

The Blue Letter

June 21, 2024

Mayor Herbst & City Councilmembers:

I would like to thank City Council and City staff for the wonderful welcome that I have received this week. It is apparent that everyone is focused on service to the community. I will be at the Air Show on Sunday and hope to meet some more of the community that we serve.

I am happy to inform you that we have made a conditional offer to fill the Human Resources Manager position. Upon completion of physical and background check, we are looking at a mid-July start date.

Please contact me directly with comments and questions.

Very Respectfully,

Mark Schwieterman
Interim City Manager

CC:

Board and Commission Members
All City Employees

Attachments:

1. Information Update - ACM Cron – June 21, 2024;
2. Information Update - Director Leiter – June 21, 2024;
3. Information Update - Chief Follick – June 21, 2024;
4. Information Update - Director Clark – June 21, 2024;
5. Information Update – Chief Althouse – June 21, 2024;
6. Information Update - Director Borton – June 21, 2024;
7. Employee appreciation Flyer
8. Corporate Challenge Flyer
9. Police Open House Flyer
10. Star Spangled Celebration Poster
11. City Wide Policy Goals

To: Mark Schwieterman, Interim City Manager
From: Rob Cron, Assistant City Manager
Date: June 20, 2024
Re: Information Update for May 11 – June 21, 2024

- ♥ Welcome Mark to our Vandalia team. It has been a pleasure to get acquainted with you and I am excited to work with you through the transition period for Vandalia.
- ♥ Congratulations to Recreation Coordinator Aaron Messenger on being chosen for our Employee Spotlight for June.

Employee Spotlight
June, 2024



Aaron Messenger
Recreation Coordinator - Programs

Recreation Coordinator Aaron Messenger is working on his sixth year with the City of Vandalia.

In his time with the City, Aaron has created a number of very popular events, such as: the Fall Festival; Rock the Rec Halloween Party; Sweet Treats Festival; Air Show Backyard Bash; and the All-Inclusive Recreation Day.

On top of those special programs, Aaron also manages the Camp Rec summer program, which offers children recreational opportunities throughout the summer months. The entire summerlong program sold out in 20 minutes this year.

"I grew up in Vandalia, and as a kid I participated in many recreation programs," he said. "I love that I'm able to provide recreation programs to our next generation."

 **Vandalia**^{ohio}
small city. big opportunity.

- ♥ Councilman Follick, Communications Manager Rich Hopkins and I attended the Ribbon Cutting event for Axogen. I had the opportunity to speak at the event and welcome Axogen to our business community. Axogen is a biomedical company that specializes in surgical solutions for peripheral nerve damage.
- ♥ I had a meeting with John Ernst, from Ernst Concrete, to check in on the progress of their new facility being constructed on Falls Creek Drive for their new corporate headquarters. Mr. Ernst took me on a tour of the facility. It was very impressive, and we can't wait for the grand opening sometime later this summer. John was also very complimentary of our DES staff that have been working with them.

- 🗨️ We had a very successful Community Paint Day on May 18th. Many residents showed up to help with the start of our new mural at 206 E. National Road. In the following weeks, artist Tiffany Clark put the finishing touches on mural.



- 📢 Much time has been spent the last couple weeks gearing up for Air Show Weekend. Thank you to all staff and volunteers, especially CMO staff Sherri Howard, Angel Swartz and Rich Hopkins who put in countless hours making this weekend a huge success for our community.
- 📢 The 2024 Corporate Challenge was another huge success. Congratulations to PSA Airlines on finishing in first place and to Team Vandalia for our best finish ever in third place.
- 📢 We held our first Employee Appreciation event on June 12th. This was an Ice Cream Social held at the Sport Complex. Thank you to everyone who attended the event and to all staff that helped make the event possible. Our next event will be a Pizza in the Park lunch on July 18th from 11:30 am - 1:00 pm at Helke Park.
- 📢 We had our Neighborhood Beautification Day on June 8th. Thank you to all staff and Councilwoman Aivalotis-Weaver for participating in the event. Also, a special thank you to Jesse Baker and his team from GE Aviation for taking time out of their weekend and volunteering for this great community event. In addition, thank you to Rumpke for providing trucks and drivers to assist with debris removal. Kudos to Ben Graham for organizing the event.
- 📢 The CommUNITY Newsletter, featuring activity in the City of Vandalia, Butler Township and the Vandalia Butler Schools is scheduled for delivery next week.
- 📢 Article for the next MyVandalia magazine have been submitted and we are waiting of the draft of the magazine for review.
- 📢 Ben Graham, Mike Hammes, You and I met to discuss one upcoming Planning Commission item. The following case will be upcoming at the June 25th meeting:
 1. PUD Amendment & Final Plan for a CrossFit Gym on Lot 1 of 40 West Development.
- 📢 We have made a conditional offer that has been accepted for the Human Resources Manager position. If all goes well our candidate should be in by mid-July.

Memo



To: Mark Schwieterman, Interim City Manager
From: Bridgette Leiter, Director of Finance
Date: June 19, 2024
Re: Information Update - Period Ending June 21, 2024

1. Overall Income tax receipts (\$9,603,053) are down YTD by .08% (\$7,918) over May 2023. Withholding tax is up 1.81% YTD (\$124,689); Individual tax is up 3.51% YTD (\$37,750); Business net profit tax is down 10.46% YTD (-\$170,357). Refunds issued YTD were \$213,518.12. Overall receipts, net of refunds, were up .09% as compared to May 2023, also net of refunds.

The amount of income tax revenue budgeted for 2024 is \$19,671,000 (\$1,639,250/month * 5 months = \$8,196,250). The amount collected YTD is \$9,603,053. Therefore, the amount collected through May is 17.16% higher than the estimated amount based on the budget.

2. Kristen Carnes (Assistant Finance Director), and I attended a regularly scheduled council study session and meeting. I presented a proposal for a supplemental increase in 2024 budget appropriations (General Fund), and the May YTD financial report.
3. Finance continues to provide data to the compilation team and auditors from Plattenburg and Associates for the 2023 Annual Report and audit for NAWA, Tri-Cities, and the City of Vandalia.
4. Kristen Carnes, Natalie Montgomery (Payroll Specialist) and I attended a meeting with a few other employees involved in the interview process to discuss the results regarding filling the vacant position of Human Resources Manager.
5. I appreciated the opportunity to take one of the Recreation Superintendent candidates on a tour of the city and lunch prior to the second interview.
6. I participated in second-round interviews for the vacant position of Human Resources Manager.
7. Kristen Carnes and I attended a meeting to discuss the upcoming copier renewal lease.
8. I participated in a Zoom call with the city attorney and bond counsel to discuss the current TIF agreement with the school district.



DIVISION OF FIRE INFORMATION UPDATE

TO: MARK SCHWITERMAN, INTERM CITY MANAGER
FROM: CHAD FOLICK, FIRE CHIEF
DATE: 6/20/2024
SUBJECT: INFORMATION UPDATE – PERIOD ENDING JUNE 21, 2024

1. June 1-7th was National CPR and AED Awareness Week. CRRC Morrett taught multiple classes during this time. To name a few, the Vandalia Rec Center for summer camp counselors and Joseph Airport Toyota. CRRC Morrett has done a fantastic job increasing classes and the number people CPR/AED certified this year so far.
2. Earlier this month during a routine outdoor tornado siren test, the Rec Center siren failed to activate. After identifying an issue, repairs, followed by additional testing, the Division of Fire can confirm all outdoor tornado sirens are operational.
3. Training this reporting period for crews have been, but not limited to, rope and high angle rescue, pump operations and hose movement.
4. The Division of Fire, Firefighter of the Year, Chris Willoughby, Paramedic of the Year, Jacob Walters and Officer of the Year, Derek Copp were recognized at the June 3 annual Lions Club recognition dinner for "Top Tier" employees. Congrats to all Vandalia and Butler Township recipients.
5. On June 4th crews responded to a griddle fire at Airline Dairy Crème on Dixie Dr. Employees quickly evacuated the building and the Division of Police assisted with deployment of the suppression system. The business remained closed for the day for clean up.
6. Carrer Staff held a meeting on June 3rd. Items discussed were but not limited to; budget, staffing, hiring, and goals review.
7. Lt. Derek Copp recently completed an IAFF Peer Support Training program and was recognized as Vandalia's Hometown Hero at Dragons game. Derek was able to enjoy the game with his family and a few of his instructors.



DIVISION OF FIRE INFORMATION UPDATE

8. On June 8th crews participated in a neighborhood beautification project. Crews were on hand to check and install smoke alarms. Additionally, crews were able to assist a homeowner with top tier service by installing a new string for his flagpole.
9. Thank you from the Division of Fire for the first Employee Appreciation Day of the year with an ice cream social at the rec center on June 12.
10. Crews responded on June 15th to Donora Dr, on the report of a house fire. Crews arrived to find a dryer fire that activated the smoke detectors. Residents made it outside with no injuries. Thank you to Huber Heights Fire and Butler Township Fire for assisting and providing mutual aid to our crews.
11. On June 16th crews responded to the Taylorsville Metro Park on a reported car fire. Crews quickly extinguished and there were no injuries reported.
12. A big thank you to the family whose son decided to share his birthday celebration with the crews at station 2 by delivering cupcakes. Thanks for thinking of the crew on such a special day!
13. Currently the area has been under a heat advisory. The Division of Fire has taken to social media multiple times to remind the community to be weather aware, to stay cool and to stay safe. The Division of Fire social media posts also has useful information on recognizing heat emergencies and when to call 911.
14. The Division of Fire is getting ready for Air Show weekend. This is always an exciting week for our community. The Division of Fire will provide EMS strike teams throughout the City for the Parade and in the city for the show through the weekend. The show is expected to be a hot one, crews are ready to serve and assist when needed.



To: Mark Schwieterman, Interim City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 5/23/2024

Re: Information Update – Period ending June 20, 2024

FACILITY MAINTENANCE DIVISION

- Robinette Park restroom building soil work and concrete pad pour has been completed by Park Maintenance staff. We are working with Van Con to complete a final building inspection and approval so we can open the restrooms for park users. Staff will be installing the solar powered trash receptacles and charging station in the coming days.
- The City Facilities Signage and City Identification Signage Retrofit project continues with park sign installation. All park signs have been installed with brick installation to follow through the rest of this week and into next week. (Pictures at end of document). The contractor will then move to the construction and installation of new signage for the Municipal Building, Justice Center, Cemetery, Art Park and Helke Park.

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

- A total of 8 businesses participated in the 35th Annual Vandalia Corporate Challenge, June 3-7. Adare Pharma Solutions, City of Vandalia, Superior Abrasives, Inteva Products, PSA Airlines, Kentner Sellers CPA's, GE Aviation, and Johnson Electric enjoyed a week of fun and exciting events. PSA Airlines captured the championship this year with Inteva Products finishing second and our very own City of Vandalia team finishing in third place. Kudos to Alicia McCracken on organizing another successful event.
- All Inclusive Recreation Day took place on June 14 at the Sports Complex. This impressive event attracted 132 participants who enjoyed many different recreation games and included lunch. Kudos to Recreation Coordinator Aaron Messenger for his coordination of this outstanding community event.
- Campfire Story Night was held on June 11 at Helke Park with 95 in attendance. Families enjoyed story time by the campfire with the Dayton Metro Library and made s'mores.
- As of June 17, we have sold 538 resident and 376 non-resident memberships to Cassel Hills Swimming Pool. The pool has been busy over the past week with temperatures in the 90's each day.

RECREATION CENTER

- Sharon Hamby has been working with Rich Hopkins to develop an updated Corporate Membership brochure for the VRC.

- VRC daily admission receipts for the month of May totaled \$22,911, which is the highest monthly amount in the last 14 years.

