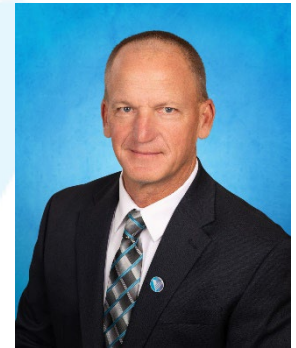


The Blue Letter

December 8, 2023

Honorable Mayor & City Councilmembers:

Congratulations to Assistant City Manager Rob Cron! Earlier this week, I notified you and our team that I have chosen to appoint Public Service Director Rob Cron to be our organization's next Assistant City Manager, effective December 18, 2023. Mr. Cron's ceremonial swear-in will take place at the next meeting of the City Council.



Mr. Cron expressed interest in the position when Assistant City Manager Holloway was in the West Carrollton city manager recruitment process. During this period, we discussed how to maintain continuity of services, and I met with our senior staff members who provided positive feedback and support. Over the last two months, Mr. Cron, Ms. Holloway, and I have worked on a transition plan to help our team continue to advance our ongoing projects.

Mr. Cron has served the City of Vandalia for 32 years including the last 11 years as the Public Service Director. In his former role, Mr. Cron was responsible for approximately \$16 million of the City's \$63 million *all funds budget* including public works, development and engineering services, storm water, and the City's water and wastewater utilities. Mr. Cron is a Professional Surveyor who holds an Associate of Applied Sciences degree from Edison State Community College and a Bachelor of Science degree in engineering technology from Bowling Green State University.

As Assistant City Manager, Mr. Cron will be responsible for managing the City's community and economic development functions, communications, information technology, public service operations, and special projects including business outreach and development.

Mr. Cron is one hundred percent committed to protecting the public's investment in our City's infrastructure. He is an active and continual learner who is committed to leveraging his experience and creating great outcomes for our community. He makes the people around him better. I am excited to see the great work that he will produce in this new role. Most of all, I am proud to promote long term employee who has given so much to our community.

Thank you, ACM Amber Holloway! I am sincerely thankful for Ms. Holloway's many contributions to advancing our organization's goals. Ms. Holloway has been superbly professional, has continued to work through her close out punch lists, and she is doing everything she can to make sure we don't miss a beat.

Welcome Police Officer Malcolm Dennis! Officer Dennis joined VPD on December 6 as a probationary police officer. Mr. Dennis graduated from Northmont High School in 2016. He received his Associate Degree in Criminal Justice and Law Enforcement from Sinclair in 2018. Following Sinclair, he went to Wright State University and earned his Bachelor of Arts Degree in Criminal Justice in 2022. Officer Dennis previously worked for Beau Townsend Ford and was a corrections officer with the Montgomery County Sheriff's Office from 2021 until beginning the academy in 2023. Officer

Dennis graduated from the Sinclair Police Academy on November 16, 2023.

Welcome Katelyn Dean! Ms. Dean joined VPD on November 27 as a probationary public safety specialist. Katelyn graduated from Northeastern High School in 2021. She has been employed with the Springfield Division of Police since July of 2022.

Welcome Public Works Technician Gordan Hass who began with us as a full-time Public Works Technician this week.

2023-2024 Annual Report/Calendar - The Vandalia-Butler High School Honor Society will once again be distributing the 2023-2024 Annual Report/Calendar to every residence and business on Wednesday, December 20, 2023. Every Annual Report/Calendar will be delivered in shrink-wrap to prevent damage due to exposure to moisture. In recognition of their community service, the City will contribute to the Honor Society's scholarship fund.

Leaf Collection (ends 12/5): Depending on weather, crews will plan to make a few more passes throughout the city to collect leaves. Leaves must be raked into the street, any leaves on the grass behind the curb will not be picked up. In areas without curbs, leaves must be placed immediately along the edge of the pavement. Crews will not collect leaves piled more than one foot away from the edge of the roadway. The pickup schedule is available at: <https://vandaliaohio.org/leaf>

We completed our scheduled leaf collection this week. Crews will be making one more round of the entire City to collect any late fallen leaves. Residents that have leaves to dispose of after collection is completed can bag their leaves, put them out with their regular trash and Rumpke will pick them up. They ask that residents limit this to only a few bags per week. To date, we have collected approximately 1,000 tons of leaves.



