
The Blue Letter

August 15, 2025

Honorable Mayor & Esteemed City Councilmembers:

City Office Closed - Vandalia City offices will be closed on Monday, September 1 for Labor Day. The Recreation Center will be open from 7:00 a.m. to Noon for the fitness area, gymnasium and track only.

The first Council meeting in September will be on Tuesday, September 2, 2025, at 7:00 p.m. The Study Session will tentatively begin at 5:30 p.m.

Monday, August 18, 2025, Council Meeting - The Study Session will begin at 6:00 p.m. The Council meeting will begin at 7:00 pm.

Study Session:

Presentations:

Public Service Department Update – Director Ben Borton will present the Public Service Department update to Council.

Monday, August 18, 2025, Items:

Items on this evening's Council Meeting agenda

Ordinance 25-19: Update – PC 25-0008 – 600 Corporate Center – PUD – District & Prelim Plan – Assistant City Manager Rob Cron will give an update on the proposed standards for the proposed PUD at 600 Corporate Center.

Resolution: PD Patrol Vehicle Bid Award - The Division of Police is scheduled to replace three patrol vehicles in 2026 as part of the annual fleet rotations. As in years past, the vehicle purchases have been budgeted a year in advance, so PD is able to take delivery during the replacement year due to manufacturing processes. Bid packets were sent to multiple area vehicle dealers who provide police vehicles on July 24, 2025. The notice was also posted on the City website. On August 11, 2025, PD unsealed the only bid submission received, from Beau Townsend Ford. The individual unit price listed for a single 2026 Ford Police Interceptor Utility Hybrid was \$49,000 per unit for a total cost of \$147,000. Council approved \$180,000 in the 2025 budget for the purchase. This bid submission is \$33,000 under budget. Chief Sucher recommends awarding the bid to Beau Townsend Ford for the purchase of the three vehicles and declare the three vehicles being replaced as surplus property and be transferred to another city department, placed on GovDeals, or otherwise disposed of by the City Manager as provided by law after delivery of the new vehicles.

Tuesday, September 2, 2025, Items:

Resolution: Towing Agreement Bid - The Division of Police enters into an agreement every two years with area companies to provide Towing and Impound Services. On July 24, 2025, bid notices were sent to four area towing companies for submission. The notice was also posted on the City website. Bids were received from Englewood Truck Towing and Recovery and Sandy's Towing. On August 11, 2025, PD unsealed the bids received. Sandy's Towing offers a lower cost on passenger vehicle towing (\$145 versus \$195 at Englewood), flatbed towing (\$145 versus \$195 at Englewood), dead runs on passenger vehicles (\$60 versus \$97.50 at Englewood), passenger vehicle storage (\$30 per day versus \$35 per day at Englewood). Heavy towing rates were lower for Englewood towing (10k-15k GVW \$125 per hour versus \$175 per hour and towing over 15k \$225 per hour versus \$350 per hour). Very few tows requested by VPD are heavy towing. Both companies carry similar liability insurance thresholds and have the necessary storage and equipment availability to fulfill the towing and recovery needs of the Division of Police. Both companies offered towing services on vehicles owned by the Division of Police at no charge. Englewood's storage facility is more than five miles from the City of Vandalia while Sandy's Towing is located within the city limits. One of the bid specifications is that the storage facility used is within five miles of the corporate limits of Vandalia. Sandy's Towing is the only bid that met that standard. Since this is a service contract and costs are paid by the customer, there are no city funds budgeted. Chief Sucher recommends the Towing and Impound Services contract be awarded to Sandy's Towing. This agreement will be for two (2) years and renewable for another two (2) years if mutually agreed to by both the City and Sandy's Towing.

Resolution: OPWC grant funding for Pool & Randler (N) Ave Watermain Replacement & Resurfacing - We are submitting an Ohio Public Works Commission (OPWC) grant application for the Pool & Randler (N) Ave Watermain Replacement project, due September 10, 2025. The project includes replacing watermain, fire hydrants, and service lines, followed by full street resurfacing. The total project cost is estimated at \$1,685,000, including \$40,000 of in-house services. To enhance the competitiveness of our application and increase the likelihood of funding approval, we will be requesting \$500,000 (~30% of the total cost), split equally between a \$250,000 grant and a \$250,000 0% interest loan over 5 years.

