

CITY OF VANDALIA
Council Study Session Minutes
Monday, September 20, 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 Wendt, Amber Holloway, Darren Davey, Bridgette Leiter, Chief Kurt Althouse, Rob Cron, Zak Karto, Steve Clark, Lt. Brandon Sucher, Lt. Ben Walker

Remote Audience: Kristen Carnes

Join Zoom Meeting

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Meeting ID: 811 1687 7292

One tap mobile: 1-646-558-8656, 81116877292#

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

1. Monday, September 20, 2021

A. Items on this evening's council meeting agenda

Mayor Herbst asked the Councilmembers if there is anything on this evening's Council Meeting agenda to discuss. There were no comments.

B. Emergency Ordinance 21-27: Assessments

Mrs. Leiter reminded Council this is the monthly assessment ordinance for delinquent accounts related to storm water fees, weed cutting, trash collection, & sewer and water.

C. Emergency Ordinance 21-28: Supplemental

Mrs. Leiter advised the Finance Department is requesting the approval of the following supplemental appropriation Ordinance for an increase in the General Fund in the amount of \$1,558,911.95; increase in the Street Fund in the amount of \$11,658.59; increase in the Stormwater Fund in the amount of \$4,663.45; increase in the Capital Improvement Fund in the amount of \$11,658.59; increase in the Facilities Improvement/Maintenance Reserve Fund in the amount of \$1,563,375; increase in the Water Fund in the amount of \$9,326.87; increase in the Sewer Fund in the amount of \$9,326.87 in order to accomplish the following:

General Fund:

Non-departmental

- \$563,375 – decrease funds, in the General Fund and transfer to the Facilities Improvement/Maintenance Reserve Fund, that the City received in exchange for the old fire station for the purpose of building a new fire training facility.
- \$1,000,000 – decrease funds in the General Fund and transfer to the Facilities Improvement/Maintenance Reserve Fund for the purpose of building a new publicworks facility.

Police – Operations

- \$4,463.05 – increase appropriations to account for the unexpected additional costs for vehicle repairs and maintenance costs for police department vehicles that resulted from traffic crashes caused by other drivers. The city will either be reimbursed by the driver's insurance companies or pay restitution to cover the additional costs.

Street Fund:

- \$11,658.59 – increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. (The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.)

Stormwater Fund:

- \$4,663.45 – increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. (The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.)

Capital Improvement Fund:

- \$11,658.59 – increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. (The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.)

Facilities Improvement/Maintenance Reserve Fund:

- \$563,375 - increase funds, in the Facilities Improvement/Maintenance Reserve Fund and transfer from the General Fund, that the City received in exchange for the old fire station for the purpose of building a new fire training facility.
- \$1,000,000 – increase funds, in the Facilities Improvement/Maintenance Reserve Fund and transfer from the General Fund, for the purpose of building a new public works facility.

Water Fund:

- \$9,326.87 - increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. (The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.)

Sewer Fund:

- \$9,326.87 - increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. (The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.)

Discussion was held on certain appropriations. Council indicated a preference for Mr. Wendt to look into administrative policies and if the policies can be adjusted to minimize supplementals or the need to reduce the amount to be brought from the Finance Director to Council for fund changes.

2. **Monday, October 4, 2021**

A. Resolution: Parks and Recreation Work Van Replacement

Mr. Clark explained the Parks and Recreation Department posted bids in the Daily Court Reporter and on the City website for a 2022 Cargo Van with tool compartment package to replace the current 1995 Chevrolet Astro Van with 85,000 miles. Beau Townsend Ford submitted the lone bid of \$43,303, which is \$513 less than the State of Ohio Procurement contract for a 2021 Cargo Van. Beau Townsend's bid included the base model vehicle with white exterior and a tool compartment package. The exterior green color, the current Parks and Recreation green, is no longer a factory option at Ford Motor Company and the cost to paint the vehicle is over \$8,000. Mr. Clark recommended purchasing this vehicle, and all future Parks and Recreation replacement vehicles, with the white exterior color; additionally, he further recommended City Council declare the 1995 Chevrolet Astro Van as surplus and be placed on Govdeals or otherwise disposed of by the City Manager as provided by law.

3. **Discussion**

A. August Financial Report

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 reminded council the financial reports were previously provided in their council packets. She began by reviewing the General Fund Revenues explaining Year-To-Date August 31, 2021, overall Income tax revenue is up 10.08%, \$1,133,407, from 2020. Withholding tax is up YTD 7.45%, \$650,698; individual tax up YTD 6.11%, \$66,021; Business net profit tax up YTD 29.16%, \$416,688. The amount of income tax revenue budgeted for 2021 is \$16,995,000. The amount collected YTD is \$12,382,037. Mrs. Leiter specifically noted the amount collected to date - 73% - in 2021 is approximately 6% higher than the estimated YTD amount based on the budget. Mrs. Leiter briefly reviewed the following items of interest: Licenses, Permits, and Fees revenue is down due to a decrease in construction and electrical permit revenues; Other Revenue is down YTD due to a decrease in interest revenue received, and sale of the fire station in 2020. Then

she reviewed General Fund Revenues and advised, overall, YTD expenses are up; however, due to COVID-19, and the receipt of CARES Act funds in 2020, we reduced personnel expenses as an offset, which explains most of the increase in 2021 vs 2020. Next, Mrs. Leiter reviewed the Golf Fund explaining overall revenue is up YTD and overall expenses are up YTD due to an increase in personnel and contractual expenses such as mower repairs and expenses related to a pressure relief valve pump; additionally, she reported an increase in miscellaneous materials and supplies. Mrs. Leiter then shared the revenues and expenses related to the Water Fund and Sewer Fund. Then, brief discussion was held, a question and answer session took place. Vice Mayor Ahlers inquired about the irrigation system at the golf course. Discussion occurred related to the need to make repairs to the irrigation system a priority. Then Council indicated a preference for staff to bring forward more information to Council during the budget workshops regarding the irrigation system repairs and they indicated their approval of all reports.

B. Facilities Infrastructure Improvement Project

Mr. Clark reminded Council a selection committee interviewed Energy Systems Group and Perfection Group as part of the process to identify and select a qualified firm experienced in the engineering, design, procurement, project management, and implementation of a facilities infrastructure project. The scope of this project is substantial and cannot be optimally managed in-house. He reported the selection committee comprised of City Manager Wendt, Facilities Superintendent Rudy Wells, and Building Inspector Chris Mastrino, and myself recommend the City enter into a Project Development Agreement with Energy Systems Group, LLC (ESG) based on their overall best proposal and presentation. The Project Development Agreement will allow ESG to perform a detailed engineering evaluation of City facilities to determine whether it can develop a viable project for contract consideration. If ESG's evaluation and cost estimate results in a viable project we intend to negotiate a Guaranteed Energy Savings Performance Contract under which ESG would design, install and implement cost-reducing strategies at an agreed upon financial cost. Mayor Herbst inquired how the guaranteed savings will be quantified. Mr. Clark advised the agreement will spell out the total expense in the scope and accordingly a specific dollar amount in savings for which the City will be guaranteed in the agreement.

C. Progress Update: Comprehensive Plan Goals

Mr. Wendt and Miss Holloway presented the updated Comprehensive Plan Goals. Mr. Wendt walked Council through the considerable progress that Council and staff have

made to the plan thus far. He advised up to this point we have made a lot of progress with relatively low expenditures. Mr. Wendt began by summarizing the purpose of the presentation, then reviewed the progress since the adoption of the plan and reviewed forthcoming actions and plan initiatives. Miss Holloway began by reviewing the plan in detail noting each category, its mission statement, implementation goals, a corresponding budget for the category and a timeline. Mr. Wendt began reviewing the plan goals for 2022 including a citizen academy, boards and commissions training, SeeClickFix, community coffee with senior staff, a quarterly newsletter mailed to every address, an annual financial report, and engagement. Next, he reviewed the plan's belief statements in detail related to brand identity, the management of all facets of commercial truck traffic, commercial truck traffic recommendations, and National Road safety improvements. Miss Holloway shared and explained in detail the desire to enhance gateways and signage as a major piece of the comprehensive plan. Next, Mr. Wendt reviewed all the different ways in which to engage the community, reach community members where ever they may be found, various economic development measures in order to incentive the pro forma and the development we want. Miss Holloway continued by sharing community feedback in detail including but not limited to the bike path and connectivity. Mr. Wendt briefly reviewed the rest of the presentation as it related to strategic zoning, park improvements, tree program, and the utility service extension. Mr. Wendt concluded with details on all the accomplishments he has completed since February and then advised on the status of on-going projects.

D. 60 Day Calendar

Mayor Herbst solicited comments or questions on the 60 Day Calendar. There were none.

4. **Executive Session** – No Executive Session was held.

The study session was adjourned at 7:10 p.m.



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