

The Blue Letter

March 8, 2024

Honorable Mayor Herbst & Esteemed City Councilmembers:

Pending Retirement of Human Resources Manager Missy Pruszynski: HR Manager Pruszynski has announced her intent to retire from the City of Vandalia after 13,512 days on April 30, 2024. Details of her retirement party are forthcoming (possibly at the Senior Center on April 25th from 2 – 4 pm, pending confirmation). Mrs. Pruszynski will leave a huge hole to fill. I have often thought of her as our Chief Culture Officer given her 36 years, 11 months, and 27 days of service. She has embraced our culture shift, our citywide policy goals, and she never stops coaching our teammates. She is fair. She has helped me to see when I have been wrong. She always has the interest of our teammates in mind. Having spent 19,457,280 minutes as a City of Vandalia employee – and being a lifelong community member – I have always felt fortunate to be able to ask Missy for her take on the *Vandalia Way*, the social context of our community, our institutional history, and her take on a series of topics as a great leader. I am thankful for her rising to the occasion to build confidence in our human resources office. Our senior staff and our organization are better because we have had the privilege of working with Missy. Mrs. Pruszynski has put in long hours, she has mastered entire bodies of knowledge in a short time, and she has an incredible work ethic. She never complains and she will never let you know how hard she has worked to produce an impeccable product. I appreciate her wisdom and great attitude. There are people who have underestimated Missy throughout her career. She is an “A” player – and I hope that someday, I will be as good as she is. I have often told employees and candidates that Missy has been here since before she had her driver’s license – that she is a second-generation public servant in Vandalia, and that “you can absolutely trust her to guide you in the right direction as your HR Manager.” Congrats on an honorable and successful career of service, Missy.

Police Division Meritorious Service Award: PSS Mindy Snodgrass and PSS Deborah Wright were nominated for and awarded the Division’s Meritorious Service Award. On February 1, PSS Snodgrass and PSS Wright were working in the Communications Center when they received a phone call from a resident who reported a male was walking through the neighborhood with a firearm. When officers arrived on scene and checked the area, they could not locate the man. The PSS Snodgrass and PSS Wright took the initiative to research prior calls in this area and located an



Employee Spotlight
March, 2024

Toni Williams is the one who makes everything happen at the Vandalia Senior Center! She has been with Vandalia for 9 years.

Toni manages everything from the 100 (and counting...) lunch and learn presentations each year to the monthly newsletter, a transportation program, and dozens of ongoing monthly activities.

“I want everyone to feel that this is a welcoming and happy place,” she said. “Our members come to us to stay active and avoid isolating themselves.”

With an active membership roster of nearly 600 people... including 200 new members in the last year alone... the senior center is making a big difference in the lives of Vandalia seniors.

Toni Williams
Senior Center Coordinator



address where Vandalia Police Officers had responded to a domestic dispute the previous day. They notified the officers of this information which led officers to this house where they located the armed man. A subsequent investigation revealed the man was despondent and made suicidal and homicidal statements. Officers transported the man to a local hospital for mental health treatment and were able to remove firearms from the house with other family members before any tragedy occurred. PSS Snodgrass and PSS Wright took initiative on this call that likely prevented a tragedy from occurring and led to providing mental health treatment to this individual who was despondent. This is an incredible, value-added, top-tier service that makes Vandalia a special place to live. Thank you for being the brand.

Congrats to Chief Building Inspector Chris Mastrino! With the departure of Pete Baldauf as our Chief Building Official to work in the private sector, Chris Mastrino has stepped up for the challenge as the new Chief Building Official. Chris Mastrino has been Vandalia's Building Inspector since 1991.

Letter of Appreciation: I have enclosed a letter of appreciation that a resident recently sent to the Vandalia Police Division. Here is what Chief Althouse shared with Sergeant Wehner and Officers Matlock, Stelzer, and Clymer:

Andy, Connor, Jeff, & Nelson,

I want to commend all of you for the exceptional service and empathy that you exhibited on February 11th when handling a peace officer call at 8319 S. Brown School Road. This call involved an elderly gentleman whose family was trying to remove his vehicle keys so he could not drive due to suffering from dementia. The family was struggling to deal with him and his outbursts from refusing to surrender his keys. You promptly responded and used great communication skills while exhibiting empathy to the situation and provided support to the family during this call. The Brewer family is extremely grateful for your actions and service and sent a "thank-you" card to VPD expressing their sincere appreciation for your actions and service during this difficult time.

I appreciate the way you provide top-tier service to our residents as you demonstrated on this call and the professionalism you exhibit each day. Kudos for an outstanding job and service!!!

Kurt

MyVandalia Magazine: The next issue of the My Vandalia magazine is scheduled to arrive in mailboxes the week of March 25th.

State of the City Video: Communications Manager Hopkins is finishing up the State of the City video that will be presented at the Annual Chamber of Commerce meeting on Tuesday, March 12th at the Christian Life Center at 7:30 am.

The Eclipse! April 8th: Our staff continues to prepare for operations on the day of the eclipse. This week, Judge Heck issued a court order detailing the Court's closure at 10:30 am on April 8th. I am working with our Senior Staff to shore up details regarding what the rest of the City will do. It is likely that I will close the Municipal Building, Recreation Center, and Senior Center at 10:30 am on April 8th. I plan to place staff who are not assigned to emergency operations on paid administrative leave and send them home for the remainder of their regularly scheduled workday (including part-time employees at the Vandalia Recreation Center). Also, all regularly scheduled practices and other City programs that are not related to the eclipse will be cancelled on April 8th. Thank you to Chief Follick and our staff members who have

worked on our incident action plan leading up to this event.

Youth In Government Day: Youth Day In Government is March 19th. I have enclosed a schedule for those who have signed up.

Sunshine Laws Certification Training 03.27.2024 (Vandalia OH): Mrs. Swartz has coordinated a sunshine laws certification training course through the office of State Auditor David Yost. The training will take place on Wednesday, Mar 27, 2024, at 9:00 AM - 12:15 PM in the Vandalia-Butler High School Lecture Hall. This course provides the mandatory three (3) hour training required by Ohio Rev. Code § 109.43(B) to be completed by elected officials or their designee once per elected term. Mrs. Swartz is the designee of the Vandalia City Council. Councilmembers, senior staff, administrative staff, and department deputies are invited to participate. [Please click here to register \(LINK\)](#).

Special Study Session: Tour Tri-Cities Wastewater Plant – The City will hold a special study session to tour the Tri-Cities North Regional Wastewater Authority at 3777 Old Needmore Road Dayton, Ohio 45424 on March 20, 2024, at 3 pm. This is simply a tour of the facility with General Manager Danny Knife and staff with no formal action to be taken by the City Council. This is an optional meeting for the benefit of Council and staff. As a note, several of the City Councilmembers have toured the plant recently to discuss plant improvements. I plan to advertise this tour as a special study session that is open to the public to attend.

Tri-Cities Capital Improvements and Utility Updates: There have been several updates made to the City's utility webpage. See www.vandaliaohio.org/utilities for information regarding the capital needs in the City's utility systems. I have enclosed an updated cost estimate of the wastewater treatment plant updates (i.e., \$121.8 million with approximately \$30.5 million being the responsibility of the City of Vandalia). General Manager Knife has advised that the estimate includes large contingencies of greater than 10%, which will likely be reduced once Tri-Cities brings a construction manager at-risk on to the project.

Large Debris drop- off Saturday, March 9th: The City of Vandalia is offering Vandalia Residents free large debris drop off from 8 am – 2 pm at the Public Works Garage. Proof of residency is required.

Recreation Superintendent Recruitment (Career Ladder to Parks & Recreation Director): The City of Vandalia, Ohio is recruiting for the position of Recreation Superintendent. Our plan is for the new Superintendent to take over our \$8.3 mm / year, ~225 employee parks and recreation operation as the next Director after working side-by-side for a period prior to the retirement of Director Steve Clark. Director Clark has served our community since 1988. He has not announced a retirement date, and I have encouraged him to stay as long as he wants! With new playgrounds, a fresh P&R Master Plan, completed facility infrastructure updates, and robust capital planning - Director Clark has set a clear path for success and continuity of services. I have enclosed the recruitment brochure.

Tax Revenues: Overall Income tax receipts (\$3,581,125) are up YTD by 6.00% (\$202,591) over February YTD 2023. Withholding tax is up 4.09% YTD (\$112,026); Individual tax is up 7.89% YTD (\$23,070); Business net profit tax is up 19.55% YTD (\$67,494). The amount of income tax revenue budgeted for 2024 is \$19,671,000 (\$1,639,250/month). The amount collected YTD is \$3,581,125. The amount collected is 9.23% higher than the estimated amount based on the budget.

Structure Fire on Continental Court: On February 23 crews responded to Continental Court on the report of a structure fire in a multi-family building. Crews arrived to find a stove top on fire in a second-floor apartment. Smoke detectors were activated and everyone in the building was able to safely exit. Damage was contained to the kitchen of the unit.

EMS Billing RFP: Earlier Last Month, the Division of Fire received a notice that our EMS Billing Company, Change Healthcare, is canceling our contract (ostensibly due to them going out of business). An EMS billing RFP was posted on March 1st with a deadline for submissions on March 29, 2024.

35th Annual Vandalia Corporate Challenge: The Kickoff Social will be held on Friday, April 5 at the VRC, 11:00 am for a first-time business and 11:30 am for returning business teams. The Corporate Challenge will take place the week of June 3-7.

The **February Family Fun Night** event took place on Friday, February 23 at the Vandalia Recreation Center. This was a drop-in event and was for VRC members, City of Vandalia residents and families who attend the Vandalia-Butler School District. We had 41 families come out to the program, which totaled around 160 people. The entire center was open, and people enjoyed swimming, climbing the rock wall, inflatables, childcare, arts & crafts, and food. My boys played hard, had a riot at this event, and immediately fell asleep on the way home.

Youth Baseball/Softball has over 400 registered for the program with the number continuing to grow each day. Recreation Coordinator Jeff Kreill is finalizing coaches for the program with a coaches meeting scheduled for next week. Teams will begin practicing later this month and begin playing games at the end of April.

Golf League: Managing Golf Professional Ben Lickliter has started setting up golf league meetings to discuss the 2024 season with league representatives.

CHGC: Over 250 golfers played on Cassel Hills on Monday and Tuesday of this week. Sunday was also busy with a \$4,200 day.

Field Preparation: Baseball and soccer field prep work is underway for the spring season. The Sports Complex soccer fields are ready for the painting of field lines as the Butler United season begins in early April. Butler High School and Morton Middle softball teams have been onsite practicing during the recent nice weather period. They begin playing games in a couple of weeks.

HVAC Controls: Building Maintenance staff are working through the controls program for HVAC equipment. We are in the process of training with the new program. We are very thankful for Chris Mastrino and his efforts in getting the controls installation completed with ESG.

Spring clean-up of landscape beds is being performed by Park Maintenance staff. This includes ornamental grass and perennial plant cut back at all locations, including entry way signage and facilities.

City Signage Project: Geograph Industries is in the fabrication stage of the City Signage project. They anticipate installation of entry way sign letters during this month with other sign work to begin in April. The anticipated completion of this project is May 31, 2024.

Robinette Park Restroom: The Robinette Park restroom facility is well underway. Pictured right.

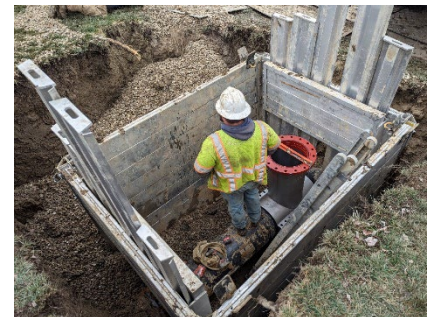
Commercial Traffic Enforcement: During the past two weeks, VPD officers made 27 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 16 written warnings and nine verbal warnings while working 24 additional enforcement hours.

Hotel Permit and Quality Control Meetings: Members of the Division of Police and Division of Fire continue to hold quarterly meetings with local hotel management to discuss trends and crimes occurring at these establishments. The Department of Public Safety and Kip Milliken from the City Manager's Office hold these quarterly meetings with our hotels to foster cooperation to reduce crime and provide resources needed to combat crime and nuisance issues.



Clyde Place & Cyril Court Reconstruction Project: Milcon Concrete Inc. has remobilized back to the Clyde Place & Cyril Court Reconstruction project as of March 7th. The crew is removing the curb, driveway approaches, and certain sidewalk sections with the remaining roadway (e.g., asphalt and gravel road base) to follow next week. New gravel road base will be installed for the entire roadway with gravel access ramps until concrete is placed. Milcon's subcontractor is planning to pour concrete for the new curb starting March 18th followed by the driveway approaches and sidewalk sections.

Valve Installation: Rangeline installed two (2) valves onto a live 16" water trunk main without interruption of service on March 7th and 8th. Public Works crews excavated the trunk main and installed trench shoring to save the City on contractor costs. The aging trunk main that runs from the Attica Water Tower to Cassel Hills Golf Course is a significant component of the City's water system. These specialty valve installations were needed as many of the existing valves on this trunk main no longer work and are beyond repair. Before installing these new valves, a watermain break in this line could have had catastrophic consequences and the City would have needed to shut down water service to large sections of neighborhoods.



Sign Shop: Thanks to John Bubeck in the sign shop for creating the Parks & Recreation ballpark identification signs that will be placed on the ball fields and comply with the City's branding.

Tanker Endorsements: Congrats to Public Works Technicians Mahmat Vallazov and Ryan Malott who passed their tanker endorsements for their CDLs. Now the entire division has commercial drivers licenses with tanker endorsements allowing for more flexibility in scheduling of operations, especially during snow & ice events.

Dog Leg Water & Sanitary Sewer Extension Phase 2: Outdoor Enterprise, LLC is planning to start the Dog Leg Water & Sanitary Sewer Extension Phase 2 project in mid-April.

ODOT Construction Kick-off Event: Councilmembers are invited to attend ODOT's 2024 Construction Kick-off event at 9 am on Thursday, April 18th at Taylorsville Metro Park. This event will feature the Vandalia Bikeway Connector Project – a collaboration with Five Rivers Metro Park. ACM Cron will be a speaker at the event. Please let Mrs. Swartz know if you would like to RSVP for the event.

Congressional Earmark: This week, Congressman Turner's office notified me that the City is party to two pending congressional earmarks. The first is a reassignment of the ~\$1.33 million that the City secured for right of way acquisition along the Dayton International Airport Northeast Logistics Access Project. This funding source was incompatible with ODOT requirements. Congressman Turner has graciously helped the City get the project renamed through a pending legislative amendment so that the funds can be used for street and sewer infrastructure. See: <https://docs.house.gov/billsthisweek/20240304/HMS31169.PDF> (Pg. 894, #16). This could become law this week.

Congressman Turner's office also advised that Tri-Cities is positioned to receive an earmark of \$750,000 for capital improvements.

Please contact me directly with comments or questions.

Very Respectfully,

Dan Wendt
City Manager

CC: Board and Commission Members
All City Employees

Attachments:

1. Information Update - ACM Cron – March 7, 2024;
2. Information Update – Director Leiter – March 7, 2024;
3. Information Update - Chief Follick – March 7, 2024;
4. Information Update - HR Manager Pruszyński – March 7, 2024;
5. Information Update - Director Clark – March 7, 2024;
6. Information Update – Chief Althouse – March 7, 2024;
7. Information Update - Director Borton – March 7, 2024;
8. Employee Photo Directory – Updated;
9. Citywide Policy Goals;
10. Resident Appreciation Card;
11. Aerial Summary of Plant Upgrade Expenses – Tri-Cities;
12. Youth In Government Day Schedule;
13. Court Order – Closure for Eclipse on April 8, 2024;
14. Recreation Superintendent Recruitment Flyer; and
15. MyVandalia App.



To: Dan Wendt, City Manager

From: Rob Cron, Assistant City Manager

Date: March 7, 2024

Re: Information Update for February 23 – March 8, 2024

- 📍 Chad Baughman, Ben Borton and I performed the survey and layout work for the Clyde & Cyril roadway project to continue. The contractor expects to return next week to begin the roadway portion of the work.
- 📍 I attended a Business First meeting with Julie Sullivan from the Dayton Development Coalition, Jonathon Bridges and Meg Ryan from Jobs Ohio and representatives from Inteva Products at their facility on Crossroads Court. Their business is doing very well and they are taking on additional contracts in the automotive industry. They are currently recruiting for several engineer positions.
- 📍 You and I attended the Ohio City Managers Conference last week. This was my first time attending and I was very impressed with the event, the speakers and the educational breakout sessions. Congratulation to you being appointed Vice President of OCMA for the upcoming year and to former Assistant City Manager, Amber Holloway, on being appointed President. Also, congratulations to you on receiving the Distinguished Early Career award at the conference.
- 📍 I attended the MVRPC Board of Directors meeting on March 7th. At the meeting. The board passed a resolution approving the CY2023 Funding for Transportation projects. Vandalia is approved to receive up to \$843,334 in funds for a resurfacing project. The roadways included in this application are the southern portion of Poe Avenue, Miller Lane and Wyse Road.

