

CITY OF VANDALIA
April 21, 2025
City Council
Study Session – 6:00 PM

CITY OF VANDALIA
Council Study Session Minutes
Municipal Building
333 Bohanan Drive
Monday, April 21, 2025
6:00 P.M.

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

Others Present: Jerry McDonald, Kurt Althouse, Angela Swartz, Darren Davey, Mike Hammes, Ben Borton, Alicia McCracken, Mike Hammes, Leann Hanf, Brandon Sucher, Bridgette Leiter, Kristen Carnes, Barbara Spurgeon, Brandon Dosch and Michael Mayhill.

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

Monday, April 21, 2025

Items on this evening's Council Meeting Agenda

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

Ordinance: Assessments January, February and March

Mrs. Leiter advised Council this emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, weed cutting and property maintenance. There were no comments or questions from Council.

Monday, May 5, 2025

Resolution: Slip Lining Award

Mr. Borton advised Council that bids for the 2025 Sanitary Sewer Slip Lining project were opened on April 16, 2025. Three contractors submitted bids ranging from \$ 206,981.00 to \$229,121.00, below the project estimate of \$220,000. **Mr. Borton** advised this project received a \$50,000 Community Development Block Grant (CDBG) from the Montgomery County Community & Economic Development department. **Director Borton** recommends awarding the contract to Insight Pipe Contracting as the lowest and best bidder. There was a brief discussion with **Mayor Herbst** inquiring about the life expectancy of the slip lining and if the contractor provided a warranty. **Mr. Borton** advised the Slip Lining process was like getting brand new pipes, without having to dig up the entire pipe to replace it, lasting 20-50 years. **Mr. Borton** noted he would check about the warranty and advise Council. There were no other comments.

Resolution: 2025 Street Resurfacing HUD

Mr. Borton advised Council that bids for the 2025 Street Resurfacing Project were opened on April 11, 2025. Two contractors submitted bids ranging from \$1,191,277.21 to \$1,199,830.14, below the project estimate of \$1,390,000. As you may recall, we received a \$1,330,000 Congressionally Directed Spending grant from Rep. Mike Turner, allocated through the U.S. Department of Housing and Urban Development. **Director Borton** recommends awarding the contract to Barrett Paving Materials as the

lowest and best bidder and authorizing up to the full grant amount to add additional streets that don't require concrete work. **Councilmember Follick** commented because of Staff's efforts, the street resurfacing program for 2025 is primarily being paid with federal dollars and there will be an additional 33% more resurfacing done this year.

Resolution: Sports Complex Signage

Mrs. McCracken advised Council the Sports Complex Wayfinding Signage project is a critical part of the City's brand implementation and directly contributes to the Vibrant and Opportunity Citywide Policy Goals by creating a warm and welcoming environment in which to live, work, and play as well as be known regionally as a top-tier suburb through top-tier City services. This project is a continuation of the City Facilities Signage project completed in 2024 by Geograph Industries, Inc. Funding for the project will be through the 2025 capital improvement plan. **Mrs. McCracken** advised Council the Parks and Recreation Department recommended waiving the formal bid process and awarding the Sports Complex Wayfinding Signage project to Geograph Industries, Inc. As part of the project, Geograph will provide a turnkey scope of work to include design, fabrication and installation of wayfinding signage at the Sports Complex that will match the design and look of the newly installed park signs. **Mrs. McCracken** advised Council that Geograph Industries prepared drawings and specifications for the current wayfinding signage project and submitted a proposal that included a project scope that encompasses project management, on-site supervision, and all sitework at a cost of \$72,794. The price per sign remains the same as the previous project bid proposal price. The design includes 20 wayfinding signs, a new Lichtenfels-Prestwick Field sign, and a new lightbox face for the Bruce Sucher Recreation Center sign. Many of the current wayfinding signs in the complex are over 30 years old and do not have a cohesive design and appearance. There were no comments or questions from Council.

