THE BLUE LETTER



333 James E. Bohanan Drive • Vandalia, OH 45377 • (937) 898-5891

February 4, 2022

Honorable Mayor Herbst & Esteemed City Councilmembers:



Congratulations to Parks and Buildings Superintendent Rudy Wells! He is the latest recipient of the 2021 Vandalia Butler Chamber Marvin Link Distinguished Service Award. This award is given to a Vandalia-Butler community member in recognition of a lifetime of service. You will recall that Councilmember Candice Farst was the 2020 recipient of this award. It is such an honor to have members of the City of Vandalia team received this award in back-to-back years.

The awards banquet will take place at 5 pm on February 15 at Scene 75. The City of Vandalia will have two tables. <u>If you would like to attend and bring a +1, please RSVP to HR Manager Pruszynski.</u>

Winter Storm Landon! Kudos to the Public Works and Parks & Recreation teams for keeping our

roadways, parking lots, and public spaces safe. This week, our team worked around the clock to improve safety and keep our roadways passable. We will continue to clear and curb roadways. Everyone knows – but I am going to say it anyway – this performance by our team – given the duration and volume of accumulation was superior to the performance of our neighboring peer governments. Thank you to our team for keeping us open when so many offices and governments were shut down and for brining pride to the City of Vandalia!



Employee Service Awards will be held Friday, February 25 from 11:30 a.m. until 1:00 p.m. at the Cassel Hills Club House. I am looking forward to celebrating our employees, their outstanding service and dedication to our community. We will be recognizing over 145 years of collective excellence in public

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service. City Council is invited and encouraged to attend; please RSVP with Human Resources Manager Pruszynski. This year's service award recipients are:

40 Years

Bryan Fox - Parks and Recreation

30 Years

Tami Ryan - Municipal Court

25 Years

John Gibbs - Municipal Court Thomas Vallery - Division of Police Jerrod Hill - Parks and Recreation Mark Blosser - Public Works

20 Years

Sharon Hamby - Parks and Recreation Melinda Snodgrass - Division of Police Rich Sommer - Division of Police Mark Collins - Parks and Recreation

15 Years

Damien Clemmons - Division of Police Jerrod Fraley - Division of Police Brian Krimm - Division of Police

10 Years

Tamara Wendeln - Public Works

5 Years

Andrew Christian - Parks and Recreation
Jeffrey Stelzer - Division of Police
David Caldwell - City Manager's Office
Timothy Christian - Division of Police
Austin Robertson - Information Technology

Video Tour! Visit <u>VandaliaOhio.org</u> to see our community video tour. These videos cover economic development, quality of life, and parks and recreation. Please enjoy these short videos and the cast of local celebrities.



Officer Rich Sommers: Parks and Recreation Director Steve Clark shared the following – I think it is a great example of our team approach to public service.

Paul Easterly is a long time VRC employee who walks to and from work, as well as all over town. He is definitely reducing his carbon footprint! Between 5:30 am and 6:00 am he was walking to the VRC from his residence on W. Alkaline Spring to assist in opening the facility and Officer Sommers stopped and picked him up and gave him a ride to the front door of the VRC. I can't tell you how awesome this genuine act of kindness means to Paul and our department. This type of thing is what makes Vandalia such an awesome place. Please pass along my gratitude and appreciation. Take care.

Free At-Home COVID-19 Tests: Visit https://www.covidtests.gov/ to order rapid at-home COVID-19 tests free of charge.

Community Events Calendar: I have enclosed the updated community events calendar.

Virtual Community Event – Parks & Recreation Master Plan: Please register for the virtual community event on Thursday, February 17, 2022 at 6 pm. Pre-registration is required. More information is available on the City website: https://vandaliaohio.org/CivicAlerts.aspx?AID=114



We need your input to guide the future of parks and recreation in the City of Vandalia. Your feedback will be fundamental in the development of strategies related to the future park and facility improvements, park and facility management, programs and services, financial capacity, and policies and practices.

Thursday, February 17, 2022, 6 p.m.Vandalia Parks and Recreation Master Plan Virtual Community Meeting

IMPORTANT

Registration in advance is REQUIRED for this webinar:

Register online www.vandaliaohio.org or at the address below!
https://us02web.zoom.us/webinar/register/WN_tZZNZtnLQBOFhThONbv0VA

After registering, you will receive a confirmation email about joining the webinar.





<u>Study Session</u> <u>Monday, February 7, 2022 Items</u>

- 1. Verify items on the agenda.
- 2. **Resolution 22-R-12: Designate Financial Institution for Depositories** Every five years the City is required to designate public depositories of the City's funds. Eligible public depositories include any national bank, federal savings association, savings and loan association, or savings bank provided that the public money on deposit does not exceed, in aggregate, 30% of its total assets. This resolution designates PNC Bank, Fifth Third Bank, KeyBank, Huntington National Bank, and Chase Bank.

Monday, February 21, 2022 Items

1. **Resolution:** Facilities Infrastructure Project - After performing an extensive selection process the City of Vandalia entered into a Project Development Agreement with Energy Systems Group in September, 2021 to perform a detailed engineering evaluation of City facilities to determine whether a viable project could be developed for contract consideration. City staff worked closely with ESG throughout the entire process, providing input, guidance and review of the recommended scope of work. The Vandalia review team consisted of City Manager Wendt; Finance Director Leiter; Parks and Recreation Director Clark; Public Works Director Cron; IT Director Davey; Facilities Superintendent Wells and Building Inspector Mastrino.

City Manager Wendt and Energy Systems Group will be sharing results and recommendations from the detailed engineering evaluation of city owned facilities with Council during the Study Session on February 7, 2022. Included in the presentation will be a project timeline, building lifecycle, scope of work, financial cost and savings, debt ratios as well as recommended next steps in the process.

- 2. **Resolution:** Mobile Stage Refurbish Project The Parks & Recreation Department's Mobile Sound Stage will soon be 27 years old and is in need of refurbishing as well as new graphics to incorporate the new city logo. Century Industries is the manufacturer of the Show Master Series stage and therefore the sole source provider of the necessary components required for the refurbish project. As part of the project, Century Industries will provide a scope of work to include updated graphics design, structural and mechanical components replacement as well as new tires. Century will also provide pick-up and delivery of the sound stage between Vandalia and their manufacturing location in Sellersburg Indiana. The 2022 CIP budget has \$40,000 allotted for this project based on a quote received from Century Industries during the 2022 budget process.
- 3. **Resolution: Fire Department Data Management System Contract** In an effort to "Sharpen the Saw", the Division of Fire proposed an \$30,000 increase to our Data Processing (110.221.5237) line of our Operations Budget to address the needed replacement of the Division of Fire's current fire/EMS

data management system. The Division of Fire's current data management system (Emergency Reporting) was purchased in 2015. Since that time the Division of Fire has experienced a steady decline of customer support and service. In early 2021, ERS was purchased by a larger software company. ESO a more well established medical data management firm purchased ERS. Service in this short "honeymoon period" has not improved and recently the Division of Fire was notified that it is ESO's intents on "sunsetting" our current ERS data management system but provided no timeline. ESO states that this is to provide its customers with a "new and improved software solution", which is essentially parts and pieces of the ERS mixed together with ESO's current product. In the eighteen years that I have been the Fire Chief, this has happened three times, fire/EMS data systems get purchased and dismantled. Typically, it's a strategy for larger companies to eliminate the small more economical software solutions. Rarely is it to improve a "higher end" software solution. The Division of Fire staff has researched all of the contingencies and feel that it is time for us to implement a new data management system with the goal of this purchase to be bring our data management needs into one system which includes:

- Fire/EMS incident reports
- Occupancy information(Fire Inspections, Required Hazardous Materials Reporting, and Underground Tanks)
- Vehicle/Facility Maintenance records
- Firefighter Training Files
- Inventory
- operational tasks
- Outreach, Public Education, and Fire Station Tour Data

The Division of Fire received two quotes, after our review of the submissions, the Division of Fire is recommending that this contract be awarded to Image Trend in an amount not to exceed \$26,847.00 for the first year and in the amount of \$20,322.00 annually after 2022. The Division of Fire budget \$30,000 in its 2022 operations and maintenance budget to cover the cost of this purchase. A budget savings will be realized in 2023 when we eliminate other software programs that can be replaced by Image Trend in the current set-up or through the addition of software updates to the system.

