

The Blue Letter

March 1, 2024

Honorable Mayor & Esteemed City Councilmembers:

Thank you for the opportunity to attend the Ohio City / County Management Association (OCMA) annual conference in Columbus. ACM Cron and I attended this professional development training conference to build competencies relating to adaptive reuse and brownfield redevelopment, capital planning and project management, legal updates, collective bargaining, economic development, achieving effective community leadership through participation and building public trust, health insurance benefits provision, personnel management, authentic leadership skills training, support of professional management, and theory related to the pragmatic practice of government management. I am proud to report that former ACM Amber Holloway was elected president of the association, and I was elected to serve as the vice president.

Sunshine Laws Certification Training 03.27.2024 (Vandalia OH): Mrs. Swartz has coordinated a sunshine laws certification training course through the office of State Auditor David Yost. The training will take place on Wednesday, Mar 27, 2024, at 9:00 AM - 12:15 PM in the Vandalia-Butler High School Lecture Hall. This course provides the mandatory three (3) hour training required by Ohio Rev. Code § 109.43(B) to be completed by elected officials or their designee once per elected term. Mrs. Swartz is the designee of the Vandalia City Council. Councilmembers, senior staff, administrative staff, and department deputies are invited to participate. [Please click here to register \(LINK\).](#)

Special Study Session: Tour Tri-Cities Wastewater Plant – The City will hold a special study session to tour the Tri-Cities North Regional Wastewater Authority at 3777 Old Needmore Road Dayton, Ohio 45424 on March 20, 2024, at 3 pm. This is simply a tour of the facility with General Manager Danny Knife and staff with no formal action to be taken by the City Council. This is an optional meeting for the benefit of Council and staff. As a note, several of the City Councilmembers have toured the plant recently to discuss plant improvements. I plan to advertise this tour as a special study session that is open to the public to attend.

Large Debris drop-off Saturday, March 9th

The City of Vandalia is offering Vandalia Residents free large debris drop off from 8 am – 2 pm at the Public Works Garage. Proof of residency is required.

Daylight Savings Time

Daylight Savings Time is Sunday, March 10th be sure to set your clocks ahead 1 hour.

Monday, March 4, 2024, Council Meeting: Study Session will begin at 6:00 pm. The Council meeting will begin at 7:00 pm.

Study Session:

Monday, March 4, 2024, Items:

Items on this evening's Council Meeting agenda

Monday, March 18, 2024, Items:

Resolution: Financial Contribution to the Historical Society of Vandalia Butler - There is \$15,000 appropriated in Council's 2024 budget for an annual donation to The Historical Society of Vandalia-Butler for maintenance projects and to include the cost of an annual Business/Organization membership. It is necessary for the Council to take formal action to authorize said donation.

Resolution: Asphalt Purchase – Roadway Patching and Golf Course Cart Paths - Bids were publicly opened for the Asphaltic Concrete Purchase on Tuesday, February 27, 2024. Two (2) suppliers submitted bids for the purchase of asphalt. This asphalt to be purchased will be used by the Public Works department to patch and make repairs, including utility repair holes such as watermain breaks, and resurface Cassel Hills Golf Course cart paths for the Parks & Recreation department. Barrett Paving Materials was the lowest and best bidder in terms of their bid prices. Barrett Paving has been the low bidder in the past, but at times, we had issues with them meeting our needs of availability and the desire to provide the type of asphalt mix we needed on any given day. Due to this, Director Borton would like to recommend authorizing the ability to purchase asphalt from either Barrett Paving and Valley Asphalt at their respective bid prices with the first choice being Barrett Paving if they can meet our needs. On each occasion we need to purchase material, we will reach out to Barrett Paving first for the opportunity to supply us.

Resolution: Resurfacing Award - Bids were publicly opened for the Resurfacing of Various Streets on Tuesday, February 27, 2024. Three (3) sets of specifications were issued, and three (3) contractors submitted bids for the project. Bids ranged from \$993,756.88 to \$1,137,737.49. Our estimate for the project was \$996,000. Director Borton recommends awarding the contract for this project to Barrett Paving Materials as the lowest and best bid at their bid price of \$993,756.88.

Ordinance: Storage of Construction Materials - We are proposing an amendment to Chapter 1482 Housing/Property Maintenance Code of the City's Codified Ordinances. The amendment would limit the number of days that construction materials could be stored on a property with no activity/work taking place. This addition to Chapter 1482 would limit the time of inactivity to 30 days from when any work has taken place or 30 days from the expiration date of a permit if a permit was required for the work. This section would allow enforcement of this requirement to current existing conditions.

Variance: BZA 24-03 Driveway Entrance Sign Setback – 3345 Stop Eight Road - L&W Supply - The Applicant, Mr. Steve Weeks, on behalf of Greg Deming (L&W Supply) has requested a variance to allow two driveway entrance signs to be placed within the minimum 2-foot setback requirement for the property located at 3345 Stop Eight Road. The Applicant has proposed adding two driveway entrance signs with a 0-foot setback from the right-of-way. On February 28, 2024, the Board of Zoning Appeals voted 5-0 to recommend approval.

