

The Blue Letter

December 13, 2024

Honorable Mayor & Esteemed City Councilmembers:

City Office Closed - City offices will be closed **Tuesday, December 24** and **Wednesday, December 25** in observance of the Christmas holiday. City offices will also be closed on **Wednesday, January 1, 2025**, in observance of the New Year holiday. The Rec Center will be open December 24 from 7:00 a.m. until noon - fitness area, track and gymnasium only, December 25 the VRC will be closed, December 31 the VRC will be open from 6:00 a.m. to 6:00 p.m. and closed New Year's Day. **The first Council meeting in 2025 will be Monday, January 6, 2025.**

Monday, December 16, 2024, Council Meeting - The Study Session will begin at 5:15 p.m. The Council meeting will begin at 7:00 pm.

Study Session:

Monday, December 16, 2024, Items:

Ordinance: Clean Up Supplemental – Mrs. Leiter will discuss and request approval of the following supplemental appropriation Ordinance for the following reasons:

General Fund:

- The following appropriation increase requests are to account for the transfer of appropriations from the non-departmental budget in the General Fund to specific other departments and funds to account for the increase in personnel costs during 2024.

City Manager's Office	\$110,000
IT	\$50,000
Finance	\$20,000
Income Tax	\$24,000
Prosecutor	\$10,000
Police – Administration	\$60,000
Fire	\$50,000
Police – Support Services	\$25,000
Parks & Recreation - Administration	\$30,000
Parks & Recreation – Parks Maintenance	\$111,556
Parks & Recreation – Baseball	\$6,000
Parks & Recreation – Soccer	\$5,000
Parks & Recreation – Recreation Center	\$15,000

Parks & Recreation – Senior Center	\$6,500
Parks & Recreation – Building Maintenance	\$14,500

<u>Computer Legal Research Fund:</u>	\$2,000
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<u>Stormwater Fund:</u>	\$5,500
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<u>Court Special Project Fund:</u>	\$2,000
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<u>Police-Fire-Street CIP Fund:</u>	
Police – Operations	\$14,500

<u>Golf Fund:</u>	
Course Maintenance	\$5,000

Total	\$566,556
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General Fund:

Income Tax

- \$104,200 – increase appropriations to account for additional expenses due to an increase in the request and issuance of income tax refunds to taxpayers.

Police – Operations

- \$6,000 - increase appropriations to account for a transfer from the Police-Fire-Street CIP Fund to the General Fund to be used to offset costs for health and medical, more specifically annual officer wellness/physical checks by Kettering Health. The excess funds that are being transferred are a result of a reduction in costs for annual maintenance payments on the Flock Safety system budgeted and expensed in the Police-Fire-Street CIP Fund.

Non-departmental

- \$4,954.57 – increase appropriations to account for a transfer from the General Fund to the Crisis Intervention Training Fund for expenses related to the agreement with South Community Inc. for mental health and substance abuse crisis assessment and treatment services. The program was not funded by Montgomery County in 2024; therefore, funds from the General Fund were used to cover the expenses.
- \$103,037.20 – increase appropriations to account for the additional transfer amount from the General Fund to the Police-Street-Fire CIP Fund due to an increase in income tax revenue received YTD.

OMVI Indigent Fund:

- \$38,529.93 – increase appropriations to account for the transfer of funds between the OMVI Indigent Fund and OMVI E&E Fund, based on an internal audit and correction of expense postings.

Employee Retirement Reserve Fund:

City Manager's Office

- \$27,880.92 – increase appropriations to account for a transfer between departments within the Employee Retirement Reserve Fund to offset costs due to an unexpected retirement.

Police – Operations

- \$74,989.32 - increase appropriations to account for a transfer between departments within the Employee Retirement Reserve Fund to offset costs due to an unexpected retirement.

Public Works – Street Maintenance

- \$5,683.37 - increase appropriations to account for a transfer between departments within the Employee Retirement Reserve Fund to offset costs due to an unexpected retirement.

Fire

- (\$108,553.61) - decrease appropriations to account for a transfer between departments within the Employee Retirement Reserve Fund to offset costs due to an unexpected retirement.

Police-Fire-Street CIP Fund:

Police – Operations

- (\$6,000) - decrease appropriations to account for a transfer from the Police-Fire-Street CIP Fund to the General Fund to be used to offset costs for health and medical, more specifically annual officer wellness/physical checks by Kettering Health. The excess funds that are being transferred are a result of a reduction in costs for annual maintenance payments on the Flock Safety system budgeted and expensed in the Police-Fire-Street CIP Fund.

