



333 James E. Bohanan Drive • Vandalia, OH 45377 • (937) 898-5891

October 15, 2021

Honorable Mayor Herbst & Esteemed City Councilmembers:

Budget Workshop: Thank you for your active deliberation and thoughtful consideration during our first 2022 budget overview workshop this week. Up and down our organization's ranks, I can feel the excitement for:

- setting a sustainable plan that will address the needs of the community;
- developing a transparent spending plan that aligns with policy priorities; and
- leveraging resources to build on a tradition of making Vandalia a top-tier suburb through top-tier services.

I look forward to continuing the process on November 1 during our Study Session at 4:00 p.m. in the Justice Center. I will send out an agenda soon. Certainly, I am available at any time to discuss the proposals.

Flu Shots: Hocks Pharmacy was on site this week for an employee flu shot clinic. This was very well attended! Thank you to CMO Assistant Sherri Howard for all of your planning and for coming in early to make sure the service was a success!

Leaf Collection is ON! Please see the latest Focus Vandalia on our leaf collection program:

https://www.youtube.com/watch?v=tv23DfgNszY. We had a successful first week. The map and schedule are available here: https://vandaliaohio.org/leaves.

Annual Fall Festival: Congratulations to Recreation Coordinator Aaron Messenger, the Vandalia Arts Council and all of our staff who rallied to make this event a great success. There was a great turn out for live music, food trucks, vendors, inflatables, arts & crafts, s'mores, and the sumpling patch. I received great feedback on the great feedback.



pumpkin patch. I received great feedback on the event from many community members and our team looks forward to continuing to improve the event.

Small Business Relief Grant: The City continues to receive interest in the COVID-19 Small Business Relief Grant from entrepreneurs and proprietors. The application is available on the website: https://www.vandaliaohio.org/smallbizrelief. To ensure that our business partners receive accurate information about the program restrictions, entrepreneurs and proprietors should be directed to contact ACM Holloway.



Employee Appreciation – Dawn of the Desserts!!! Please see the enclosed flier as you are invited to attend! We will hold our next employee appreciation event – a dessert bar – at the Community Room in the Justice Center on October 27 from 1:00 p.m. – 2:00 p.m.

Taking Flight 5k (Cancelled): The Taking Flight 5k that was scheduled for October 23 has been cancelled.

Study Session Monday, October 18, 2021 Items

 Emergency Ordinance 21-29 Assessments - This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, weed cutting & sewer and water.

Monday, November 1, 2021 Items

1. Resolution: Golf Course Restroom Building – At the recommendation of the Golf Advisory Committee and staff, Council has elected to leverage American Rescue Plan funds to build a restroom facility on the Cassel Hills Golf Course. Parks & Recreation Director Clark and Chief Building Inspector Ted Baker have been researching options for an on-course restroom facility at Cassel Hills since 2016. Because of environmental restrictions by the Ohio relating to the conservancy district and due to the cost of running water, sewer, and electric to the location of



the new facility, the team has elected to recommend that a waterless facility be constructed. Initially, the team researched pre-fabricated buildings. A major obstacle with this option is the delivery of the building onto the golf course due to the overall weight of the unit, crane, and other equipment that would damage fairways, cart paths, and trees. To maximize benefit and minimize cost, the Parks & Recreation team is recommending a design-build structure that meets all of the State and County requirements. Vancon General Contractors has prepared drawings and specifications for a restroom building and has submitted a proposal for \$73,300. The design includes an attractive partial stone façade and the facility will be a great amenity that has been long requested by league players. Funds for this project will come from 2021 American Rescue Plan Act funds earmarked at \$75,000 for the project. Director Clark and I therefore recommend that Council waive the bid process and award a design build contract to Vancon General Contractors of Vandalia, Ohio for the Cassel Hills Golf Course Restroom Facility Project at a cost not to exceed \$75,000.

