

The Council of the City of Vandalia Meeting Minutes

April 19, 2021

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

OTHERS PRESENT: Jerry McDonald, Daniel Wendt, Missy Pruszynski, Amber Holloway, Darren Davey, Bridgette Leiter, Holly Wiggins, Laura Wendt, David Marlow, Lt. Dan Swafford, Chuck Smith, William Roberts, Chief Chad Follick, Chief Althouse, Lt. Ben Walker, Capt. Steve Milliken, Rob Cron, Kara Burkhardt, Shannetta Dewberry, Kristen Carnes, and Dan Holdgreve

Mayor Herbst called the regularly scheduled meeting of the Council of the City of Vandalia to order at 7:11 p.m. **Mayor Herbst** called for a moment of reflection followed by the Pledge of Allegiance.

Approval of Previous Minutes:

The Council Study Session Minutes of April 5, 2021 and the Council Meeting Minutes of April 5, 2021 were approved as presented.

Communications, Petitions and Awards:

Proclamation - Distracted Driving

Mayor Herbst presented a proclamation to Mr. Chuck Smith, on behalf of the Bicycle Advisory Committee, in support of Ohio House Bill 111, making operating a motor vehicle on a public roadway while using a hand-held device a “primary” offense – allowing public safety officials to initiate a traffic stop and take enforcement actions. **Mr. Smith** further explained HB 111, indicated his appreciation of Council’s support, and thanked staff for their efforts related to the proclamation.

Oath of Office

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Mr. Wendt commented our Police Officers and Firefighters are highly visible public officials. He advised, moving forward, he plans to administer the Oath of Office to sworn personnel at City Council meetings. **Mr. Wendt** advised tonight he has the pleasure of swearing in Police Officer Nelson Clymer. He then introduced Chief Althouse who shared Officer Nelson's background information. **Mr. Wendt** delivered the Oath of Office to Police Officer Nelson Clymer and congratulated him on his new position. **Officer Clymer** thanked Mr. Wendt.

Public Hearing: None

Comments from Interested Citizens: None

CITY MANAGER'S REPORT

Information Items:

Mr. Wendt shared the extended Tax office hours. He explained Tax office staff will be available to assist taxpayers in the preparation of city income tax returns Monday through Friday from 8:00 a.m. until 5:00 p.m. **Mr. Wendt** reminded the audience the deadline for filing is Monday, May 17. He continued by noting income tax returns for Vandalia and Brookville can be completed electronically using the City Tax Online Preparation Tool. The Online Tool is available 24 hours a day, seven days a week, includes easy-to-follow, step-by-step instructions, and can be accessed through the city's website, www.vandaliaohio.org. If a taxpayer does not have access to the Internet, they are instructed to contact or come into the tax office to receive a form.

Action Items:

Ohio Department of Liquor Control:

Mr. Wendt advised the audience the Ohio Department of Liquor Control has notified the city of an application for a liquor permit at Chipotle Mexican Grill, 275 E. National Road. **Chief Althouse** commented that the Division of Police does not object to the request for a liquor permit at 275 E. National Road. It was moved by

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Councilman Follick, seconded by Councilwoman Farst, not to request an Ohio Department of Liquor Control hearing for Chipotle Mexican Grill, 275 E. National Road. All members present voted yes. Motion passed 7-0.

Old Business: None

Resolutions:

21-R-23 A Resolution Authorizing A Three-Year Agreement With Granicus For The Agenda Management Upgrade, Requested By The City Manager's Office. **Mr. McDonald** read Resolution 21-R-23 by title. **Mr. Wendt** advised Council that since 2013 the City of Vandalia has utilized Granicus as the primary method to process and disseminate paperless agendas and The Blue Letter. He explained the pre-meeting packet assembly process is woefully outdated and inefficient. Mr. Wendt recommended a software upgrade to streamline cross-departmental workflows, boost post-meeting productivity, and incorporate an indexed video feature. Granicus provides excellent customer service and noted he anticipates quick implementation of the software platform. As such he requested Council approve a three-year agreement as well as a one-time cost for a hardware and software upgrade. **Mr. Wendt** noted that he is pleased to announce that Deputy Clerk of Council Pruszynski aggressively negotiated with Granicus to reduce the price of the upgrade. The new subscription fee is \$11,480.00 for the first year and a one-time fee of \$6,750.00 for various hardware and online trainings. The 2021 Budget includes \$6,600.53 for the current subscription, and therefore exceeds the appropriated amount by \$11,629.47. Mr. Wendt also requested Council approve a supplemental appropriation during this meeting, and as discussed at the April 5, 2021 Study Session, to cover the \$11,629.47 for the upgrade (e.g., hardware, software, and online training). He added the City's guaranteed pricing for year two is \$12,283.60 and year three pricing is guaranteed at \$13,143.45. It was moved by Vice Mayor Ahlers, seconded by Councilwoman Farst, to approve

