

CITY OF VANDALIA
Council Study Session Minutes
Monday, February 15, 2021
6:00 P.M.

Councilmembers Present: Mayor Richard Herbst, Vice Mayor Robert Ahlers, Councilwoman Candice Farst, Councilwoman Constance Woods, Councilman Michael Blakesly, Councilman Corey M. Follick, Councilman David Lewis

Others Present: Jerry McDonald, Daniel D. Wendt, Missy Pruszynski, Amber Holloway, Steve Clark, Rob Cron, David Marlow, Darren Davey, Bridgette Leiter, Holly Wiggins, Chief Chad Follick, Lisa Wendt, India Duke, Chief Kurt Althouse, Matt Bauer

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Mayor Herbst called the study session to order at 6:00 p.m.

1. Monday, February 15, 2021

A. Items on this evening's Council Meeting agenda

Mayor Herbst asked if there are any comments or questions related to items on this evening's Council Meeting agenda. Mr. Wendt responded with regard to items under the March 1, 2021 Study Session; specifically, the Engineering for the Vandalia Bikeway Connector item, noting staff is respectfully requesting Council table this item indefinitely. The final figures were not received until this afternoon and therefore staff will need additional time to evaluate the proposal. Staff will continue evaluating this project and this item will be on a future Council Study Session agenda. Mayor Herbst asked Council if there were any issues with tabling this item. Council indicated there were no issues or concerns with tabling this item as requested.

Councilman Blakesly advised he would like to discuss the Action Item regarding 251 N. Dixie Drive on tonight's Council Meeting agenda. It was his understanding it would return in the form of legislation. He noted since the last meeting after he has conducted additional research on the topic and concluded that he is not really in favor of providing said utility. Councilman Blakesly concluded by noting he has changed his mind on this particular item and wanted to let everyone know and be aware.

Mr. Wendt advised an Executive Session is on the agenda this evening to discuss with the city attorney matters involving the City that are the subject of pending or imminent court action and to discuss and consider the possible purchase of real property.

Mayor Herbst called for additional comments. There were none. He called upon Miss Holloway to begin her explanation of the next item on the agenda.

B. Resolution 21-R-09: Business First! Agreement (Miss Holloway)

Miss Holloway explained Vandalia has been participating in the Business First! Retention and Expansion program since 2002 under the terms of an intergovernmental cooperation agreement between the participating jurisdictions. The County is requesting approval of a five-year renewal agreement through December 31, 2025. The purpose of the program is to support the growth and retention of local businesses by identifying their needs and providing information and resources to fulfill those needs. This program also promotes communication and cooperation between economic development entities participating in the program. The annual cost to participate in the Business First! program is \$1,500. Miss Holloway concluded by recommending Council renew this agreement. Mayor Herbst commented that this program is a good value for our city. Councilman Follick inquired if this program is only for Montgomery County. Miss Holloway explained this program has expanded as far north as the City of Piqua. Councilman Follick inquired if notifications related to business outside Montgomery County be released. Miss Holloway responded in the affirmative.

C. Ordinance 21-05: Assessments (Mrs. Leiter)

Mayor Herbst called upon Mrs. Leiter. She advised Council this ordinance assesses properties for delinquent accounts related to water, sewer, storm water fees, trash collection, property cleanup and weed cutting. Mrs. Leiter added this probably will be the last assesment list to include 2020 weed cutting until the 2021 season gets underway. Mayor Herbst inquired about the initials DSW. Mrs. Leiter advised the letters DSW stand for delinquent sewer and water.

2. Monday, March 1, 2021

A. Action Item: Board and Commissions Applicant – Mr. Matthew Bauer (Mrs. Pruszynski)

Next, Mrs. Pruszynski reminded Council their Study Session Packets included an application from Mr. Matthew Bauer who is asking Council to consider his appointment to the Community Reinvestment Area Housing Council and to the Housing Code Board of Appeals. She continued noting, Mr. McDonald indicates there are no conflicts with Mr. Bauer serving on both committees, and Mr. Bauer is on the Zoom Meeting call. Mayor Herbst recognized and thanked Mr. Bauer for his interest in serving on said committees. Mr. Bauer shared a little bit about himself noting that he has been a Dayton area resident his entire life, has served in the military, advised that he currently works at the base in a Human Resource management position and is looking forward to serving the community in which he lives. Mayor Herbst thanked Mr. Bauer for his service and asked Council for comments or questions. There were none. Mrs. Pruszynski advised Mr. Bauer that his application will appear on the March 1, 2021 Council Meeting agenda for Council to vote on your request for appointment.

B. Resolution: Engineering for the Vandalia Bikeway Connector (Mr. Cron)

This item was tabled as described in Item 1 (A) of these minutes.

C. Resolution: VPD Body Camera Purchase (Mr. Davey)

Mr. Davey advised the Division of Police budgeted for body camera replacements in 2021. The IT Department worked with Panasonic to put together quotes for 28 body cameras, spare batteries, chargers, and equipment. During the process, several licensing issues were discovered as well as some software updates that would improve video redaction and distribution. As a result, the IT Department submitted two proposals. The first proposal is for the body camera upgrade only, while the second proposal encompasses the body cameras, new software, and resolves the device licensing issues. While \$50,000 was budgeted for the project, the IT Department is recommending approval of the second proposal for a cost of \$60,025.30. As part of the 2021 budget, the Division of Police budgeted \$19,500 for new dash cameras. Instead of purchasing three new dash cameras this year, the IT Department is recommending that \$10,025.30 of those funds be used to cover the software and license upgrades. The equipment would be purchased through Arc Acquisitions. Councilman Follick is happy to see that we are not replacing in-car cameras every four years. It has been his experience that it is advantageous to have all the same

units offering all the same technology. He noted we will just have to know going forward, we will be replacing entire systems at once.

3. Discussion

A. Financial Report: 2020 4th Quarter & Year-End; January 2021 Monthly Reports (Mrs. Leiter)

Cognizant of Council's duty to monitor the City's financial activity, Mayor Herbst introduced Mrs. Leiter to timely provide financial information for Council's review and analysis. Mrs. Leiter began by reminding council the financial reports were previously provided in their council packets. Mrs. Leiter delivered the fourth quarter and end of year 2020 financial report specifically noting revenues first. She said year-to-date December 31, 2020, overall Income tax revenue was down 3.69% or \$635,062 from 2019, and withholding tax was up year-to-date 1.64% or \$210,071; individual tax down year-to-date 5.19% or \$75,793; Business net profit tax down YTD 25.90% or \$769,338. The amount of income tax revenue budgeted for 2020 was \$16,744,000. She advised the amount collected in 2020 was \$16,594,510; therefore, the amount collected in 2020 was only short approximately \$149,490 of the budgeted amount. Next, Mrs. Leiter reviewed Other taxes, hotel/motel tax receipts, which were slightly down; property tax receipts, and local government fund distributions were both up. Then, Intergovernmental revenue was up due to timing of receipt of ED/GE Grants, and Licenses, Permits, and Fees revenue was up due to an increase in construction permit revenues. She continued noting Fines and Forfeitures revenue was down due to a decrease in case load from COVID-19.

Mrs. Leiter explained Charges for Services revenue was down due to the closure of the Recreation Center because daily admissions, aquatics programs, birthday parties, membership passes, and jungle playground revenue were all down; in addition, several refunds were issued due to COVID-19, and Other Revenue was up due to the sale of the fire station.

Next Mrs. Leiter reviewed Expenditures through December 31, 2020. She began by sharing Council/CMO expenditures increased due to an increase in personnel expenses, insurance (timing), printing/production, and timing of ED/GE payments. Travel expenses were down from 2019. Mrs. Leiter advised Police expenditures are up slightly due to increases in personnel expenses. Education & training expenses

are down due to COVID. Fire expenditures decreased due to the reduction of full-time personnel expenses due to the grant revenue received from the Local Coronavirus Relief Fund. Overtime and communication - annual emergency notification - expenses increased from 2019. Part-time personnel expenses decreased due to the hiring of additional full-time staff. Other professional services (ambulance billing), technical supplies and travel/training expenses decreased from 2019. Recreation expenditures decreased partly due to a decrease in personnel and chemical expenses included in the agreement with Dayton Pool Management. Building Maintenance - utilities, other services, facilities maintenance expenses were all down. Admin — personnel and other expenses were both down. Park Maintenance — utilities, technical/equipment supplies expenses were down. Recreation — full-time personnel expenses up, travel/transportation, other services and recreation supplies were all down. Recreation Center— personnel expenses, except overtime, chemicals - included in Dayton Pool Management agreement/Swimsafe, and utility expenses were down. Other services - Dayton Pool Management/Swimsafe, facility maintenance & supplies, food and refund expenses were all up. Then she advised DES/Public Works expenditures decreased due to a decrease in consultant services expenses in 2020 vs. 2019 —comprehensive plan expenses were included in 2019.

Mrs. Leiter moved on to the Fund Reports. She began with the Safe and Stable Fund Revenues as they relate to Intergovernmental and noting the amount budgeted of \$259,295 was received in April - Permissive Tax Reimbursement Revenue. She reported the Golf Fund Revenues and explained all revenue was down partly due to the inclement weather, and COVID-19 experienced in 2020. The Expenditures for the Golf Pro, which are personnel expenses were down; supplies for resale expenses were down. Restaurant/Snack Bar as they relate to Part-time wages were up and full-time wages and food expenses were down. Mrs. Leiter shared the Water Fund Revenues noting Water service and collection was up in 2020. In 2019 vs 2020 the Intergovernmental OPWC was Up slightly from 2019 probably due to the Brindlestone Project. Next, she shared the Expenditures related to Personnel and consultant services up in 2020. Then, the Sewer Fund Revenues related to Sewer service and collection were down in 2020, and in 2019 vs 2020 Reimbursements from TCA's Inflow and Infiltration Funds & OPWC - Foley Drive are down from 2019. Next, the Expenditures related to Personnel and other service such as the foundation drain disconnect expenses were both up, and postage expenses were down. Next, she

explained the Capital decrease in 2020 due to the slip lining project in 2019, and Foley Dr project in 2019.

Mrs. Leiter shared a few other budget financials noting Total revenues received in the General, Water and Sewer Funds were all either at or slightly below the budgeted amount for 2020. Golf Fund revenue was at 86% due to inclement weather and COVID-19 conditions. She advised Total expenditures in the General, Golf, Water and Sewer Funds were below the budgeted amounts. Then she reported Cost Recovery items noting the total cost recovery percentage for the golf course was higher year-to-date 2020 due to a decrease in expenses and capital in 2020. As well, the Recreation Center cost recovery for 2020 was lower year-to-date 2020 due to decrease in revenues in 2020.

Mrs. Leiter moved on to the January 2021 monthly financial report. She began by reviewing Revenues and noted the year-to-date January 31, 2021, overall Income tax revenue is up 15.13% or \$223,891 from 2020. Withholding tax is up year-to-date 16.43% or \$200,925; individual tax down year-to-date 9.38% or \$17,479; Business net profit tax up year-to-date 57.57% or \$40,445. The amount of income tax revenue budgeted for 2021 is \$16,995,000. She said the amount collected in January 2021 was \$1,703,425. Therefore, the amount collected to date is 10% in 2021, which is 2% over the budgeted amount of 8% for January. Other taxes - hotel/motel tax receipts are up. Then Mrs. Leiter advised Licenses, Permits, and Fees revenue is up due to an increase in construction permit revenues, and Fines and Forfeitures revenue is down due to a decrease in case load (COVID-19). Charges for Services revenue is down due to COVID-19 including Daily admissions, aquatics programs, birthday parties, membership passes, and jungle playground revenue are all down. Next, Mrs. Leiter explained Other Revenue is down due to a decrease in interest revenue received.

Then Mrs. Leiter addressed Expenditures. She began by explaining that Council/CMO expenditures decreased due to a decrease in insurance due to timing.

Her Golf Fund Revenue summary noted all revenue is down due to the inclement weather.

Next Mrs. Leiter shared other Budget related information including, but not limited to the Total revenues received in the General, Water and Sewer Funds were all either at or slightly below the budgeted amount for 2021, and the Total expenditures in the General, Golf, Water and Sewer Funds were below the budgeted amounts.

Then she reviewed the Cost Recovery information noting the total cost recovery percentage for the golf course was lower year-to-date 2021 due to a decrease in revenue in 2021. The Recreation Center cost recovery for 2021 was lower year-to-date due to decrease in revenue.

Councilman Follick inquired if it looks like 2021 will support a normal tax season and deadlines. Mrs. Leiter responded in the affirmative with April 15, 2021 being the collection deadline and we should realize the collections sooner than last year. She said her only concern are those folks who are unemployed because these folks maybe granted extensions.

Mrs. Leiter reviewed in detail the Purchasing Card Account Information and explained the purchasing card detail for year ending 2020. Brief discussion occurred. After a brief discussion with questions and answers, Council indicated approval of all reports.

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B. Website Re-Design Project Update (Miss Holloway)

Miss Holloway and Mr. Davey shared a preview of the draft website design and delivered a summary of the project thus far. Miss Holloway advised Council migration is in progress and there is very little functionality at this point. She began reviewing the homepage in detail. Miss Holloway explained the thought process on the reason for the five buttons on the homepage and that it is designed to be better organized and eliminate clutter. She described the purpose and functions of each button. Miss Holloway specifically noted two calendars will be featured on the homepage. There will be a Parks and Recreation calendar separate from the main City calendar so that on the homepage you can see when the next fitness class is held; or, you can see when the next City Council Meeting will be held. Mayor Herbst inquired, with the better digital equipment recently installed in chambers, will the Council Meetings be

posted automatically to the website. Mr. Davey responded by noting we have not arrived at that point yet in the process, but did advise the current technology, it is much easier for Mr. Hopkins to post it to YouTube. He continued by noting we could continue the current process and add a section that would look nice and house all the videos. Mr. Davey reviewed some items on the homepage. He specifically reviewed the *Report A Concern* link and the payments link.

Councilwoman Woods commented she sincerely appreciates the upcoming website redesign; she inquired if she were to visit the new website, would she be able to do a search for a specific topic, and where would she find something like this on the new website. Mr. Davey explained this will be available as more data is collected from departments and collected from analytics to build search bar prompt links.

Councilwoman Woods also inquired if the website redesign will go live prior to the completion of the branding project and if so how will the new brand be incorporated into the new website. Miss Holloway advised at this point it looks like the website will go live prior to the completion of the branding project. She continued explaining staff would update the website to correspond with the branding project's outcome. Mr. Wendt added he has managed several CivicPlus Content Management Systems. He explained the really nice thing about this program is the ease of which this system has the ability to build-in or anticipate information and or make changes to content. Brief discussion occurred about how departments are currently editing their pages and how will it be edited moving forward including how and when staff will be trained to manage the page. Councilman Lewis suggested the new website be incorporated into the CommUnity Newsletter. Councilman Follick suggested all the City's social media accounts feed into the homepage, and he also suggested, with the Parks and Recreation website specifically, to consider a branding URL that is specific to that website.

C. Gabriel Street Reconstruction Discussion (Mr. Cron)

Mr. Cron shared the City applied for OPWC funding for the Gabriel Street Reconstruction project. Last week the district held their final scoring meeting for this year's projects. He advised Council Gabriel Street is not one of the projects recommended for funding. While the district just recommends to the state level, it is more of just a formality and advised he does not expect anything to change. He advised Council the total cost of the project is \$781,666 and asked Council if their

preference is to move forward with the project and presented the breakdown in which the City would pay for the entire project. Mayor Herbst inquired if it would be possible to revise the submission and resubmit for funding at a later date. Mr. Cron advised one of the reasons this project scored low is because OPWC considers this particular project a roadway project; therefore, revising and resubmitting will probably only lead to scoring an additional point or two. The only additional way to score higher would be to request less money. Another reason this ranked low is due to the way a roadway project is scored. The scoring strictly uses technical information such as how many people live on the street and how many cars travel on the street daily. Mr. Wendt added these monies in the 2020 budget were already appropriated by Council to the OPWC Fund. He continued because we have already appropriated the monies, staff will simply transfer the money between accounts. Councilman Follick commented it is not beneficial to postpone this project and fund balances are healthy enough to support and we can continue to pursue grant funding for other projects. Brief discussion continued, and afterwards Council indicated a preference to move forward with this project without funding.

Mr. Cron delivered an update on the snow and ice operations. He advised crews are out now and a shift change will take place at midnight. Currently, there are six large trucks out and one pick-up truck. The morning crew will be back at midnight and once the snow stops crews will begin work in the neighborhoods. Mr. Cron noted the City ordered salt last Monday and last Tuesday, but the salt has not yet been delivered.

D. Legal Fee Survey (Mr. Wendt, Mr. McDonald, Mrs. Pruszynski)

Mr. Wendt explained Mrs. Pruszynski has surveyed area jurisdictions and has compiled a table relating to the fees that are paid by peer governments for legal direction and attorney fees specifically associated with labor relations. Pickrel, Schaeffer & Ebeling currently charges \$155/hr. Mr. McDonald has requested to increase the rate to \$170/hr. over the next two years. He also reviewed the summary regarding rates and the amounts paid to Jackson Lewis for labor relations. Mr. Wendt advised if it is Council's desire to phase-in Mr. McDonald's request for increase, it would be easy to supplement the difference. Mayor Herbst called for comments. Councilman Follick suggested splitting the difference and increase the hourly rate for 2021 by \$7.00/hour and then budget for 2022 for \$8.00/hour; or, in the alternative an additional \$7.50/hour over the next two years. He continued by requesting to have

additional discussions about the labor attorney and comparables. Councilwoman Woods inquired if it is accurate that Huber Heights uses Mr. McDonald's law firm for law direction and labor attorney. Mr. McDonald responded in the affirmative and added the City Manager for Huber Heights is a former police officer and has a great deal of labor negotiation experience and therefore handles much of said tasks in-house. After brief discussion, Council indicated the preference is to phase-in the requested increase over the next two years.

- At 7:02 p.m. Mayor Herbst 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.
- At 7:51 p.m. Mayor Herbst re-opened the Study Session and called upon Mr. Wendt to discuss the City Manager Project item.

E. City Manager Project List (Mr. Wendt)

Mr. Wendt advised there are no updates to the current list; however, he advised in the coming weeks, he will be making recommendations with how the City should proceed with addressing a Compensation Plan study. Councilwoman Woods addressed the Median item noting that the list indicates it is still on hold and when Council last discussed this item it was released to Mr. Cron. Mayor Herbst indicated that is correct. Mrs. Pruszynski apologized and noted she intentionally did not update the project list. Mr. Wendt advised Council he is working on the formatting of the list.

F. 60 Day Calendar (Mayor Herbst)

Mayor Herbst asked council for comments or questions regarding the 60-Day Calendar. Councilman Follick inquired about scheduling a retreat to discuss several items and Mr. Wendt's goals. Mayor Herbst suggested the retreat be scheduled after April 16 and asked Mrs. Pruszynski to gather dates from staff and bring the dates back to Council.

4. Executive Session - The purpose of the Executive Session is to discuss with the city attorney matters involving the City that are the subject of pending or imminent court action and to discuss and consider the possible purchase of real property.

At 7:53 p.m. Mayor Herbst advised it is recommended Council enter into Executive Session for the purpose of discussing with the city attorney matters involving the City that

are the subject of pending or imminent court action and to discuss and consider the possible purchase of real property. He advised at the conclusion of the Study Session no further business will take place other than formally closing the Study Session.

Adjournment to Executive Session

It was moved by Councilman Follick, seconded by Councilman Blakesly, to adjourn to Executive Session. Councilwoman Farst voted yes, Councilman Lewis voted yes, Councilwoman Woods voted yes, Councilman Blakesly, Councilman Follick voted yes, Vice Mayor Ahlers voted yes, and Mayor Herbst voted yes. Motion passed 7-0.

Re-Convene to Study Session

It was moved by Councilman Lewis, seconded by Councilwoman Farst, to reconvene to the Study Session at 8:29 p.m. All members present voted yes. Motion passed 7-0.

The study session was adjourned at 8:30 p.m.



Missy Pruszynski
Secretary to the City Manager
Deputy Clerk of Council
937.415.2258
missy@vandaliaohio.org
www.vandaliaohio.org