
[The Blue Letter](#)

June 13, 2025

Honorable Mayor & Esteemed City Councilmembers:

This coming week is packed with special events, activities, and of course, the CenterPoint Energy Dayton Airshow. Our community will experience an influx of visitors from across the U.S. as we partner with airshow officials to host a spectacular, fun-filled weekend with a variety of performances. We look forward to enjoying this year's show.

Stars, Stripes & Songs with the U.S. Air Force Band of Flight – Thursday, June 19, 2025, 7-9 p.m.

Join us for a patriotic evening from under the stars as we welcome Flight One, the high-energy rock band from the U.S. Air Force Band of Flight! Get ready for a mix of pop, rock, and Americana classics that'll have you tapping your toes and waving the red, white, and blue. Bring a lawn chair, grab your crew, and celebrate freedom, community, and the power of music with us! Food trucks, fun, and patriotic vibes guaranteed. Let's make it a night to remember—see you at Stars, Stripes & Songs!

Vandalia FlightFest – Friday, June 20, 6-10 p.m. and Saturday, June 21, 6-10 p.m.

The City is hosting the FlightFest event at the Sports Complex, organized by the Vandalia-Butler Chamber of Commerce and CenterPoint Energy Airshow officials. FlightFest is scheduled for Friday, June 20 from 6:00 -10:00 p.m. and Saturday, June 21 from 6:00 – 10:00 p.m. This event will feature guest appearances by the U.S. Air Force Thunderbirds crews, the U.S. Army Golden Knights parachute team, other airshow performers, and a concert by the Lt. Dan Band. The event includes food, drinks, and live music along with various displays and vendors.

Star Spangled Celebration – July 3, 2025

The City of Vandalia and Butler Township will present the Star-Spangled Celebration on Thursday, July 3 beginning at 6:00 p.m. at the Vandalia Sports Complex. The event is being sponsored by Beau Townsend Ford, Joseph Airport Toyota, Smedley's Chevrolet and Minster Bank with additional support from Digital Cowboy Computers, and Pickrel, Shaeffer & Ebeling. Entertainment will be provided by the band "The Blue Leaf's". Fireworks by Rozzi's Famous Fireworks will start at 10:00 p.m. In case of rain, the fireworks will be held on Friday, July 5 at 10:00 p.m. with fireworks only, no entertainment.

City Offices Closed July 4, 2024

City offices will be closed on Friday, July 4 in observance of Independence Day. The recreation center will close July 3 at 6:00 p.m. and will be open 7:00 a.m. to Noon on July 4.

City Council Retreat

On Monday, July 7th at 4 pm, Councilmembers and City Staff will meet to engage in dialogue about key topics and discuss future goals. The retreat will be held at the Justice Center Community Room and is open to the public.

Summer Schedule – Council Meetings

Council established a summer schedule for Council meetings. The July meeting will be held Monday, July 21 at 7:00 p.m. The Study Session will tentatively begin at 5:30 p.m.

Monday, June 16, 2025, Council Meeting - The Study Session will begin at 5:30 p.m. The Council meeting will begin at 7:00 pm.

Study Session:

Presentation:

Division of Fire Update - Chief Follick will present the Division of Fire Update to Council.

Monday, June 16, 2025, Items:

Items on this evening's Council Meeting agenda

Resolution: Facilities Infrastructure Improvement Project Phase 2 Contract Amendment with ESG - The Department of Engineering Services and Parks & Recreation Department are recommending entering a Phase 2 contract amendment with Energy Systems Group, LLC of Newburgh, Indiana for the planning, design, engineering, and associated processes relating to Phase 2 in the Facilities Infrastructure Improvement Project. The scope of work for this stage of the project includes the replacement of the Recreation Center Boilers. The scope of work for Phase 1 was completed with final acceptance in December 2024. The Phase 2 work shall be treated as a separate scope of work subject to the same contract terms and conditions as the phase 1 work.

We are requesting to waive the formal bidding process and enter a Phase 2 contract amendment with Energy Systems Group, LLC of Newburgh, Indiana in an amount of \$206,393 for the planning, design and associated processes relating to Phase 2 of the Facilities Infrastructure Project. A total of \$90,000 was budgeted for this project. We are recommending the balance of funds come from the current capital budget balances.

Monday, July 21, 2025, Items:

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

Discussion Items:

TCA Contract with Veolia – Assistant City Manager Cron will give an update on the on the contract discussions between Tri Cities Wastewater Authority and Veolia.

BZA 25-0007 – 842 Donora Drive – Total Accessory Structure Area – The Applicant, Steve Baker, has requested a variance to allow the construction of a 160 square foot shed. The total area of all accessory structures will exceed 4% of the total lot area and 40% of the principal building footprint. The maximum area to build on this lot is 301 square feet. The property includes an existing 672 square foot detached garage, along with a proposed 160 square foot shed, for a combined total of 832 square feet of accessory structures. On June 11, 2025, the Board of Zoning Appeals voted 4-0 to recommend approval.

Electric & Gas Aggregation Program Update – Assistant City Manager Cron will provide and update on the Electric & Gas Aggregation programs.

Division of Fire Community Risk Assessment Action Plan – The Division of Fire will provide an overview of their analysis of the Community Risk Assessment completed in 2024, to include how this document will be used to address adjustments to the Division of Fire’s Capital Improvement and Strategic Plan.

Verizon Purchasing Agreement – Under \$50k – The City of Vandalia utilizes Verizon Wireless as the primary provider of cellular service, which includes cellular data connections for fire and police computers, city cellular phones, tablets, and wireless hot spots, totaling 65 lines of service. To be eligible for government pricing, Verizon requires the city to sign a purchase order document that indicates our intent to purchase from the General Service Administration (GSA) contract. The agreement is for an estimated cost and number of lines, which allows us to purchase services for an amount not to exceed those indicated on the funding document, which is \$43,600 for a 12-month period. Our internal estimate is closer to \$35,000, as our 2024 expenditures were \$32,464.84. Given that the agreement falls under the \$50,000 threshold and does not commit the city to spend the full amount, no formal council action is necessary. IT Manager Davey is recommending approval of the GSA-Multiple Award Schedule #47QTCA20D00B5 Purchase Order.

Boards and Commissions Appointment Request– Robert Hussong – Planning Commission - At the July 21st Council Meeting, you will be asked to consider the appointment of Robert Hussong to the Vandalia Planning Commission. A memo from Deputy Clerk of Council Swartz, Mr. Hussong’s application and the Vandalia Planning Commission roster are included in the Council packets.

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

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

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

Council Meeting:

Communications, Petitions and Awards:

Proclamation for Pollinator Week, June 23 - 29, 2025

Mayor Herbst will present a Bee City USA Proclamation to Mr. Al Tuttle in celebration of Pollinator Week, which is June 23 through June 29, 2025.

Proclamation Recognizing Paige Harsman, Girl Scouts of Western Ohio Gold Award Recipient

Mayor Herbst will present a proclamation to Paige Harsman, from Vandalia Girl Scout Troop 35209, recognizing Paige for earning the esteemed Girl Scout Gold Award.

Proclamation for Parks & Recreation Month

Mayor Herbst will present a proclamation to the Parks and Recreation Department proclaiming July Parks and Recreation Month in the City of Vandalia.

Retirement Acknowledgement for Steve Clark, Director of Parks and Recreation

Mr. Althouse will acknowledge Steve Clark, who retired from the City of Vandalia after 37 years of service.

Action Items:

Boards and Commission Reappointments & Expirations – At the June 16th Council meeting, you will be asked to consider the reappointment of current board and commission members whose terms expire June 30, 2025. A memo from Mrs. Swartz dated May 13, 2025, with the list of board members requesting reappointment, is included in your packets for review as well as the current Boards and Commissions rosters.

Resolutions:

Resolution 25-R-31: Facilities Infrastructure Improvement Project Phase 2 Contract Amendment with ESG - The Department of Engineering Services and Parks & Recreation Department are recommending entering a Phase 2 contract amendment with Energy Systems Group, LLC of Newburgh, Indiana for the planning, design, engineering, and associated processes relating to Phase 2 in the Facilities Infrastructure Improvement Project. The scope of work for this stage of the project includes the replacement of the Recreation Center Boilers. The scope of work for Phase 1 was completed with final acceptance in December 2024. The Phase 2 work shall be treated as a separate scope of work subject to the same contract terms and conditions as the phase 1 work. We are requesting to waive the formal bidding process and enter a Phase 2 contract amendment with Energy Systems Group, LLC of Newburgh, Indiana in an amount of \$206,393 for the planning, design and associated processes relating to Phase 2 of the Facilities Infrastructure Project. A total of \$90,000 was budgeted for this project. We are recommending the balance of funds come from the current capital budget balances.

Ordinances First Reading:

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

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

Ordinances Emergency Reading:

Ordinance 25-11: Land Acquisition Note – Stonequarry Crossing – The Land Acquisition Note issued for the acquisition of land for the Stonequarry Crossing development matures on July 22, 2025. The total amount due is \$1,399,000 in principal plus interest. The 2025 Budget includes a principal payment of \$127,000, plus an interest payment amount of \$95,000. The maturity date on the new note (\$1,272,000) will be in July of 2026. The debt is scheduled to be paid in full in 2036.

Ordinance 25-12: Bond Anticipation Note – Fire Engine 2016 BAN & Fire Ladder Truck - 2021 BAN – The Fire Engine 2016 Bond Anticipation Note issued for a fire engine matures on August 19, 2025. This note was combined with the Fire Ladder Truck 2021 BAN in order to save on the costs of issuance. The current remaining amount due on the note is \$1,053,000 (Fire Engine \$96,000; Fire Ladder Truck \$957,000) plus interest. The amount of the principal payment for the Fire Engine is \$48,000, and \$140,000 for the Fire Ladder Truck. The 2025 budget includes

a pay down amount of \$48,000 on the outstanding principal due for the Fire Engine, and \$140,000 for the Fire Ladder Truck, plus an interest payment of \$63,440. The maturity on the new note (Fire Engine \$48,000; Fire Ladder Truck \$817,000) will be in August of 2026. The debt on the Fire Engine is scheduled to be paid in full in 2026, and year 2031 for the Fire Ladder Truck.

Reports from Boards and Commissions:

Variance: BZA 25-0006 – 650 Pool Ave – Minimum Lot Frontage (The Landing) - The applicant, Longhorn Development, has requested a variance to not meet the minimum lot frontage requirement at 650 Pool Avenue. The purpose of this request is to allow Lot 3 of “The Landing” to have 0 feet of lot frontage, falling short of the required 125 feet of lot frontage. The Board of Zoning Appeals voted 2-1 to recommend approval of the proposed variance.

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

The next Council meeting is on **Monday, June 16, 2025, at 7:00 pm**. The meeting will be an in-person meeting in the Council Chambers at 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. The meeting is open to Council, staff, and the public to attend in-person. The meetings will be accessible for viewing through Zoom. You may contact the City at 937-415-2256 or aswartz@vandaliaohio.org for the phone number and link to this meeting prior to 5:00 pm the day of the meeting. Please note, in compliance with Ohio Revised Code, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The Study Session will begin at 5:30 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions.

Very Respectfully,

Kurt E. Althouse
Interim City Manager

CC: Board and Commission Members
All City Employees