MyVandalia Magazine: The next issue of the MyVandalia Magazine (January – April 2024) began to arrive at homes this week. MyVandalia Magazine can be viewed [online \(click here\)](#).

Focus Vandalia – Holiday Safety: [Please click here to watch the Focus Vandalia video on Holiday Safety \(link\).](#)

Recreational Marijuana Moratorium –

This week, I was interviewed by Dayton 24/7 Now regarding the City's marijuana moratorium [\(click here for link to story\)](#).

Ohio has recently passed Issue 2: An Act to Control and Regulate Adult Use Cannabis, effective on December 7, 2023, which has legalized the use of cannabis for adults and established the Division of Cannabis Control. The Division of Cannabis Control will be responsible for issuing rules on licensing and regulations of permits for operators of adult use cannabis. The Division has nine months after the effective date of the Act to establish such regulations. As of now, it is unclear how these regulations will affect the City.



Buscar



To fully comply with the newly implemented law and determine the best course of action for the City, staff proposed this moratorium to have time to review the regulations set forth by the Division of Cannabis Control regarding the issuance of permits and procedures for licensing of adult use cannabis and City Council implemented this moratorium. This action will make the issue more participatory as it will slow down the process and assist the City in creating reasonable regulations to protect the health, safety and welfare of the community.

The City of Vandalia remains a drug-free workplace.

Electro Polish! Vandalia Development Corporation met to review a VDC grant request for Electro Polish. This week, I wrapped up my term on the Economic Development / Government Equity committee after being appointed by the Board of County Commissioners. Our funding request for Electro Polish has been recommended for \$150,000 in funding.

Planning and Zoning Workshop: Thank you to our volunteer boards and commission members, and staff, who attended the Miami Valley Planning and Zoning Workshop at Sinclair on December 1.

Hotel / Motel Annual Inspections: The City has conducted inspections of the Knights Inn & Hawthorn Suites as part of the permitting process that we implemented in 2021.

Revenues: YTD November 30, 2023, overall Income tax revenue is up 8.82% (\$1,552,685) from 2022.

Update Addresses on W-2 Forms: Full-time and part-time employees are encouraged to make sure that their current addresses are reflected on their paystubs. This will be the address that is reflected on their W-2 forms for tax purposes. If an employee needs to make an update they should contact their immediate supervisor or Human Resources Manager Missy Pruszynski.

Invoice Cut-off: All invoices must be turned in and the cutoff date for the 2023 purchase orders will be by 5:00 p.m. on Monday, December 11th.

Online Evaluation Training: Wednesday, December 6 the HR department hosted a training for department heads, managers, and supervisors who appraise and / or approve employee evaluations. The training was provided via our appraisal software vendor Agile HR. The training was well attended and recorded. The video will be placed on a city-wide drive for reference. A second training is scheduled for employees Tuesday, December 12 at 11:00 a.m. This session should better acclimate the employees as they complete their self-evaluation portion of the appraisal process. This session will also be recorded and placed on the city-wide drive for future reference.

Brighter Tomorrows Grant! Congrats to Director Steve Clark who secured a grant award from the Brighter Tomorrow Foundation in the amount of \$2,200 for a Playground Communication Board for Robinette Park. This will be our second Brighter Tomorrow Foundation grant for Robinette Park as the first was for an adult changing table for the new restroom building project.

Bids for the **Robinette Park Restroom Building Project** were opened via Bid Express on December 6. Three (3) contractors submitted bids ranging from \$331,455 to 477,000 with Vancon Construction submitting the lowest and best bid (Vancon constructed the restroom facilities at the Cassel Hills Golf Course and Art Park). We will be working with OHM Advisors to verify the bids and request approval to award at the next Council meeting.

