos while working on the premises. FRT will not continue the work until the asbestos is removed and the area is considered environmentally safe to work. FRT will not be responsible for any impact to the implementation schedule as a result. Changes to the schedule will be made by FRT and communicated to City of Vandalia.

Power and Environmental Specifications

FRT will provide City of Vandalia with the necessary power and environmental specifications published by the equipment manufacturer. It is assumed by FRT that City of Vandalia has adhered to these specifications as well as any local electrical code requirements. City of Vandalia shall provide power to purchased equipment through an adequate number of circuits provisioned according to the equipment manufacturer's specifications. If City of Vandalia has not met the above, City of Vandalia shall assume responsibility for the cost to supply and install any infrastructure required to accommodate the published specifications. FRT recommends the installation of a UPS to provide 60 minutes of standby power. Installation of power conditioning/surge suppression devices for all equipment is highly recommended.

Site Layout

If available, City of Vandalia shall provide FRT with signed, complete, accurate, and current floor plans that identify the placement of all desktop devices, voice mailbox users, and PCs. If City of Vandalia requests generation of required floor plans by FRT, FRT will provide City of Vandalia with additional quote for these services.

Cable Plant and Cross Connect Records

City of Vandalia's existing cable plant shall conform to the EIA-T568B or UL/CSA standards and follow accepted wiring practices. Failure of the cable plant to meet the minimum acceptable requirements may result in a delayed cutover and/or additional expense. City of Vandalia shall provide FRT with a complete set of up-to-date cable records. Should these cable records be inaccurate or unavailable, FRT may require the purchase of cable tone and testing. Current cable plant and cross connect records will be generated from the tone and testing procedure.

Network Services Verification & Liaison

All telephone network service, landlines, services provided by a telephone exchange, and relating requirements of this contract will be assumed by City of Vandalia to include the ordering and delivery acceptance of any required telephone network services (unless otherwise requested by City of Vandalia). A delivery date for any new network services to be performed will be documented in the Implementation Plan once agreed upon by all parties (Telephone Network Provider, City of Vandalia, and FRT).

FRT requires up-to-date Telephone Network Service Provider records including information regarding existing network services at City of Vandalia site and any planned services with expected delivery dates. If these records are not accurate and FRT needs to then verify and document existing network services, FRT will provide an additional quote to City of Vandalia for these additional charges before proceeding with the implementation.

Receipt of Equipment

FRT will coordinate equipment delivery with City of Vandalia based on a mutually agreed upon delivery schedule for all equipment, noting that equipment may be scheduled to arrive on multiple dates. Once the equipment has arrived at City of Vandalia site, FRT and City of Vandalia

will do an inspection and inventory of all delivered equipment. Any issues will be documented by FRT.

Any special access requirements needed to accommodate the delivery shall be made by City of Vandalia. Any costs incurred for required building alterations relating to the equipment installation outlined in this SOW are the responsibility of City of Vandalia.

Once the equipment arrives on City of Vandalia site, City of Vandalia is responsible for all the equipment and for providing secure storage for the equipment.

City of Vandalia Supplied Equipment

All City of Vandalia-provided servers and client PCs shall meet the hardware and software specifications required for all application software purchased. FRT will provide City of Vandalia with these specifications prior to installation. If the equipment does not meet specifications, FRT will provide City of Vandalia with the additional charges required to meet specifications. If City of Vandalia intends to utilize any existing OEM equipment with the proposed equipment outlined in this SOW, City of Vandalia shall provide to FRT any required information regarding the integration between existing and proposed equipment. FRT is not responsible for any coordination needed with existing equipment vendors.

Remote System Access and Alarm Reporting

FRT recommends Remote System Monitoring for better efficiency in performing any diagnostics or database changes. If City of Vandalia would like to take advantage of Remote System Monitoring, City of Vandalia shall provide remote system monitoring access to FRT. This service is an additional charge to City of Vandalia.

Scope of Work Modifications

City of Vandalia shall communicate to FRT any changes or modifications requested to this Scope of Work. If FRT accepts and agrees to the changes, FRT will modify this SOW or issue a Change Order form with the accepted changes. FRT will also make modifications to the Schedule of Equipment and Services including pricing to reflect the changes requested for this SOW as well as the Project plan to reflect any changes in the dates and milestones. FRT will work closely with City of Vandalia to review the changes to ensure minimal impact to projected milestones and cut-over date.

FRT is not responsible for any delays in the implementation due to changes made by City of Vandalia to this Scope of Work.

Acceptance of SOW

By City of Vandalia signing the below, City of Vandalia confirms their acceptance of the Terms and Conditions set forth in this Scope of Work and gives FRT the ability to proceed with the work described in this SOW. In addition, by signing this SOW City of Vandalia acknowledges that they will undertake site preparations and meet network specifications as detailed in the Key Requirements section of this SOW.

Forerunner Technologies, Inc.

Mark R. Gotlieb

Authorized Representative

Mark R. Gotlieb

Printed Name

Director of Enterprise Sales

Title

2/11/2025

Date

City of Vandalia

Authorized Representative

Darren Davey, Info. Technology Manager

Printed Name

Information Technology Manager

Title

Date

Next Steps

Upon acceptance of this SOW, FRT will initiate the following next steps:

- Contact City of Vandalia to schedule implementation dates and introduce FRT's Project Manager (if applicable).
- Assign trained and certified technical resources following confirmation of scheduled implementation dates. These resources will ensure successful implementation of the product(s) and solutions as detailed in this SOW.
- Schedule an initial Kick-off Meeting with City of Vandalia. During this meeting, FRT will introduce the implementation team, work with City of Vandalia to develop a detailed implementation schedule, set project milestones and discuss all aspects of this implementation. The Kick-off will provide an opportunity for FRT and City of Vandalia to address any outstanding questions or areas of concern.
- Begin implementation according to this statement of work and the agreed implementation schedule.

Worksheet A – Project Cost (Required)

Total Cost of 2025 Phone System Replacement

Include an itemized list of equipment, software, and licenses for all items, including description, quantity, and cost. Note which items are annual costs in the cost breakdown list.

Bidder Name: Mark R. Gottlieb

Company Name: Forerunner Technologies, Inc

Contact Person: Mark Gottlieb

Email: mark.gottlieb@frtinc.com

Phone Number: (469) 680-3795

Applicable Cooperative Purchasing Agreement(s): Sourcewell Contract #120122-MBS

Total Equipment Cost:	<u>\$130,618.06</u>
Total Software & Licensing Cost:	<u>\$ Included</u>
Total Warranty & Support Cost:	<u>\$ Included</u>
Total Labor & Implementation Cost:	<u>\$30,850.00</u>
Total Additional Costs:	<u>\$ 0</u>

GRAND TOTAL 2025 PROJECT: **\$161,468.06**

Bidder Signature & Acknowledgment

By signing below, the bidder certifies that the provided pricing is accurate and includes all necessary costs associated with the delivery, installation, configuration, and implementation of the 2025 Phone System Replacement Project for the City of Vandalia, Ohio.

Signature: Mark R. Gottlieb

Date: 2/11/2025

Worksheet B – Estimated Annual Costs (Required)

Include an itemized list of annual costs including description, quantity, and estimated cost.

Total Estimated Annual Cost per Year after Year 1 \$ 5,560.00

Draft Agreements (Required)

Include all relevant agreements in final or draft form.

House Bill 694 (Required)

"Under House Bill 694, effective April 4, 2007, no political subdivision may enter into a contract in excess of \$10,000 unless the contract includes a certification that the provider of goods or services under that contract is in compliance with House Bill 694.

Forerunner Technologies, Inc (CONTRACTOR) hereby certifies that all of the following persons, if applicable, are in compliance with division (I)(1) of House Bill 694: (a) The individual if the contract is with an individual; (b) Each partner or owner if the contract is with a partnership or other unincorporated business; (c) Each shareholder if the contract is with an association; (d) Each administrator if the contract is with an estate; (e) Each executor if the contract is with an estate; (f) Each trustee if the contract is with a trust; (g) Each spouse of any person identified in section a-f above; (h) Each child seven years of age to seventeen years of age of any person identified in section a-f above; (i) Any combination of persons identified in sections a-h above; (j) Each owner of more than 20% of the corporation or business trust if the contract is with a corporation or business trust; (k) Each spouse of any person identified in section j; (l) Each child seven years of age to seventeen years of age of any person identified in section j above; (m) Any combination of persons identified in sections j-l above." (House Bill 694, which became effective on April 4, 2007, provides that a City may not award a contract to purchase goods or services of more than \$10,000 to a provider if that provider made certain political contributions to a City Council member in the two calendar years prior to the year in which the contract is awarded. Further, prior to entering into a contract in excess of \$10,000 a City must obtain a certification that the provider of goods or services under that contract is in compliance with House Bill 694).

Mark R. Gotlieb

Signature

2/12/2025

Date



March 11, 2025

City of Vandalia, Ohio
Attn: Darren Davey - Information Technology Manager
245 James E. Bohanan Dr.
Vandalia, Ohio 45377

Dear Darren,

Re: Manufacturer's Guarantee regarding the purchase of Mitel MiVoice Business (the "Product(s)")

The purpose of this letter is to reassure **City of Vandalia, Ohio** (the "Customer"), that your investment in the MiVoice Business Solution Portfolio is well placed and appreciated by Mitel. Our market leading solutions serve as the foundation for Mitel's Unified Communications offering, we are committed to offering support into the future and hereby guarantee solely for the Mitel equipment purchased and installed on or before August 31, 2025 ("Cutover") that we will provide the following:

Mitel will stand behind our Products by assuring spare parts availability and support for the sooner of five (5) years after manufacturer discontinuance or ten (10) years from Cutover. All commitments for continued support of the Products requires the Customer to maintain valid Mitel Software Assurance (SWA) throughout the duration of this manufacturer guarantee. The purchased Products under this guarantee shall also be subject to Mitel's standard manufacturer's hardware and software warranty.

The foregoing guarantee is for the sole benefit of Customer, and Customer shall have a direct right of action against Mitel under this guarantee subject to the laws and jurisdiction of the applicable Mitel entity¹.

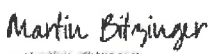
Notwithstanding anything to the contrary hereinabove, Mitel shall in no way be responsible for any special, incidental, consequential, liquidated, exemplary or punitive damages not otherwise expressly agreed to and by executing this letter, Mitel is not expressing or implying further representations or warranties whatsoever.

Mitel will continue to provide generally available Product, issue regular releases and require customers to purchase Software Assurance (SWA) in accordance with Mitel's Product Lifecycle Policy, as amended from time to time and available at: www.mitel.com.

Mitel is a global market leader in business communications, powering more than two billion business connections and trusted by some of the world's top performing organizations. We provide industry leading Support Services through our Software Assurance program, and we look forward to supporting your business in the future.

Sincerely,

DocuSigned by:


Martin Bitzinger

SVP, PLM & Product Marketing • PLM - Onsite Solutions

¹ For the purposes of this Manufacturer Guarantee, Mitel means:

- ⁽¹⁾ in **Canada, Caribbean or Latin America**: Mitel Networks Corporation with registered office at 4000 Innovation Drive, Kanata, Ontario K2K 3K1, and is subject to the laws of the Province of Ontario, Canada. Venue shall be in Ottawa, Ontario.
- ⁽²⁾ in **United States of America**: Mitel Networks, Inc. with registered office at 2160 Broadway, Suite 103, Mesa, AZ 85202, and is subject to the laws of the State of Arizona. Venue shall be in Maricopa County, Arizona.
- ⁽³⁾ in **France**: Mitel France SAS, with registered office at 1 rue Arnold Schoenberg, 78286 Guyancourt Cedex, France, and is subject to the laws of France.
- ⁽⁴⁾ in **Germany, Austria or Switzerland**: Mitel Deutschland GmbH, with registered office at Zeughausstrasse 1, 10997 Berlin, Germany, and is subject to the laws of Germany to the exclusion of the United Nations Convention on Contracts for the International Sale of Goods of 11.4.1980 (UN Sales Convention). The Venue shall be in Berlin.
- ⁽⁵⁾ in **United Kingdom, Australia, Asia Pacific, South Pacific or any jurisdiction not previously defined**: Mitel Networks Limited, with registered office at Dashwood House, 69 Old Broad Street, London, UK EC2M 1QS, as is subject to the laws England and Wales. The Venue shall be in England.

**CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
RESOLUTION 25-R- 20**

**RESOLUTION IN SUPPORT OF STATE ISSUE 2
RENEWAL OF THE STATE CAPITAL IMPROVEMENT PROGRAM ON THE MAY 6, 2025
STATEWIDE BALLOT**

WHEREAS, the State Capital Improvement Program (SCIP) is a state-local government partnership program that funds local infrastructure projects in communities across Ohio; and

WHEREAS, the program has, for nearly 40 years, provided over \$7 billion for improvements to keep Ohio's roads and bridges safe and in good condition for residents, first responders, and all motorists traveling on Ohio roadways, and to improve local wastewater treatment, water supply, and stormwater infrastructure in all 88 Ohio counties; and

WHEREAS, the SCIP provides essential grants, loans, and loan assistance to local governments; and

WHEREAS, the renewal of the SCIP will not raise taxes for Ohioans and the renewal is critical to prevent a gap in infrastructure investment, as the current authorization is set to sunset July 1, 2025; and

WHEREAS, funding for the State Capital Improvement Program relies on an amendment to Ohio's Constitution about every ten years, and has been overwhelmingly approved by voters three times since its creation in 1987; and

WHEREAS, the City of Vandalia has benefitted from SCIP, receiving \$3,109,000 in grant funds for 9 road infrastructure projects, which have significantly improved the quality of life and safety for Vandalia residents; and

WHEREAS, infrastructure investment encourages economic development, creates and maintains business, contributes to public health and safety, creates construction jobs and helps keep Ohio competitive;

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

Section 1. The City of Vandalia hereby joins the Strong Ohio Communities coalition in support of State Issue 2 and urges a YES vote on Issue 2 on May 6, 2025.

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 be in full force and effect immediately upon its passage.

Passed this 7 day of April 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Interim Clerk of Council



To: Kurt Althouse
From: Rob Cron
Date: March 4, 2025
Subject: State Issue 2 (OPWC)

This year on the May 6, 2025, Primary Election, the State of Ohio will have on for renewal, State Issue 2 – The Ohio Public Works Commission State Capital Improvement Program. The program was first approved back in 1987 and the funding for this program relies on an amendment to the Ohio Constitution every 10 years. I have included a fact sheet about the statewide program.

The Ohio Public Works Commission administers funding from two different sources. The Local Transportation Improvement Program (LTIP) which is permanent and funded by a portion of the gas tax. The State Capital Improvement Program (SCIP) is funded by state general revenues and must be renewed by the voters.

The City of Vandalia has benefited greatly from these programs receiving \$3,109,000 in funding through the SCIP and \$1,600,000 from the LTIP source just in the last 10 years. These programs have funded many of our roadway and utility replacement projects including.

SCIP

Grosbeck Street Reconstruction	- \$220,000
Kenbrook Drive Watermain	- \$200,000
Skyview Watermain	- \$104,000
Northwoods Blvd Reconstruction	- \$500,000
Brindlestone Watermain	- \$180,000
Marview Watermain	- \$125,000
Gabriel St. Reconstruction	- \$400,000
Tionda, Ranchview Mossview Water	- \$900,000
Damian, Soter Marcellus, Desales Water	- \$500,000

LTIP

Foley Drive Reconstruction PH 1	- \$400,000
Northwoods Blvd/Kroger Signal	- \$400,000
Foley/Enola Drive Recon PH 2	- \$400,000
Clyde/Cyril Reconstruction	- \$400,000

I recommend we approve a resolution in support of Sate Issue 2 that will be on the ballot May 6, 2025

RENEWAL FACT SHEET

OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT PROGRAM

Supporting Local Roadways and Water Protection Projects

*This program must be renewed by Ohio's voters every ten years.
The next proposed renewal is scheduled for the May 6, 2025 Primary Election and
would permit up to \$250 million per year for the next ten years to support this program.*

WHAT DOES THE OHIO PUBLIC WORKS COMMISSION DO?

We fund infrastructure projects in communities throughout Ohio! For nearly 40 years, we have been improving the lives of Ohioans by providing grants and loans for better roads, bridges, wastewater treatment, water supply, and stormwater infrastructure.

WHY ARE PUBLIC WORKS PROJECTS IMPORTANT?

We help your local governments build necessary and critical infrastructure that you depend on every day. From paved roads to safe drinking water, these projects promote better health and safety by improving critical needs in Ohio's communities.

Infrastructure investments keep Ohio competitive. Strong infrastructure encourages economic development, creates new business, and expands opportunities for existing businesses in the community.

This program also creates construction jobs and guarantees the use of Ohio products, services, and labor whenever possible.

WILL MY COMMUNITY BENEFIT?

Yes! The Ohio Public Works Commission supports projects in all of Ohio's 88 counties. In total, we have invested over \$7 billion for 19,000 projects across the state.

DO THESE PROJECTS RAISE MY TAXES?

No! This program does NOT increase taxes. It relies on bonds which are paid off with existing state revenue.

WHO DETERMINES HOW THE FUNDS ARE USED?

This program is a state and local government partnership. Funding decisions are made by local officials who administer the projects. The Ohio Public Works Commission pays its share of project costs.

WHY DOES THIS PROGRAM REQUIRE RENEWAL FROM VOTERS?

The funding for this program relies on an amendment to Ohio's Constitution about every ten years. It was originally approved by a direct vote of Ohioans in 1987 and since reauthorized by voters three times.



**Public Works
Commission**

Public Works For You

MAKING A DIFFERENCE

A few recent examples of the many projects which are made possible with the support of the Ohio Public Works Commission State Capital Improvement Program.



ROADS

Northwest - Lucas County

The Apple Blossom Farms and Bancroft Street Road Improvement Project in Springfield Township

replaced the pavement for a dozen roads in the community. These roads were previously paved 30 years prior and were badly deteriorated.



BRIDGES

Northeast - Cuyahoga County

The West 130th Street Bridge Project rebuilt the bridge over the East Branch of Rocky River in the Cities of

North Royalton and Strongsville and included a 12-foot-wide shared used path as an added benefit to pedestrians and trail users. This bridge, constructed in 1952, had significant deterioration.



WATER

Southwest - Montgomery County

The Greenhill & Hornwood Water Main Replacement Project replaced the water main which had significant

excessive breaks and exceeded its useful life. It also replaced old fire hydrants to ensure firefighters have quick and easy access to effectively combat any blazes.



WASTEWATER

Southeast - Athens County

The Village of Chauncey Project replaced village sanitary sewers

which had experienced numerous issues, including complete system failures that required emergency repairs. With poor ground conditions, the community lacked necessary equipment and personnel to make the repairs.



STORMWATER

Central - Licking County

The Vine and Linda Drainage Improvements Project in the City of Pataskala upgraded the 'old' portion

of town by replacing deteriorated pipes and inlets. This project improved drainage on both sides of the road by properly channeling rainwater to prevent flooding and provided pedestrian safety with the addition of sidewalks.

To learn more about the Ohio Public Works Commission State Capital Improvement Program and see what projects are happening in your community, visit www.publicworks.ohio.gov

Published February 2025

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



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
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	☐	<u> </u>	<u> </u>	<u>no bid</u>
Groundskeeper Landscape Group 2332 Stanley Ave Dayton OH 45404	☒	<u>\$ 17,392.00</u>	<u>\$ 83,414.00</u>	<u>\$ 100,806.00</u>
Lawnworks 6670 S Peters Road Tipp City OH 45371	☒	<u>\$ 18,798.00</u>	<u> </u>	<u>no ROW Areas bid</u>
Trojan Lawn Care 481 S Forest Hill Rd Troy OH 45373	☐	<u> </u>	<u> </u>	<u>no bid</u>
Professional Property Maintenance 3545 S Dayton Lakeview Rd New Carlisle OH 45344	☒	<u>\$ 18,060.00</u>	<u>\$ 72,885.00</u>	<u>\$ 90,945.00</u>
Schill Grounds Management 424 East US Highway 22 & 3 Maineville OH 45039	☒	<u>\$ 18,673.00</u>	<u>\$ 58,114.00</u>	<u>\$ 76,787.00</u>
Groundspro 9405 Futura Pkwy Tipp City OH 45371	☐	<u> </u>	<u> </u>	<u>Did not use revised bid sheet</u>
Property Worx, LLC 4495 Marysville Rd Delaware OH 43015	☒	<u>\$ 14,762.00</u>	<u>\$60,902.00</u>	<u>\$ 75,664.00</u>



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

**CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO
ORDINANCE NO 25-04**

**AN ORDINANCE AMENDING SECTIONS 878.03, 878.04 and 878.06 OF
CHAPTER 878 OF THE CODIFIED ORDINANCES OF THE CITY OF
VANDALIA REGARDING HOTEL REGISTRATION**

WHEREAS, on September 7, 2021 Council passed Ordinance No 21-23 creating Chapter 878 Hotel/Motel Operations; and

WHEREAS, since the passage of Ordinance 21-23, the City has identified several provisions that should be modified for enforcement purposes; and

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

Section 1. Chapter 878, Hotel/Motel Operations Registration is hereby amended and section 878.03 Application for Hotel/Motel Permit New and Renewal is hereby amended to read as follows:

878.03 APPLICATION FOR HOTEL/MOTEL PERMIT, NEW AND RENEWAL.

(a) An application whether for a new permit, or for renewal of a permit, shall be made to the Director, upon approved forms, along with a permit fee of \$106.00 for 2025 which will be adjusted annually along with fees set forth in the City of Vandalia Development and Engineering Services Fee schedule.

(b) The application for a permit to operate a hotel/motel shall contain the following information:

(1) Name of the applicant, including mailing address, telephone number, and email address. If the applicant is a corporation, firm, partnership, association, organization or other group acting as a unit the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation or organization, mailing address, telephone number, and email address of an individual who is the statutory agent, president, or managing individual, the state in which the company is incorporated or registered, and the entity or corporation number;

(2) Name of the hotel/motel, including address, telephone number, and email address and hotel/motel franchise information, if applicable;

(3) The legal owner or owners of the property, including mailing address, telephone number, and email address. If the property owner is a corporation, firm, partnership, association, organization or other group acting as a unit, the applicant shall provide the name of the entity set forth exactly as shown on its articles of incorporation or organization, as well as the mailing address, telephone number, and email address of an individual who is the statutory agent, president, or managing individual, the state in which the company is incorporated or registered, and the entity or corporation number;

(4) If an owner of the property has executed a land contract, lease agreement, management agreement, or any other agreement separating the

owner from control over the property and/or the hotel/motel, the applicant shall include a copy of said agreement along with the application;

(5) The names and addresses of any other hotel/motels located in City that the applicant or property owner has any interest in, including, but not limited to, ownership, licensure, or management;

(6) Name of the hotel/motel Manager, including mailing address, telephone number, and email address;

(7) The number of guestrooms in service in the hotel/motel; and

(8) A letter of good standing from the City Tax Division and Finance.

