
[The Blue Letter](#)

July 18, 2025

Honorable Mayor & Esteemed City Councilmembers:

Summer Schedule – Council Meetings - Council established a summer schedule for Council meetings. The August meeting will be held Monday, August 18 at 7:00 p.m. The Study Session will tentatively begin at 5:30 p.m.

Monday, July 21, 2025, Council Meeting - The Study Session will begin at 5:00 p.m. The Council meeting will begin at 7:00 pm.

Study Session:

Presentations:

Fraud Alert Notification (FAN) Program – Kate Baker from the Montgomery County Recorder's Office will give a presentation to Council on the Fraud Alert Notification (FAN) Program and Veteran ID Program.

Parks & Recreation Department Update – Interim Parks Director Alicia McCracken will present the Parks & Recreation Department Update to Council.

Monday, July 21, 2025, Items:

Items on this evening's Council Meeting agenda

Resolution: Bid Award – Damian, Soter, Romanus, Desales (N) Watermain & Resurfacing OPWC - Bids for the Damian, Soter, Romanus, and Desales (N) Watermain Replacement & Resurfacing project were opened on July 8, 2025, with nine bids submitted ranging from \$1,042,800 to \$1,429,743. The project is supported by \$500,000 in OPWC funding. Director Borton recommends awarding the contract to CG Construction & Utilities, Inc. as the lowest and best bid of \$1,042,800 and authorizes the use of the full appropriated budget to accommodate any contingency items that may arise during construction. Engineering work was completed in-house to reduce costs.

Resolution: Plattenburg Associates Inc. Contract Extension Agreement – The City of Vandalia and Plattenburg & Associates, Inc. originally entered into an audit contract for the period 01/01/2021 – 12/31/2024, and therefore Plattenburg & Associates, Inc. has audited and provided compilation services for the City of Vandalia, NAWA and TCA for four consecutive years.

The Auditor of State's Office has approved the City, NAWA and TCA continuing to receive audit and compilation services with Plattenburg & Associates Inc. for the years 2025-2028 by extending the current contract by setting reasonable fees, without utilizing the bidding process, and a limitation of no more than 10 consecutive years.

The contract extension would include a multi-year agreement with Plattenburg & Associates, Inc. for audit and compilation services in the amount of \$160,480 for the City, \$31,680 for NAWA, and \$48,048 for TCA.

Ordinance: Assessments April, May and June - This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, weed cutting and property maintenance.

Monday, August 18, 2025, Items:

Boards and Commissions Appointment - Paula Rohn – Planning Commission - At the August 18th Council Meeting, you will be asked to consider the appointment of Paula Rohn to the Vandalia Planning Commission. A memo from Deputy Clerk of Council Swartz, Ms. Rohn's application and the Vandalia Planning Commission roster are included in the Council packets.

Boards & Commissions Appointment – Rodney Reeder – Bicycle Committee - At the August 18th Council Meeting, you will be asked to consider the appointment of Rodney Reeder to the Vandalia Bicycle Committee. A memo from Deputy Clerk of Council Swartz, Mr. Reeder's application and the Vandalia Bicycle Committee roster are included in the Council packets.

Resolution: Montgomery County Emergency Management Agreement – The Montgomery County Jurisdictional Emergency Management Intergovernmental Agreement, authorized under Ohio Revised Code (ORC) 307.15 and 5502.26, is a proposed agreement among Montgomery County and its jurisdictions for countywide emergency preparedness, response, and mitigation efforts. Participating jurisdictions agree to annual per capita funding and shared responsibilities outlined in an emergency operations plan. The agreement establishes an Executive Committee and Technical Advisory Committee to guide policy and planning. Montgomery County Office of Emergency Management is empowered to coordinate emergency activities and access federal and/or state aid on behalf of jurisdictions, including non-participating entities. The agreement is indefinite unless terminated or amended by majority action, and noncompliance can result in termination and reclassification as a nonparticipating jurisdiction.

This Agreement requires each participating jurisdiction to designate a representative, selected by the jurisdiction's chief executive, to serve on a countywide advisory group. This advisory group is responsible for appointing the Executive Committee, which oversees the implementation of countywide emergency management in accordance with ORC 5502.26. The City is responsible for selecting its representative to participate in the advisory group, and I would designate Fire Chief Chad Follick to be the city's representative on the countywide advisory group. The City will need to formally enter into the Montgomery County Jurisdictional Emergency Management Intergovernmental Agreement, and it will be in full force and effect when no less than a majority of the Jurisdictions of Montgomery County and the County Commissioners of Montgomery County shall have subscribed to this agreement by adopting a like resolution or passing a like ordinance. Vandalia's prorated annual fee for 2025 is \$1,825.08, and the annual fee for 2026 will be \$4,562.70, based on the rate of \$.30 per citizen, based on the 2020 Census for Montgomery County, Ohio.

Resolution: Cost Sharing Agreement – DIA NE Logistics Access project Construction Phase - The Montgomery County Engineer's Office (MCEO) is seeking \$17.6 million in ODOT TRAC funding for the \$22 million construction phase of the DIA Northeast Logistics Access Project, which includes roadway, stormwater, and shared-use path improvements near the Dayton International Airport to help reroute truck traffic. The City is responsible for 6% of the total cost (approximately \$1.32 million) under an existing cost-sharing agreement based on roadway length within each jurisdiction. A new agreement is recommended to continue this partnership and leverage federal funds for a regionally significant infrastructure improvement.

Ordinance: Sewer Use Update - As part of a routine OEPA permit review, updates to Chapter 1044 of our Sewer Use Ordinance are needed to align with state regulations and current City & TCA permits. Similar updates are being made by Tipp City and Huber Heights. The changes focus on improving documentation of industrial pre-treatment standards. Adoption is recommended to maintain compliance.

Ordinance: PC 25-0007 – 7100 Park Center Drive – Redwood Phase III – PUD Amendment & Final Plan – The applicant, Todd Foley, with PUD Design, and on behalf of Redwood Vandalia, requests a Major PUD Amendment and Preliminary Plan for the property located at 7100 Park Center Drive. The proposal includes amending the standards to add “Multi-Family” to the list of permitted uses in Subarea B and for Phase III of the Redwood Vandalia development. On July 8, 2025, the Planning Commission voted 3-0 to recommend approval.

Ordinance: PC 25-0008 – 600 Corporate Center – PUD - District & Prelim Plan – The applicant, Jeff Puthoff, P.E., of Choice One Engineering, and on behalf of DR Horton, requests a Planned Unit Development and Preliminary Plan for the property located at 600 Corporate Center Drive. The proposal includes rezoning the 14.494 +/- parcel from O - Office to a PUD – Planned Unit Development, along with a preliminary plan of a residential subdivision. On July 8, 2025, the Planning Commission voted 3-0 to recommend approval.

Ordinance: PC 25-0009 – 3675 Wyse Road – Rezoning - O/IP to HB and I – The applicant, Richard Drake, of Drake Architecture and on behalf of R&R Takhar Oil Company, requests the rezoning of three parcels totaling 5.219 acres +/- for the property located at 3675 Wyse Road. As proposed, the subject property would be rezoned from the O/IP - Office/Industrial Park to the I – Industrial and HB – Highway Business districts. On July 8, 2025, the Planning Commission voted 3-0 to recommend approval.

Conditional Use: PC 25-0010 – 3675 Wyse Road – Conditional Use – Truck Facility in the I District - The applicant, Richard Drake, of Drake Architecture and on behalf of R&R Takhar Oil Company, requests conditional use approval of two parcels totaling 1.814 acres +/- for the property located at 3675 Wyse Road. The proposal involves having a “Truck Facility” in the I – Industrial zoning district. On July 8, 2025, the Planning Commission voted 3-0 to recommend approval.

Discussion Items:

Liquor Permit Pilot Travel Centers LLC – Enclosed is a memorandum from Chief Sucher recommending Council not request an ODL hearing for the requested C1 liquor permit, allowing for the purchase of beer only, in original sealed container for carry out at 175 Northwoods Blvd for Pilot Travel Centers LLC, DBA Flying J Tavel Plaza 097.

Letter of Intent for Midwest Sculpture Initiative – MSI has submitted a proposal to curate and erect an eight-piece temporary sculpture exhibit at the Vandalia Art Park from October 2025 through October 2026. MSI will be responsible for the placement of concrete/steel pads, the delivery and placement of sculptures, and the removal of the sculptures and pads upon conclusion of the exhibit. The City will be responsible for providing general liability insurance with MSI providing secondary insurance. The total cost of this proposal is not to exceed \$18,000.

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

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

Council Meeting:

Communications, Petitions and Awards:

Introduction & Oath of Office: Bryan Sowers, Community Risk Reduction Coordinator - Mr. Althouse will introduce and administer the Oath of Office to Fire Community Risk Reduction Coordinator Bryan Sowers who began full-time employment July 9, 2025.

Introduction & Oath of Office: Eli King, Firefighter/EMT - Mr. Althouse will introduce and administer the Oath of Office to Eli King, Firefighter/EMT who began employment June 21, 2025.

Action Items:

Boards and Commissions Appointment Request– James Carman – Civil Service Commission – At the July 21st Council Meeting, you will be asked to consider the appointment of James Carman to the Vandalia Civil Service Commission. A memo from Deputy Clerk of Council Swartz, Mr. Carman's application and the Vandalia Civil Service Commission roster are included in the Council packets.

Liquor License Request - Enclosed is a memorandum from Chief Sucher recommending Council does not request a ODCL hearing for the request for a C1 permit at 175 Northwoods Blvd for Pilot Travel Centers LLC, DBA Flying J Travel Plaza 097.

Resolutions:

Resolution 25-R-32: Bid Award – Damian, Soter, Romanus, Desales (N) Watermain & Resurfacing OPWC - Bids for the Damian, Soter, Romanus, and Desales (N) Watermain Replacement & Resurfacing project were opened on July 8, 2025, with nine bids submitted ranging from \$1,042,800 to \$1,429,743. The project is supported by \$500,000 in OPWC funding. Director Borton recommends awarding the contract to CG Construction & Utilities, Inc. as the lowest and best bid of \$1,042,800 and authorizes the use of the full appropriated budget to accommodate any contingency items that may arise during construction. Engineering work was completed in-house to reduce costs.

Resolution 25-R-33: Plattenburg Associates Inc. Contract Extension Agreement – The City of Vandalia and Plattenburg & Associates, Inc. originally entered into an audit contract for the period 01/01/2021 – 12/31/2024, and therefore Plattenburg & Associates, Inc. has audited and provided compilation services for the City of Vandalia, NAWA and TCA for four consecutive years.

The Auditor of State's Office has approved the City, NAWA and TCA continuing to receive audit and compilation services with Plattenburg & Associates Inc. for the years 2025-2028 by extending the current contract by setting reasonable fees, without utilizing the bidding process, and a limitation of no more than 10 consecutive years.

The contract extension would include a multi-year agreement with Plattenburg & Associates, Inc. for audit and compilation services in the amount of \$160,480 for the City, \$31,680 for NAWA, and \$48,048 for TCA.

Resolution 25-R-34: Outfront Media Billboard Lease - Council will be asked to authorize the City Manager to enter into two LED sign leases with OutFront Media LLC with respect to the existing billboard sites owned by the City on Airport Access Road. The leases will be for 20 years with annual rent starting at \$37,500 and increasing every 5 years thereafter. The leases provide that no political, nudity, pornography, lewdness, or adult oriented material will be

included in any sign messages. The leases further restrict the LED portion of the signs to be on one face only with the back “static” signage reserved for City use. The legislation also authorizes the City Manager to enter into an easement agreement with the school to provide access to the sign structure on the East side of Airport Access Road.

Ordinances First Reading:

Ordinance 25-16: TCA Tap/Capacity Fee - Tri Cities Wastewater Authority and the three member cities are considering a Capacity Fee implementation of new users of the sanitary sewer system to assist in offsetting the plant improvements costs for existing customers. This fee would be paid by a new residential and commercial customers at the time of connection. The fee would not affect existing residents and businesses that already have the service.

Ordinances Second Reading:

Ordinance 25-13: PC 25-0005 – 3320 Benchwood Road – Rezoning - RSF-1 to HB – The applicant, Jonathan Woher, AICP, with McBride Dale Clarion, and on behalf of Richard Schott, requests the rezoning of one parcel totaling 0.919 acres +/- located at 3320 Benchwood Road. As proposed, the subject property would be rezoned from the RSF-1 Single-Family Residential district to the HB – Highway Business district. On May 13, 2025, the Planning Commission voted 4-0 to recommend approval.

Ordinance 25-14: 2024 Codified Update - This ordinance approves the editing and inclusion of certain ordinances and resolutions that have been passed by Council since the last update of the Codified Ordinances. This update will codify all pertinent legislation passed by Council during 2024, as well as incorporating amendments to the Ohio Revised Code.

Ordinances Emergency Reading:

Ordinance 25-15: Assessments April, May and June - This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, weed cutting and property maintenance.

Reports from Boards and Commissions:

Variance: BZA 25-0007 – The applicant, Steve Baker has requested a variance to allow the construction of a 160 square foot shed. The total area of all accessory structures will exceed 4% of the total lot area and 40% of the principal building footprint. The maximum area to build on this lot is 301 square feet. The property includes an existing 672 square foot detached garage, along with a proposed 160 square foot shed, for a combined total of 832 square feet of accessory structures. On June 11, 2025, the Board of Zoning Appeals voted 4-0 to recommend approval.

June Bill Listing – Mayor Herbst will deliver the June 2025 Bill Listing

The next Council meeting is on **Monday, July 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 5:00 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions.

Very Respectfully,

Kurt E. Althouse
City Manager

CC: Board and Commission Members
All City Employees