Bids for the **Facilities Signage & City Identification Signage project** were opened on December 6 with two (2) contractors submitting bids. Geograph Industries submitted the lowest and best bid of \$331,669. Kolar Design has confirmed the bid meets the specifications for the project. This project is part of the multi-year phase in of the city's brand and placemaking efforts that were borne from the 2020 Vision Vandalia Comprehensive Plan.

Congratulations to Superintendent Rudy Wells on attaining his **NRPA Certified Playground Inspector** status. Rudy successfully completed the process by attending a rigorous training seminar and passing a rather thorough and difficult certification exam.

On November 17, Lieutenants Walker, Sucher, and I attended a planning meeting at VFD Station One to begin drafting operational plans for the **2024 solar eclipse**. Vandalia is in the path of a complete solar eclipse expected to occur on April 8, 2024, and these events typically attract thousands of visitors. All City departments are working to have the necessary resources in place in advance.

VPD working with VBCSD: Lt. Walker and Crime Prevention Officer Rich Sommer met with Vandalia-Butler school officials to discuss concerns related to criminal violations by students during school hours. We shared ideas about the most appropriate action for various issues.

Clyde Place & Cyril Court Reconstruction: Milcon Concrete Inc. has completed the sanitary sewer replacement on the Clyde Place & Cyril Court reconstruction project. They began the storm sewer replacement this week.

Slip Lining: Insight Pipe Contracting was in this week to start the inspection cleaning and videoing of the sanitary sewers they will be slip lining. They plan to begin the actual lining shortly after Christmas.

ADA Ramps: Finrock Construction was in this week to install several ADA ramps at various intersections throughout the City. These areas were selected as they will be part of next year's concrete repair and street resurfacing project.

Grant Applications: The Ohio Department of Development is soliciting grant applications for water and wastewater projects. This week, City Engineer Ben Borton submitted three applications for current and proposed projects. We have applied for assistance with the Dog Leg Road Phase 2 project; next year's Tionda, Mossview and Ranchview Drives watermain project; and our water meter replacement project.

OPWC Grant Award – Sort of... The initial recommended list of funded projects has been issued from Montgomery County for the Ohio Public Works Commission next round of projects. Our Tionda, Mossview and Ranchview Drives watermain project was listed as the top project that was not funded. **Fear not.** It will be the first contingency project if monies become available like our Gabriel Street project a couple of years ago. Mr. Cron has spoken with the County Engineer's Office and we believe the project will be funded due to unspent monies from previous projects being returned. Our project is estimated at \$1,800,000 and we have requested \$900,000 in funding (\$450,000 grant, \$450,000 interest free loan).

Capstone Way: Public Works installed several "No Parking" signs on Capstone Way after the City sought feedback from local businesses about issues relating to parked commercial vehicles.

Trash Pickup: The Montgomery County Sheriff's Department had inmates out collecting trash along several of our roadways. They leave the trash bags along the side of the road for our crews to pick up and dispose of. Thank you to the Sheriff's Department for helping keep our community clean.

Right now, our leadership team is working on setting strong performance goals in pursuit of our department goals – and the citywide policy goals. There are a lot of great things to be accomplished this year. Let's build on a tradition of unapologetically making it better than how we found it.

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt
City Manager

CC:

Board and Commission Members
All City Employees

Attachments:

1. Information Update - ACM Holloway – December 8, 2023;
2. Information Update - Director Leiter – December 8, 2023;
3. Information Update - Chief Follick – December 8, 2023;
4. Information Update - HR Manager Pruszynski – December 8, 2023;
5. Information Update - Director Clark – December 8, 2023;
6. Information Update – Chief Althouse – December 8, 2023;
7. Information Update - Director Cron – December 8, 2023;
8. Jingle Mingle Flyer;
9. Citywide Policy Goals;
10. MyVandalia App Flyer;and
11. Employee Appreciation Events.