(c) The application shall be sworn and signed by the applicant before a notary. The application shall include authorization for the City Tax Department to provide hotel tax, and income tax withholding status of the Hotel/Motel to the City Manager from time to time to confirm compliance with this Chapter.

(d) The applicant must notify the Director of any change in information contained in the permit application within ten days of the change.

(e) Any change in ownership of the hotel/motel, the building, or the business, change in Manager, or change in name of the hotel/motel, shall void the current permit and shall require submission of a new application and the issuance of a new permit.

(f) As a condition to the issuance of any permit under this Chapter, the owner, applicant, operator, or manager of the hotel/motel shall attend all quarterly hotel meetings with the City DES, Fire and/or Police division to review fire safety, infrastructure and procedures, or more often in the event of violations of this Chapter by the owner, applicant, operator, or manager.

Section 2. Chapter 878, Hotel/Motel Operations Registration section 878.04 Grounds for Denial is hereby amended to read as follows

878.04 GROUNDS FOR DENIAL.

(a) The Director shall issue a new permit, or grant the renewal of an existing permit, except as provided in divisions (b) or (c) of this section.

(b) The Director shall deny any application for a new permit, or renewal of permit, if any of the following are shown to have occurred at the hotel/motel property:

(1) The applicant makes a material misrepresentation of fact on the application;

(2) Any owner, applicant, operator, or manager of the hotel/motel is shown to have been convicted of the act of prostitution or soliciting for prostitution, or an act that would constitute a violation of the Ohio R.C. Chapters 2925 or 3719, on the premises of the hotel/motel in question, or any hotel/motel in which that individual has any interest in, including, but not limited to, ownership, licensure, or management;

(3) The applicant or owner of the hotel/motel does not have a valid State of Ohio license as defined in Ohio R.C. 3731.03; and/or

(4) The property on which the hotel/motel is located is not in good standing with the City Tax Division.

(c) The Director may deny any application for a new permit, or renewal of permit, if any of the following are shown to have occurred at the hotel/motel property:

- (1) The hotel/motel has outstanding orders from the City Fire Division that have not been corrected;
- (2) The hotel/motel has been designated a chronic nuisance under Vandalia Code section 642.16.
- (3) The annual calls for service ratio for the hotel/motel is equal to or greater than 1.2 per room during the past twelve-month period;
- (4) The owner, applicant, operator, or manager has not made a good faith effort to correct violations of Sections 878.04 and 878.09, or has obstructed or interfered with correction of the violations;
- (5) A documented history or pattern at the hotel/motel of repeated felony drug related activity or of offenses of violence as defined in Ohio Revised Code section 2901.01;
- (6) The hotel motel has been cited for violations of Ohio hotel extended stay laws more than three times in a twelve-month period;
- (7) Applicant, Owner or a Manager of Owner has been found guilty of maintaining a public nuisance at the hotel/motel property under RC Chapter 3767 by a court of competent jurisdiction;
- (8) Applicant, Owner or a Manager has failed to timely file for a renewal permit; and/or
- (9) Failure to comply with provisions of 878.06(b) made pursuant to agreement with City or failure to attend meeting as required in 878.03(f).

Section 3. Chapter 878, Hotel/Motel Operations Registration is hereby amended and section 878.03 Application for Hotel/Motel Permit New and Renewal is hereby amended to read as follows:

878.06 APPEALS, HEARING, AND REMEDY PROCESS.

(a) Any person aggrieved by a decision of the Director with respect to denying the issuance or renewal of a permit, or revoking or suspending a permit, may appeal from such order to the Property Maintenance Board ("Board"). All appeals shall be perfected in the following manner:

(1) The appellant must file a written notice of appeal with the Board, on a form approved by the City, within ten days after receipt by him/her of the decision from which he/she appeals. The notice of appeal must have the name of the appellant and the address to which a copy of the final decision should be delivered. Appeals should be addressed to the Vandalia City Manager, Hotel Appeal, 333 James E. Bohanan Dr. Vandalia Ohio 45377.

(2) The appellant must deposit with the Board a fee of two hundred fifty dollars (\$250.00), which sum shall be nonrefundable. Otherwise, the deposit shall be forfeited and placed into the general fund of the City.

(3) Within thirty days after receipt by the Board Chairperson of the notice of appeal the Chairperson shall cause a meeting of the Board to be convened for the purpose of reviewing the decision being appealed. The Board may, or may not at its discretion, request additional evidence to be presented. The appellant and his/her designated counsel if applicable will be provided with at least fourteen days' prior, written notice of the date, time, and location of the hearing, which notice shall be served personally, by posting on the hotel/motel premises, by nationally recognized overnight mail carrier, or by certified mail to the address indicated in the notice of appeal. At the hearing the appellant shall be provided the opportunity to be heard in his/her defense either in person or by counsel and is allowed to produce witnesses and testify on his/her own behalf. A stenographic record

of the hearing may be taken upon request. The hearing may be adjourned from time to time. For purposes of this section, the Board may administer oaths, take testimony, subpoena witnesses, and compel the production of books, papers, records and documents deemed pertinent to the subject of the appeal. The Board may affirm, reverse, or revise the decision being appealed in a written order. The Board shall serve a copy of its order to the appellant personally, by posting on the hotel/motel premises, by nationally recognized overnight mail carrier, or by certified mail to the address indicated in the notice of appeal within ten days after the Board's hearing.

(4) A ruling by the Board may be appealed by the appellant to the Montgomery County Common Pleas Court.

(b) An action to issue, deny, revoke, suspend or renew a permit may be stayed at the discretion of the Director should the affected party take specific steps to remediate problems outlined in the notice of denial, revocation and suspension that include but are not limited to some or all of the following actions as determined by the Director:

(1) Completion of approved safety and security training, and/or training to identify criminal activity such as human trafficking;

(2) Twenty-four-hour presence of special duty uniformed police or qualified security;

(3) Voluntarily providing a list of individuals who have been trespassed off the business property to the Police Division and agreeing that room(s) will not be rented to anyone whose name appears on the Master Trespass List maintained by the Police Division;

(4) Installing functional access control doors and entryways where practicable with exterior building doors remaining locked or latched at all times and only accessible by guests and employees with a key card or other electronic means;

(5) Owner/operator engaging in routine (hourly or as time permits) inspection of exterior doors to ensure they are not propped opened;

(6) Providing hotel/motel staff with a designated hotel uniform or attire or other form of insignia such as a name plate, so they are readily identified as employees;

(7) Installing and monitoring a closed-circuit security video (CCSV) system that is controlled by management and viewable by front desk personnel with recording capabilities to monitor strategic locations such as exterior entry/exit doors, parking lot areas, and common areas accessible to guests. Training all management and front desk employees in the operation and functionality of the CCSV system;

(8) Routinely inspecting and testing all door locking mechanisms to ensure they are functional;

(9) Installing and maintaining adequate lighting in all parking areas to illuminate guests' vehicles;

(10) Having registered guests provide a government-issued photo identification card or other verifiable form of identification and document personal information on hotel registration records;

(11) Recording registered guest's vehicle description and license plate and the number of total guests staying in a room;

(12) Posting of visible signage in parking areas and exterior entry/exit doorways that prohibits loitering and require staff to routinely inspect these areas to enforce the "No Loitering" rules;

(13) Maintaining operational telephones in each guest room to ensure the telephone is functional and can connect with an outside line;

(14) Implementation of minimum age of twenty-one for check-in for lodging properties;

(15) Requirement of use of valid credit card at check in;

(16) Installing and maintaining adequate working smoke detectors in all rooms and common areas;

(17) Routinely inspecting and testing all smoke detectors to ensure they are functional;

(18) Routinely inspecting and confirming occupancy limits for rooms; and/or

(19) Routinely inspecting and confirming compliance with applicable provisions regulating or prohibiting extended stays in hotels.

(c) All potential remedies outlined in division (b) of this section must be approved by the Director.

Section 4. The City's fee scheduled shall be amended to the extent necessary to provide for the fees set forth herein.

Section 5. All other provisions in Chapter 878 including section 878.03 and .04 not expressly amended herein shall remain in full force and effect.

Section 6. Should any section or provision of this Ordinance be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of this chapter as a whole or any part thereof other than the part so declared to be invalid or unconstitutional.

Section 7. 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 8. This Ordinance shall take full force and effect from and after the earliest period allowed by law.

Passed this 21st day of April 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Interim Clerk of Council



To: Kurt E. Althouse, Interim City Manager
From: Chris Mastrino, Chief Building Official
Date: March 12, 2025
Subject: Update to Chapter 878 Hotel/Motel Operations Registration

Staff have reviewed Chapter 878 Hotel/Motel Operations Registration and are requesting revisions. This chapter was originally created by Ordinance 21-23, which passed on September 7th, 2021.

After implementation of the hotel/motel registration for the last three years, staff have found a few items that need addressed and clarified. Some of these changes include better defining the fee cost and the board that will hear an appeal, along with some general language cleanup.

This revision also includes adding language for the current quarterly meetings rather than annually. We have found these more frequent meetings have built good rapport between the hotel/motel managers and City services (Police, Fire, DES inspection) by discussing new ideas/equipment that will help the hotel/motel managers and reduce calls of service to their properties well into the future.

I recommend the passing of these revisions to Chapter 878 by ordinance, which coincides with our 2025 Public Service department goal of Encourage Healthy Growth and Development.



Safe & Secure

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



Trust and Confidence

Transparent government to empower stakeholder engagement.



Opportunity

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

MEMORANDUM

TO: Kurt E. Althouse, Interim City Manager
FROM: Ben Graham, Zoning and Planning Coordinator
DATE: March 13, 2025
SUBJECT: **BZA 25-0003** – 320-326 Dellsing Drive - Variance from City Code Section 1224.01(e)(9)(D)(iii) “Six Foot Fence in Zone A”

General Information

Applicant: Jonathan Frederick
326 Dellsing Drive
Vandalia, Ohio 45377

Existing Zoning: Residential Single-Family (RSF-3)

Location: 320-326 Dellsing Drive
Vandalia, Ohio 45377

Previous Case(s): None

Requested Action: Approval with Condition

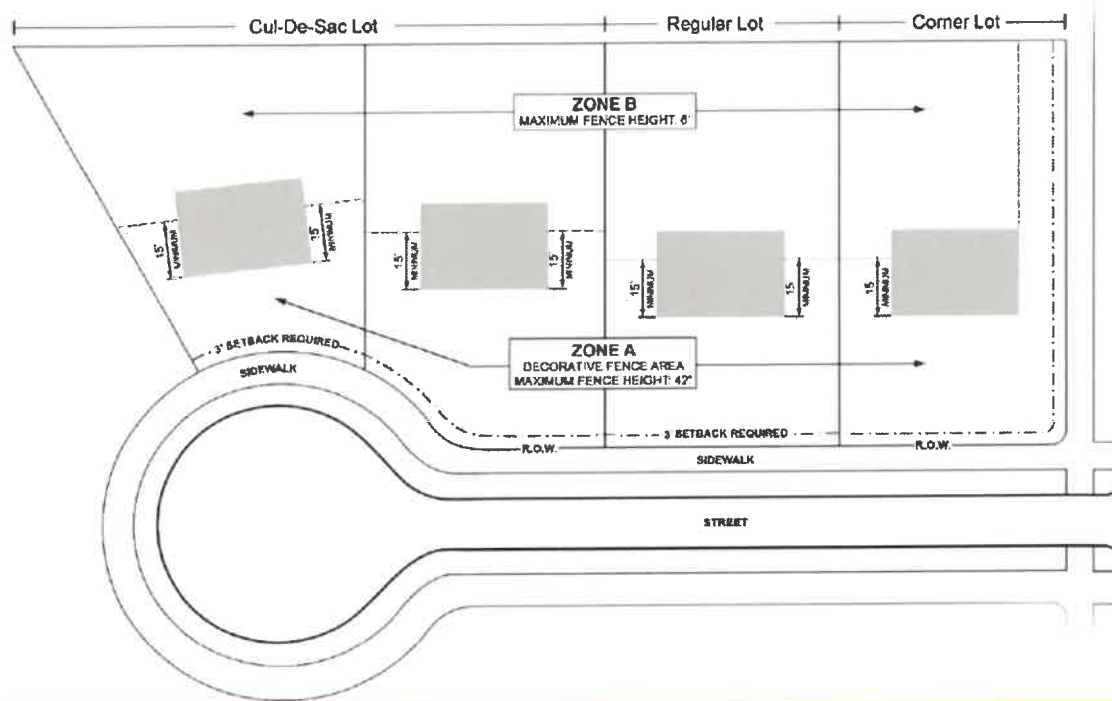
Exhibits: 1- Application
2- Letter of Justification
3- Location Map
4- Existing Fence
5- Site Plan