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Resolution 21-R-23. All members present voted yes. Resolution 21-R-23 approved 7-0.

21-R-24 A Resolution Awarding The Bid For Three Police Patrol Vehicles Requested By The Division Of Police To Beau Townsend Ford In The Amount Of \$119,847 As The Lowest And Best Bid And Declaring The Existing Three Police Patrol Vehicles Being Replaced Surplus Property. **Mr. McDonald** read Resolution 21-R-24 by title. **Mr. Wendt** advised the Vandalia Police Division posted bids in the Daily Court Reporter and on the City website for three new patrol vehicles to replace marked patrol vehicles in the fleet. VPD also delivered and/or mailed bid packets to 14 auto vendors who sell police vehicles. VPD received bids from two vendors, Whiteside Chevy of St. Clairsville, Ohio, and Beau Townsend Ford. Whiteside offered the 2021 Chevy Tahoe 4WD with the police package for a unit price of \$44,402.00 per vehicle for a total purchase price of \$133,206.00 for three vehicles. Beau Townsend Ford offered the 2021 Ford Police Interceptor Utility AWD patrol vehicle as a unit price of \$39,949.00 per vehicle for a total purchase price of \$119,847.00. The state bid price for the Ford Police Interceptor Utility AWD patrol vehicle is \$32,089.00 per vehicle. However, after adding the options in the bid specifications and paint to match the current fleet, the state bid price is \$44,029.00. Council approved \$129,000.00 for this 2021 capital purchase. **Mr. Wendt** explained VPD's current fleet consists of Ford Police Interceptor Utility vehicles and certain vehicle equipment is transferable from the older patrol vehicles into the new patrol vehicles based on model design. He continued by requesting Council authorize and approve the purchase of three 2021 Ford Police Interceptor Utility AWD patrol vehicles from Beau Townsend Ford for the unit price of \$39,949.00 per vehicle for a total purchase price of \$119,847.00. It was moved by Councilwoman Farst, seconded by Councilman Lewis, to approve Resolution 21-R-24. All members present voted yes. Resolution 21-R-24 approved 7-0.

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21-R-25 A Resolution Awarding The Bid For Police Riot Gear, Requested By The Division Of Police, To Pro Tech In The Amount Of \$26,438 As The Lowest And Best Bid. **Mr. McDonald** read Resolution 21-R-25 by title. **Mr. Wendt** explained the Police Division's current riot gear, including helmets, shields and gas masks, is in poor condition due to being over 20 years old. The VPD has a limited quantity of gear and is not sufficient for all sworn personnel in the event of a large-scale protest or riot. Based on incidents that occurred over the past year where VPD officers assisted other communities with disturbances and riots, it is important to have adequate safety gear and equipment to protect officers who may respond to these types of situations. The VPD posted a bid for police riot gear in the Daily Court Recorder and on the City website as well as mailed bid packets to five different vendors who specialize in police gear. He noted the VPD received bids from two vendors, Pro Tech and Kiesler Police Supply, which included the required documents. Mr. Wendt explained Pro Tech offers all the equipment included in the bid specification for a total purchase price of \$26,438.00, which is below the capital budget amount of \$28,300.00. **Mr. Wendt** added Kiesler Police Supply's bid was incomplete because it did not include all the equipment specified in the bid packet. It was moved by Councilman Follick, seconded by Councilman Blakesly, to approve Resolution 21-R-25. All members present voted yes. Resolution 21-R-25 approved 7-0.