Resolution: Authorizing Depository Agreements with Additional Financial Institutions

Mrs. Leiter advised Council Resolution 22-R-12 states that the financial institution depository agreements for active interim and/or inactive funds of the City of Vandalia expire on August 23, 2026. In accordance with Section 135.12 of the Ohio Revised Code, Council shall designate public depositories for the deposit of municipal funds not to exceed \$40,000,000 during the period of designation. **Mrs. Leiter** provided a presentation and subsequent proposal to Council to transfer investment custodial services from PNC Bank to US Bank, and due to US Bank not currently being listed in Resolution 22-R-12 as an authorized depository for the City, it is necessary to amend Resolution 22-R-12 to include the financial institution. There were no comments or questions from Council.

Resolution: Authorizing a Contract with US Bank for Investment Custodial Services

Mrs. Leiter advised Council financial institutions are custodians and are therefore legally responsible for any items in safekeeping. Safekeeping is storing assets or items of value in a safe area, such as with a custodian or financial institution. PNC Bank currently provides banking services, including custodial services, by safeguarding the City's assets. Unfortunately, there have been several issues with receiving information from PNC Bank regarding the assets (investments) and experiencing significant increases in monthly fees. The City has worked with US Bank for several years now as they have been the primary financial institution that has received and processed the wire transfers for the debt (note) issuances and have assisted the underwriter in closing on the sale of the notes with the DTC (Depository Trust Company). The monthly fee for US Bank services is 78% less than the amount the City is currently remitting to PNC Bank. We continue to experience great success each year with US Bank and would like to explore additional opportunities such as custodial services. There was a brief discussion regarding the City's assets and money being in one financial institution and the list of proposed financial institutions listed in Resolution 22-R-12. There were no further comments from Council.

Ordinance: Supplemental

Mrs. Leiter discussed and requested approval of the following supplemental appropriation Ordinance for the following reasons:

General Fund:

Finance

- \$22,376 – increase appropriations to cover the costs related to the purchase of new digital budget software. The requested amount will include a pro-rated subscription fee for the remainder of 2025, and the annual costs due in 2026 will be included in the 2026 Budget.

Fire

- \$1,200 – increase appropriations to cover the cost of EMS equipment and supplies purchased with the Ohio EMS Equipment Grant received from the Department of Public Safety.
- \$2,400 – increase appropriations to cover the costs of additional education and training in the Fire Division with a grant received from the State of Ohio.

Non-departmental

- \$20,360.80 – increase appropriations to move funds from the General Fund to the newly established 911 Service System Fund (Fund 234). The funds received from the State are a portion of the 911 fees collected based on a new State funding model. The expenses are restricted and included in Resolution 24-R-47.

Police – Operations

- \$10,195 – increase appropriations to account for unexpected expenses related to the promotional process being offered for the positions of Captain and Sergeant. The costs were not included in the 2025 Budget as a personnel transition occurred after the approval of the 2025 Budget.

Police – Crime Prevention

- \$1,000 – increase appropriations to account for a grant received from the Pizzi Family Fund of the Delaware County Foundation. The funds are earmarked for the newly branded PILOT program, intended to foster youth outreach and recruiting.

Law Enforcement Fund:

- \$21,650 – increase appropriations to cover expenses from the Law Enforcement Fund (Fund 225) related to a new drone program such as equipment, software, training and an FAA license necessary to implement the program. The funding source for Fund 225 is forfeited funds received from successful investigations and prosecutions as a part of the Miami Valley Bulk Smuggling Task Force.

Golf Fund:

Course Maintenance

- \$30,000 – increase appropriations to cover expenses related to the electric service replacement at the golf course irrigation system pump house (interior and exterior).

There was a brief discussion with **Councilmember Doogan** inquiring about the additional \$30,000 for the golf course irrigation system pump house, with **Mr. Althouse** noting the current wiring was not reliable and needed to be replaced. There were no further comments or questions from Council.