Background

The Applicant, Jonathan Frederick, has requested a variance to construct a 6-foot fence on his corner lot within Zone A. City Code Section 1224.01(e)(9)(D)(iii) provides that “Zone A shall be the area lying between the street right-of-way line and a line parallel to and a minimum of 15 feet behind the existing front line of the building foundation. See Figure 1224-C.” Fencing in Zone A shall not exceed 42 inches in height in any residential zoning district¹ and shall not be constructed within 3 feet of an existing right-of-way line.

¹ Fence are permitted to be 48 inches in height in any agricultural zoning district.

Figure 1224-C: Location of Zones A and B based on lot types.



The Applicant has proposed removing the existing snow fence on his property and replacing it with a vinyl privacy fence. The new fence would be placed along the back property line would extend 24 feet into Zone A. If a nonconforming fence is being replaced with a new fence, then it must comply with the standards of this section per City Code Section 1224.01(e)(9)(H).²

In the Letter of Justification, the Applicant explained that the primary reasons for requesting the variance are to enhance safety and privacy. The purpose of extending the fence is to increase their area of privacy and to have a barrier to keep random individuals out of their personal space. Without the variance, the 6-foot fence would have to end at the corner of the house. Alternatively, it could extend into Zone A, but with a maximum height of 3.5 feet.

² City Code Section 1224.01(e)(9)(H) provides that if more than 50% of a nonconforming 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 the standards of this section.

Variance Criteria

In determining whether a property owner has suffered practical difficulties, the Board of Zoning Appeals and City Council shall weigh the following factors: provided however, an applicant need not satisfy all of the factors and no single factor shall be determinative, to determine the following:

- (1) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance;

Applicant Response: We believe that this variance would better align with our intended use of the property to raise our family in a controlled and safe environment while improving both its functionality and marketability. Providing more adequate means of privacy are much needed due to the densely populated area and heavy traffic. It would also provide necessary security, support aesthetics of the property and we believe it would increase property value. We do not foresee being able to use the property beneficially within our comfort level without the variance.

BZA Comment: The Board agreed the property in question will yield a reasonable return and that the property has a beneficial use without granting the variance.

- (2) Whether the variance is substantial;

Applicant Response: We believe that this variance is substantial and reasonable due to all that is noted in section 8 of this letter. We believe that the added security alone would be substantial enough to grant the variance.

BZA Comment: The Board agreed the variance is substantial.

- (3) Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;

Applicant Response: We do not believe that the character of the neighborhood or any adjoining properties would suffer any detriment as a result of this variance. In fact, we believe that this variance would add character and visual appeal to all surrounding properties due to blocking the view of our backyard contents.

BZA Comment: The Board agreed that that granting the variance with the proposed condition would not substantially alter the character of the neighborhood.

- (4) Whether the variance would adversely affect the delivery of government services (i.e., water, sewer, garbage);

Applicant Response: This variance would not adversely affect any government services or deliveries. All deliveries are made to the front of the house and all meters are located on the other side of the property, which would not be contained within the fence.

BZA Comment: The Board agreed the variance would not adversely affect the delivery of government services.

- (5) Whether the property owner purchased the property with knowledge of the zoning restriction;

Applicant Response: We were not aware of the zoning restrictions upon purchasing the house.

BZA Comment: The Board agreed the property owner did not have knowledge of the zoning restriction before purchasing the property.

- (6) Whether the property owner's predicament feasibly can be obviated through some method other than a variance;

Applicant Response: We do not feel that our predicament can be obviated via a different solution due to safety and privacy concerns noted in section 8.

BZA Comment: The Board agreed the owner's predicament can be obviated without a variance, but this would require either reducing the fence height at the proposed location or moving the six-foot fence further back on the property.

- (7) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance;

Applicant Response: We believe that granting the variance would be of substantial justice to our families safety, privacy and overall wellbeing and happiness.

BZA Comment: The Board agreed that the intent behind the zoning code would not be strictly observed by granting the variance.

- (8) Any other relevant factor to assist the Board of Zoning Appeals in weighing and balancing the public and private benefits and harms of the requested relief.

Applicant Response: Please note that there is an RTA bus stop at the corner of this property that has impacted us negatively over the years with excess trash and debris such as broken glass, liquor bottles, cigarette butts, plastic wrappers, etc. There have been impaired individuals claiming to be waiting for the bus, at all hours of the night, wonder upon our property in which we have had to contact law enforcement to escort from our property. Once while on vacation, our neighbors contacted us concerning a man being arrested in our own backyard. When we contacted the police for more information, we were told that the man had a mental illness. We believe that this is a result of not having a barrier to keep random people out of our personal space. Directly adjacent to our property are several apartment buildings. We have had residence of these apartment buildings watch us with a video camera and have had to contact local law enforcement and pursue those privacy breeches in court. We would also like to mention that we have a child and also pets in which we question their safety while they are outside in their own backyard due to heavy traffic, excessive speeding and what seems to be increasing foot traffic; some of which has initiated conversation with our child while walking by. There have been countless times that cars have driven through our yard, cutting the corner and coming close to hitting our family members. We have lived at this property for 8 years and throughout our residency have been faced with numerous safety concerns and privacy invasions resulting in feelings of anxiety, worry and helplessness.

BZA Comment: The Board agreed that the current layout of the house is legal nonconforming as the rear yard setback is 16 feet and the code requires it to be 35 feet.

Recommendation

At its meeting on March 12, 2025, the Board of Zoning Appeals voted 4-0 to recommend **approval** of the requested variance from City Code Section 1224.01(e)(9)(D)(iii) for the purpose of allowing a six-foot fence to be placed within Zone A at 320-326 Dellsing Drive with the following condition:

1. The fence shall not extend more than 24 feet into Zone A.

The recommendation of the Board of Zoning Appeals will be forwarded to City Council for their review.



Development & Engineering Services Board of Zoning Appeals Application

Complete this page and follow the directions on page 2

Applicant Name: Jonathan Friedrich
Mailing Address: 326 Pelliss Drive
Phone Number: 937-580-8157
E-mail Address: Jonathan101@gmail.com
Owner Name**: _____
Mailing Address: _____
Phone Number: _____

OFFICE USE ONLY
Filing Date 2/14/25
Hearing Date 3/12/25
Case No. BZA 25-0003

**** If Applicant is other than owner, written consent of owner is required for variance.**

Location of Property

Street Address: 326 Pelliss Drive
(north, south, east, west) side of South Side feet
(north, south, east, west) from the intersection of POOL AVE
Attach copy of legal description of the property as recorded in the County Recorder's office.

Case Description

Present Zoning District: R5B 3 Total Acres: _____

Description of the existing use of property: Residential

Description of proposed use of property: Residential

Specific Zoning Code provision that applicant is seeking variance from: 12-24.01E9

Variance Requested: YES

Request for zoning certificate was refused on 2-19-25

Applicant must also attach a letter justifying the variance, see page 2, Section C for directions.

Applicant/Owner _____ Date 2-19-25
Zoning Administrator Bm Mh Date 2-19-25

FILING FEES (office use only):

Residential (\$159.00) _____
Commercial (\$318.00) _____
Receipt No.: _____ TOTAL: \$159.00

Variance application requirements and submittal instructions

Turn in the following items for a complete application.

A. **SITE PLAN--** Must submit 5 copies

The applicant/owner shall provide a site plan drawn to scale which shows the following, if applicable:

1. Property/Boundary lines
2. Exterior lot dimensions
3. Size and location of all existing structures
4. Location and size of proposed new construction
5. Setbacks of all structures from property boundary lines
6. Distance between structures
7. Show location of any and all streets, alleys, right-of-ways and easements that are contiguous to the property requesting the Variance
8. Open space, landscaping, signage
9. Photos or graphics that illustrate proposed project

B. **LIST OF PROPERTY OWNERS**

Provide a list of property owners (as recorded in the Montgomery County Auditor's office) adjacent to, contiguous to and directly across the street from the property being considered.

<i>Example:</i>			
<u>Property Address</u>	<u>Parcel I.D. #</u>	<u>Owner Name</u>	<u>Owner Mailing</u>
123 Clubhouse Way	B02 00000 0000	Carol Smith	124 Green Way Vandalia, OH 45377
345 Brown School Rd.	B02 11111 1111	Fred Jones	345 Brown School Rd. Vandalia, OH 45377

C. **LETTER OF JUSTIFICATION**

The applicant shall submit a letter of justification that states how the variance request meets the eight (8) criteria for a variance. See the next section for the standards of a variance and eight criteria that are considered when a variance is given.

D. **VARIANCE REVIEW CRITERIA**

In determining whether a property owner has suffered practical difficulties, the Board of Zoning Appeals and City Council shall weigh the following factors; provided however, an applicant need not satisfy all of the factors and no single factor shall be determinative:

- (1) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance;

(2) Whether the variance is substantial;

(3) Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;

(4) Whether the variance would adversely affect the delivery of government services (i.e., water, sewer, garbage);

(5) Whether the property owner purchased the property with knowledge of the zoning restriction;

(6) Whether the property owner's predicament feasibly can be obviated through some method other than a variance;

(7) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance; and

(8) Any other relevant factor to assist the Board of Zoning Appeals in weighing and balancing the public and private benefits and harms of the requested relief.

E. VARIANCE REVIEW PROCEDURE

The review procedure for a variance is as follows:

Step 1 – Application

The applicant shall submit an application in accordance with City Code Section 1214.02. Within 10 days of receipt of an application for a variance, the Administrative Officer shall make a determination of completeness in accordance with the provisions of this chapter.

Step 2 – Staff Review and Transmittal to the Board of Zoning Appeals

Upon determination that an application is complete, the Administrative Officer shall transmit the application to the Board of Zoning Appeals for consideration pursuant to the standards set forth in City Code Section 1214.02.

Step 3 – Recommendation by Board of Zoning Appeals

Within thirty days of receipt of a completed application, the Board of Zoning Appeals shall hold a public hearing to consider an application for a variance at its next regular meeting or in a special meeting. The recommendation of the Board shall be based upon the review standard set forth above and transmitted to the Clerk of Council for final decision. Notice of this public hearing must be made in accordance with Section 1214.02 (c) to (g).

Step 4 – Final Decision by City Council

Within thirty days of the date on which the Clerk of Council receives the recommendation of the Board of Zoning Appeals, unless a longer time is requested by the applicant, City Council shall hold a public hearing to determine whether to grant the proposed variance based upon the application and the review standards listed above.