Monday, January 6, 2025, Items:

Resolution: Tree Clearing at 810 Northwoods for Public Works Facility – The City of Vandalia has acquired approximately 16 acres of land at 810 Northwoods Boulevard for a site to construct a new Public Works Facility. We have gone through the programming stage and have developed a budget estimate for the project that was recently approved as part of our 2025 Capital Improvement Budget. We are about to begin the final design phase of the project that will take several months. The site we will be using is heavily wooded and due to environmental regulations, the tree clearing can only be performed between November 1 and March 31. In an effort to keep the project on schedule, we would like to authorize a contract to have this work performed prior to March 31, 2025. Due to the short time frame to get the work done, we requested proposals from two land clearing companies that could proceed immediately and have the work completed by March 31, 2025. Elevated Ground Solutions submitted the lowest and best proposal of \$92,620.11. Assistant City Manager Cron recommends that we enter into an agreement with Elevated Land Clearing to perform the site clearing work at 810 Northwoods Boulevard at a cost not to exceed \$110,000.00. The additional amount would be to cover any additional items that may need to be performed to satisfy any terms of the access agreement.

Resolution: Architect for Public Works Facility – On September 18, 2023, City council Approved Resolution 23-R-60 authorizing us to enter into a Master Services Agreement with WDC Group for the Programming Phase of the Engineering and Design of a new Public Works Facility. This has been completed and we are ready to proceed with the project as it has been approved in the 2025 Capital Improvement Budget. We have received a proposal from WDC Group for the final Architecture/Design fee and Construction Contract Administration fee. These fees are based on a percentage of the estimated construction costs per the Master Services Agreement. We recommend entering into an agreement with WDC Group for the Phases 2 & 3 portion of the Architecture/Design and Construction Contract Administration for the Public Works Facility and site at a cost of \$2,083,930.

Resolution: Five Yard Dump Truck #20 Cab & Chassis – In the 2025 Capital Improvement budget, we have appropriated a total of \$307,000 in various funds to purchase a new single-axle five-yard dump truck to replace our current Public Works truck #20, with over 38,405 miles before this snow & ice season. The dump trucks are used throughout the year on a daily basis moving spoils, hauling brush, gravel, asphalt, and general maintenance. Our six main snow & ice vehicles are responsible for clearing over 210 lane miles of roadway during the snow & ice events. We received government pricing for a Peterbilt and Sourcewell contract pricing for a Kenworth for a new single-axle five-yard dump truck cab & chassis. Director Borton recommends we waive formal bidding and purchase the cab & chassis as specified from Palmer Trucks / Kenworth of Dayton at their quoted price of \$128,367.00.

Resolution: Five Yard Dump Truck #20 Upfit - Resolution: Five Yard Dump Truck #20 Upfit - As mentioned above, in the 2025 Capital Improvement budget, we have appropriated a total of \$307,000 in various funds to purchase a new single-axle five-yard dump truck to replace our current Public Works truck #20. The dump trucks are used throughout the year on a daily basis moving spoils, hauling brush, gravel, asphalt, and general maintenance. Our six main snow & ice vehicles are responsible for clearing over 210 lane miles of roadway during the snow & ice events. We received a quote from K. E. Rose Company of Huber Heights for the upfit of snow & ice equipment with government discount pricing. We have used the K. E. Rose Company in the past for most of our snow & ice upfits and they have performed excellent work at a reasonable price. Director Borton recommends we waive formal bidding and purchase the upfit dump body with snow & ice equipment as specified from K.E. Rose Company with government incentives for \$168,925.00. The total of the cab & chassis and the upfit is \$297,292.00, which is \$9,708.00 under the amount appropriated.

Resolution: One Ton Dump Truck #16 Cab & Chassis – In the 2025 Capital Improvement budget, we have appropriated a total of \$125,000 in various funds to purchase a new one-ton dump truck to replace our current Public Works truck #16, with over 61,400 miles before this snow & ice season. The dump trucks are used throughout the year on a daily basis moving spoils, hauling brush, gravel, asphalt, and general maintenance. Our six main snow & ice vehicles are responsible for clearing over 210 lane miles of roadway during the snow & ice events. We received the State contract pricing and a quote with government discount pricing from Beau Townsend Ford of Vandalia for a new one-ton dump truck cab & chassis. Director Borton recommends we waive formal bidding and purchase the cab & chassis as specified from Beau Townsend Ford at their quoted price with government incentives of \$61,210.00.

Resolution: Victory Park Playground Equipment - The Parks & Recreation Department is recommending waiving the bid process for the purchase and installation of a new playground unit at Victory Park, authorizing the purchase through the State of Ohio Procurement Program with Landscape Structures of Delano, Minnesota at a cost not to exceed \$60,000. The total payment of the playground equipment contract when combined with the playground safety surface contract with Forever Lawn of Ohio shall not exceed the total budget amount of \$100,000 for the playground project at Victory Park. Funding for this project will come from a \$50,000 Community Development Block Grant and \$50,000 from the City of Vandalia CIP fund.