- 2. Variance: Culvers' Signs 6425 Miller Lane The Applicant, David Potts, has requested a variance to allow for two 46.4 square foot drive-through signs for a total of 92 square feet at 6425 Miller Lane. Per City Code Section 1236.11 (i)(1) "Drive-Through Signs", two drive-through signs are permitted at 32 square feet each with a total of 64 square feet. The Applicant indicated in their letter of justification "it is probable that the smaller board (which does not permit us to list all the items on our menu) will limit our sales volume and therefore limit our sales volume and therefore limit our return on our investment." However, City Code Section 1236.11 (i)(2) eliminates the maximum allowable sign area if the drive-through signs are completely screened from public right-of-way. It also important to note that a variance for a drive-through within the front yard was applied for and approved also well as a variance for the reduction in screening width between uses on April 5th, 2021.
- 3. Variance: Solar Panels 505 Tionda Drive The Applicant, Solar is Freedom, on behalf of Ronny Varghese has requested a variance to allow 24 roof-mounted solar panels to face a public street. Per the proposed design, 6 panels would face Ranchview Dr. and 18 panels would face Tionda Dr. S. Per City Code Section 1224.01 (e)(24)(E)(ii) "Roof-Mounted Solar Energy Systems", roof-mounted solar panels are allowed on any surface that does not face a street. The Applicant indicated in their letter of justification that if the panels were moved to the back of the home to the north facing roof the panels would still be visible from the street and it would significantly decrease the production of the panels on the home.
- 4. Variance: Loading Docks Facing ROW 1005 Top Notch Ct. The Applicant, Contegra Construction Co., on behalf of the potential purchaser, Exeter Dayton Airport Land, LLC. has requested a variance to allow for 21 loading spaces within the front yard of the proposed cross-dock warehouse. Per City Code Section 1234.05 (c)(2) "Off-Street Loading", off-street loading spaces may occupy any part of a required rear or side yard but shall not project into any front yard or into a public right-of-way. The Applicant indicated in their letter of justification that "this property is zoned for industrial use, we believe that warehouse development standards should



- be allowed to be consistent with market conditions for warehouse and distribution facilities (requiring cross-dock access)".
- 5. Variance: Secondary Curb Cut 1005 Top Notch Ct. The Applicant, Contegra Construction Co., on behalf of the potential purchaser, Exeter Dayton Airport Land, LLC. has requested a variance to allow for a secondary curb cut along Deer Run Rd. Per City Code Section 1234.01 (d)(1)(A) "Access", lots in nonresidential zoning districts on corner frontage lots may have one curb cut on each street frontage. The requested variance is to allow for 2 curb cuts on the same street frontage.

Discussion

- Citywide Policy Goals Based on our goal setting retreat, I will propose citywide policy goals
 that will be used to inform strategic governance and policy prioritization throughout the
 organization.
- 2. Police Department: Voice and Radio Recorder Purchase (under \$25,000) The Division of Police purchased a phone and radio recorder system in 2016 from Stephen Campbell & Associates for the Communications Center. This system, called REVCORD, is used to record incoming emergency and non-emergency telephone calls as well as police and fire radio communications. The vendor notified the Police Division that Microsoft is no longer providing support to the 2008 server hardware and software installed on it. This support is necessary to prevent hackers from obtaining access to the system and the city's network. Stephen Campbell & Associates has provided a quote of \$13,494 for the purchase of a 2020 server with the necessary hardware and software installed to continue utilizing this system with Microsoft support.
- 3. Public Works Magnesium Chloride Purchase (under \$25,000) Liquid Magnesium Chloride is applied to assist in treating our roads during snow & ice operations. The chemical is sprayed onto the salt as it is distributed from the truck. Magnesium chloride helps the salt be more effective in lower temperatures while reducing the tonnage that is needed to treat our roadways. In addition, it is less corrosive to equipment than calcium chloride. This purchase will allow the Public Works team to be ready for snow and ice removal operations. Therefore, Service Director Cron and I recommend that the City purchase 4,300 gallons and delivery service from Ice B'Gone Magic at \$2.50/gallon totaling \$10,750.
- 4. Public Works: Hydraulic Cut-Off Saw Purchase (under \$25,000) Service Director Cron and I propose the purchase of a hydraulic cut-off saw and appurtenances thereto at the cost \$13,570. The Diamond Wire Guillotine Hydraulic Pipe cutting saw will be used by the Public Works Division to cut out sections of pipe for water main break repairs among other applications. The saw is compatible with current hydraulic pumps and lines on the main break truck and some of the other dump trucks. The saw will make work faster and safer by reducing the amount of ground that has to be excavated on a water main break especially during cold weather conditions.
- 5. **6o-Day Calendar -** The calendar is included in your packets for your review.