DRAFT
Minutes of the City of Vandalia Board of Zoning Appeals
March 12, 2025

Agenda Items

1. Call to Order
2. Attendance
3. Old Business
4. New Business
 - a. BZA 25-0003 Six Foot Fence in Zone A – 320-326 Dellsing Drive
5. Approval of Minutes
 - a. Board of Zoning Appeal Minutes: February 26, 2025
6. Communications
7. Adjournment

Members Present:	Mr. Mike Flannery, Mr. Mike Johnston, Mr. Kevin Larger, and Mr. Steve Stefanidis
Members Absent:	Mr. Robert Wolfe
Staff Present:	Mr. Ben Graham, Zoning and Planning Coordinator
Others Present:	Mr. Jonathan Frederick, Ms. Jennifer Haney, Mrs. Rhonda Webster, Mr. Ken Webster

1. Call to Order

Mr. Flannery called the meeting to order at 6:01 p.m. Mr. Flannery described the BZA as a recommending body that evaluated the BZA application and stated that the City Council made the final decision on all appeal and variance requests but will not hold a public hearing such as BZA. She noted that City Council would hear the request at the meeting on April 7, 2025, at 7:00 p.m.

2. Attendance

Four of the members were in attendance. Mr. Wolfe was absent.

Mr. Johnston made a motion to excuse Mr. Wolfe. Mr. Stefanidis seconded the motion. The motion passed 4-0.

3. Old Business

Mr. Graham confirmed that there was no old business.

4. New Business

a. BZA 25-0003 Six Foot Fence in Zone A – 320-326 Dellsing Drive

Mr. Graham gave the report from Staff stating that the Applicant, Jonathan Frederick, has requested a variance to construct a 6-foot fence on his corner lot within Zone A. City Code Section 1224.01(e)(9)(D)(iii) provides that “Zone A shall be the area lying between the street right-of-way line and a line parallel to and a minimum of 15 feet behind the existing front line of the building foundation. See Figure 1224-C.” Fencing in Zone A shall not exceed 42 inches in height in any residential zoning district and shall not be constructed within 3 feet of an existing right-of-way line.

Mr. Graham stated that the Applicant has proposed removing the existing snow fence on his property and replacing it with a vinyl privacy fence. The new fence would be placed along the back property line would extend 35¹ feet into Zone A. If a nonconforming fence is being replaced with a new fence, then it must comply with the standards of this section per City Code Section 1224.01(e)(9)(H).

Mr. Graham reported that the Applicant stated in his Letter of Justification that the primary reasons for requesting the variance are to enhance safety and privacy. The purpose of extending the fence is to increase their area of privacy and to have a barrier to keep random individuals out of their personal space. Without the variance, the 6-foot fence would have to end at the corner of the house. Alternatively, it could extend into Zone A, but with a maximum height of 3.5 feet.

Mr. Graham reported that Staff recommends the Board of Zoning Appeals to recommend approval of the requested variance from City Code Section 1224.01(e)(9)(D)(iii) for the purpose of allowing a six-foot fence to be placed within Zone A at 320-326 Dellsing Drive with the following condition:

1. The fence shall not extend more than 20 feet into Zone A.

Mr. Graham referred to the PowerPoint to show the location of Zone A and Zone B for fences.

Mr. Flannery invited the Applicant to address the Board.

Mr. Frederick introduced himself as the property owner at 320-326 Dellsing Drive.

Mr. Frederick mentioned that he has resided at this property for approximately 7 years and has encountered multiple issues during that time. He has an RTA bus stop at the corner of his property and has had to call the police multiple times to report intoxicated individuals, and individuals sleeping on his property. There is a lot of trash, liquor bottles and broken glass that gets littered onto his property by the individuals who use the RTA bus stop.

¹ This was later corrected by the applicant that the fence would only go 24 feet into Zone A, not 35 feet.

Mr. Frederick added that he has a 7-year-old daughter, and he wants his family to be safe from the individuals who access his property.

Mr. Frederick stated that he lives at a busy intersection at the corner of Dellsing Drive and Pool Avenue. The road there was busier than expected as they get constant 1st, 2nd and 3rd shifters coming and going at all hours of the day.

Mr. Frederick stated that the six-foot fence would extend their privacy on their own property as there is a lot of activity on the corner of Dellsing Drive and Pool Avenue. There were multiple people who cut through his yard and there was an incident where he had to take an individual to court for video recording his property and verbally threatening his life.

Mr. Frederick pointed out that his two neighbors at 737 Pool Avenue, Mrs. Rhonda Webster and Mr. Ken Webster, came to the meeting today to support the fence variance.

Mr. Frederick expressed concern with the potential traffic ramifications of the 30 new condos coming to Pool Avenue, the number of hit and runs incidents at the intersection, the lack of speed limit signs on Pool Avenue and Dellsing Drive, and the individuals from the nearby car dealerships test driving cars.

Mr. Frederick stated that he was a commercial/residential property and reiterated his concern that this variance is for the safety of his family. He does not believe a 4-foot fence would not provide the proper amount of privacy. He expressed concerns that his daughter could be easily snatched up with a smaller fence. The goal of the fence is to expand the area of privacy and play for his daughter and dog to utilize the property.

Mr. Frederick thanked the Board for their time.

Mr. Flannery asked the Applicant if he understood the proposed condition recommended by Staff. Mr. Frederick replied he was unaware of the proposed condition.

Mr. Graham explained the location of Zone A with fences.

Mr. Frederick stated that he only wanted the fence to extend 24 feet into Zone A with a 17-foot setback from the sidewalk. Mr. Graham apologized and stated that the minutes and memo would reflect that he only wanted to extend the fence 24 feet into Zone A.

Mr. Frederick stated that the fence extending into Zone A would have three 8-foot sections.

Mr. Frederick added that individuals should not be able to park their vehicle at the corner of the RTA bus stop.

Mr. Graham stated that Staff would not be opposed to extending the condition to 24 feet based on the premade fence sizes.

Mr. Larger wanted to confirm if the fence would be placed 17 feet from the sidewalk. Mr. Frederick confirmed that to be the case.

Mr. Graham stated the Board can update the condition to 24 feet if they choose to do so.

Mr. Johnston wanted to confirm if the fence is white vinyl. Mr. Frederick confirmed the fence is white vinyl.

Mr. Graham confirmed with Mr. Webster that he was the neighbor at 737 Pool Avenue. Mr. Webster stated yes and that he supports the variance.

Mr. Flannery asked if there were any individuals who called into support or oppose the variance. Mr. Graham replied no.

Hearing no further questions or comments, Mr. Flannery closed the public hearing.

Mr. Flannery then proceeded to the variance review criteria.

- (1) Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without a variance;

BZA Comment: The Board agreed the property in question will yield a reasonable return and that the property has a beneficial use without granting the variance.

- (2) Whether the variance is substantial;

BZA Comment: The Board agreed the variance is substantial.

- (3) Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance;

BZA Comment: The Board agreed that granting the variance with the proposed condition would not substantially alter the character of the neighborhood.

- (4) Whether the variance would adversely affect the delivery of government services (i.e., water, sewer, garbage);

BZA Comment: The Board agreed that the variance would not adversely affect the delivery of government services.

- (5) Whether the property owner purchased the property with knowledge of the zoning restriction;

BZA Comment: The Board agreed the property owner did not have knowledge of the zoning restriction before purchasing the property.

- (6) Whether the property owner's predicament feasibly can be obviated through some method other than a variance;

BZA Comment: The Board agreed the owner's predicament can be obviated without a variance, but this would require either reducing the fence height at the proposed location or moving the six-foot fence further back on the property.

- (7) Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance;

BZA Comment: The Board agreed the intent behind the zoning code would not be observed by granting the variance.

- (8) Any other relevant factor to assist the Board of Zoning Appeals in weighing and balancing the public and private benefits and harms of the requested relief; and

BZA Comment: The Board agreed that the current layout of the house is legally nonconforming as the rear yard setback is 16 feet and the code requires it to be 35 feet.

Mr. Flannery reported that staff recommends the Board of Zoning Appeals recommend approval of the requested variance from City Code Section 1224.01(e)(9)(D)(iii) for the purpose of allowing a six-foot fence to be placed within Zone A at 320-326 Dellsing Drive with the following condition:

1. The fence shall not extend more than 20 feet into Zone A.

Mr. Flannery called for a motion.

Mr. Larger made the motion to recommend approval of the requested variance from City Code Section 1224.01(e)(9)(D)(iii) for the purpose of allowing a six-foot fence to be placed within Zone A at 320-326 Dellsing Drive with the following condition:

1. The fence shall not extend more than 24 feet into Zone A.

Mr. Johnston seconded the motion. The motion passed 4-0.

Mr. Frederick thanked the Board for their recommendation.

Mr. Graham advised the applicant that it would be in his best interest to attend the City Council Study Session on March 17, 2025, at 6:00 p.m. and the City Council Meeting on April 7, 2025, at 7:00 p.m.

Mr. Flannery stated he agreed that there should be a speed limit sign on the Applicants Street. Mr. Frederick agreed. Mr. Graham replied that he would pass this concern along.

5. Approval of Minutes

a. Board of Zoning Appeal Minutes: February 26, 2025

Mr. Stefanidis made a motion to approve the February 26, 2025, Meeting Minutes. Mr. Johnston seconded the motion. The motion passed 4-0.

Mr. Larger commented that Mr. Graham took good notes. Mr. Graham thanked Mr. Larger.

6. Communications

Mr. Graham reported there are no hearing items for March 26, 2025, meeting date.

Mr. Graham stated that there would likely be a meeting on April 9, 2025. Mr. Johnston asked about the potential variance. Mr. Graham replied that the variance would be to have the deck closer to the rear property line.

7. Adjournment

Mr. Johnston made a motion for adjournment. Mr. Stefanidis seconded the motion. The motion passed 4-0.

The meeting was adjourned at 6:31 p.m.

Mike Flannery
Chair

Letter of Justification For Fence Variance

Property: 326 Dellsing Drive

1) We believe that this variance would better align with our intended use of the property to raise our family in a controlled and safe environment while improving both its functionality and marketability. Providing more adequate means of privacy are much needed due to the densely populated area and heavy traffic. It would also provide necessary security, support aesthetics of the property and we believe it would increase property value. **We do not foresee being able to use the property beneficially within our comfort level without the variance.**

2) We believe that this variance is substantial and reasonable due to all that is noted in section 8 of this letter. We believe that the added security alone would be substantial enough to grant the variance.

3) We do not believe that the character of the neighborhood or any adjoining properties would suffer any detriment as a result of this variance. In fact, we believe that this variance would add character and visual appeal to all surrounding properties due to blocking the view of our backyard contents.

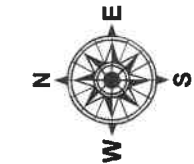
4) This variance would not adversely affect any government services or deliveries. All deliveries are made to the front of the house and all meters are located on the other side of the property, which would not be contained within the fence.

5) We were not aware of the zoning restrictions upon purchasing the house.

6) We do not feel that our predicament can be obviated via a different solution due to safety and privacy concerns noted in section 8.

7) We believe that granting the variance would be of substantial justice to our families safety, privacy and overall well being and happiness.

