



2023 Citywide Policy Goals

Approved December 5, 2022

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.

The Blue Letter

August 18, 2023

Honorable Mayor Herbst & Esteemed City Councilmembers:

Congratulations to Sergeant Brian Krimm! Sergeant Brian Krimm was promoted this week. I will administer his ceremonial swear-in at Monday's Council Meeting.

Congrats to Sergeant David Steinbrunner who retired on August 14 after serving with the Division of Police for 35 years. Sergeant Steinbrunner's final work day was August 4 and we hosted a retirement luncheon for him in the Community Room. We congratulate Dave and wish him the very best in retirement. We thank him for his many years of dedicated service to the City.

City Offices Closed – City office will be closed on Monday, September 4 for Labor Day. The Recreation Center will be open from 7:00 a.m. to Noon for the fitness area, gymnasium and track only.

Monday, August 21, 2023 Council Meeting: The Study Session will begin at 5:30 pm. The Council meeting will begin at 7:00 pm.

Zero-Loss Breakfast: Congrats to the Department of Parks & Recreation, Division of Fire, and Public Works Division on all having a zero-loss year! Starr Markworth from the Miami Valley Risk Management Association, the City's insurer, provided breakfast and certificates to celebrate.

Super 8 Consent Order: We sent out a release Tuesday, August 15 regarding the consent agreement between the City and the operators of the Super 8 Motel. I have enclosed the agreement. While many stakeholders and staff would have liked to see the Super 8 be closed permanently, this was the most strategic option that will empower the City to put pressure to comply and to close the motel again if the agreement is breached in the next three years.



MyVandalia Magazine: The digital version can be viewed online at: <http://scr-publications.com/Flipbooks/VAN-Flip/VAN-MyVandalia-23-03/>. The City has received great feedback from the community regarding the publication.

Downtown Market Study: Place Dynamics recently conducted stakeholder meetings with business owners, regional development professionals, and elected officials. We are very fortunate to have many business owners who volunteered their time to participate in and to inform this very important analysis. This study will continue for the next few months.

Public Works Facility: Our team has interviewed 6 of the 12 firms that submitted statements of qualifications for the design of our new Public Works Facility on Northwoods Boulevard to the east of Kroger. We are currently checking references, and I believe that I will have a recommendation in September.

Dayton 24/7 Hometown Heros Video (LINK): Dayton 24/7 WKEF recognized the RANGE Task Force as Hometown Heroes last week on their weekly segment. This includes Det. Michael Hulbert with VPD.

The **Employee Appreciation Picnic** was a great success this week. Eight retirees attended. Thank you to all who helped. The next Employee Appreciation event will be a taco bar Wednesday, September 20 at the Senior Center.

Revenues: YTD July 31, 2023, overall Income tax revenue is up 14.21% (\$1,611,446) from 2022. Withholding tax is up YTD 12.16% (\$1,047,716); individual tax is up YTD 9.85% (\$109,365); Business net profit tax is up YTD 28.27% (\$454,365). The amount of income tax revenue budgeted for 2023 is \$18,470,500. The amount collected YTD was \$12,948,796 and is 20.18% higher than the estimated YTD amount based on the budget.

Increase in Critical EMS Calls: Our Fire Crews have had an increase in critical calls this reporting period. On July 27th, Vandalia and Butler Township crews responded to Little York and Anglers Lane on a two-car accident with heavy damage and 4 transports to local hospitals, one injury is considered serious. On August 5th, crews along with Butler Township, Harrison Township, and Huber Heights responded to S. Brown School Rd. on a 3-car accident with multiple entrapments and 3 transports to the trauma center with injuries considered critical. This was originally reported as an accident with two fatalities. Thankfully this was not the case.

Updated Dress Code: In the spirit of complying with our new employee appearance and dress code policy, we are working with Boost to create a City of Vandalia culture store. The online store will provide staff with a central location to purchase clothing and other City of Vandalia branded items. This culture store will ensure brand guideline conformity which was established by Council in 2021 and will likely be launched this fall.

Air Show: I have enclosed an after action summary. Congrats to the Air Show team and the VPD on excellent management of traffic for a record crowd and perfect weather.

Mobile Crisis Responder Program: Montgomery County has indicated that they will be allocating \$75,000 for the Mobile Crisis Responder Program to provide needed resources and social services to our community. This will cover expenses in 2023 and 2024. Thank you to Chief Althouse, County Administrator Colbert, Chief Porter, and Sheriff Streck (*et al.*) for working to secure these unanticipated funds, which will benefit Vandalia and Butler Township.

Automated External Defibrillators (AED) in the Parks: Our AED in Parks initiative has been very successful as we have received a total of \$13,500 in donations for the purchase of the units and housing. The following organizations have contributed to the initiative – Butler United Soccer - \$5,000; Vandalia Rotary Club - \$2,500; Vandalia Optimist Club - \$2,500; Butler Athletic Boosters - \$2,500; Vandalia Pee Wee Football - \$1,000. Recreation Superintendent Kreill has led this project and is in the process of ordering six units for placement at the Sports Complex and Helke Park.

Golf Course Irrigation: Technical Choice continues to work on the irrigation system design. Once completed we will be meeting to verify the design and specifications and then begin the bid process. We are anticipating installation to take place late in 2024 and early 2025.

Helke Park Playground Prep: Maintenance staff removed the outdated shuffleboard court area at Helke Park in anticipation of the playground installation project. We used the gravel base under the court area to build up the Art Park gravel access area. Special thanks to Public Works for their work on underground water lines in this area of the park and for use of a five-yard dump

SAVE THE DATE!



Join us!
Our Business Appreciation Day Golf Scramble is on Tuesday, September 12, at Cassel Hills Golf Course.

Watch the mail!
Your exclusive invitation is coming soon! We have a great day planned for you at Cassel Hills Golf Course!



Cassel Hills Golf Course
Tuesday, September 12

Schedule

8:15 - 8:45 a.m.
Registration & Light Breakfast.

9 a.m. - 1:00 p.m.
Shotgun Start Golf Scramble.

12:45 - 2:00 p.m.
Enjoy networking and great food.



small city. big opportunity.

Want to get a head start on your RSVP?
Go to <https://vandaliaohio.org/bad2023>
Or scan the QR Code!



truck and the loader for the project. We anticipate the playground installation company will be on site early next week to begin site prep and equipment installation. The safety surface company is scheduled to begin installation on September 11.

Commission on Accreditation for Law Enforcement Agencies: VPD hosted its on-site accreditation review with an assessor from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) from July 31-August 3. The on-site assessment is conducted every four years and involves the assessor observing the Division of Police operations and participating in interviews with police staff, city leaders, business owners, and community stakeholders on the effectiveness of police operations and service delivery. This year's assessor was retired Chief Charles Walters from Gwinnett County (Georgia) Police Department. Chief Walters attended two police roll calls, met with 24 Police Division employees, conducted nine community interviews, and attended our National Night Out event. I had the pleasure of meeting with Chief Walters as well. Chief Walters commended VPD on our exceptional community service and compliance with accreditation standards through policies. He will be recommending VPD for our tenth re-accreditation at November's CALEA Conference in Seattle. Congrats, team!

First Day of School: VPD officers were present at various school campuses in the City on August 17th during the first day of school, including St. Christopher School and Vandalia-Butler school campuses, to have a visible presence while the students, parents, and faculty began the new school year.

Asphalt Overlay and Concrete Program: Barrett Paving moved in on August 7th to begin milling this year's street for resurfacing. Their paving crew began on August 10th with the resurfacing. They should have all of the milling completed this week and should have the paving completed sometime next week. Since our bids were under our estimate and we had some additional funds from other projects, we were able to add two additional streets to the original list. A map of the streets is included.

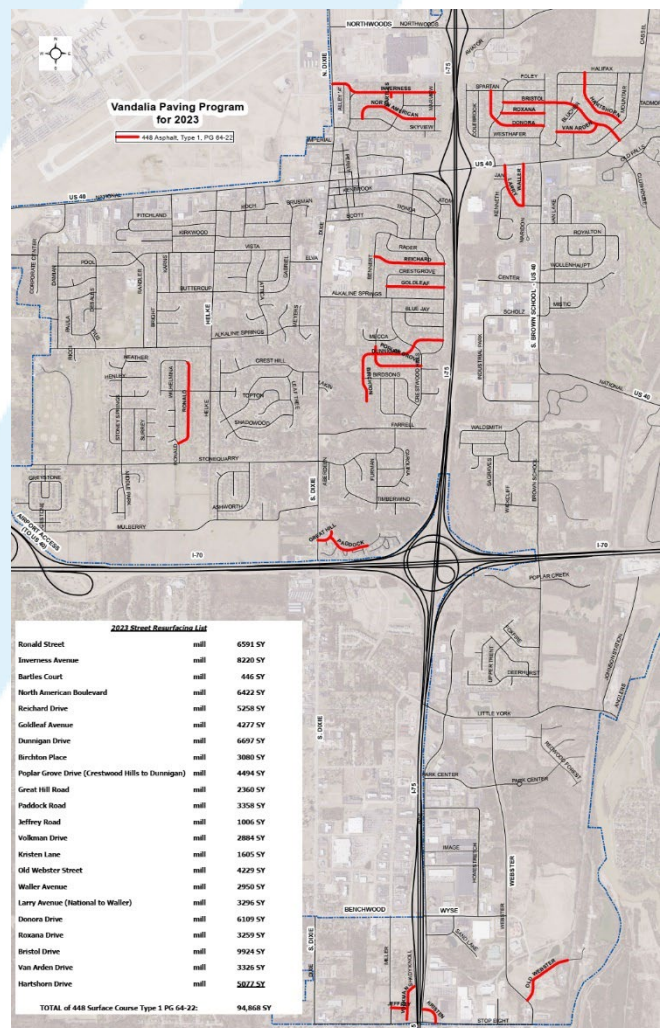
Full-depth Repairs: Our Public Works crews have spent considerable time during the last two weeks making full depth asphalt repairs behind the milling crews prior to the street resurfacing. Some of the older streets have minimal asphalt in areas and the gravel is exposed when they mill off the top surface.

Clyde / Cyril Reconstruction Project: We opened bids for the Clyde Place and Cyril Court Reconstruction project on August 15th. We had twelve contractors submit bids for this project. Bids ranged from \$796,514.08 to \$1,238,697.00. We have \$893,000.00 appropriated in the 2023 Capital Improvement budget for this project. Director Cron also secured a \$400,000 grant from The Ohio Public Works Commission toward this project. This item will be on City Council Study Session for discussion on Monday August 21st.

Aldi Grocery Store: The building permit has been issued for the new Aldi's on Miller Lane. Site work is underway on the project.

Sheetz: Sitework also continues at the new Sheetz Facility at the corner of Benchwood Drive and S. Dixie Drive.

Ernst Concrete Corporate Offices: Wall have been poured for the new Ernst Concrete corporate headquarters on Falls Creek Drive.



1669 Capstone Way: A Certificate of Completion has been issued for the new facility at 1669 Capstone Way.

Wright-Patt Credit Union: A Temporary Certificate of Occupancy has been issued for Wright-Patt Credit Union on Benchwood Drive.

Facilities Infrastructure Project: Air balance work is wrapping up at the Municipal Building. This is the final phase of the Facilities Infrastructure Project HVAC work at the Municipal Building. During the month of August final building mechanicals punch list items are to be completed at the Justice Center, Recreation Center and Municipal Buildings and final graphics programming and punch list for controls will be completed. The Facilities Assessment building audits have been completed and are under review by Rudy Wells, Chris Mastrino and Director Clark.

Foreclosure Map: DES keeps a current foreclosure and vacancy map. I haven't shared this before and thought you would like to know that we are monitoring these properties.

Water Meter Replacement: We continue with our water meter replacement. The batteries on the old meter transmitters are continuing to fail at a rapid pace (30-40 additional meters fail each month). We have multiple technicians installing meters each day. We were notified recently that the order we placed for another 1,000 meters back in April has had the ship date delayed until late December. For that reason we are asking for additional funds to be appropriated now so that we can get another order placed as soon as possible.

Tandem Axle Dump Truck: We have taken delivery of the tandem axle dump truck from K.E. Rose with the dump body and all the snow & ice equipment installed. We ordered this truck in October of 2021. We will have this truck on display at the Municipal Building prior to the City Council Meeting on August 21st.

Rapid Flashing Beacons: We took delivery of the Rapid Flashing Beacons late this week that were ordered back in May and we have begun digging for the foundations to install them. To enhance the safety of pedestrians and children, we plan to install Pedestrian Crossing Rapid Flashing Beacons at four locations in the City. These devices are designed and used for mid-block crosswalk locations or where cross traffic does not stop. The City has worked with and communicated with the Vandalia Butler City School District. Two of the devices would be installed at the crosswalks to Demmitt Elementary and Helke Elementary Schools. One would be on Alkaline Springs Road where we have installed handicap ramps to cross from Butler High School to the Vandalia Art Park. The fourth would be at the crosswalk on Stonequarry Road that is at the entrance to the Copperfield Subdivision and crosses to the Sports Complex. The devices we are proposing would be solar units activated by a push button on the poles. Despite waiving formal bidding, the lead time on procuring these specialty devices was longer than reported by the vendor and it was not possible to get these installed before school started.

Study Session:

Presentations:

Department of Parks and Recreation Update: Director Steve Clark will give an update on the Department of Parks and Recreation.

Monday, August 21, 2023 Items:

Items on this evening's Council Meeting agenda

- **Discuss Updates to Pending Supplemental Appropriations** – The original request from Finance on the approval of supplemental appropriation increases/decreases for various reasons was presented to Council on July 17th. The following are additions to the original request:

There are several updates to this legislation since it was passed advanced from the study session last month. I have provided details relating to each of the proposed modifications below:

Court:

- \$76,639 – increase appropriations to account for unexpected costs associated with document restoration of court records damaged in the Christmas day flood in the Justice Center. An insurance claim was filed with MVRMA for a reimbursement of costs.

Stormwater Fund:

- \$11,188 – increase appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

Information Technology:

- \$13,129 – increase appropriations to account for unexpected expenses for costs associated with a replacement of a UPS (uninterrupted power system) damaged in the Christmas day flood in the Justice Center. An insurance claim was filed with MVRMA for a reimbursement of costs.

Police-Fire-Street Fund:

- \$26,933 - increase appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

OPWC Fund:

- (\$38,121) - decrease appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

Water Fund:

- \$250,000 – increase appropriations to account for the purchase of water meters. In order to expedite the project, with a current lead time of 8 months + to receive new meters, and keep up with failing meters, a recommendation was submitted to place another order before year end.

Sewer Fund:

- \$250,000 - increase appropriations to account for the purchase of water meters. In order to expedite the project, with a current lead time of 8 months + to receive new meters, and keep up with failing meters, a recommendation was submitted to place another order before year end.

Resolution: Professional Agreement for Art Park Amphitheater Design – In the 2020 Vision Vandalia Comprehensive Plan, the community prioritized the City's investment in sense of place and vibrancy. The Vandalia Arts Council with the support of the City of Vandalia, generous private donors, the Vandalia-Butler Historical Society, and the Vandalia-Butler City School District have partnered to improve quality of life in town by investing in the arts. This has taken the form of transient and permanent art fixtures, outdoor performance, and the first phase of construction at Art Park. The construction of the Art Park Amphitheater including stage and bandshell, accessible seating, and appurtenances thereto will provide an outdoor venue for the community to gather, for our students to perform, and it will improve overall livability. **The City has received outside funding in the form of grants and direct appropriations in support of this project. The City has applied for and will receive capital budget bill funding in the amount of \$300,000.** OHM Advisors has partnered with the City of Vandalia on both the 2020 Vision Vandalia

Comprehensive Plan and was the local partner with PROS Consulting in developing the 2023 Parks and Recreation Master Plan. OHM has worked with City staff to develop the Art Park and Robinette Park conceptual designs as well. Based on OHM's understanding of our community and the project scope, entering into a professional services agreement for the planning, design, engineering, compilation of bid documents, and associated processes relating to the Art Park Amphitheater Design Project is the best option for advancing the project in a cost effective and efficient manner. This project will improve quality of life and service delivery for the immediate neighborhood and will attract families to Vandalia. In addition, the project directly corresponds with several 2023 Citywide Policy Goals including *Small City Big Opportunity*, *Enhance Infrastructure*, *Fiscal Sustainability*, *Trust and Confidence*, *Sharpen the Saw*, and *Vibrant*.

Resolution: FY 2022 CDBG Funds for Sanitary Sewer Slip Lining – The City of Vandalia was made aware that Montgomery County has available left-over funds from the FY2022 Community Development Block Grant (CDBG) program. Staff has requested the use of these fund to assist the City in a Sanitary Sewer Slip Lining project in our neighborhood that qualifies for CDBG Funds. Montgomery County has agreed to award us \$50,000 in CDBG Funds for our project. The City is required to approve the included resolution to enter in to an agreement with Montgomery County to receive the funds. The City of Vandalia has completed the engineering and design of the project in house and will be ready to advertise for bids immediately upon signing the agreement. The total estimated cost of the project is \$100,000. A map is included in the packet.

Resolution: Membership in the AARP Network of Age-Friendly Communities – The City of Vandalia has been approved for a \$15,000 Livable and Age Friendly Community grant. This grant will be used for assessing the community by conducting a survey, holding stakeholder meetings and listening sessions to understand how residents and stakeholders view livability in Vandalia. The City is required to join AARP Network of Age Friendly Communities as part of this grant award. Membership in this network is free.

Ordinance: Assessments July – This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, and weed cutting.

Tuesday, September 5, 2023 Items:

Resolution: Refuse Collection Bids – Public bid for our Refuse and Recycling Collection was advertised in the Dayton Daily News on June 22, 2023, and June 29, 2023. Bids were to be received by 11:00 am on July 28, 2023. Bids were publicly opened at 11:00 am on July 28, 2023, with Rumpke Waste and Recycling submitting the lone bid. Director Cron has had several conversations and correspondence with Republic Services about our bid package, but they ultimately submitted a letter of “No Bid”. In this year’s bid package, the one item that was amended from the previous services provided is that every resident will now have a 65-gallon tote provided by the contract awardee for recyclable materials instead of the 18-gallon bins we are currently using. Director Cron is recommending that the City of Vandalia enter into a 5-year contract as proposed in our bid documents with the option to extend for two additional years if agreed upon by both parties, at the submitted costs in Rumpke’s bid proposal. Their submitted prices indicate a 5% increase in each year of the contract. I have enclosed a memorandum from Director Cron.

Resolution: Clyde and Cyril Bid – Sealed Bids were publicly opened for the Clyde Place & Cyril Court Reconstruction Project on Tuesday August 15, 2023, at 11:00 am. Attached is a copy of the bid tabulation sheet for referenced bids. Twelve sets of specifications were purchased by contractors, and all twelve contractors submitted bids for the project. Bids ranged from \$796,514.08 to \$1,238,697.00. The City of Vandalia has \$893,000.00 appropriated in the 2023 Capital Improvement budget for this project out of various funds (Safe & Stable, Water, Sanitary Sewer and Storm Sewer respectively.) The City has been awarded grant funding in the amount of \$400,000 from the Ohio Public Works Commission for this project. Director Cron is recommending that the bid be awarded to Milcon Concrete, Inc. as the lowest and best bidder at their bid price of \$796,514.08. The City has completed the engineering and design work for the project in house as a cost savings and to assist in our chance of funding.

Resolution: Consent with ODOT for US 40 Bridge over Airport Access Road Maintenance – To Be Completed FY 2025 – The Ohio Department of Transportation (ODOT), more specifically District 7 has a project, PID# 114941, scheduled to sell it FY 2025 that would make repairs to several bridges through District 7. One of the bridges that the work will be performed on I the US40 Bridge over Airport Access Road. They will be replacing the expansion joint material on the bridge. Since this bridge falls

within our jurisdiction, they are asking for approval of a Resolution of Consent for them to perform this work. The City will have no cost in the work. This is just allowing them to perform the work in the City of Vandalia.

Variance: 863 Pool Avenue -Total Accessory Structure Area - The Applicant, Maureen Tweed has requested a variance to allow the construction of shed that would cause the total area of all accessory structures to exceed 4% of the total lot area and 40% of the principal building footprint (502 square foot maximum) for the property located at 863 Pool Avenue. The applicant has proposed adding a 160 square foot shed to the rear of her property. There is an existing 642 square foot detached garage and 90 square foot shed. The 90 square foot shed would be removed. On July 26, 2023, the Board of Zoning Appeals voted 5-0 to table the variance to the August 9, 2023 meeting date. On August 9, 2023, the Board of Zoning Appeals issued a split vote of 2-2.

Variance: 165 North Dixie Drive – Advantage Plumbing and Drain Solutions - Impervious Surface - The Applicant, Advantage Plumbing and Drain Solutions has requested a variance to exceed the maximum impervious surface coverage requirement on the property located at 165 North Dixie Drive. The total amount of impervious surface coverage is roughly 96%, exceeding the maximum allowed coverage by 16%. The applicant has proposed adding new perimeter landscaping and screening to the site to decrease the total amount of impervious surface. On July 26, 2023, the Board of Zoning Appeals voted 5-0 to recommend approval.

Variance: 165 North Dixie Drive – Advantage Plumbing and Drain Solutions -Second Curb Opening - The Applicant, Advantage Plumbing and Drain Solutions has requested a variance to allow a second curb opening on the same street frontage on the property located at 165 North Dixie Drive. The applicant has proposed keeping the second curb opening. On July 26, 2023, the Board of Zoning Appeals voted 5-0 to recommend approval.

Variance: 165 North Dixie Drive – Advantage Plumbing and Drain Solutions -Right-of-Way Screening- The Applicant, Advantage Plumbing and Drain Solutions has requested a variance from the right-of-way screening requirement on the property located at 165 North Dixie Drive. The applicant has proposed cleaning up and screening part of the vehicular use area. On July 26, 2023, the Board of Zoning Appeals voted 5-0 to recommend approval with one condition.

Variance: 721 Stonequarry Road -Third Accessory Structure - The Applicant, Michael Wagner has requested a variance to allow the construction of a shed that would cause the property to exceed the maximum number of accessory structures and cause the total area of all accessory structures to exceed 40% of the principal building footprint (600 square foot maximum) on the property located at 721 Stonequarry Road. The applicant has proposed adding a 220 square foot shed to his rear yard. There is an existing 200 square foot shed and 1,200 square foot detached garage. On August 9, 2023, the Board of Zoning Appeals issued a split vote of 2-2.

Discussion Items:

Rezone of Certain Parcels to Public Facilities - As part of a routine review of City-owned property, staff has identified four parcels (or related sets of multiple parcels) with active or planned public uses. The current zoning for these parcels varies from A – Agricultural and RSF-3 – Residential Single-Family to GB – Gateway Business and HB – Highway Business. Given the proposed uses for these properties, or the need to preserve these properties as open space, staff recommends a city-initiated rezoning to bring all such parcels into the PF – Public Facilities zoning district.

Board and Commission Appointment - At the August 21st Council Meeting, you will be asked to consider the appointment of Stephanie Wilmoth to the Vandalia Arts Council. I have attached the application for your review.

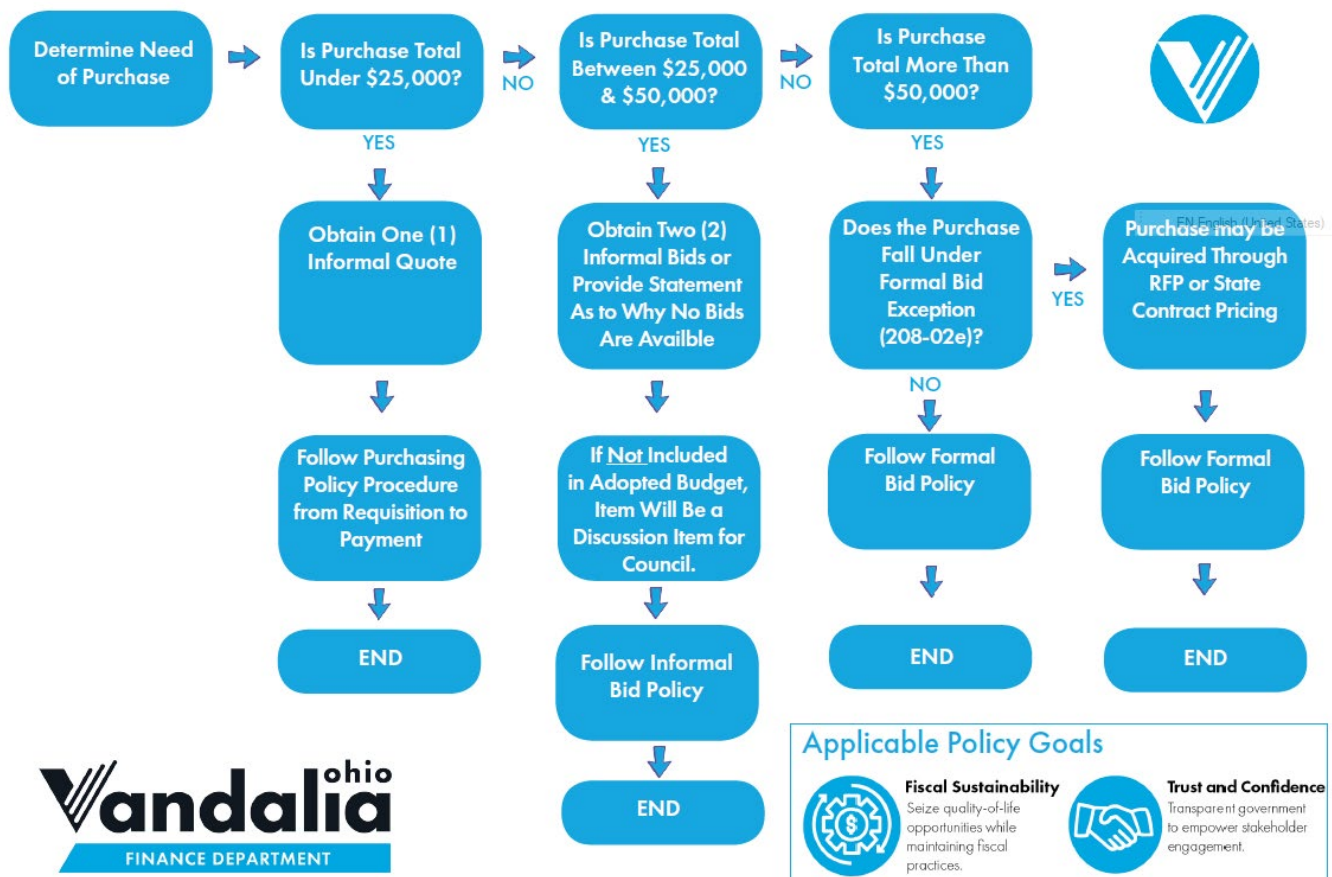
July 2023 Financial Reports - Mrs. Leiter will deliver the July 2023 Financial Reports.

Table Ordinance 23-17: An Ordinance Rezoning 72.628 Acres Of City Owned Land Located On Webster Street South Of Park Center Drive And Amending The Zoning Map Of The City – Mr. Wendt will discuss with Council if they would like to proceed with Ordinance 23-17, which was tabled at the July 17th Council meeting in the first reading. The City of Vandalia has

requested a rezoning for City-Owned property. The request involves seven parcels totaling 72.628 acres +/-, located approximately 500 feet south of Park Center Drive on Webster Street in the City of Vandalia. As proposed, the subject properties would be rezoned from A – Agriculture, I – Industrial, O/IP – Office / Industrial Park, and PF – Public Facilities zoning districts to O/IP – Office / Industrial Park and I/I - Industrial / Innovation. At its June 13, 2023 meeting, the Planning Commission voted 5-0 to recommend Approval of the proposed rezoning.

Table Ordinance 23-19: An Ordinance Amending Certain Sections Of Chapter 208 Of The Codified Ordinances Of The City Of Vandalia, Ohio - Mr. Wendt will discuss with Council if they would like to proceed with Ordinance 23-19, which was tabled at the July 17th Council Meeting in the first reading. Under the existing codified ordinance, purchases of twenty-five thousand dollars (\$25,000) or more require formal bidding. The process can be costly as the steps include several hours of work required by Upper Management, Law Director and Council. In addition, the discussions are included on the agendas and reliant on scheduling of the meetings. If a proposed purchase is time sensitive due to specific pricing limitations, with the current process in place, potential delays could result in higher pricing. The proposed purchases are also included in the Five-year Capital Improvement Plan budget and previously discussed during the budget workshops. Therefore, it has been determined to be more cost effective and in the best interest of the City to increase the current threshold amount from \$25,000 to \$50,000 for formal bids and bid bonds and increase the range from \$10,000 - \$24,999 to \$25,000 - \$49,999 for informal bids. I have enclosed the proposed decision tree and policy.

City of Vandalia Purchasing Process



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

Council Meeting:

Communications, Petitions and Awards

Introduction and Oath of Office: Police Sergeant Brian Krimm

City Manager Wendt will introduce and administer the Oath of Office to Police Sergeant Brian Krimm who began employment in April 2006 and was promoted August 16, 2023.

Introduction: Parks & Recreation Administrative Assistant Sherry McConnaughey

City Manager Wendt will introduce Sherry McConnaughey who began full time employment May 29, 2023.

Proclamation – Honoring Donna Shirley

Mayor Herbst will present a Proclamation to the family of Donna Shirley, honoring her life and dedication to the residents of Vandalia.

Action Item:

At the August 21st Council Meeting, you will be asked to consider the appointment of Stephanie Wilmoth to the Vandalia Arts Council. I have attached the application for your review.

Resolutions

Resolution 23-R-51: Professional Agreement for Art Park Amphitheater Design In the 2020 Vision Vandalia Comprehensive Plan, the community prioritized the City's investment in sense of place and vibrancy. The Vandalia Arts Council with the support of the City of Vandalia, generous private donors, the Vandalia-Butler Historical Society, and the Vandalia-Butler City School District have partnered to improve quality of life in town by investing in the arts. This has taken the form of transient and permanent art fixtures, outdoor performance, and the first phase of construction at Art Park. The construction of the Art Park Amphitheater including stage and bandshell, accessible seating, and appurtenances thereto will provide an outdoor venue for the community to gather, for our students to perform, and it will improve overall livability. **The City has received outside funding in the form of grants and direct appropriations in support of this project. The City has applied for and will receive capital budget bill funding in the amount of \$300,000.** OHM Advisors has partnered with the City of Vandalia on both the 2020 Vision Vandalia Comprehensive Plan and was the local partner with PROS Consulting in developing the 2023 Parks and Recreation Master Plan. OHM has worked with City staff to develop the Art Park and Robinette Park conceptual designs as well. Based on OHM's understanding of our community and the project scope, entering into a professional services agreement for the planning, design, engineering, compilation of bid documents, and associated processes relating to the Art Park Amphitheater Design Project is the best option for advancing the project in a cost effective and efficient manner. This project will improve quality of life and service delivery for the immediate neighborhood and will attract families to Vandalia. In addition, the project directly corresponds with several 2023 Citywide Policy Goals including *Small City Big Opportunity, Enhance Infrastructure, Fiscal Sustainability, Trust and Confidence, Sharpen the Saw, and Vibrant.*

Resolution 23-R-52: FY 2022 CDBG Funds for Sanitary Sewer Slip Lining – The City of Vandalia was made aware that Montgomery County has available left-over funds from the FY2022 Community Development Block Grant (CDBG) program. Staff has requested the use of these fund to assist the City in a Sanitary Sewer Slip Lining project in our neighborhood that qualifies for CDBG Funds. Montgomery County has agreed to award us \$50,000 in CDBG Funds for our project. The City is required to approve the included resolution to enter in to an agreement with Montgomery County to receive the funds. The City of Vandalia has completed the engineering and design of the project in house and will be ready to advertise for bids immediately upon signing the agreement. The total estimated cost of the project is \$100,000. Enclosed is a map of the sanitary sewer mains we intend to line with this project.

Resolution 23-R-53: AARP Network of Livable Communities - The City of Vandalia has been approved for a \$15,000 Livable and Age Friendly Community grant. This grant will be used for assessing the community by conducting a survey, holding stakeholder meetings and listening sessions to understand how residents and stakeholders view livability in Vandalia. The City is required to join AARP Network of Age Friendly Communities as part of this grant award. Membership in this network is free.

Ordinance – First Reading:

Ordinance 23-22: Debt Issuance Schedule - The purpose of this ordinance is to provide for the issuance and sale of bonds in the maximum principal amount of \$6,000,000 for the purpose of paying the costs of improving the municipal public transportation system, including National Road (US40) and Dog Leg Road, by constructing, reconstructing, extending, opening, widening, grading, draining, curbing, paving and resurfacing, and site preparation, installing storm water, sanitary sewer and water improvements, and acquiring any necessary interests in real property, together with all incidental work and related appurtenances thereto, and declaring an emergency. Debt service for this project will likely be paid from utility revenues, infrastructure fees and tax increment financing associated with development, and utility revenues. This project is not likely to result in direct general fund expenditures.

Ordinance – Second Reading:

Ordinance 23-16: Distracted Driving - Ohio Governor Mike DeWine signed Senate Bill 288 into law on January 3, 2023, making distracted driving a primary offense and giving law enforcement more tools to combat distracted driving and saving lives by preventing crashes. Ohio adopted the new traffic law to address distracted driving under Ohio Revised Code 4511.204. I recommend the City enact an ordinance that mirrors the Ohio Revised Code in our Codified Ordinances on Traffic Laws. The proposed ordinance addresses drivers in Vandalia using, holding, and touching their cell phones and other electronic devices while driving, causing them to be less aware of the roads and traffic. The drafted legislation under City Codified Ordinance 434.012 titled "Texting While Driving" will authorize VPD officers to enforce distracted driving offenses under city code in order to keep our streets safe. The provisions in Section 434.012 shall not be enforced until thirty (30) days after the effective date of this Ordinance. There are several exceptions to this Ordinance which officers will take into consideration when enforcing the distracted driving law and mirror the Ohio Revised Code.

Ordinance 23-18: PUD Extension Provision Living - The Applicant, PVL Investments LLC., has requested an extension of time on their Planned Unit Development Final Development Plan. The City Code requires that construction commence within 12 months of approval. Citing current industry and market conditions, the Applicant has requested a one-year extension.

Ordinance – Emergency Reading:

Ordinance 23-20: Assessments - This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, delinquent sewer & water, and weed cutting.

Ordinance 23-21: Supplemental- Finance is requesting the approval of the following supplemental appropriation Ordinance for the following reasons:

General Fund:

City Manager's Office:

- \$32,000 – increase appropriations to account for additional insurance expenses related to the Miami Valley Risk Management Association (MVRMA) 2023 Loss Fund Contribution – second half and quarterly deductible.
- \$59,000 – increase appropriations to account for additional costs of printing the My Vandalia magazine and the Popular Annual Financial Report.

- \$6,200 – increase appropriations to account for additional costs of advertising expenses related to advertising for upcoming projects and public hearings.

Court:

- \$76,639 – increase appropriations to account for unexpected costs associated with document restoration of court records damaged in the Christmas day flood in the Justice Center. An insurance claim was filed with MVRMA for a reimbursement of costs.

Fire:

- \$5,000 – increase appropriations to cover the costs associated with the purchase of protective clothing and PPE. An Ohio Fire Department Equipment Grant in the amount of \$5,000 was received to offset the costs.

Non-departmental:

- \$8,627 – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for the emergency repair costs on the boilers at the Recreation Center.
- \$15,000 – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for costs associated with the property acquisition of easements for the construction and maintenance of the path and for additional dollars for CSX Railroad fees for review of the project for the bridge over their rail.
- \$15,000 - increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for costs associated with the purchase of a new block party trailer and related supplies.
- \$282,433 – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for expenses related to the purchase and installation of signs including retrofitting six gateway signs, the Sports Complex sign, Cassel Hills Golf Course sign; purchasing and installing masonry signs at the Municipal Building, Justice Center, Art Park, Helke Park, Maple Street Parking Lot, and Poplar Hill Cemetery; purchasing and installing signs for neighborhood parks; and wall signs at the Municipal Building and Senior Center.

Stormwater Fund:

- \$11,188 – increase appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

Capital Improvement Plan Fund:

Parks and Recreation – Building Maintenance:

- \$8,627 – increase appropriations to account for additional expenses for the emergency repair for boiler 1 and boiler 2 inspection at the Recreation Center. The work/repairs were not included in the current ESB project but is necessary in order to maintain heat in the building and pool water temperature.

Parks and Recreation - Parks:

- \$9,900 – increase appropriations to account for additional expenses for costs associated with the purchase of an adult changing station to be added to the new restroom project in Robinette Park. The City was awarded a grant from the Brighter Tomorrow Foundation to fund the purchase.
- \$282,433 - increase appropriations to account for the expenses related to the purchase and installation of signs including retrofitting six gateway signs, the Sports Complex sign, Cassel Hills Golf Course sign; purchasing and installing masonry signs at the Municipal Building, Justice Center, Art Park, Helke Park, Maple Street Parking Lot, and Poplar Hill Cemetery; purchasing and installing signs for neighborhood parks; and wall signs at the Municipal Building and Senior Center.

City Manager's Office:

- \$15,000 - increase appropriations to account for additional expenses for costs associated with the purchase of a new block party trailer and related supplies.

Information Technology:

- \$13,129 – increase appropriations to account for unexpected expenses for costs associated with a replacement of a UPS (uninterrupted power system) damaged in the Christmas day flood in the Justice Center. An insurance claim was filed with MVRMA for a reimbursement of costs.

Street Maintenance:

- \$15,000 - increase appropriations to account for additional expenses for costs associated with the property acquisition of easements for the construction and maintenance of the path and for additional dollars for CSX Railroad fees for review of the project for the bridge over their rail.

Police-Fire-Street Fund:

- \$26,933 - increase appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

OPWC Fund:

- (\$38,121) - decrease appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

Water Fund:

- \$250,000 – increase appropriations to account for the purchase of water meters. In order to expedite the project, with a current lead time of 8 months + to receive new meters, and keep up with failing meters, a recommendation was submitted to place another order before year end.

Sewer Fund:

- \$250,000 - increase appropriations to account for the purchase of water meters. In order to expedite the project, with a current lead time of 8 months + to receive new meters, and keep up with failing meters, a recommendation was submitted to place another order before year end.

July Bill Listing – Mrs. Leiter will deliver the July Bill Listing.

The next Council meeting is on **Monday, August 21, 2023 at 7:00 pm**. The meeting will be an in-person meeting in Council Chambers. The meeting is open to Council, staff and the public to attend in-person. The meetings will be accessible for viewing on through Zoom. Please note, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The Study Session will begin at 5:30 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions. As always, it is my goal to meet and to exceed your expectations. I love serving this wonderful community and look forward to executing your strategic policy initiatives to improve quality of life in Vandalia.

Very Respectfully,

Dan Wendt
City Manager

CC:

Board and Commission Members
All City Employees

Attachments:

1. Information Update - ACM Holloway – August 18, 2023;
2. Information Update - Director Leiter – August 18, 2023;
3. Information Update - Chief Follick – August 18, 2023;
4. Information Update - HR Manager Pruszyński – August 18, 2023;
5. Information Update - Director Clark – August 18, 2023;
6. Information Update - Chief Althouse – August 18, 2023;
7. Information Update - Director Cron – August 18, 2023;
8. Super 8 Consent Agreement;
9. Senior Center Newsletter;
10. Airshow Parade After Action Report;
11. Infrastructure Project Update;
12. Foreclosure Map;
13. Fire Statistics July 2023;
14. Refuse Collection Bid Memorandum;
15. Supplemental Appropriation Memorandum;
16. Purchasing Decision Tree;
17. Draft Policy for Purchasing;
18. MyVandalia App Flyer;
19. Employee Appreciation Event Schedule; and
20. Water Replacement Door Hanger Sample.

To: Dan Wendt, City Manager
From: Amber Holloway, Assistant City Manager
Date: August 17, 2023
Subject: Information Update



- Our Downtown Market Study consultant, Place Dynamics, was in town on July 26 and 27. While here, they conducted a day and a half of interviews with stakeholders. We look forward to seeing this project progress.
- Finance Director Leiter and I attended the Auditor Keith's triennial update presentation on Thursday, July 27 at Sinclair.
- I held monthly meetings with IT Manager Davey and Communications Manager Hopkins during the update period.
- On Tuesday, August 1, I attended the Vandalia-Butler Chamber of Commerce golf outing. This was a great day of networking with local businesses.
- On Wednesday, August 2:
 - Staff from the CMO held our budget planning meeting.
 - I had a business visit with Inteva Products.
- I attended the MVRPC Board of Directors meeting on Thursday, August 3.
- I attended Sgt. Steinbrunner's retirement luncheon. Sgt. Steinbrunner spent 35 years with the Division of Police. We wish him the best in his retirement.
- On Monday, August 7:
 - I attended the Zero Loss breakfast put on by MVRMA. Congratulations to our team in Public Works, Parks and Recreation and Fire on zero losses in 2021!
 - Our team met with Jupiter Power regarding their proposed project in Vandalia.
 - CMO staff held a budget planning meeting.

- The Vandalia Development Corp. met to review a Façade Improvement Program grant request for Hock's Pharmacy.
- On Wednesday August 9:
 - Public Service Director Cron and I met to discuss planning for the 2024 budget.
 - I had a phone call with a business considering relocating to Vandalia.
 - I met with Lincotek Medical on site for a check-in meeting.
- On Friday, August 11, Parks and Recreation Director Clark and I met with Kolar Design to go over sign designs for our Parks and Facilities Sign update project.

Communications Update

- Our next Focus Vandalia shoot will be Wednesday, August 30. The stories we will do include; New Playgrounds at Helke Park and the Sports Complex, the Medal of Valor for officers Clymer & Matlock, and a preview of the Division of Fire Open House scheduled for Sunday, October 1.
- Work has begun on the 2023 Annual Report/2024 Calendar.
- We sent out a release Tuesday, August 15 regarding the consent agreement between the City and the operators of the Super 8 Motel. I fielded additional information requests from the Dayton Daily News, the Dayton Business Journal and WHIO-TV.
- The Employee Appreciation Picnic in the Park was Wednesday, August 16, at the sports complex. We had 98 RSVPs for the event, which included eight retirees. Thanks to Rudy Wells and his crew from the Parks and Rec garage for their invaluable assistance in getting things set up.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: August 16, 2023

Re: Information Update - Period Ending August 18, 2023

1. YTD July 31, 2023, overall Income tax revenue is up 14.21% (\$1,611,446) from 2022. Withholding tax is up YTD 12.16% (\$1,047,716); individual tax is up YTD 9.85% (\$109,365); Business net profit tax is up YTD 28.27% (\$454,365). The amount of income tax revenue budgeted for 2023 is \$18,470,500. The amount collected YTD was \$12,948,796 and is 20.18% higher than the estimated YTD amount based on the budget.
2. Kristen and I met with representatives from PNC Bank to review and discuss treasury management services for the City and Tri-Cities, and available options to increase revenue and reduce costs without sacrificing service.
3. I attended the 2023 Montgomery County Triennial Update to brief local officials on changes in property values and corresponding impacts by jurisdiction. Notices from the County were sent to residents the first half of August reporting changes in property values.
4. I attended a special council meeting.
5. Members of the Finance Team attended the picnic in the park at the Sports Complex. We appreciated the invite and enjoyed the food, especially spending time with several retirees.
6. I attended a Tri-Cities Special Finance Committee meeting to discuss a future rates structure.
7. I attended a NAWA Board meeting where I presented the June 2023 YTD financial information:

Year to date (2023) Revenues for water service are up 3.41% over 2022. Interest revenue is up YTD over 2022.

Year to date (2023) Expenses (which includes Operating & Maintenance, Capital and Debt service payments) are down 19.63% from 2022 due to timing and the explanations below.

Explanations for differences in expense amounts from 2023 vs 2022:

Operating & Maintenance:

1. Utilities – increase in expenses paid to Tipp City Utilities and utility rate increases with DP&L and Vectren
2. Audit Fees & GAAP Report – decrease due to timing of expenses paid to Plattenburg & Assoc for audit services
3. Special Legal Fees – decrease due to expenses paid to Buckley King for legal services in 2022
4. Operational Services – decrease due to timing of plant operation payments to Tipp City
5. Equipment Maintenance – increase due to actuator for high service pump, valve replacement costs, and purchases of various equipment maintenance items
6. Chemical Supplies – increase due to increase in treatment chemical purchases
7. Lab Supplies – increase due to increase in lab supply purchases

Capital:

1. Motor Vehicles – decrease due to 2022 Hustler Mower purchase
2. Water Treatment Plant – decrease due to 2022 control changes costs, light switch replacement parts and labor, and air compressor parts and labor
3. Well Improvements – decrease due to well rehab in 2022 and timing of well cleaning and valve replacement
4. Const-Sewer to RIV – decrease due to timing of concentrate line rehab project costs
5. Well Construction – decrease due to 2022 additional funds for site location change

Budget:

Revenues

YTD actual water service revenue collected was 47.77% of the budgeted amount, and YTD actual interest revenue collected was 125.61% over the budgeted amount.

Expenses

YTD actual expenses were 41.10% of the budgeted amount partly due to timing, and the explanations referenced above.

8. I participated in both the pre and post pricing calls and process for the sale of the Bond Anticipation Notes in preparation for the closing and wiring of funds on August 22nd.

9. The Fire Engine 2016 Bond Anticipation Note issued for a fire engine matures on August 23, 2023. This note was combined with the Fire Ladder Truck 2021 BAN in order to save on the costs of issuance. The total remaining amount due on the note is \$1,429,000 (Fire Engine \$192,000; Fire Ladder Truck \$1,237,000) plus interest. The amount of the principal payment for the Fire Engine is \$48,000, and \$140,000 for the Fire Ladder Truck. The 2023 budget includes a pay down amount of \$48,000 on the outstanding principal due for the Fire Engine, and \$140,000 for the Fire Ladder Truck, plus an interest payment of \$55,000. The maturity on the new note (Fire Engine \$144,000; Fire Ladder Truck \$1,097,000) will be in August of 2024. The debt on the Fire Engine is scheduled to be paid in full in 2026, and year 2031 for the Fire Ladder Truck.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 8/17/2023
SUBJECT: INFORMATION UPDATE – PERIOD ENDING AUGUST 18, 2023

1. The Division of Fire participated in extrication training during this reporting period. We are thankful to Sandy's towing for supplying the vehicles and location for crews to get practice in. In the following update point, you'll find that this training was perfectly timed for the emergencies that were encountered over the last few weeks.
2. Our Crews have had an increase in critical calls this reporting period. July 27th, Vandalia and Butler Township crews responded to Little York and Anglers Lane on a two-car accident with heavy damage and 4 transports to local hospitals, one injury is considered serious. Again, on August 5th, crews along with Butler Township, Harrison Township, and Huber Heights responded to S. Brown School Rd. on a 3-car accident with multiple entrapments and 3 transports to the trauma center with injuries considered critical.
3. Crews received delivery of our new Self-Contained Breathing Apparatus (SCBA's) the week of July 24th. A FEMA grant awarded to the Division of Fire made this much needed purchase possible and covered the largest portion of the cost. The Division of Fire is thankful to City Council for the generous match and to the Vandalia Citizens for the safe and stable tax dollars that helped in making this a possibility. The new equipment will be in-service by September 1st.
4. On July 26th crews were called out on an Elevator Rescue. Once the emergency was over crews were able to get extra training with Larry from Otis to go over some elevator emergency "tricks of the trade".



DIVISION OF FIRE INFORMATION UPDATE

5. Crews attended a special event at Helke Park on July 28th. Crews covered the Dogs Night Out event and had a great time hanging out and providing resources if need, with the community and their pets at another successful city event.
6. On July 29th crews responded to the Airport Access Road on the report of a car into the ditch. Upon arrival, crews found a car partially submerged in a retention pond. The driver was transported to a local hospital after being rescued before emergency crews arrived by 2 witness, a father and son that happened to be driving by at the time. Also, a thank you to Wright Patt Fire Dive Team and Sandy's towing with recovery of the submerged vehicle.
7. The Division of Fire participated in the annual National Night Out event. The event is held and at the Rec Center and is led by the Division of Police. The Division of Fire provided a strike team in case of emergencies and equipment for the community to come and see while getting to know our local police, fire and safety employees.
8. On Friday August 4th crews provided a strike team for The Vandalia-Butler Foundation sponsored Corn-Hole Tournament. The Tournament benefited the Passport to Safety Program. Passport to Safety is very popular and notable public outreach and education program between the Vandalia Butler Schools, Police and Fire Departments for incoming Kindergarteners. CRRC Scott Jacobs and Office Manager Candice Jacobs represented the VFD as a team for the event. Even though they were eliminated the first round, lots of fun was had and they plan to try again next year.
9. On August 5th Engine 1, Engine 2, Battalion 3 and Medic 2 crews responded Mutual Aid to Harrison Township on 3rd alarm apartment fire in Idle Hour Lane.
10. Division of Fire crews with multiple mutual aid companies responded on August 9th to Capstone Way on a large vehicle fire. Crews arrived to find a forklift on fire inside of a trailer. The trailer fortunately had been moved away from the building. One person was transported to a local hospital with minor injuries.



DIVISION OF FIRE INFORMATION UPDATE

11. The Division of Fire is thankful to local instructors and resources along with our local Skate world for providing us a facility (and loud chaotic music to set the scene) with training this past week. Fire crews spent 3 training days at Skate world for Task Force-Active Shooter Training. Video Highlight's of this training can be seen on both our social media and the City of Vandalia Government pages.
12. CRRC Jacobs and LT. Mitchell instructed incoming BHS Freshman CPR during their orientation on August 10th. Over 300 students participated in the training.
13. Crews with several mutual aid companies responded to a multiple car accident at National Rd. & Dixie Dr. on Saturday August 12th. Multiple removals to hospitals were made, with no major injuries. Lane restrictions were in place for some time while the incident was being investigated.
14. In continuing with training, crews have been able to work on a variety of scenario's this reporting period. On August 15th, crews worked on high angle basket rescues. Thank you to Vandalia Butler Schools for letting our crews use the stadium to get in more valuable training.



Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: August 17, 2023

Re: Information Update – Period Ending August 18, 2023

1. In the spirit of complying with our new employee appearance and dress code policy, we are working with Boost to create a City of Vandalia culture store. The store will provide staff with a central location to purchase clothing and other City of Vandalia branded items. As well, the culture store will ensure brand guideline conformity which was established by Council in 2021. More to come this fall!
2. Congratulations to Parks and Recreation, Public Works and the Division of Fire! Monday, August 7 a **Zero Loss Breakfast** was held at the Senior Center and hosted by our very own Miami Valley Risk Management representative Starr Markworth to recognize the safety efforts of staff in the Parks and Recreation Department, Public Works Department and the Division of Fire. This is the fifth consecutive year that the City of Vandalia has earned the Zero Loss recognition.
3. The Ohio Patrolmen's Benevolent Association contract for Police Officers, Public Safety Specialists, and Clerk Typist was executed August 7, 2023.
4. Wednesday, August 2 and Monday, August 7, you, Miss Holloway, Mrs. Swartz and I met to prepare our draft 2024 Budget.
5. Yesterday we had our third, and best, Employee Appreciation event so far! This month we hosted retirees with a carry-in. It was a beautiful day with great attendance. I want to personally share my gratitude to all the employees who help make the Employee Appreciation events possible! Thanks to Council for allowing staff to hold these employee appreciation events. It always feels good to spend time with our work family away from the office. The next Employee Appreciation event will be a taco bar **Wednesday, September 20** at the Senior Center. Please spread the word!
6. Over the last several weeks I have audited health care coverage for each employee through each vendor portal including EASE - the City's benefit enrollment software.
7. Congratulations to Sergeant Andrew Wehner and Sergeant Brian Krimm! Both gentlemen are officially Police Sergeants! Sergeant Wehner was sworn-in July 5 and Sergeant Krimm was sworn-in August 16.
8. Current hiring processes include full-time firefighter / paramedic / inspector and police officer. The firefighter first round interviews were held Monday, August 14. There were five candidates, and all are moving on to second round interviews. Staff continues to review the police officer applications and first round interviews are scheduled for September 7. A Civil Service Meeting was held July 24. The Commission approved an Eligibility List of four candidates for the position of Public Safety Specialist.
9. Since the last update period I have completed several extensive surveys including another State of Ohio Occupational Employment & Wage Statistics Survey, health care and basic life census reports, and I participated in an extensive compensation study for the City of Trenton.

10. Mrs. Howard is preparing to audit staff driving records. If you have not already done so, please be sure to submit the forms not later than Monday, August 21, 2023. If you have questions, please feel free to reach out to her.
11. **App Store:** Please keep in mind that **ALL** our health care vendors offer Apps, which allow instant access to medical cards and other valuable resources.
12. EmployeeCare, our **free and confidential** 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.
13. **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.
14. 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: 8/17/2023
Re: Information Update – Period ending August 17, 2023

- The Parks and Recreation Department enjoyed the MVRMA Zero Loss Breakfast at the Senior Center on August 7. Employees of our department are very conscientious when it comes to safety procedures, evident by receiving this designation from MVRMA in eight of the past nine years. Congratulations to the Division of Fire and Public Works Department on their recognition as well.
- Many Parks and Recreation staff attended the Picnic in the Park event at the Sports Complex on August 16. We are very appreciative of these types of events and look forward to the Taco Bar in September.

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

- Opening day for our Youth Soccer program will be Saturday, August 26. Teams are currently practicing and have received uniforms and had team pictures completed. We have 378 kids participating in the program this fall.
- The Vandalia Air Show Backyard Bash, sponsored by Minster Bank took place on July 20 at Art Park and will included the United States Air Force Band of Flight. The turnout for the first time event was awesome. Aaron Messenger did an outstanding job organizing the event and is already making plans for next year's event.
- NFL Youth Flag Football registration continues for the upcoming fall season. Currently we have 130 kids registered to play. Teams will be formed in the coming weeks with games scheduled to begin on Sunday, September 10.
- Our AED in Parks initiative has been very successful as we have received a total of \$13,500 in donations for the purchase of the units and housing. The following organizations have contributed to the initiative – Butler United Soccer - \$5,000; Vandalia Rotary Club - \$2,500; Vandalia Optimist Club - \$2,500; Butler Athletic Boosters - \$2,500; Vandalia Pee Wee Football - \$1,000. Recreation Superintendent has led this project and is in the process of ordering six units for placement at the Sports Complex and Helke Park.
- The final Summer Splashtacular event was held on July 25 at the Sports Complex. Over 100 kids came out to enjoy water games, being sprayed by the fire truck and the foam party. This partnership program between the Division of Fire and our department has been extremely successful since implementation during the pandemic.
- The Vandalia Dogs Night Out event took place on July 28 at Helke Park. Over 100 dogs came out to this event and enjoyed many dog related activities throughout the evening.

- The Vandalia End of Summer Spectacular was held on August 4 at the Sports Complex. The turnout was pretty good with attendees enjoying the inflatables, activities provided by vendors and concluded with the movie “Encanto”. The Vandalia-Butler Foundation did a great job organizing and running a cornhole tournament as part of the event reaching the maximum of 16 teams, raising about \$5,000 for the Passport to Safety program.

RECREATION CENTER

- Food Truck Wednesdays at the VRC will finish up the summer schedule with “Wheel Fresh Pizza” on August 23 and “Nourishing Souls Mobile Juice Bar” on August 30. Please make plans to stop by between 11:30 and 2pm on these dates.

SENIOR CITIZENS CENTER

- The Senior Center currently has 619 members with a total of 118 new memberships in 2023. Membership renewals will pick up in the last quarter of the year, especially with the Travel Program back up and running.
- The Senior travel program, under the direction of Bob Reed as the travel coordinator has. upcoming trips include Boston in September; Savannah in October; Nashville in November and a trip to New York City in December. The travel program has always been a popular with the members and having it back in place should provide a boost in memberships.

GOLF DIVISION

- Butler and Tippecanoe High School Golf teams have started play at Cassel Hills. Both schools use Cassel for their home matches for the boy’s and girl’s programs.
- Technical Choice continues to work on the irrigation system design. Once completed we will be meeting to verify the design and specifications and then begin the bid process. We are anticipating installation to take place late in 2024 and early 2025.

FACILITY MAINTENANCE DIVISION

- Maintenance staff removed the outdated shuffleboard court area at Helke Park in anticipation of the playground installation project. We used the gravel base under the court area to build up the Art Park gravel access area. Special thanks to Public Works for their work on underground water lines in this area of the park and for use of a five-yard dump truck and the loader for the project. We anticipate the playground installation company will be on site early next week to begin site prep and equipment install. The safety surface company is scheduled to begin install on September 11.
- Facilities Infrastructure Project: Air balance work is wrapping up at the Municipal Building. This is the final phase of the Facilities Infrastructure Project HVAC work at the Municipal Building. During the month of August final building mechanicals punch list items are to be completed at the Justice Center, Recreation Center and Municipal Buildings and final graphics programming and punch list for controls will be completed. The Facilities Assessment building audits have been completed and are under review by Rudy Wells, Chris Mastrino and myself.
- Tennis Court maintenance work at Helke Park has been completed. Maintenance cost of the court repairs are shared with Vandalia-Butler Schools as the Butler tennis team uses the courts for practice and match play. Maintenance of the Pickleball Courts will take place next week. Work includes power washing of the courts and crack fill maintenance.
- Landscape maintenance work is being completed at Brown School Woods and Victory Parks. Municipal Building and city entry way sign landscape beds were pruned, weeded and mulched prior to Air Show Weekend.

Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: August 17, 2023

Subject: Information Update Ending August 18, 2023

1. During the past three weeks, VPD officers made 32 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 21 written warnings and three verbal warnings while working 16 additional enforcement hours.
2. On July 21, the Vandalia-Butler Chamber of Commerce hosted the annual Airshow Parade. There were no security or traffic issues during the event. Special thanks to Public Works for their assistance with traffic control and the placement of physical barriers.
3. The CenterPoint Dayton Air Show took place on July 22-23. This is always a big event for the city. The Air Show requires months of planning and all VPD officers are needed to work both days. After the challenges we faced last year, we worked with Air Show officials and the parking volunteers to make adjustments. While we experienced some traffic congestion on Saturday morning, the adjustments helped keep traffic moving. After a few more adjustments that morning, traffic on the roadways cleared up by 12:00-12:30. The Air Show added an additional entry/exit gate on Engle Road for the general admission parking lot. This gate helped tremendously with clearing the lot after the show ended. The adjustments helped us avoid the long traffic jams we experienced in 2022. The Air Show reported nearly 85,000 patrons attended the show this year, which exceeded the record crowd 83,000 from 2022. I am extremely proud of the men and women of VPD for their hard work and dedication that allowed us to handle a record crowd, yet keep traffic moving. We will be meeting with Air Show officials soon to review what worked well and begin planning for the 2024 show. Next year's Air Show is scheduled for June 22-23, 2024.
4. On July 24, I hosted a meeting at VPD with board representatives from the Ohio Association of Chiefs of Police and the newly appointed Ohio Law Enforcement Initiatives Director Kristen Slaper and Steve Click with the Officer Wellness Program. Our discussion centered on what current programs are in place and what new initiatives might be possible surrounding officer recruitment & retention and officer wellness. We look forward to participating in more meetings in the future.
5. On July 26, I participated in an interview for a Focus Vandalia segment on VPD's National Night Out at the Sports Complex on August 1. Lieutenant Walker participated in an interview for a Focus Vandalia segment on back to school safety and school bus awareness.

6. Lieutenants Sucher & Walker and I attended the monthly Montgomery County Chiefs of Police Association meeting at Sinclair Community College on July 26. This month's guest speakers included Captain Jackson from the Sheriff's Office on the Tour de Gem fundraiser; Jeff Rezabek, Montgomery County Board of Elections Director, on upcoming election and poll safety and security considerations; Jennifer Hochdoerfer from ADAMHS on Crisis Intervention Training and other ADAMHS initiatives; and Jennifer Petrella, Montgomery County Court Administrator for Domestic Relations Court, on the Community Response to Domestic Violence committee.
7. VPD hosted its on-site accreditation review with an assessor from the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) from July 31-August 3. The on-site assessment is conducted every four years and involves the assessor observing the Division of Police operations and participating in interviews with police staff, city leaders, business owners, and community stakeholders on the effectiveness of police operations and service delivery. This year's assessor was retired Chief Charles Walters from Gwinnett County (Georgia) Police Department. Chief Walters attended two police roll calls, met with 24 Police Division employees, conducted nine community interviews and attended our National Night Out event. Chief Walters commended VPD on our exceptional community service and compliance with accreditation standards through policies. He will be recommending VPD for our tenth re-accreditation at November's CALEA Conference in Seattle.
8. Detectives charged a 35-year-old Dayton woman with one count of Theft. The suspect was a former employee of a local nursing home and she stole approximately \$500 worth of frozen foods and cleaning supplies from the business.
9. Detectives charged a 40-year-old Vandalia woman for Burglary (Trespass in a Habitation). The suspect broke out a backdoor window, unlocked the door, entered the residence, and stole food from the freezer.
10. Detectives charged a 30-year-old man from Fort Polk, Louisiana with felony Unauthorized Use of Vehicle. The suspect was driving a rental car and did not return it back to Avis Rental Company. The male suspect was sitting in the driver's seat with keys when he was arrested and he was incarcerated in the Montgomery County Jail.
11. Detectives charged a 55-year-old Tipp City woman for Improper Handling Firearms in a Motor Vehicle. The suspect was operating a vehicle while under the influence of alcohol and officers located a loaded Sig P320 handgun underneath driver's seat.
12. Detectives charged a 60-year-old Dayton man for Unauthorized Use of a Vehicle. The male suspect was issued a misdemeanor summons and the vehicle returned to the owner
13. On July 31, Lt. Sucher attended a virtual meeting regarding area criminal motorcycle clubs who are instigating one another. This will be an area VPD continues to monitor due to our close proximity to popular establishments the groups frequent as well as area hotels which have hosted out of state members of these clubs.
14. VPD's annual National Night Out event was held on August 1 at the Rec Center. This year's activities included hay rides, police K-9 demonstrations by Dayton Airport Police, police vehicles, corn hole, face-painting, balloon cartoons, DJ

- music/dancing, free food, fire department vehicles, and bike rodeo. We thank all of those involved and the local businesses who made the event possible. This year showed a record attendance level with nearly 500 visitors. This community event is a great way for officers and the community to have positive interactions. Each year, we seek ways to improve over the previous years to keep in line with the City's goals and objectives and these improvements continue to grow the event.
15. On August 3, I attended the graduation for Sinclair Criminal Justice Training Center's Police Academy. VPD has two potential police recruits that graduated from the police academy and are in the final hiring phase.
 16. On August 6, the lieutenants and I met with Bryan Stewart from Montgomery County Educational Services Center at the Justice Center on potential recruitment opportunities through connecting with local grade school and high school students who have an interest in law enforcement and skillsets desired for the profession.
 17. Lieutenant Walker attended an OVI Task Force meeting on August 8th. The meeting reviewed upcoming OVI checkpoints and status of the federal traffic grant. The grant reimburses agencies for overtime costs associated with working Task Force hours.
 18. Sergeant Garry Lawson and Sergeant Wehner presented Run, Hide, Fight training to Cordell Associates during a working lunch for their staff on August 9th.
 19. Detective Brian Krimm presented Passport to Safety information at Demmitt Elementary School during a parents' meeting. The first Passport to Safety program begins at Helke Elementary School on August 22nd.
 20. Several VPD officers participated in training with the Vandalia Division of Fire August 9-11. The Division of Fire hosted active shooter practical exercises for their Rescue Task Force (RTF) and VPD officers had an opportunity to train and learn how the RTF operates and functions. We thank Chief Follick and VFD for the invitation to participate and look forward to future opportunities for joint training.
 21. Sergeant David Steinbrunner retired on August 14 after serving with the Division of Police for 35 years. Sergeant Steinbrunner's final work day was August 4 and we hosted a retirement luncheon for him in the Community Room. We congratulate Dave and wish him the very best in retirement. We thank him for his many years of dedicated service to the City.
 22. Lieutenant Walker participated in the OVI Task Force press conference on August 15. The press conference was held at the Montgomery County Sheriff's Office Jefferson Township substation on Infirmary Road. The press conference announced the kick-off for the Drive Sober or Get Pulled Over campaign that runs August 18 through September 4. The campaign aims to educate the public about the dangers and consequences of drunk driving. VPD is a member of the task force and will be participating with saturation patrols and OVI checkpoints around the Dayton area.
 23. Sergeant Brian Krimm was promoted to a sergeant on August 16 and began his first day as a supervisor with the Division of Police. We congratulate Brian on his promotion and look forward to his swearing-in ceremony at Monday night's Council Meeting.

24. Lieutenant Sucher and Lieutenant Walker screened applicants who applied for the open position of police officer. Those who passed the initial screening process will proceed to the next step of the hiring process in the upcoming weeks.
25. Several VPD employees attended this month's Employee Appreciation Event at the Sports Complex on Wednesday for the lunch cookout. We appreciate the opportunity to interact with other city employees and visit with several retirees who also attended this month's event while enjoying lunch.
26. VPD officers were present at various school campuses in the City on August 17th during the first day of school, including St. Christopher School and Vandalia-Butler school campuses, to have a visible presence while the students, parents, and faculty began the new school year.
27. On August 17, I attended the First Responder Wellness Coordinators' virtual meeting to receive an update on events and activities occurring throughout the state to address and improve First Responders' employee wellness. I also attended a meeting with the Hundred Club committee and several other local chiefs to review nominations for this year's awards event.



Public Works & DES Information Update

To: Dan Wendt, City Manager
From: Rob Cron, Director of Public Service
Date: August 16, 2023
Re: Information Update for July 22 – August 18, 2023

Development & Engineering Services

Finfrock Construction has completed this year's concrete repair program on all of the roadways that we will be resurfacing this year.

Finfrock Construction also replaced a sanitary sewer manhole at the intersection of N. Brown School Road and Bristol Drive this week. The manhole had been giving us issues over the last several months causing sewer back-ups.

Brumbaugh Construction has also completed the Airport Access Road Bridge Rehabilitation project.

Barrett Paving moved in on August 7th to begin milling this year's street for resurfacing. Their paving crew began on August 10th with the resurfacing. They should have all of the milling completed this week and should have the paving completed sometime next week. Since our bids were under our estimate and we had some additional funds from other projects, we were able to add two additional streets to the original list.

We opened bids for the Clyde Place and Cyril Court Reconstruction project on August 15th. We had twelve contractors submit bids for this project. Bids ranged from \$796,514.08 to \$1,238,697.00. We have \$893,000.00 appropriated in the 2023 Capital Improvement budget for this project. We were also awarded up to a \$400,000 grant from The Ohio Public Works Commission toward this project. This item will be on City Council Study Session for discussion on Monday August 21st.

We also opened bids for our Refuse Collection for Resident in the City on July 28th. Rumpke Waste & Recycling was the lone bidder for this service. This item will also be on the August 21st Study Session for discussion.

We have reviewed Statement of Qualifications from 12 firms for the engineering and design of our new Public Works Facility. We have interviewed 6 of the firms, narrowed to three and called references on those three. We are in discussions now and plan to have a recommendation of our selected firm to present at the September 5th Council Study Session.

We are working on preparing information for the 2024 Operating and Capital Improvement Budget. We have some very exciting projects in the planning stages and proposed over the next few years.

The building permit has been issued for the new Aldi's on Miller Lane. Site work is underway on the project.

Sitework also continues at the new Sheetz Facility at the corner of Benchwood Drive and S. Dixie Drive.

Wall have been poured for the new Ernst Concrete corporate headquarters on Falls Creek Drive.

A Certificate of Completion has been issued for the new facility at 1669 Capstone Way.

A Temporary Certificate of Occupancy has been issued for Wright-Patt Credit Union on Benchwood Drive.

Public Works

Our crews have spent considerable time during the last two weeks making full depth asphalt repairs behind the milling crews prior to the street resurfacing. Some of the older streets have minimal asphalt in areas and the gravel is exposed when they mill off the top surface.

We repaired a watermain break on Crest Hill Drive. The break required a complete shutdown of the main to be repaired. Because of this, EPA requires a boil advisory to be put in place. All affected residents were notified of the boil advisory and also when the advisory was lifted.

We continue with our water meter replacement. The batteries on the old meter transmitters are continuing to fail at a rapid pace. There are 30-40 new ones each month. We have multiple technicians installing meters each day. We were notified recently that the order we placed for another 1,000 meters back in April has had the ship date delayed until late December. For that reason we are asking for additional funds to be appropriated now so that we can get another order placed as soon possible.

We have taken delivery of the tandem axle dump truck from K.E. Rose with the dump body and all of the snow & ice equipment installed. We ordered this truck in October of 2021. We will have this truck for display at the Municipal Building prior to the City Council Meeting on August 21st.

Jake Hayslett and Ben Borton attended the NAWA and Tri Cities Waste Water Technical Committee meetings during this period.

We installed the new Aviator banner this week on National Road in support of Vandalia Butler Schools starting this week. We also programmed the School Zone flashing lights for the start of school on Dixie Drive and National Road.

We abandoned an old 4" watermain at Helke Park that was discovered in preparation of the new Playground Equipment being installed.

We repaired a storm sewer that had caused a sink hole on Poplar Grove Drive. This was discovered during our concrete repair program.

We performed water shut offs for delinquent customers during this period. There were 58 customers on the list this month.

We have performed 134 utility locates so far in August.

We took delivery of the Rapid Flashing Beacons late this week that were ordered back in May and we have begun digging for the foundations to install them.

Staff from DES and Public Works all attended the Employee Appreciation Picnic in the Park this week. Thank you for the opportunity to network with the staff from other departments and it was great seeing so many retirees there.

IN THE COMMON PLEAS COURT OF MONTGOMERY COUNTY, OHIO
GENERAL DIVISION

STATE EX. REL CITY OF VANDALIA,	:	CASE NO. 2022 CV 3700
DIRECTOR OF LAW GERALD	:	
MCDONALD	:	JUDGE RICHARD S. SKELTON
	:	
<i>Plaintiff / Counterclaim Defendant,</i>	:	
	:	CONSENT AGREEMENT AND
v.	:	JUDGMENT ENTRY
	:	
SUPER 8 MOTEL, <i>et al.</i> ,	:	
	:	
<i>Defendants / Counterclaim Plaintiffs.</i>	:	

Whereas, on or about August 19, 2022, the CITY OF VANDALIA (the “City”) initiated this action (the “Litigation”) against VANDALIA HOSPITALITY, INC. DBA SUPER 8 MOTEL (“Motel”) (collectively, the “Parties”), alleging that the property commonly known as 550 East National Road, Vandalia, Ohio 45377 (the “Property”) constituted a public nuisance under R.C. 3767.01(C)(1); and

Whereas, the City named CIVISTA BANK as a potentially interested party in the Litigation by reason of mortgages filed with the Montgomery County, Ohio Recorder as Instrument Nos. 2018-00056628 and 2018-00056627 (the “Mortgages”); and

Whereas, the Motel filed Counterclaims against the City denying it was operating a public nuisance and alleging, *inter alia*, that the City had effectuated a complete and/or partial regulatory taking under 42 U.S.C. 1983 and otherwise committed due process violations by obtaining a procedurally improper *ex parte* “padlocking” order in the Litigation; and

Whereas, since the filing of the City’s Complaint and the Motel’s Counterclaims, the City and the Motel have engaged in a cooperative effort develop a plan of action for the Motel to abate the nuisances alleged by the City (collectively, the “Alleged Nuisance”) through various improvements and/or upgrades to the Property; and

Whereas, the Motel has abated and/or is in the process of abating the Alleged Nuisance at the Property through improvements and/or upgrades, and agrees to comply with the City’s Safety and Security Requirements listed herein upon reopening the motel located at the Property for business; and

Whereas, the Parties now desire to enter into this **Consent Agreement and Judgment Entry** fully and completely resolving, settling, and disposing of any and all disputes or claims of whatever kind or nature that they have or may have against each other on the terms and conditions set forth below.

The Court has been advised by counsel for the parties that Plaintiff/Counterclaim Defendant, State Ex. Rel City of Vandalia, Director of Law Gerald McDonald and Defendants/Counterclaim Plaintiff Vandalia Hospitality, Inc. dba Super 8 Motel and Defendant Civista Bank, being all the parties to this litigation have agreed to a resolution of this litigation on the terms contained in this Consent Judgment with respect to the use and occupancy of property commonly known as 550 East National Road, Vandalia, Ohio 45377 (the "Property").

NOW THEREFORE, IT IS ORDERED, ADJUDGED, AND THE PARTIES AGREE AS FOLLOWS:

1. With respect to the operation of a hotel/motel at the Property, Motel, and its successors and assigns, shall comply with the following Safety and Security Requirements:

- (a) Trespass from the Property Tariq Ahmad and Naved Cheema.
- (b) Maintain the Property in compliance with applicable fire and/or building code requirements.
- (c) Cause all employees to complete a safety and security training course recommended and/or hosted by the Vandalia Police Division, to identify criminal activity such as human trafficking within 3 months of commencing work at the Property and provide the police division with proof of completion upon request.
- (d) Provide special duty uniformed police or state licensed qualified security at the Property between the hours of 1800-0300. This requirement shall be reviewed on a quarterly basis to determine if it needs adjusted, (more or less coverage by uniformed security) based on criminal activity.
- (e) Provide a list of individuals who have been trespassed off the Property to the Vandalia Police Division and not rent rooms to anyone whose name appears on the Master Trespass List maintained by the Vandalia Police Division as provided by the police from time to time.
- (f) Install and maintain functional access control doors and entryways where practicable and ensure that exterior building doors remaining locked or latched at all times and are only accessible by guests and employees with a key card or other electronic means.

- (g) Undertake routine (hourly or as time permits) inspection of exterior doors to ensure they are not propped opened and testing that all door locking mechanisms are functional.
- (h) Provide hotel/motel staff with a designated hotel uniform or attire or other form of insignia such as a name plate, so they are readily identified as employees.
- (i) Install, maintain, and monitor a closed-circuit security video (CCSV) system that is controlled by management and viewable by front desk personnel with recording capabilities to monitor strategic locations such as exterior entry/exit doors, parking lot areas, and common areas accessible to guests. Motel shall ensure that all management and front desk employees are proficiently trained in the operation and functionality of the CCSV system. Motel shall provide access to the CCSV recordings to public safety officials upon request.
- (j) Install and maintain adequate lighting in all parking areas to illuminate guests' vehicles.
- (k) Have registered guests provide a government-issued photo identification card or other verifiable form of identification and document personal information on hotel registration records and require a minimum age of twenty-one for check-in.
- (l) If applicable, record registered guest's vehicle description and license plate, and the number of total guests staying in a room.
- (m) Post visible signage in parking areas and exterior entry/exit doorways that prohibits loitering and require staff to routinely inspect these areas to enforce the "No Loitering" rules.
- (n) Maintain operational telephones in each guest room to ensure the telephone is functional and can connect with an outside line.
- (o) Require and document valid credit card at check in.
- (p) Maintain the fire alarm system and inspect and examine facility smoke detectors following every rental of a room to ensure they are working, functional, and free from tampering. Motel shall document each inspections. Upon discovery of any non-functioning, disabled, or removed smoke detectors, Motel will have such alarms replaced by a State of Ohio licensed fire alarm contractor within three (3) business days. Rooms without functional smoke detectors will not be rented to guests. No rooms shall be rented in the event the main fire alarm system is down.
- (q) Post visible signage in all rooms prohibiting the covering, disconnecting, or tampering with smoke detectors and that violators will be removed from the

room, criminally trespassed from the property and subject to legal prosecution. Management shall remove and trespass the violator from the property.

- (r) Daily inspection and documentation after every room rental to confirm smoke detectors in such room are operational and free from tampering.
- (s) Prohibit anyone who has been trespassed or is on the trespass list maintained by Vandalia and Butler Township police from renting/occupying rooms.
- (t) If Motel has reason to believe that room occupancy limits are being violated, Motel will inspect and confirm occupancy limits for rooms. Guests who fail to abide by Motel policies and procedures regarding occupancy limits will be removed from the Property.
- (u) Operate in accordance with Ohio law regarding Extended Stay Hotels or as a Residential Hotels, as respectively defined in Ohio Revised Code section 3731.01.
- (v) Not rent any room and/or adjoining room for a continuous period of thirty days to the same individual(s) whether in the same room or another room located at the premises.
- (w) Not permit housekeeping and/or maintenance staff to use any room(s) at the Property as a permanent dwelling unit.
- (x) Not permit any combustible materials stored or used in a room that exceeds the number of combustible materials acceptable for a light hazard occupancy area as defined and used by the state fire marshal in rules the state fire marshal adopts pursuant to section 3737.82 of the Revised Code.
- (y) Not permit cooking devices in any room, except for a coffee maker, a microwave oven, that is listed as safe for residential use as defined and used by the state fire marshal in rules the state fire marshal adopts pursuant to section 3737.82 of the Revised Code and approved by the fire code official having jurisdiction.
- (z) At all times maintain landscaping and screening between the hotel property and adjacent residential properties pursuant to Section 1232.06(d) of the Vandalia Zoning Code for screening between commercial uses and single-family detached dwellings.
- (aa) Meet quarterly with fire division personnel, on date and time set by fire division personnel and agreed to by Motel, to review fire safety infrastructure and procedures for one year; then meet annually thereafter.

2. To assure compliance, Motel, and its successors and assigns shall provide City of Vandalia law enforcement and fire code enforcement personnel with the guest registries upon request.

3. If the Fire Division inspection of the Property reveals a violation of the Ohio Fire Code or the Ohio Building Code, as it relates to fire protection equipment or life safety, Motel's license to operate in Vandalia shall be revoked until such time that a water supply of no less than 3,750 GPM for 3 Hours is established at the property in accordance with the Southwest Ohio Fire Safety Council Unified Standards B and C, table B105.1.

4. The Parties agree, and this Court, therefore, **ORDERS** that upon entry of this **Consent Agreement and Judgment Entry**, and the Motel obtaining all required State and/or local fire code permits in compliance with section 1(b), a City of Vandalia Hotel/Motel license for 2023 shall be issued to Motel and the City shall not deny a 2024 license, provided Motel remains in compliance with this **Consent Agreement and Judgment Entry**.

5. This **Consent Agreement and Judgment Entry** shall remain in effect for three (3) years after the date hereof, at which time Motel's duties and obligations hereunder shall expire. If the Property is sold or otherwise transferred to a third-party prior to the expiration of this **Consent Agreement and Judgment Entry**, the requirements set forth herein shall be binding on Motel's successors and/or assigns until expiration of the **Consent Agreement and Judgment Entry**. Motel shall disclose the existence of this **Consent Agreement and Judgment Entry** to any potential purchasers of the Property before entering into a contract to sell the Property. Notwithstanding the expiration of this **Consent Agreement and Judgment Entry**, Motel – and any successors and/or assigns thereof – shall remain obligated to comply with applicable local, state, and federal law with respect to the Property and operation of a hotel / motel thereon.

6. A violation of any provision of this **Consent Agreement and Judgment Entry** shall, in addition to any remedy imposed by the Court, be grounds for revocation of the City of Vandalia hotel and motel permit.

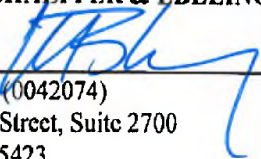
7. This Court shall retain jurisdiction to enforce this **Consent Agreement and Judgment Entry**.

8. **This Consent Agreement and Judgment Entry** shall be governed by the laws of the State of Ohio.

9. Nothing in this **Consent Agreement and Judgment Entry** shall impact the rights, remedies, and/or claims of Civista Bank against the Motel or any other party to the Mortgages and/or "related documents" (as that term is defined in the Mortgages), which arise under or relate in any way to the Mortgage and/or "related documents."

18835058v2

PICKREL, SCHAEFFER & EBELING CO.

Submitted By: 
L. Michael Bly (0042074)
40 North Main Street, Suite 2700
Dayton, Ohio 45423
Phone: (937) 223-1130
Fax: (937) 223-0339
Email: mbly@psclaw.com

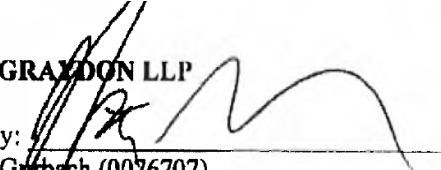
*Counsel for State Ex. Rel. City of Vandalia
Director of Law Gerald McDonald*

COOLIDGE WALL CO., L.P.A.

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Counsel for Civista Bank

CERTIFICATE OF SERVICE

The undersigned hereby certifies that the foregoing was filed electronically in accordance with this Court's electronic filing guideline on this 15th day of August, 2023. Notice of this filing will be sent to all parties by operation of this Court's electronic filing system or will be served by ordinary U.S. mail, postage prepaid, pursuant to applicable Montgomery County Local Rules, upon counsel or parties who are not sent electronic notification. Parties may access this filing through the Court's electronic filing system.



L. Michael Bly



General Division
Montgomery County Common Pleas Court
41 N. Perry Street, Dayton, Ohio 45422

Case Number:
2022 CV 03700

Case Title:
STATE EX. REL CITY OF VANDALIA DIRECTOR OF LAW
GE vs SUPER 8 MOTEL

Type:

Judgment Entry

So Ordered,

Vandalia Senior Center

September, 2023 Volume 11 Issue 9

Vandalia^{ohio}
small city. big opportunity.



Mark Your Calendar for Friday, November 17, at 6:00 p.m. for the Holiday Catered Dinner

There will only be one more catered dinner this year. Come celebrate the holidays on November 17. There will be more information in the October newsletter and you will be able to start signing up after that. The Preble County group, Something Good, has been singing together for long time. Most of them graduated from my alma mater, Eaton High School. You can hear this wonderful group sing at the August 15 Lunch & Learn. They will return for the November catered dinner. I know you will enjoy this group!

You Are Invited to VBCS Tailgate and Football Game on Friday, September 22, at 6:00 p.m.



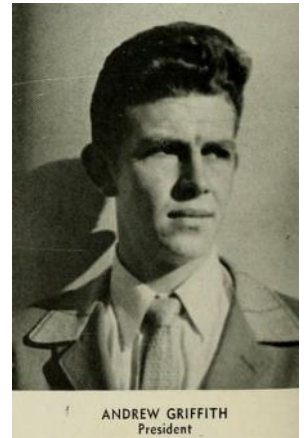
The Vandalia-Butler City Schools are inviting you to a tailgate dinner and a football game. Go to the high school by turning off of Dixie between the Vandalia Library and Board of Education. Go to the old tennis courts near the Victory Bell. If it is questionable weather, go inside door #9 to eat at 6 p.m. Then head to the game before it starts at 7 p.m. Vandalia is playing against Tipp City. This year you will sign up at the Senior Center on the bulletin board. Deadline: September 15



Lunch & Learn

Shelby Skilled Nursing Lunch & Learn on Tues. , Sept. 5, at Noon

Christopher Norman from Shelby Skilled Nursing and Rehabilitation will provide your lunch. Chuck Brecht, a member, is a speaker for Osher Lifelong Learning at U. D. He is presenting "Andy Griffith". Most people remember Andy Griffith for his role as Andy Taylor on the "The Andy Griffith Show" or lawyer Ben Matlock on "Matlock". In addition to TV, we will explore other aspects of his career including standup comedy, movies, and Christian music. Many clips will be presented. Come and enjoy your afternoon with a look back at Mayberry, NC. Limit: 80



Cypress Pointe Lunch & Learn on Friday, Sept. 8, at Noon

Jessica Ward from Cypress Pointe will bring your food. Stan Lessig is returning. He is an impressive nature photographer. This year he will be sharing nature scenes from Yellowstone National Park. Limit: 45

Springhills Home Care Lunch & Learn on Monday, September 11, at Noon

Rebecca Grajeda, Director of Operations at Springhills Home Care Services, will provide your lunch. Come join the Brain Olympics! Rebecca will discuss the importance of keeping our minds healthy as we age. You will play brain games that will help combat cognitive decline and improve thinking skills. These "mental gymnastics" will re-engage your brain. It will have an impact on memory, attention, thinking, language, and reasoning skills. Limit: 35



Springmeade Lunch & Learn on Tuesday, September 12, at Noon

Robin Shafer from Springmeade will order your pizza. Taryn Filer from the Washington-Centerville Library will come to us by Zoom to present "First Families of Pizza". Learn the secrets behind the thin crust, edge-to-edge toppings, and bite-sized squares pizzas. Find out about the Daytonians who made our favorite pizzas. This talk was re-scheduled from March 14 when we ended up having a snow day. Limit: 75

Dining Room Closed

The City of Vandalia will be using the dining room on Wednesday, September 20, from 10:30 a.m. to 2:00 p.m. Drinks will be in the art room. If you play cards in the dining room in the afternoon, the games will be moved to the art room.



Lunch & Learn

Momentum Health Lunch & Learn on **Thursday, September 14, at **11:00 A.M.****

Andrea West from Momentum Health will provide your lunch. Paul Shoemaker from Woodland Cemetery will present "Murder, Mystery, and Mayhem". This talk will keep you on the edge of your seat as tales of Dayton's own bank robbers, counterfeiters, and murderers are told. Who confessed on their deathbed to murdering pretty 18 year old Christine Kelt? Did Rose Shafor really dress up as a man to help her lover commit a crime? Who killed Julius Kruse? And was the "Cincinnati Ripper" living in Dayton? These true stories and more are told in this chilling presentation. Come and listen if you dare! Limit: 75



WOODLAND
HISTORIC CEMETERY & ARBORETUM



Laurels Lunch & Learn on Tuesday, September 19, at Noon

Jacquie Dalton from Laurels of Huber Heights will bring your food. George Lovett from Lovett & House, elder attorneys, will present "How to Protect Your Assets and Receive the Best Care". You will learn how to plan for long-term health care without financial hardship. He will discuss the financial options that are available and how to qualify for government assistance. It is important to take steps now with the new Medicaid laws. Learn how to ensure your health care wishes are carried out. Mr. Lovett will tell you how to legally protect your assets so your estate won't go to probate or be taxed. After the presentation, you have the option of having your Health Care Power of Attorney and Living Will prepared for free. You will also have the opportunity to receive a free consultation with the attorney at a later scheduled time. Limit: 75

Hearth & Home Lunch & Learn on Tues., Sept. 26, at Noon

Gina Havenar from Hearth & Home will bring your lunch from their kitchen. Last year Stephen Hollen came in June as Mark Twain. He has a brand new program to share this year to celebrate his 25th year as a storyteller. It is called "Getting Old Ain't for Sissies". Stephen will take a fun look back at the way things used to be as well as all the woes of getting older. He will tell some fun stories about folks. There will be some humor, some nostalgia, and just some time to think about the benefit of making it as far as we all have. Limit: 100



Turn to page 4 for information on the September 28 Lunch & Learn.



Information

Stonespring Lunch & Learn on Thursday, September 28, at 11:00 a.m.

Sarah Mathers from Stonespring will order your lunch. Join Vandalia-Butler City Schools Superintendent Rob O'Leary and CFO/Treasurer Eric Beavers as they present the State of the Schools for an annual district update. Both District representatives will be available to answer questions after the presentation. Limit: 75



Let's Eat Out on the Second Tuesday!

Sign up to eat out on Tuesday, September 12. Meet at Olive Garden at 5:00 p.m. It is located at 6722 Miller Lane. Turn left on Dixie from the Senior Center. At the light by McDonalds, turn left onto York Commons Blvd. Go to the next light. Cross over Miller Lane and Olive Garden is straight ahead. ***If you have a restaurant you would like to request, talk to Toni in the office.



Sign Up to Get your Flu Shot on Tues., September 19

Several members of the Hocks Pharmacy staff will be here on Tuesday, September 19, from 1:00 to 3:00 p.m. to give flu shots. They will be set up in the front of the art room. Up to 8 members can sign up in each 30 minute interval. First you fill out paperwork to bill your insurance then you will receive the flu shot.



Get Your Numbers Checked



Nurses with Dayton & Montgomery County Public Health are unable to be here in September but will return in October to do BP and sugar checks. Nurses from Premier Health will also do checks on Tuesday, September 19, at 11:00 a.m. to noon. They will be sitting by the drinking fountains in the dining room.



It Is Happening Again!

We are having lunches and bingos where 15 to 20 people aren't showing up. This is money that the sponsor could have spent on something else. PLEASE write down what you sign up for and PLEASE show up.



Two New Bingo Callers in September

Derrick Spitler from Fidelity Health Care will be calling on September 13. Mandi Dillow from Medicare Resource Center will be here on September 19.



Art & More



FREE Iris Folding Card Class on Wed., Sept. 6, at 1:00 p.m.

Toni Williams will tell you about this inexpensive craft that looks impressive but isn't that difficult to create. This is an easier pattern so it will be a good beginning iris folding project. The opening for the apple will already be cut out. You will have several choices of ways to finish the inside of the card. It can be a fall card or a birthday card. Limit: 12

Silk Scarf Painting Class on Thurs., Sept. 14, at 1:00 p.m.

Cass Barth, a member, has been painting silk scarves for a long time. She says you don't need any artistic talent to do this. The silk will be on a wooden frame while you paint and until the paint dries. It is according to the weather that day if the scarf will dry in time for you to take it home or if you will need to return to pick it up. Due to the cost of the paints and the silk, the class cost is \$15. Limit: 10



FREE Pumpkin Class on Tuesday, September 26, at 1:45 p.m.

Jessica Ward from Cypress Pointe will bring all the materials for you to make a pumpkin similar to these. The choices may be different than the photo. Jessica will explain to you how to put your pumpkin together. Limit: 12

Ceramic Class on Friday, Sept. 29, at 1:45 p.m.

Mindy Shockey, a member, returns with three different Halloween gnomes and a witch. Mindy has been working with ceramics for a long time and she is a vendor. She will teach you different ways to paint ceramics using her brushes and paint. You will be able to choose one of these designs to work on. Each mold costs \$6. Limit: 14



Three Art Groups

1. Art Appreciation on the 2nd and 4th Tuesdays at 1:40 p. m.
2. Art Group on Thursdays from Noon to 3:00 p. m.
3. Colored Pencils Group on Fridays from 9:30 a. m. to Noon



Movies

Remember to sign up for each movie so we have the correct amount of snacks and treats.

Movie on the First Friday, September 1, at 1:00 p.m.

The movie, *Charming the Hearts of Men*, was inspired by true events. It is 1963. A twice divorced, sophisticated woman returns to her Southern home town for her father's funeral. She discovers that he left no money and she is about to lose her home. During the politically charged early 60s, she discovers her options are limited for making money. Find out how she changed the world for all women by inspiring historic legislation. This movie stars Kelsey Grammer, Sean Astin, Anna Friel, and Diane Ladd.
R Historical Romantic Drama 1 hr. 47 min.



Movie on the Third Friday, September 15, at 1:00 p.m.

Snacks by Andrea West of Momentus Health

In the movie, *Moving On*, two estranged women unexpectedly reunite at the visitation of a good friend. Both women have secrets from the long ago past that they have never told anyone. Their secrets involve the husband of their recently deceased best friend who just died. They decide it is time to seek revenge against him. Along the way, they learn to make peace with the past, the present, and each other. The movie stars Lily Tomlin, Jane Fonda, and Malcolm McDowell.

R Comedy, Drama 1 hr. 25 min.

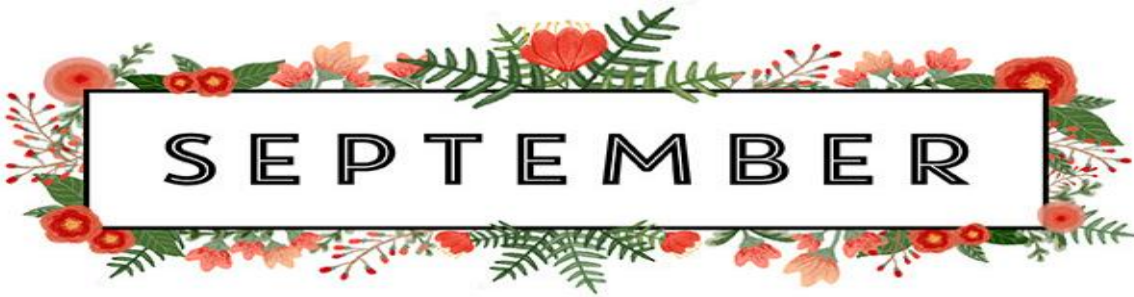


The Center Needs a Van Tran Driver

Are you or someone you know interested in volunteering and helping people? Can you drive in all seasons of weather? Can you pick up a walker and put it in a vehicle? Can you carry groceries? Then come in and see Toni in the office at the Senior Center to learn

more details. To become a Van Tran driver, you fill out an application. You have a doctor sign a form certifying that you are capable of driving others. The City of Vandalia will do a background check and a driving record check. If all goes well, then you ride with other Van Tran drivers until you know the procedures and are ready to start taking riders on your own.



MON	TUES	WED	THUR	FRI
				1 Travel 9:00-11:00 Colored Pencils 9:30 Mah Jong 9:30 Exercise 10:00 Poker 1:00 Movie 1:00
4 CLOSED FOR 	5 Super Sewers 9:00 Bridge 9:45 Golden Qi 10:00 Travel 11:00-12:00 Lunch & Learn 12:00 Hand & Foot 1:40 Book Club 1:40 Bingo 1:45	6 Hula Hooping 9:30 Exercise 11:00 Bridge 12:15 Up & Down the River 12:30 Euchre 1:00 Iris Folding Card 1:00	7 Travel 9:00-12:00 Tech Talk 11:00 Art Group 12:00 Duplicate Bridge 12:00 Pinochle 1:00 Bingo 1:00 Rummikub 1:00	8 Travel 9:00-11:00 Colored Pencils 9:30 Mah Jong 9:30 Exercise 10:00 Lunch & Learn 12:00 Poker 1:00 Bingo 1:45
11 Lunch & Learn 12:00 Hand & Foot 12:30	12 Super Sewers 9:00 Bridge 9:45 Golden Qi 10:00 Travel 11:00-12:00 Lunch & Learn 12:00 Hand & Foot 1:40 Art Appreciation 1:40 Let's Eat Out 5:00	13 Trip to Boston Meet at VRC Check In 7 am Hula Hooping 9:30 Bridge 12:15 Up & Down the River 12:30 Euchre 1:00 Bingo 1:00	14 Lunch & Learn 11:00 Art Group 12:00 Duplicate Bridge 12:00 Pinochle 1:00 Rummikub 1:00 Silk Scarf Painting 1:00	15 Colored Pencils 9:30 Mah Jong 9:30 Exercise 10:00 Poker 1:00 Movie 1:00
18 Hand & Foot 12:30	19 Super Sewers 9:00 Bridge 9:45 Golden Qi 10:00 BP & Sugar Ck 11-12 Lunch & Learn 12:00 Flu Shots 1:00-3:00 Hand & Foot 1:40 Bingo 1:45	20 Dining Room Closed 10:30 to 2:00 Hula Hooping 9:30 Exercise 11:00 Bridge 12:15 Up & Down the River 12:30 Euchre 1:00	21 Travel 9:00-12:00 Bingo 10:30 Tech Talk 11:00 Art Group 12:00 Duplicate Bridge 12:00 Pinochle 1:00 Rummikub 1:00	22 Travel 9:00-11:00 Colored Pencils 9:30 Mah Jong 9:30 Exercise 10:00 Poker 1:00 High School Tailgate & Football Game 6:00
25 Hand & Foot 12:30	26 Super Sewers 9:00 Bridge 9:45 Travel 11:00-12:00 Lunch & Learn 12:00 Hand & Foot 1:40 Art Appreciation 1:40 Pumpkin Class 1:45	27 Hula Hooping 9:30 Bridge 12:15 Up & Down the River 12:30 Euchre 1:00 Birthdays 1:00 Bingo 1:30	28 Travel 9:00-12:00 Lunch & Learn 11:00 Art Group 12:00 Duplicate Bridge 12:00 Pinochle 1:00 Rummikub 1:00	29 Travel 9:00-11:00 Colored Pencils 9:30 Mah Jong 9:30 Exercise 10:00 Poker 1:00 Ceramics 1:45

Exercise & Information

NEW BOOKS at the Vandalia Library

The Burnout by Sophie Kinsella

Birder, She Wrote by Donna Andrews

The Rachel Incident by Caroline O'Donoghue

One Little Spark by Ellie Banks

How Can I Help You by Laura Sims

NEW MOVIES at the Vandalia Library

Creed III

Operation Fortune: Ruse De Guerre

Moving On

Mafia Mama

Ant-Man and the Wasp: Quantumania

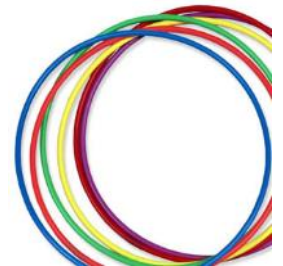


FREE Golden Qi Class on Tuesdays at 10:00 to 10:45 a.m.

Vevia Enix will teach Golden Qi which is a seated form of Tai Chi. This exercise improves balance, reduces joint pain, increases calmness, improves reasoning abilities, helps your memory, and improves the quality of your life. This class can be taken by anyone.

FREE Hula Hoop Class on Wednesdays at 9:30 to 10:30 a.m.

Come and see how hula hooping can improve your health, your spine, your balance, and cardiovascular system. It can lower blood pressure, reduce stress, and cholesterol levels. These hoops are what the pros use in the gyms and rehab centers. If you want to try out hula hooping, call before coming so the group can bring in extra hula hoops.



FREE Exercise Class on the First and Third Wednesdays at 11:00 a.m.

Robin Kent with Brookhaven will be leading a seated exercise class on the first and third Wednesdays each month at 11:00 a.m. right after the hula hoop class. Robin holds a 5th degree black belt in Tae Kwon Do and takes kickboxing. She has taught aerobics, and dance.

FREE Exercise Class on Fridays from 10:00 to 10:45 a.m.

This chair exercise class is being run by the members. They might use the weights and exercise bands that are here at the center. The group will use some of the exercises they have learned to help guide the Friday class.



Tech Talk on the First and Third Thursdays, at 11:00 a.m.

Tom Underwood and Hannah Priebe from the Vandalia Public Library will answer questions about your phone, tablet, and other devices on September 7 and 21. Come to Tech Thursday and they will do their best to find the answers for you. It'll be first come, first served but feel free to stay - you may learn something new, just by listening in! Please sign up.



The Vandalia Senior Center Book Club Meets on the First Tuesday

The VSC Book Club will meet on Tuesday, September 5, at 1:40 p.m. to discuss the book, *Lessons In Chemistry* by Bonnie Garmus. Chemist Elizabeth Zott is not your average woman. She would be the first to point out that there is no average women. But it's the early 1960s and her all-male team at Hastings Research Institute take an unscientific view of equality. Except for one: Calvin Evans; the lonely, brilliant, Nobel-prize nominated grudge-holder who falls in love with—of all things—her mind. True chemistry results. But like science, life is unpredictable. Which is why a few years later Elizabeth Zott finds herself not only a single mother, but the reluctant star of America's most beloved cooking show *Supper at Six*. Elizabeth's unusual approach to cooking proves revolutionary. But as her following grows, not everyone is happy. Because as it turns out, Elizabeth Zott isn't just teaching women to cook, she's daring them to change the status quo.

LESSONS
in
CHEMISTRY



Bonnie Garmus

12

Senior Center Monthly Newsletter

Every month the newsletter comes out on the 12th unless that lands on a weekend for those receiving the newsletter by email or picking them up at the center. Hopefully, the mail brings the newsletter around the 12th.

If you get a newsletter by mail or email, please do not also pick one up at the center. First, someone who should pick one up might not get one. Second, we need to keep costs down. If you want to switch how you get your newsletter, talk to Toni in the office.

H
HISTORY



This is a newspaper clipping from 2003. These are the Vandalia Country Steppers. They started performing in 1996. The group could do 100 dances. Mille Royse scheduled the performances. They performed at the Schuster Center in 2003. (Left to right) Front row: Mary Herman, Lucille Pierce
Middle row: Loretta Allen, Marge Nichols, Flora Leugers, Millie Royse, Nita Myers
Back row: Rita Schwartz, Tony Schwartz, Don Koehler
Not pictured: Charlie Gitchens, Sam Condry, Helen Fisher

Information

Bridge Hosts

Tuesday bridge at 9:45 a.m. is hosted by Barb Wiekert. 937-715-9303

Wednesday bridge at 12:15 p.m. is hosted by Judy Laughter. 937-677-3267

Thursday bridge at 12:00 p.m. is hosted by Jim Danks. 937-667-3780



Bingo and Other Games

1. Beth Bell from Troy Rehabilitation will call bingo on Tuesday, Sept. 5, at 1:45 p.m. Limit: 48
2. Tambi Spirk and Nikki Waldron from Brookdale will bring food and call bingo on Thursday, Sept. 7, at 1:00 p.m. Limit: 48
3. Mark Maudlin from Maudlin Senior Care Solutions will call bingo on Friday, September 8, at 1:45 p.m. Limit: 48
4. Derrick Spitler from Fidelity will call bingo on Wednesday, September 13, at 1:00 p.m. Limit: 48
5. Mandi Dillow from Medicare Resource Center will call bingo on Tuesday, September 19, at 1:45 p.m. Limit: 48
6. Jessica Ward with Cypress Pointe will call bingo on Thursday, September 21, at 10:30 a.m. Limit: 35
7. Becky Devor from Randall Residence will call bingo on Wednesday, September 27, at 1:30 p.m. Limit: 48



Celebrate Birthdays on Wednesday, September 27, at 1:00 p.m.

Friendship Village will provide the birthday cakes. Please sign up if you have a September birthday. We will take a group photo then everyone will sing to the birthday people. Everyone at the center may have a piece of cake but the birthday people get their cake first!



Donations Needed

*****Please give ALL donations to Toni.** Some items that can be used by the center.

Leave in the Office: *Diet Coke and diet drinks, *dinner size plastic or foam plates, drink cups, coffee cups, non-refrigerated individual creamers, individually labeled flavored teas, art supplies, greenery, new greeting cards, and items for the free tables.

Boxes in the hallway under the coat rack and by the white board: used batteries (not in containers or bags), pop tabs, used greeting cards, cell phones, glasses, cancelled stamps (be sure to leave a 1/4" border around the stamps), food for the Vandalia Food Pantry barrel and for Cares4Kids box

On the fireplace in the card room/library: books, movies, and jigsaw puzzles



When fall arrives, we start looking ahead and wondering if we will be enduring a mild or harsh winter. In 1978, the Cleveland weather guru, Dick Goddard put together a list of those "signs" of nature that can predict a harsh winter ahead. They were featured in *The 1978 Old Farmer's Almanac*. So read the list below and start observing.

1. thicker than normal and tight cornhusks
2. woodpeckers sharing a tree
3. early arrival of the snowy owl
4. early departure of geese and ducks
5. early migration of the monarch butterfly
6. thick hair on the back of a cow's neck
7. heavy and numerous fogs in August
8. raccoons with thick tails & bright bands
9. mice getting into your house
10. crickets coming into your house
11. spiders spinning larger than usual webs and getting into your house
12. pigs gathering sticks
13. insects marching in a line rather than meandering
14. early seclusion of bees in the hive
15. unusual abundance of acorns
16. muskrats burrow holes high on the riverbank
17. how high the hornet's nest is, will tell how high the snow will rest
18. narrow orange band in the middle of the woolly bear caterpillar means heavy snow; if it's fat and fuzzy, it mean bitter cold
19. squirrels gather nuts early
20. frequent halos or rings around the Sun or Moon forecast many snowfalls
21. tough apple skins
22. plentiful nuts and berries
23. flowers blooming in late autumn



Travel

- September 13-19 Boston, Salem, Cape Ann: ****Come into the center during Bob's office hours during the weeks of August 21, 28, or September 5 to get trip information.**
- October 23-28 Savannah, Jekyll Island, Beaufort: \$717 pp, \$934 single; \$100 deposit due by June 16, final payment due by August 16 This trip is going.
- November 13-17 Nashville: \$808 pp, \$988 single, \$100 deposit due by July 6; final payment due by September 6
- November 30-December 6: The Holidays in New York City! \$900 pp, \$1214 single, \$100 deposit due by July 30, final payment due by September 30

Flyers are in the holder by the card room door. Information is on the travel bulletin board and on the senior center web page at <https://vandaliaohio.org/503/Travel>.

You write a separate check to Diamond Tours for each trip. Then either mail them to the Vandalia Senior Center or drop them in box #4 in the hallway by the kitchen. You also need to fill out the form at the bottom of this page and include it with your payment.

Bob Reed will have office hours at the Senior Center in the dining room by the fountains.
Tuesdays 11 a.m. to 12 p.m. Thursdays: 9 a.m. to noon Fridays 9 a.m. to 11 a.m.
Or call 937-313-9692, Monday through Friday from 9 a.m. to 5 p.m. Leave a voicemail.

TRAVEL TERMS AND CONDITIONS:

1. You must be a member of the Vandalia Senior Center.
2. No invoices or reminders will be sent out.
3. There are only 5 single rooms for each trip.
4. Final payment must be to the Senior Center by the due date.
5. If payments are not received by the due date, your name will be removed from the list.
6. If you need to cancel, ask if there is a waiting list before asking someone to replace you.
7. If the tour operator cancels a tour, a full refund will be issued as soon as it is received from the operator. Cancellation Insurance is highly recommended.



Name: _____ Name of Roommate: _____

Cell phone: _____ Email: _____

Trip Destination: _____

Emergency contact—Name: _____ Phone number: _____

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 LINCOLN

Parks & Recreation



WELCOME JOSH BERRY!!!

Josh is our new Fitness Coordinator at the Rec Center. He is responsible for all dry-land and water group fitness classes, the fitness floor, climbing wall, upstairs track, and staffing the gymnasium. Josh supervises 50 employees. He previously worked at Wright Patterson Air Force as a Recreation Assistant and was in the United States Marines from 2007-2012. Josh's calm and caring approach has been well-received by staff and patrons. He is a wonderful addition to our recreation staff and we all excited to see our department's fitness component grow. If you would like to contact Josh you call him at 937-415-2337, or email him at jberry@vandaliaohio.org

DID YOU KNOW THE CITY HAS A COMMEMORATIVE TREE PROGRAM?

The Commemorative Tree Program provides individuals, groups, clubs, and organizations with the opportunity to enhance the City with trees that honor people, ideas, and special events. A Commemorative Tree is a thoughtful and lasting legacy to a person or an event that has occurred.

The City of Vandalia cares for all City-owned trees. Commemorative trees planted on City property are included in the City's tree maintenance program, which includes pruning, mulching, and fertilizing. Trees will be watered at the time of planting and during drought stress conditions during the first year of establishment. The City will transplant or replace any Commemorative Tree threatened by land use or site changes during the lifetime of the tree.



All participants receive a Commemorative Tree Recognition Certificate, and the donation will be recognized on a brass nameplate which will be attached to an attractive indoor plaque located at the Municipal Building or Vandalia Recreation Center (your choice). To place recognition at the tree, the City of Vandalia offers the additional options of either a Commemorative Tree Charm, or a Commemorative Plaque. For additional information, contact Sherry McConnaughey at smcconnaughey@vandaliaohio.org or 937-415-2332.

Parks & Recreation Information

Vandalia Fall Festival—Saturday, October 14, from 12:00-6:00pm

At the Vandalia Art Park

Bring the family out and enjoy our Fall Festival at the Art Park! We will have live music, food trucks, a pumpkin patch, corn pit, vendors, inflatables, games arts & crats, and more! What a great way to end the Fall season!!

Ages: all ages are welcome!

Cost: free to attend!

Location: 256 E Alkaline Springs Rd, Vandalia, OH 45377

Sponsored by: Day Air Credit Union & Minster Bank



VANDALIA REC CENTER: INSURANCE BASED MEMBERSHIPS

How about a health benefit for free?! Did you know if you are eligible for Medicare that most supplement plans offer fitness center memberships for FREE or VERY LOW COST? The Vandalia Rec Center participates with Tivity-Silver Sneakers; Optum/Healthy Contributions-Active Renew and ASH – American Specialty Health. You can receive a free or very low-cost membership with senior structured fitness classes included! With your VRC Membership you can also bring guests (grab the grandkids) and they will pay the "Guest with Member" \$5 daily admission fee. Review your insurance information and give them a call if you need to know more about this free benefit. If you know you have Silver Sneakers, we can verify your information at the VRC Front Desk and get you signed up quickly! Don't lose another day of getting/staying active and stop in to the VRC to take advantage of this benefit!

VISIT THE REC CENTER TODAY!!



VANDALIA SENIOR CENTER

21 Tionda Drive South
Vandalia, Ohio 45377

Open; Monday through Friday

9:00 a.m. to 4:00 p.m.

Coordinator: Toni Williams

twilliams@vandaliaohio.org

Phone: 937-898-1232

Fax: 937-665-0796

[https://vandaliaohio.org/341/](https://vandaliaohio.org/341/Senior-Center)

Senior-Center

Vandalia Senior Club

2023 Committee:

President	Open
Vice President	Iris Siebert 937-454-1583
Treasurer	Kay Lowe 937-409-8300
Secretary	Dottie Ganter 937-898-7286

DATED MATERIAL: DO NOT DELAY

--MEMBERSHIP--

Age 55 or older

Younger Spouses are welcome!

The 2023 fees for members are:

Vandalia Resident \$15 single - \$25 dual

Non Resident \$20 single - \$35 dual

A resident is defined as someone who pays

City of Vandalia property taxes

Membership for anyone over 90 is free but

you must notify the office to continue to get the newsletter.

Your annual membership fees help offset some of
the costs of programming and support for the Senior Center.

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- Postage Stamps
- Digital Printing
- Copying Services
- Banners & Posters
- Business Cards
- Postcards
- Graphic Design
- Yard Signs
- Laminating
- Binding
- Envelope Printing
- Canvas Printing
- Magnets/Stickers
- Direct Mail Services
- & SO MUCH MORE!

Memorandum



To: Chief Kurt Althouse
From: Lt. Brandon Sucher
Date: August 11, 2023
Subject: 2023 Airshow Parade After-Action Report

VBA
08-14-23

On Friday July 21, 2023 at 1900 hours, the Vandalia Chamber of Commerce hosted the 2023 Airshow Parade. Nick Kavalauskas, Chamber President, was the coordinator and point of contact for the police department. This was Mr. Kavalauskas' first parade as president. I spoke with him multiple times in person and via email prior to the event regarding planning and resources. Mr. Kavalauskas rented two-way radios from P&R Communications for parade volunteers to use during the event. Parade participants staged in the main lot of St. Christopher Church, James Bohanan Dr., and the Municipal Building parking lot from 1600-1800 hours. The Vandalia Division of Police provided traffic control and security along the parade route. Traffic was restricted on James Bohanan Dr. to eastbound for parade participants to enter the staging area at 1630 hours. Maple St. was limited to a single northbound lane from National Rd. to James Bohanan Dr. Traffic on Maple St. from James Bohanan Dr. to Skyview Dr. was limited southbound to residents of Brookfield Apartments and northbound was for any traffic exiting the restricted area. Police Explorers were used to manage these restricted areas with assistance from VPD officers. ODOT placed digital message board signs on Interstate 75 indicating the road closure to keep trucks from exiting in order to prevent traffic issues. We did not have any staffing issues and had two bike patrol units for mobile patrols as well as public relations. Mr. Kavalauskas informed me there were close to 90 registrants

The Public Works Department set up eastbound and westbound detours for National Rd. when the parade route was shut down at 1845 hours. The official parade step off time was at 1900 hrs. The following intersections were shut down during the parade:

- National Rd. at Ranchview Dr.
- Bohanan Dr. and National Rd.
- Maple St. at National Rd.
- North and South Perry St. and National Rd.
- National Rd. and Dixie Dr.
- Skyview Dr. at Dixie Dr.
- Imperial Ct. at Dixie Dr.
- Inverness Dr. at Dixie Dr.
- Northwoods Dr. and Dixie Dr.

Closing these intersections limited vehicular access to two neighborhoods and the Imperial Ct. area. The Skyview plat was accessible through the Mahle lot gate to the north at the dead end of Marview Dr. North Perry St., Clay St., and Imperial Ct. were not accessible during the parade. The City of Vandalia, as well as the Police Division, pushed notifications through social media as well as Hyper-Reach text blasts.

There was an officer assigned to the southbound Interstate 75 intersection to re-route any commercial traffic away from the residential street detour. There were no reports of commercial truck traffic attempting to access the detour.

Once the roadway was clear, no crews advised of any traffic issues. A few vehicles exited businesses after the parade route was clear, but in front of the lead units. They left the parade route without incident.

The parade went smoothly with no issues. The roadway was cleared in an acceptable amount of time and officers followed the Parks Department to assist in traffic protection as they picked up trash cans along the route.

This year, additional barricades were placed at curb cuts along National Rd. to assist in keeping patrons using businesses prior to the parade, exiting onto the closed parade route. Also, all of the plow trucks from Public Works were used to block westbound National Rd. and Ranchview Dr., as well as the northbound and eastbound areas of National Rd. and Dixie Dr. I observed feedback on social media from citizens who took note of the added protection for the event.

The changes made from previous years have made the route safer. We should continue to evaluate safety issues in the future.

Respectfully,



Lt. B. Sucher

MONTHLY REPORT

JULY 2023



WEATHER STATISTICS

Actual High: 89°

Actual Low: 62°

Actual Precipitation: 3.45"

WORK IN JULY

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

- **Mechanical** – Justice Center RTU-2 was replaced. Final tie ins to be completed
- **Controls** - Final graphics programming, and punch list completion work.
- **Lighting** - Recreation Center Walk Path lights have been completed
- **Facility Assessment** – Building audits have been completed, and delivered to the City.

WORK UPCOMING IN AUGUST

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

- **Mechanical** – Final building punch list items to be completed at Justice, Recreation, and Municipal buildings.
- **Controls** – Final graphics programming, and punch list completion work.

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



Justice Center RTU's



Walk Path Poles

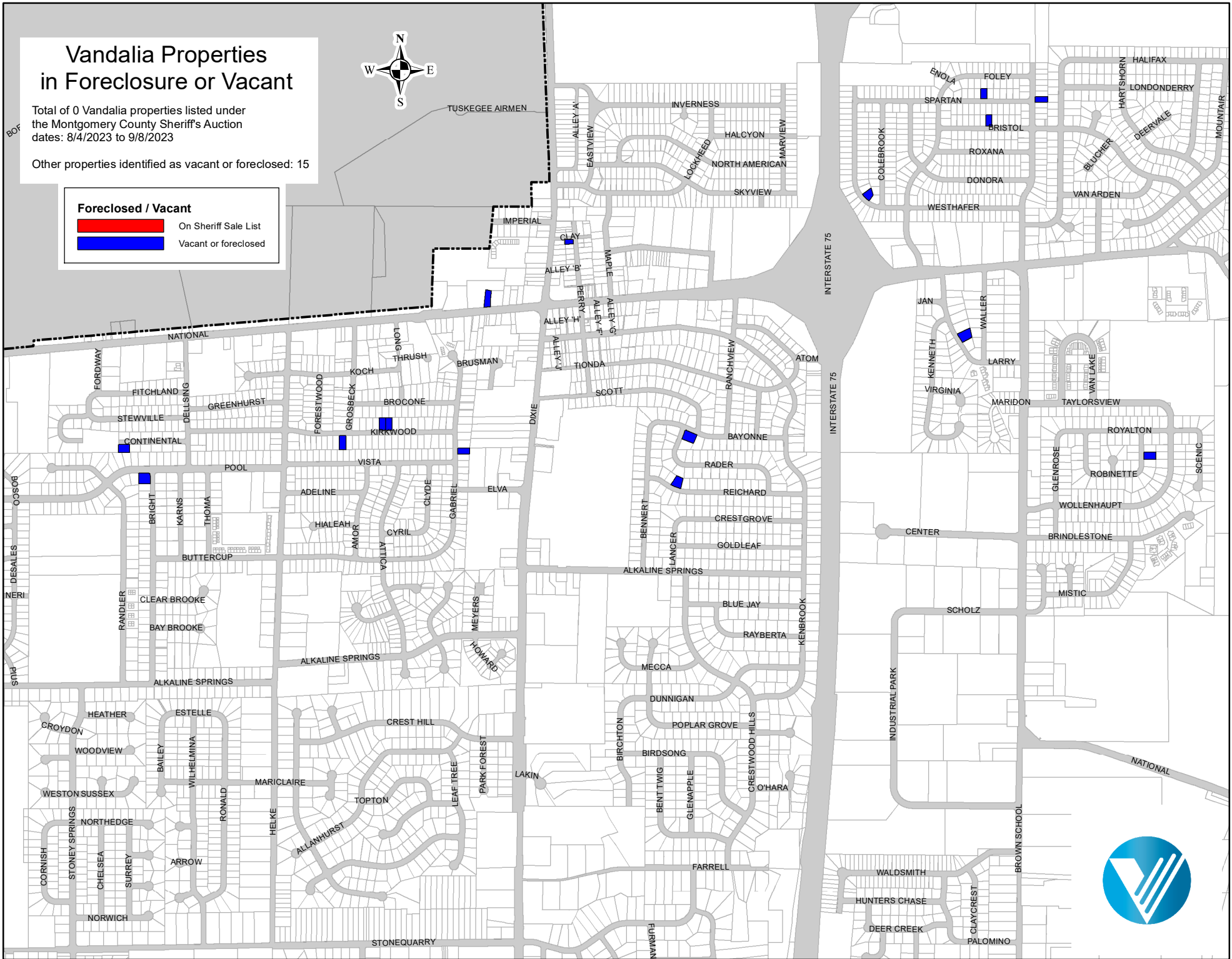
Vandalia Properties in Foreclosure or Vacant

Total of 0 Vandalia properties listed under
the Montgomery County Sheriff's Auction
dates: 8/4/2023 to 9/8/2023

Other properties identified as vacant or foreclosed: 15

Foreclosed / Vacant

- On Sheriff Sale List
- Vacant or foreclosed



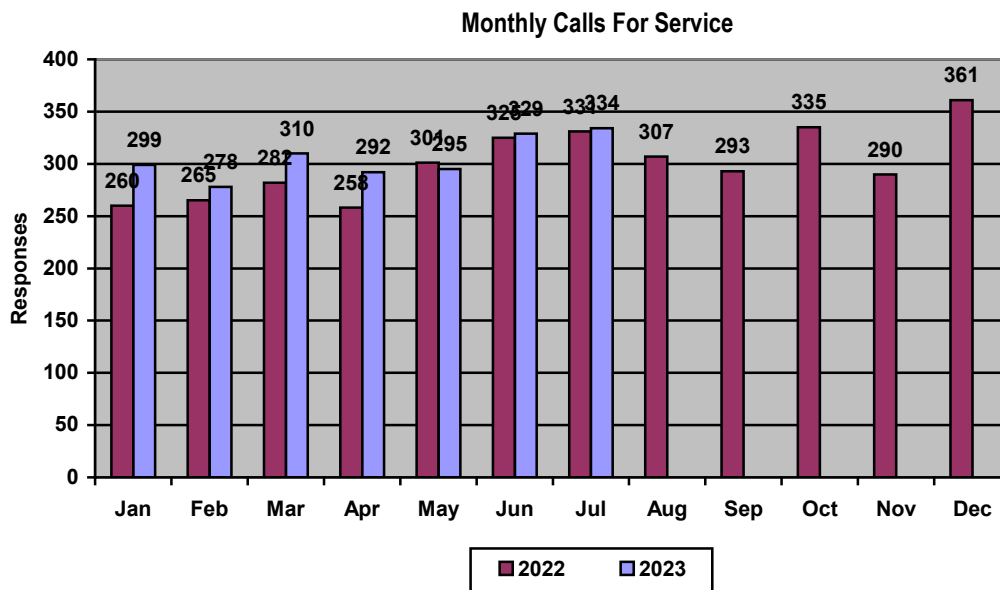


MONTHLY STATISTICS MEMORANDUM

TO: ALL PERSONNEL
FROM: CHAD FOLLICK, FIRE CHIEF
SUBJECT: STATISTICS JULY
DATE: 8/18/2023
CC: DAN WENDT, CITY MANAGER

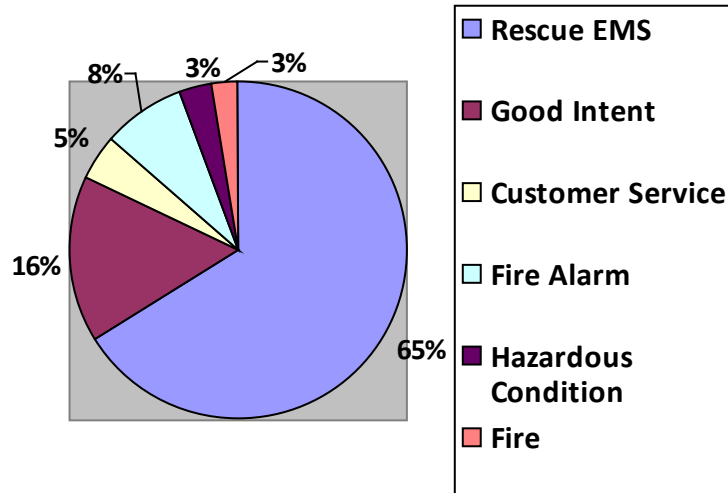
CALLS FOR SERVICE

The Division of Fire responded on 334 calls for service in July (222 EMS calls and 112 fire calls). An average of approximately eleven 11 calls for service per day.



Overlapping Call Volume: A statistic that we can track now is how many of our calls for service overlapped (or occurred simultaneously) during this evaluation period. In July, we had 284 calls for service that overlapped, approximately 85% of the call volume.

Crews responded to 334 calls for service in July, the chart below outlines call types:



The Major Incident Types in July were (%) of the total call volume/month):

1. Rescue & Emergency Medical Calls (66%) - All the Division of Fire Emergency Medical calls including any motor vehicle/pedestrian accident (with/without injuries) and/or any technical rescue response.
2. Good Intent Calls (16%) - Smoke scares, steam/fog mistaken for smoke, false alarms not malicious.
3. Fire Alarm Calls (8%) - This type call includes malfunctioning fire alarms, intentional/unintentional false alarms, or calls where someone called to report an issue that turned out to not be an emergency (illegal burning, smells/sight of smoke or fire, or steam confused for smoke).
4. Customer Service Calls (4.5%) - These are calls for service where fire crews are directly assisting a customer with a specific issue/problem (i.e., strange odors, smoke detector/CO detector installations and/or battery change outs, etc.).
5. Hazardous Condition (3%) - These are calls for service where fire crews are responding to natural gas/CO investigations, fuel/oil spills, and/or arching or downed electrical lines.
6. Fires (2%) – Crews responded to one significant dollar loss fire in July, loss reported at \$10,000. Industrial fire on Scholtz Drive.

MUTUAL AID/JOINT RESPONSE DATA

In July, the Division of Fire provided mutual aid fourteen **(14)** occasions and we received mutual aid on thirteen **(13)** occasions.

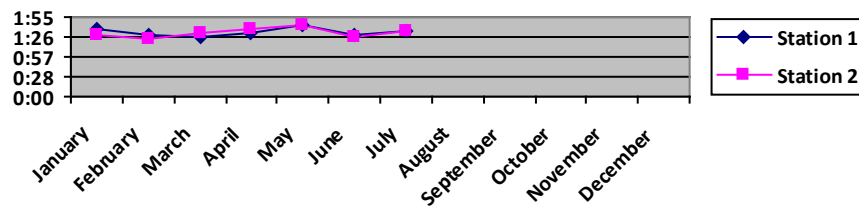
In July, we received a “joint response” from Butler Fire/EMS on forty-eight **(48)** occasions and we provided Butler with a “joint response” resource on thirty-six **(36)** occasions.

Department	Mutual Aid Received (1754)	Mutual Aid Provided (1616)	Joint Response Received	Joint Response Provided
Butler Fire (57-101)			48	36
Brookville (57-003)				
Bethel Miami (55-221)				
Clayton Fire (57-121)	2			
Dayton Fire (57-011)				
Dayton Airport (57-002)		2		
Englewood (57-001)	2			
Harrison Fire (57-107)	1	6		
Huber Fire (57-125)	5			
*Riverside Fire (57-115)				
Union Fire/EMS (57-122)				
West Milton Fire (55)				
Philipsburg Fire (55-)				
Trotwood Fire (57-113)		4		
Tipp Fire/EMS (55-027)	3	2		
Totals	13	14		

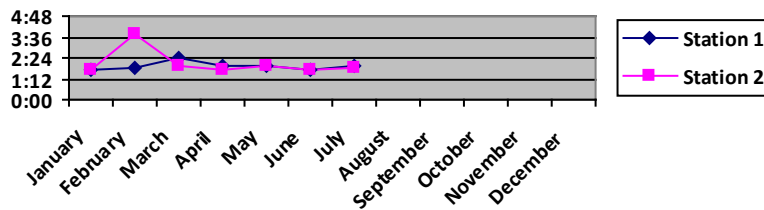
RESPONSE TIMES

The average turnout time in July for EMS was 1:34 and for fire was 1:53, the average total response time for July was 6:30

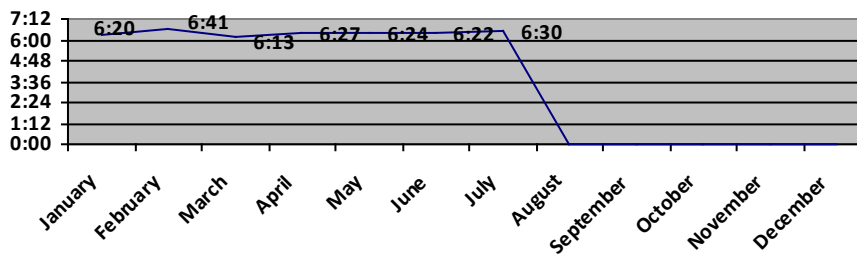
Turnout Times EMS Calls For Service By Fire Stations



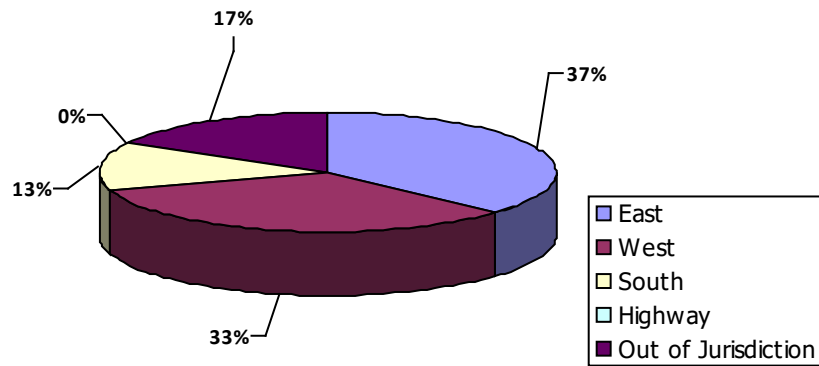
Turnout Times Fire Calls For Service By Fire Stations



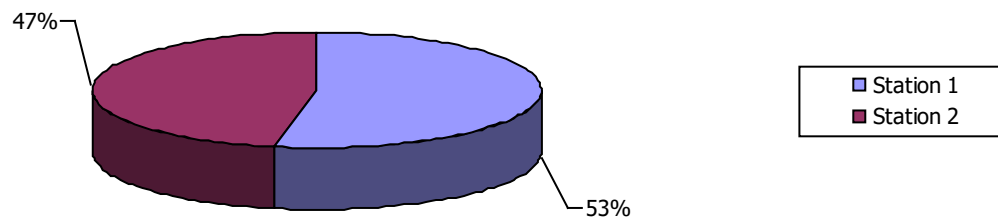
Overall Average Monthly Response Time



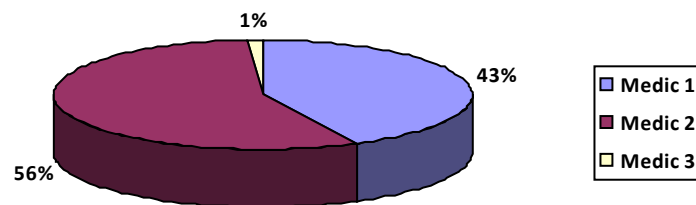
CALLS FOR SERVICE BY DISTRICT



CALLS FOR SERVICE BY FIRE STATION



TRANSPORTS BY MEDIC UNIT/MONTH

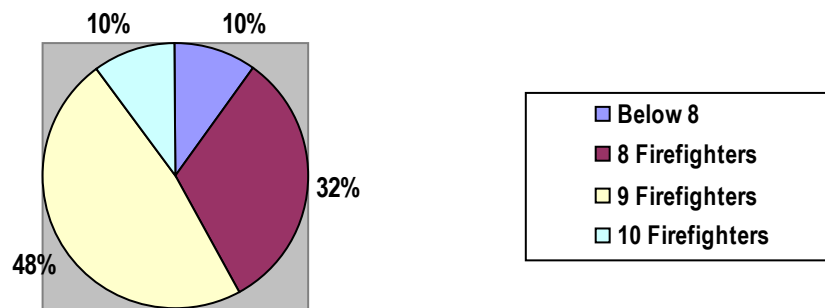


Monthly Staffing Levels

The information provided below, depicts the number of times that shifts were consistently staffed (for twenty-four hours) with personnel.

In July:

1. Below our minimum staffing level of eight, **(10%)** of the schedule
2. Staffed at our minimum staffing level eight personnel, **(32%)** of the schedule
3. Staffed with at least nine (9) personnel **(48%)** of the schedule
4. Staffed with at ten (10) personnel **(10%)** of the schedule



Five (5) personnel at Fire Station 2, were provided (engine & medic fully staffed) for 100% of the schedule in July, without cross staffing.



To: Dan Wendt
From: Rob Cron
Date: August 14, 2023
Subject: Bid Award – Refuse Collection

Public bid for our Refuse and Recycling Collection was advertised in the Dayton Daily News on June 22, 2023 and June 29, 2023. Bid were to be received on by 11:00am on July 28, 2023. Bids were publicly opened at 11:00am on July 28, 2023 with Rumpke Waste and Recycling submitting the lone bid. I had several conversations and correspondence with Republic Services about our bid package, but they ultimately submitted a letter of “No Bid” (attached).

In this year’s bid package, the one item that was amended from the previous services provided is that every resident will now have a 65 gallon tote provided by the contract awardee for recyclable materials instead of the 18 gallon bins we are currently using.

I recommend that we enter in to a 5 year contract as proposed in our bid documents with the option to extend for two additional years if agreed upon by both parties, at the submitted costs in Rumpke’s bid proposal as shown on the included bid tabulation sheet. Their submitted prices indicate a 5% increase in each year of the contract.

Comparison from current monthly cost to the City to 2024 proposal

<u>Item</u>	<u>2023</u>	<u>2024</u>
Curbside Pickup	\$ 11.64	\$ 13.13
Carryout Service	\$ 14.20	\$ 28.00
Containerized Service	\$ 8.39	\$ 14.00
Curbside Recycling	\$ 2.15	\$ 3.50

City’s Administrative fee included in resident bill is approximately 2.5%

Typical resident’s cost will go from \$13.81 for refuse and recycling to \$17.00. This reflects a 23% increase.

Containerized service for multifamily units will go from \$8.50 to 14.35

The carryout service is paid directly to us for the entire year. This cost will increase from \$26 annually to \$180.

This contract would be for the calendar years 2024-2028



Memo

To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: June 27, 2023

Re: Supplemental Appropriation Ordinance

Finance is requesting the approval of the following supplemental appropriation Ordinance for the following reasons:

General Fund:

City Manager's Office:

- **\$32,000** – increase appropriations to account for additional insurance expenses related to the Miami Valley Risk Management Association (MVRMA) 2023 Loss Fund Contribution – second half and quarterly deductible.
- **\$59,000** – increase appropriations to account for additional costs of printing the My Vandalia magazine and the Popular Annual Financial Report.
- **\$6,200** – increase appropriations to account for additional costs of advertising expenses related to advertising for upcoming projects and public hearings.

Court:

- **\$76,639** – increase appropriations to account for unexpected costs associated with document restoration of court records damaged in the Christmas day flood in the Justice Center. An insurance claim was filed with MVRMA for a reimbursement of costs.

Fire:

- **\$5,000** – increase appropriations to cover the costs associated with the purchase of protective clothing and PPE. An Ohio Fire Department Equipment Grant in the amount of \$5,000 was received to offset the costs.

Non-departmental:

- **\$8,627** – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for the emergency repair costs on the boilers at the Recreation Center.
- **\$15,000** – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for costs associated with the property acquisition of easements for the construction and maintenance of the path and for additional dollars for CSX Railroad fees for review of the project for the bridge over their rail.
- **\$15,000** - increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for costs associated with the purchase of a new block party trailer and related supplies.
- **\$282,433** – increase appropriations to account for the transfer of funds from the General Fund to the Capital Improvement Fund for expenses related to the purchase and installation of signs including retrofitting six gateway signs, the Sports Complex sign, Cassel Hills Golf Course sign; purchasing and installing masonry signs at the Municipal Building, Justice Center, Art Park, Helke Park, Maple Street Parking Lot, and Poplar Hill Cemetery; purchasing and installing signs for neighborhood parks; and wall signs at the Municipal Building and Senior Center.

Stormwater Fund:

- **\$11,188** – increase appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

Capital Improvement Plan Fund:

Parks and Recreation – Building Maintenance:

- **\$8,627** – increase appropriations to account for additional expenses for the emergency repair for boiler 1 and boiler 2 inspection at the Recreation Center. The work/repairs were not included in the current ESB project but is necessary in order to maintain heat in the building and pool water temperature.

Parks and Recreation - Parks:

- **\$9,900** – increase appropriations to account for additional expenses for costs associated with the purchase of an adult changing station to be added to the new restroom project in Robinette Park. The City was awarded a grant from the Brighter Tomorrow Foundation to fund the purchase.
- **\$282,433** - increase appropriations to account for the expenses related to the purchase and installation of signs including retrofitting six gateway signs, the Sports Complex sign, Cassel Hills Golf Course sign; purchasing and installing masonry signs at the Municipal Building, Justice Center, Art Park, Helke Park, Maple Street Parking Lot, and Poplar Hill Cemetery; purchasing and installing signs for neighborhood parks; and wall signs at the Municipal Building and Senior Center.

City Manager's Office:

- **\$15,000** - increase appropriations to account for additional expenses for costs associated with the purchase of a new block party trailer and related supplies.

Information Technology:

- **\$13,129** – increase appropriations to account for unexpected expenses for costs associated with a replacement of a UPS (uninterrupted power system) damaged in the Christmas day flood in the Justice Center. An insurance claim was filed with MVRMA for a reimbursement of costs.

Street Maintenance:

- **\$15,000** - increase appropriations to account for additional expenses for costs associated with the property acquisition of easements for the construction and maintenance of the path and for additional dollars for CSX Railroad fees for review of the project for the bridge over their rail.

Police-Fire-Street Fund:

- **\$26,933** - increase appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

OPWC Fund:

- **(\$38,121)** - decrease appropriations to account for the expenses related to the Clyde and Cyril project. The 2024 Budget included appropriations and revenue assumptions that the City would receive both a grant and a loan; however, the City was awarded only a grant for this project and this entry is necessary to adjust the original budget.

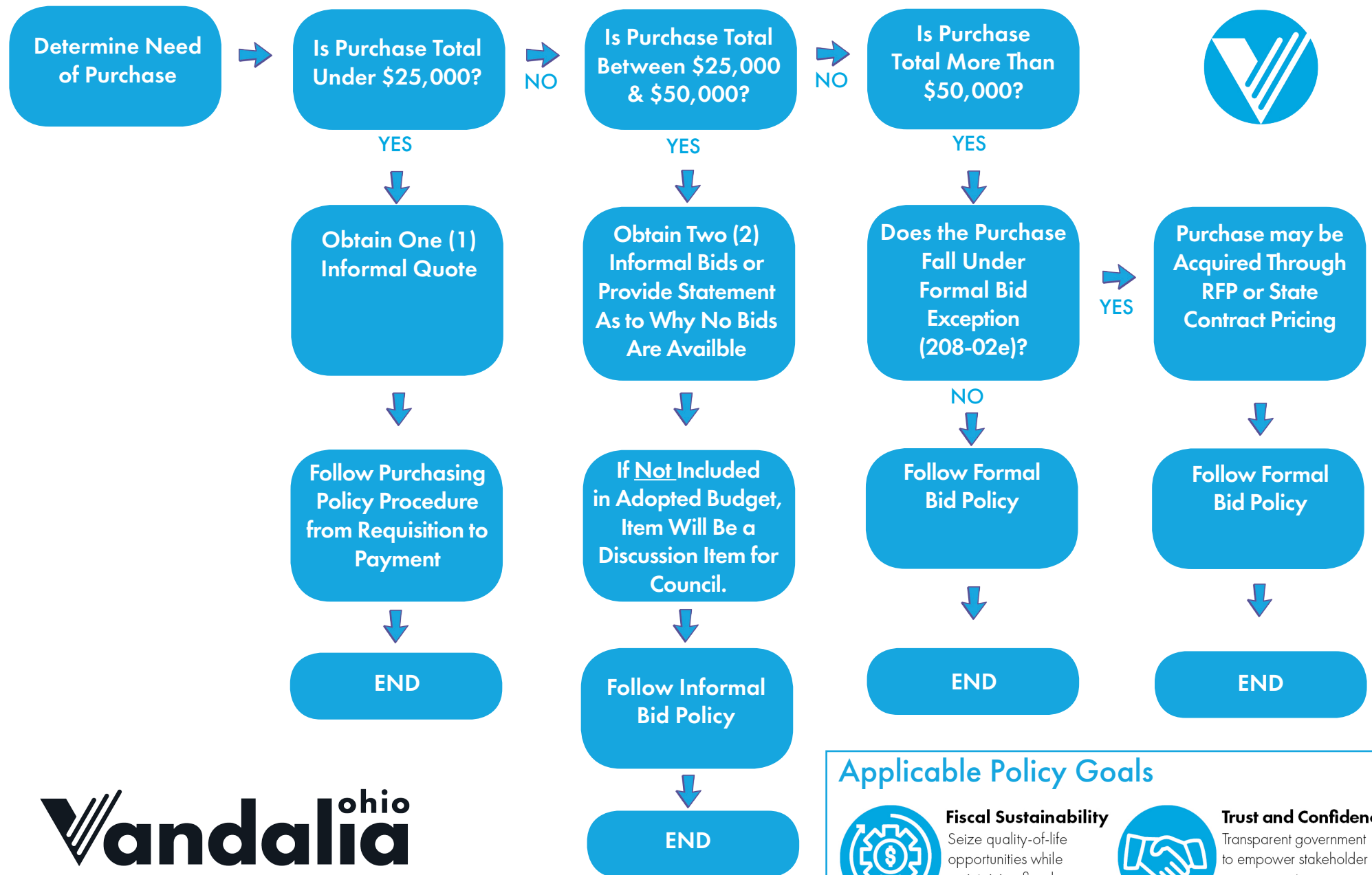
Water Fund:

- **\$250,000** – increase appropriations to account for the purchase of water meters. In order to expedite the project, with a current lead time of 8 months + to receive new meters, and keep up with failing meters, a recommendation was submitted to place another order before year end.

Sewer Fund:

- **\$250,000** - increase appropriations to account for the purchase of water meters. In order to expedite the project, with a current lead time of 8 months + to receive new meters, and keep up with failing meters, a recommendation was submitted to place another order before year end.

City of Vandalia Purchasing Process



Applicable Policy Goals



Fiscal Sustainability

Seize quality-of-life opportunities while maintaining fiscal practices.



Trust and Confidence

Transparent government to empower stakeholder engagement.



City of Vandalia, Ohio
FINANCE – Administration Policy
3-X Purchasing

3-X.0 Purpose:

This policy establishes procedures for City Officials and employees to follow when purchasing goods and services.

3-X.1 Scope:

All City Officials and employees involved in the procurement of goods and services for the City of Vandalia.

3-X.2 Policy:

This policy applies to all City Officials and employees.

Employees and elected officials purchasing goods or services on the City's behalf are expected to exercise the same care in incurring expenses that a prudent person would exercise if expending personal funds.

Whenever possible and practical, preference should be given to local businesses for required purchases if such preference does not result in unreasonable prices or rates.

3-X.3 Informal Bid Purchases:

Purchases included in the approved budget or capital improvement plan: If the probable cost thereof, in the opinion of the City Manager or his or her designated agent, will be less than fifty thousand dollars (\$50,000), the City may award purchase to the supplier offering the lowest and best bid among informal bidders. However, in such case, at least two informal bids, unless the vendor is a member of the governmental cooperative purchasing group, or a statement as to why bids are not available shall be secured in writing and filed with the Director of Finance prior to awarding the bid. City Council shall be furnished a report of all purchases exceeding \$25,000.

Purchases not included in the approved budget or capital improvement plan: If the probable cost thereof, in the opinion of the City Manager or his or her designated agent, will be greater than twenty-five thousand dollars (\$25,000) and less than fifty thousand dollars (\$50,000), the City may award purchase to the supplier offering the lowest and best bid among informal bidders. However, in such case, at least two informal bids, unless the vendor is a member of the governmental cooperative purchasing group, or a statement as to why bids are not available shall be secured in writing and filed with the Director of Finance prior to awarding the bid. City Council shall be advised of proposed purchases. City Council shall be furnished a report of all purchases exceeding \$25,000.

If there are any additions to the original contract, another Purchase Order (PO) must be issued stating that a change order has occurred and attach a copy of the quote for the change to the PO.

The requirement for formal bidding may be waived by affirmative vote of four Council members upon a finding by Council that:

1. The purchase consists of goods or services, or any combination thereof, for which only one source of

supply is reasonably available;

2. The purchase of goods or services is made from another political subdivision, public agency, the State, or the Federal Government, or as a third-party beneficiary under a State or Federal procurement contract;
3. The purchase substantially involves services of a personal, professional, highly technical, or scientific nature, including but not limited to the services of an attorney, physician, surveyor, appraiser, investigator, adjuster, advertising adjuster, advertising consultant, or licensed broker, or involves the special skills or proprietary knowledge required for the servicing of specialized equipment owned by the City;
4. The purchase consists of the goods or services of a public utility; or
5. There would be no benefit to the City to undertake formal bidding and the best interest of the City is served by waiving the formal bidding.

3-X.4 Formal Bid Purchases:

Purchases \$50,000 or more must be bid formally. The City Manager or his or her designated agent shall prepare specifications for the article or services required and shall advertise the requirements of the City at least once in a newspaper of general circulation in the City, or on the City web site, or on an online bidding service provider site for electronic bid submission, inviting suppliers to tender bids in writing for the furnishing of such requirements. Such bids shall be publicly opened not less than ten (10) days following the date of the first advertisement, at a time and place specified in the published notice. The bids shall be opened and tabulated publicly by the City Manager or his or her designated agent. An investigation of the responsibility of the bidders shall be made if the City Manager deems it necessary. The City Manager shall report to Council the bids and results of any investigations of the responsibility of the bidders and shall recommend to Council the selection of the lowest and best bid, or, if he or she determines that the interest of the City would be better served, the rejection of all bids. After Council has awarded the contract for the item/service bid, the department should issue a PO for the amount of the bid and attach a copy of the contract or state council action date for the purchase/service. If there are any additions to the original contract, another PO must be issued stating that a change order has occurred and attach a copy of the quote for the change to the PO.

The City acknowledges a desire to award contracts involving City concerns and funded by City money, to individuals and businesses that are located within the City of Vandalia. Where a preliminary analysis of the bids identifies a bid from a Vandalia individual or business, City Council may give a preference to the Vandalia bid and award the contract to the Vandalia bidder when:

1. Such bid is within 5% of the lowest bid price (for a low bid of fifty thousand dollars (\$50,000) or less) or within 2% of the lowest bid price (for a low bid price over fifty thousand (\$50,000), and
2. But for the bid price, the Vandalia bid would otherwise be considered the lowest and best bid by the City in its normal evaluation procedures in deciding whether or not to award the contract.

3-X.5 Bid Bonds:

At the City Manager's discretion, no bid bonds are required to be posted on contracts with the City up to fifty thousand dollars (\$50,000).

3-X.6 Requisitions:

1. All purchases must be made via purchase/requisition orders. Requisitions should be requested and approved by the Finance Director or designee before any purchase or contract is entered into.
2. Requisitions will only be processed for appropriation line items that have an available unencumbered balance; if the account is overdrawn an appropriation transfer request must be submitted to the Finance Department before the requisition.

3. Requisitions should be coded to the correct appropriation line item description. If there are any questions regarding correct coding, please contact the Finance Department.
4. Requisitions will need to be initiated by each department.
5. All requisitions will need to be entered into the purchasing system software and approved by the department head or designee.
6. All requisitions will need to include the following information:

Vendor (if vendor is not active in the system or information is incorrect see instructions below)

Description of the equipment or services that are being purchased

Quantity

Unit Amount

Total Amount

Expense Account Code

Project Number (if applicable)

3-X.7 Vendor Additions/Changes:

All Vendor addition requests must be made through the Finance Department.

Departments should obtain and submit a signed W-9 for any and all new vendors to the Finance Department. In addition, because the City is a tax-exempt entity, most vendors will require a Sales and Use Tax Exemption Certificate. This form needs to be completed by the Finance Department prior to purchasing anything from a new vendor to avoid sales tax charges. (If sales tax is charged, it is the responsibility of the department that submitted the requisition to have the tax removed /refunded.)

3-X.8 Purchase Orders:

1. A requisition approved by Finance Staff becomes a Purchase Order.
2. Annual PO's are to be issued for all contractual services (legal fees, rental agreements, etc.). These are not blanket purchase orders. The text of the PO should specifically state the contract/service being received.
3. PO's for capital expenditures not listed in the budget must be approved by the City Manager.
4. When issuing PO's for printing, overrun charges should be discussed with the printer before the PO is initiated. Overruns of more than 10% are unacceptable. Allowances for the cost of an overrun should be included on the PO.
5. Shipping charges MUST be included on all PO's, if applicable. Please ask vendors if shipping is included in the quote.
6. Petty cash may be used for items less than \$50 and does not require a Purchase Order.

3-X.9 Blank Purchase Orders:

Annual blanket purchase orders may be issued not to exceed \$100,000 total blanket per budget line item. The text of the blanket PO will be a non-specific statement for goods and services (i.e., blanket purchase order – supplies; blanket purchase order - automobile maintenance). Blanket PO's cannot be overspent by more than \$100. Blanket PO's must include ALL account codes that will have items charged to that PO. At the end of the year, all blanket PO's will be audited, each department MUST review ALL blanket PO's and determine which PO's need to be closed before the end of the year.

3-X.10 Petty Cash Reimbursements:

Items under \$50 may be reimbursed from the Petty Cash Fund by following the procedures:

1. Complete a reimbursement form.
2. All receipts pertaining to the reimbursement request must be detailed, include two initials (at least one Supervisor), and attached to the completed form.
3. Submit the form, and all appropriate attachments, to the Finance department for review, approval and payment.

3-X.11 Payment of Invoices:

1. As the Finance Department receives invoices for goods and services, the invoices will be sent to the appropriate department for processing.
2. The department head or their designee will “code” the invoice by writing the Purchase order number, account number(s), and the amount for each account number if multiple accounts are being used.
3. The department head or their designee and a second employee MUST sign the invoice indicating that all goods were received and/or services furnished per PO. These signatures denote payment authorization for the invoice.
4. Accounts payable checks will be issued twice per month. Each department will receive an Accounts Payable Check Run Schedule at the beginning of each year.

3-X.12 City of Vandalia Purchasing Card:

The PNC Purchasing Card is used exactly the same as a Visa credit card and is accepted at vendors just as a Visa credit card is accepted. Cardholders will be held responsible for all purchases made on their card. The card may not be used under any circumstances for personal use; it is strictly for making purchases on behalf of the City of Vandalia. As with all of the purchases made on behalf of the City of Vandalia, no purchase may be made without a purchase order already completed and approved for the purchase.

Sharing or Lending of Card: Not all City of Vandalia employees will receive a purchasing card. There are specific employees designated in each department by the department head. Each individual who has authorization to make purchases on behalf of the City of Vandalia has their own purchasing card with their name embossed on it. There will be no sharing or lending of your card to another individual to make a purchase. If an individual needs to make an official purchase and they do not have a purchasing card, they must submit a request to their supervisor who will make the purchase on behalf of their employee. If an employee is caught sharing or lending their card, their purchasing privileges may be suspended, and their card revoked.

Unauthorized Use: The cardholder cannot use the card for:

- Personal purchases
- Cash advances
- Purchases which exceed the cardholder’s single or monthly limit;
- Purchases related to alcohol, tobacco, gambling, or any other purchase specifically prohibited by the City of Vandalia.

The cardholder may be liable for the total dollar amount of unauthorized purchases in cases involving purchase card misuse. If an employee misuses their card, their purchasing privileges may be suspended and their card revoked and they may be subject to further discipline.

Sales Tax: The City is tax-exempt and does not pay sales tax. If a vendor requires a Certificate of Tax Exemption for their records, please contact the Finance Department to obtain one. The Certificate of Exemption is not a blanket document; it is completed specifically for each vendor. If a cardholder makes a purchase and sales tax is charged, they will be responsible for returning to the location to have the sales tax removed from the purchase. The corrected receipt or original receipt and credit must then be submitted for payment. No receipt that has sales tax on it will be accepted for payment and will be returned to the cardholder for correction.

Receipts: Cardholders will be required to turn all detailed receipts into their supervisor within 24 hours of the purchase (the following Monday if the purchase was made on the weekend). The supervisor will sign and code the receipt and turn it into the Finance Department. If a receipt is lost, it is the employee's responsibility to contact the vendor to obtain a new one. If the vendor is unable to produce a receipt, the employee is still liable for the purchase. Failure to turn in receipts within these guidelines may result in employee's purchasing privileges being suspended and their card being revoked. Supervisors have the ability to review all purchases made by their department on the Website. The Finance Department uses this tracking and reviews daily to monitor all purchases made. The Finance Department will know when purchases have been made and will be expecting a receipt within the required time period to match the transaction posted to the account.

Stolen or Lost Card: If a purchasing card becomes lost or is stolen, the cardholder is required to report it immediately to the Finance Department. If the loss occurs after business hours, please report the loss as soon as the City re-opens. Failure to notify the supervisor and the Finance Department in the appropriate manner will increase the potential loss to the City and may result in purchasing privileges being revoked.

3-X.13 Related Party Transactions:

Definition – A related party transaction is a transaction between parties (for example, a buyer and a seller) in which one party to the transaction is able to control or substantially influence the actions of the other. The principal issue in determining whether or not a related party transaction exists is the degree of control exerted by one party over the other.

In connection with the annual audit of the City's financial statements, the City is required to identify and disclose any related party transactions to the auditors. Any related party transactions should be reported to the Director of Finance.

3-X.14 Public Contracts and Conflict of Interest:

A public official or employee is also prohibited from having an interest in a public contract with his/her public entity, or an agency with which he/she is connected, even if he/she does not participate in the issuance of the contract.

A public official or employee is prohibited from having a financial or fiduciary interest in a public contract. A public contract includes any purchase or acquisition of goods or services, including employment, by or for the use of a public agency. Specifically, a public official or employee is prohibited from authorizing, voting, or otherwise using the authority or influence of his/her office to secure approval of a public contract in which the official, a family member or a business associate has an interest in the investment.

It is the responsibility of each member of the City staff to assure that the City does not knowingly enter into any purchase commitments, which could result in a conflict of interest.

If a City employee violates the purchasing policy, he/she may be subject to disciplinary action.

3-X.15 City of Vandalia Retainage Regulations:

Pursuant to Ordinance 93-06, adopted April 19, 1993, for any project where it is determined to be in the City's best interest to retain funds, the following procedures will apply in lieu of Ohio Revised Code Chapter 153.

The City of Vandalia will pay the contractor at the rate of 90% of submitted and approved invoices (retaining

10%) for labor and material. For certain projects, the City reserves the right to retain at a greater than (or lesser than) 10% rate during the first half of the project and no less than 10% for the second half of the project if approved by the Finance Director and City Manager.

Upon successful completion of the project and full acceptance by the city, within 30 days retained funds will be paid to the Contractor.

Review & Questions:

Questions regarding this policy should be directed to the Director of Finance.

Daniel D. Wendt
City Manager

Date

Supersedes all prior related policies and procedures.

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!



It's a year of Employee Appreciation!

2023 is the Year of Employee Appreciation!

Please note the dates below and plan to attend these events.



Wednesday, June 14
Ice Cream Social
1:00 p.m. to 2:00 p.m.
Vandalia Sports Complex



Thursday, July 20
Pizza in the Park
11:30 a.m. to 1:00 p.m.
Helke Park



Wednesday, August 16
Picnic in the Park
11:30 a.m. to 1:00 p.m.
Vandalia Sports Complex



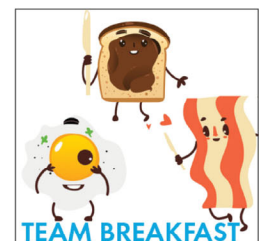
Wednesday, September 20
Employee Taco Bar
12:30 a.m. to 2:00 p.m.
Vandalia Senior Center



Wednesday, October 25
Employee Donut Bar
7:00 a.m. to 9:00 a.m.
Vandalia Justice Center



Wednesday, November 8
Team Breakfast
8:00 a.m. to 9:30 a.m.
Cassel Hills Clubhouse



Monday, December 18
City Council Employee Appreciation Day
8 a.m. to 5 p.m.

Thank You



Vandalia^{ohio}
small city. big opportunity.

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



EyeOnWater

Available at:

