AGENDA

Vandalia Development Corp

November 13, 2023
Large Conference Room
4:00 p.m.

I. **Review Meeting Minutes of October 3, 2023**

II. **Financial Update**

III. **Old Business:**

IV. **New Business**
   a. **Electro Polish Grant Request ($25k) – 6161 Ventnor Avenue**
   b. **Façade Improvement Grant Request – 351 E. National Road**

V. **Project updates**

Vandalia Development Corporation (VDC)
October 3, 2023

TRUSTEES PRESENT: Mr. Bill Hibner, Ms. Connie Woods, Mr. Mike Blakesly, Mr. Larry Taylor, Mr. David Gerhard and Ms. Holloway (*ex officio)*

TRUSTEES ABSENT: None

OTHERS PRESENT: None

The meeting was called to order at 4:04 p.m. in the Large Conference Room.

Approval of Minutes

Ms. Woods made a motion to approve the meeting minutes from the August 7, 2023 meeting. Mr. Taylor seconded the motion. The motion carried 4-0.

Financial Update

Ms. Woods gave the financial update. She noted that the account has gained interest revenue. She advised that Heraeus Epurio check had been issued to Ms. Holloway for payment to the company. She also noted the removal of the obligation for Project Bugatti.

Ms. Holloway stated that she wanted to check on Project Chariot and Kendall Electric obligations and advise Ms. Woods who was the company behind the project names.

Mr. Hibner asked if the VDC had received the full budgeted amount of funding in 2023. Ms. Holloway advised that the City had budgeted $100,000 for the 2023 year for the VDC, however the funds are only moved over as projects are approved.

Ms. Holloway advised that she was anticipating an application from a business for VDC funding in 2023.

Mr. Blakesly made a motion to accept the financial report. Mr. Taylor seconded the motion. The motion carried 4-0.

Old Business

Mr. Hibner introduced the first item under old business, a façade improvement grant request for 535 S. Dixie Drive.

Ms. Holloway explained that Hock's Pharmacy was requesting a façade improvement grant to cover 50% of the expenses for an awning replacement project on the south side of the building.

She advised that the project included the entire replacement of the awning including the structure. She referenced the Staff Memorandum, noting that there was some confusion over the application submittal and that Staff did not receive the completed application until May, but the Applicant believed they submitted all documents in January. She advised that following the intended application submittal in January the awning sustained damage from a wind storm in the spring. The damage ultimately generated the need for a full replacement of the awning, rather than a simple canopy replacement which increased the project cost from $10,774.61 to $13,187.90. Ms. Holloway advised that this project fit squarely into the intent of the Façade Improvement Program, however the project was already complete. She went on to say that this was a rather unique situation and that she did not believe it was the intent of the Applicant to have completed the work prior to going all the way through the grant process. Ms. Holloway advised that this item was previously brought up at the August 7, 2023 VDC meeting, however there was not a quorum of voting members present. She noted that since then, Staff sought information from the Applicant regarding how much of the project their insurance paid for. She went on to say that the final invoice reflected a total project cost of $13,385.72, including tax, noting that insurance paid $7,566 toward the project. She stated that Hock's ended up paying $5,819.72 out of pocket for the awning.

Mr. Hibner stated that this seemed more like a maintenance matter and less of a true improvement. There was discussion amongst the VDC about the intent of the program.

Ms. Woods asked about the use of funds and if Staff is working with business owners on ideas for improvements. Ms. Holloway stated that Staff does work with business owners to try to encourage enhancements but noted that they could certainly be doing more with the program. She went on to say that Staff was looking at website updates and marketing the program. She acknowledged that businesses are happy that this program is available and while there have, admittedly, not been any real transformative projects yet, the funds have likely been the push that was needed to get a couple of the projects done.

Mr. Blakesly stated that he felt the awning repairs and new paint at the Jim's Donuts building and Hot Head building was somewhat transformative.

Ms. Woods made a motion to approve Façade Improvement Funding in the amount of $5,819.72 for Hock's Pharmacy. Mr. Taylor seconded. The motion passed 3-0-1 with Mr. Blakesly abstaining.