Monday, October 18, 2021 Council Meeting

Resolutions

- 1. Resolution 21-R-65: Certify County Auditor on Millage The Montgomery County Budget Commission has approved the City's property tax rate of 4.14 mills for 2022. The City's inside millage of 1.84 mils is composed of 1.54 mils for the General Fund with an estimated revenue of \$576,807, and 0.30 mils for the Police Pension Fund with an estimated revenue of \$112,365. Inside millage refers to the 10-mill property tax limitation that can be established without voter approval. Various taxing units may seek to levy taxes on the same property, but the total amount of unvoted taxes actually levied may not exceed ten mills. The City's voted outside millage is 2.30 mils for the General Fund, with an estimated revenue of \$861,465.
- 2. Resolution 21-R-66: Council's 2022 Summer Meeting Schedule This resolution proposes that during the months of June, July and August, City Council would meet once per month, on the 3rd Monday of each month. Council's Workshop would begin at 6:00 pm with the council meeting at 7:00 pm. The official dates for 2022 would be June 20, July 18 and August 15. Council will hold summer meetings on an as needed basis in 2022.
- 3. Resolution 21-R-67: MVRPC Surface Transportation Program Funds Application Miami Valley Regional Planning Commission will be accepting Fixing America's Surface Transportation (FAST) Act applications for consideration for Surface Transportation Program (STP) funding. This year they will accept applications for simple resurfacing projects to be funded in Fiscal Years 2023 and 2024. Staff is recommending Council's approval to submit an application for funding as simple resurfacing funds are only available every few years. As part of the application, we are required to submit a Resolution supporting the project and guaranteeing our local share of the funding. Engineering would begin in 2022. Staff will submit an application for the resurfacing of Webster Street from Little York Road to Stop Eight Road. Simple Resurfacing projects are eligible for 80% Federal Funding up to \$750,000. The total estimated cost for the project is \$979,414 and the City's portion is estimated at \$179,282.80.

Ordinance - Emergency

 Emergency Ordinance 21-29 Assessments - This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, weed cutting & sewer and water.

Reports from Boards and Commissions

1. Variance: Rear Deck: 2078 Settler's Trail - The Applicant, Jeffery A. Johnson, has requested a variance to the 10-foot required rear setback established by The Falls Condo Section One Plat to permit a deck and steps within approximately 4-feet from the rear property line. This variance would allow for the Applicant to expand his deck approximately 2' and the new steps 4'8.25" into



the setback. The property directly behind the condo unit is conservation land, thus there are no residences directly behind this unit that would be impacted.

2. Variance: Neely Dental Sign: 39 Dellsing Drive - The Applicant, VanHorn Design and Build LLC., has requested a variance to allow a projecting sign on the rear facing facade of 39 Dellsing Dr. The Applicant has also requested a variance to allow for an increase in allowable sign area. Per City Code Section 1236.11 (e)(7)(C) "Projecting or Hanging Signs", a projecting sign is allowable only "on each street frontage" with a maximum of 6 square feet of sign area. The proposed 11.75 square foot sign would be located on the rear facade of the building where the main entrance and parking lot is. The Applicant indicated in their letter of justification that the size increase is needed due to the distance from the driveway entrance to the front door.

The October 18 Study Session and City Council Meeting will be a hybrid (in-person & remote) meeting in Council Chambers. The meeting is open to Council, staff, and the public to attend in-person; however, 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.

Have a great weekend!

Your Partner in Service,

Dan Wendt City Manager

Attachments:

1. Employee Appreciation Flier – Dawn of the Desserts



Employee Appreciation takes a SWEET turn in October!



City of Vandalia
Employee Dessert Bar
Wednesday, October 27
1:00 p.m. to 2:30 p.m.
Community Room
Vandalia Justice Center

DAWN OFTHE DESSERTS

Stop by the Vandalia Employee Appreciation Dessert Bar and partake in the rich, sugary goodness of pure gratitude!

This is NOT a carry-in! You bring a hankerin' for cupcakes, cookies, and other equally exotic desserts, and we'll bring the goods!

As this event takes place so close to Halloween, we're upping the sweet factor by welcoming costumes for the event!

THE CRITICS ARE IMPRESSED!

- "What a SWEET idea!" Bob Woodward, Washington Post
- "An event that's sweeter than honey!" Rona Barrett, Village Voice
- "Sorry, I couldn't come up with another sweet reference." Tim Jones, Newsday