Variance: BZA 24-04 Monument Sign Setback - 3345 Stop Eight Road - L&W Supply - The Applicant, Mr. Steve Weeks, on behalf of Greg Deming (L&W Supply) has requested a variance to allow a monument sign to be placed within the minimum 10-foot setback requirement for the property located at 3345 Stop Eight Road. The Applicant has proposed adding a monument sign with a 3.5-foot setback from the lot line. On February 28, 2024, the Board of Zoning Appeals voted 5-0 to recommend approval with one condition.

Discussion Items:

Verizon Annual Purchasing Agreement - The City of Vandalia utilizes Verizon Wireless as the primary provider of cellular service, which includes cellular data connections for fire and police computers, city cellular phones, tablets, and wireless hot spots, totaling 66 lines of service. To be eligible for government pricing, Verizon requires the city to sign a purchase order document that indicates our intent to purchase from the General Service Administration (GSA) contract. The agreement is for an estimated cost and number of lines, which allows us to purchase services for an amount not to exceed those indicated on the funding document, which is \$43,400 for a 12-month period. Our internal estimate is closer to \$35,000, as our 2023 expenditures were \$33,899.40. Given that the agreement falls under the \$50,000 threshold and does not commit the city to spend the full amount, no formal council action is necessary. IT Manager Davey is recommending that the city manager sign the agreement with a start date of March 4, 2024.

Golf Irrigation Project - The current golf course irrigation system is original to Cassel Hills (1974). The age and condition of the irrigation system has created a situation in which Golf Course Superintendent Marty Szturm and Assistant Superintendent Tim Bailey have spent considerable time and money keeping the system operational over the past 10 years. Many parts and supplies for the system are no longer available.

We received an irrigation system design proposal in 2013 followed by a cost estimate in 2018 from Century Equipment. The Parks and Recreation Department proposed the project be included in the five-year capital improvement plan for 2026. At the 2022 City Council budget workshop in October 2021, Council indicated an interest in moving the project to 2024 due to the condition of the system. In November 2022, we issued a Request for Proposal (RFP) for the design of a new golf course irrigation system. Technical Choice was selected for the design project and has finalized the design and is completing the necessary documents for the bidding process. We anticipate bidding for the project in March, awarding in May with construction to begin in the fall of this year. The Golf Advisory Board has reviewed the scope of the project and recommends that the City move forward with the irrigation project. The purpose of this discussion item is to share the design and the scope of the project with the City Council. At a future meeting, our team will discuss the various funding options that are available and seek Council's preference for advancing the project by advertising for competitive bid in April, as well as initiating any necessary legislative funding processes. Construction for the project is expected to begin after Labor Day and carry into 2025. The selected contractor will generally make installations on one hole at a time to reduce play and revenue interruptions.

Legislative Calendar - The calendar is included in your packets for your review.

Council Meeting:

Communications, Petitions and Awards:

Introduction: Public Works Technician Ryan Malott - City Manager Wendt will introduce Public Works Technician Ryan Malott who began employment February 21, 2024.

Resolutions:

24-R-12 Resolution: Right of Way and Public Property Mowing Contract - Bids were publicly opened for the 2024-2025 Mowing & General Maintenance contract on Wednesday, February 7, 2024. This bid was coordinated with the Parks & Recreation department to receive better bid pricing. Eight (8) sets of specifications were issued, and four (4) contractors submitted acceptable bids for mowing, trimming, and litter collection in certain right-of-way (ROW) areas

and City-owned parcels. Bids ranged from \$75,664.00 to \$100,806.00 for the annual mowing estimate. Director Borton recommends awarding the contract Property Worx, LLC as the lowest and best bid of \$75,664.00 for the annual mowing estimate based on bid quantity mowing frequencies.

24-R-13 Resolution: Taylor' D Firefighter Training Prop - The Division of Fire is fully committed to delivering top-tier, value added services to our customers. Top-tier service comes from top-tier training and preparation. Like any successful sports team, "practice makes perfect," for our adult learners the best practice is practical, hands-on, repetition with "game day conditions." Being able to replicate realistic "game day" scenarios and/or conditions helps us build muscle memory which is key to developing top tier firefighters.

To address these needs in the current training environment the Division of Fire has budgeted and seeks the City Council's approval to purchase a Taylor' D mobile firefighter training prop. The prop is flexible and can be set-up to allow firefighters to practice a number of tactical skills. The prop is compact and expandable to allow for continued growth of the Division of Fire's firefighter training program.

