

THE BLUE LETTER



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

May 19, 2023

Honorable Mayor Herbst & Esteemed City Councilmembers:



Thank you for your hard work and deliberation during our recent Council meeting and spring retreat. It was great to touch base and provide you with updates regarding the broad performance goals that we are pursuing in 2023. This is truly a great time to be in service to the City of Vandalia. We are on an upswing, and it is important that we leverage our strategic planning, capital improvement plan, advanced budget forecasting, and expertise to follow through with great policy decisions.

Veteran Banners: Public Works crews along with Butler Township crews have been installing the Veterans Banners along Dixie Drive from National Road to Stop Eight Road. There has been a lot of cooperation for this and we are proud to be a part of this great project and thank everyone involved who made this possible.

The Sweet Treats Festival, held on Saturday, May 13 at the Art Park was a big success. Congrats to the Vandalia team on a wonderful event. My children left with bellyaches and had tons of fun running through the amphitheater. The jazz music was a hit. Approximately 2,000 people attended. The weather let up and it was a perfect day for live music, vendors and food trucks. Recreation Coordinator Aaron Messenger did an outstanding job planning and coordinating. This event was featured on [Dayton.com \(link to photo gallery\)](#). This effort to create events to bring the community together is a direct result of the City's [2020 Vision Vandalia Comprehensive Plan](#) and the [2023 Parks & Recreation Master Plan](#).



Garage Sale Weekend: We have close to 100 sales in Vandalia and Butler Township on the list including a sale by our friends at the Vandalia-Butler Historical Society. [See all the information you need on the Garage Sale page of the City website \(LINK\).](#)



Out of the Office: I will be out of the office from Friday, May 26 – Tuesday, June 13. There will be no Blue Letters on June 2 and June 9. Assistant City Manager Amber Holloway will serve as Acting City Manager during the following periods, while I am out of town:

- Friday, May 26 – Tuesday, May 30; and
- Thursday, June 8 – Monday, June 12.

I plan to be in town (or nearby) during the rest of the time, and I will be stopping in the office occasionally to sign paperwork and to attend to any urgencies.

Regional Economic Development Update: Mr. Jeff Hoagland, President & CEO of the Dayton Development Coalition, will be giving a regional economic update at the September 5 regular meeting of City Council.

VRC Front Desk Training: Administrative Coordinator Sharon Hamby and Facility Manager Alicia McCracken conducted a Front Desk Staff Meeting and Training on May 10. They covered topics such as customer service, communications, procedures, and processes. They discussed empowerment and the ability and resources to turn negative situations into positive outcomes.

Ernst Concrete: The contractor has begun the site work for the Ernst Enterprise corporate office at 993 Falls Creek Drive.

Cassel Hills Golf Course: Play at the golf course in the month of May is down by 150 players compared to the same period last year due to weather. Although greens and cart fees are up by \$500 due to the recent rate increase.



Monday, May 15, 2023 - Focus Vandalia - Light Ohio Blue

Focus Vandalia (LINK): This week's focus Vandalia features information about Light Ohio Blue.

Van Tran continues to be a valuable resource to the seniors in our community. The program provided 167 one-way rides in the month of April bringing the yearly total to 660.



New Playgrounds at Helke Park and the Sports Complex! The new playground units and equipment for Helke Park and the Sports Complex have arrived! The units are scheduled for installation beginning June 15. We are planning a special "Play In" event to present the playgrounds to the community.

Tree City USA Recognition: Parks Maintenance Technician Bryan Fine is pictured accepting the City's 9th year designation plaque in recognition of our Tree City USA achievement.

Revitalization Efforts: Recently, I have met with several business owners and potential partners to share the City's efforts to promote strategic development to make Vandalia a more walkable place where people can gather and linger.



Based on community feedback, we are working to create opportunities that would result in more sit-down restaurants, office space and attractive housing options. Thank you for the opportunity to share these details at the retreat earlier this week.

Facilities Infrastructure Project Updates: The HVAC and roof work at the Recreation Center continues as we are coming to the end of week 6 of the shutdown of the aquatic center. Work is scheduled to be completed in 6-8 weeks. Municipal Building duct work cleaning has been completed and HVAC controls work is being finalized. Justice Center HVAC roof top units are due to be replaced as soon as the equipment arrives, currently scheduled for mid-June. VRC daily admissions for April are down by \$10,000 over last year mainly due to the closure of the aquatic center for the HVAC and roof project.

Public Works Kids Day: The Public Works team hosted third graders from Helke Elementary, Demmitt Elementary and St. Christopher schools this week to give first-hand knowledge and to teach them about the services we provide. It was good to reestablish this tradition.



Focus Vandalia – Forthcoming: Our next Focus Vandalia filming will be Wednesday, May 24. We will cover the following topics: include Vandalia's Bee City USA designation, Introducing Ben Borton as City Engineer, the 2023 Street Resurfacing Program, Preview of the Star-Spangled Celebration.

Finance Training: Finance Administrative Assistant Micki Weber and Finance Clerk Tiffany Barnes attended an Introduction to the Finance Office and Governmental Accounting seminar recently. Across the organization, our team is working to provide staff with the training opportunities they need to build our bench of leaders and to give our team the professional development they need to make Vandalia a top-tier suburb through top-tier city services.

Hydrant Flushing: Crews have been out finishing up hydrant flushing. This annual task will be completed before the end of the month and as seen on our social media, crews have had a chance to interact and make friends with the community while out checking hydrants.

Water Meter Installations: The Public Works team continues to install new water meters (approximately 110 so far). The Finance department is contacting residents with failed meters and scheduling replacements. We have also started replacing the dead meters that are in the pits outside the homes. We are leaving door hangers (enclosed) to let residents know that their meter was replaced if they are not home.



Commercial Truck Traffic: During the past two weeks, VPD officers made 25 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in six traffic citations, 18 written warnings and one verbal warning while working 16 additional enforcement hours.

Director Cron is reviewing preliminary traffic count results. He has ordered an additional simultaneous video count at US-40 / Airport Access Rd. and US-40 / Dixie. Director Cron and I, possibly with the assistance of Mr. Jason Oaks, plan to give an update on the results of these measurements at the June 19, 2023 meeting of City Council.



Cassel Hills Pool will open for the summer on Saturday, May 27 and staff is working to get everything in place, including conducting training and expectation sessions with SwimSafe staff. The management team for the summer will include Mr. Aaron Baker (a teacher by trade) as Manager and three assistant managers who worked with us last year.

Missing Child Found Sleeping in Neighboring Car: On May 11, VPD Officers and VFD responded to a missing 7-year-old male on Great Hill Drive. The mother had just arrived home from soccer practice, and one child didn't go inside the home. A significant search was conducted by the police department and the Vandalia Fire Department. Butler Township Police Officers and other area detectives assisted with the search, along with the Huber Heights Fire Department drone. The Vandalia Fire Department utilized two of their drones to search the neighborhood, wooded area, and pond. Police officers and firefighters went to every home in the neighborhood attempting to find the missing juvenile. In addition, numerous citizens in the neighborhood volunteered and searched for the missing juvenile. After the large search tactics were exhausted, a plan for a detailed grid search was formulated and utilized. Within minutes, the missing juvenile was located. He had entered a neighbor's unlocked car, covered himself with a blanket, and fallen back asleep. The juvenile was reunited with his mother. Capt. Miller, Lt. Carter, and Sgt. Nagel are completing an after-action report for this event. Chief Follick noted and complimented the coordination and leadership of Cpt. Miller and Sgt. Nagel during the incident.

Run, Hide, Fight Training: CPO Wehner met with Mr. Scott Fullman at Keller Williams on Wednesday, May 17 during their scheduled sales meeting. Officer Wehner provided Run, Hide, Fight training for the approximately 40 attendees. The training was well received and most in attendance were unaware of the available text to 911 feature. We look forward to providing information like this to our businesses and citizens throughout the community.

Foley / Enola Drive Reconstruction: I have enclosed a sample letter that was delivered to residents regarding the project. The next step in the project will be concrete work including the installation of curbs and sidewalks. This will take several days, weather permitting. Residents are advised that they must have their vehicles out of their driveways by the morning of Monday, May 22 (this may be moved to May 23rd). Residents will be unable to access their driveways for approximately five days after the concrete is poured. This is a normal interruption for a full depth reconstruction project. As a general update, Double Jay Construction has completed the underground utility work on the Foley/Enola Drive project. They are currently excavating and installing gravel bases for the roadway.

Utility Extension Project Phase I: Outdoor Enterprise continues to make progress on the Dog Leg Road Utility project. The roadway is back open. They intend to install most of the remaining utilities (e.g., water main, sanitary sewer force main) by directional drilling the lines. This will significantly reduce the amount of traffic interruption and roadway repairs that would have been required if the trenches were excavated. This also eliminates sign relocation, tree replacement, and parking lot restoration for the church at 8986 Dog Leg Rd.

Concrete Project: Finrock Construction has started this year's curb & sidewalk replacement program. They began excavating last week and have started to pour back the new section of curb and sidewalk this week. They are currently working in the neighborhood behind the Municipal Building on Inverness Avenue and North American Blvd.



Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt
City Manager

CC:

Board and Commission Members
All City Employees

Attachments:

1. Information Update - ACM Holloway – May 19, 2023;
2. Information Update - Director Leiter – May 19, 2023;
3. Information Update - Chief Follick – May 19, 2023;
4. Information Update - HR Manager Pruszynski – May 19, 2023;
5. Information Update - Director Clark – May 19, 2023;
6. Information Update - Chief Althouse – May 19, 2023;
7. Information Update - Director Cron – May 19, 2023;
8. Garage Sale Weekend Flyer;
9. Water Meter Door Hanger;
10. My Vandalia App Flyer;
11. Cassel Hills Pool Flyer;
12. Public Works Technician Recruitment Flyer;
13. 2023 Citywide Policy Goals; and
14. ESG Facility Project Update.



To: Dan Wendt, City Manager
From: Amber Holloway, Assistant City Manager
Date: May 18, 2023
Subject: Information Update



- On Friday May 5th:
 - I attended the First Friday Coffee event hosted by the Chamber of Commerce. I reminded folks about our upcoming Shred Day and Garage Sale Weekend.
 - I met with a resident interested in learning more about Zoning Overlay Districts.
- You and I met on Monday, May 8th, for a performance goal check-in.
- On Tuesday, May 9th:
 - The CMO had a team lunch.
 - I met with Chad Baughman to discuss mapping and data for the proposed CRA expansion
 - City Planner Hammes and I met to discuss the proposals for the Downtown Market Study.
- On Wednesday May 10th:
 - I attended the Dayton Children's Water Festival. This is an annual event to celebrate the work of those involved in our region's Source Water Protection Program.
 - Rich and I met with CGI video to discuss their marketing and outreach efforts.
- You, Jerry McDonald, Chief Follick, Pete Baldauf and I met with Jupiter Power on Thursday May 11th.
- You and I met with Small Nation on Friday May 12th to discuss their downtown revitalization efforts in the City of Bellefontaine.
- On Monday May 15th:
 - HR Manager Pruszynski, Finance Director Leiter, and I attended a meeting at McGohan Brabender to discuss healthcare
 - You and I attended the 50th Anniversary Celebration at Lincotek Medical.

- I had a phone call with Crocs to discuss their mobile truck licensing.
- On May 17th:
 - I attended the BusinessFirst! Meeting in Trotwood at the new Goodwill Easter Seals campus. We heard from the Ohio Department of Worker's Compensation and Huntington Bank.
 - Chris Bills from the Dayton Development Coalition and I met with Lincotek Medical.
- Property Maintenance Inspector Millikin assisted in coordinating a board up, enforced mow, and enforced clean-up of a vacant property on Spartan Avenue.
- Zoning & Planning Coordinator Graham has been working with a number of businesses on necessary sign repairs such as painting, face repair/replacement, lighting updates, etc.
- There will be no Planning Commission on 5/23 and no BZA on 5/24 due to lack of items for review.