Project Sponsor	Project Name	Project Location	Project Description	Total Project Cost	Federal Funds Requested	Federal Funds Recommnd.
City of Troy	SR 41 and Experiment Farm Road Intersection Improvement	Intersection of SR 41 and Experiment Farm Road/South Stanfield Road.	The project consists of transforming a traditional traffic signal intersection to a multi-lane roundabout intersection. Four pedestrian islands will be installed and new sidewalks will be extended to these refuge islands that will include ADA ramps at each location. In addition, the new roundabout will incorporate Share the Road lanes.	\$5,157,733	\$2,578,867	\$2,578,867
City of Vandalia	Poe Avenue, Wyse Road and Miller Lane Resurfacing	Poe Avenue from 260' north of Image Drive to Stop Eight Road, Wyse Road from the I-75 bridge to Webster Street, and Miller Lane from Benchwood Road to Stop Eight Road.	Roadway milling and resurfacing including new pavement markings.	\$1,228,560	\$843,334	\$843,334
City of Xenia	South Detroit Street Rehabilitation	South Detroit Street from Miami Avenue to the Xenia south corp limit.	Roadway mill and fill including adding bike sharrow signage/paint, repair/replacement of existing and deteriorated ADA ramps, curb, sidewalks and drive approaches.	\$1,471,391	\$985,832	\$985,832

- Rich Hopkins has finalized the Popular Annual Financial Report (PAFR) and it is out for printing. We hope to have copies ready to distribute late next week.
- The next issue of the My Vandalia magazine is also at the printers and scheduled to hit mailboxes the week of March 25th. We will be posting flipbook version of the magazine on our My Vandalia app and online in the coming weeks.
- The March Focus Vandalia videos were shot during this period with the topics including, Service Awards Luncheon, Art Box installation at the Art Park, an update on the water meter replacement project and season passes going on sale for Cassell Hills Pool.
- Rich is also putting the finishing touches on the State of the City video that will be presented at the Annual Chamber of Commerce meeting on Tuesday March 12th.
- We continue to coordinate with all departments and coordinate public messaging regarding the April 8th Eclipse events.
- We posted our second Employee Spotlight via social media this week. Congratulations to Toni Williams on being featured for the month of March.



Employee Spotlight
March, 2024

Toni Williams is the one who makes everything happen at the Vandalia Senior Center! She has been with Vandalia for 9 years.

Toni manages everything from the 100 (and counting...) lunch and learn presentations each year to the monthly newsletter, a transportation program, and dozens of ongoing monthly activities.

"I want everyone to feel that this is a welcoming and happy place," she said. "Our members come to us to stay active and avoid isolating themselves."

With an active membership roster of nearly 600 people... including 200 new members in the last year alone... the senior center is making a big difference in the lives of Vandalia seniors.

Toni Williams
Senior Center Coordinator

Vandalia^{ohio}
small city. big opportunity.

- A conditional use application has been submitted for the construction of a new hotel at 3675 Wyse Road. This item will be on the March 26th Planning Commission agenda.
- Several staff members met with the owners/engineer of the property at 1175 Industrial Park Drive regarding the clearing/grading work that has taken place on the site. They have been directed to stop all work until plans have been submitted for review and approval for their proposed project.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: March 6, 2024

Re: Information Update - Period Ending March 8, 2024

1. Finance would like to welcome our newest member, Carrie Lindsay! She is the new Part-time Income Tax Clerk and has hit the ground running! Staff are more than thrilled she is joining our team and looking forward to an amazing year!
2. Overall Income tax receipts (\$3,581,125) are up YTD by 6.00% (\$202,591) over February YTD 2023. Withholding tax is up 4.09% YTD (\$112,026); Individual tax is up 7.89% YTD (\$23,070); Business net profit tax is up 19.55% YTD (\$67,494).

The amount of income tax revenue budgeted for 2024 is \$19,671,000 (\$1,639,250/month). The amount collected YTD is \$3,581,125. Therefore, the amount collected is 9.23% higher than the estimated amount based on the budget.

3. I attended a council study session and meeting.
4. Finance continues to provide data to the compilation team and auditors from Plattenburg and Associates for the 2023 Annual Report and audit.
5. You, Steve Clark, and I sat down to discuss financing options for the golf irrigation replacement project.
6. Emily Huwer and I participated in a demo of a new call que system to be used in the tax division. The current system is no longer supported, and a new system is necessary to continue to provide top-tier services to taxpayers.
7. You and I met to finalize the process of updating Finance policies.
8. I provided income tax information during a Focus Vandalia shoot.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 3/7/2024
SUBJECT: INFORMATION UPDATE – PERIOD ENDING MARCH 8, 2024

1. On February 23 crews responded to Continental Court on the report of a structure fire in a multi-family building. Crews arrived to find a stove top on fire in a second-floor apartment. Smoke detectors were activated and everyone in the building was able to safely exit. Damage was contained to the kitchen of the unit.
2. On February 23 crews also responded mutual aid to Tipp City to assist with a house fire on Nelson Court. No one was injured and crews remained on scene for some time assisting before being released back to the city.
3. Crews were invited to attend an event at Buckeye Harley Davidson on Saturday February 24th. Fire Prevention crews were also present since they had a Fire Dancer performing at the event.
4. On February 26th crews responded to a car into a building on Dixie Drive. The building had some considerable damage, but there were no injuries reported.
5. Crews were able to execute an animal rescue (cat in a tree) on South Brown School Rd. on February 26th. Crews occasionally get called to assist rescuing animals and if available, they are happy to help.
6. The Fire Prevention Bureau attended the 2024 Fire Protection and Life Safety Forum February 26-27. This is an opportunity to attend conference style classes that are designed for "Fire Code Officials, Fire Marshals, Risk Management, Health & Safety, Fire Departments, and others. The Division of Fire Prevention



DIVISION OF FIRE INFORMATION UPDATE

Bureau brought back info and knowledge they can apply to their positions though out the year.

7. Fire Marshal Jacobs and I attended the Quarterly Hotel Meeting on February 29th held at the Justice Center.
8. The Division of Fire held a Career Staff meeting on Friday March 1st. Items discussed were, but not limited to; 2024 capital and budget updates, hiring updates upcoming Eclipse planning and training.
9. Earlier Last Month, the Division of Fire received a notice that our EMS Billing Company, Change Healthcare was canceling our contract. As a result, an EMS billing RFP was posted on March 1 with a deadline for submissions on March 29, 2024.
10. Crews, with mutual aid assistance responded to The Flying J on Northwoods Blvd. for a Hazardous Materials call on March 4. Upon arrival, crews found a compressed Natural Gas Leak. The threat was able to be eliminated with no injuries reported.

Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: March 6, 2024

Re: Information Update – Period Ending March 8, 2024

1. Just a reminder - if you need additional / replacement **insurance cards**, you have access to your ID cards via your United Health Care, EyeMed, and Superior Dental Apps. You can download the apps in the AppStore or contact customer service and request additional ID cards.
2. Hiring update – Staff continues to work on recruitment brochures for Park Maintenance Supervisor and Building Maintenance Supervisor. First round interviews were held this week for Police Officer. The Fire Lieutenant candidates have completed their assessment phase of the process, and the next phase will entail second round interviews, which are scheduled for the week of March 25. First round Part-Time DES Administrative Assistant interviews were held, and a candidate has been identified. Staff will be executing an offer to the candidate.
3. The most recent version of the Employee Photo Directory, is attached to this update and it can be found at [City of Vandalia SharePoint - HR](#) - our SharePoint site. This document is fluid and will be updated frequently. When you arrive at the SharePoint site, click on "Documents", and then click on the **blue** "Employee Directory" folder. This document is fluid and will be updated frequently.
4. Just a reminder, if you are working on performance appraisals, the Agile Performance Appraisal training videos can be found on the City of Vandalia SharePoint site. The link is:
<https://vandaliaohioorg.sharepoint.com/sites/HR/Agile%20Performance%20Appraisal%20Videos/Forms/AllItems.aspx>.



To: Dan Wendt, City Manager
From: Steve Clark, Director of Parks & Recreation
Date: 3/7/2024
Re: Information Update – Period ending March 7, 2024

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

We are gearing up for the 35th Annual Vandalia Corporate Challenge. The Kickoff Social will be held on Friday, April 5 at the VRC, 11:00 am for a first-time business and 11:30 am for returning business teams. The Corporate Challenge will take place the week of June 3-7. We are working to attract some new businesses to the event this year.

February Family Fun Night event took place on Friday, February 23 at the Vandalia Recreation Center. This was a drop-in event and was for VRC members, City of Vandalia residents and families who attend the Vandalia-Butler School District. We had 41 families come out to the program, which totaled around 160 people. The entire center was open, and people enjoyed swimming, climbing the rock wall, inflatables, childcare, arts & crafts, and food.

Vandalia Arts Council – Archway Project: The group is collaborating with an artist from North Carolina for the archway project at Art Park that will replace the bottle cap totem poles. Aaron reports they are in the very beginning stage of the project.

The Optimist Club Youth Basketball program concludes this Saturday at the VRC with the tournament championship games for the Boys 3-4 grade and Boys 5-6 grade divisions. We had a total of 202 kids participating in the program this year, which is up from 183 last year.

Youth Baseball/Softball has over 400 registered for the program with the number continuing to grow each day. Jeff Kreill is finalizing coaches for the program with a coaches meeting scheduled for next week. Teams will begin practicing later this month and begin playing games at the end of April.

RECREATION CENTER

The February VRC membership electronic fund transfer (EFT) was completed on February 15 with a total of \$19,530 collected. This is an increase of \$427 from January 2024 and an increase of \$767 over February 2023.

Facility Manager Alicia McCracken and Administrative Manager Sharon Hamby are in the process of implementing the Paytrac system at the VRC. This system will be replacing the Plug N Play payment system. The payment system is part of the Vermont Systems (VSI) Rectrac system we use at the VRC.

Alicia set up a demo of a new Webtrac App for staff to attend next week to evaluate whether the app would be beneficial to the VRC.

Alicia, Aaron Messenger and a SwimSafe representative went to Butler High School for a seasonal job recruiting venture on March 7 during the school lunch period. This approach has been successful in the past in attracting lifeguards, camp leaders and other seasonal and part-time positions.

Repairs and renovations to the playground system in Luther's Jungle have been completed by Play Care. New mesh netting, repairs to the snake slide, new tube steps, new pads and hanging bags were all part of the project. (pictures at end of report).

GOLF DIVISION

Managing Golf Professional Ben Lickliter has started setting up golf league meetings to discuss the 2024 season with league representatives.

Over 250 golfers played on Cassel Hills on Monday and Tuesday of this week. Sunday was also busy with a \$4,200 day.

Golf Maintenance began mowing fairways and greens this week, which is several weeks earlier than the traditional late March period for mowing to begin.

SENIOR CITIZENS CENTER

Membership growth continues at the Senior Center with 26 new members in February. We are near the number of members we had at the end of the year in 2021 and 2022 and ahead of the 2023 membership pace for this time of the year.

Building Maintenance staff completed several projects at the Senior Center including replacement of light bulbs, installation of FRP board in the card room, installation of a shelf in the floral closet, some wall repairs and painting.

Senior Center Coordinator Toni Williams was the City of Vandalia Employee Spotlight for March on the city social media pages. Toni is very deserving of this spotlight as she does an amazing job at the Senior Center.

FACILITY MAINTENANCE DIVISION

Baseball and soccer field prep work is underway for the spring season. The Sports Complex soccer fields are ready for the painting of field lines as the Butler United season begins in early April. Butler High School and Morton Middle softball teams have been onsite practicing during the recent nice weather period. They begin playing games in a couple of weeks.

Building Maintenance staff are working through the controls program for HVAC equipment. We are in the process of training with the new program. We are very thankful for Chris Mastrino and his efforts in getting the controls installation completed with ESG.

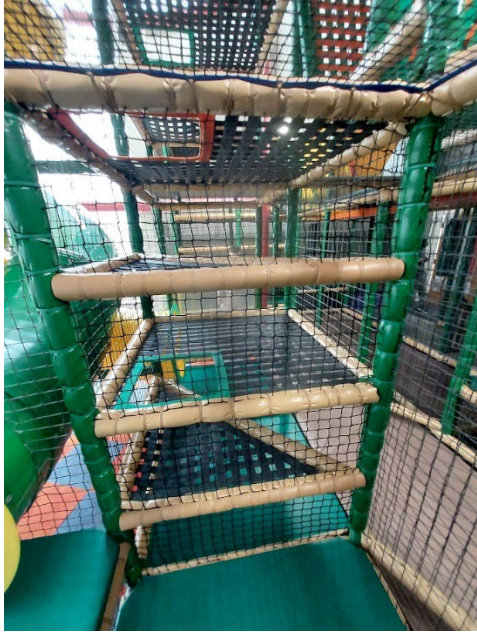
Spring clean-up of landscape beds is being performed by Park Maintenance staff. This includes ornamental grass and perennial plant cut back at all locations, including entry way signage and facilities.

Construction of the Robinette Park Restroom continues with the framing and roof trusses in place (pictures at end of report).

Repairs were completed on the VRC Aquatic Center slide tower and slide support posts as needed due to some cracks that had formed. These areas were injected with epoxy and sealed. Concrete surface coating was also repaired as needed as part of the contracted project. Maintenance staff cleaned the slide tower railing during this time as well.

Geograph Industries is in the fabrication stage of the City Signage project. They anticipate installation of entry way sign letters in the next month with other sign work to begin in April. The anticipated completion of this project is May 31, 2024.

Luther's Jungle Playground Repairs and Renovations



Robinette Park Restroom Project



Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: March 7, 2024

Subject: Information Update Ending March 8, 2024

1. During the past two weeks, VPD officers made 27 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 16 written warnings and nine verbal warnings while working 24 additional enforcement hours.
2. Lieutenants Walker and Sucher, CPO Sommer, and I attended the grand opening of the new Aldi grocery store on February 29. We introduced ourselves to the staff and spoke with them about the services we provide.
3. On Thursday, February 29, VPD held our first meeting of 2024 with local hotel management to discuss trends and crimes occurring at these establishments. The Division holds these quarterly meetings with our hotels to foster cooperation to reduce crime and provide resources needed to combat crime and nuisance issues. Lieutenant Walker, Sergeant Garry Lawson, VFD representatives, and Kip Millikin covered topics related to criminal trespassing and the upcoming solar eclipse. We provided the hotels with a solar eclipse guide for businesses and answered their questions.
4. Lieutenant Walker, Sergeant Garry Lawson, CPO Sommer, and I met with Boy Scouts of America (BSA) representatives about our Police Explorer program. The BSA representatives shared ways they could help promote our program and expand membership.
5. Lieutenants Walker and Sucher attended two solar eclipse planning meetings on Monday, March 4. The morning session focused on sharing information with local towing companies while the afternoon session consisted of area law enforcement agencies. Both meetings were hosted by ODOT and the Ohio State Highway Patrol. We are finalizing our operational plans in conjunction with the Division of Fire.
6. Detectives charged a Vandalia man with 103 counts of Pandering Sexually Oriented Material Involving a Minor after receiving a theft case from another state. The suspect had approximately 70,000 images and videos of child pornography when a search warrant was executed at his residence.
7. Detectives charged a Clayton woman with Aggravated Possession of Drugs (Methamphetamine) Schedule II. VPD officers transported the female suspect to the Montgomery County Jail on an active warrant through Kettering Police Department.

8. Officer Sommer gave a *Run Hide Fight* presentation to White Castle employees on March 6 and 7.
9. I attended the Ohio Law Enforcement Executive Summit on March 4 and 5 at the Hocking Hills Lodge Conference Center. The Summit consisted of representatives from the Ohio Association of Chiefs of Police (OACP) board, Buckeye State Sheriff's Association (BSSA), Ohio State Highway Patrol, Ohio Attorney General's Office, Bureau of Criminal Investigations, and the Ohio Department of Public Safety. Presenters covered topics on current state legislative issues; legislative review on adult use cannabis; alternative THC products; Ohio Narcotics Intelligence Center Specialty Teams with services for translation, financial investigations and Dark Web/Crypto currency investigations; Stark County's SPIDR service portal; After School Preparedness & Ohio School Safety Center Resources; Genetic Genealogy investigations by Ohio BCI; DPS Recruitment Efforts & Initiatives; Rapid DNA testing by BCI; OPOTA training updates; Gaza Strip Conflict and Domestic Impacts on Ohio, Swatting investigations; the Intelligence Liaison Officer Program; and Ohio Traffic Safety Office updates and initiatives for roadway safety.
10. PSS Mindy Snodgrass and PSS Deborah Wright were nominated for and awarded the Division's Meritorious Service Award. On February 1, they were working in the Communications Center when they received a phone call from a resident who reported a male was walking through the neighborhood with a firearm. When officers arrived on scene and checked the area, they could not locate the man. The PSS took the initiative to research prior calls in this area and located an address where VPD officers had responded to a domestic dispute the previous day. They notified the officers of this information which led officers to this house where they located the armed man. A subsequent investigation revealed the man was despondent and made suicidal and homicidal statements. Officers transported the man to a local hospital for mental health treatment and were able to remove firearms from the house with other family members before any tragedy occurred. PSS Snodgrass and PSS Wright took initiative on this call that likely prevented a tragedy from occurring and led to providing mental health treatment to this individual who was despondent. I commend them on their outstanding service!!
11. On Friday, I attended a monthly meeting with Superintendent O'Leary, School Safety Director Bill Wertz, and Butler Twp. Police Chief John Porter to discuss school safety and community concerns involving students and/or the schools.

Public Service Information Update

To: Dan Wendt, City Manager
From: Ben Borton, Director of Public Service
Date: March 7, 2024
Subject: **Information Update for February 24 – March 8, 2024**

Development & Engineering Services

Milcon Concrete Inc. has remobilized back to the Clyde Place & Cyril Court Reconstruction project on March 7th. Their crew is removing the curb, driveway approaches, and certain sidewalk sections with the remaining roadway (asphalt and gravel road base) to follow next week. New gravel road base will be installed for the entire roadway with gravel access ramps until concrete is placed. Milcon's subcontractor is planning to pour concrete for the new curb starting March 18th followed by the driveway approaches and sidewalk sections.



Outdoor Enterprise, LLC is planning to start the Dog Leg Water & Sanitary Sewer Extension Phase 2 project in mid-April.

The 2024 street resurfacing program bids were publicly opened on February 27th. Three (3) sets of specifications were issued, and three (3) contractors submitted bids for this project. Bids ranged from \$993,756.88 to \$1,137,737.49. Our estimate for the project was \$996,000. I recommended to

Council awarding the contract for this project to Barrett Paving Materials as the lowest and best bid at their bid price of \$993,756.88.

The 2024 asphaltic concrete purchase bids, for roadway patching and golf course cart paths, were publicly opened on February 27th. Two (2) suppliers submitted bids for the purchase of asphalt. I recommended to Council authorizing Public Works the ability to purchase asphalt from either Barrett Paving or Valley Asphalt at their respective bid prices with the first choice being Barrett Paving, being the lowest and best bidder, if they can meet our needs. On each occasion Public Works need to purchase material, we will reach out to Barrett Paving first for the opportunity to supply us.

ALDI at 6415 Miller Lane received their Certificate of Occupancy (CO) and held their grand opening on February 29th.

With the departure of Pete Baldauf as our Chief Building Official to work in the private sector, Chris Mastrino has stepped up for the challenge as the new Chief Building Official. Chris Mastrino has been Vandalia's Building Inspector since 1991.

Jeremy Games will be joining our team as the full-time construction inspector for Engineering starting March 18th.

We interviewed several candidates for the recently open part-time administrative assistant position. A conditional offer for this position has been sent.

I attended Montgomery County's 2024 asphalt resurfacing pre-construction meeting on February 29th. Stop Eight Rd from Webster St to the I-75 bridge will be resurfaced as part of the County's project with the City paying for the portion within City limits. Primarily, the City corporation limit runs down the centerline of Stop Eight Rd in this section.

We held our monthly department staff meeting on March 28th.

I attended the Vandalia-Butler Chamber of Commerce's First Friday meeting at the Vandalia library on March 1st to briefly discuss the upcoming infrastructure projects for this year.

Jake Hayslett and myself attended the NAWA technical committee meeting on March 6th.

Public Works

Crews patched and sealed the asphalt openings from the watermain breaks on Fordway Dr.

Roadways were salted 2/24 with 71 tons of salt and 239 miles driven. We received delivery of 250 tons of salt.

Street sweeping continued as weather allowed.

Crews have continued installing more water meters in pits and inside residences. A new 6" water meter was installed at 250 Northwoods Blvd (old Delphi plant property) for the current owner/manufacturing occupants.

Rangeline installed two (2) valves onto a live 16" water trunk main without interruption of service on March 7th and 8th. PW crews excavated the trunk main and installed the trench shoring to save the City on contractor costs. The aging trunk main that runs from the Attica Water Tower to Cassel Hills Golf Course is a significant component of the City's water system. These specialty valve installations were needed as many of the existing valves on this trunk main no longer work and are beyond repair. Before these new valves, a watermain break in this line could have had catastrophic consequences and the City would have needed to shut down water service to large sections of neighborhoods.



Crews completed walking and checking remote sanitary sewer manholes.

IT ordered the iPad for the SL-RAT to view the data in the field.

Crews performed monthly sanitary sewer lift station maintenance.

An old bus stop trash can on Stop Eight Rd and surrounding trash was removed.

Crews repaired a residential water leak on Skyview Dr and investigated/scoped a sanitary sewer lateral on Halifax Dr that needs repaired.

The Parks & Recreation ballpark identification signs were completed during this period.

Our mechanics replaced the radiator and window regulator on Engine 1 as well as routine maintenance for the Fire Department.

We performed 161 utility locates this period for Ohio 811.

Crews performed 1 burial at Poplar Hill cemetery during this period.

Mahmat Vallazov and Ryan Malott passed their tanker endorsements for their CDLs. Now the entire department has CDLs with tanker endorsements allowing for more flexibility in scheduling of operations, especially during snow & ice events.

Walter Richie, Jake Hayslett, Fire Chief Follick, and myself met and formed the Public Works Eclipse Plan on February 27th.

Mechanics Mike Skaggs and Zeb Ward attended the Work Truck Trade show in Indianapolis on March 7th for up-to-date innovations.



Photo Directory

Last updated March 1, 2024

City Council



Richard Herbst
Mayor



Mike Blakesly
Vice Mayor



Cynthia Doogan
Council Member



Candice Farst
Council Member



Corey M. Follick
Council Member



David Lewis
Council Member



Amber Aivalotis-Weaver
Council Member

City Manager's Office



Dan Wendt
City Manager



Rob Cron
Assistant
City Manager



Darren Davey
IT Manager



Thai Do
Information Technology
Support Specialist



Ben Graham
Zoning and Planning
Coordinator



Michael Hammes
City Planner



Rich Hopkins
Communication
Manager



Sherri Howard
Administrative
Assistant



Ben Lewis
Information Technology
Support Specialist



Kip Millikin
Property Maintenance
Inspector



Paul Pollard
Information Technology
Administrator



Melissa Pruszynski
Human Resources
Manager



Angela Swartz
Executive Assistant/
Deputy Clerk

Law Department



Gerald McDonald
Law Director



David Caldwell
Prosecutor

Court



Cindi Heck
Judge



Karen Goffena
Clerk of Courts



Michelle Baldauf
Deputy Clerk



Kim Brumfield
Deputy Clerk



Brandy Collins
Deputy Clerk



Edward DiFalco
Bailiff

Court



Don Evers
Bailiff



John Gibbs
Probation Officer



Cindy Herbst
Deputy Clerk



Gordon Jackson
Chief Bailiff



Maria Jones
Secretary to the
Magistrate



Denise Mehall
Deputy Clerk



Tami Ryan
Admin. Secretary
Chief Assignment
Commissioner



Olga Williamson
Deputy Clerk/Civil



Sally Zollers
Deputy Clerk
Office Manager

Development and Engineering Services



Ben Borton
Public Service
Director



Chris Budich
Administrative
Assistant



Chad Baughman
Engineering/GIS
Technician



Robert Martin
Electrical
Inspector



Chris Mastrino
Building
Inspector

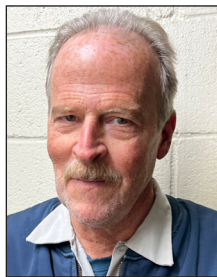
Public Works



Walter Ritchie
Superintendent of
Public Works



Nathan Bergman
Public Works
Technician



Joe Blosser
Public Works
Technician



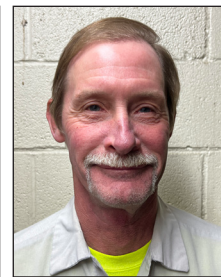
Jack Brandenburg
Public Works
Technician



Matt Breisch
Public Works
Technician

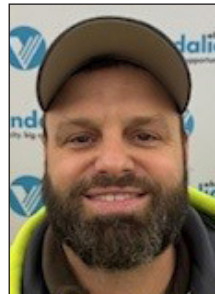
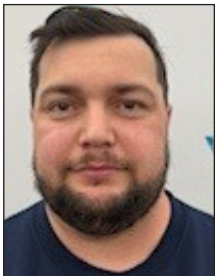
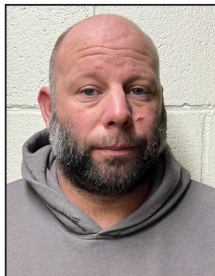


John Bubeck
Public Works
Technician



Mike Busse
Public Works
Technician
Supervisor

Public Works

						
Nick Davidson Public Works Technician	Aaron Evans Public Works Technician	Daniel Griffith Public Works Technician	Gordon Haas Public Works Technician	Jake Hayslett Asst. Public Works Superintendent	Tyler Jackson Public Works Technician	Bill Miles Public Works Technician
						
Mike Skaggs Head Mechanic	Mahmat Vallozov Public Works Technician	Zeb Ward Mechanic	Tammy Wendeln Administrative Assistant	Josh Woss Public Works Technician		

Fire

						
Chad Follick Fire Chief	Matt Buker Firefighter/Paramedic/ Fire Inspector	Derek Copp Fire Lieutenant	Ricky Davis II Firefighter/Paramedic/ Fire Inspector	Amanda Everett Firefighter/Paramedic/ Fire Inspector	Chad Garver Fire Captain	Zach Holbrook Firefighter/Paramedic/ Fire Inspector
						
Kolton Keener Firefighter/Paramedic/ Fire Inspector	Candice Jacobs Administrative Assistant	Scott Jacobs Fire Marshal	Marque Jones Firefighter/Paramedic/ Fire Inspector	Kolton Keener Firefighter/Paramedic/ Fire Inspector	Tony Miller Fire Captain	Steve Milliken Fire Captain

Fire



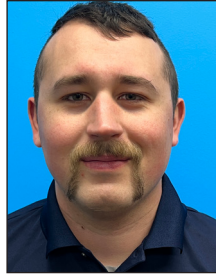
Mya Mitchell
Firefighter/Paramedic/
Fire Inspector



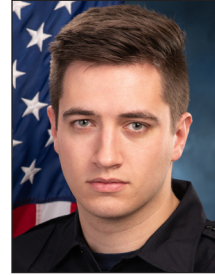
Rich Morrett
Community Risk
Reduction Coordinator



Carter Schumann
Fire Lieutenant



Cody Teegarden
Firefighter/Paramedic/
Fire Inspector



Noah van Doesburg
Firefighter/Paramedic/
Fire Inspector



Jacob Walters
Firefighter/Paramedic/
Fire Inspector



Chris Willoughby
Firefighter/Paramedic/
Fire Inspector

Finance/Tax



Bridgette Leiter
Finance Director



Tiffany Barnes
Finance Clerk



Susan Brown
Income Tax Clerk



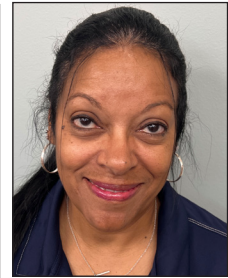
Kristen Carnes
Asst. Finance Director



Tim Himsworth
Tax Agent



Emily Huwer
Tax Supervisor



Nina McPherson
Finance Clerk



Natalie Montgomery
Payroll Specialist



Micki Weber
Admin Assistant



Jennifer Wegley
Tax Agent

Parks & Recreation



Steve Clark
Parks and
Recreation
Director



Tim Bailey
Assistant Golf Course
Superintendent



Josh Berry
Recreation
Coordinator



Drew Burghart
Maintenance
Technician



Jomeire Cabonce
Mechanic



Andrew Christian
Maintenance
Technician



Mark Collins
Custodial
Supervisor

Parks & Recreation



Garrett Danner
Maintenance
Technician



Bryan Fine
Maintenance
Technician



Sharon Hamby
Administrative
Coordinator



Jerrod Hill
Maintenance
Technician



Jeff Kreill
Recreation
Coordinator



Ben Lickliter
Managing Golf
Professional



Jack Marshall
Custodial
Supervisor-Recreation



Sherry McConaughy
Administrative
Assistant



Alicia McCracken
Recreation
Facility Manager



Aaron Messenger
Recreation
Coordinator



Harry Reed
Maintenance
Technician



Matt Roberts
Maintenance
Technician



Tyler Severance
Maintenance
Technician



Marty Szturm
Golf Course
Superintendent



Rudy Wells
Facilities
Superintendent



Ethan Whitmer
Maintenance
Technician

Police



Police Chief
Kurt Althouse



Officer
Brittany Blackford



PSS
Grace Borders



Officer
Robert Brazel



Officer
Timothy Christian



Officer
Damien Clemmons



Officer
Nelson Clymer

Police



Officer
Shaun Coatsworth



Officer
Dave Craine



Officer
Malcolm Dennis



PSS
Mary Beth Dyke



Officer
Holly Estep



Sergeant
Todd Flynn



Officer
Jerrod Fraley



Administrative
Assistant
Shannon Green



Officer
Mike Hulbert



Support Services
Manager
Anissa Kanzari



Sergeant
Brian Krimm



Officer
Robert Large



Sergeant
Garry Lawson



PPT Clerk/Typist
Nancy Mandelik



Officer
Joe Manning



Officer
Connor Matlock



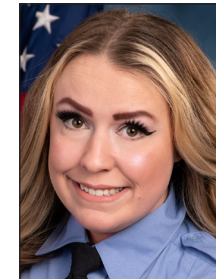
PSS
Tiffany Moore



Sergeant
Doug Nagel



Officer
Matthew Nicley



PSS
Haley Rue



Officer
Phillip Shafer



Officer
Kristin Sharon



PSS
Mindy Snodgrass



Officer
Rich Sommer



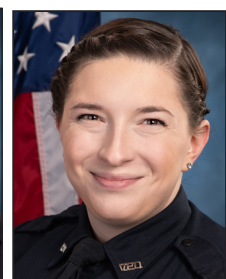
PSS
Tonya Sparks



Officer
Jeffrey Stelzer



Lieutenant
Brandon Sucher



Officer
Kristen Thomas



Sergeant
Tom Vallery



Lieutenant
Ben Walker



Sergeant
Andrew Wehner



PSS
Deborah Wright



Citywide Policy Goals

Live



Small City Big Opportunity: Be known regionally as a top-tier suburb through top-tier City services. Enhance social and economic investment by promoting the City's high-quality services, well-performing schools, available workforce, escalating quality-of-life, and growing sense of place. Incentivize developments that improve life in Vandalia.



Safe and Secure: Ensure that Vandalia remains a safe and secure community by investing in both traditional public safety operations and creative outreach efforts to meet the evolving needs of our residents and visitors.



Enhance Infrastructure: Protect public assets and infrastructure by making calculated and deliberate investments in roadways, utilities, park spaces.

Work



Fiscal Sustainability: Leverage the operating position of the City to seize strategic opportunities for improving quality of life, while maintaining sustainable fiscal practices.



Trust and Confidence: Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



Sharpen the Saw: Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.

Play



Vibrant: Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

Thanks



Stacey Brewer
51 W Van Lake Dr
Vandalia, OH 45377-3257

COLUMBUS OH 430

20 FEB 2024 PM 5 L



Vandalia Police Dept.
245 James Bohanan Dr
Vandalia OH 45377

45377-237501



On the afternoon of Feb 17,
we headed out to the
Vandalia PD for assistance
with a guardianship issue.
my mom needed to take the
kids away from my dad
in order to prevent him from
driving due to, dementia

I am writing to say thank
you to the fine officers and
their sergeant who showed
us such kindness and empathy
in the middle of a very tough
situation. The four of them went
above and beyond to provide
us with the necessary assistance
we required and more.
Each officer took the time to
take with my mom, me and
my Dad, trying to resolve the
situation in the best way possible.
I was not able to remember names,
but please let each of them know how
much we appreciate them.

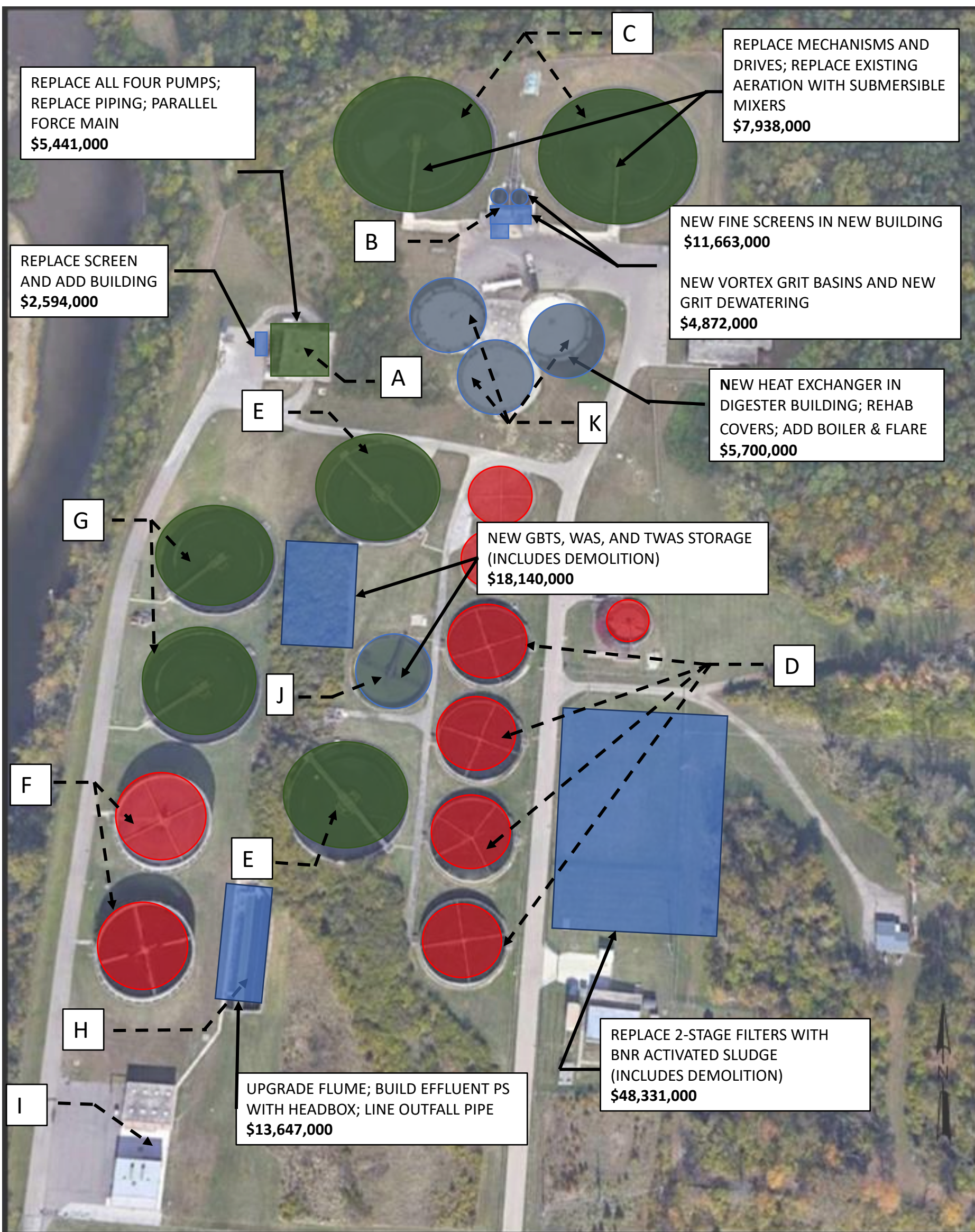
It's amazing how
little
a little kindness