24-R-14 Resolution: 2025 Patrol Vehicles - The Division of Police is scheduled to replace two patrol vehicles in 2025 as part of the annual fleet rotations. VPD's patrol fleet is currently comprised of Ford Utility patrol vehicles, which allows for uniformity in our fleet and consistency for service and maintenance issues. It also allows us to transfer some equipment from outgoing vehicles into new patrol vehicles. Due to the ongoing demands for patrol vehicles and limited time windows for ordering patrol vehicles, VPD is seeking to order two patrol vehicles in 2024 that we hope to have delivered in late 2024 or early 2025 and are due to replace two aging 2020 Ford Utility patrol vehicles. The current pricing for 2025 Ford Utility patrol vehicles is unavailable from the manufacturer and there is no current state bid for the 2025 model year. I request Council approve waiving competitive bidding and authorize the Division of Police to purchase two 2025 Ford Utility patrol vehicles at a unit price up to \$62,150 each, not to exceed \$124,300 through Beau Townsend Ford, a local dealership who has provided exceptional and reliable service in ordering past patrol vehicles, and Council declares the two vehicles being replaced as surplus property and approves placing them on GovDeals or otherwise disposed of by the City manager as provided by law after delivery of the new vehicles.

24-R-15 Resolution: Countywide 911 Program Review Committee Appointment Distribution Of Wireless Or Enhanced 911 Service Charges - The passage of HB 33, the State's budget bill, adopted by the 135th General assembly, resulted in a revision of the Countywide 911 Program Review Committee ("Review Committee") composition beginning October 2023. The revision includes six voting members who are responsible in part for developing the countywide 911 Plan. The fifth appointee is a city councilmember selected by a majority of the municipal corporations in the county.

The Review Committee is responsible for developing a plan for distributing access fees (i.e., 40 cents per cell phone line and other qualifying devices per month) among communities with Public Safety Answering Points (PSAPs). Many communities track calls differently. Rather than base fee sharing on calls, our peer government representatives at the Miami Valley Communications Council (MVCC) have proposed basing potential revenue sharing on population. Based on Vandalia's population, the City stands to gain approximately \$27,000 per year in access fee revenues until the clause sunsets on October 1, 2025.

Members of MVCC met and recommended that Oakwood Mayor William D. Duncan be appointed to serve on the Review Committee and recommended that Centerville Mayor Brooks Compton be appointed to serve as the alternate. The appointments require legislative adoption by a majority of the municipal corporations in the county. I recommend approval of the resolution by the Vandalia City Council to make the appointments as recommended by the Miami Valley Communications Council.

24-R-16 Resolution: Webster Street Resurfacing Final Legislation - The City and the Ohio Department of Transportation have previously agreed to partner in the Resurfacing of Webster Street from Stop Eight Road to Little York Road. Final plans have been approved by ODOT and the bid letting date is set for April 4, 2024. We received Federal Surface Transportation Program funding through MVRPC for 80% of the project in an amount up to \$717,131. The original construction cost estimate including construction engineering that was in our grant application was \$896,414. We have received an invoice from ODOT for our share of the project in the amount of \$178,200. ODOT's policy is that the local sponsor (City of Vandalia) make payment to them prior to the bid opening. I am requesting that we approve a resolution authorizing the City Manager to enter into a contract with the ODOT and make the payment of \$178,200 for the Webster Street Resurfacing project PID 116880. We have appropriated these funds in the Safe and Stable fund portion of our 2024 Capital Improvement Plan.

Ordinance – First Reading:

24-02 Ordinance: Cemetery Fees - The City received a survey of cemetery fees comparing other local jurisdictions. The cemetery fees for Vandalia's Popular Hill Cemetery were last modified and took effect in January 2009 and have not substantially changed since 1999. After reviewing and comparing our cemetery fees to thirty-three (33) other local jurisdictions, Director Borton recommends adjusting some of the cemetery fees. The purpose of the adjustment would be to better cover the City's actual costs for these services, as personnel, equipment, and material costs have increased since 1999/2008.

Reports from Boards and Commissions:

Variance: BZA 24-02 Fence Height – 4300 Little York Road - The Applicant, Mr. James Richardson has requested a variance to exceed the maximum fence height requirement in Zone B of a residential zoning district, and to have the fence not follow the natural contours of the ground for the property located at 4300 Little York Road. The Applicant has proposed adding a fence up to 13-feet in height that would not follow the natural contours of the ground. On February 14, 2024, the Board of Zoning Appeals voted 4-0 to recommend approval with one condition.

The next Council meeting is on **Monday, March 4, 2024, at 7:00 pm**. The meeting will be an in-person meeting in the Council Chambers at 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. The meeting is open to Council, staff, and the public to attend in-person. The meetings will be accessible for viewing through Zoom. A link to the online meeting is available on meeting agenda, which will be posted at <https://vandaliaohio.org/462/City-Council-Agendas-Minutes-and-Videos>. Please note, in compliance with Ohio Revised Code, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The Study Session will begin at 6:00 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt
City Manager

CC: Board and Commission Members
All City Employees

Attachments: