
[The Blue Letter](#)

May 2, 2025

Honorable Mayor & Esteemed City Councilmembers:

Large Debris drop off Saturday, May 10th

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.

Community Garage Sale – May 15-18th

The 2025 Community Garage Sale will be May 15-18. Registration is available on the City's website for City of Vandalia and Butler Township residents. Be sure to register your sale for inclusion in an area wide interactive map of all registered garage sales.

Shred Day - Friday, May 16th

The City is once again offering a FREE Shred Day to Vandalia residents on Friday, May 16, from 9:00 a.m. to Noon in the Municipal Building parking lot. City Staff will be there to assist citizens in unloading their vehicles. Avoid identity theft and safely dispose of sensitive documents.

Ribbon Cutting Ceremony for Vandalia Art Park Amphitheater

The City is hosting a Ribbon Cutting Ceremony for the Vandalia Art Park Amphitheater and Summer Kickoff Event on Thursday, May 22, 2025, from 6:00-8:00 pm. This event is open to the public.

Monday, May 5, 2025, Council Meeting - The Study Session will begin at 6:15 p.m. The Council meeting will begin at 7:00 pm.

Study Session:

Monday, May 5, 2025, Items:

Items on this evening's Council Meeting agenda

Monday, May 19, 2025, Items:

Ordinance: Land Acquisition Note – Stonequarry Crossing – The Land Acquisition Note issued for the acquisition of land for the Stonequarry Crossing development matures on July 22, 2025. The total amount due is \$1,399,000 in principal plus interest. The 2025 Budget includes a principal payment of \$127,000, plus an interest payment amount of \$95,000. The maturity date on the new note (\$1,272,000) will be in July of 2026. The debt is scheduled to be paid in full in 2036.

Ordinance: Bond Anticipation Note – Fire Engine 2016 BAN & Fire Ladder Truck - 2021 BAN – The Fire Engine 2016 Bond Anticipation Note issued for a fire engine matures on August 19, 2025. This note was combined with the

Fire Ladder Truck 2021 BAN in order to save on the costs of issuance. The current remaining amount due on the note is \$1,053,000 (Fire Engine \$96,000; Fire Ladder Truck \$957,000) plus interest. The amount of the principal payment for the Fire Engine is \$48,000, and \$140,000 for the Fire Ladder Truck. The 2025 budget includes a pay down amount of \$48,000 on the outstanding principal due for the Fire Engine, and \$140,000 for the Fire Ladder Truck, plus an interest payment of \$63,440. The maturity on the new note (Fire Engine \$48,000; Fire Ladder Truck \$817,000) will be in August of 2026. The debt on the Fire Engine is scheduled to be paid in full in 2026, and year 2031 for the Fire Ladder Truck.

Variance: BZA 25-0005 - 221 North American – Accessory Structure Total Area - The Applicant, Tory Elrich, has requested a variance to permit the construction of a shed that will cause the total area of all accessory structures to exceed 40% of the principal building footprint (512 square feet) at 221 North American Boulevard. The proposed shed would be 640 square feet with an existing 160 square foot shed for a total of 800 square feet. On April 23rd, 2025, the Board of Zoning Appeals voted 4-0 to recommend approval with one condition, being the applicant must obtain a building permit and comply with all standards and requirements associated with that permit, as directed by the Chief Building Official.

Discussion Items:

Boards & Commissions Appointment – Mary Zellmer – Vandalia Arts Council – At the May 19th Council Meeting, you will be asked to consider the appointment of Mary Zellmer to the Vandalia Arts Council. A memo from Deputy Clerk of Council Swartz, Ms. Zellmer's application and the Vandalia Arts Council roster are included in the Council packets.

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

Council Meeting:

Communications, Petitions and Awards:

Proclamation – Bicycle Month – May 2025

Mayor Herbst will present a Proclamation to the Vandalia Bicycle Committee for Bicycle Month.

Proclamation – National Police Week – May 11-17, 2025

Mayor Herbst will present a Proclamation to the Division of Police for National Police Week.

Proclamation - Public Works Week – May 18-24, 2025

Mayor Herbst will present a Proclamation to the Division of Public Works for Public Works Week.

Introduction: Public Safety Specialist Chase Solberg

Mr. Althouse will introduce Public Safety Specialist Chase Solberg who began her employment on February 5, 2025.

Introduction & Oath of Office: Police Chief Brandon Sucher

Mr. Althouse will introduce and administer the Oath of Office to Police Chief Brandon Sucher.

Action Items:

Boards & Commissions Appointment – 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.

Resolutions:

Resolution 25-R-26: 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 25-R-27: 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 25-R-28: 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 25-R-29: 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 25-R-30: 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.

Ordinances First Reading:

Ordinance 25-09 : 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, and a request letter from the Vandalia Rotary. At the May 5th Council Meeting, formal action will be taken in the form of an Ordinance with a first reading and a second reading, and final adoption, at the May 19th Council meeting.

Ordinance 25-10: 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.

Ordinances Second 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.

Emergency Ordinances:

Ordinance 25-08: 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).

Reports from Boards and Commissions:

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 five feet from the property line. On April 9th, 2025, the Board of Zoning Appeals voted 4-0 to recommend approval.

The next Council meeting is on **Monday, May 5, 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 6:15 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