can make such

a big difference.

Much Appreciation,

Stella & Steven
Brewer



Proposed Upgrades

Legend

- EXISTING LAYOUT
- A. MAIN PUMP BUILDING WITH ROUGH BAR SCREENS
 - B. GRIT REMOVAL
 - C. PRIMARY CLARIFIERS
 - D. RANDOM MEDIA TRICKLING FILTERS
 - E. INTERMEDIATE CLARIFIERS
 - F. NITRIFICATION TOWERS
 - G. FINAL CLARIFIERS
 - H. CHLORINE CONTACT TANK
 - I. FINAL EFFLUENT BUILDING
 - J. SLUDGE THICKENER
 - K. SLUDGE DIGESTERS
- PROPOSED
- PROPOSED CHANGE
 - PROPOSED DEMOLITION
 - REPLACE EQUIPMENT

Proposed Upgrades

Item	Recommendation	Opinion of Capital Cost ^b
Coarse Screening + Building	Replace screen and add building	\$2,594,000
Influent Pump Station ^a	Replace two small pumps with larger pumps ^a ; replace piping	\$5,441,000
Fine Screening + Building	New fine screens in new building	\$11,663,000
Grit Removal	New vortex grit basins and new grit dewatering	\$4,872,000
Primary Clarification and Equalization Mixing	Replace mechanisms and drives; Replace existing aeration with submersible mixers	\$7,938,000
Biological Treatment	Replace 2-stage filters with BNR activated sludge	\$48,331,000
WAS Thickening and Storage	New GBTs, WAS and TWAS storage	\$18,140,000
Peak Flow Management	Upgrade post aeration tank and outfall; Add effluent PS with Head Box	\$13,647,000
Digester Upgrades	Add boiler, Rehab covers, Provide heating for secondary digester	\$5,700,000
Misc. Site Demolition		\$1,000,000
Electrical Service Upgrade	Placeholder until electrical needs are defined	\$2,130,000
Opinion of Total Project Cost		\$121,816,000

^aAssumed firm capacity = 35 MGD
^bAll costs are in 2nd quarter 2027 dollars.

**CITY OF VANDALIA
YOUTH IN GOVERNMENT DAY
March 19, 2024**

**City Council Chambers
333 James E. Bohanan Memorial Drive**

8:30	Welcome and Introductions
8:35	City Staff Meeting
9:20	Break – Police, Fire, IT, Public Service, HR, Communications Counterparts Dismissed
9:25	Video of Council Meeting Proceedings
9:35	Mock Study Session – Review/Discuss Items on Council Agenda
10:05	10-minute break/prep for mock meeting
10:15	Mock Council Meeting
10:45	Interact with Council/Administrative Counterparts
11:45	Depart to High School Banquet Room for Lunch
12:00	Lunch
1:30	Youth in Government Day Ends



IN THE MUNICIPAL COURT OF THE CITY OF VANDALIA, OHIO

IN THE MATTER OF:

COURT CLOSING : ADMINISTRATIVE JOURNAL ENTRY

IT IS HEREBY ORDERED that the Vandalia Municipal Court close for business on Monday, April 8, 2024 at 10:30 AM due to possible traffic impacts from an increase of people traveling in the Miami Valley area due to the total lunar eclipse and for the safety of the Court's employees.

IT IS FURTHER ORDERED that police agencies within the Court's jurisdiction shall not summons Defendants into Court for arraignment on April 8, 2024.

IT IS SO ORDERED:

DATE: March 06, 2024


CYNTHIA M. HECK, JUDGE

Recreation Superintendent

(Career Ladder to Parks and Recreation Director)

City of Vandalia, Ohio



vandalia^{ohio}
small city. big opportunity.





THE COMMUNITY

The [City of Vandalia](#) is optimally situated between the Dayton International Airport and the I-70 / I-75 interchange. Vandalia's corporate limits span 12.39 square miles with a population of approximately 15,000 (See: [Census QuickFacts](#)). Residents enjoy vibrant amenities, top-tier public services, affordable housing, and quality schools. The town has a robust and stable economy that is growing with businesses representing the industries of defense, aerospace, cyber, automotive, advanced manufacturing, and food processing. Located just 15 minutes from downtown Dayton and one hour from Cincinnati and Columbus, residents have ample access to quality universities and colleges. Each year the City hosts a series of gatherings and events in its parks, and plays a large role in helping make the Dayton Air Show a success.

Residents place a high priority on revitalizing the community and creating a downtown area as a community space for gathering and entertainment. Our community values our parks, public facilities, and seeks to improve active transportation options.



The Vandalia Recreation Center boasts a state-of-the-art fitness center and an overhead walking track.

The Vandalia City Council has adopted the following Policy Goals to inform and to guide the execution of the City's mission in the coming year. Including:



Live

Small City Big Opportunity: Be known regionally as a top-tier suburb through top-tier City services. Enhance social and economic investment by promoting the City's high-quality services, well-performing schools, available workforce, escalating quality-of-life, and growing sense of place. Incentivize developments that improve life in Vandalia.



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Trust and Confidence: Promote an open approach to government through coordinated, transparent, and evidence-based engagement practices. Empower residents, business owners and community stakeholders to partner in City programs.



Sharpen the Saw: Commit to process improvements by purposefully refining practices and leveraging technology to improve internal and external customer service.



Play

Vibrant: Be a vibrant community that uses its amenities and growth mindset to create a warm and welcoming environment in which to live, work, and play.

CITY GOVERNMENT

The [Charter of the City of Vandalia](#) was adopted by the voters on April 7, 1959. Vandalia is a politically mature municipal organization that is committed to effective public service through professional management. The City prides itself on being a respectful and collaborative employer that demands excellence from its team.

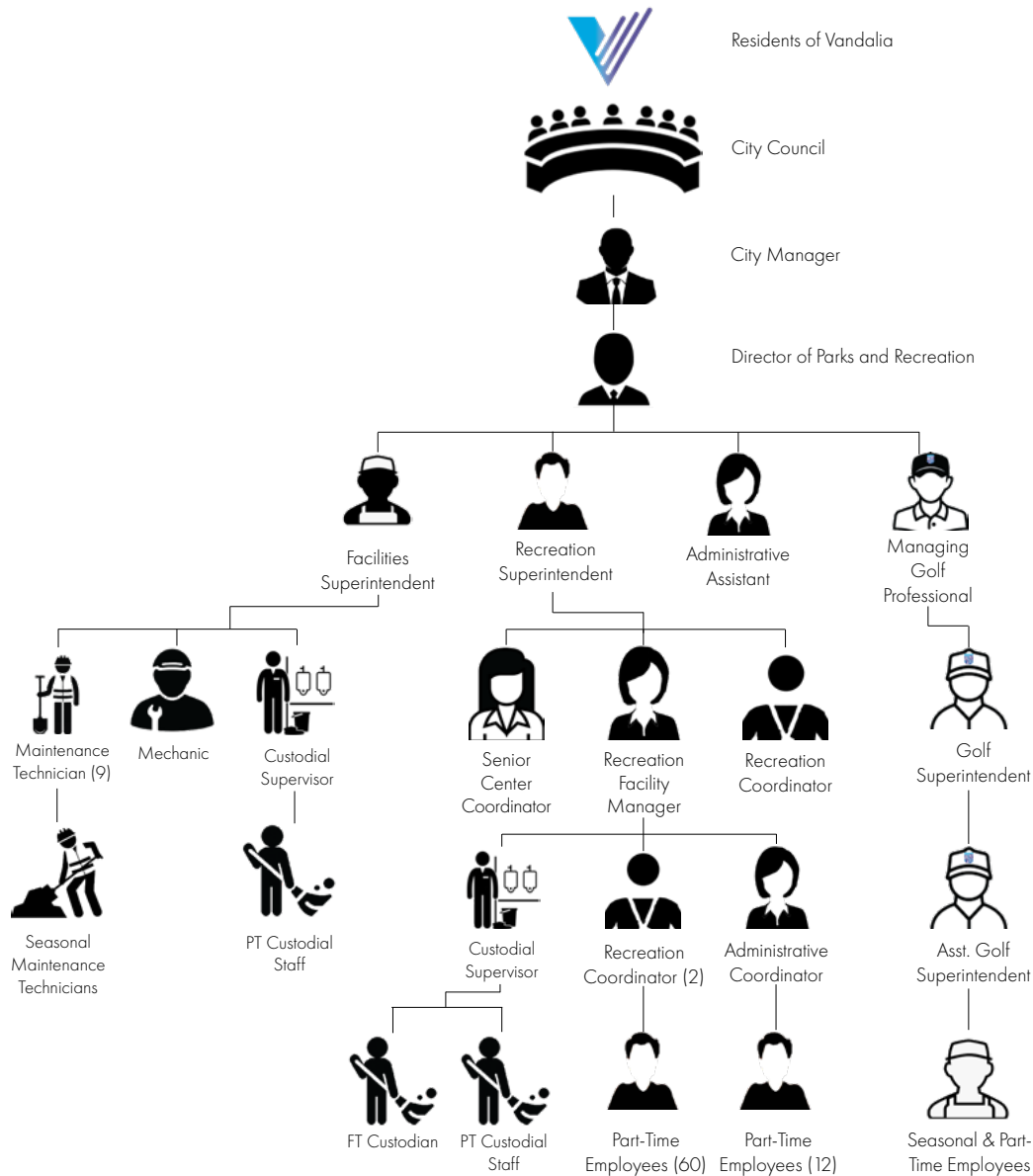
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$63 million, and an average full-time workforce of 287 full-time equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public. The City of Vandalia is committed to innovation, excellence, and growth. With a strong record track record of success and a dedication to nurturing talent, we offer a dynamic and supportive work environment where employees can thrive and realize full potential.

Under the direction of the City Manager, the leadership team executes the policy directives of the Vandalia City Council including the day-to-day operations of police, fire, emergency medical services, and dispatch; water distribution, wastewater collection, and storm water utilities; public works and street construction; economic development, building and zoning, planning, and engineering services; and community enrichment through the Vandalia Recreation Center, Senior Center, Cassel Hills Golf Course, and numerous parks.

In 2020, City Council adopted the [Vision Vandalia Comprehensive Plan](#). There are many exciting anticipated developments in the coming years.

Learn more about City of Vandalia initiatives on the City's [YouTube Channel](#) and [Facebook Page](#).

COMMAND STRUCTURE



PARKS AND RECREATION DEPARTMENT

The Department of Parks and Recreation is staffed by dedicated and highly trained public servants who provide residents with efficient, honest, and courteous service. The department is led by our tenured Director of Parks and Recreation, Steve Clark.

Vandalia Parks and Recreation Department strives to provide high-quality and accessible programs, services, parks, and facilities that inspire and enrich the lives of all Vandalia citizens. Through the dedication of our employees, a Council and management team that sets the standard for excellence, and our collaborative partnership with the community, the department has achieved much success.

The mission of the Vandalia Parks and Recreation Department is to enhance the lives of our citizens and community by providing quality and diverse facilities, programs and services.

The department is responsible for park maintenance and development, recreation and cultural programs, recreation center operations, senior center operations, golf course operations, aquatic center operations, as well as facility maintenance. The Parks and Recreation Department maintains more than 200 acres of park land and more than 100 acres of parking lots, buildings and street tree locations. Twenty-five (25) full-time employees and over 200 part-time and seasonal employees are responsible for the operation and maintenance of the Parks and Recreation Department with an \$8.3 million operating, maintenance, and capital budget.

THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

General Description

The City seeks a highly-motivated and ambitious individual to join our dynamic team in a management position with a clear path to advancement to Director within one year. The position plays an essential role in maintaining the health, safety and well-being of residents in Vandalia. The Recreation Superintendent will serve as a professional role model for the City as we strive to be a top-tier suburb that provides top-tier services.

The Recreation Superintendent and management trainee will undergo extensive training and development to gain a deep understanding of our operations, processes, and culture. The superintendent will work closely with various teams and departments to learn about our services, market dynamics, and strategic objectives. Through hands-on experience and mentorship from seasoned professionals, the superintendent will develop the skills and knowledge necessary to excel in a leadership role. The Recreation Superintendent requires an individual with strong leadership skills, as this position factors strongly in succession planning and will also be strongly considered for enhanced leadership positions within the department in the future. This position is aligned with a clear path to advancement to Director within one year.

Under administrative direction, the Recreation Superintendent directs, oversees, prioritizes and evaluates the overall operation of the Municipality's parks and recreation department for effective and cost-efficient service delivery. This position performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, city-wide parks and recreation department, including management of city-owned facilities.

The Recreation Superintendent will explore best practices in the field, identify new trends and opportunities, engage relevant stakeholders, and make direct recommendations to ensure an appropriate balance of community programs, facilities and amenities now and into the future.

In 2023, Vandalia City Council adopted the [Parks and Recreation Master Plan](#), which will inform decisions on the future direction of the City's impressive park system. The plan includes nine "big moves" designed to position the system as a top-tier amenity for years to come. The Recreation Superintendent will use the Master Plan as a road map when planning for community facilities, fitness programs and events.

The Superintendent plans, develops, and administers Vandalia's parks and recreation programs and facilities (e.g., analyzes new and existing programs, conducts feasibility studies for new and existing facilities, promotes existing facilities, recommends and participates in the development of capital and land acquisitions and facility improvements, etc); formulates, develops, implements, and reviews short and long-range department goals and objectives; addresses department issues with City Manager.

Prepares capital and operating budgets and makes recommendations to the City Manager; records and monitors departmental expenditures to ensure compliance with the budget.

KEY RESPONSIBILITIES

-  Collaborate with cross-functional teams to support various projects and initiatives.
-  Analyze data and market trends to identify opportunities for growth and optimization.
-  Assist in developing and implementing strategic plans to achieve business objectives.
-  Participate in meetings, presentations, and training sessions to enhance your skills and knowledge.
-  Communicate effectively with team members, stakeholders and senior management.

MINIMUM QUALIFICATIONS

Qualifications – possession of a bachelors degree from an accredited college, or university in parks and recreation, business management, public administration or related field; four (4) or more years of related experience and/or training; or related field; or any equivalent combination of education, experience, and training, which provides the required knowledge skills and abilities. Certified Parks and Recreation Professional preferred. Licensure or certification requirements: must possess a valid state of Ohio drivers license, and must remain insurable under the city's vehicle insurance plan.

COMPENSATION AND BENEFITS

The City of Vandalia offers a generous and competitive compensation package in an effort to attract top-tier talent. The successful candidate can expect the following wage and benefit package:

The Recreation Superintendent is a highly valued position with an annual salary range: **\$72,925 to \$102,690** or an hourly rate of **\$35.06 to \$49.37**

Employer contribution to the Ohio Public Employees Retirement System;

Health, Vision, and Dental Insurance;

Paid Vacation, Sick Leave, Holidays, and Floating Holidays;

The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's qualifying for employer(s);

Funeral Leave, Jury Duty Leave, Military Leave, Maternal and Paternal Leave with Pay, Adoptive Parent Leave;

Life Insurance: employer sponsored benefit of \$60,000;

Accidental Death and Dismemberment Insurance: \$12,000 benefit;

Free Individual Vandalia Recreation Center membership;

Family Cassel Hills Pool membership;

Individual Restricted Pass to Cassel Hills Golf Course; and

Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs with passing grade of "C" or better.



Picturesque Cassel Hills Golf Course is a championship-style course nestled within the Taylorsville Reserve.



The Vandalia Recreation Center features fitness center, climbing wall, gymnasium and aquatic center.

APPLICATION AND SELECTION PROCESS

Applications will only be accepted through the City's online application system via the website at: VandaliaOhio.org/Jobs. Applications must include a résumé and a cover letter.

Applications will be reviewed as they are received with an initial submission deadline of **Friday, March 22, 2024**. The recruitment of the Parks and Recreation Superintendent position will remain open until filled.

The City of Vandalia is firmly committed to equal employment opportunity based on skills, education, work experience, merit, and service to the public. The City does not discriminate based on disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression. This includes all City programs, activities, and hiring practices.

Vandalia is an Equal Opportunity Employer and Americans with Disabilities Act (ADA) Compliant. Women and minorities are encouraged to apply.



The outdoor pickleball courts at Helke Park, which feature lighting for evening play, are a popular attraction.

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