
The Blue Letter

April 18, 2025

Honorable Mayor & Esteemed City Councilmembers:

Arbor Day Event

On Friday, April 25 at 10:00 am, the City of Vandalia will hold an Arbor Day Event at Morton Middle School. Vice Mayor Blakesly will present a proclamation, and a Crimson Sunset Maple will be planted. This event is open to the public.

National Day of Prayer

On Thursday, May 1st, National Day of Prayer will be held at First Light Church from 8:00 am - 10:15 am. Breakfast will begin at 8:00 am in the Fellowship Hall – Main Building and the Prayer Service will begin at 8:45 am in the Sanctuary. The event is free to the community. To RSVP, call 937-898-3801. Live Stream at www.firstlight.church

Monday, April 21, 2025, Council Meeting - The Study Session will begin at 6:00 p.m. The Council meeting will begin at 7:00 pm.

Study Session:

Monday, April 21, 2025, Items:

Items on this evening's Council Meeting agenda

Ordinance: Assessments January, February and March – This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, weed cutting and property maintenance.

Monday, May 5, 2025, Items:

Resolution: Slip Lining Award – 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. As you may recall, 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.

Resolution: 2025 Street Resurfacing HUD – 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.

Resolution: Sports Complex Signage – 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.

The Parks and Recreation Department is recommending waiving of 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.

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.

Resolution: Authorizing Depository Agreements with Additional Financial Institutions – 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. Finance will provide 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 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.

Resolution: Authorizing a Contract with US Bank for Investment Custodial Services – 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 the US Bank and would like to explore additional opportunities such as custodial services.

Ordinance: Supplemental – Mrs. Leiter will discuss and request 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).

Ordinance: Renaming Art Park Amphitheater – 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.

Ordinance: Miami Valley Street Lighting Agreement – 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 estimated participation cost is \$1,195. 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. I recommend 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.

Variance: BZA 25-0004 Rear Deck Setback – 1200 Wilhelmina Drive – The Applicant, Kaitlyn Dosch, has 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.

Discussion Items:

Sports Complex Fence Project – 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. The capital improvement budget has \$40,000 appropriated for this project.

Purchase of Digital Budget Software – Under \$50k - Council received a memorandum 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.

March 2025 Financial Reports – Mrs. Leiter will deliver the March 2025 Financial Reports.

Boards & Commissions Appointment – Tara Landis – Vandalia Arts Council – At the May 5th Council Meeting, you 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.

Council Training – 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. I am 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.

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

Council Meeting:

Communications, Petitions and Awards:

Proclamation Recognizing Jordan Gross for Winning the National Champion in the 60 Meter Dash -

Mayor Herbst will present a proclamation to Jordan Gross for Winning the National Champion in the 60 Meter Dash at the prestigious Adidas Indoor Nationals.

Introduction and Oath of Office: Firefighter/Paramedic/Inspector Jacob Walters -

Mr. Althouse will introduce and administer the Oath of Office to Firefighter/Paramedic/Inspector Jacob Walters began employment April 13, 2025.

Resolutions:

Resolution 25-R-22: OPWC Notice of Intent for Tionda, Mossview, Ranchview Drive Watermain Replacement Reimbursement – The Tionda, Mossview, Ranchview Drive Watermain Replacement project is set to begin construction, with \$900,000 in funding awarded by the Ohio Public Works Commission (OPWC) – \$450,000 as a grant and \$450,000 as a zero percent (0%) five-year loan. Before requesting reimbursements for completed work, OPWC requires a Resolution of Intent to confirm that the loan disbursement will be placed in the appropriate fund for repayment.

Resolution 25-R-23: 2025 Dayton Air Show MOU - Annually, the City enters into a Letter of Understanding with the US Air and Trade Show. Per the terms of the Letter, the City agrees to provide Police and City services in direct support of the 2025 CenterPoint Energy Dayton Air Show being held this year on June 21 & June 22. The City will be reimbursed should such services exceed \$21,900.

Resolution 25-R-24: Financial Contribution to the Historical Society of Vandalia Butler – There is \$15,000 appropriated in Council's 2025 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 Council to take formal action to authorize said donation.

Resolution 25-R-25: Additions to the Part Time Pay Plan - The City of Vandalia Parks & Recreation Department is proposing to add two part-time positions to the 2025 Part-Time Pay Plan: a Marketing Coordinator to enhance community engagement and program participation through strategic marketing and outreach, funded by reallocating hours from existing roles, and an Assistant Golf Professional to support golf instruction and operations at Cassel Hills Golf Course. The Marketing Coordinator will ensure consistent branding and increased awareness of recreational programs, while the Assistant Golf Professional will revive a previously budgeted role that has been vacant since 2020.

Ordinances First Reading:

Ordinance 25-07: Code Amendment – Interstate Highway and Limited Access Sign Overlay District – On March 3rd, 2025, Council discussed options for permitting digital billboards along Airport Access Road on a limited basis. Based on that discussion, Staff has prepared a set of amendments to the Interstate and Limited-Access Highway Sign Overlay District. If approved, the overlay would be amended to permit billboards along Airport Access Road. On March 25th, 2025, the Planning Commission voted 4-0 to recommend approval of the proposed amendments.

Ordinances Second Reading:

Ordinance 25-04: Update to Chapter 878 Hotel/Motel Operations Registration - Staff reviewed Chapter 878 Hotel/Motel Operations Registration and are requesting revisions. After implementation of the hotel/motel registration for the last three years, staff found a few items that need addressed and clarified.

Emergency Ordinances:

Ordinance 25-05: Montgomery County Solid Waste District - Ratification of the Montgomery County Solid Waste Management Plan – The Montgomery County Solid Waste Management District (“District”) has completed the required statutory steps (ORC 3734.53 – 99 & 343) of preparing an update to the District’s Solid Waste Management District Plan (“District Plan”), conducting a thirty-day public comment period, holding a public hearing, and having the Solid Waste Management Policy Committee (“SWMPC”) adopting the plan and directing the District staff to send it out to all of the jurisdictions (Cities, Villages, Townships and Board of County Commissioners) within the District for ratification. For the District Plan to be ratified, the County must have seventy percent (70%) of the jurisdiction, based on population; to ratify the updated District Plan, which the District Plan is updated every 5 years. John Minear, Assistant Director, Solid Waste Management District & Operations, presented to City Council at the April 7th Study Session, and an Emergency Ordinance will be on the April 21st Council meeting for adoption.

Ordinance 25-06: Assessments January, February and March – This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, weed cutting and property maintenance.

March Bill Listing – Mayor Herbst will deliver the March 2025 Bill Listing.

The next Council meeting is on **Monday, April 21, 2025, 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 prior to 5:00 pm the day of the 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 6:00 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions.

Very Respectfully,

Kurt E. Althouse
Interim City Manager

CC: Board and Commission Members
All City Employees