Communications Update

- We are looking forward to Shred Day on May 19th.
- Garage Sale Weekend begins today. We have close to 100 sales on the list including a sale by our friends at the Vandalia-Butler Historical Society.
- Our Corporate Challenge team recruitment is going well. Two days are completely full, and we have just a few slots open other days. Those interested should reach out to Rich.
- Our next Focus Vandalia filming will be Wednesday, May 24. We will cover the following topics: include Vandalia's Bee City USA designation, Introducing Ben Borton as City Engineer, the 2023 Street Resurfacing Program, Preview of the Star-Spangled Celebration.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: May 17, 2023

Re: Information Update - Period Ending May 19, 2023

1. Kristen and I attended a regularly scheduled council meeting. I presented the monthly assessments for delinquent water, sewer, stormwater and refuse to be certified and submitted to the County for collection; information regarding the upcoming debt payments and issuance of new annual Land Acquisition and Bond Anticipation Notes for the development in Stonequarry Crossings, fire engine and fire ladder truck. I also presented financial reports for April 2023 YTD.
2. Finance continues to provide data to the compilation team and auditors from Plattenburg and Associates for the 2022 Annual Report and audit.
3. The annual process of the debt payment and issuance of a new Land Acquisition Note (LAN) for the Stonequarry Crossings development, and Bond Anticipation Note (BAN) for the fire engine and ladder truck has begun and will continue with the passage of legislation in May and June. The new LAN and BAN notes will mature in July/August 2024. The LAN debt is scheduled to be paid in full in 2036. The BAN debt is scheduled to be paid in full in 2026 (fire engine), and 2031 (fire ladder truck).
4. I appreciated the invite and attended the spring council retreat. The event was a wonderful opportunity to interact and connect with Council on a more personal level.
5. I attended a TCA Finance Committee meeting where I presented the April 2023 YTD financial information.
6. Finance staff participated in the annual City-wide shred day.
7. I attended the Butler High School 44th Memorial Program.
8. I attended a meeting with members from the City, United Healthcare (UHC) and McGohan Brabender. The main topics of discussion were the 2022 and YTD 2023 claims financials, various available UHC programs and Empowering Healthy Living (EHL) strategies.

9. Emily Huwer, Kristen Carnes and I met with Darren Davey and Paul Pollard to discuss new security processes, including policies and procedures.
10. You and I discussed the status of my performance goals YTD.
11. I met with a representative from Meeder Investment to discuss the City's investment portfolio and additional options available to the City. A follow up meeting was set to continue to strategize and determine opportunities for growth and increase revenue.
12. Micki Weber and Tiffany Barnes attended a Finance training seminar. The main topic was an Introduction to the Finance Office and Governmental Accounting.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 5/18/2023
SUBJECT: INFORMATION UPDATE – PERIOD ENDING MAY 19, 2023

1. On May 8th crews responded to North Brown School Rd. on a reported structure fire. Crews arrived to find a golf cart on fire in a driveway. There were no injuries and no structural damage, crews had the road shut down for a short time as a result.
2. Crews have been out finishing up hydrant flushing. This annual task will be complete before the end of the month and as seen on our social media, crews have had a chance to interact and make friends with the community while out checking hydrants.
3. During this reporting period crews have been training on rope rescue. Crews were getting their practice in with equipment by using our hose tower at Station one.
4. On May 13th crews responded to an apartment fire on Imperial Ct. Two occupants were transported to the hospital, both were treated for smoke inhalation and released. The Fire appears to have only damaged one apartment and investigators were called to the scene.
5. The Division of Fire is happy to announce that fulltime employees Amanda Everett and Sean “Tyler” Day were sworn into their new positions. Both members come to us from our part-time staff. Congrats to both and we look forward to having you both in your new full-time roll.
6. Crews have been attending the classroom portion of the nationally recognized VFIS drivers training course at Butler Township Fire Department this week. As a part of our new focus on training, Sundays are designated as “driver/operator” training, these sessions provide our drivers with street familiarization, road driving time and at the end usually have a practical exam station from the VFIS program.
7. On Tuesday May 16th I attended the Council Spring Retreat.



DIVISION OF FIRE INFORMATION UPDATE

8. On Wednesday May 17th I met with Fire Marshal Eckert and CRRC Jacobs to discuss the current happenings within the Fire Prevention Bureau.
9. I attended the quarterly meeting of the Montgomery County Fire Chiefs on Wednesday, May 18th.
10. Next week will be a busy training week for crews, three full-time firefighters will be attending a week-long rope rescue certification course, being hosted by the Huber Heights Fire Department. The three Lieutenants will also be attending a two-day MVERMA supervisor training program.



Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: May 18, 2023

Re: Information Update - Period Ending May 19, 2023

1. Thank you for the opportunity to attend the Spring Council Retreat.
2. Last week the Civil Service Commission met at which time they approved a Police Officer eligibility list of five candidates, and conditional offers are circulating. This past week second round interviews were held for Fitness Coordinator; after, the Civil Service Commission meets to consider approval of an eligibility list we will be making an offer to our top candidate. Tuesday through Thursday next week we will hold interviews for the Sergeant candidates. The posting for full-time Public Works Technician has been extended until May 26. As well, a posting for Part-Time Public Works Maintenance Technician was posted this week. Feel free to check the Employment Opportunities page for updates: <https://vandaliaohio.org/422/Employment-Opportunities>.
3. Tuesday, Assistant City Manager, Finance Director Leiter, and I met with representatives from McGohan Brabender and United Health Care to review first quarter data and begin discussions for the next open enrollment period. We also discussed holding some Lunch and Learn sessions here in Vandalia for employees to get acquainted with the HDHP and PPO plans.
4. Just a reminder, as of **January 1**, the city's new medical carrier is **United Health Care**, our new vision carrier is **EyeMed**, and the city will continue their dental plan partnership with **Superior Dental**.

Just a few reminders to assist in the transition to our new healthcare vendors:

- If you need duplicate or replacement ID Cards, login to your medical, vision or dental account to print them. EyeMed does not send replacement ID cards.
- In order to eliminate billing issues, present your new healthcare ID cards to all your providers immediately.
- If you have already been pre-certified for an upcoming procedure through Underwriters - that procedure **must** be pre-certified through United Health Care.
- Create an account at www.myuhc.com. You can use www.myuhc.com to see if your current provider is in the **Choice Plus** UHC network. Just follow the "Find a Provider" prompt to "Employer and Individual Plans."

- To check coverage for your current medications, you can visit www.whyuhc.com/choiceplus and click on “Your Plan Options,” then click on “Pharmacy Benefits,” and chose “Flex Base 3 Tier.” I encourage you to download the UHC **Mobile App**.
 - EyeMed offers a **Mobile App** tool! You can find this in the App Store.
 - Just a reminder that our Superior Dental has several convenient tools and resources, including a **Mobile App**, to make it easy to manage our dental plan. For example, the Direct Connect tool provides easy access to ebills and the Find-A-Dentist tool allows us to find a NETWORK dentist in our area. There are many more features located at <https://superiordental.com/employer-support>.
5. **Remember**, EmployeeCare, our **free** employee assistance program, is available to you and those living under your roof, 24 hours a day, 7 days a week. You may contact the EmployeeCare staff **confidentially**, any time, at 208-6626.
 6. **Looking for a healthcare advocate?** Do you ever wish you had a personal health care assistant? Well...now you do! One of the top-tier services we now have access to is the McGohan Brabender Advocate Team! Feel free to reach out to the **advocate team** at mbadvocates@mbbenefits.com Monday through Friday between 8:00 a.m. and 5:00 p.m.
 7. If you would like to browse City of Vandalia Employment Opportunities, the link is <https://www.vandaliaohio.org/422/Employment-Opportunities>.



To: Dan Wendt, City Manager
From: Steve Clark, Director of Parks & Recreation
Date: 5/18/2023
Re: Information Update – Period ending May 18, 2023

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

The Sweet Treats Festival, held on Saturday, May 13 at the Art Park was a big success. An estimated turnout of 2,000 people attended the first time event that included live music, vendors and food trucks with an emphasis on sweet treats. Recreation Coordinator Aaron Messenger did an outstanding job planning and coordinating this first time special event. Events that bring the community together is one of the Master Plan recommendations.

Cupcakes and Canvases, a program in which families painted canvases and enjoyed cupcakes was held on May 2 at the Senior Center with 26 in attendance.

Cassel Hills Pool will open for the summer on Saturday, May 27 and staff is working to get everything in place, including conducting training and expectation sessions with SwimSafe staff. The management team for the summer will include Aaron Baker as Manager and Nathan Mercier, Hunter Sheaffer and Lexi Reich as Assistant Managers. All three Assistants are returning from last year.

The Corporate Challenge Captain's Meeting was conducted on May 5 with seven teams in attendance. The event will take place June 4-9. The number of participating teams are down from past years so we will be working with current and past business teams to determine what the annual event will look like as we move into the future.

The first session of Start Smart Baseball/Softball was held on May 10 with 53 participants. This program is for 3-4 year olds and involves the basics of the sport. The Butler High School JV baseball team assisted with the program.

RECREATION CENTER

Summer CampREC staff orientation and training begins on Saturday, May 20 and continues throughout next week. Camp begins on May 30 and will continue through August 11 with all weeks sold out for the entire summer

VRC daily admissions for April are down by \$10,000 over last year mainly due to the closure of the aquatic center for the HVAC and roof project.

Administrative Coordinator Sharon Hamby and Facility Manager Alicia McCracken conducted a Front Desk Staff Meeting and Training on May 10. They covered topics such as customer service, communications, procedures and processes. They discussed empowerment and the ability and resources to turn negative situations into positive outcomes.

Johnson Electric will be conducting a Health Fair as part of their annual Health Week initiative on June 29. Sharon Hamby and Jen Webb will be representing the VRC at the event.

GOLF DIVISION

Play at the golf course in the month of May is down by 150 players compared to the same period last year due to weather. Although greens and cart fees are up by \$500 due to the recent rate increase.

Golf Maintenance encountered an issue with a rough mower last week as the intake manifold sensor went out. The new sensor is \$1,000 and once the device arrives it will be installed and the unit will be back in operation.

Vandalia Baptist Church rented the Clubhouse for a prom-like event for their teenage members on May 5th after previous plans fell through at the last minute. Twenty-five students attended and the church was extremely appreciative golf course staff was able to accommodate them at the last minute. Kudos to Ben Lickliter and Carl Hafer for going above and beyond to make this event happen for the local church. Their efforts demonstrates a commitment to the vibrant city wide policy goal.

SENIOR CITIZENS CENTER

Van Tran continues to be a valuable resource to the seniors in our community. The program provided 167 one-way rides in the month of April bringing the yearly total to 660.

The Senior Center averaged 82 member visits per day during the period of May 2-16 with May 2 being the busiest of the time period with 154 member visits.

FACILITY MAINTENANCE DIVISION

Facility Maintenance staff is working on building, mechanical and grounds preparations at Cassel Hills Swimming Pool which is scheduled to open in a little over one week (Saturday, May 27). Service to the pool boiler was completed this week as well.

Custodial staff has completed floor care maintenance at the Justice Center in anticipation of the CALEA certification process for the Police Department.

The Arbor Day Celebration was a success with over 350 Helke Elementary students and teachers on hand for the event. An Autumn Fest Sugar Maple tree was planted and 350 bare root White Flowering Dogwood trees distributed to each student in attendance. Information about Arbor Day and tree planting tips were shared during the event. We appreciate Mayor Herbst delivering a proclamation and speaking with the students.

Facility Maintenance staff has completed the spring planting of commemorative trees. Four were planted near the Recreation Center and included Autumn Gold Ginkgo, Lustre Serviceberry and a Rugged Charm Maple trees.

The drought last summer and fall has stressed some of our trees. We have lost two Elm along National Road Streetscape. Staff is in the process of removing deadwood on some of our smaller trees in our parks. They watered about 75 trees last summer and fall to combat the dry conditions and allow the trees to survive.

The new playground units and equipment for Helke Park and the Sports Complex have arrived! The units are scheduled for installation beginning June 15. We are planning a special "Play In" event to present the playgrounds to the community. More info to come!

Facilities Infrastructure Project Updates: The HVAC and roof work at the Recreation Center continues as we are coming to the end of week 6 of the shutdown of the aquatic center. Work is scheduled to be completed in 6-8 weeks. Municipal Building duct work cleaning has been completed and HVAC controls work is being finalized. Justice Center HVAC roof top units are due to be replaced as soon as the equipment arrives, currently scheduled for mid-June.

Tree City USA Recognition – Bryan Fine accepting the 9th year designation plaque.



Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: May 18, 2023

Subject: Information Update Ending May 19, 2023

1. During the past two weeks, VPD officers made 25 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in six traffic citations, 18 written warnings and one verbal warning while working 16 additional enforcement hours.
2. On May 5, Lt. Sucher and Sgt. Lawson attended Career Day at Morton Middle School. They interacted with approximately 200 students regarding interest in the field of policing as well as discussing VPD and the services provided.
3. During the week of May 8, VPD held the second round of police officer interviews. An eligibility list was certified as a result with 5 candidates moving to the next phase of the hiring process.
4. On May 9, SSM Kanzari virtually participated in a Customer Configuration meeting for the new Intrado Viper 911 system. This system replaces the 911 equipment from the December 25 water damage. Technicians will be on-site on June 21 for installation.
5. Detectives charged two West Milton residents (husband and wife) with Illegal Use of Minor in Nudity Oriented Material (ORC#2907.323(A)(3)/ F5) after getting a report from an independent watch organization that someone was sending nude juvenile pictures to another. One spouse was requesting the other spouse to send nude teen pictures while the one spouse was working in Vandalia. (CFS# 23-11498).
6. On May 12, VPD participated in the Montgomery County Drug Free Coalition Blitz. Vandalia, Butler Township, and northern Harrison Township were a focus of enforcement efforts.
7. Officers Coatsworth and Wehner joined students from Morton Middle School on Wednesday, May 17 for bicycle ride starting at Kyle Park in Tipp City. Groups of students were paired with the officers and other advisors as they enjoyed a ride south on the bike path to the Taylorsville Dam. This was a great opportunity to humanize the badge and get some positive interaction. We appreciate Morton for inviting us!



8. CPO Wehner met with Scott Fullman at Keller Williams on Wednesday, May 17 during their scheduled sales meeting. Officer Wehner provided *Run, Hide, Fight* training for the approximate 40 attendees. The training was well received and most in attendance were unaware of the available text to 911 feature. We look forward to providing information like this to our businesses and citizens throughout the community.
9. On May 11, VPD Officers responded to a missing 7-year-old male on Great Hill Drive. The mother had just arrived home from soccer practice, and one child didn't go inside the home. A significant search was conducted by the police department and the Vandalia Fire Department. Butler Township Police Officers and other area detectives assisted with the search, along with the Huber Heights Fire Department drone. The Vandalia Fire Department utilized two of their drones to search the neighborhood, wooded area, and pond. Police officers and firefighters went to every home in the neighborhood attempting to find the missing juvenile. In addition, numerous citizens in the neighborhood volunteered and searched for the missing juvenile. After the large search tactics were exhausted, a plan for a detailed grid search was formulated and utilized. Within minutes, the missing juvenile was located. He had entered a neighbor's unlocked car, covered himself with a blanket, and fallen back asleep. The juvenile was reunited with his mother. Capt. Miller, Lt. Carter, and Sgt. Nagel are completing an after-action report for this event.
10. On May 13, VPD crews responded to an apartment fire on Imperial Court. Officer Matlock was one of the first to arrive and entered the apartment which was quickly filling with smoke. There was an active fire surrounding an occupant. Officer Matlock pulled the unresponsive resident from the apartment with the assistance of Officer Clymer. Matlock dragged the resident to a safe location and then both he and Officer Clymer re-entered the building to alert occupants to vacate. This was a great effort by our officers and responding VFD crews.
11. On May 17, Lt. Sucher virtually attended the R.A.N.G.E Task Force Executive Board meeting.



Public Works & DES Information Update

To: Dan Wendt, City Manager
From: Rob Cron, Director of Public Service
Date: May 18, 2023
Re: Information Update for May 6-19, 2023

Development & Engineering Services

Double Jay Construction has completed the underground utility work on the Foley/Enola Drive project. They are currently excavating and installing gravel base for the roadway. They tentatively have the curb scheduled to be poured next week. We have delivered letters (see below) to all residents along this section of roadway advising them of the upcoming work.

Outdoor Enterprise continues to make progress on the Dog Leg Road Utility project. The roadway is back open. They intend to install the majority of the remaining utilities (watermain/sanitary sewer force main) by directional drilling the lines. This will significantly reduce the amount of traffic interruption and roadway repairs that would have been required if the trenches were excavated. This also eliminates sign relocation, tree replacement, and parking lot restoration for the church at 8986 Dog Leg Rd.

Finfrock Construction has started on this year's curb & sidewalk replacement program. They began excavating last week and have started to pour back the new section of curb and sidewalk this week. They are currently working in the neighborhood behind the Municipal Building on Inverness Avenue and North American Blvd.

We opened bids for our annual Street Resurfacing project on May 9th and the bid was awarded to Barret Paving Materials at last Monday's City Council meeting.

We have also placed the order for the four Rapid Flashing Beacons that were authorized at the meeting on Monday.

Ben Borton attended the Pre-Construction meeting held by Montgomery County Engineer's office for the Dixie Drive Asphalt Repairs for which we will be partnering with the County.

They have begun the site work for the Ernst Enterprise corporate office at 993 Falls Creek Drive.



333 James E. Bohanan Memorial Drive
Vandalia, OH 45377

call 937.898.5891
fax 937.898.6117

May 17, 2023

Foley & Enola Drive Residents:

I would like to thank you for your cooperation and patience during the reconstruction of your street. The contractor has made good progress to date with the utility work and excavating the roadway to prepare for the new street base and surface.

The next step in the project will be the concrete work. They will be preparing for the installation of the curbs and sidewalk in the next several days and, weather permitting, they will begin pouring the new curb next week. You will need to have your vehicles out of your driveway by the morning of Monday May 22nd. The contractor plans to do the necessary setup for the curb machine on Monday and likely begin curb installation on Tuesday. The curb installation could be a multi-day process. After the curb is in place, the contractor will begin preparing and pouring the drive approaches. During this time, you will be unable to use your driveway until approximately 5 days after the concrete for your approach is poured. You will be able to park your vehicles in front of your homes or close by at the end of each work day. But they will need to be moved first thing in the morning. During the day you will need to park your vehicles on one of the side streets (outside of the construction zone where it is currently gravel) or in the parking lot for Robinette Park.

Once the concrete work is completed, the contractor will be installing a new gravel base for the street followed by the asphalt and yard restoration.

As with all construction projects, weather can play a role in the schedule. Rain could delay the concrete work. So, the date listed above and subsequent schedule are tentative based on the weather.

The good news is that all of this work is being completed at no cost to you. We thank you again for your cooperation and patience throughout this project.

If you have any questions or concerns, please feel free to contact our office at 937-898-3750.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rob Cron', is written over a light blue horizontal line.

Rob Cron
Public Service Director

www.vandaliaohio.org



Public Works

Public Works crews along with Butler Township crews have been installing the Veterans Banners along Dixie Drive from National Road to Stop Eight Road. There has been a lot of cooperation for this and we are proud to be a part of this great project and thank everyone involved who made this possible.



This week was also “Kids Day” at the Public Works facility. As we have done now for many years, we hosted third graders from Helke Elementary, Demmitt Elementary and St. Christopher schools at our facility to give them first-hand knowledge and teach them a little bit about what we do to keep the City running. As always, the kids and our team of public servants had a great time interacting



We continue with installing our new water meters. The Finance department is contacting residents with failed meters and scheduling for the replacements. We have also started replacing the dead meters that are in the pits outside the homes. We are leaving door hangers (see attached) to let residents know that their meter was replaced if they are not home. To date we have installed approximately 110 new meters.

Our crews have formed and poured concrete for 17 monument foundations at Poplar Hill Cemetery so that headstones can be set for Memorial Day. We also have three burials to perform this week including one this coming Saturday.

We have completed the asphalt restoration from the Scott Avenue Sanitary Sewer project that was completed earlier this spring.



Crews have removed the flashing "25 MPH" signs on National Road near Dixie Drive and Ranchview Drive. We have poured the foundations in preparation for installing the radar signs at these locations similar to the one on Dixie Drive near Lakin Court. These signs alert drivers of their actual speed in an effort to get them to slow down and comply with the 25 MPH speed limit in this area.

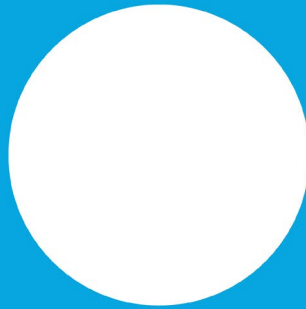
It continues to be a busy time of year for performing utility locates for all types of excavation work throughout the City. We have performed 150 locates during this period.

We held our monthly large item drop off at the Public Works Facility on Saturday May 13th.

We have made repairs to several fire hydrants that were found to be broken by the fire department during their annual flushing of the hydrants.

Jake Hayslett, Ben Borton, and I attended the Tri Cities Wastewater Authorities technical committee meeting on May 10th.

Jake Hayslett and Walter Ritchie have both become certified for Industrial Vegetation control through the Ohio Department of Agriculture.



Your new water meter is installed!

The City of Vandalia has replaced your water meter! This new meter is programmed to use cellular technology to report your water usage to the City of Vandalia Utility Department.

This new meter also gives you the ability to track your water usage in real time through the free EyeOnWater phone app.

The EyeOnWater app has alerts that can help you identify a costly leak before it runs up your bill.

If you have any questions about your new meter or your water bill, call the number below.



Scan the QR Code for more information!



For more information:

937-415-2231

Download the EyeOnWater App

Available at:



COMMUNITY GARAGE SALE WEEKEND



Registration available for
City of Vandalia and
Butler Township residents!



May 18 - 21, 2023

Register your sale for inclusion in an area wide
interactive map of all registered garage sales.



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EyeOnWater

Available at:



Now there's a new and easier way to connect with the City of Vandalia!



Introducing My Vandalia, the fast, easy and free way to connect with the City for just about anything!



MY andalia^{ohio}

Request a "vacation house check."

Report property maintenance issues in an instant.

Report a pothole in seconds! Snap a photo and the app lets us know exactly where to send the crew!

Ask a question or submit a general comment.

It's your direct access line to the City!

Download the My Vandalia app today!



2023 Cassel Hills Swim Season is Upon Us!



Cassel Hills Swimming Pool Weekly Admission Schedule



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11:30 am - 7:30 pm Members and Residents ONLY	11:30 am - 7:30 pm Members and Residents ONLY	11:30 am Members + Residents Admitted 12:30 pm Non-Residents Admitted	11:30 am - 7:30 pm Members and Residents ONLY	11:30 am Members + Residents Admitted 12:30 pm Non-Residents Admitted	11:30 am Members + Residents Admitted 12:30 pm Non-Residents Admitted	11:30 am Members + Residents Admitted 12:30 pm Non-Residents Admitted

NEW ADMISSION POLICY FOR 2023!

Member and Resident Only Days - Every Sunday, Monday and Wednesday, pool admission will be limited to CHP Members and Vandalia Residents, each of whom may bring up to three non-resident paying guests.

Non-residents who purchase a membership will be admitted on Member/Resident Only days.

General Admission Days - Tuesday, Thursday, Friday and Saturday will be General Admission Days. Any person paying the daily admission fee will be admitted until maximum capacity is reached.

On General Admission days, CHP members and residents will be admitted beginning at 11:30 am. Non-residents will be admitted at 12:30 pm.

PROOF OF RESIDENCY will be required for admission. A "Resident Card" may be obtained by visiting the front desk of the Vandalia Recreation Center. Bring State-issued ID or a utility bill with a Vandalia address and a valid ID.



Scan the QR Code for the
2023 Cassel Hills Pool Members
and Visitor's Guide.

2023 Cassel Hills Pool: Membership Rates

Category	Resident & Taxpayer	Non-Resident
Family	\$169	\$249
Dual	\$149	\$219
Youth (3-17)	\$79	\$119
Adult (18-54)	\$99	\$149
Senior (55+)	\$79	\$119

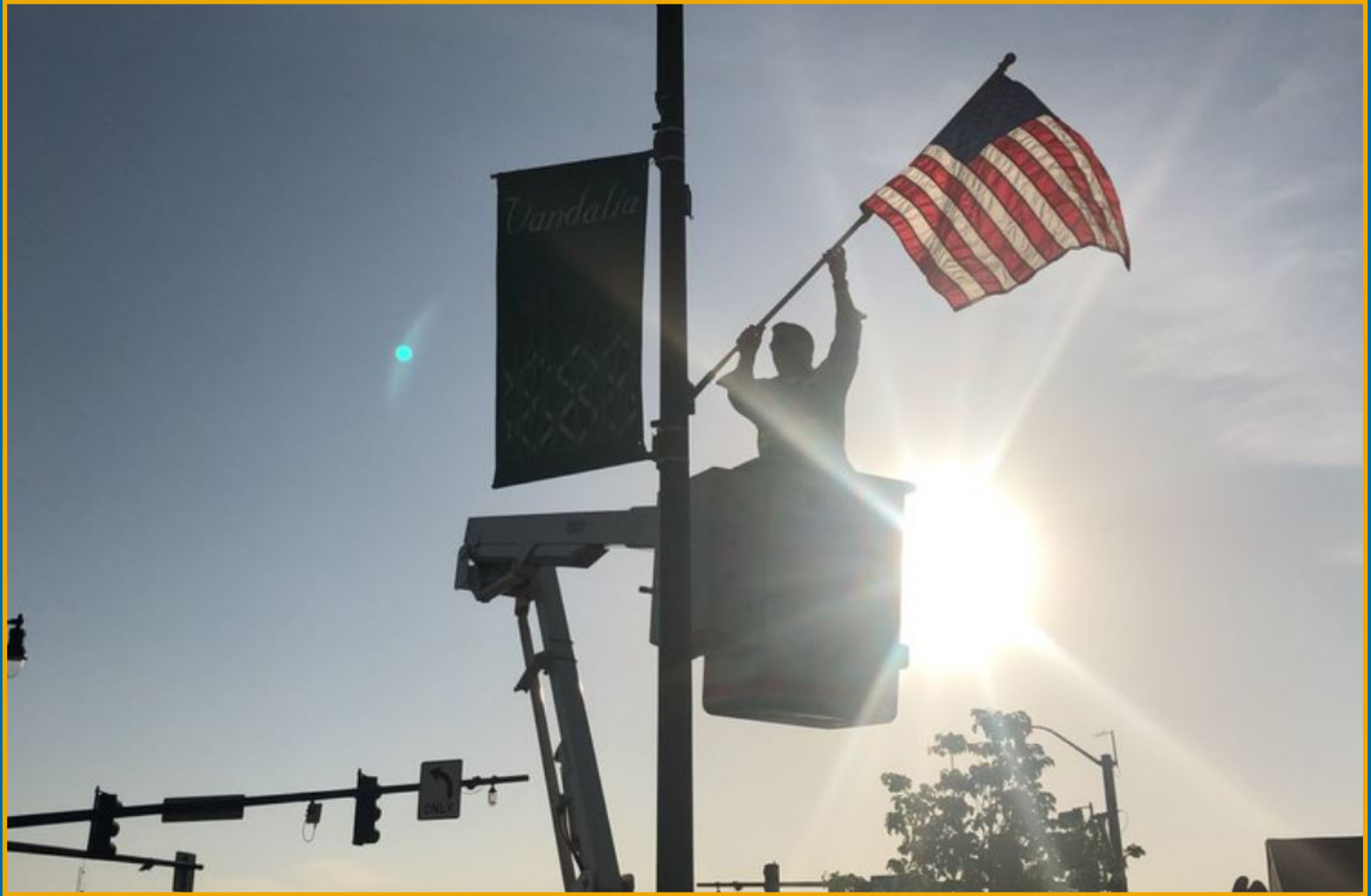
IMPORTANT!

Beginning April 10, 2023, Season Passes for Cassel Hills Swimming Pool will go on sale at the Vandalia Recreation Center!

A limited number of Non-Resident passes will be available for purchase.

Public Works Technician

City of Vandalia, Ohio



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small city. big opportunity.





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 City Council has adopted the following 2023 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.



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, and 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.

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.

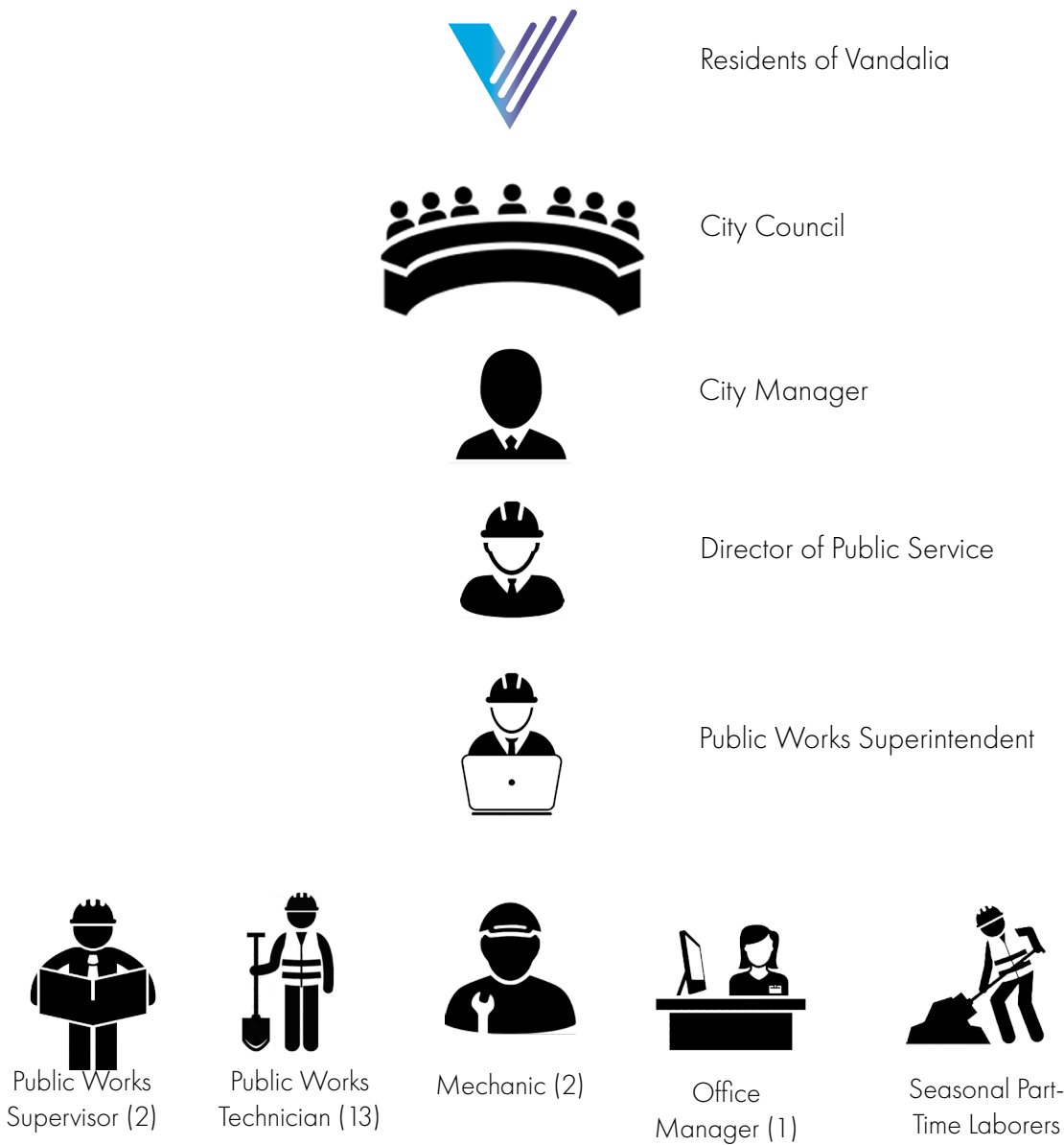
Vandalia is a complex municipal organization. The City organization retains a strong bond rating of Aa2, annual all funds budget of approximately \$61 million, and an average full-time workforce of 275 full-time equivalent employees. The City prides itself on maintaining a strong operating position and ensures that its team of public servants has the tools that it needs to serve the public.

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



PUBLIC SERVICE DEPARTMENT

The Department of Public Service is staffed by dedicated and highly trained public servants who provide residents with efficient, honest, and courteous service through the divisions of Public Works and Development and Engineering Services. The department is led by our tenured Director of Public Service, Rob Cron.



PUBLIC WORKS DIVISION

The Public Works Division is responsible for general maintenance of 210 lane miles of roadways; leaf collection; fleet management and the City garage; maintenance, repair and replacement of water mains, sanitary and storm sewers; operation of Poplar Hill Cemetery; ice and snow removal; street sweeping; roadway painting; and sign and signal maintenance. The Public Works team is highly visible to our residents, businesses, and visitors. The City prides itself on ensuring a high level of customer service at every touchpoint with the public.

Full-time employees within the Public Works Division are represented by the Teamsters Local Union No. 957. The Employer and the Union entered into an initial [collective bargaining agreement](#) on April 20, 2020. The current collective bargaining agreement expired on December 31, 2021 and is currently under negotiation.

THE POSITION - THE IDEAL CANDIDATE - THE QUALIFICATIONS

The City of Vandalia is seeking several skilled technicians to join its Public Works team. Vandalia Public Works Technicians perform a variety of duties, as follows:

- Construction, maintenance and repair of streets, curbs and sidewalks, catch basins, manholes, water, sewer, street and storm drainage.
- Operation and maintenance of trucks and power construction and maintenance equipment - inspecting, maintaining, loading, and hauling and unloading trash, leaves, gravel, salt, asphalt and concrete.
- Mowing, trimming, plowing snow.
- Miscellaneous tasks: guardrail installation and repair, opening and closing of graves, pick-up and disposal of dead animals, collection of large trash, painting and installation of traffic control markings and devices, and all other duties as assigned.
- Responds to public emergencies and extreme weather events.

MINIMUM QUALIFICATIONS

Must be at least 18;

Must possess a high school diploma or GED;

Must possess a valid State of Ohio vehicle operator's license, valid Class A Commercial Driver's License with tanker endorsement preferred. Applicants must have a Class A Commercial Driver's License with tanker endorsement within six months as a condition of employment;

Must obtain satisfactory scores on all phases of the qualification process, including oral interviews, practical assessments, background check, physical exam and drug screen.

PREFERRED QUALIFICATIONS

Good attitude, strong work ethic, high level of customer service.

Those with any of the following will receive preference:

One to two years recent, successful employment in outdoor work, vehicle and equipment operations and / or the performance of heavy labor for extended periods of time. Construction, excavation, or previous related trade experience;

EPA water and wastewater certifications;

Recent successful public works experience;

Demonstrated knowledge of public works / utility construction and maintenance practices and materials used in street, water and sewer work; and

Demonstrated skill in operating tools and equipment such as tractors, backhoe, loader, paver, grinder, roller, trencher, bucket truck, skid loader, etc.

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:

- Base Salary: \$21.00 - \$22.73 per hour, depending on experience
- Ohio Public Employees Retirement System: Employer contribution of 14% of gross wage, Employee contribution of 10% of gross wage
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Leave:
 - Vacation: 12 – 26 days per year depending on service credit
 - Prior Service Recognition: The City of Vandalia will recognize prior full-time service at a qualifying political subdivision (i.e., city, township, county, school district, State of Ohio) for the purposes of calculating leave accrual in accordance with the current policy
 - Holiday: nine paid holidays per year
 - Floating Holiday: 1.25 days per full quarter-year after six months (5 days per year)
 - Sick Leave: 1.25 days per full calendar month (15 days per year)
 - Transfer of Sick Leave: The City of Vandalia will accept the transfer in of up to 1,250 hours of unused, uncompensated sick leave from the candidate's former employer(s)
 - Funeral Leave
 - Jury Duty Leave
 - Military Leave
 - Paternal Leave with Pay
 - Adoptive Parent Leave
- Life Insurance: employer sponsored benefit of \$60,000
- Accidental Death and Dismemberment Insurance: \$12,000 benefit
- Complimentary Recreation Passes
 - Individual Vandalia Recreation Center membership
 - Family Cassel Hills Pool membership;
 - Individual Restricted Pass to Cassel Hills Golf Course
- Tuition Reimbursement: \$3,000 per year for up to 80% for accredited degree programs with passing grade of "C" or better

APPLICATION AND SELECTION PROCESS

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

Applications will be reviewed as they are received with a deadline for submission of Friday, May 26, 2023. The recruitment of the Public Works Technician position will remain open until filled.

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





2023 Citywide Policy Goals

Approved December 5, 2022

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MONTHLY REPORT

MAY 2023



WEATHER STATISTICS

Actual High: 75°

Actual Low: 16°

Actual Precipitation: 6.47"

WORK IN APRIL

During the month of April, the following installations were completed:

- **Mechanical** – Beginning of Recreation Center shutdown, for the replacement of rooftop equipment. Work duration to be 6 weeks. Completion of final tie ins of equipment at the Municipal building.
- **Controls** - Completion of controls system upgrade, and graphics for the Municipal building. Beginning of work on the control's integration for new rooftop equipment.

- **Roofing** – Roof replacement at the Recreation Center has begun.
- **Facility Assessment** – Continuation of building inspections, for City wide facility assessments.

WORK UPCOMING IN MAY

During the month of May, the following installations will begin:

- **Controls** – Final tie ins and graphics for new equipment at the Recreation Center. Ongoing work of programming for all unit controls.
- **Roofing** – Completion of roof replacement at the Recreation Center.
- **Facility Assessment** – ESG review of reports. Will schedule meeting with City for Draft report review for all input.

SAFETY INSPECTION DATA

Recreation Center Roof door will remain lock, as to not allow any public access. Safety inspections also found steel beam welding plates to be cut smooth with beams. MSD will review all safety measures for working on a lift platform, as work continues at Recreation Center.

For the duration of the project, ESG promises to deliver an excellent product, but also an installation that is done safely. ESG will be conducting internal safety reviews on each of the individual ECMs in accordance with OSHA.

QUALITY PROGRAM DATA

During the project, ESG will ensure that all installed material and equipment, is up to the standard of the designed intent. This includes a full review of each of the submittals, as well as on-site inspections of the installations themselves.

Contact Us:

Energy Systems Group
120 North Washington Square, Suite 305
Lansing, MI 48933
734.474.6956
CDurham@esg.email

energysystemsgroup.com





Pool Duct Removal



Recreation Center Roof Replacement



Recreation Center Equipment Installation