SENIOR CENTER

- Membership numbers continue to grow at the Senior Center with 121 new members by the end of May, compared to 85 last year at this time. The current total membership of 676 members is about the same as the middle of October 2023 so we are running ahead of last year's pace.
- The Senior Center donates books to Project Read when the book selves at the facility become overloaded. The Librarian at the Senior Center, Judy Dils, along with several helpers recently boxed up books and Project Read picked them up on June 5. (Picture at end of document).

GOLF DIVISION

- The excessive heat has the same effect on rounds of golf at Cassel Hills as rain or chilly weather as play is significantly less during the recent hot and humid weather. Managing Golf Professional Ben Lickliter estimates the course will see a decrease in revenue of \$10k due to the extreme temperatures.
- We will be working with the bid award contractors for the Golf Course Irrigation project to establish timelines and discuss details of the project in the coming weeks.

New Park Signage Installation



Senior Center Book Donation to Project Read



Information Update



To: Mark Schwieterman
Interim City Manager

From: Kurt E. Althouse
Chief of Police

Date: June 20, 2024

Subject: Information Update Ending June 21, 2024

1. During the past three-and-a-half weeks, VPD officers made 29 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in 29 written warnings while working 28 additional enforcement hours.
2. Detectives charged a 53-year-old Trotwood man with felony theft by deception after he received money for contract work which he never completed.
3. Detectives charged a 46-year-old Wapakoneta man with Hit/Skip Crash. The male suspect was issued a traffic citation for driving under suspension and leaving the scene of an accident.
4. Lt. Walker attended a course on June 5 hosted by the FBI National Academy Associates that covered considerations during an officer involved critical incident investigation. Specific topics included video evidence, Garrity Rights implications, and officer interviews.
5. Airshow Parade & Airshow planning: On June 7, 2024, Lt. Walker met with Airshow representatives to finalize VPD traffic control operations. Lt. Walker also met with Public Works on June 10 to discuss equipment needed for the parade and Airshow. Signs directing patrons will go up on Monday, June 17.
6. Detectives charged a 31-year-old Dayton man with two counts of Weapons under Disability (F3), Aggravated Menacing (M1), and Domestic Violence Threats (M4). The charges came from an incident where the male called and threatened to kill a Vandalia resident who is pregnant with his daughter. Patrol officers seen him arrive at the Vandalia residence and stopped him. The male was in possession of two handguns and had a prior conviction for drug possession, disabling him from possessing the firearms.
7. On June 10 and 13, I participated in the final interview of two candidates for the City's Human Resources Manager position. I was impressed by both candidates' experience and candor during their interviews and look forward to one being selected as Vandalia's next HR Manager.
8. On June 14, I met with Superintendent O'Leary, School Safety Director Bill Wertz, and Butler Twp. Police Chief Porter to discuss school safety measures for this upcoming school year.

9. On June 18, Sergeant Todd Flynn retired after 29 years with the Division of Police. On June 21, Detective Mike Hulbert retired after nearly 26 years with the Division of Police. We congratulate both officers for their dedication to the Division and service to Vandalia's residents. We wish them both the best in retirement.
10. On June 18, Officer Sommer spoke to the Vandalia Butler Optimist Club about his role as a Crime Prevention Officer.
11. The Division of Police is gearing up for a busy weekend beginning with coordinating traffic control and safety during the Chamber's Air Show Parade on Friday evening and the CenterPoint Energy Air Show on Saturday and Sunday. VPD employees will be working additional hours to staff many various positions throughout these events.
12. VPD's Third Annual Open House will occur on Thursday, June 27, at the Justice Center from 5:30-7:30 p. m. We will have patrol cars on display, police equipment display, TASER demonstration, body-cam video clips, MILO training simulator, tools used in forensic investigations, and free food. We invite members of the public to stop by and visit with your police officers and tour our police facility.
13. The Division of Police welcomes you to Vandalia and looks forward to working with you during the upcoming months.



Public Service Information Update

To: Mark Schwieterman, Interim City Manager
From: Ben Borton, Director of Public Service
Date: June 20, 2024
Subject: **Information Update for May 25 – June 21, 2024**

Development & Engineering Services (DES)

During this period on the Dog Leg Water and Sanitary Extension Phase 2, Outdoor Enterprise and Construction Inspector Games tested and put the watermain & 4 fire hydrants into service at the back of the National Rd parcels drastically improving firefighting capabilities in the area. Their directional drilling subcontractor has installed roughly 1,800 LF (linear feet) of 12 IN (inch) watermain and 1,800 LF of 6 IN sanitary force main; this directional drilling work allowed for traffic to be maintained at all times on Dog Leg Rd.

The design of the Tionda, Mossview, and Ranchview Dr Watermain Replacement & Resurfacing project was completed thanks to Engineering/GIS Technician Baughman. The City saved money by designing this project in-house. It was announced earlier this year that we were successful in receiving \$900,000 in grant funding (50% grant, 50% loan) through Ohio Public Works Commission (OPWC) for this project. The project is currently out for bid with a public bid opening scheduled for 7/9.

Garber Electric has installed all the City's EV charging stations and infrastructure, 100% funded by a rebate through AES. The project is currently waiting on AES service connections.

This week CG Construction came back to the I-75 / National Rd Sanitary Sewer Replacement project area, filled in the settled trench, and reseeded.

Staff have been working with a consultant (120Water) to assist with our lead & copper inventory to meet the October 16th, 2024 mandate by USEPA for all public water systems. We will be spreading more information on this over the City social media accounts as we will need residents' help to collect all the data USEPA is requiring by October.

We held our monthly department staff meeting on May 29th.

Public Works Superintendent Hayslett and I attended the monthly NAWA technical committee meeting on June 5th and TCA technical committee on June 12th.

Public Works (PW)

Crews continued the catch basin (CB) repairs noted from crew inspections and hydro-excavated watermain valve boxes to realign/replace top sections before the 2024 Street Resurfacing project. Temporary asphalt was placed in front of the CBs and around the valve boxes.

Crews installed a new CB on Halcyon Ave that caused a sink hole at a resident's driveway approach and repaired a sewer line on Fitchland Dr.

In preparation for the Air Show, crews continued sweeping streets, right-of-way mowing, string trimmed guardrails, started spraying vegetation growth in the curb/gutters, and installed the Air Show banners.

Crews continued installing water meters across the City as part of the meter replacement multi-year project.

Crews hydro-excavated utility lines at specific locations for DES to improve the Tionda, Mossview, and Ranchview Dr Watermain Replacement & Resurfacing project plans.

Crews manned the monthly large item debris drop-off at the PW Garage and assisted with the Neighborhood Beautification Day on June 8th by hauling away volunteer-cut brush.

We performed 162 utility locates this period for Ohio 811.

Crews performed 4 burials at Poplar Hill cemetery during this period.

The mechanics kept busy servicing PW dump truck #24 brakes, A/C on PW trucks #11 & #16, mowers for the golf course, A/C on FD Engine #2, and siren on FD Medic #1.

The mechanics also gave the Fire Division preventative maintenance training on FD Engine #2.

The 2nd round interviews for the open full-time Public Works Office Manager position were completed and a conditional offer was accepted. The filling of this position is pending approval from the Civil Service Commission.

The listing has closed for full-time Public Works Technician. We are in the process of reviewing the applications and will plan 1st & 2nd round interviews to build an eligibility list in an effort to keep our crew fully staffed moving forward.

THROUGHOUT THE YEAR 2024 WE WILL
BE CELEBRATING OUR FAVORITE SUPER
HEROES... YOU!

EMPLOYEE APPRECIATION 2024



SEVEN BIG DAYS OF SWEET GRATITUDE!

CHECK IT OUT!!!

JUNE 12 - ICE CREAM SOCIAL
JULY 18 - PIZZA IN THE PARK
AUGUST 14 - PICNIC IN THE PARK
SEPTEMBER 18 - EMPLOYEE TACO BAR
OCTOBER 23 - DONUT BAR
NOVEMBER 6 - TEAM BREAKFAST
DECEMBER 16 - CITY COUNCIL EMPLOYEE
APPRECIATION DAY

WEDNESDAY
JUNE 12

THURSDAY
JULY 18

WEDNESDAY
AUGUST 14

WEDNESDAY
SEPTEMBER 18

WEDNESDAY
OCTOBER 23

WEDNESDAY
NOVEMBER 6

MONDAY
DECEMBER 16



Ice Cream Social
1 - 2 p.m.
Vandalia Sports
Complex



Pizza in the Park
11:30 a.m. - 1 p.m.
Helke Park



Picnic in the Park
11:30 a.m. to 1 p.m.
Vandalia Sports
Complex



Taco Bar
12:30 to 2 p.m.
Vandalia Senior
Center



Donut Bar
7 - 9 a.m.
Vandalia Justice
Center



Team Breakfast
8 - 9:30 a.m.
Cassel Hills
Clubhouse



City Council
Employee
Appreciation Day
8 a.m. - 5 p.m.
All Locations

CORPORATE CHALLENGE

Vandalia^{ohio}

Connections

Jigsaw Puzzle & Trivia

Sponsored by: Lasting Impressions and Kona Ice

Jigsaw Puzzle- Final Standings

*these standings are for the event plaque

- 1st place- Inteva Products (13:06)
- 2nd place- Kentner Sellers (17:30)
- 3rd place- Adare (152 pieces)
- 4th place- GE Aerospace (145 pieces)
- 5th place- PSA Airlines (131 pieces)
- 6th place- Johnson Electric (106 pieces)
- 7th place- Superior Abrasives (87 pieces)
- 8th place- City of Vandalia (84 pieces)

Trivia- Final Standings

*these standings are for the event plaque

- 1st place- City of Vandalia (61)
- 2nd place- Adare (56)
- 3rd place- Inteva Products (55)
- 4th place- GE Aerospace (54)
- 5th place- Kentner Sellers (53)
- 6th place- PSA Airlines (52)
- 7th place- Superior Abrasives (49)
- 7th place- Johnson Electric (49)

Team Standings- Final

- 1st place- PSA Airlines- 560pts
- 2nd place- Inteva Products- 537pts
- 3rd place- City of Vandalia- 487pts
- 4th place- GE Aerospace- 477pts
- 5th place- Johnson Electric- 456pts
- 6th place- Kentner Sellers- 449pts
- 7th place- Superior Abrasives- 361pts
- 8th place- Adare- 352pts



Team Captains

Thank you team captains for all your hard work and coordination this week! This week long event wouldn't be so successful without you!



CORPORATE CHALLENGE VOLUNTEERS

Please be sure to thank the volunteer staff sometime this week. We are very fortunate to have City staff and Parks & Recreation supporters volunteer their time to help with this great event. Corporate Challenge would not be possible without the support of our volunteer staff.

OPEN



HOUSE

JOIN US!!

JUNE 27 FROM 5:30-7:30 PM

**@ THE VANDALIA POLICE
DEPARTMENT**

**We will have several stations set
up for you to check out:**

- Firearms Training Simulator**
- Body Camera Videos**
- Drones**
- Evidence Collection**
- Taser Demonstrations**
- Lots of fun**

**FREE
FOOD**



**FREE
SWAG**

**MEET
POLICE
OFFICERS**

The City of Vandalia & Butler Township
Proudly Present



Star Spangled Celebration July 3

7 - 10 p.m.

Vandalia Sports Complex

Sponsored by:  **Vandalia**^{ohio}
small city. big opportunity.



Check out our
patriotic play
area for the kids!
(Open 6-9 pm)



JOSEPH AIRPORT
TOYOTA



Putting Value On The Road
Since 1955



MinsterBank



BeauTownsend

Musical Entertainment
by PULSE



Additional Support by:



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PICKREL
SCHAEFFER
EBELING



DAYAIR
CREDIT UNION

A Better Banking Experience.



MUSIC - FOOD - FUN





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.