8) Please note that there is an RTA bus stop at the corner of this property that has impacted us negatively over the years with excess trash and debris such as broken glass, liquor bottles, cigarette butts, plastic wrappers, etc. There have been impaired individuals claiming to be waiting for the bus, at all hours of the night, wonder upon our property in which we have had to contact law enforcement to escort from our property. Once while on vacation, our neighbors contacted us concerning a man being arrested in our own backyard. When we contacted the police for more information, we were told that the man had a mental illness. We believe that this is a result of not having a barrier to keep random people out of our personal space. Directly adjacent to our property are several apartment buildings. We have had residence of these apartment buildings watch us with a video camera and have had to contact local law enforcement and pursue those privacy breeches in court. We would also like to mention that we have a child and also pets in which we question their safety while they are outside in their own backyard due to heavy traffic, excessive speeding and what seems to be increasing foot traffic; some of which has initiated conversation with our child while walking by. There have been countless times that cars have driven through our yard, cutting the corner and coming close to hitting our family members. We have lived at this property for 8 years and throughout our residency have been faced with numerous safety concerns and privacy invasions resulting in feelings of anxiety, worry and helplessness.



1 inch = 23 feet



City of Vandalia Board of Zoning Appeals

320-326 Dellsing Drive

BZA 25-0003 Six Foot Fence in Zone A



2025 at 8:31:42 AM
Vandalia, Delisting Dr





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.

Minutes of the City of Vandalia Planning Commission
January 14th, 2025

Members Present:	Mr. Ron Atkins, Ms. Kristin Cox, Mr. Dave Arnold, Mr. Lucious Plant
Members Absent:	Mr. Kevin Keeley Jr.
Staff Present:	Michael Hammes, City Planner Ben Graham, Zoning & Planning Coordinator Ben Borton, Director of Public Service Rob Cron, Assistant City Manager
Others Present:	Jason Friedman, Addison Properties Eddie Hunt, Addison Properties Phyllis White, Tom & Bridget Johnson, R. Fleischman, James Breisch, Barbara Breisch, Robert Shanahan, Russell Muntz, Chris & Amy Vanderhorst, Keith & Sharon Hamby, Mike & Mary Blakesly, Shari Cooper, Alex Gonter-Dray, Tammy Weatherhead, Kim & Mike Bish, Leon Mable, Bud & Tanya Brown, Gloria Shanahan, Barbara Spurgeon, Tim & Mary Rathburn

Call to Order

Mr. Atkins called the meeting to order at 6:01 p.m.

Attendance

Mr. Atkins noted that Mr. Keeley, Jr., was absent. Ms. Cox made a motion to excuse Mr. Keeley, Jr.'s absence. Mr. Plant seconded the motion. The motion carried 4-0.

Approval of Minutes of the Planning Commission

Mr. Plant made a motion to approve the December 10th, 2024, 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 25-0001 – Planned Unit Development – 7848 S. Brown School Road

Mr. Hammes introduced Case PC 25-0001. Eddie Hunt, of Addison Properties, requests the establishment of a Planned Unit Development on three parcels totaling 84.7577 acres +/-, located along the east side of South Brown School Road immediately south of Poplar Creek Road in the City of Vandalia. As proposed, the subject properties would be rezoned from the A – Agriculture

district to a Residential Planned Unit Development. The applicant also requests the approval of a preliminary plan for the proposed development.

Mr. Hammes explained that the applicant, Addison Properties, had previously submitted a rezoning application for this property, seeking an RSF-4 zoning district for the site. Having received feedback on that proposal from the Planning Commission, staff, and residents, the applicant chose to withdraw that application (PC 24-11) and resubmit with a revised application. The revised application is a better fit for a Planned Unit Development, as was suggested in September 2024.

Mr. Hammes described the property in question, explaining that the site is currently zoned A – Agriculture. He reported that the bulk of the property is currently vacant, with one single-family residential structure on the lot at 7848 S Brown School Road. That lot would be absorbed into the development, and is included in this application.

Mr. Hammes described the surrounding area as primarily residential in character, with the Foxfire subdivision and various single-family residential lots to the west. Several additional residential lots are located to the north, between this site and Interstate 70, and to the south along Little York Road. Several industrial parcels are located to the east, though most are vacant apart from an indoor shooting range.

Mr. Hammes noted that the applicant was in attendance and would be available to answer questions from the Commission.

Mr. Hammes described the proposed preliminary plan for the development. He noted that lot placement and design, roadway design, and open space had all been adjusted since the previous proposal.

Mr. Hammes described the phasing plan for the development. Construction is intended to begin in December 2025, and each of the proposed four phases would take approximately 15 months to complete. The goal at this time is to complete the development in the 1st quarter of 2030.

Mr. Hammes discussed Land Use Density, a requirement of the Planned Unit Development district. He explained that the code requires that residential planned unit developments shall have no more than 6 dwelling units per acre. In this case, the gross density (encompassing the entire site) would be 1.96 dwelling units per acre. The net density, which counts only land being developed as roads, building lots, and designed open space, would be 2.75 dwelling units per acre. By either measurement, the proposed development meets the land use density requirements of the zoning code.

Mr. Hammes reported that there would be four new internal roads installed as part of the proposed development. All roads would be designed and built to City standards. Mr. Hammes added that additional upgrades would be required along South Brown School Road.

Mr. Hammes reported that the development would be served by a homeowner's association, taking responsibility for the maintenance of common areas, open space, and other amenities.

Mr. Hammes explained that the proposed development meets the criteria for a Low-Density Residential development as described by the 2020 Comprehensive Plan.

Mr. Plant asked about the design of the previous proposal. Mr. Hammes replied that a copy of the previous proposal was available. Referring to the current proposal, Mr. Hammes explained that the lots along South Brown School Road had been increased to 80 feet of frontage, allowing for larger homes and larger lots to create a transition between the Foxfire neighborhood and the interior of this development, among other changes.

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

Mr. Jason Friedman, of Addison Properties, addressed the Commission. He thanked staff for their assistance in preparing the proposal, noting that it was intended to be an impactful and meaningful development for Vandalia.

Mr. Friedman explained that his firm had listened to the comments from Council, the Commission, Staff, and members of the public in developing this revised proposal for the newly-named Riverdale subdivision.

Mr. Friedman discussed the implementation of the 2020 Comprehensive Plan and the Zoning Code, noting that both documents provide guidance on how new Planned Unit Developments should be considered. He also highlighted that consideration was given to the surrounding areas.

Mr. Friedman explained that the Planned Unit Development was intended to provide for a flexible development that would not be feasible under a base zoning district. The development would go through multiple phases of review, including the preliminary plan review, an engineering review, and then final plan approval. At multiple points, Council and Staff have the responsibility to review and approve aspects of the development.

Mr. Friedman added that, once approved, the design of the development would be locked in. There could be no amendments to the design of the development, the lot layout or home designs, or any other standard without Council approval.

Mr. Friedman discussed the Preliminary Plan review criteria in detail, beginning with Criteria A which requires compliance with the Comprehensive Plan, Thoroughfare Plan, and other adopted plans and policies. He noted that the proposed roadway improvements to South Brown School Road would result in increased pavement area on that arterial street. Additional improvements include landscaping and a sidewalk along South Brown School Road.

Mr. Friedman highlighted several passages from the Comprehensive Plan that support the development of this site. He noted that “The development of new housing with more options for people to live in the town.”¹ was one of the most critical issues facing the future of Vandalia, according to those surveyed as part of the Comprehensive Plan.

¹ Vandalia 2020 Comprehensive Plan, Page 82

Mr. Friedman noted that the Comprehensive Plan was ahead of its time in pointing out national trends toward smaller lots requiring less maintenance. These types of lots were considered particularly attractive to multiple demographics.

Mr. Friedman discussed the Future Land Use Map, noting that the project site is listed as Low Density Residential. He added that the proposed development meets the definition of low density as described by the Comprehensive Plan.

Mr. Friedman discussed the proposed homebuilder for the site, Arbor Homes. He stated that the company has multiple products in a variety of designs that fit well with this development.

Mr. Friedman discussed the proposed open space for the development. 39.7 acres, or 46.7% of the site, would be designated and preserved as open space, far in excess of the 15% minimum found in the code.

Mr. Friedman discussed Criteria B, covering the phasing plan for the development. He explained that the four-phase plan was based on anticipated sales.

Mr. Friedman discussed Criteria C, covering access to public roads. He noted the development would comply with all regulations set forth by the City, as determined by the City's engineering staff. He added that the proposed improvements would satisfy all known traffic concerns within the development.

Mr. Friedman discussed Criteria D, covering the development's burden on public utilities and services. He highlighted letters from Montgomery County, the Vandalia Fire Division, and the Vandalia Police Division.

Mr. Friedman quoted from a letter authored by Rob O'Leary, Vandalia-Butler City School Superintendent. The letter acknowledges that the development would create some challenges for the district, but that the benefits outweigh those challenges.

Mr. Friedman discussed Criteria E, covering proposed covenants and restrictions. He reiterated that there would be a homeowners' association to manage common areas and open space, ensure compliance with architectural guidelines, and otherwise manage the site.

Mr. Friedman discussed Criteria F and H, covering the preservation of open spaces and natural areas. He noted that trees on the site were part of the visual appeal of the area, and the development was designed so as to preserve many of the trees already located at the site.

Mr. Friedman discussed Criteria G, relating to signage, street lighting, and other amenities on the site. One primary and two secondary entrance signs will be placed along South Brown School Road, as shown on the plan. Internal roadways are designed with a 50' right-of-way width, as determined by the City's standard construction drawings. Streetlights would be installed as required.

Mr. Friedman discussed Criteria I, relating to the design of the site. He noted that the site was designed to work with the natural contours of the area to create appropriate building lots.

Mr. Friedman discussed Criteria J, relating to the creation of additional costs and burdens to public services. He reported that all improvements relating to this development would be paid for by the developer, with no excess costs incurred by the City.

Mr. Friedman discussed Criteria K, relating to the impact of the proposed uses on nearby uses. He explained that this would be a residential neighborhood built across the road from a residential neighborhood, and thus the impact would be minimal.

Mr. Friedman discussed Criteria L, relating to the variety of home designs required by the development. He showcased some of the home options available and noted that the development would have sufficient variety in home design. He added that the development standards proposed for this PUD would require different home designs across the development to provide visual appeal.

Mr. Friedman discussed Criteria M, which covers paved areas in the development. He reiterated the design of interior roads and added that each home would have a driveway suitable for parking.

Mr. Friedman compared the design criteria for the proposed development with the criteria of the existing Foxfire subdivision. He highlighted the lower density in this development (1.96 units per acre) versus the aggregate density in Foxfire (2.3 units per acre) and the increased open space of the Riverdale development.

Mr. Friedman compared setback requirements, noting that the front, side, and rear yard setbacks are comparable between Foxfire and Riverdale.

Mr. Friedman discussed potential home prices. He noted that the median home price in Vandalia was \$135,800 at the time of the 2020 Comprehensive Plan. The average sales price in Foxfire was \$354,041 during the 2022-2023 period. Home prices in the Riverdale subdivision are expected to fall into the \$300,000 to \$500,000 range.

In summary, Mr. Friedman expressed the hope that his presentation had clarified any misunderstood facts regarding the proposed development. He noted that he does not attend many of these meetings with residents who support his company's proposals. He added that his company's goal was to make a difference in the community, which was why his company had chosen to do business in Vandalia.

Mr. Atkins thanked the applicant for listening to suggestions and concerns raised in the previous meeting. He asked if the utilities and roadways would be constructed in four phases, or if they would be constructed all at once.

Mr. Friedman replied that public utilities would generally be constructed according to the phasing plan, with some minor adjustments to make everything come together properly.

Mr. Atkins asked for more details about the proposed right-of-way improvements along South Brown School Road. Mr. Friedman explained that the east side of the road would be expanded and upgraded to match the west side. Those would include landscaping, sidewalk, curb, and additional pavement.

Ms. Cox asked if an additional turn lane would be added. Mr. Friedman replied that engineering had not yet been completed for the exact design of the road. He added that the road would be built to City requirements. Ms. Cox noted that concerns had been raised about the road widening, and that anything the developer could do to mitigate those concerns would be welcome.

Mr. Atkins asked about the new Riverdale name for the development. Mr. Friedman replied that the name was not yet final, and that it had been proposed by the company's marketing team.

Mr. Plant asked about the width of the interior roads within the development and whether those roads would accommodate two lanes of travel with cars parked on the street. Mr. Friedman replied that the road would be built to the standard 50' right-of-way width.

Mr. Plant raised concerns about the nearby railroad, asking if there were plans for a noise barrier of some sort. Mr. Friedman replied that there were no plans for a noise barrier at this time. He added that visual screening may be included, but that homeowners would be aware of the railroad tracks before building their homes.

Mr. Plant asked about lots set aside for patio homes. Mr. Friedman replied that no lots were set aside for specific floorplans. The intent was to allow buyers to select the home they want – which may result in more of one elevation than others. The development standards would require different styles of home even if the elevations were similar.

Mr. Hammes added that he would address the development standards for the Planned Unit Development district.

Mr. Arnold asked about parking on the street, noting that longer driveways would allow for less street parking. He added that increased front yard setbacks would facilitate this adjustment. Mr. Arnold also highlighted a discrepancy between the 30' front yard setback and a listed 35' setback on cul-de-sac lots.

Mr. Hammes explained that the lots on curves are being designed with additional front yard setbacks to account for the design of the home (and the shape of the lots). This does not conflict with the smaller minimum setback which applies to all lots (curved and otherwise). Reversing the approach, with some lots having setbacks smaller than the minimum requirement, would be a concern; however, that is not the case in this instance.

Mr. Arnold acknowledged that a resident at the previous meeting had suggested larger lots along South Brown School Road, which the developer had added to this proposal. He added that he would have liked to see more than just one row of larger lots.

Mr. Arnold raised a concern about the streetlights proposed for the development, noting that the “cobra head” fixtures were not appealing. Mr. Friedman concurred. Mr. Arnold remarked that some developers had chosen to install nicer fixtures in their neighborhoods, with their respective homeowners’ association covering the increased cost. Mr. Friedman replied that he would be open to discussing options along those lines.

Mr. Cron stepped forward to address the Commission. Mr. Cron discussed the improvements to South Brown School Road, noting that the intent was to mirror the improvements on the Foxfire side of the road. This would result in a widening of South Brown School for the entire length of this development. Sidewalk would be included. Some design work would be required at the north end to determine how to extend a culvert, which in turn might result in adjustments to the existing guard rail.

Mr. Cron noted that the improvements would be installed at the expense of the developer, with no cost paid by the City. He provided examples of similar developments where the developer covered those costs.

Mr. Plant asked if the improvements would alleviate the problems caused by increased traffic from this development. Mr. Cron replied that the most recent traffic counts show that this development would likely result in an approximately 5% increase in traffic, and that that traffic would be sporadic.

Mr. Cron added that the 50’ roadway is the standard width for residential streets in Vandalia. He pointed out that the entrance roads would be 60’ wide to accommodate the entrance to the subdivision.

Development Standards

Mr. Hammes reviewed the proposed development standards for the planned unit development. He explained that some standards fit the RSF-2 district, while others would fit a development in the RSF-4 district. Under the planned unit development, standards specific to this development (and *only* this development) may be approved.

Mr. Hammes explained that the standards of this planned unit development would apply even if the applicant was not the developer for some or all phases of the project. In a base zoning district, anyone who buys the property could build whatever they like, so long as that use fits the base district. Here, future developers would be forced to comply with these standards.

Mr. Hammes discussed Item 1 of the Development Standards dealing with permitted uses.

1. Permitted Uses

Permitted Uses shall be limited to the following:

- a. Single-Family Residential Housing (Lots 1-167 only)
- b. Passive Parks, Open Space, and Natural Areas
- c. Accessory Uses as permitted in the RSF-1 District

Mr. Hammes explained that single-family homes would be the only type of residential structures permitted in the development. This would prevent any sort of multi-family dwellings or apartments. He added that homes would only be permitted on the numbered lots and not the reserve areas set aside for open space or entrance signs. Passive parks would be permitted on all lots, as would the usual set of accessory uses such as sheds, home occupations, and so forth.

Mr. Hammes discussed Item 2 of the Development Standards dealing with site development standards.

2. Site Development Standards

SITE DEVELOPMENT STANDARDS – PC 25-0001							
Lots	Minimum Lot Area (Square Feet)	Minimum Lot Frontage (Feet)	Maximum Impervious Surface Coverage	Minimum Setbacks (Feet)			Maximum Building Height (Feet)
				Front Yard	Side Yard (Each Side)	Rear Yard	
31-35, 119-126	10,800	80	40%	30	7.5	35	35
1-30, 36-118, 127-167	7,425	55	50%	30	7.5	35	35
Reserve Lots A-C (Open Space)	43,560	100	N/A	N/A	N/A	N/A	N/A
Reserve Lot D (Entrance Sign)	2,700	N/A	N/A	N/A	N/A	N/A	N/A

Mr. Hammes noted that all building lots shared the same setbacks. The front yard setback of 30' results in lots that are slightly smaller than similar lots in base zoning districts, but that the width of those lots would be comparable to the base districts.

Mr. Hammes explained that the reserve lots have no standards for buildings because there are no permitted uses on those lots for which buildings would be permitted.

Mr. Hammes discussed Item 3 of the development standards relating to architectural standards.

3. Architectural Standards

The following architectural standards shall apply to all residential dwellings constructed on Lots 1 through 167, inclusive, except as otherwise noted herein.

- (a) Dimensional shingles on the roofs of all Dwelling Units.
- (b) Minimum of 6/12 roof pitch.
- (c) Minimum of brick wainscot on the front elevations.
- (d) Siding Materials will be fiber cement, wood and vinyl siding, provided that any vinyl siding shall be upgraded 0.044 thick siding.
- (e) Photocell controlled coach lights at each garage.
- (f) Sodded front yards.
- (g) Landscaping shall include a tree in each front yard, bushes and shrubs in each front yard and an additional tree on the corner lots.
- (h) Those lots located along South Brown School Road (Lots 31 through 35 and 119 through 126, inclusive) will be limited to Dwelling Units of 1,400 square feet and larger.
- (i) No two Dwelling Units with the same elevation and exterior color package shall be permitted on either side of each other and directly across the street for each other.
- (j) In all other instances, and for all other aspects relating to architectural standards, the requirements of the RSF-2 district shall apply.

Relating to item (j), Mr. Hammes noted that the RSF-2 standards would apply to any standard not otherwise amended here. He explained that the RSF-2 standards are the standards that apply to the bulk of the Foxfire development.

Mr. Hammes discussed Item 4 of the development standards relating to miscellaneous standards.

4. Other Standards

- a. Lots 31, 44, 45, 56, 79, 119, 126, 127, 137, and 167 shall have no usable frontage or vehicular access from Proposed Roads A or C, and all front and rear yards shall be oriented East/West for these lots.
- b. Lots 14-18, 34-40, 49-54, 64-69, 89-103, 109-112, 138-142, and 158-161, being located along curves, knuckles, and/or cul-de-sacs, shall have frontage measured at a setback of 35' due to the curvature of the front property line.
- c. Standards not otherwise listed as part of the Development Standards for this Planned Unit Development shall conform to the standards of the RSF-2 Residential Single-Family district.

Again, Mr. Hammes noted that standards not otherwise mentioned in the planned unit development would be governed by the standards of the RSF-2 district.

Mr. Atkins asked if there were any questions for Mr. Hammes.

Mr. Arnold asked about the measurement for the 1400 square foot homes along South Brown School Road. Mr. Hammes replied that the measurement relates to livable space within the home, not including garages or other similar spaces. He added that he had seen PUD requirements that discuss the home footprint or other criteria, but this requirement would apply here.

Hearing no further questions, Mr. Atkins opened the public portion of the meeting.

Public Meeting

Mr. Robert Shanahan, of 7733 South Brown School Road, addressed the Commission and read a previously submitted letter into the record. Mr. Shanahan characterized the revisions to the proposed development as trivial and suggested that they do not adequately address the concerns of the public.

Mr. Shanahan suggested that the letter from the school district supporting the development should not be considered until the district addresses the need for additional staff and classroom space caused by this development.

Mr. Shanahan suggested that the property includes protected wetlands which would preclude the development.

Mr. Shanahan suggested that the Fire Marshal does not have the legal authority to approve a development that does not conform to the standards of base zoning districts.

Mr. Shanahan referred to the letter from Montgomery County Environmental Services, suggesting that the letter does not in fact agree to serve the development and does not confirm adequate capacity.

Ms. Tammy Weatherhead, of 4555 Poplar Creek Road, addressed the Commission. She suggested that the scenic view of the wooded property would be destroyed by the construction of vinyl-clad homes. She urged the Commission to consider denying the application.

Mr. Alex Gonter-Dray, of 751 Foxfire Trail, addressed the Commission. He asked what materials would be used for the driveways. Mr. Atkins replied that they would ask the applicant to address that question. Mr. Gonter-Dray asked if there would be a sidewalk between Phases 1-3 and Phase 4. Mr. Atkins replied that there would be a sidewalk between those areas.

Mr. Gonter-Dray referred to the applicant's comparison between Foxfire and Riverdale. While the applicant is correct that some lots in Foxfire do have 55' frontage, the majority have 75' – 80' of frontage. He suggested that the open space at Riverdale is there because the land would be too costly to develop.

Mr. Gonter-Dray suggested that the letter from the school district should be invalidated due to a potential conflict of interest regarding the Board president.

Mr. Gonter-Dray expressed concern over the increased traffic. He noted that expansion would be needed for both South Brown School and Little York Road, which is complicated by the railroad. He requested that independent traffic studies would be required before any development is approved.

Mr. Gonter-Dray acknowledged that the site would likely be developed at some point. The concerns he and others have raised should be addressed before that development is approved.

Ms. Tanya Brown, of 4428 Poplar Creek Road, addressed the Commission. She referred to a letter she had submitted to the Commission and expressed concern over the state of Brown School and Little York Roads. She noted that Foxfire has not yet been completed, and the homes planned for that neighborhood would only add to the growth here that would need to be taken into consideration.

Ms. Brown suggested that the proposed development standards would not be effective at preventing look-alike houses in this development, which she characterized as a "monstrosity". She accused the applicant of manipulating the facts in his references to the minimum standards at Foxfire.

Mr. Alex Gonter-Dray returned to the podium to discuss the potential home prices from Arbor Homes. He highlighted discrepancies between prices in different jurisdictions. Mr. Gonter-Dray asked what options the City would have to control home prices in the event of market fluctuations.

Mr. Russell Muntz, of 825 Deerhurst Drive, addressed the Commission. He suggested that the proposed development offered no connectivity between Phased 1,2,3 and Phase 4. He requested a traffic study, noting that the widening of South Brown School will not be an improvement without a widening of Little York Road.

Mr. Muntz suggested that this development, combined with the expansion of Foxfire, would create significant problems regarding traffic. He stated that the 50' right-of-way width would not be adequate.

Ms. Sharon Hanby, of 4410 Poplar Creek Road, asked where she should send documentation. She also asked who exactly "City Staff" referred to.