Discussion Items:

Victory Park Playground Safety Surface – Under \$50k - The Parks & Recreation Department is recommending entering a contract with Forever Lawn of Ohio for the purchase and installation of a playground safety surfacing under the new playground unit at the Victory Park, authorizing the purchase through the Sourcewell Cooperative Procurement program with Forever Lawn of Ohio at a cost not to exceed \$40,000. The total payment of the safety surface contract when combined with the playground equipment contract with Landscape Structures shall not exceed the total budget amount of \$100,000 for the playground project Victory Park. Funding for this project will come from a \$50,000 Community Development Block Grant and \$50,000 from the City of Vandalia CIP fund.

October 2024 & November 2024 Financial Reports - Mrs. Leiter will deliver the October & November 2024 Financial Reports.

Variance: BZA 24-14 Front Yard Drive-Through ATM – 750 West National Road – Fifth Third Bank – Imperial Shopping Center - The Applicant, OptiVia Solutions, on behalf of Fifth Third Bank has requested a variance to allow a front yard drive-through ATM for the property located at 750 West National Road. The proposal involves adding an ATM with a drive-through in the front yard of the Imperial Shopping Center. On December 11th, 2024, the Board of Zoning Appeals voted 4-0 to recommend approval with two conditions.

Variance: BZA 24-15 Minimum Lot Frontage – 304 North Dixie Drive - North Point Community Church - The Applicant, Robert Hussong, on behalf of North Point Community Church has requested a variance to not meet the minimum lot frontage requirement for the property located at 304 North Dixie Drive. The proposal involves allowing a place of worship to have 50 feet of lot frontage. On December 11th, 2024, the Board of Zoning Appeals voted 4-0 to recommend approval.

Conditional Use: PC 24-15 – 304 North Dixie Drive - North Point Community Church – Place of Worship in Neighborhood Business - Mr. Robert Hussong, on behalf of North Point Community Church, has submitted an application requesting Conditional Use approval for the property at 304 North Dixie Drive. The applicant seeks to establish a Place of Worship on the property. Places of Worship are a Conditional Use in the NB – Neighborhood Business district. On December 10th, 2024, the Planning Commission voted 4-0 to recommend approval.

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

Council Meeting:

Resolutions:

Resolution 24-R-67: Robinette Park Design – The Parks and Recreation Department is requesting to waive the formal bidding process and enter a professional services contract with OHM Advisors of Columbus, Ohio for the planning, design, engineering, compilation of bid documents, and associated processes relating to the next phase in the Robinette Park Renovation Project. The primary purpose of this stage of the project is to build a splash pad, shelter, parking, and other park amenities (e.g., site furnishings, lighting, and vehicle access points). OHM Advisors has previously worked with City staff to develop the Robinette Park conceptual design as well as the restroom building design and bidding process. Based on OHM's understanding of our community and the project scope, this professional services agreement is the best option for advancing the project in a cost effective and efficient manner. Parks and Recreation is recommending waiving the formal bidding process and entering a professional services

contract with OHM Advisors of Columbus, Ohio in an amount not to exceed \$68,500 for the planning, design and associated processes relating to the next phase in the Robinette Park Renovation Project.

Resolution 24-R-68: General Pay Plan – Staff is recommending one title change, two position additions, and one pay group reclassification. This adjustment will allow the City to continue to attract and retain high-performing, quality employees.

Resolution 24-R-69: Part Time Pay Plan – Staff is recommending two pay group reclassifications. This adjustment will allow the City to continue to attract and retain high-performing, quality employees, specifically in our recreation camp program area.

Resolution 24-R-70: Lease Renewal for Storage – The City would like to extend our lease with Air Commerce for the use of storage space located at 2800 Old Springfield Road. The space is 5,885 SF and is being offered to the City for a rate of \$2,589.40/month in 2025 and \$2,667.87/month in the second amendment to the original lease. This represents an annual increase of 3% from previous years. All utilities are included in this lease rate.

Ordinance – Emergency Reading:

Ordinance 24-25: Clean Up Supplemental – This ordinance authorizes 2024 supplemental appropriation for the following items:

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November Bill Listing – Mayor Herbst will deliver the November 2024 Bill Listing.

The next Council meeting is on **Monday, December 16, 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. You may contact the City at 937-415-2256 or aswartz@vandaliaohio.org for the phone number and link to this meeting. 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 5:15 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions.

Very Respectfully,

Mark Schwieterman
City Manager

CC: Board and Commission Members
All City Employees

Attachments: