

**CITY OF VANDALIA**  
**Council Study Session Minutes**  
**Monday, March 1, 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, and Councilman David Lewis

**Others Present:** Jerry McDonald, Daniel D. Wendt, Missy Pruszynski, Amber Holloway, Steve Clark, Rob Cron, Darren Davey, Bridgette Leiter, Holly Wiggins, and Chief Kurt Althouse

Join Zoom Meeting

<https://us02web.zoom.us/j/81150292149>

Meeting ID: 811 5029 2149

One tap mobile: 1-301-715-8592, 81150292149#

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

**1. Monday, March 1, 2021**

A. Items on this evening's council meeting agenda

Mayor Herbst asked Council if there are any comments or questions on this evening's Council Meeting agendas. There were none.

**2. Monday, March 15, 2021**

A. Resolution: Intrado Police Dispatch Services

Chief Althouse advised Intrado Police Dispatch Services is the vendor that provides and maintains our 9-1-1 public safety telephone system. This emergency telephone communications system was purchased and installed in 2017 and regulates the 9-1-1 and non-emergency telephone calls along with text-to-911. On December 10, 2020, the City was notified by Intrado of an outstanding and unpaid annual maintenance agreement invoice from April 20, 2019. After review, the Police Division ascertained that the 2019 invoice was initially sent to an incorrect City email and was never received for processing. Fees for this service were budgeted in 2019 but were not spent. City Council will be asked to authorize payment of \$18,040.86 for the 2019 invoice utilizing the 2021 budgeted amount for this maintenance agreement. A supplemental request for additional funds will be requested in the future to pay for the 2021 invoice. Mayor Herbst called for comments. There were none.

B. Resolution: Police Uniform Bids

Chief Althouse explained in March 2019, the Division of Police utilized a bidding process to select a vendor for Police Officer uniforms, footwear, work gear, bullet-resistant vests, and duty equipment. Phoenix Safety Outfitters submitted the lowest and best bid. On April 15, 2019, City Council passed Resolution 19-R-26, awarding the bid to Phoenix for two years with an option for a two-year extension. Phoenix provided the City with updated pricing that is acceptable to the Chief of Police and will allow adequate purchases to be made for the Police Division. The 2021 budget includes \$23,500 for Police Officer uniforms, footwear, work gear, bullet-resistant vests, and duty equipment. As is permitted in our current contract and in accordance with normal purchasing practices, Chief Althouse respectfully requested City Council waive the competitive bidding process and extend the contract with Phoenix Safety Outfitters through April 15, 2023 and in an amount not to exceed the 2021 budgeted amount. Mayor Herbst asked for comments or questions. There were none.

C. Resolution: Annual Asphalt Purchase/Bids

Mr. Cron advised Council Bids were opened for the purchase of asphalt to be used by our crews for patching, paving at the Vandalia Art Park, completion of the Cassel Hills Golf Course cart path, and other small paving projects. Barrett Paving was the low bidder at \$68/ton for Type 1 surface asphalt and \$67/ton Type 2 base asphalt. Valley Asphalt submitted a similar bid at \$71/ton for Type 1 and \$69/ton for Type 2. Mr. Cron respectfully requested Council authorize the City to purchase asphalt from both companies, and advised if granted, this would allow the City to advance the progress of projects on days when Barrett Paving is unable to deliver asphalt to the City because of scheduling conflicts. Mr. Cron advised his staff is aware there are several potholes around town of which will be filled until the asphalt plants open April 1. Mayor Herbst asked for comments or questions. There were none.

**3. Discussion**

A. Magnesium Chloride Purchase – Less than \$25,000

Mr. Cron explained the Public Works Department will need to purchase a second tank of Magnesium Chloride. The total cost will be over \$10,000 but less than \$25,000. He noted the Magnesium Chloride is a chemical that is applied to salt during snow & ice operations to enhance its effectiveness at lower temperatures.

B. Recreation Center Exterior Maintenance Project – Less than \$25,000

Mr. Clark advised Council the Vandalia Recreation Center is 20 years old. The rubber roof membrane on the flat sections of the roof is shrinking and pulling away from the walls, which is resulting in water infiltration in various locations. Immediate maintenance is required to extend the service life of these areas of the roof. Garland Roofing, via Omnia Cooperative Purchasing Program, has developed the scope of work for the project, has conducted a mandatory pre-quote inspection, and has obtained quotations from three local companies. The Harold J. Becker Company submitted the lowest and best quote for the project at \$17,700, which includes 380 lineal feet of repair area. The 2021 capital budget includes \$16,600 for the project. He recommended the Parks & Recreation Department conduct the necessary maintenance; however, he proposed the \$1,100 overage be offset by deferring the purchase of one chemical pump that would have been purchased out of the same line item in the 2021 capital budget. Councilman Lewis inquired about Omnia. Mr. Clark explained it is a company that procures services at state bid pricing.

C. City Manager Project List

Mr. Wendt shared with Council updates to the City Manager Project List. He noted the Council Retreat has been scheduled for Wednesday, May 12 at 5:30 p.m. He advised Council the compensation plan is in progress and an RFP/RFQ has been posted to the City webpage.

D. 60-Day Calendar

Mayor Herbst called for comments or questions on the 60-Day Calendar. There were none.

4. **Executive Session** – The purpose of the Executive Session is to discuss and consider the possible purchase or sale of real property.

At 6:15 p.m. Mayor Herbst advised the audience Council will adjourn to Executive Session to discuss and consider the possible purchase or sale of real property.

**Adjournment to Executive Session**

It was moved by Councilman Lewis, seconded by Councilman Blakesly, to adjourn to Executive Session to discuss and consider the possible purchase or sale of real property. Councilman Lewis

voted yes, Councilwoman Woods voted yes, Councilman Blakesly voted yes, Councilwoman Farst voted yes, Councilman Follick voted yes, Vice Mayor Ahlers voted yes, and Mayor Herbst voted yes. Motion passed 7-0.

**Re-Convene to Special Meeting**

It was moved by Councilman Lewis, seconded by Vice Mayor Ahlers, to reconvene to the Study Session at 6:35 p.m. All members present voted yes. Motion passed 7-0.

The study session was adjourned at 6:35 p.m.



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