Resolution: PPM Revision/Update - The document provided is the City of Vandalia's 2025 Personnel Policies Manual (PPM), developed by the Human Resources Department. This manual serves as a comprehensive reference for City staff, establishing clear policies, procedures, and expectations that guide workplace conduct and operations. Maintaining an up-to-date handbook is essential to ensure compliance with evolving employment laws, incorporate organizational changes, and reflect best practices in public sector management. Regular updates also help promote consistency, fairness, and transparency across all departments, ultimately supporting the City's mission and protecting both employees and the organization.

Discussion Items:

July 2025 Financial Reports – Mrs. Carnes will deliver the July 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: Police Captain Brian Krimm - Mr. Althouse will introduce and administer the Oath

of Office to Police Captain Brian Krimm who was promoted on July 28, 2025.

Introduction & Oath of Office: Police Sergeant Jerrod Fraley - Mr. Althouse will introduce and administer the Oath of Office to Police Sergeant Jerrod Fraley who was promoted July 28, 2025.

Introduction & Oath of Office: Police Sergeant Nelson Clymer - Mr. Althouse will introduce and administer the Oath of Office to Police Sergeant Nelson Clymer who was promoted July 28, 2025.

Action Items:

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.

Resolutions:

Resolution 25-R-35: 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.

Resolution 25-R-36: PD Patrol Vehicle Bid Award - The Division of Police is scheduled to replace three patrol vehicles in 2026 as part of the annual fleet rotations. As in years past, the vehicle purchases have been budgeted a year in advance, so PD is able to take delivery during the replacement year due to manufacturing processes. Bid packets were sent to multiple area vehicle dealers who provide police vehicles on July 24, 2025. The notice was also posted on the City website. On August 11, 2025, PD unsealed the only bid submission received, from Beau Townsend Ford. The individual unit price listed for a single 2026 Ford Police Interceptor Utility Hybrid was \$49,000 per unit for a total cost of \$147,000. Council approved \$180,000 in the 2025 budget for the purchase. This bid submission is \$33,000 under budget. Chief Sucher recommends awarding the bid to Beau Townsend Ford for the purchase of the three vehicles and declare the three vehicles being replaced as surplus property and be transferred to another city department, placed on GovDeals, or otherwise disposed of by the City Manager as provided by law after delivery of the new vehicles.

Ordinances First Reading:

Ordinance 25-17: 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 25-18: PC 25-0007 – 7100 Park Center Drive – Redwood Phase III – PUD Amendment & Final Plan – Enclosed is a memorandum from Mr. Hammes wherein the applicant, Todd Foley, of PUD Design, and on behalf of Redwood Vandalia, requests a Major Amendment to an existing Planned Unit Development and approval of a revised

PUD Preliminary Plan. The request involves two parcels totaling 27.59 acres +/-, located along the east side of Webster Street at Park Center Drive in the City of Vandalia. If approved, the proposed amendment would facilitate the construction of 59 multi-family residential units as part of Phase III of the Redwood Vandalia development. The property is owned by Redwood Vandalia.

Ordinance 25-19: PC 25-0008 – 600 Corporate Center – PUD - District & Prelim Plan – Enclosed is a memorandum from Mr. Hammes wherein the applicant, Jeff Puthoff, P.E., of Choice One Engineering, on behalf of DR Horton, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves one parcel totaling 14.494 acres +/- located at the south end of Corporate Center Drive in the City of Vandalia. As proposed, the subject property would be rezoned from the O - Office district to a Residential Planned Unit Development with the associated Preliminary Development Plan. The property is owned by the Hague Corporation.

Ordinance 25-20: PC 25-0009 – 3675 Wyse Road – Rezoning - O/IP to HB and I – Enclosed is a memorandum from Mr. Hammes wherein the applicant, Richard Drake, of Drake Architecture, on behalf of R&R Takhar Oil Company, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves three parcels totaling 5.219 acres +/-, located at 3675 Wyse Road in the City of Vandalia. As proposed, the subject properties would be rezoned from the O/IP - Office / Industrial Park district to the I – Industrial and HB – Highway Business districts.

Ordinances Second 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.

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

The next Council meeting is on **Monday, August 18, 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

City Manager

CC: Board and Commission Members
All City Employees