3 R's of Leadership

Mark Sanborn, CSP, CPAE

Rethink

- Should I be doing what I'm doing?
- How can I do things better, faster or different to create value for customers or colleagues?
- Where is entropy affecting my performance?

Reinvent

- What improvements have I made in the last 30 to 60 days?
- What innovations can I point to?
- How far apart are common knowledge and consistent application in my life?

Renew

- Do I still have a passion to lead?
- Am I doing the things that I feel are significant?
- Am I maintaining the quality of life I desire?
- Am I spending time with the people I care for?

To: Dan Wendt, City Manager
From: Amber Holloway, Assistant City Manager
Date: December 6, 2023
Subject: Information Update



- On Monday, November 13:
 - I held a business retention meeting with GE Aviation
 - We held a Vandalia Development Corporation meeting to review a VDC grant request for Electro Polish, and a Façade Improvement Program grant request for Vandalia Carryout. Both projects were approved for funding.
- On Thursday, November 16:
 - Rich and I held our monthly meeting
 - Director Clark and I met with Kolar Design to review the sign bid package. Based on the outcome of this meeting, we opted to extend the sign bid opening from November 20 to December 6.
- On Monday, November 20:
 - Staff from DES, Fire, and I held our monthly development meeting.
 - We held our annual CRA Housing Council meeting.
- I participated in labor negotiations with OPBA and IAFF.
- I attended the Dayton Development Coalition Q4 Local Economic Development Officials meeting.
- Zoning & Planning Coordinator Graham attended the grand opening of Crossroads Marketplace at 324 N. Dixie Drive. We are excited to welcome them to Vandalia!
- On Friday December 1, City Planner Hammes, Zoning & Planning Coordinator Graham, and I along with members of the Board of Zoning Appeals and Planning Commission attended the Miami Valley Planning and Zoning Workshop at Sinclair.
- On Monday, December 4, 2023, I attended the ED/GE funding meeting. Our funding request for Electro Polish has been recommended for \$150,000 in funding. This is scheduled to go before the Board of County Commissioners on December 12.
- On December 5, Zoning & Planning Coordinator Graham participated in the yearly hotel/motel inspection for the Knights Inn & Hawthorn Suites.

- On December 6, Property Maintenance Inspector Millikin and Zoning & Planning Coordinator Graham held a Code Enforcement Workshop in the Community Room at the Vandalia Justice Center. We had approximately 30 code enforcement officers from various jurisdictions in the Miami Valley attend.
- My last working day for the City of Vandalia was Tuesday, December 5. I am grateful for the opportunity I had to serve the Vandalia community alongside a truly wonderful team of public servants.

Communications Update

- Our next Focus Vandalia filming is Tuesday, December 19. The topics will cover the following:
 - The City's budgeting process
 - Dog Leg Road utility extension
 - Hiring
 - Employees of the Year
 - Changes in trash collection
 - Introducing our new Crime Prevention Officer Rich Sommers
- The Popular Annual Financial Report is undergoing final revisions.
- The City's 2023 Annual Report/2024 Calendar will be delivered on Wednesday, December 20th starting at noon.

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: December 6, 2023

Re: Information Update - Period Ending December 8, 2023

1. YTD November 30, 2023, overall Income tax revenue is up 8.82% (\$1,552,685) from 2022. Withholding tax is up YTD 8.55% (\$1,165,517); individual tax is up YTD 13.42% (\$184,444); Business net profit tax is up YTD 7.77% (\$202,723). The amount of income tax revenue budgeted for 2023 is \$18,470,500. The amount collected YTD was \$19,164,829 and is 13.19% higher than the estimated YTD amount based on the budget. The total amount of refunds issued YTD is \$981,685. Therefore, overall receipts, net of refunds, were up YTD 5.86% as compared to November 2022, also net of refunds.
2. Kristen, Emily and I attended a Council study session and meeting. Emily did an outstanding job presenting the mandated amendments to specific sections of the Municipal Income Tax Ordinance, which include mostly language changes, with the exception of one, and it involves a reduction in the total allowable amount of charges assessed for late filing fees.
3. I attended an annual budget and regular board meeting for NAWA. The agenda included discussions and approval of the 2024 Proposed Budget. I assisted in the presentation of the 2024 Budget and presented the September/October 2023 Financials. YTD Revenues for water service were up 2.16%; interest revenue is significantly up YTD due to recent increases in interest rates. Total expenses were down 3.37% over 2022, partly due to timing.
4. Reminder – Full time and Part time employees - Please make sure that your current address is reflected on your paystub, as this will be the address that is reflected on your W2.
5. All invoices must be turned in and the cutoff date for the 2023 purchase orders will be 5:00 p.m. on Monday, December 11th.
6. First round interviews were held to fill the vacant position of Finance Clerk – Utilities.
7. The bond issuance process continues for the financing of the Dog Leg Rd Utilities Extension Project.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 12/7/2023
SUBJECT: INFORMATION UPDATE – PERIOD ENDING DECEMBER 8, 2023

