

**October 6, 2025
Study Session
Study Session – 5:30 PM**

The City of Vandalia is committed to transparency and open meetings. A live broadcast of this meeting for viewing only is available via the Zoom app.

Join Zoom Meeting

<https://us02web.zoom.us/j/85288834157>

Meeting ID: 852 8883 4157

One tap mobile: 1-305-224-1968, 85288834157#

1. Presentations
 - A. Human Services Levy – (County Commissioner Judy Dodge)
2. Monday, October 6, 2025
 - A. Items on this evening's Council Meeting agenda (Mayor Herbst)
3. Monday, October 20, 2025
 - A. Resolution: 2026 Summer Schedule (Mr. Althouse)
 - B. Resolution: Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor (Mr. Althouse)
 - C. Resolution: 2026 EMS Billing Rates (Chief Follick)
 - D. Resolution: Poe Ave., Wyse Rd. & Miller Lane Resurfacing Design (Mr. Borton)
 - E. Resolution: Johnson Station Rd Bridge Replacement – ODOT Participatory Resolution (Mr. Borton)
 - F. Resolution: Helke Park Swing Area Safety Surfacing Project (Mrs. McCracken)
 - G. Resolution: Helke Park Swing Area Equipment Project (Mrs. McCracken)
 - H. Ordinance: Rezoning Foxfire Section 8 (Mr. Cron)

4. Discussion
 - A. Cassel Hills Golf Course Hospitality & Food Service Operation Agreement (Mr. Cron)
 - B. Boards & Commissions Appointment – Kelli Back – Vandalia Planning Commission (Mr. Althouse)
 - C. Boards & Commissions Appointment – Ron Atkins – Housing Code Board of Appeals – Alternate Member (Mr. Althouse)
 - D. Legislative Calendar (Mayor Herbst)
5. Executive Session - The purpose of the meeting is to consider the sale of real property.

These icons illustrate which strategic goals Council Actions align to



Opportunity

Be known regionally as a top-tier suburb through top-tier City services.



Safe & Secure

Invest in traditional public safety and community outreach to meet needs.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



Vibrant

Use amenities & growth mindset to create a warm & welcome environment.



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



Trust and Confidence

Transparent government to empower stakeholder engagement.



Sharpen the Saw

Refining practices and leverage technology to improve customer service.

CITIZENS ALL OVER MONTGOMERY COUNTY NEED HUMAN SERVICES

The Human Services

Renewal Levy is a necessity.

Without it, \$58 million in

critical, local funding for

Montgomery County will be

lost – and millions more in

federal and state funding

will disappear.

It WON'T raise taxes.



© 2017 Paid for by Human Services Levy Campaign

VITAL

**HUMAN
SERVICES**

Won't Raise Taxes

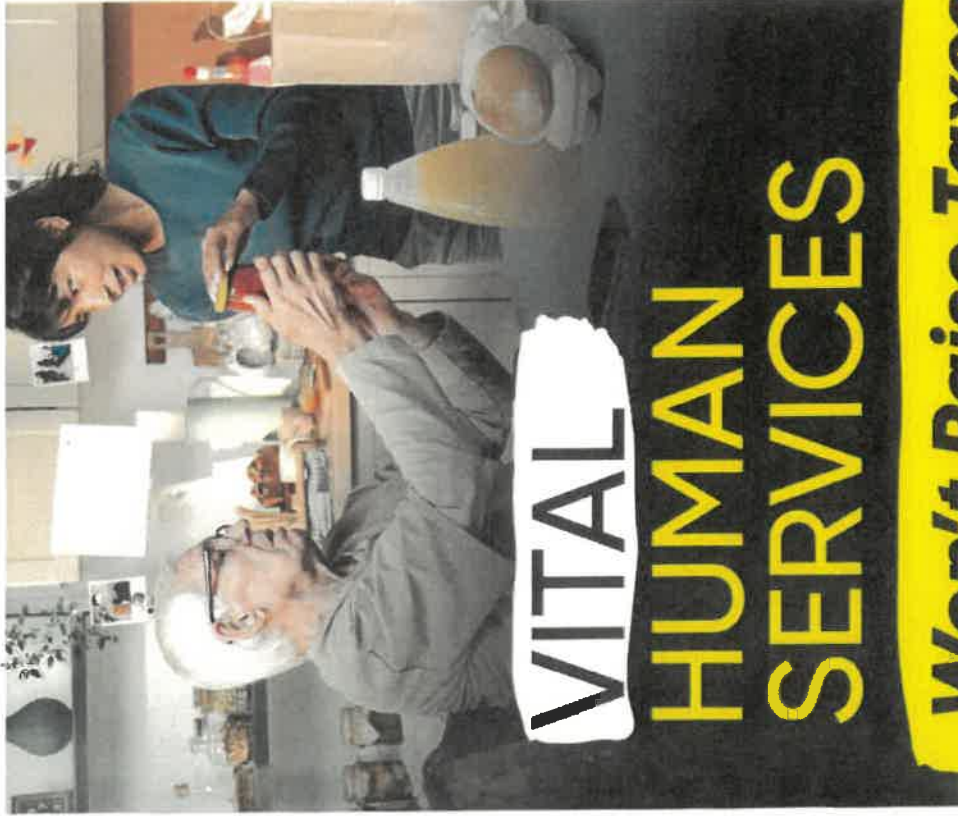
→ Delivered meals
and essential
health care for
homebound
elderly.

→ Protections
from abuse and
neglect for
at-risk children.

→ Services and
housing support
for individuals with
developmental
disabilities.

→ Treatment for
drug addiction
and mental
illness.

→ Disaster response
and restaurant
inspections that
help everyone.



VITAL HUMAN SERVICES

Won't Raise Taxes

**HELP 100,000+ RESIDENTS
ACROSS MONTGOMERY COUNTY
IN EVERY COMMUNITY –**

WITH NO TAX INCREASE.



Hospital care for people who have no other way of paying.



Nutritious meals and home health care for frail elderly.



Programs to protect children from neglect and abuse.



Temporary housing and resources to help homeless citizens get back on their feet.



Suicide prevention and mental health treatment for residents in need.



Services to help unemployed adults enter or return to the workforce.

To learn more or help, visit VoteForHumanServices.com

YOUR VOTE MAKES A DIFFERENCE

Early Voting begins Oct 7th. Election Day is Nov. 4th.

Memorandum

To: Kurt E. Althouse, City Manager
From: Angela Swartz, Deputy Clerk of Council
Date: September 29, 2025
Re: **2026 Council Summer Schedule**

This is a resolution to set the summer schedule of City Council meetings during the months of June, July, and August 2026. The proposal is that the City Council meet once per month, on the 3rd Monday of each month. The City Council Study Session would begin tentatively at 5:30 pm with the regular business meeting commencing at 7:00 pm. The official dates for 2026 would be June 15, July 20, and August 17. In previous years, after providing adequate notice, the City Council has held special meetings on the first Monday to consider planning and zoning items to be efficient and expeditious in the processing of lawful applications. If it is the desire of the City Council, I would recommend maintaining this same practice in 2026.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-XX

A RESOLUTION ESTABLISHING A SUMMER MEETING SCHEDULE FOR THE MONTHS OF JUNE, JULY, AND AUGUST 2026

WHEREAS, Section 220.01(d) of the Codified Ordinances of the City of Vandalia allows Council to establish a summer schedule during the months of June, July and August; and

WHEREAS, it has been determined by the Council of the City of Vandalia that a summer schedule be established for the months of June, July, and August 2026.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. During the months of June, July, and August 2025, Council will cancel the regular Council meetings scheduled for June 1, July 6, and August 3.

Section 2. The regular meetings of Council for the months of June, July, and August 2025 shall be held on June 15, July 20, and August 17 beginning at 7:00 p.m.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This resolution shall take effect at the earliest period allowed by law.

Passed this 20th day of October, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council

Memorandum

To: Kurt E. Althouse, City Manager

From: Angela Swartz, Deputy Clerk of Council

Date: September 29, 2025

Re: **Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor**

This resolution will accept the Amounts and Rates for Tax Year 2025.

The Montgomery County Auditor noted the Amounts and Rates are subject to change due to election results and value changes. The revenue estimates continue to be at 95% collection. The packet includes a memo detailing the Local Government Fund distribution estimates for Calendar Year 2026, provided by the Montgomery County Auditor.

Memo

Date: September 5, 2025
To: Finance Directors and Fiscal Officers
From: Cheryl Miller
Subject: Tax Year 2025 Amounts & Rates Resolution

Enclosed is the following information:

1. Resolution accepting the Amounts and Rates for Tax Year 2025. (Note: Amounts and Rates are subject to change due to election results and value changes. These revenue estimates continue to be at 95% collection.) **Please submit a copy of the resolution passed by your board to the Auditor's Office by October 31, 2025.** If you are unable to file by the deadline, you will need to contact the Ohio Department of Taxation and request an extension.
2. Local Government Fund distribution estimates for Calendar Year 2026.

Karl L. Keith
Montgomery County Auditor

Cheryl Miller
Finance Department
451 W Third Street
Dayton OH 45422-1028
E-mail: MillerCh@mcOhio.org
Phone: (937) 225-4268
Fax: (937) 225-5011



**MONTGOMERY COUNTY
CALENDAR YEAR 2026 ESTIMATE
OF THE COUNTY UNDIVIDED LOCAL GOVERNMENT FUND**

July 25, 2025

In compliance with RC 5747.51(A), the Ohio Department of Taxation is certifying to Montgomery County, the estimated revenues to be allocated and received by the county's Undivided Local Government Fund for Calendar Year 2026.

**Calendar Year 2026 Estimated County
Undivided Local Government Fund**
Montgomery County:

CY 2026 Estimate CULGF	\$24,898,355
-------------------------------	---------------------

Statutorily, the CULGF receives 1.75 percent of the revenue from all state General Revenue tax sources. Your county's share was determined pursuant to the formula contained in RC sections 5747.50 through 5747.51 (inclusive). RC 5747.501 guarantees that each county's CULGF distribution will receive in any fiscal year an amount that is no less than \$850,000.

Note that the above figures are estimates, reflecting the current best projection of state tax revenues during Calendar Year 2026. Because of the inherent difficulty in projecting state tax revenues relatively far in advance, please remember that actual calendar year 2026 distributions to your county's undivided local government fund will vary from the above estimate by an unknown degree. Additionally, these amounts are prior to any withholding of fines derived from traffic enforcement camera as given in R.C. 5747.502.

In addition, forms for your use in complying with the reporting requirements of RC 5747.51(J) will be posted to our website (RA/JL form). This section requires notification to the Tax Commissioner of the estimated allocations to the subdivisions of the CULGF. In addition, we are asking that also show the estimated allocations of the Public Library Fund. Please complete and return these forms after your county's budget commission has made the 2026 apportionments.

If you have any questions concerning the CULGF forecast, please contact Kenneth Frey of Tax Analysis (614-995-0116). In you have questions concerning LGF payments, please contact either Andrew Coulter of Revenue Accounting (614-466-7150).

Local Government Fund Distribution 2026

2026 Estimated Local Government Fund

	Subdivision	Amount	Percent of Grand Total
COUNTY:	Montgomery County	\$10,536,835.20	42.31942%
CITIES:	Brookville	88,180.95	0.35416%
	Carlisle	3,907.44	0.01569%
	Centerville	390,155.46	1.56699%
	Clayton	197,183.63	0.79195%
	Dayton	8,651,665.46	34.74794%
	Englewood	196,976.01	0.79112%
	Germantown	86,950.03	0.34922%
	Huber Heights	560,600.07	2.25155%
	Kettering	834,916.08	3.35330%
	Miamisburg	300,358.01	1.20634%
	Moraine	97,924.45	0.39330%
	Oakwood	139,404.79	0.55990%
	Riverside	362,927.04	1.45763%
	Springboro	17,855.68	0.07171%
	Trotwood	342,179.45	1.37431%
	Union	104,360.80	0.41915%
	Vandalia	222,647.25	0.89422%
	West Carrollton	191,473.97	0.76902%
	City Total:	12,789,666.57	51.36750%
VILLAGES:	Farmersville	18,204.28	0.07311%
	New Lebanon	69,621.80	0.27962%
	Phillipsburg	9,093.01	0.03652%
	Verona	1,241.62	0.00499%
	Village Total:	98,160.71	0.39424%
TOWNSHIPS:	Butler	76,793.56	0.30843%
	Clay	33,328.50	0.13386%
	German	27,472.23	0.11034%
	Harrison	203,113.60	0.81577%
	Jackson	24,348.27	0.09779%
	Jefferson	55,625.21	0.22341%
	Miami	287,954.86	1.15652%
	Perry	30,586.87	0.12285%
	Washington	349,473.63	1.40360%
	Township Total:	1,088,696.73	4.37257%
PARKS:	Five Rivers Metro Park	375,061.35	1.50637%
	Washington-Centerville Park	9,934.44	0.03990%
	Park Total:	384,995.79	1.54627%
GRAND TOTAL:		\$24,898,355.00	100.00000%

City of Vandalia - Tax Year 2025/2026

SCHEDULE A

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED TAX RATES**

FUND	Amount Approved By Budget Commission Inside 10 M. Limitation	Amount To Be Derived From Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate To Be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
City of Vandalia - Tax Year 2025/2026	Column I	Column II	III	IV
General Fund.....	767,874	1,146,825	1.54	2.30
General Fund.....				
Police Pension Fund.....	149,586		0.30	

City of Vandalia - Tax Year 2025/2026

SCHEDULE B LEVIES OUTSIDE 10 MILL LIMITATION Carry to Sch A			
FUND	Maximum Rate Authorized To Be Levied	County Auditor's Estimate Of Yield Of Levy (Carry To Sch A Column II)	
GENERAL FUND: Charter authorized by voters 00/00/59 for a CONT period of time	2.30	1,146,825	

Tax Year 2025/2026

**RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED
BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR**

(City Council)

Revised Code, Secs, 5705.34 - 5705.35

The Council of the City of _____, Montgomery County,
Ohio met in _____ session on the _____ day of _____ 2025, at the office
of _____ with the following members present:

_____ moved the adoption of the following Resolution:

WHEREAS, The Budget Commission of Montgomery County, Ohio, has certified
its action thereon to this Board, together with an estimate by the County Auditor of the
rate of each tax necessary to be levied by this Council, and what part thereof is without,
and what part within, the ten mill tax limitation; therefore, be it

RESOLVED, By the Council of the City of _____
Montgomery County, Ohio, that the amounts and rates, as determined by the Budget
Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said City
the rate of each tax necessary to be levied within and without the ten mill limitation as
follows:

Tax Year 2025/2026

and be it further

RESOLVED, That the Clerk of the Council be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

_____ seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

_____,
_____,
_____,
_____,
_____,
_____.

Adopted the _____ day of _____, 2025.

Clerk of Council

_____ City

Montgomery County, Ohio

Tax Year 2025/2026

CERTIFICATE OF COPY

Original On File

The State of Ohio, Montgomery County,

I, _____, Clerk of this Council of _____
City, in said County, and in whose custody the Files and Records of said Board required
by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken
and copied from the original minutes _____ now on file with said
Council, that the foregoing has been compared by me with said original document, and
that the same is a true and correct copy thereof.

WITNESS my signature, this _____ day of _____, 2025.

Clerk of Council

_____ City

Montgomery County, Ohio

Tax Year 2025/2026

No:

COUNCIL OF THE CITY OF
MONTGOMERY COUNTY, OHIO

RESOLUTION

ACCEPTING THE AMOUNTS AND RATES
AS DETERMINED BY THE BUDGET
COMMISSION AND AUTHORIZING THE
NECESSARY TAX LEVIES AND
CERTIFYING THEM TO THE COUNTY
AUDITOR.

(City Council)

Adopted _____, 2025

Clerk of Council

Filed _____, 2025

County Auditor

By _____
Deputy

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 25-R-XX

RESOLUTION ACCEPTING THE TAX YEAR 2025/2026 AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

WHEREAS, the Budget Commission of Montgomery County, Ohio, has certified its action thereon to City Council, together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Council, and what part thereof is without, and what part within, the ten-mill tax limitation;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. By the Council of the City of Vandalia Montgomery County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted and that there be and is hereby levied on the tax duplicate of said City the rate of each tax necessary to be levied within and without the ten-mill limitation as set forth on the attached Schedule A and B.

Section 2. The Clerk of the Council be and is hereby directed to certify a copy of this Resolution to the County Auditor of said County.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall be in full force and effect immediately upon its passage.

Passed this 20th day of October 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council



EMS BILLING

CITY COUNCIL, OCTOBER 6, 2025

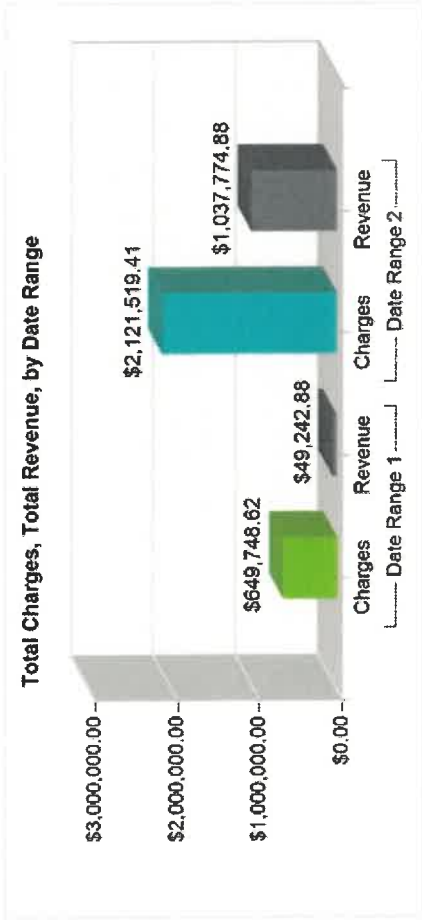
“HOW DID WE GET HERE?”

- EMS Billing Began in 2009
- Last Fee Adjustment was 2015
- In late 2023 we were notified by Optum that they would be cancelling our EMS Billing Agreement (of nearly 15 years, under different names).
- In early 2024 after, Optum sustained a serious data breach and completely shut down all EMS billing operations (and communications with us).
- In early 2024 we scrambled to contract with a new third-party provider and in early summer 2024, we contracted with *Medicount Management*.
- We have completed one year with Medicount and we are pleased to be able to provide the following information:





TOTAL CHARGES, TOTAL REVENUE BY DATE RANGE



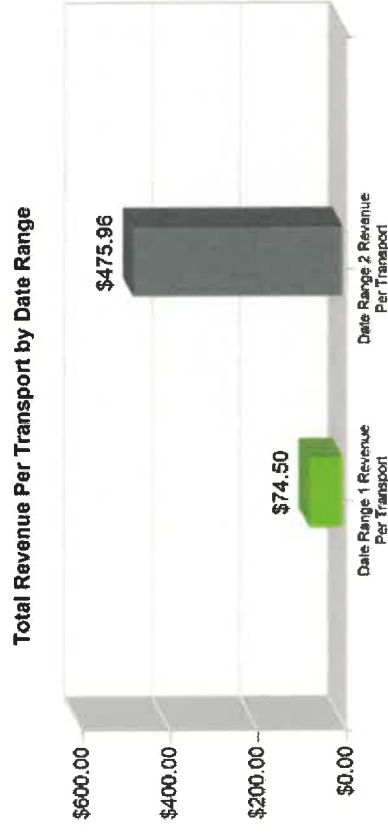
Date Range #1= September 2023-July 2024

Date Range #2= September 2024-July 2025

- Date Range is the last good data that we have access to.
- Charges improved **1.4million**
- Revenue improved **\$48K**
- This includes accounts that Optum couldn't/wouldn't work, and then tired to work after *Medicount* had already worked, and collected from.



REVENUE PER TRANSPORT



- *Medicount* \$475/call
- Optum \$74.50/call
- Optum, lowest per/call revenue in the history of EMS Billing VFD.



EMS Billing Summary

- Revenue increases
- Properly Billing Each Account, Improved Data Collection as a result of "on board" training with Medicount.
- Medicount more aggressively working the accounts, especially the aging accounts that Optum neglected and/or stopped working.
- Payment detail, Medicare and Medicaid, proper data capture, follow-up from Medicount during billing process and fully working the accounts.

CITY OF VANDALIA - 427

8/1/2023 to 7/31/2024 & 8/1/2024 to 7/31/2025

8/1/2023 to 7/31/2024

Total Charges	\$649,748.62
Total Payments	\$49,242.88
Total Adjustments	\$65,370.84
Total Write-offs	\$0.00
Total Refunds	\$0.00
Total Payments No Fee	\$0.00
Collection Rate	17.6%
Revenue Per Transport	\$74.50

8/1/2024 to 7/31/2025

Total Charges	\$2,121,519.41
Total Payments	\$1,037,331.06
Total Adjustments	\$1,313,602.74
Total Write-offs	\$91,106.62
Total Refunds	\$1,160.98
Total Payments No Fee	\$443.82
Collection Rate	110.8%
Revenue Per Transport	\$475.96

Charge Detail

ALS	\$385,153.12	424	84.1%
ALS 2	\$17,452.20	15	2.3%
ALS NE	\$0.00	0	0.0%
BLS	\$150,267.36	222	33.6%
BLS NE	\$0.00	0	0.0%
Mileage	\$96,875.94	10.0	
Non Transport	\$0.00	0	0.0%
Total	\$649,748.62	661	

Charge Detail

ALS	\$1,264,464.96	1,394	64.6%
ALS 2	\$45,375.72	39	1.8%
ALS NE	\$0.00	0	0.0%
BLS	\$502,821.84	744	34.2%
BLS NE	\$0.00	0	0.0%
Mileage	\$308,758.69	9.7	
Non Transport	\$0.00	0	0.0%
Total	\$2,121,519.41	2,177	

Payment Detail

Auto Insurance	\$0.00	0.0%
Commercial Insurance	\$9,446.03	19.2%
Facility	\$0.00	0.0%
Medicaid	\$269.25	0.5%
Medicaid HMO	\$4,513.40	8.2%
Medicare	\$4,121.83	8.4%
Medicare HMO	\$30,892.37	62.7%
Patient Pays	\$0.00	0.0%
Veteran Affairs	\$0.00	0.0%
Workers' Comp Insurance	\$0.00	0.0%
Total	\$49,242.88	

Payment Detail

Auto Insurance	\$3,063.74	0.3%
Commercial Insurance	\$281,771.30	27.2%
Facility	\$0.00	0.0%
Medicaid	\$24,668.28	2.4%
Medicaid HMO	\$156,837.76	15.1%
Medicare	\$214,897.96	20.7%
Medicare HMO	\$297,245.01	28.7%
Patient Pays	\$18,539.79	1.8%
Veteran Affairs	\$30,964.76	3.0%
Workers' Comp Insurance	\$9,312.45	0.9%
Total	\$1,037,331.06	





Emergency Ordinance

- Last adjustment was 2015
- X2.5 Based on Medicare (80% reimbursement) for 2025
- X2.5 Medicare Reimbursement each year moving forward.
- Surrounding EMS Providers Fee Schedules.
- Impact Residents?
- Non-Residents Insured/Non-Insured
- Reduce Write-off's
- Calls for service/transport are up

Charges	Current Fees	Medicare Urban Base Rate 2025	Propose Fees (2.5X Base for 2025)
BLS Emergent	\$676.68	\$426.93	\$1,067.33
ALS Emergent	\$908.38	\$506.98	\$1,267.45
ALS 2	\$1,163.48	\$733.79	\$1,834.48
Mileage	\$14.70	\$9.15	\$22.88

QUESTIONS





INTEROFFICE MEMORANDUM

TO: KURT ALTHOUSE, CITY MANAGER
FROM: CHAD FOLICK, FIRE CHIEF
SUBJECT: ORDINANCE ESTABLISHING EMS USER FEES
DATE: SEPTEMBER 18, 2025

The Division of Fire respectfully requests the opportunity to provide a brief presentation to City Council during the Council Workshop on October 6, 2025. This presentation will highlight our progress with EMS Billing and EMS Billing Revenue after one year of working with our third-party firm, *MediCount* Management.

In addition, the Division of Fire will explain an Emergency Ordinance scheduled to come before City Council on October 20, 2026. During our annual review with *MediCount*, we identified that Vandalia's EMS Billing structure is not aligned with the fee structures of surrounding jurisdictions. To remain competitive in the market, we recommend making these adjustments.

Finally, we will discuss a potential change to the billing and collection methods used by the Division of Fire. To reduce the number of write-offs, we propose instructing *MediCount* to begin sending non-resident clients to collections at the end of the standard billing cycle. This change will not affect residents, who will continue to be billed under the current process.

Attached are a short slide deck and a draft resolution, which will be forwarded to Mr. McDonald for review.

Please let me know if you have any questions or concerns. Thank you for your time and consideration.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION NO. 25-R- _____

A RESOLUTION UPDATING FEES FOR EMERGENCY MEDICAL SERVICES BASED ON THE CENTER FOR MEDICARE AND MEDICAID SERVICES RATES.

WHEREAS, Resolution 15-R-13 established a schedule for charges for Emergency Medical Services; and

WHEREAS, the Division of Fire has determined it necessary to adjust the fees set forth in Resolution 15-R-13 to reflect current operational costs and to ensure the continued quality and availability of emergency response services; and

WHEREAS, the Center for Medicare and Medicaid Services develops and publishes fee schedules for ambulance services and related activities from time to time;

WHEREAS, the Division of Fire has determined the current Center for Medicare and Medicaid Services Fee-for Service Schedule reflect an appropriate baseline operational costs

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, THAT:

Section 1. The fees for Emergency Medical Services provided by the City shall be 2.5 times the full Center for Medicare and Medicaid Services Fee Schedule as set forth from time to time for Code A0429 - BLS Emergency; Code A0427 - ALS1 Emergency; Code A0433 - ALS2 Emergency; and Code A0425 – Mileage. Any other customary fees not in this list shall be established by the City Manager from time to time:

Section 2. If the Center for Medicare and Medicaid Services Fee-for Service Schedule decreases, the Division of Fire shall continue billing at the then current rate, and not decrease the fee; provided, however, the fee shall increase in future years as applicable using the formulas set forth in Section 1.

Section 3. It is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4. This Resolution shall be in full force and effect immediately upon its passage.

Passed this 20 day of October 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council



To: Kurt E. Althouse, City Manager
From: Ben Borton, Director of Public Service
Date: October 1, 2025
Subject: Design Proposal Award – Poe Ave, Wyse Rd, Miller Ln Resurfacing

The City of Vandalia has been awarded Surface Transportation Program (STP) grant funds through Miami Valley Regional Planning Commission (MVRPC) to support the resurfacing a portion of Poe Avenue, Wyse Road, and Miller Lane. The total estimated cost of the project, including engineering, is \$1,228,560. Of this amount, the City will receive up to \$843,334 in grant funding.

Per the terms of the grant, the City is responsible for preliminary engineering and design services using an Ohio Department of Transportation (ODOT) pre-qualified consultant. The project is scheduled for construction in 2028 and will be administered and sold by ODOT.

A Request for Proposals (RFP) was issued for the preliminary engineering and design work, and four firms submitted proposals. The proposals and associated costs are listed below:

- | | |
|---------------------------|----------|
| 1. Choice One Engineering | \$51,400 |
| 2. The Kleingers Group | \$75,000 |
| 3. Bayer Becker | \$84,750 |
| 4. LJB | \$94,000 |

A total of \$104,115 was allocated from the Street Fund in the 2025 Capital Improvement Budget to support the project's design work.

Based on the proposals received, I recommend awarding the preliminary engineering and design contract to **Choice One Engineering Corp.**, of Sidney, OH, as the lowest and best proposer, at a cost of **\$51,400.00**. A summary of project funding is provided below for reference.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



Trust and Confidence

Transparent government to empower stakeholder engagement.

STP/CMAQ Project Funding Detail

PHASE	TOTAL \$	FEDERAL PRO- RATA (3)	FEDERAL \$	LOCAL PRO- RATA (3)	LOCAL \$	TOTAL PRO- RATA
Preliminary Engineering	\$104,115	%	(1) \$	100%	\$104,115	100%
Right-of-Way	\$	%	(1) \$	%	\$	100%
Construction	\$1,041,153	75%	\$780,865	25%	\$260,288	100%
Construction Engineering (See footnote (2) below)	\$83,292	75%	\$62,469	25%	\$20,823	100%
TOTAL	\$1,228,560		\$843,334		\$385,226	

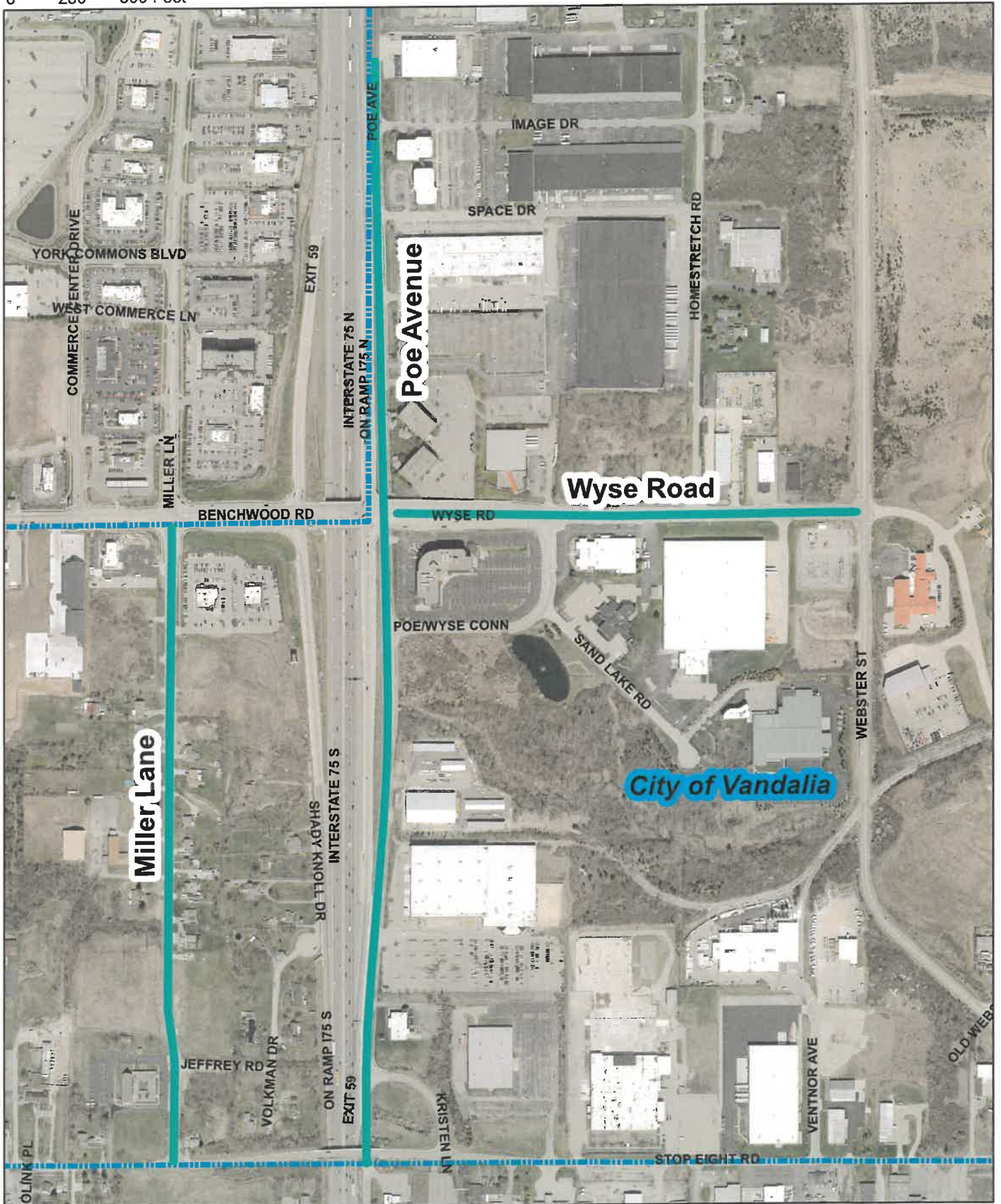
- (1) These phases are not typically funded with MVRPC's STP/CMAQ Funds.
- (2) Construction Engineering (CE) costs should be calculated based on the guidance on the following page. The requested % Federal participation in CE must be the same as the requested % Federal participation in Construction unless the CE will be 100% Local.
- (3) Numbers shown in these columns must be whole numbers.



0 250 500 Feet



Miller Lane, Poe Avenue & Wyse Road





To: Kurt E. Althouse, City Manager
From: Ben Borton, Director of Public Service
Date: October 1, 2025
Subject: ODOT Participatory Resolution – Johnson Station Road Bridge Replacement

The City of Vandalia is partnering with the Ohio Department of Transportation (ODOT) on the replacement of the Johnson Station Road bridge. The project has received \$1,382,327 in federal grant funding through ODOT's Municipal Bridge Program, along with an additional \$200,000 in ODOT Design Task Order funding for preliminary engineering and design.

To continue moving the project forward and maintain alignment with ODOT's schedule, I recommend that Council approve a resolution authorizing ODOT to manage the bidding and construction phases of the project. ODOT has completed its review of the Stage 2 design plans, with final plan approval expected in 2026. The project is scheduled to go out to bid in Autumn 2026, with construction anticipated to begin in January 2027.



Infrastructure

Protect infrastructure by investing in roads, utilities & parks.



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.

CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-##

A RESOLUTION AUTHORIZING COOPERATION AND CONTRACTS WITH OHIO DEPARTMENT OF TRANSPORTATION REGARDING ODOT PROJECT MOT JOHNSON STATION RD BRIDGE BEING PID NO. 120484

WHEREAS, the State of Ohio, Department of Transportation ("ODOT") and the City of Vandalia (the "City") have determined the need to replace the Johnson Station Road bridge SFN 5765145 within the City of Vandalia, Ohio;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Being in the public interest, the City gives consent to the Director of Transportation to replace the Johnson Station Road bridge SFN 5765145 within the City of Vandalia, Ohio (the "Project").

Section 2. The City shall cooperate with the Director of Transportation in the above described Project as follows:

The City agrees to participate in the cost of the Project. The City further agrees to pay 100% of the cost of those features requested by the City which are determined by the State and Federal Highway Administration to be unnecessary for the Project.

The City further agrees that change orders and extra work contracts required to fulfill the construction contracts shall be processed as needed. The State shall not approve a change order or extra work contract until it first gives notice, in writing, to the City. The City shall contribute its share of the cost of these items in accordance with other sections herein.

The City further agrees to pay 100% of the cost to install and/or repair curb ramps at all necessary intersections to ensure compliance with the Americans with Disabilities Act.

Section 3. The City agrees that if Federal Funds are used to pay the cost of any consultant contract, the City shall comply with 23 CFR 172 in the selection of its consultant and administration of the consultant contract. Further the City agrees to incorporate ODOT's "Specifications for Consulting Services" as a contract document in all of its consultant contracts. The City agrees to require, as a scope of services clause, that all plans prepared by the consultant must conform to ODOT's current design standards and that the consultant shall be responsible for ongoing consultant involvement during the construction phase of the Project. The City agrees to include a completion schedule acceptable to ODOT and to assist ODOT in rating the consultant's performance through ODOT's Consultant Evaluation System.

Section 4. The City hereby authorizes the City Manager or his designee of the City of Vandalia to enter into and execute contracts with the Director of Transportation which are necessary to develop plans for and to complete the above-described Project; and to execute contracts with ODOT pre-qualified consultants for the preliminary engineering phase of the Project. Upon request of ODOT, the City Manager or his designee is also empowered to execute any appropriate documents to affect the assignment of all rights, title, and interests

of the City to ODOT arising from any agreement with its consultant in order to allow ODOT to direct additional or corrective work, recover damages due to errors or omissions, and to exercise all other contractual rights and remedies afforded by law or equity.

Section 5. The City agrees that all right-of-way required for the described Project will be acquired and/or made available in accordance with current State and Federal regulations. The City also understands that right-of-way costs include eligible utility costs. The City agrees that all utility accommodation, relocation and reimbursement will comply with the current provisions of 23 CFR 645 and the ODOT Utilities Manual.

Section 6. Upon completion of the Project, and unless otherwise agreed, the City shall: (1) provide adequate maintenance for the Project in accordance with all applicable State and Federal law, including, but not limited to, Title 23, U.S.C., Section 116; (2) provide ample financial provisions, as necessary, for the maintenance of the Project; (3) maintain the right-of-way, keeping it free of obstructions; and (4) hold said right-of-way inviolate for public highway purposes.

Section 7. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 8. This resolution shall become effective immediately upon its passage.

Passed this 20th day of October 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council



To: Kurt Althouse, City Manager
From: Alicia McCracken, Director Parks & Recreation
Subject: Swing Area Safety Surfacing Project – Helke Park
Date: October 1, 2025

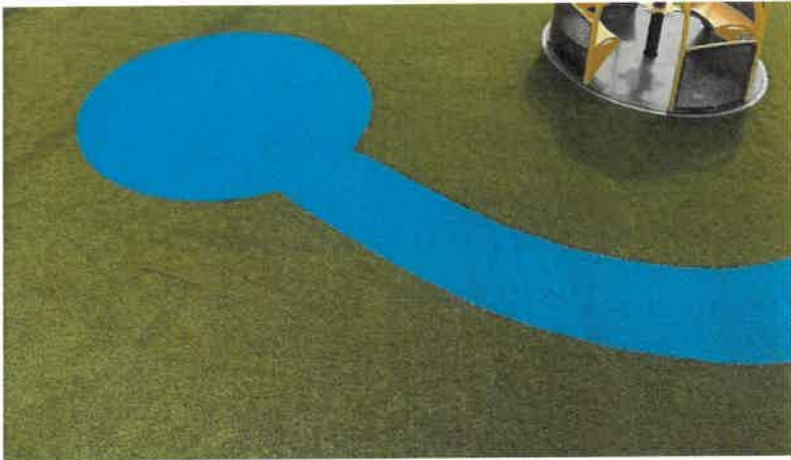
This memo is to serve as an official recommendation for the City of Vandalia to waive the formal bidding process for the purchase and installation of Safety Surfacing for the proposed Helke Park swing area project, authorizing the purchase through the Sourcewell Cooperative Procurement program with Forever Lawn of Ohio at a cost not to exceed \$60,000 (Sourcewell contract 031622-FVL). Sourcewell is a national municipal contracting agency with competitively bid and awarded purchasing solutions.

The playground safety surface we are proposing for installation at Helke Park for the swing set relocation. Forever Lawn of Ohio will install a Playground Grass safety surface product that meets the American Society for Testing and Materials International 13' critical fall height requirements and exceeds the head injury criterion requirements. Forever Lawn of Ohio products also meet all the Consumer Product Safety Commission standards and recommendations for playground surfaces. This will be the same turf product used on the new playgrounds at Helke Park, Sports Complex and Robinette Park.

Based on the proceeding information, I am requesting Council waive the formal bidding process with Forever Lawn of Ohio for the purchase and installation of playground safety surfacing and recommend authorizing the purchase from the Sourcewell Cooperative Procurement Contract #031622-FVL at a cost not to exceed \$60,000. The total payment of this contract when combined with the amount paid to Landscape Structures for the playground unit shall not exceed the combined total amount of \$111,000 for the Helke Park Swing Area project.

Thanks for your time and consideration.

Forever Lawn Playground Grass product at Helke Park, Sports Complex and Robinette Park



CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-XX

A RESOLUTION AUTHORIZING THE PURCHASE AND INSTALLATION OF SAFETY SURFACE FOR SWING AREA IMPROVEMENTS AT HELKE PARK FROM FOREVER LAWN OF OHIO THROUGH THE SOURCEWELL PROCUREMENT CONTRACT #031622-FVL.

WHEREAS, Council has received a memo dated October 1, 2025, from Alicia McCracken, Director of Parks and Recreation, recommending Council waive the formal bidding process for the purchase of playground safety surface and authorizing the purchase from the Sourcewell Cooperative purchasing procurement contract #031622-FVL through Forever Lawn of Ohio at a cost not to exceed \$60,000; and

WHEREAS, the swing area safety surface for swing area at Helke Park, which is being relocated.

WHEREAS, pursuant to Vandalia Code section 208.02(e), Council has the authority to waive the formal bidding process.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Council waives formal bidding for the playground safety surface purchase project pursuant to Vandalia Code section 208.02 (e) (2).

Section 2. The City Manager, or his designee, is authorized to negotiate and enter into a contract with Forever Lawn of Ohio for playground safety surfacing through the Sourcewell Procurement Contract 031622-FVL at a cost not to exceed \$60,000.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This resolution shall become effective immediately upon its passage.

Passed this 20th day of October, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council

To: Kurt Althouse, City Manager
From: Alicia McCracken, Director Parks & Recreation
Subject: Swing Area Project – Helke Park
Date: October 1, 2025

This memo is to serve as an official request and recommendation to waive the formal bidding process for the capital purchase of swing area equipment for Helke Park, authorizing the purchase through the State of Ohio Procurement program Ohio State Contract #RSC026359-STS640 with Landscape Structures of Delano, Minnesota at a cost not to exceed \$51,000.

The swing area unit we are proposing is relocation of an existing swing area at Helke Park. This swing area will be constructed where the old playground unit was located. We are proposing to add a shade panel to the three swing bays adding a more enjoyable experience for parkgoers by adding shade and providing sun protection.

Based on the proceeding information, I am requesting Council waive the formal bidding process for the purchase of playground equipment and recommend authorizing the purchase from the State of Ohio Procurement Contract # RSC026359-STS640 through Landscape Structures at a cost not to exceed \$51,000. The total payment of this contract when combined with the amount paid to Forever Lawn of Ohio for safety surfacing shall not exceed the combined total of \$111,000.

Thanks for your time and consideration.

Proposed Swing Area



CITY OF VANDALIA
MONTGOMERY COUNTY, OHIO

RESOLUTION 25-R-XX

A RESOLUTION FOR THE PURCHASE OF HELKE PARK SWING AREA EQUIPMENT AND AUTHORIZING THE PURCHASE FROM LANDSCAPE STRUCTURES THROUGH THE STATE OF OHIO PROCUREMENT CONTRACT ##RSC026359-STS640.

WHEREAS, Council has received a memo dated October 1, 2025, from Alicia McCracken, Director of Parks and Recreation, recommending Council waive the formal bidding process for the purchase of playground equipment and authorizing the purchase from the State of Ohio procurement contract #800841-STS640 through Landscape Structure at a cost not to exceed \$51,000; and

WHEREAS, swing area unit being proposed is a relocation of an existing swing area at Helke Park; Helke Park swing area will be constructed where the old playground unit was located; proposal to include a shade panel over the three swing bays and;

WHEREAS, pursuant to Vandalia Code section 208.02(e), Council has the authority to waive the formal bidding process.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF VANDALIA, MONTGOMERY COUNTY, OHIO THAT:

Section 1. Council waives formal bidding for the Swing Area Equipment purchase project pursuant to Vandalia Code section 208.02 (e) (2).

Section 2. The City Manager, or his designee, is authorized to negotiate and enter into a contract with Landscape Structures of Delano, Minnesota for playground equipment through the State of Ohio Procurement Contract # RSC026359-STS640 at a cost not to exceed \$51,000.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this legislation were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were taken in meetings open to the public and in conformance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This resolution shall become effective immediately upon its passage.

Passed this 20th day of October, 2025.

APPROVED:

Richard Herbst, Mayor

ATTEST:

Kurt E. Althouse, Clerk of Council

MEMORANDUM

TO: Kurt Althouse, City Manager
FROM: Michael Hammes, AICP, City Planner
DATE: October 1, 2025
SUBJECT: PC 25-0013 – Rezoning – Foxfire Section 8

General Information

Owner/Applicant: Campbell Berling Huber Heights LLC
3333 Madison Pike
Fort Wright, KY 41017

Engineer/Surveyor: MSP Design, Inc.
3700 Park 42 #190B
Cincinnati, OH 45241

Existing Zoning: Residential Single-Family (RSF-2)

Proposed Zoning: Residential Single-Family (RSF-4) (14.691 acres)
Agriculture (A) (0.795 acres)

Location: 770 Bolton Abbey Lane

Parcel(s): B02 01201 0026

Acreage: 15.478 Acres +/-

Related Case(s): PC 20-07 – Rezoning – Foxfire Section 8¹
PC 20-18 – Preliminary Plat – Foxfire Sections 8 & 9²
PC 24-10 – Final Plat – Foxfire Section 9³

Requested Action: Approval

Exhibits: 1. Application
2. Site Plan and Related Maps
3. Legal Description (Agriculture area)

¹ The requested rezoning, from RSF-2 to RSF-4, was denied in November 2020. See Ordinance 20-30.

² Approved January 2021, Resolution 21-R-01.

³ The Record Plan for Foxfire Section 9, approved in September 2024, included 2.761 acres of this parcel located at the south end of the site, all of which was zoned RSF-4. This application covers only the remaining 15.478 acres located in the RSF-2 district.

Application Background

Greg Berling, on behalf of Campbell Berling Huber Heights LLC, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves one parcel totaling 15.485 acres +/-, located at 770 Bolton Abbey Lane in the City of Vandalia. As proposed, the subject property would be rezoned from the RSF-2 Residential Single-Family district to the RSF-4 Residential Single-Family and A - Agriculture districts.

Section 8 of the Foxfire Subdivision consists of 15.485 acres in the RSF-2 zoning district. The applicant proposes rezoning the bulk of this parcel to the RSF-4 Residential Single-Family district. The RSF-4 district would allow the construction of new homes comparable to those currently under construction in section 9.

As noted in their application, the goal is to adjust lot sizes "...to create a continuous transition for existing RSF-4 lots out to RSF-2 lots on Bolton Abbey."

A small area at the north end of the site serves as a driveway for several properties along Poplar Creek Road. The applicant proposes to rezone this area to A – Agriculture to match the surrounding properties.

The areas to be rezoned are as follows:

Parcel	Acres	New Zoning
B02 01201 0026	0.795 acres	A – Agriculture
B02 01201 0026	14.691 acres	RSF-4 – Residential Single Family

Surrounding Zoning / Uses

Surrounding uses are largely residential in character, with single-family residential homes to the north, south, and east. To the west, various commercial properties sit along Poe Avenue between this site and the I-70/I-75 Interchange.

Surrounding zoning districts are as follows:

Direction	District
North	A – Agriculture
South	RSF-2 - Residential Single-Family RSF-4 – Residential Single-Family
East	RSF-2 - Residential Single-Family
West	HB – Highway Business

Comprehensive Plan

The 2020 Comprehensive Plan lists this area a “Low Density Residential” area.⁴ The proposed RSF-4 zoning would be consistent with that designation.

Other Considerations

The applicant has submitted a proposed lot layout, as well as plans for additional open space and landscaped areas. If approved, the proposed lot layout would conform to the standards of the requested RSF-4 district.

The rezoning of the northern driveway / access easement to A – Agriculture is consistent with the zoning of surrounding properties served by that driveway. Staff notes that the driveway would be split off as its own parcel, and that the applicant has provided a legal description showing the area to be zoned A – Agriculture.

Review and Recommendation

Zoning Map Amendment Review Criteria

Recommendations and decisions on zoning map amendment applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.⁵

- (1) The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed rezoning furthers the purposes of the code.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

- (2) The proposed amendment and proposed uses are consistent with the City’s adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed rezoning is consistent with the City’s goals and policies, and particularly that it is consistent with the Comprehensive Plan.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

⁴ City of Vandalia Comprehensive Plan, Page 55.

⁵ Vandalia Zoning Code, Section 1214.07(d) – Zoning Map Amendment Review Criteria

Review Criteria (Cont'd)

- (3) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Based on the history of the site, Staff feels that the proposed rezoning is necessary due to changing conditions.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

- (4) The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services to serve the proposed single-family residential development.

The Planning Commission agreed with the staff comment by a vote of 3-0.

- (5) The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

- (6) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

Ms. Cox agreed with the staff comment. Mr. Plant and Mr. Hussong disagreed. The Planning Commission disagreed with the staff comment by a vote of 1-2.

- (7) The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Review Criteria (Cont'd)

- (8) The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Having reviewed the proposed rezoning and the application materials provided, Staff finds that the application appears to meet the relevant criteria for approval.

Staff recommends that Planning Commission issue a recommendation of **approval** for the proposed amendments to the zoning map.

On September 23rd, 2025, the Planning Commission voted 2-1 in favor of Staff's recommendation of approval.

The application is hereby forwarded to Council for their review.



Surrounding Zoning – 770 Bolton Abbey Lane (15.478 acres +/-)

EXHIBIT A

Campbell Berling Development Company, LLC

8/15/2025

City of Vandalia:

I'm submitting a revised plan of Section 8 at Foxfire subdivision and requesting a zone change from RSF-2 to RSF-4. This change will make the Section 8 consistent with lot sizes in Sections 7 & 9. When first approved Foxfire provided transitions from the larger lot (RSF-2) sections to smaller lots (RSF-4) and two-family homes (RTF) where it abutted (O/IP) Office/Industrial Park and (HB) Highway Business zone. These transition zones were at the south and western portion of Foxfire along Deerhurst Dr but for some reason did not extend into Section 8 which abuts the same Highway Business zone.

Sincerely,



Greg Berling

DESCRIPTION FOR: CAMPBELL BERLING
DEVELOPMENT COMPANY, LLC

LOCATION: CITY OF VANDALIA
FOXFIRE SUBDIVISION
0.795 ACRES
Existing Zone: RSF-1, Residential Single Family
Proposed Zone: A, Agriculture

Situate in Section 27, Town 3, Range 6 East, City of Vandalia, Montgomery County, Ohio and being part of an 18.2405 acre tract as conveyed to Campbell Berling Development Company, LLC by deed recorded in I.R. Deed 21-029046, Montgomery County, Ohio Recorder's Office and being more particularly described as follows:

COMMENCING at the northwest corner of Lot 98, Foxfire, Section Six as recorded in Plat Book 195, Page 28, Montgomery County, Ohio Recorder's Office;

Thence with a north line of said Lot 98, Foxfire, Section Six, North 62°09'15" East, 99.92 feet to the southwest corner of a 1.779 acre tract as conveyed to Howard R. & Tanya E. Brown by deed recorded in Deed M.F. 90-602C04, Montgomery County, Ohio Recorder's Office;

Thence with the west line of said 1.779 acre tract, North 10°14'36" East, 174.04 feet to the southeast corner of a 3.167 acre tract as conveyed to Brian Scott & Annette Roseberry by deed recorded in I.R. Deed 10-013294, Montgomery County, Ohio Recorder's Office;

Thence with south lines of said 3.167 acre tract for the following two (2) courses and distances:

- 1) South 54°08'09" West, 409.31 feet to a point;
- 2) North 87°25'13" West, 117.85 feet to the TRUE POINT OF BEGINNING;

Thence with proposed zoning lines and through said Campbell Berling Development Company, LLC lands, South 71°23'30" West, 96.63 feet to the southwest corner of a 1.017 acre tract as conveyed to Johnny & Kristen Couch by deed recorded in I.R. Deed 17-033291, Montgomery County, Ohio Recorder's Office;

Thence with proposed zoning lines, the east line of said 1.017 acre tract, and in part an east line of a 1.579 acre tract as conveyed to Larry L. White & Phyllis E. Deitsch-White by deed recorded in Deed M.F. 90-0364B08, Montgomery County, Ohio Recorder's Office, North 10°03'47" East, 249.20 feet to a point;

Thence with proposed zoning lines, an east line of said 1.579 acre tract, and in part an east line of a 2.365 acre tract as conveyed to Keith C. & Sharon S. Hamby by deed recorded in Deed M.F. 93-0386A06, Montgomery County, Ohio Recorder's Office, North 40°07'47" East, 371.48 feet to a point;

Thence with proposed zoning lines and an east line of said 2.365 acre tract, North 20°19'47" East, 221.63 feet to a point in the centerline of Poplar Creek Road (40' R/W);

Thence with proposed zoning lines and the centerline of said Poplar Creek Road, South 59°07'13" East, 34.59 feet to the northwest corner of said 3.167 acre tract;

Thence with proposed zoning lines and west lines of said 3.167 acre tract for the following five (5) courses and distances:

- 1) South 20°19'47" West, 221.27 feet to a point;
- 2) South 40°07'47" West, 368.49 feet to a point;
- 3) South 10°03'47" West, 56.38 feet to a point;
- 4) South 87°25'13" East, 32.60 feet to a point;
- 5) South 02°34'47" West, 142.57 feet to the TRUE POINT OF BEGINNING

Containing 0.795 acres of land more or less.

Bearings based on The Ohio State Plane Coordinate System, South Zone, NAD83 (Ground).

I hereby certify that the above description is a complete, proper and legal description of the property to be re-classified herein. The above description is based on proposed deeds and plats of record and is not based on an actual field survey. Said description is to be used for the purpose of re-classification only, and is not to be used for the transfer of property.



Louis J Hanser P.S. #7843

Prepared by: McGill Smith Punshon, Inc.

Date: August 19, 2025

MSP No.: 18648.00





APPLICANT
CAMPBELL BERLING HUBER HEIGHTS LLC
 333 MADISON PIKE
 SUITE C
 FT. WRIGHT, KENTUCKY 41017

EXISTING ZONE: (RSF-2)
 AREA OF DEVELOPMENT: 15.485 AC.
 AREA TO BE REZONED TO (A) AGRICULTURE: 0.795 AC.
 RESIDENTIAL SINGLE FAMILY: 14.69 AC.
 AREA OF OPEN SPACE: 4.02 AC.
 NUMBER OF BUILDING LOTS: 35

EXISTING REQUIREMENTS
 RSF-2
 MINIMUM LOT: 11,000 SQ. FT.
 LOT AREA: 80 FEET
 WIDTH AT FRONT BUILDING LINE: 35 FEET
 FRONT YARD SETBACK: 7.5 FEET
 SIDE YARD SETBACK: 7.5 FEET
 REAR YARD SETBACK: 35 FEET

PROPOSED REQUIREMENTS
 RSF-4
 7,500 SQ. FT.
 58 FEET
 *30 FEET
 7.5 FEET
 35 FEET

*THE FRONT YARD SETBACK FOR LOTS 30-56 & 59-65 IS 35 FEET
 *THE FRONT YARD SETBACK FOR LOTS 57 & 58 IS 45 FEET



FOXFIRE SECTION EIGHT SECTION 27, TOWN 3, RANGE 6 EAST CITY OF VANDALIA MONTGOMERY COUNTY, OHIO GREATER MORRIS-BAVERCREEK SEWER DISTRICT NORTHBRIDGE SUBDISTRICT SEWER IMPROVEMENTS AREA No. 1 **CONCEPT PLAN**

Date: 07/12/2015
 Scale: 1"=50'
 Project No: 15040004-001-01-001
 Project Name: Foxfire Section Eight
 Project Location: Section 27, Town 3, Range 6 East, City of Vandalia, Montgomery County, Ohio
 Project Owner: Greater Morris-Baver Creek Sewer District
 Project Engineer: McMill Smith Puncheon
 Project Designer: McMill Smith Puncheon
 Project Checker: McMill Smith Puncheon
 Project Approver: McMill Smith Puncheon

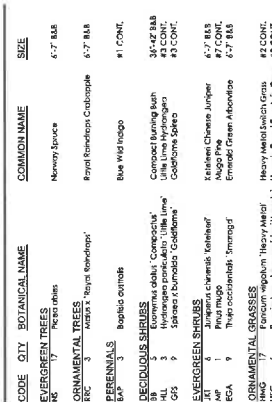
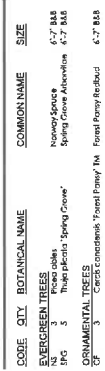
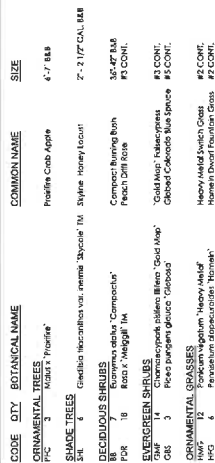


Sheet Title

PLANTING PLAN
Project Number 18648.000
Drawing Scale 1" = 50'
Sheet Number 11
File Number 18648



Sheet Title	PLANTING PLAN ENLARGEMENTS	
Project Number	18648.00	
Drawing Scale	1" = 20'	
Sheet Number	L2	
File Number	18648	



Minutes of the City of Vandalia Planning Commission
September 23, 2025

Members Present:	Ms. Kristin Cox, Mr. Lucious Plant, Mr. Bob Hussong
Members Absent:	None
Staff Present:	Michael Hammes, City Planner Ben Graham, Zoning & Planning Coordinator Ben Borton, Director of Public Service Rob Cron, Assistant City Manager
Others Present:	Greg Berling, Leon Mable, Sharon Mable, Alex Gonter-Dray, Russell Muntz, Rick Ford

Call to Order

Ms. Cox called the meeting to order at 6:01 p.m.

Attendance

Ms. Cox noted that three members were present. She added that the remaining two seats were vacant, so there was no need to excuse an absent member.

Approval of Minutes of the Planning Commission

Mr. Plant made a motion to approve the August 26th, 2025, minutes. Mr. Hussong seconded the motion. The motion carried 3-0.

Swearing in of Attendees Wishing to Speak at Meeting

The attendees were sworn in.

Old Business

Mr. Hammes confirmed that there was no Old Business on the agenda.

New Business – PC 25-0013 – Rezoning – Foxfire Section 8 – 770 Bolton Abbey Lane

Mr. Hammes introduced Case PC 25-0013. Greg Berling, on behalf of Campbell Berling Huber Heights LLC, requests a change of zoning as previously established by the Zoning Ordinance of the City of Vandalia. The request involves one parcel totaling 15.485 acres +/-, located at 770 Bolton Abbey Lane in the City of Vandalia. As proposed, the subject property would be rezoned from the RSF-2 Residential Single-Family district to the RSF-4 Residential Single-Family and A - Agriculture districts.

Mr. Hammes explained that the application involved 15.485 acres in Section 8 of the Foxfire development. The applicant wishes to rezone the bulk of the property to the RSF-4 district, which would match Section 9 to the south. A small area at the northeast end of the site would be zoned A – Agriculture to match adjacent properties.

Mr. Hammes discussed surrounding zoning districts. With the exception of Section 9 (RSF-4) and a portion of Section 7 (RTF), the Foxfire development is mostly in the RSF-2 district. The development is bordered to the west by Highway Business and I-75, to the north by Agriculture parcels along Poplar Creek, and to the south by Office/Industrial Park parcels along Little York Road. The Riverdale Subdivision is located to the east, in a Planned Unit Development district.

Mr. Hammes discussed the proposed Agriculture area at the northeast end of the site. He noted that the narrow strip of land is not usable as RSF-2, so the proposed A – Agriculture zoning would be reasonable given the surrounding Agriculture parcels located on either side of that area.

Mr. Hammes discussed the proposed layout for Section 8. He noted that the layout is provided to demonstrate that the development would meet the standards of the proposed RSF-4 district. He added that the current proposal has several open space lots not present in previous proposed layouts.

Mr. Hammes discussed the proposed additional landscaping within Section 8. He also discussed the redesigned retention areas.

Mr. Hammes reported that the 2020 Comprehensive Plan designates this parcel as Low Density Residential, a designation shared with the entire Foxfire development. He added that Staff believes that the proposed rezoning is consistent with that designation.

Mr. Hussong asked about a property at the corner of Bolton Abbey Lane and Cheviot Hills Lane. Mr. Hammes replied that that parcel was previously set aside as a public park, and is zoned PF – Public Facilities as a result. The City does not have ownership control of the parcel, but the plan remains to convert that parcel into a park.

Hearing no further questions from the Commission, Ms. Cox invited the applicant to the podium.

Mr. Greg Berling, of Campbell Berling, addressed the Commission. He thanked the Commission for considering the application. He added that construction was proceeding well in Section 9, and he looked forward to continuing that progress in Section 8.

Mr. Berling provided some background about the Foxfire subdivision. He noted that the original plan for the subdivision included a buffer area along the west side of the development along the Highway Business area. This buffer included Section 9 and part of Section 8. A rezoning application was filed in 2020 to create this RSF-4 buffer area on part of Section 8, but that application was denied.

Mr. Berling discussed the proposed layout for Section 8. He explained that his company had worked with nearby residents and City Staff to come up with a revised layout.

Mr. Berling pointed out that the 2020 proposal featured 65-foot lots, which took up the entire area of Section 8. He noted that residents had expressed a desire for buffers between the existing homes and any narrower lots.

Mr. Berling discussed specific changes to various lots, noting that several parcels have increased setbacks and other changes to accommodate additional landscaping. In most cases, these changes would not be feasible under the existing RSF-2 zoning.

Mr. Berling reported that Fischer Homes is doing well in Section 9, with projected home prices increasing from \$350,000 to an average sale price of \$398,000. The homebuilder has committed to requiring elevations with masonry in Section 8.

Mr. Berling discussed the park at Cheviot Hills and Bolton Abbey. He explained that customers in Section 9 had requested a playground or park. The property would be maintained by the Homeowners' Association.

Mr. Berling reported that the Section 8 lots would all be 58-foot lots.

Mr. Berling discussed the landscaping plan for the development, pointing out that the design was intended to create visual enhancements throughout Section 8. As with the park, this landscaping would be maintained by the HOA.

Mr. Berling confirmed that the flag area at the northeast would eventually be deeded over to the property owners adjacent to that parcel. The parcel does not have any use for the Foxfire development, so deeding that parcel over makes sense.

Mr. Plant asked about the benefit of the RSF-4 zoning compared to the current RSF-2 zoning. Mr. Berling replied that the RSF-4 zoning allows for 35 lots with additional open space, compared to 29 lots and no open space under RSF-2.

Mr. Plant asked about the proposed masonry elevations. Mr. Berling replied that Fischer Homes had committed to masonry on all new homes in Section 8, with no all-siding homes.

Mr. Plant discussed concerns about grading in Section 9, and asked how that would impact Section 8. Mr. Berling replied that Section 8 has more variation in grading, which allows for more flexibility with regard to walk-out lots.

Ms. Cox asked how many lots in Section 9 had been sold so far. Mr. Berling replied that 18 of the 29 lots were under contract, with an additional 5 or 6 lots planned for market homes. He added that Fischer Homes expected to be out of lots by the end of 2025.

Mr. Plant asked about the Low Density designation. Mr. Hammes replied that the entire Foxfire development is designated as Low Density. The proposed RSF-4 zoning would allow a slightly higher density than the RSF-2, but would still be considered Low Density. Medium Density areas are reserved for denser developments such as apartments, townhomes, and similar multi-family structures.

Hearing no further questions, Ms. Cox opened the public portion of the meeting.

Public Comments

Mr. Leon Mable, of 778 Foxfire Trail, asked about the original zoning for the Section 8 and 9 area. Mr. Hammes replied that he did not know the original zoning. Mr. Mable believed that the zoning then was the same as the zoning now, and suggested that there is no reason to change that zoning. He noted that there is no landscaping in Section 9.

Mr. Mable argued that the proposed playground is unneeded, and that it should be used as a park instead.

Mr. Mable argued that the proposed rezoning would cheapen the neighborhood. He asked the Commission to keep the current zoning.

Mr. Alex Gonter-Dray, of 751 Foxfire Trail, discussed a meeting between residents and the developer in May 2024, noting that the developer had claimed that there would be landscaping to create separation between the old section and the new section.

Mr. Gonter-Dray argued that the developer had described stormwater arrangements for the previous layout that are not reflected in the current proposal.

Mr. Gonter-Dray argued that the homes under construction in Section 9 are built with improper shingles and dormers. He argued that additional smaller-lot homes would take away from the property values in Foxfire.

Mr. Gonter-Dray asked for clarification as to the masonry proposed for the new homes. He added that homes in Shaker Run between Lebanon and Monroe would be a useful template for these homes.

Mr. Gonter-Dray asked if sidewalks would continue over the proposed culverts.

Mr. Gonter-Dray suggested that the community does not want to be like other cities with narrower homes.

Ms. Cox noted that the applicant would return to the podium to answer all questions at once.

Mr. Russell Muntz, of 825 Deerhurst Drive, suggested that more homes would bring in more traffic. Referring to the zoning map, Mr. Muntz argued that the additional homes would be too dense, and would result in cars parking on the street.

Mr. Muntz argued that 6 additional lots would generate 12 additional cars coming down the street per day, which could create problems for traffic.

Mr. Muntz asked the Commission to consider the wishes of the residents and reject the wishes of the developer.

Mr. Rick Ford, of 1616 Ashworth Drive, who identified himself as a candidate for City Council, expressed an interest in preserving the homes that are already there for the residents who have invested in those homes. Citing a Berkshire-Hathaway study of the current housing market, it is difficult for young families to purchase homes, especially when baby boomers are looking to downsize at the same time.

Mr. Ford noted that the City of Vandalia was an aspirational place where people wanted to migrate north. He argued that families were now moving further north to Troy and Tipp City. He does not have a good answer as to why that is the case. He reiterated that he has talked to residents about this issue as a candidate for City Council.

Mr. Greg Berling returned to the podium. He thanked the residents for expressing their concerns in a courteous and professional manner.

Mr. Berling pointed out that the new buyers in Section 9 have children and want to be part of the Vandalia-Butler School District. With kids moving into the neighborhood, a playground would be a useful amenity.

Mr. Berling pointed out that his firm had one their research before committing to the development. He compared this proposal to Carriage Trail, where the average home price is \$385,000. With a better school district and a better location, values in this development could range from \$310,000 up to \$419,000. Customers have many options that could increase home values, and Fischer has an interest in increasing those values.

Mr. Berling pointed out that the smaller lots in Sections 7 and 9 make sense as smaller lots to buffer the adjacent business areas. He pointed out that some of the business parcels to the west were cleared after Section 9 went under construction.

Mr. Berling clarified that Fischer Homes would only allow front elevations that feature masonry. This allows the customer to upgrade the elevation to a full-brick front or a partial brick front, as an example.

Mr. Berling confirmed that the culverts would have sidewalks, as required by the City.

Mr. Berling pointed out that 12 more cars coming down Deerhurst would not leave at the same time every day, all at once.

Mr. Berling added that adding the additional 6 lots allows for amenities such as the open space and landscaping that would not be possible otherwise.

Mr. Berling agreed with Mr. Ford regarding the difficulty of getting new families into homes. He argued that Fischer offers a number of programs that help. He added that the school district made this a very attractive area for new homes.

Ms. Cox asked if there were any further comments.

Mr. Russell Muntz returned to the podium. He pointed out that there are 12 houses in Section 9 with “Available” signs. He argued that having completed homes unsold does not suggest that buyers are eager to move into the neighborhood, and that the assertion that the neighborhood was selling well may be untrue.

Mr. Hussong asked for clarification, noting that for sale signs are generally not removed until the home is sold. Mr. Berling replied that he has no reason to believe that Fischer Homes was being dishonest.

Mr. Leon Mable asked Mr. Hammes if he had set foot in the development over the past 45 days. Mr. Hammes replied that he had performed several zoning inspections during the previous week. He then asked the members of the Commission the same question. He asked the members of the Commission to picture that street with 12 additional cars, and suggested that it would be a challenge for emergency access, moving trucks, and traffic in general.

Hearing no further comments, Ms. Cox closed the public portion of the meeting.

Review Criteria

Ms. Cox stated that the main duty of the Planning Commission is to review the application and consider how the Zoning Code applies to the request. In this case, the question is to review how the RSF-4 zoning would compare to the current RSF-2 zoning, in light of the requirements of the Zoning Code.

Mr. Plant asked if there was an alternative plan that would be viable if the rezoning is denied. Mr. Berling replied that there is an existing plan approved for Section 8 under RSF-2. That plan would not allow for the additional landscaping or open space.

Mr. Plant asked if the previous plan is available for review. Mr. Hammes replied that the previous proposal was not included in the packet, but could confirm that the lot and road layout was similar.

Ms. Cox asked about the house sizes and whether they would change with larger lots. Mr. Berling replied that the same homes (with the same widths) would be built regardless of lot size, so the wider lots would not result in wider homes.

Ms. Cox moved on to the Review Criteria.

Recommendations and decisions on zoning map amendment applications shall be based on consideration of the following review criteria. Not all criteria may be applicable in each case, and each case shall be determined on its own facts.

1. The proposed amendment will further the purposes of this overall code;

Staff Comment: Staff feels that the proposed rezoning furthers the purposes of the code.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

2. The proposed amendment and proposed uses are consistent with the City's adopted plans, goals and policies;

Staff Comment: Staff feels that the proposed rezoning is consistent with the City's goals and policies, and particularly that it is consistent with the Comprehensive Plan.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

Review Criteria (Cont'd)

3. The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;

Staff Comment: Based on the history of the site, Staff feels that the proposed rezoning is necessary due to changing conditions.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

4. The public facilities such as transportation, utilities, and other required public services will be adequate to serve the proposed use;

Staff Comment: Staff feels that the site has adequate access to transportation, utilities, and other required public services to serve the proposed single-family residential development.

The Planning Commission agreed with the staff comment by a vote of 3-0.

5. The proposed rezoning will not adversely affect the economic viability of existing developed and vacant land within the City;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

Mr. Hussong and Ms. Cox agreed with the staff comment. Mr. Plant disagreed. The Planning Commission agreed with the staff comment by a vote of 2-1.

6. The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated;

Staff Comment: Staff feels that the proposed rezoning complies with this review criteria.

Ms. Cox agreed with the staff comment. Mr. Plant and Mr. Hussong disagreed. The Planning Commission **disagreed** with the staff comment by a vote of 1-2.

7. The proposed amendment will not constitute an instance where special treatment is given to a particular property or property owner that would not be applicable to a similar property, under the same circumstances;

Staff Comment: Staff feels that the proposed zoning is justified on the merits, and does not constitute special treatment.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Review Criteria (Cont'd)

8. The proposed amendment would correct an error in the application of this Planning and Zoning Code as applied to the subject property.

Staff Comment: Staff feels that this criterion does not apply.

The Planning Commission agreed with the staff comment by a vote of 3-0.

Recommendation

Ms. Cox noted that the Commission disagreed on some of the review criteria, and asked that the members explain their positions before the vote.

Ms. Cox noted that Staff recommended approval of the proposed rezoning.

Mr. Plant expressed concern about the consistency of Section 8 as compared to the majority of parcels in Foxfire. He noted that the majority of lots are RSF-2. Section 8 can be developed without the rezoning, even if doing so would result in fewer new homes.

Mr. Plant expressed concern about adverse impacts on stormwater management. He stated that he would need to hear more about the proposed stormwater management.

Mr. Hussong echoed concerns about stormwater management and the possible impact on wildlife, referencing Criteria 6. Any construction had the potential to disrupt wildlife, which could result in adverse impacts.

Mr. Hussong praised the inclusion of open space lots which would bring more value to the area.

Hearing no further comments, Mr. Hussong made a motion to approve the rezoning of Foxfire Section 8 as proposed. Mr. Plant seconded the motion on a procedural basis.

Ms. Cox and Mr. Hussong voted in favor of the motion. Mr. Plant voted against. The motion was carried by a vote of 2-1.

Ms. Cox noted that the recommendations of the Commission would be reviewed at the Council Study Session on Monday, October 6th, 2025.

Communications

Mr. Hammes reported that long-time Planning Commission member and outgoing Vice Chair Dave Arnold had resigned due to health concerns. Mr. Hammes thanked Mr. Arnold for his support and assistance over the years, and wished him the best.

Mr. Hammes reported that Mr. Plant, having been selected as Second Vice Chair, would now serve as Vice Chair.

Ms. Cox echoed the comments regarding Mr. Arnold and Mr. Plant, and thanked them for their service.

Adjournment

Ms. Cox asked for a motion to adjourn. Mr. Hussong made the motion. Mr. Plant seconded the motion. The vote passed 3-0.

Ms. Cox adjourned the meeting at 7:14 p.m.

Chairperson



Memorandum

To: Mr. Kurt Althouse, City Manager
From: Mrs. Angela Swartz, Deputy Clerk of Council
Date: October 1, 2025
Re: **Boards and Commissions – Appointment**

Attached for Council's review you will find an application for appointment to the Vandalia Planning Commission.

Kelli Back has submitted an application requesting to be appointed to the Vandalia Planning Commission.

There is currently one vacancy on the Vandalia Planning Commission, due to David Arnold's recent resignation.

After Council reviews said application during the Monday, October 6th, Study Session and meets the candidate, if Council desires, we will include the appointment as an Action Item at the Council Meeting on October 20, 2025, with an Oath of Office to the Planning Commission.

Angela Swartz

From: DoNotReply@agilehr.com
Sent: Monday, September 29, 2025 12:05 PM
To: Angela Swartz
Subject: A new candidate has applied for the **BOARDS AND COMMISSIONS VOLUNTEERS (Residency Required)** position at the Municipal Building location.

New Candidate Applied!

New candidate **Kelli Back** has applied for the **BOARDS AND COMMISSIONS VOLUNTEERS (Residency Required)** position. The **BOARDS AND COMMISSIONS VOLUNTEERS (Residency Required)** job has a requisition id of **79723** in your applicant tracking system.

[Please login to view the candidate information.](#)

Unmonitored Inbox

Unfortunately, this email is an automated notification, which is unable to receive replies. We're happy to help you with any questions or concerns you may have, but you will need to contact us directly.

Boards Commission Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting it.

City of Vandalia - BOARDS AND COMMISSIONS APPLICATION

If interested in more than one board, please number in order of preference.

Committee

Preference

Committee

Preference

☒ Bicycle Committee

☐ Golf Advisory Board

☐ Local Board of Tax Appeals

☐ Housing Code Board of Appeals

☐ Board of Zoning Appeals *

☐ Parks & Recreation Advisory Board

☐ Civil Service Commission *

☐ Planning Commission *

☐ Community Reinvestment Area Housing Council

☐ Vandalia Development Corporation

☐ Art Council

* PLEASE NOTE: Appointment to these City boards & commissions are sworn positions that require you to take an Oath of Office

Personal Information

First Name *

| Kelli

Middle Name

|

Last Name *

| Back

Mailing Address *

Apt. #

647 West Alkaline Springs Road

City *

| Vandalia

State *

Ohio

▼

Zip Code *

| 45377

Email Address

| KBack329@aol.com

Home Phone

| 9373077762

Business Phone

Why do you wish to be considered for this position?

I have been in the City of Vandalia for almost 23 years. I have seen how the community has changed for the good and unfortunately we have had some losses. We have such amazing potential being the Cross Roads of America. I want to be a part of that amazing come back we are going to have in the next few years.

Briefly state any specific background or qualifications you may have that would enhance your service on this board/commission/committee.

I have personally brought the Autism envelope to the police and worked closely with them to get this up and running in our community. I worked with the city and owners of a local shopping and medical development to place stop signs to ensure that the increased traffic presence remained safe in all directions.

Please list any past volunteer roles in schools, service clubs, and/or other civic organizations.

I have volunteered at the local Vandalia Food pantry, National Night Out, many holiday and seasonal events with Butler Community Church and previously with First Baptist Church Vandalia. Volunteered hundreds of hours with the Food For Kids and Clothes for Kids organizations. I have substituted in our schools as needed to ensure that the students stay in the classroom.

How do you view your role as an active member of the board/commission or committee?

This is an honor and such an amazing opportunity for me to assist in leading the image

that The City of Vandalia will have in the years to come.

Do you know the scheduled meeting dates and times of the board/commission/committee?

Yes, the second and 4th Tuesdays of the month starting at 6 PM.

Are you willing to make the commitment to be a regular attending member?

I would not be completing this application if I was not going to show up, actively participate and keep the vision of our community at the forefront.

Do you wish your application to be kept on file for future vacancies?

Yes please. I adore our community and would value any opportunity to make things continue in a positive way.

Signature

IF YOU WISH, PLEASE ATTACH YOUR RESUME. Please Sign to Acknowledge

This document was signed by **Kelli Back**
on **09/29/2025 15:40:25 (UTC)**

KELLI BACK

647 West Alkaline Springs Road
Vandalia, OH 45377

KBack329@aol.com
(937) 307-7762

CAREER OBJECTIVE

Seeking a customer service role where I can utilize my communication skills and improve customer satisfaction. Reliable employee with strong communication skills, able to build strong client trust and unwavering customer support attitude. Knowledgeable of HIPPA compliance and experienced in patient care and records management.

WORK EXPERIENCE

Clopay

2024-Present

Consumer Services Representative

Edit, analyze, interpret, and service installer inquiries, correspondence and telephone calls varying in nature and scope relative to install issues, warranty coverage and missing products. Generate and email programmed installer response letters, store communication and keep customer satisfaction within established policies. Maintain 94% call answer rate and weekly rate count. Work within the Oracle, Fresh, Teams, Microsoft Word, Excel, and other COS programs. Maintain computer files and documentation incidental to the process. Keep company informed of installer warranty issues, continued missing or damaged products.

Vandalia Butler City Schools

2022-2024

Substitute Teacher

Implement the absent teacher's prepared lesson plan. Maintain open and effective communication with school staff and principal. Use problem solving techniques to tactfully address questions and/or concerns of students. Review emergency procedures. Maintain a positive learning environment. Uphold the student code of conduct. Prepare a written summary of work completed. Make the absent teacher aware of any situations or problems that may have occurred. Facilitate opportunities for students with disabilities to participate in an inclusive classroom. Ensure that supplies and equipment are stored correctly. Supervise non-classroom activities as directed.

Ladd & Carter Tax Services

2024

Office Assistance/Receptionist

Greet clients and answer telephones, providing excellent first impressions for all persons entering the office. Verify client appointments for support services and tax preparation. Schedule customer appointments through Lacarte system. Check out client and take payment for services. Process payments through Point of Sales in Quick Books. Pull files for next day clients and walk in appointments. File client folders after appointments or processing.

Mahajan Therapeutics, QMHS

2021-2023

In House Case Manager

Enhance the overall treatment process by assisting the therapist to meet the overall treatment needs of a client. Act as a liaison between therapist, the referring agency, and family of the client. Arrange family visits, coordinate transportation, and ensure clients' needs are met. Ensure documentations occurs according to company policy. Coordination of the ISP, including: assistance with accessing natural support systems in the community. Linkages to formal community services and systems. Coordination and assistance in crisis management and stabilization. Continues advocacy and outreach assistance of clients. Knowledge and ability to navigate EHR (Electronic Health Records) systems.

School Case Manager

Work with student, school system and parents to ensure that all aspects of a students' education program are satisfactory. Enhance access to mental health services by facilitating the referral process to meet goals as outlined in client ISP. Participate in treatment meeting, therapy sessions and psychiatrist sessions with client during the school day. Link client to community resources and/or other school and family support. Complete service documentation in accordance with agency standards.

EDUCATION

Sinclair Community College, Dayton Ohio, Graduate, Office Information Systems

PLANNING COMMISSION

VACANT As of 06/30/25	VACANT David Arnold resigned 9/21/25 Will fill David's Term <i>Appointed 6/16/25</i> 06/30/28
Kristin Cox 751 Cassel Creek Vandalia, OH 45377 Cell: (937) 307-0469 kcox.oh@gmail.com <i>Appointed: 12/02/19</i> <i>Reappointed 6/20/22</i> 06/30/28	Lucious Plant 2330 Cheviot Hills Lane Vandalia, OH 45377 937-454-1607 Luciousplant@gmail.com <i>Appointed 07/17/23</i> 06/30/26
Robert Hussong 126 Inverness Avenue Vandalia, OH 45377 Home: (937) 454-5371 Business: (937) 626-2852 pastorhussong@gmail.com <i>Appointed 7/7/25</i> 06/30/28	Staff Representative Mike Hammes (937) 415-2301

Members are sworn

Term: 3 years

Meetings held second and fourth Tuesday of each month at 6:00 p.m.

*The Planning Commission was created by Ordinance # 86-13



Memorandum

To: Mr. Kurt Althouse, City Manager
From: Mrs. Angela Swartz, Deputy Clerk of Council
Date: September 16, 2025
Re: **Boards and Commissions – Appointment**

Attached for Council's review you will find an application for appointment to the Vandalia Housing Code Board of Appeals.

Ron Adkins has submitted an application requesting appointment to the Vandalia Housing Code Board of Appeals.

There is currently one vacancy on the Vandalia Housing Code Board of Appeals.

After Council reviews said application during the Monday, October 6, 2025, Study Session, if Council desires, we will include the appointment as an Action Item at the Council Meeting on October 20, 2025.

Boards Commission Application

Please take your time to fill out all areas of the application. Be as complete and accurate as possible. If there is a question you are unsure of, leave it blank. If you are notified that a field is required, please complete it to the best of your knowledge before submitting it.

City of Vandalia - BOARDS AND COMMISSIONS APPLICATION

If interested in more than one board, please number in order of preference.

Committee	Preference	Committee	Preference
Bicycle Committee	[]	Golf Advisory Board	[]
Local Board of Tax Appeals	[]	Housing Code Board of Appeals	[x]
Board of Zoning Appeals *	[]	Parks & Recreation Advisory Board	[]
Civil Service Commission *	[]	Planning Commission *	[]
Community Reinvestment Area Housing Council	[]	Vandalia Development Corporation	[]
Art Council	[]		

* PLEASE NOTE: Appointment to these City boards & commissions are sworn positions that require you to take an Oath of Office

Personal Information

First Name *

Ron

Middle Name

D

Last Name *

Atkins

Mailing Address *

10630 N Cassel Rd

Apt. #

City *

VANDALIA

State *

Ohio

Zip Code *

45377

Email Address

ratkins213@gmail.com

Home Phone

9378906375

Business Phone

9376540990

Why do you wish to be considered for this position?

I wish to serve on The PROPERTY MAINTENANCE ADVISORY BOARD

Briefly state any specific background or qualifications you may have that would enhance your service on this board/commission/committee.

I was a Building and Grounds Supervisor for Mad River Schools for 22 years, and during that time I served as the owners representative on the construction of 7 new school buildings. After retirement I worked for Vandalia Butler City Schools as the construction Liaison on their building project for the new Butler High School and Morton Middle School .

Please list any past volunteer roles in schools, service clubs, and/or other civic organizations.

Member Of the Ohio Public Facilities Maintenance Association, and served as the Chairman for 2 years.

How do you view your role as an active member of the board/commission or committee?

I served on the Vandalia Planning Commission for 10 years

Do you know the scheduled meeting dates and times of the board/commission/committee?

No

Are you willing to make the commitment to be a regular attending member?

Yes

Do you wish your application to be kept on file for future vacancies?

Yes

Signature

IF YOU WISH, PLEASE ATTACH YOUR RESUME. Please Sign to Acknowledge

This document was signed by **Ron Atkins**
on **09/10/2025 23:20:30 (UTC)**

Revised: July 1, 2025

Housing Code Board of Appeals

HOLLY PAYTON 1249 Helke Road Vandalia, OH 45377 937-287-8621 HPayton1225@gmail.com <i>Reappointed: 6/21/21</i>	06/30/27	JOHN FROSCHAUER, SR. 11600 North Cassel Rd. Vandalia, OH 45377 937-898-8212 caddyjak@yahoo.com <i>Reappointed 6/15/20</i>	06/30/26
AARON HATHAWAY 1577 Cambron Ct. Vandalia, OH 45377 937-478-9308 Ah6440@gmail.com <i>Reappointed 6/16/25</i>	06/30/28	VACANT ALTERNATE MEMBER -5-year Term 6/30/25	
ALTERNATE MEMBER JOHN WHEELER 1019 Kenbrook Drive Vandalia, OH 45377 937-898-2346 John@digitalcowboyit.com <i>Appointed 08/19/24</i>	06/30/27	Marcus E. O'Brien 552 Vista Ave. Vandalia, OH 45377 937-409-8306 Marcus.Obrien@vbcsd.com <i>Appointed 7/15/24</i>	06/30/27
JIMMIE GEASLEN 527 Koch Ave. Vandalia, OH 45377 937-657-3083 j.geaslen@yahoo.com <i>Appointed 06/15/2020</i>	06/30/26	CHIEF BUILDING OFFICIAL/SECRETARY CHRIS MASTRINO 415-2322 cmastrino@vandaliaohio.org	

Term: 3 years

Alternate: 5 years

Members are not sworn

Meetings held as needed.

*Housing Code Board of Appeals created by Ordinance # 85-08, revised by Ordinance #00-03



October 20, 2025 Start at 6:15 pm

Study Session

- Presentation: Dayton Chamber on Airport Service Expansion – Chris Kershner, President & CEO for the Dayton Area Chamber
- Ordinance: Riverdale Subdivision Final Plan
- Ordinance: Assessments July, August and September
- Discussion: Variance: BZA 25-0008 - 6-Foot Fence in Zone A – 775 Cassel Creek Drive
- September 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

- HOLD Citizens Fire Prevention Award

Action Item

- Boards & Commissions Appointment – Ron Atkins – Housing Code Board of Appeals – Alternate Member
- Boards & Commissions Appointment – Kelli Back – Planning Commission Member

Resolution

- 2026 Council Summer Schedule
- Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor
- 2026 EMS Billing Rates
- Poe Ave., Wyse Rd. & Miller Lane Resurfacing – Design
- Johnson Station Rd Bridge Replacement – ODOT Participatory Resolution
- Helke Park Swing Area Safety Surfacing Project
- Helke Park Swing Area Equipment Project

Ordinance – First

- Rezoning Foxfire Section 8

Ordinance – Second Reading

- Recreation Center & Senior Center Fees

Ordinance – Emergency

- Assessments July, August and September

Variance/Conditional Use

Bill Listing September

Executive Session

November 3, 2025

Study Session

- Resolution: GSP & PT Pay Plan for 2026
- Ordinance: 2026 Budget
- Discussion: Variance: BZA 25-0009 – Total Accessory Structure Area – 11098 North Cassel Road

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

- 2026 Budget
- Riverdale Subdivision Final Plan

Ordinance – Second Reading

- Rezoning Foxfire Section 8

Ordinance – Emergency

Variance/Conditional Use

- Variance: BZA 25-0008 - 6-Foot Fence in Zone A – 775 Cassel Creek Drive

Executive Session

November 17, 2025

Study Session

- October 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- GSP & PT Pay Plan for 2026

Ordinance – First

Ordinance – Second Reading

- Riverdale Subdivision Final Plan

Ordinance – Emergency

- 2026 Budget

Variance/Conditional Use

- Variance: BZA 25-0009 – Total Accessory Structure Area – 11098 North Cassel Road

Bill Listing October

Executive Session

December 1, 2025

Study Session

Presentation: Summary of Cybersecurity Plan

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

Variance/Conditional Use

Executive Session - Matters required to be kept confidential by federal law or regulations or state statutes and to consider the employment or compensation of a public employee.

December 15, 2025

Study Session

- Resolution: Cybersecurity Plan
- Ordinance: Clean Up Supplemental
- November 2025 Financial Reports

Council Meeting

Communications, Petitions and Awards

Action Item

Resolution

- Cybersecurity Plan

Ordinance – First

Ordinance – Second Reading

Ordinance – Emergency

- Clean Up Supplemental

Variance/Conditional Use

Bill Listing November

Executive Session