Mr. Hammes replied that any emails sent in to permits@vandaliaohio.org had been forwarded to the Commission and would later be sent to Council with the Commission's recommendation.

Ms. Hamby asked who among the staff had approved the project, noting that the applicant had stated that they had the support of staff. Mr. Hammes replied that the applicants had worked with different staff members for different elements of the development.

Mr. Keith Hamby, of 4410 Poplar Creek Road, addressed the Commission. He asked if anyone had gone into the new Redwood development on Webster Street and suggested that it would be hard to find your home with all the units looking the same. He suggested that that development was supposed to be \$350,000 homes under a previous City Manager.

Mr. Hamby criticized the school district for replacing three trailers with new trailers as opposed to expanding their building.

Mr. Hamby pointed out that the grade on South Brown School had been worse in the past.

Chris and Gloria Vanderhorst, of 4393 Little York Road, addressed the Commission. They pointed out that they had not received a notice and thus had nothing prepared. Mr. Hammes replied that their notice had been returned as undeliverable and apologized for the error.

Mr. Vanderhorst expressed concern that the development did not adequately address the property rights of surrounding property owners. He suggested that the development would damage his property regarding runoff, removal of trees, and other issues.

Mr. Vanderhorst referred to comments made in the September 2024 meeting and suggested that the current proposal was "lipstick on a pig" and did not adequately address the concerns of the residents.

Ms. Vanderhorst referred to a letter she had submitted for the previous rezoning. Mr. Hammes confirmed that he could include that letter with the materials for this application.

Mr. Vanderhorst characterized the applicant's remarks as an insult to the residents who attended the meeting.

Ms. Vanderhorst stated that she did not want to look at vinyl-sided houses.

Ms. Gloria Shanahan, of 7733 South Brown School Road, addressed the Commission. She argued that the City should be focusing on the development of the downtown area rather than development at this site. She questioned whether anyone would want to spend \$500,000 to live in what amounts to a movie set with the same home throughout the neighborhood.

Ms. Shanahan characterized the traffic problems on South Brown School as terrible, noting that she has had to wait 3-5 minutes to turn out of her driveway.

Ms. Shanahan suggested that street parking would be more problematic in the evening.

Ms. Shanahan argued that the developer should be held to higher standards.

Ms. Barbara Breisch, of 898 Deerhurst Drive, addressed the Commission. She argued that this development would impact her property greatly. She recommended that the street across from Deerhurst Drive be offset from the existing street. She suggested that the new development should mimic Foxfire. She argued that homes of 1400 square feet are too small compared to her 3400 square foot home.

Ms. Breisch suggested that homes built near the railroad would be problematic.

Hearing no further comments, Mr. Atkins closed the public portion of the meeting.

Further Discussion

In response to the question regarding driveway materials, Mr. Friedman confirmed that driveways would be concrete in compliance with City code requirements.

Ms. Cox asked about the proximity of the railroad and whether homes needed to be set back a certain distance from the railroad. Mr. Hammes replied that homes would need to be an adequate distance from the railroad, but that there were not specific distances required.

Mr. Friedman added that the lots would need to abide by existing easements and other considerations.

Ms. Cox referred to her notes from a 2022 PUD application, pointing out that many of the comments from the Comprehensive Plan cited by Mr. Friedman had been cited in the previous case, suggesting that the concerns raised in the Comprehensive Plan regarding housing are valid. The Commission and Council use the City's Code and the Comprehensive Plan to evaluate each application.

Mr. Friedman concurred, explaining that his company follows the standards of the cities in which they operate. The company complies with all relevant regulations, whether state or local, and including Federal regulations such as those enforced by the EPA.

Mr. Arnold referred to the 2024 Downtown Market Study, noting that the study had recommended additional housing to create a market for new and desirable businesses in the downtown corridor. He suggested that the demographics of the City, including median household income and population, would benefit from increased development.

Mr. Arnold complimented the applicant for keeping as many trees as possible.

Mr. Arnold agreed with several of the residents, noting that this site will be developed at some point. He suggested that the next proposal might not be as beneficial as the current one, if this one is denied.

Planned Unit Development District Review Criteria

Mr. Hammes explained that the applicant was requesting approval of both the Planned Unit Development itself and the Preliminary Plan. On the advice of the Law Director, Mr. Hammes requested that the Commission review the criteria for both approvals. He added that there were 8 review criteria for the district and 13 criteria for the preliminary plan.

Mr. Plant commented that the City has the opportunity to benefit from a development that offers adequate housing. He noted that the front lots were good, but that the remaining lots were much too small. He suggested that the housing proposed here would not offer diverse enough products to attract residents in managerial roles or similar professionals. He agreed that the PUD would be a good option for the site, but that this proposal did not offer enough to attract residents.

Mr. Plant argued that the developer should do more to provide wider lots with better homes.

Mr. Atkins read the review criteria and staff comments into the record. Recommendations and decisions on Planned Unit Development applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

- (1) The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed Planned Unit Development furthers the purposes of the code.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

Planned Unit Development District Review Criteria (Cont'd)

- (2) The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed Planned Unit Development, in its current form, is consistent with the City's goals and policies, including the density standards of the Zoning Code and the Comprehensive Plan.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- (3) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Staff feels that the proposed Planned Unit Development is necessary to set development standards and establish more restrictive architectural controls for the site than would be possible in a standard zoning district.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- (4) The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services, given the proposed right-of-way improvements to South Brown School Road.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- (5) The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Given the expected home values in this development, the lack of businesses adjacent to the site that would be harmed by the establishment of this development, and the lack of vacant land which would be rendered unusable by this development, Staff feels that the proposed development complies with this review criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

Planned Unit Development District Review Criteria (Cont'd)

- (6) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Given the proposed preservation of green space as part of this development, Staff feels that the proposed Planned Unit Development complies with this review criteria.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- (7) The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

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

- (8) The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

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

Recommendation – Planned Unit Development District

Mr. Atkins noted that Staff recommended approval of the proposed Planned Unit Development district, including and incorporating the Development Standards as set forth in the Staff Memorandum.

Ms. Cox characterized the PUD as a much more palatable way to approach the project that includes much more detail than the previous proposal.

With that comment, Ms. Cox made a motion to recommend approval of the Planned Unit Development district. Mr. Arnold seconded the motion.

Mr. Atkins, Ms. Cox, and Mr. Arnold voted Aye. Mr. Plant voted Nay. By a vote of 3-1, the Planning Commission recommended **Approval** of the proposed Planned Unit Development District.

Preliminary Plan Review Criteria

The Planning Commission shall not recommend in favor of, and City Council shall not approve, a preliminary plan for a planned unit development unless each body respectively finds that the preliminary plan does the following:

- A. The proposed development is consistent with the Official Thoroughfare Plan, the Comprehensive Plan and other applicable plans and policies of the City of Vandalia;

Staff Comment: Staff feels that the proposed development is consistent with the letter and spirit of the Comprehensive Plan.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- B. The proposed development could be substantially completed within the period of time specified in the schedule of development submitted by the applicant;

Staff Comment: Staff feels that the proposed schedule of development is reasonable and achievable.

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

- C. The proposed development provides accessibility to public roads that are adequate to carry the traffic that shall be imposed upon them by the proposed development; that the number of vehicular access points to public roads from high traffic generating uses are minimized to limit the number traffic conflict points; and that the streets and driveways on the site of the proposed development shall be adequate to serve the users of the proposed development;

Staff Comment: Staff feels that the design of the proposed development meets this criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- D. The proposed development shall not impose an undue burden on public services such as utilities, fire, school and police protection;

Staff Comment: Based on statements provided by Montgomery County Environmental Services, Vandalia-Butler City School District, the Vandalia Fire Division, and the Vandalia Police Division, Staff feels that the proposed development meets this criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

Preliminary Plan Review Criteria (cont'd)

- E. The proposed development contains such proposed covenants, easements and other provisions relating to the proposed development standards as reasonably may be required for the public health, safety and welfare;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- F. The proposed development shall include adequate open space, landscaping, screening and other improvements;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- G. The location and arrangement of signs, structures, parking and loading areas, material/waste storage, walks, lighting and related facilities shall be compatible with existing and future uses both within and adjoining the proposed development;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- H. The proposed development shall preserve natural features such as watercourses, trees and rock outcrops, to the degree possible, so that they can enhance the overall design of the PUD;

Staff Comment: Noting the areas designated as open space and the preservation of natural features in those areas, Staff feels that the proposed development complies with this review criterion.

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

Preliminary Plan Review Criteria (cont'd)

- I. The proposed development is designed to take advantage of the existing land contours in order to provide satisfactory road gradients and suitable building lots and to facilitate the provision of proposed services;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

- J. The proposed development shall not create excessive additional requirements for public facilities and services at public cost;

Staff Comment: Staff feels that the proposed development complies with this review criterion.

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

- K. The proposed development shall not involve uses, activities, layout and building designs that are detrimental to the use of both the proposed facilities and/or nearby properties by reason of excessive traffic, noise or vibration, storm water flooding, air or water emissions, objectionable glare or lack of proper regard for privacy;

Staff Comment: Noting that the only proposed uses are residential in character or passive open space uses, Staff feels that the proposed development complies with this review criterion.

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

- L. The proposed development has buildings designed with sufficient architectural variety and exterior surface complexity but including elements which serve to visually unify the development;

Staff Comment: Given the variety of home designs and their thematic similarities, Staff feels that the proposed development complies with this review criterion.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

Preliminary Plan Review Criteria (cont'd)

M. The proposed development has minimized the size of paved areas or provided adequate visual relief through the use of landscaped islands while providing adequate parking.

Staff Comment: As no standalone parking areas are proposed, Staff feels that this review criterion does not apply.

Mr. Plant disagreed with the Staff Comment. Mr. Atkins, Ms. Cox, and Mr. Arnold agreed. The Planning Commission agreed with the Staff Comment by a vote of 3-1.

Recommendation – Preliminary Plan

Mr. Atkins noted that Staff recommended approval of the proposed Preliminary Plan. He asked for any further comments or questions.

Ms. Cox thanked the members of the public for expressing their concerns and encouraged them to express those concerns to Council. She noted that she did not see a reason to deny the proposed plan at this time.

Ms. Cox made a motion to recommend approval of the Preliminary Plan for the Riverdale Subdivision. Mr. Arnold seconded the motion.

Mr. Atkins, Ms. Cox, and Mr. Arnold voted Aye. Mr. Plant voted Nay. By a vote of 3-1, the Planning Commission recommended **Approval** of the proposed Preliminary Plan.

Mr. Hammes reported that the recommendations of the Commission would be forwarded to the January 21st, 2025, Study Session. He added that the meeting would be held on Tuesday due to the Martin Luther King Day holiday.

In response to a question, Mr. Graham confirmed that members of the public would have the opportunity to address Council during the regularly scheduled meeting following the January 21st Study Session. No votes would be held on this application during the Study Session.

Mr. Atkins thanked the members of the public who attended the meeting and offered their comments.

Communications

Mr. Hammes reported that all cases from 2024 had been resolved or withdrawn, and as such the calendar was clear for 2025.

Mr. Hammes reported that some case numbers would be assigned to subdivisions that do not make it to the Planning Commission agenda. If it appears that case numbers are skipped, that is why. The change is due to new software being implemented for online applications and record-keeping.

Adjournment

Mr. Atkins asked for a motion to adjourn. Ms. Cox made the motion. Mr. Arnold seconded the motion. The vote passed 4-0.

Mr. Atkins adjourned the meeting at 9:06 p.m.

A handwritten signature in black ink, appearing to read "Don Atkins", written over a horizontal line.

Chairman