21-R-26 A Resolution Authorizing The Purchase Of A 2021 Ford Transit-150 Cargo Van By The Public Works Department, From Beau Townsend Ford In The Amount Of \$38,410.00 And Declaring The Current 1991 Ford 350 Medic To Be Replaced As Surplus Property. **Mr. McDonald** read Resolution 21-R-26 by title. **Mr. Wendt** explained the Public Works Department seeks to replace the 2009 Utility Van, which is used for our water operations. The current Van has over 108,000 miles on it and is used every work day. He noted the 2009 Utility Van will be replaced with a new 2021 Utility Cargo Van from Beau Townsend Ford. Quotes were obtained from the

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State of Ohio Cooperative Bidding contracts as well as the Sourcewell Cooperative bidding program. Beau Townsend Ford submitted the lowest and best bid totaling \$38,410. It was moved by Councilman Blakesly, seconded by Vice Mayor Ahlers, to approve Resolution 21-R-26. All members present voted yes. Resolution 21-R-26 approved 7-0.

21-R-27 A Resolution Authorizing The Purchase Of Various Hardware And Software Components For The 2021 Firewall Upgrade Project At A Total Price Not To Exceed \$36,949.16. **Mr. McDonald** read Resolution 21-R-27 by title. **Mr. Wendt** advised Council the IT Department is recommending the approval of the 2021 Firewall Upgrade Project, which calls for the upgrade of the City's firewall devices and related monitoring equipment and software. An upgrade is being recommended in order to replace aging equipment, to increase capabilities, and to support changes being implemented by the IT Department that will increase security and account for future network growth. He explained due to the complexity of the devices and the familiarity with the current manufacturer, the IT Department is recommending that City Council waive formal bidding and purchase an upgraded model from the same manufacturer. The purchase of the firewall equipment and supporting software and hardware will be sourced from a total of four vendors: Cadre, SHI, Discount Low Voltage, and Amazon. The total cost of the project will not exceed \$36,949.16. **Mr. Wendt** indicated Cadre will be handling the installation and migration of the firewall and the IT Department will be handling the installation of all supporting hardware and software. It was moved by Councilman Follick, seconded by Councilwoman Farst, to approve Resolution 21-R-27. All members present voted yes. Resolution 21-R-27 approved 7-0.

21-R-28 A Resolution Approving A Financial Contribution To The Vandalia Development Corporation. **Mr. McDonald** read Resolution 21-R-28 by title. **Mr. Wendt** advised this resolution authorizes a donation of \$25,000 to the Vandalia Development Corporation. It was moved by Councilman Blakesly, seconded by

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Councilman Lewis, to approve Resolution 21-R-28. All members present voted yes. Resolution 21-R-28 approved 7-0.

21-R-29 A Resolution Vacating A Platted Utility Easement And Approving The Imperial Subdivision No. 1-B Plat. **Mr. McDonald** read Resolution 21-R-29 by title. **Mr. Wendt** explained VSF Investments 4 LTD, is requesting the replat of 0.4122 acres of land at 110 Imperial Court. The requested replat would result in the vacation of a shared property line and an existing 10-foot wide utility easement. He advised the existing apartment building at 110 Imperial Court projects over both the shared property line and the 10-foot wide utility easement. There are no utilities within the existing utility easement. Planning Commission voted 5-0 to recommend approval. It was moved by Councilwoman Farst, seconded by Councilman Lewis, to approve Resolution 21-R-29. All members present voted yes. Resolution 21-R-29 approved 7-0.

Ordinances – First Reading: None

Ordinances – Second Reading: None

Ordinances – Emergency:

21-08 An Ordinance Approving Individual Assessments Amounts And Directing The Finance Director Or Her Designee To Certify The Amounts To The County Auditor For Collection And Declaring An Emergency. **Mr. McDonald** read Ordinance 21-08 by title in an emergency reading. **Mr. Wendt** advised this emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, & delinquent water and sewer. There were no comments or questions during the public hearing. It was moved by Councilwoman Farst, seconded by Councilman Blakesly, to approve Ordinance 21-08 as an emergency. All members present voted yes. Ordinance 21-08 was approved 7-0 in an emergency reading.