1. On November 10th crews visited the Wee Care Preschool to talk to the students.
The crews always have a fun time with the kids. Fortunately, the weather was nice enough the kids were able to see the apparatus hands-on. Thank you to the center for inviting us out.
2. Crews assisted Butler Twp. Fire Department on the I/75 – I/70 “flyover” bridge the evening of November 17th on an accident involving an overturned livestock truck.
Crews worked a good amount of time to coral all the piglets that escaped the overturned truck.
3. During the week of Thanksgiving, crews were available and able to help lend a hand working at the City of Vandalia Foodbank. Crews were happy to help get food out to those in need.
4. The Division of Fire would like to send a big thank you to local company, Roof America for brining dinner to the crews working the Thanksgiving holiday. It is much appreciated, and we are very thankful they took the time to think of our crews.
5. During the week of November 27th, fire crews spent their mornings training with building walk-thru and familiarization at the Fed Ex Facility on Deer Run.
6. Division of Fire crews have started to prepare for cold weather emergencies.
Recently, crews have pulled out our ice suits and started to review and refresh for any emergencies that may require the use of these suits this winter.



DIVISION OF FIRE INFORMATION UPDATE

7. The City's annual tree lighting was held on Sunday December 3rd at the Vandalia Rec Center. The Division of Fire was honored to bring the man himself, Santa to the event on what we consider the best ride, our Division of Fire Ladder Truck.
8. There are currently a few part-time vacancies and potentially soon to be more part-time vacancies within the Division of Fire. Our hiring Captain has resumed interviews this week in order to start the process to quickly fill these spots once they are open.



Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszyński, Human Resources Manager

Date: December 7, 2023

Re: Information Update – Period Ending December 8, 2023

1. I would like to congratulate Assistant City Manager Amber Holloway on her new City Manager position with the City of West Carrollton. She has been a tremendous asset to our community and our organization in moving development in a conspicuous forward direction during her tenure as City Planner and as Assistant City Manager. Amber, we hope you always call Vandalia your home and we wish you the best of luck in the next level of your career!
2. Just in time for Christmas, our vision carrier EyeMed has announced that [Oakley.com](https://www.oakley.com) is now in-network! Employees can now apply their in-network insurance benefits in cart. Please visit Oakley.com for more information.
3. The Civil Service Commission met Thursday, November 30, 2023 to approve an eligibility list for Public Works Technician and as such three conditional offers were executed. Staff is conducting backgrounds and other pre-employment tasks on several candidates for vacancies in almost every city department. We are in the midst of holding interviews for VRC Custodian and Finance Clerk - Utilities. The City's Employment Opportunities webpage hosts job postings for Part-Time Income Tax Clerk until Friday, December 22; Public Works Technician through Friday, December 22; and Full-Time / Paramedic / Inspector until January 1, 2024. During the last week four new employees were onboarded. Please welcome Public Safety Specialist Katelyn Dean, Police Officer Malcolm Dennis, Park Maintenance Technician Tyler Severance, and Public Works Technician Gordon Haas.
4. Wednesday, December 6 the HR team hosted a training for department heads, managers, and supervisors who appraise and / or approve employee evaluations. The training was provided via our appraisal software vendor Agile HR. The training was well attended and recorded. The video will be placed on a city-wide drive location accessible to everyone. A second training is scheduled for employees Tuesday, December 12 at 11:00 a.m. This session should better acclimate the employees as they complete their self-evaluation portion of the appraisal process. This session will also be recorded and placed on the city-wide drive for future reference.
5. During this reporting period I completed the Equal Employment Opportunity Commission – 4 report for the City of Vandalia. This is a required, extensive mandatory biennial report. The report requires state and local governments with 100 or more employees to submit demographic workforce data, including data by race / ethnicity, sex, job category, and salary band.

6. Mrs. Howard and I continue to meet with United Health Care representatives regarding the 2024 launch of the **Real Appeal** program. Real Appeal is only available to UHC subscribers. It is a year-long lifestyle program that uses clinically-proven research and an engaging online experience to drive scalable disease prevention and lasting behavior change resulting in weight loss. The program uses on-camera interaction with a coach for 30 minutes, will supply the UHC subscriber with a Real Appeal Success kit, an interactive dashboard, and much more. A flier is attached to this update.
7. I continue to participate in numerous wage studies for various local governments in our region.
8. **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.
9. 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.
10. **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

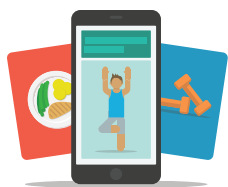


Coming Soon

Changing Your Lifestyle Isn't a Sprint

Real Appeal® isn't just another weight management program. It can help you develop healthier habits you can live with for life. Best of all, it's available to you and eligible family members at no additional cost as part of your health insurance.

Support to Help You Live a Healthier Life



Online Resources

Access coaches online who lead group sessions, as well as a community of support.

Inspiring Content

Discover member stories, blog posts, informative articles, and simple activities you can track.

Motivational Tools

Your Success Kit gives you access to online fitness classes, scales, a portion plate, and more.

Boosting your well-being starts with:

Your mindset

We'll dive into awareness, motivation, confidence, accountability, and more.

Holistic health

Creating a healthy mindset starts with focusing on actions, not just weight loss.

Peer support

Your online group supports you by sharing challenges and successes.

Watch for more information to start living a healthier life with help from Real Appeal.



To: Dan Wendt, City Manager
From: Steve Clark, Director of Parks & Recreation
Date: 12/7/2023
Re: Information Update – Period ending December 7, 2023

- The Parks and Recreation Department would like to wish Assistant City Manager Amber Holloway the best as she begins her role as West Carrollton City Manager. We enjoyed our interactions and collaborations over the years with Amber.
- Congratulations to Rudy Wells and Chris Mastrino on receiving the City of Vandalia Employees of the Year recognition at the November 20 City Council meeting. Chris and Rudy have successfully managed the \$8.9 million dollar Facilities Infrastructure project and had an enormous impact on the successful outcome. Chris and Rudy worked tirelessly to achieve a positive outcome, representing the best interests of the city throughout the project. Whether working with internal or external groups, both looked to find the best outcome for all involved and truly exemplifies the core values of the City.
- We have been notified of a grant award from the Brighter Tomorrow Foundation in the amount of \$2,200 for a Playground Communication Board for Robinette Park. This will be our second Brighter Tomorrow Foundation grant for Robinette Park as the first was for an adult changing table for the new restroom building project.

FACILITY MAINTENANCE DIVISION

- Bids for the Robinette Park Restroom Building Project were opened via Bid Express on December 6. Three (3) contractors submitted bids ranging from \$331,455 to 477,000 with Vancon Construction submitting the lowest and best bid. We will be working with OHM Advisors to verify the bids.
- Bids for the Facilities Signage & City Identification Signage project were opened on December 6 with two (2) contractors submitting bids. Geograph Industries submitted the lowest and best bid of \$331,669. Kolar Design has confirmed the bid meets the specifications for the project.
- Congratulations to Rudy Wells on attaining his NRPA Certified Playground Inspector status. Rudy successfully completed the process by attending a rigorous training seminar and passing a rather thorough and difficult certification exam.
- Mechanic James Cabonce and Facility Manager Alicia McCracken have been researching vehicle replacement options at local dealerships. This would be to replace the 2018 Van that was demolished in an accident back in September.
- Maintenance staff did an outstanding job working in the elements to decorate the City Christmas Tree and grounds of the VRC for the Annual Tree Lighting event.