Ordinance: Renaming Art Park Amphitheater

Mr. Althouse advised Council at the April 7th Study Session, Mayor Herbst appointed an Adhoc Committee, the Vandalia Arts Council, to review the suggested renaming of the new Amphitheater in

the Art Park in honor of Bill Jergens, founder of R. B. Jergens Contractors. On April 10th, the Adhoc Committee met for this purpose. Included in your packets is the Adhoc Committee/Vandalia Arts Council meeting minutes of April 10, 2025, with their recommendation to Council, a request letter from the Vandalia Rotary, a check list for the process of naming/remaining buildings, facilities, etc. and Resolution 87-R-15, a Resolution establishing a policy for the naming of public buildings, parks, roads and facilities. If Council chooses to move forward with this request, formal action will be taken in the form of an Ordinance with the first reading at the May 5th Council meeting, second reading and final adoption at the May 19th Council meeting. Council gave Mr. Althouse direction to move forward with an Ordinance for adoption renaming the Art Park Amphitheater.

Ordinance: Miami Valley Street Lighting Agreement

Mr. Althouse advised Council the City's street light contract with Miami Valley Lighting and DPL Energy Resources, Inc. (nka "AES Ohio") expires on December 31, 2025. The current contract is a 10-year contract that took effect on January 1, 2016. MVCC in the past has taken the lead in negotiating the street light contract for its member cities and affiliate members. The estimated cost of professional services associated with this set of negotiations is \$60,000. MVCC will cover one-third of those costs and any additional fees, and the participating jurisdictions will pay the remaining costs based upon population. The City of Vandalia's estimated participation cost is \$1,195. **Mr. Althouse** advised it is recommended that a regional coalition be established and negotiate the upcoming streetlight contract. This regional coalition would allow for a uniform approach to the upcoming contract negotiations, provide leverage in negotiating reasonable rates and provisions for streetlight services and ensure consistent contract provisions for cities across the region. **Mr. Althouse** recommended the City participate in the regional coalition to negotiate the upcoming streetlight contract. This approach will provide the resources and regional representation needed to negotiate a reasonable and competitive contract. There were no questions or comments from Council.

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

Mr. Hammes advised Council the Applicant, Kaitlyn Dosch, requested a variance to have a deck encroach into the minimum rear yard setback for the residential property at 1200 Wilhelmina Drive. The proposed deck would encroach an additional 13 feet into the rear yard setback, causing the overall setback (with the existing home) to be 5 feet from the property line. On April 9th, 2025, the Board of Zoning Appeals voted 4-0 to recommend approval. There was a brief discussion regarding when the house was built, obeying the front yard setbacks. **Councilmember Doogan** inquired about the property encroachment with the additional setback. **Councilmember Aivalotis-Weaver** addressed Mr. Brandon Dosch, the applicant, noting the property has been greatly improved and is in favor of the rear deck and feels this is a special circumstance. **Councilmember Farst** advised this deems a variance because of the lot being designed before the setbacks were made.

Discussion

Sports Complex Fence Project

Mrs. McCracken advised Council the Parks & Recreation Department solicited proposals for a ballfield fence replacement project at the Sports Complex. Two (2) fence companies submitted proposals with Quality Lawn, Landscape & Fence, Inc. of Casstown Ohio providing the overall best proposal of \$39,745. The proposal includes replacement of backstop, sideline and dugout fencing on field #7 at the Sports Complex with 9-gauge black vinyl coated chain link fence fabric and all necessary equipment, supplies and labor necessary to complete the project. This is phase VI in the ballfield fence replacement plan with phase I being completed in 2017, phase II in 2019, phase III in 2022 and phases IV and V in 2024. **Mrs. McCracken** advised the capital improvement budget has \$40,000 appropriated for this project. **Mrs. McCracken** advised the project is halfway through.