21-09 An Ordinance To Revise Appropriations For Current Expenses And Other Expenditures Of The City Of Vandalia, Montgomery County, Ohio During The

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Calendar Year Ending December 31, 2021, And Amending Ordinance 20-36 And Declaring An Emergency. **Mr. McDonald** read Ordinance 21-09 by title in an emergency reading. **Mr. Wendt** advised Finance Director Leiter is requesting the approval of the following supplemental appropriation ordinance for a net overall increase in the General Fund in the amount of \$59,050. This supplemental is for the following reasons:

A. General Fund:

- **Agenda Management Software Upgrade: \$11,630** – Increase of 2021 budget appropriations to account for expenses related to an upgrade to the current agenda management software. This upgrade is necessary in order to improve the efficiency of operations and the City's efforts to remain transparent and accountable to the public. The increase in cost will include hardware, software and online training.
- **Performance Management Software: \$15,300** – Increase of 2021 budget appropriations to account for expenses related to an upgrade to the current human resources personnel management software. The increase in cost will include additional modules, which will improve efficiencies relating to employee performance evaluations across the organization and implementation of pay-for-performance strategies.
- **Advisory and Lobbying Services: \$14,000** – Increase of 2021 budget appropriations to account for expenses related to consulting for advisory and lobbying services.
- **Compensation and Benefits Study: \$18,120** – Increase of 2021 budget appropriations to account for expenses related to a comprehensive compensation and benefits study.

Mayor Herbst inquired about the Advisory and Lobbying Services supplement and if the representative will be non-partisan. **Mr. Wendt** responded in the affirmative.

Councilman Blakesly applauded Mr. Wendt for being proactive on all the supplemental items and especially the lobbyist services. He is happy to see

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Vandalia being have a direct voice to the State beyond the normal communications of our State Representative. He concluded by expressing his appreciation.

There were no comments or questions during the public hearing. It was moved by Councilman Lewis, seconded by Councilman Blakesly, to approve Ordinance 21-09 as an emergency. All members present voted yes. Ordinance 21-09 was approved 7-0 in an emergency reading.

Reports from Boards and Commissions:

Board of Zoning Appeals Minutes: March 10, 2021

Mayor Herbst reviewed the March Bill Listing in the amount of \$2,620,336.09 and March Purchasing Card Detail in the amount of \$10,261.63. There were no comments or questions.

Council Comments:

Mr. Wendt reminded Council at the beginning of tonight's Study Session he requested an Executive Session be held at the end of the Study Session to consider the dismissal of a public employee.

Councilman Blakesly appreciates staff's efforts for tonight's and future presentations.

Councilwoman Woods shared she had an opportunity to attend the Ohio Auditor of State Sunshine Laws training. She found it extremely informative and urged all councilmembers to attend a training.

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Councilman Follick advised he attended the Vandalia Recreation Center's 20th Anniversary celebration. He recognized all part-time employees noting they are the backbone of the Center. He continued by recognizing six part-time employees who have been with the Center since it opened. The six employees are Pat Kingery, John Ross, Christina Clark, Paul Easterly, Bob liams, and Sue Marvin have all served in a part-time capacity for over twenty years.

Councilman Lewis shared a sincere apology to Chief Follick regarding the Fire Truck purchase request. He continued by extending his gratitude for tonight's Fire Truck presentation and noted all Council's questions were addressed and the information delivered was very compleling.

Councilwoman Farst began by expressing her appreciation for the thorough presentations and all the information being delivered to Council. She also appreciates the energy and the aggressive attack on many of the issues that have been lingering around.

Vice Mayor Ahlers also commented on the thoroughness of the presentations and apologized to Mrs. Dewberry for cutting her presentation short. He is also pleased that staff is attacking several issues that have been hanging around for a while.

Mayor Herbst welcomed Officer Clymer, shared his appreciation to Mr. Chuck Smith and the rest of the Bicycle Advisory Committee, and expressed appreciation to Chief Follick and his staff for this evening's informative presentation. He concluded by advising Chief Follick Council is supportive of him and his staff.

Executive Session - No executive session was held during the Council Meeting.

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The regular Council Meeting was then adjourned at 7:55 p.m.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Missy Pruszynski, Deputy Clerk of Council

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