The VDC took a 5 minutes recess to allow Mr. Gerhard time to arrive.

Ms. Holloway introduced the next item under old business, the by-law amendments. She presented a redlined resolution proposing certain amendments to the By-Laws. She referenced Article 2, Section 2.6 (d) regarding term limits which stated that no Trustee serve more than two consecutive terms. Ms. Holloway stated that this had not necessarily been a practice of the VDC, and that given the complexity and specialization of the work the VDC does, Staff was proposing the removal of this term limitation. Several Trustees stated they were in favor of this.

She then referenced Section 2.12 (b) where Staff was proposing two modifications related to the notice of meetings. There were no stated objections.

Moving on, she referenced Section 4.4 related to checks, drafts, and orders for payment. She noted that this was related to the signing of checks. She stated that this proposed language still gave the VDC the ability to designate a second signature for the checks, if needed, but eliminated language about countersignatures by officers. She added that Ms. Woods turns checks around very quickly and that there was no issue with the current practice.

She stated that she and the Law Director agreed that the term limitations for the VDC may not be practical, but that any modification of the existing language was up to the VDC. She went on to say that the alternative would be to find new Trustees. She reminded the VDC that these were proposals and ultimately the VDC could amend the by-laws however they saw fit.

Ms. Woods stated that she felt having historical knowledge of past projects was a benefit. Mr. Taylor agreed.

Ms. Holloway then mentioned that in the last meeting where the By-Laws were discussed, there was some discussion over the difference between the President/Chair/Trustees/etc. She then went on to say that Law Director McDonald provided an explanation which had been provided to the VDC. She advised that she believed the confusion was that they had often and possibly mistakenly referred to Mr. Hibner as the President when in reality he was acting as the Chair. She then explained the President versus the role of the Chair, referencing the corresponding By-Law sections.

Ms. Woods asked if the VDC needed to make any changes to this designation. Ms. Holloway responded no, that she did not believe any changes were necessary, but that she did want to take the opportunity to clarify the roles. Mr. Hibner stated there was no need to have a President. Ms. Woods stated that they would need to have a Treasurer.

Ms. Holloway stated that the VDC could carry on with the dual roles, or if it was so inclined, could eliminate the officer titles from the By-Laws as provided in Section 2.15 of the By-Laws. She advised that Section 2.15 stated that if the Board were to do away with Officers, the Board shall also take additional action to authorize the Trustees with the authority to carry out the administrative duties and functions of the Corporation.

Ms. Woods stated that she felt it would be less confusing if the officer titles were done away with. Ms. Holloway stated the VDC could do away with the officers as long as they authorize who will carry out the necessary duties.

Ms. Woods made a motion to eliminate the Officers from the Corporation and use the Chair, Vice Chair, and Treasurer designations for the Trustees. Mr. Taylor seconded the motion. The motion passed 5-0.

Mr. Gerhard then made a motion to designate Mr. Hibner to serve as the Chairman and run the meetings, Mr. Blakesly to serve as Vice Chairman, and Ms. Woods to serve as the Treasurer and be responsible for cutting checks. Mr. Taylor seconded the motion. The motion passed 5-0.

Ms. Holloway asked if there were any questions about the proposed By-Law amendments.

Mr. Gerhard made a motion to approve the other By-Law Amendments as proposed. Mr. Taylor seconded the motion. The motion passed 5-0.

<u>Project Updates</u>

Ms. Holloway stated that she met with Heraeus and things were going very well for the company.

She then brought up Trusscore, which the Trustees had previously asked her to look into whether or not the City had recouped the $25,000 grant. She advised that it would be hard to determine because the company used a staffing agency. She went on to say that the company had 35 employees at the time of their exit and should have been bringing in about $25,000 per year according to their payroll projections on their application. She noted that there was no claw back clause in their agreement unless the company had become tax delinquent. She concluded by saying that the grant funding was used to help the Company with fixed asset investments that remain in the building.

Ms. Holloway then referenced Premier Health, noting that she did some digging on the history of the project. She advised that she had tried for more than one year to get the VDC agreement signed, however had no luck in receiving the agreement back. She asked for direction from the VDC on how they wanted her to proceed. Ms. Woods clarified that this was for the new facility by Kroger. Ms. Holloway responded yes. Ms. Woods asked if Ms. Holloway had ever called Dr. Allen about this. She stated no, that she had worked through corporate contacts. Ms. Holloway stated that she had another contact that she could try to work through, but wanted to make sure the VDC was ok with her further pursuing the grant agreement. Mr. Blakesly stated that he was in favor of Ms. Holloway trying one more time to get the agreement signed. All agreed.

The was general discussion about the Joby Aviation project and its potential impact on the region.

The meeting was adjourned at 5:10 p.m.

____

Mr. Bill Hibner, Chairman

Memo

To: Vandalia Development Corporation

From: Amber Holloway, Assistant City Manager

Date: November 13, 2023

RE: Project 2023-01 Request ($25,000)

Electro Polish, a Dayton based metal finishing company, is considering a relocation to 6161 Ventnor Avenue in Vandalia. The Applicant provided on their application that they are considering purchasing the building for $2,850,000 and investing $200,000 in building renovations. After further discussion with the company throughout the month of October, the City is aware that the Company would invest an additional $1.25 million into environmental infrastructure, including a wastewater pre-treatment operation & air pollution equipment, and $8,000,000 in machinery and equipment. The total project cost is estimated to be $12.3 million, with $4.3 million of that being fixed-asset investments.

The company would relocate 30 jobs, all of which would be new jobs to the City and anticipates subsequently growing employment to 40 total employees. These employees will have an average salary of $65,000/year with a total annual payroll of $2,600,000. It is important to note that the Company would be phasing these jobs in over the three-year period.

The company is requesting **$25,000** in funding from the Vandalia Development Corporation to help offset the cost of the building renovations including the wastewater pre-treatment system.

It should also be noted that the City of Vandalia has submitted a request for $210,000 in ED/GE funding to help support this $12.3 million project. Staff presented before the ED/GE Committee on Monday, November 6. The funding meeting is scheduled for December 4, 2023.

Vandalia ohio
small city. big opportunity.

Vandalia, Ohio
Crossroads of America

APPLICATION
DEVELOPMENT CORP PROGRAM
(V.D.C.)

A. APPLICANT

1. Applicant (Name of Business) MLC Inc.
2. Mailing Address 529 Hunter Avenue, Dayton, OH 45404
3. Contact Person Sean Douple Title ______
4. Telephone (937) 469-1654 Fax ( ) ______ E-mail sean@electro-polish.com

B. LOCATION

1. Project's Address 6161 Ventnor Avenue
2. Parcel's Tax Identification Number B02-01214-0002- *(If not currently a lot of record, please give its proposed size and approximate location on an attached sheet)*

C. PROJECT

1. Type of Project (*Check all those that apply)* — Area
   - ☐ Speculative Development ______ s.f.
   - ☐ Expansion of Existing Building in Vandalia ______ s.f.
   - ☒ Relocation to New Building in Vandalia 56,050 s.f.
   - ☐ Renovation of Existing Building in Vandalia ______ s.f.
   - ☐ Expanding/Relocating from Outside Vandalia ______ s.f.
   - ☐ Other ______ ______ s.f.
2. Project will involve ☐ Leasing ☒ Purchasing ☐ Other (explain) ______
3. Intended Use for the Facility Metal Finishing
4. Value of New Structure/Expansion $ 2,850,000
5. Cost of Renovation of Existing Structure $ 200,000
6. Project Schedule: Start 01/01/24 Finish 09/30/24

APPLICATION NO.

D. EMPLOYMENT, FULL-TIME OR EQUIVALENTS, INCLUDE CONTRACT EMPLOYEES

1. Existing Jobs to be Retained in Vandalia 30

	New Jobs	Total Jobs
2. Twelve Months	0	5
3. 3rd Year	5	20
4. 5th Year	5	40

E. TAXABLE ASSETS

(Total Accumulative $ Value)	IN VANDALIA NOW	EST. TOTAL AFTER 1ST YEAR	EST. 3RD YEAR TOTAL	EST. 5TH YEAR TOTAL
Payroll		225,000	915,000	2,000,000
Real Estate Improvements		200,000		

I hereby certify that the information provided herein is accurate to the best of my knowledge.

Signature of Applicant Sean Dowple

Name (printed or typed) Sean Dowple 10/4/23 Date

Title President for MLC, Inc.

BUSINESS NAME

For Office Use Only

1. Owner and Property Identification, Including Parcel No.

Date of Approval

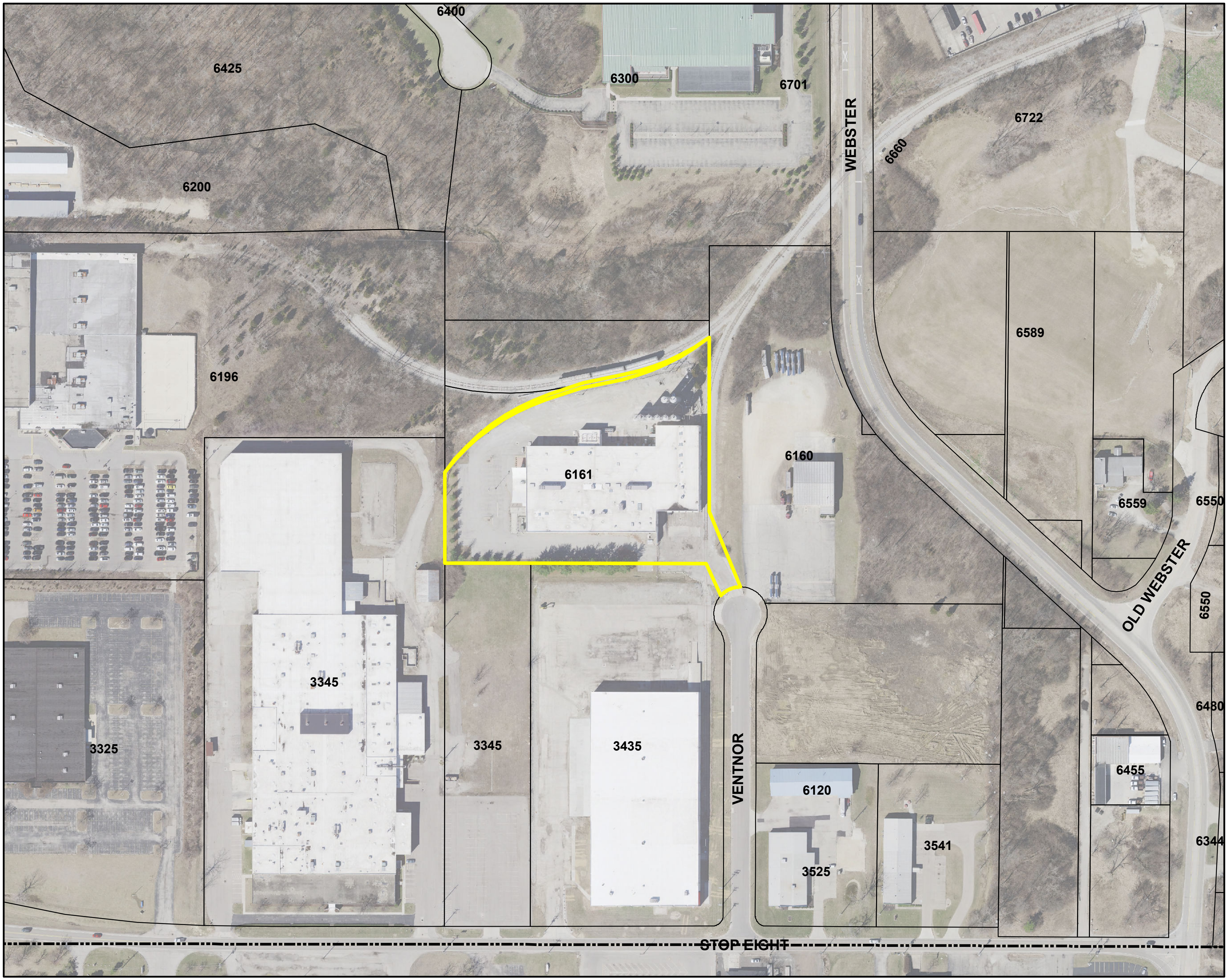
Program Officer

City of Vandalia

6161 Ventnor Avenue

N
W E
S

1 inch = 250 feet



Memo

To: Vandalia Development Corporation

From: Amber Holloway, Assistant City Manager

Date: November 11, 2023

RE: Façade Improvement Program 2023-03 ($5,500 Request)

Kevin Kremer, of Vandalia Carry Out, is requesting a Façade Improvement Program grant to cover 50% of the expenses for to replace the existing awning at 315 E. National Road. The proposal includes the total replacement of the canopy on the front facing façade. The existing canopy is faded and damaged (see attached photos for reference). The canopy would be replaced with a replica of the existing canopy. Staff has verified that the Applicant has met the basic program eligibility requirements, and as such, this application is being presented to the VDC for review.

The Applicant states on their application that the budget for the project is approximately $11,000. If approved, program rules require the Applicant will be required to seek three quotes for the work.

The company is requesting **$5,500** in funding from the Vandalia Development Corporation, being 50% of the estimated total project cost of $11,000.

Application #: 2023-03
Date Rec'd: 9/27/23
(Official use only)

Vandalia ohio
small city. big opportunity.

COMMERCIAL FAÇADE IMPROVEMENT APPLICATION

Property Address: 351 EAST NATIONAL Rd VANDALIA, Ohio 45377

Owner's Name: Kevin Kremer

Name of Business: VANDALIA CARRYOUT

Property's Use: (must be commercial/mixed): RETAIL COMMERCIAL

Applicant Name (*if different than owner*):

Phone Number: 937-216-4979 Application Date: 9-25-23

Description of Work: (Attach drawings, photos, product information or anything that helps describe the project)

TOTAL Replacement of CANOPY ON FRONT of building

Describe project budget and sources of funding. Please also include any anticipated increases in sales, employment and/or job creation as a result of this project. Attach a budget estimate and an income statement from responsible parties.

The budget For The Project is approximately Eleven Thousand dollars and To paid by The store. The new CANOPY will greatly increase The stores Appearance as well As The city

The new Appearance will increase an upsurge in sales which will require more hiring of Employees.

Thank You!

The following items must be submitted with this completed and signed application:

- A current photograph(s) of the property to be improved
- Current photograph(s) of adjacent structures
- Historical photograph of property to be improved (where applicable)
- Drawings or renderings of proposed improvements (must be to-scale)
- Color and material samples, where relevant
- Cost estimate
- Property Insurance Certificate
- Proof of payment of Montgomery County property taxes for prior three years.

✓ I have read and will comply with the standards of the City of Vandalia's Commercial Façade Improvement program

✓ I will obtain all necessary permits required for this project and adhere to the City of Vandalia Zoning Code, State of Ohio Building Code and State of Ohio Fire Code

✓ I will provide proof of payment (i.e. paid invoices) related to the project improvements

✓ I acknowledge and understand that the façade improvements are subject to weekly inspections by the City of Vandalia

✓ I understand that this is a voluntary program and my request may be fully funded, partially funded, or not at all

✓ The information contained in this application and supporting documentation is complete and correct to the best of my knowledge

I HEREBY AUTHORIZE THE CITY OF VANDALIA FINANCE DIRECTOR OR HER DESIGNEE TO PROVIDE TAX INFORMATION NECESSARY TO CONFIRM THAT VANDALIA INCOME TAXES FOR THE BUSINESS ARE CURRENT WITH NO DELINQUENCIES FOR THE PREVIOUS 3-YEAR PERIOD.