Purchase of Digital Budget Software - Under \$50k

Mrs. Leiter advised Council she is recommending the purchase of digital budget software from ClearGov. ClearGov provides digital software to be used for the creation of electronic budgets that include capabilities to streamline processes, increase efficiency and reduce errors. There were no questions for comments from Council.

March 2025 Financial Reports

Cognizant of Council's duty to monitor the City's financial activity, Mayor Herbst introduced Mrs. Leiter to provide timely 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 March monthly reports in detail. She began by reviewing the Statement of Revenues and Expenditures: March 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 March cost recovery data for the golf course, recreation center, Cassel Hills Pool, and the Fund Statement reports in detail dated March 31, 2025. After a brief discussion with questions and answers regarding the Hospital Fund, Council indicated approval of all reports. There were no questions or comments from Council.

Boards & Commissions Appointment – Tara Landis – Vandalia Arts Council

Mr. Althouse advised Council at the May 5th Council Meeting, they will be asked to consider the appointment of Tara Landis to the Vandalia Arts Council. A memo from Deputy Clerk of Council Swartz, Ms. Landis' application and the Vandalia Arts Council roster are included in the Council packets. **Mayor Herbst** inquired about the other Boards and Commissions whether there were any vacancies. **Mr. Althouse** deferred to Deputy Clerk of Council Mrs. Swartz. **Mrs. Swartz** advised Council the reappointment letters for each Boards & Commissions member who expires on June 30, 2025 will be sent this week, noting she will have an accurate count of vacancies for each Board and Commission at the May 19th Study Session in a memo to Council.

Council Training

Mr. Althouse advised Council throughout the year, there are various training, workshops, seminars, and events that Council members may have an interest in attending or participating in. Each year, funds are budgeted to cover the costs for Council members to attend events they have an interest in, representing the City and highlighting city projects, establishing networking connections, and providing input on government support. Previously, there has been no set protocol or procedure for establishing or selecting who may represent the City at various functions or events. **Mr. Althouse** advised he was seeking recommendations if Council wishes to establish a process for selecting or appointing certain members to attend functions and events to represent the City, and if so, what process would be recommended. There was a brief discussion with **Councilmember Farst** noting this should be discussed at the Budget meetings, that trainings that can be driven to and do not require overnight stays should be accessible to Council and trainings that require overnight stays with an extreme cost involved, the Councilmember should make a case where the expenses benefit the citizens in a manner that the Councilmember receives some type of education, not used as a pleasure trip. **Councilmember Aivalotis-Weaver** noted this needs further discussion and good guidelines as she wanted to attend events and training but was declined to attend. She noted that with three new Councilmembers next year, these training courses, events and seminars would be very beneficial to them, noting that several current Councilmembers have been on Council for many years and have this knowledge. **Councilmember Aivalotis-Weaver** noted there are funds budgeted for Council to travel and attend events and trainings, and she feels Council should be given the same abilities as employees have to attend trainings and conferences. **Councilmember Follick** shared he feels this needs to be addressed year by year in the budget process, with Council's approval and prefers that training dollars are set aside for Staff to attend over Councilmembers. **Vice Mayor Blakesly** noted there needs to be some sort of framework and justification purpose for Councilmembers attending conferences, special events and

trainings with the reason and the cost involved, suggesting using the employee guidebook as a guide. He also agreed Council training and travel need to be discussed during the Budget meetings.

Legislative Calendar

Mayor Herbst solicited comments or questions on the Legislative Calendar. **Councilmember Follick** requested that at the May 19th Council meeting, proclamations be given to the three Veteran Service Organizations for their donations and participation in the Veteran Parkway Banner Program. **Mayor Herbst** agreed and asked Staff to include this item on the agenda.

Study Session adjourned at 6:46 p.m.

Angela Swartz
Executive Assistant
Deputy Clerk of Council
937.415.2256

aswartz@vandaliaohio.org

www.vandaliaohio.org