4. Resolution: Purchase of Variable Message Boards – The 2022 Capital Improvement Budget includes \$40,000 for portable message boards. The addition of these devices will align with the City's policy goals as identified by City Council. They will promote a Safe and Secure way to notify traveling public of construction, traffic delays or special events that may require detours. We anticipate using the message boards for advanced warning of upcoming construction projects, assisting in traffic control of special events such as the Air Show parade, and advertising events at the Art Park. They may also be used by other city departments such as Parks Department for special events or Police and Fire Departments in emergency situations. We have received two quotes for the message boards. First, Star Safety has submitted the State of Ohio contract price of \$18,995.00 each. We also received a quote from a Vandalia company, Sun Belt Rentals, Inc, of \$17,213.00 each for a comparable

message board. I am recommending the purchase of two Wanco WTMMB Solar Message Boards from Sun Belt Rentals, Inc. at the submitted price of \$17,213.00 each for a total of \$34,426.00.

Discussion Items

- 1. PW/DES Radio Repeater Project The 2022 Capital Improvement Budget included \$40,000.00 to invest in a new Repeater for our Portable and Mobile Radio System. The repeater for our radio system that was formerly on the Sports Complex Water Tower is no longer in service and beyond its useful life and has been taken down. It is critical for our communications that we get the repeater replaced and back up in service. This purchase fits directly in line with our Safe and Secure policy goal that City Council has adopted. This purchase will allow Public Works crews access to city wide radio communication coverage and will allow the crews to communicate with Police and Fire Departments in emergency situations. Once the repeater is up and in service, we will evaluate all our current radios and replace if needed. We will also purchase portable radios for supervisors and for our inspectors. These would have been very beneficial in situations like the 2019 tornado as they were performing building checks. The remaining dollars will be used for additional mobile radios as needed and the portable radios. The cost for mobile radios is \$752.54 each and the portable radios are \$642.54 each. I am recommending the purchase of Motorola VHF Repeater package including installation and a base radio for the Public Works Facility through P&R Communications, the sole source provider, at their submitted cost of \$19,570.08.
- 2. 2022 Agile User Fees Vandalia Division of Police transitioned public safety radio communications to the State's Multi-Agency Radio Communications System (MARCS) in 2016. As part of MARCS, two IP-VPN connections serviced by Agile Networks were established. Agile Networks continues to monitor and service these IP-VPN primary and secondary connections. Agile Networks is the sole service provider for these IP-VPN connections. The 2022 budget for this expense is \$14,880.00 and the annual maintenance fees are \$14,880.00
- 3. 2022 Radio Maintenance Fees Vandalia Division of Police transitioned public safety radio communications to the State's Multi-Agency Radio Communications System (MARCS) in 2016. Additionally, VPD's Communications Center was upgraded in 2015. P&R Communications provided the radio consoles and equipment and has serviced this equipment since the upgrade. P&R Communications provides exceptional service to the Division of Police and readily responds when there are any issues with the public safety radio equipment. They also complete annual inspections and upgrades to the radio software. The 2022 budget for radio maintenance with P&R Communications is \$11,112.00 and the annual maintenance & service fees are \$11,112.00.
- 4. 2022 Miami Valley Regional Crime Laboratory Fees Vandalia Division of Police has used the services of the Miami Valley Regional Crime Laboratory (MVCRL) exclusively for more than 40 years. The service delivery and quality of the laboratory's evidentiary work for Vandalia has been excellent. Among its many services, the Crime Lab staff provides formal training and certification to Vandalia

police officers as evidence technicians. As a member agency, VPD receives the MVRCL Evidence Technician training course at no additional costs; equipment and supplies to furnish evidence kits, including plastic tubes, OVI evidence kits and fingerprint power; expert testimony for submitted laboratory casework; expedited case analysis upon request; direct email access to laboratory analysts, including a portal for report review; the MVRCL/MCCO newsletter; and a laboratory virtual tour. Our participation as an MVRCL member ensures reliability, dependability, and customer service that the Division of Police and our citizens deserve. I recommend City Council waive competitive bidding requirements and continue receiving laboratory services from MVRCL. The 2022 budget for crime lab services is \$24,038.00 and the annual MVRCL service fees for 2022 are \$24,038.00.

5. **6o-Day Calendar -** The calendar is included in your packets for your review.

Monday, February 3, 2022 Council Meeting

Resolutions

- 1. Resolution 22-R-08 Star Spangled Celebration Fireworks Display request for qualifications (RFQ) was issued on December 3, 2021 for the identification of a professional fireworks company to provide fireworks display services for the Annual City of Vandalia Star Spangled Celebration. The purpose of the RFQ is to identify and to select a highly experienced and qualified firm to provide a safe and turnkey firework display for the 2022 and 2023 Star Spangled Celebration events with an option for two, one-year extensions that could take the agreement through 2025. The RFQ was advertised in the Daily Court Reporter as well as the City of Vandalia website. Two (2) firms submitted formal proposals prior to the December 17, 2021, deadline with a third company missing the submittal deadline. The qualifying proposals include Pyrotecnico Fireworks, Inc. of New Castle, PA and Rozzi's Famous Fireworks of Loveland, OH. American Fireworks of Hudson, OH did not meet submittal deadline. Based on a review by the Parks & Recreation Department and the Division of Fire, I am recommending the City enter into a two-year Professional Services Agreement with the potential for two, one-year terms that could take the agreement through 2025 with Rozzi's Famous Fireworks for the Annual Star Spangled Celebration Fireworks Display at an amount of \$28,000 for 2022 and \$29,000 for 2023. The amount for the option years of 2024 and 2025 will be determined if the City chooses the option to extend the agreement. As a side note: Butler Township has approved a twoyear commitment to sponsor the fireworks. I have reached out to Butler Township and they have verified that they will participate as well. In addition, staff is in the process of lining up the regular sponsors of this event. The City's net cost for the Celebration in 2018 was \$12,703. Thank you for considering this expense as we plan to celebrate and to honor our freedom in the United States of America!
- 2. Resolution 22-R-09 and Resolution 22-R-10 Job Creation and Revitalization Program and Fund The Vision Vandalia Comprehensive Plan calls for the development of a discernable downtown area

for residents to gather, dine, shop, and enjoy life in Vandalia. As a team, we have discussed several objectives in the pursuit of driving development that will improve quality of life in Vandalia. As part of this strategy, I am proposing that Council designate a Job Creation and Revitalization Fund for the purpose of reinvesting back into the City through property acquisition, abatement of blight, improvements to utilities and the right of way, direct investment, and grants to foment desirable projects that have not heretofore occurred through the free hand of the market. On Monday, I will request passage of two resolutions for your consideration. The first establishes a new fund. As part of our strategy, I propose that revenues from building permit fees (and other development fees) within the municipal corporate limits be allocated to this fund, in addition to revenues from the sale of property within the Job Creation and Revitalization Area. I have enclosed a map of the proposed Job Creation and Revitalization Area in your packet. As a team, we have discussed appropriating seed money and unanticipated revenues to this fund. I plan to bring this to Council for deliberation after the 2021 books are fully closed and the fund is created. Also included, is the companion resolution re-establishing the Job Creation and Revitalization Program. This program is similar to the program in Huber Heights and formally authorizes the City Manager to negotiate and to expedite other select economic development tasks in accordance with the Charter on behalf of the City. In this case, I believe that the resolution serves as a guide for determining my role and the actions (and appropriate limitations) that I may take to accomplish strategic development in the outlined area.

- 3. Resolution 22-R-11 Building Department Software The Development and Engineering Services Division is seeking an upgrade to its current building and tracking software. The current software was adopted in 2013 and is no longer supported. The new software, Municity / Laserfiche, will improve efficiency, customer service to residents and businesses, and integrate with our ESRI GIS Software to improve record management. The upgrade fits squarely within the *Sharpen the Saw* 2022 policy goal as the new software will allow staff to work directly in the field from a variety of electronic devices when conducting inspections and writing reports in the field. The system will eventually enable the City to receive digital submissions and to conduct electronic plan reviews, which will reduce turnaround times. The 2022 capital budget included \$64,000 for the initial purchase of the software with the balance of \$34,255 budgeted in the operating budget for licensing, setup, support, and training.
- 4. **Resolution 22-R-12: Designate Financial Institution for Depositories** Every five years the City is required to designate public depositories of the City's funds. Eligible public depositories include any national bank, federal savings association, savings and loan association, or savings bank provided that the public money on deposit does not exceed, in aggregate, 30% of its total assets. This resolution designates PNC Bank, Fifth Third Bank, KeyBank, Huntington National Bank, and Chase Bank.

<u>Ordinance – First Reading</u>

1. Ordinance 22-04 and 22-05 Ordinance: Building Code and Fire Codified Updates- Staff recently reviewed the City of Vandalia Codified Ordinances and determined several sections that require

amendments to reference the current Building & Fire Codes that have been adopted by the state. The Fire Code revisions are necessary due to increasing economic development, calls related to public health, and general staffing. Within the proposed amendment, Chief Follick proposes the Fire Division permit third party fire inspections with the stipulation that reports be made available to the City's Fire Code Official (Fire Chief) – as is permitted by the Ohio Fire Code. Therefore, Chief Follick is requesting an amendment, in accordance with the Ohio Fire Code, and requests that City Council authorize the proposed amendment to Vandalia Codified Ordinance 1610. The Building Code amendments primarily relate to our codified references to the Ohio Building Code. I have enclosed Mr. Cron's memorandum.

Reports from Boards and Commissions

- 1. Variance: Outdoor Storage on Stop Eight Road The Applicant, Megan Stepansky, on behalf of White Cap, leasee of the building, has requested a variance to allow the outdoor storage area to occupy an area larger than 25 percent of the principal building's footprint. The proposal is to construct a screened outdoor storage area utilizing the outdoor area to the west and north of the approximate 45,880 sf building. The outdoor storage would utilize an area greater than 100% of the building footprint. The proposed area is approximately 51,000 sf. The Board of Zoning Appeals voted 4-0 to recommend approval of the variance to allow the outdoor storage area to occupy an area larger than 25 percent of the principal building's footprint.
- 2. Conditional Use: Medical / Dental Office at 55 Elva Court The Applicant, Ruben Begino, DDS, has submitted an application requesting a conditional use permit to allow the "Medical/Dental Clinics Use" on the property located at 55 Elva Ct in the Neighborhood Business (NB) Zoning District. The purpose of the request for a conditional use permit is allow for the Applicant to open a dental office at 55 Elva Ct, which was previously a medical facility without dentistry. The Applicant is seeking to occupy half of the building with his dentistry practice and rent the remaining space as medical offices. The Planning Commission voted 4-o to recommend approval of the requested conditional use permit allowing the "Medical/Dental Clinics" use within the Neighborhood Business (NB) Zoning District.

The **February 7** Study Session and City Council Meeting will be a hybrid (in-person & remote) meeting in Council Chambers. The meeting is open to Council, staff, and the public to attend in-person; however, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The study session will begin at 6:00 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directi	y with comments and	questions.
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Very Respectfully,

Dan Wendt

City Manager

CC:

Board and Commission Members All City Employees

Vandalia Butler Area Events 2022

February	
15	VB Chamber - Honor Awards Banquet - Scene 75 Banquet Center - 5 to 8pm
April	
3	The Historical Society of Vandalia Butler Open House - 1 to 3pm
23	Springtime in Vandalia - Vandalia United Methodist Church - 9:30am to 3:30pm
24	VB Chamber - Women in Business Conference - Scene 75 Banquet Center - 8am to 3pm
26	Celebrate the Magic - Butler High School PAC - 3 to 6pm
29	Arbor Day Celebration - Helke Park - 1:00pm
May	
1 & 15	The Historical Society of Vandalia Butler Open House – 1 to 3pm
19 - 20	Vandalia Garage Sale Weekend TOWN SHIP
TBA	VB Chamber - Taking Flight 5K - Butler High School & Vandalia Art Park - 8am to Noon
June	
1	Images Exhibit Opening - Vandalia Art Park
1	VB Optimist Golf Outing - Cassel Hills Golf Course - 9am
1, 8, 15, 22, 29	SummerFest - Anthony Trissell Memorial Foundation - Seger Park - 5 to 9pm
5 & 19	The Historical Society of Vandalia Butler Open House - 1 to 3pm
10 - 12	St. Christopher Festival - St. Christopher Church - Contact for times
16	Music in the Park - Vandalia Art Park - 6 to 8pm
28	VB Chamber - A Taste at the Crossroads - Vandalia Sports Complex - 5 to 8 pm
28	Vandalia Rotary Club Golf Outing - Cassel Hills Golf Course - 9am
July	
3	Star Spangled Celebration - Vandalia Recreation Center - 7pm
3 & 17	The Historical Society of Vandalia Butler Open House - 1 to 3pm
4	VB Optimist Club Freedom Ride - Vandalia Sports Complex
6, 13, 20, 27	SummerFest; Anthony Trissell Memorial Foundation - Seger Park - 5 to 9pm
21	Music in the Park - Vandalia Art Park - 6 to 8pm
29	VB Chamber - Air Show Parade - Downtown Vandalia - 7pm
August	
2	VB Chamber - Annual Golf Outing - Cassel Hills Golf Course - 8am
2	Vandalia National Night Out - Vandalia Recreation Center - 6 to 8pm
2	Butler Township National Night Out - Stonesprings of Vandalia - 6 to 8pm
3, 10, 17, 24,31	SummerFest; Anthony Trissell Memorial Foundation - Seger Park - 5 to 9pm
5	VB Chamber - Cruise-In to Butler Township - York Commons and Commerce Center Drive
7 & 21	The Historical Society of Vandalia Butler Open House - 1 to 3pm
18	Music In the Park - Vandalia Art Park - 6 to 8pm
September	p CHAM
4 & 18	The Historical Society of Vandalia Butler Open House - 1 to 3pm
5	Soggy Dog Dip - Cassel Hills Pool - 6 to 8pm
9 - 10	Sister Cities Oktobe <mark>rfest - Vandalia</mark> Sports Complex
15	Music in the Park - Vandalia Art Park - 6 to 8pm
30	Sculptures in the Park Opening - Vandalia Art Park
October	
1	Butler Township Party in the Park - Art Van Atta Park - Noon to 7pm (VB Chamber 75th Anniversary)
2	Vandalia Fire Dept. Open House - 8705 Peters Pike - Noon to 2pm
2 & 16	The Historical Society of Vandalia Butler Open House - 1 to 3pm
8	Fall Festival - Vandalia Art Park - Noon to 6pm
November	YEARS
26	Shop Small Saturday - Vandalia and Butler Township - All Day
December	Silento
4	Holiday Tree Lighting & Holiday Market - Vandalia Recreation Center - 4 to 7:30pm
16 - 18	VB Chamber - Let it Glow; Community Light Display Self-Guided Tour at beginning at dusk

All Dates and Times are subject to change

For DETAILS, More EVENTS or to ADD EVENTS On-Line Go to: https://Vandaliaohio.org/Events