[signature] 9-25-23

Business Owner Signature Date

OFFICIAL USE ONLY

Vandalia Development Corporation Meeting Date: November 13, 2023

Approved [ ] Denied [ ] Funding Amount: $__________

By: ____________________

(Program Administrator)

DIRECT QUESTIONS TO:

City Manager's Office - City of Vandalia

333 James E. Bohanan Memorial Dr.

Vandalia, OH 45377

937-898-5891


ANDALIA CARRY OUT
PLAY HERE!
785 230
MILLION MILLION
PLAY
OH!
LOTTERY
HERE

VANDALIA CARRY OUT

Neighboring Properties

City of Vandalia: Commercial Façade Improvement Program

Program Objective

The City of Vandalia desires to help businesses in making improvements to their buildings in order to improve the quality of life for its citizens and foster economic growth in all areas of the City.

Eligibility

Commercial and mixed-use buildings, with active commercial use on the first floor, are eligible to receive Façade Improvement funding. Priority will be given to projects with the highest visibility and impact on public streets.

Program Eligible Improvements:

- Removal of elements that cover architectural details
- Removal and replacement of legally existing obsolete & nonconforming signs
- Repair/replacement of architectural details
- Window replacement of windows visible from the public street
- Awning and door repair or replacement visible from the public street
- Cleaning, repainting and/or repair of façade or siding

Ineligible Improvements:

- Interior Improvements
- Landscaping
- Roof repair/replacement
- Replacement of gutters and downspouts
- Additions or new construction
- Machinery/Equipment
- Projects that are already in progress

Applicants must also meet the following eligibility criteria:

- Own or be a business owner of an eligible building located within the City of Vandalia.
- Improvements must be visible from the public right-of-way
- Must be current on property and Vandalia income taxes and show no delinquencies for the previous 3-year period
- Must show proof of property insurance
- Must have a total project value more than $2,500, or a grant request of $1,250, as the minimum.
- Improvements must be designed to be in scale with and complementary to the existing structure.
- Renovations must comply with all applicable building and zoning codes and all adopted plans.

Grant Amount

Grants are available to cover 50% of the total eligible project costs. No grant shall exceed $15,000. The applicant must use private, non-city funds, to match the City's Façade Improvement grant. All projects will be subject to inspection and are required to obtain any and all necessary building and/or zoning permits. Grant recipients will be required to show verification of project costs and compliance with approved plans. Funds will be reimbursed upon project completion and all inspections being approved.

Procedure

1. Applicant must first file an application with the Program Manager. Application must include a budget estimate, an income statement from responsible parties, and a detailed description of the proposed work. Construction drawings can be presented a later date for review, if required.
2. Application will be reviewed by the Vandalia Development Corporation in a public meeting.
3. Upon project approval, Applicant will be asked to obtain and submit three construction estimates.
4. Applicant identifies and selects contractor from among the estimates submitted.
5. Program Manager will conduct weekly site inspections. Any changes in approved work must be reviewed and approved by the Program Manager.
6. After project is completed, Applicant must provide City with documentation of all project costs, with invoices, for all project-related expenses and lien releases from all contractors and subcontractors showing payment has been made.
7. Within 10 days after all post completion documentation is received, the Program Manager will confirm the project has been completed in accordance with the grant application and provide the grant funds to the Applicant.

Denial of Grant

If an application is denied, the reason shall be set forth in writing and provided to the Applicant. Applicant may appeal the denial to the City Manager by filing a written appeal within 10 days after notice of denial setting forth the specific reason Applicant feels the denial was in error. The City Manager shall promptly set a time and place for a hearing and such appeal and notice of such hearing shall be given to the Appellant in person or by mail at the address provided in the application. At any such appeal hearing, the applicant shall have the opportunity to present evidence and witnesses on his or her behalf; may appear and be heard in person, or by his or her attorney. The decision of the City Manager shall be issued within 3 days of the hearing and shall be final and conclusive.

If you have a potential project, please contact the City Manager’s office for information:

Program Manager
City of Vandalia
333 James E. Bohanan Memorial Dr.
Vandalia, OH 45377
937-898-5891