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

- The Annual Vandalia Christmas Tree Lighting Event was held on December 3 at the VRC. A large turnout enjoyed many activities including arts and crafts, vendor shopping, food options, goat cuddles and a tree lighting ceremony on the grounds of the VRC. Many thanks to the Division of Fire for transporting Santa to the stage, Rich Hopkins for emceeding the event and Mayor Herbst for sharing the duties of flipping the switch to light the tree with Elsa and the Grinch. The Butler High School Chamber Choir performed several holiday songs on stage and the Morton Bell Choir performed in the lobby of the VRC. This vibrant event brings the community together in a positive way.
- A total of 24 adults participated in a Charcuterie Board Making class at the Senior Center. Participants learned how to build a charcuterie and enjoyed eating their work when completed.
- Youth basketball teams are practicing in anticipation of the opening tip off of the regular season, which begins on Saturday, December 9 at the VRC. Uniforms have been distributed to teams and team pictures were taken on December 2.

SENIOR CITIZENS CENTER

- Facility Maintenance staff is researching ways to improve the lighting in the main hallway at the Senior Center so members can better read the sign-up sheets located on the wall. Surface mount lights have been ordered and will be installed to address the issue.
- Toni continues to seek program sponsorships and recently met with representatives of Randall Residence to discuss partnership opportunities.
- Senior Center visits continue to grow as 1824 people came to the facility over a recent 23 day period for an average of 79 visitors per day. Membership stands at 732 as of the end of November.

RECREATION CENTER

- Interviews have concluded for the VRC Custodian position. Three (3) candidates interviewed in round one with two moving on the second round.
- Department staff (Aaron Messenger, John Myers, Sharon Hamby, Josh Berry and Alicia McCracken attended the Ohio Parks and Recreation Association Leadership Summit last week. They report the two day event had great presentations with plenty of leadership information and tips being share.
- Thanksgiving CampREC had 27 kids attend the one day camp the day before Thanksgiving. Participants enjoyed a full day of crafts, gym games, climbing wall swimming and more.
- A new shoulder press machine has been ordered for the fitness floor of the VRC. The workout facility will also be getting two new Precor treadmills and one new stationary bike by the end of the year.
- Insurance based membership visits for the month of November totaled 4080 (Trivity = 3374; Optum = 580 and ASH = 126). Staff continues to work on increasing the number of insurance based member attendance as we get paid per visit from the insurance company plus it promotes healthy lifestyles for the users of this membership program.

GOLF DIVISION

- The Clubhouse will be busy this month with seven rentals confirmed thus far for December. We typically get several family and group Christmas Parties each year as the Clubhouse is a great place to host such an event.
- Ben Lickliter has started the process of winterizing golf carts for the offseason. Golf Course fairways were aerified on November 27.
- Marty Szturm completed the process of winterizing the golf course irrigation system last week. This is as far into the season staff can remember completing this work thanks to the great fall and early winter weather.

Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: December 7, 2023

Subject: Information Update Ending December 8, 2023

1. During the past three weeks, VPD officers made 21 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in four traffic citations, 15 written warnings and two verbal warnings while working 16 additional enforcement hours.
2. Lieutenant Sucher, Accreditation Manager Shannon Green, and I attended the CALEA Conference in Bellevue, Washington, November 8-11, where VPD was awarded its tenth reaccreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). While attending the conference, we attended multiple workshops, and I had the opportunity to sit on two panel discussions to provide information to new agencies becoming accredited. VPD has maintained its CALEA accreditation since 1992. Special thanks to Shannon for her work to maintain our written directives and compliance documents to achieve this important accreditation.
3. Detectives charged a 30-year-old Vandalia man for Theft and Forgery. The male suspect stole a co-worker's paycheck, forged his signature, and used a cell phone to make a mobile deposit into his bank account.
4. Detectives charged a 30-year-old Dayton man for Theft (credit and debit cards). The male suspect acquired the victim's wallet from the Kroger checkout lane, used credit and debit cards at various businesses in the amount of \$273.87.
5. Detectives charged a 23-year-old Dayton man for Safecracking, Theft, and Vandalism. The male suspect damaged and attempted to enter the KeyBank ATM machine to steal money from inside. The suspect is currently incarcerated at the Montgomery County Jail.
6. Detectives charged a 50-year-old Huber Heights woman with Bribery. The woman is the proprietor of a local nail spa and tried to bribe an official from the State of Ohio Cosmetology and Barber Board.
7. Detectives charged a 51-year-old Vandalia man with Strangulation (Felony), Child Endangering and Domestic Violence after getting into a physical fight with his juvenile stepson in which he strangled his stepson hard enough to cause injury. The stepson was charged with Domestic Violence through Juvenile Court for being physically assaultive with his mother.

8. On November 17, Lieutenants Walker, Sucher, and I attended a planning meeting at VFD Station One to begin drafting operational plans for the 2024 solar eclipse. Vandalia is in the path of a complete solar eclipse expected to occur on April 8, 2024 and these events typically attract thousands of visitors. All City departments are working to have the necessary resources in place in advance.
9. Officer Sharon participated in safety education at the We Care Learning Center on November 17, 2023. She spoke with 22 children about various safety topics and answered their questions about being a police officer.



10. Lt. Walker attended a virtual meeting with the Criminal Justice Branch of the Community Overdose Action Team (COAT) on Friday, November 17. COAT is a collaboration of community resources that seeks to reduce the number of people dying from drug overdoses and drug abuse. Lt. Walker will be our representative in the local Criminal Justice Branch of the local COAT.
11. On November 22, Lieutenants Sucher and Walker and I attended the Montgomery County Association of Police Chiefs monthly meeting at Sinclair Community College. John Lehnard, Law Enforcement Liaison from the Ohio Auditor's Office, spoke about the resources their officer can provide to police agencies during criminal investigations involving theft, bribery or ethics violations.
12. Detectives charged a 52-year-old Dayton man with forgery (Felony). The suspect cashed a forged check that was drawn on the account of a Vandalia business.
13. On December 4, I attended the Executive Board meeting for the Montgomery County Police Officer Memorial Committee held at the Butler Township Government Center. The Police Memorial honors fallen officers through an annual ceremony in May and is working to establish a permanent memorial in downtown Dayton on property near the Dayton Masonic Center which will have the fallen officers' names and end of watch dates engraved to honor their memory, including Lt. James Bohanan.
14. On December 5 Lieutenants Walker and Sucher attended a Secret Service briefing at Wright State University regarding the upcoming election season in 2024. The Secret Service relies heavily on local and state law enforcement for protective details of candidates and we are anticipating several visits to the Dayton area. Most of our involvement in the past has been controlling traffic to get motorcades into and out of airport grounds.

15. On December 5, Lt. Walker and Crime Prevention Officer Rich Sommer met with Vandalia-Butler school officials to discuss concerns related to criminal violations by students during school hours. We shared ideas about the most appropriate action for various issues.
16. Officer Sommer along with Scott Jacobs, Ben Graham and Pete Baldauf did the annual inspections of the motels.
17. Detectives charged a 53-year-old Dayton man for Breaking and Entering, Theft, and Vandalism. The suspect drove his Dodge Dakota pickup truck into a detached garage belonging to the Hopeland Church and stole various lawn/yard equipment. A warrant to arrest the suspect was issued by the Vandalia Municipal Court.
18. On December 6, I attended a quarterly meeting for the Law Enforcement Foundation in Dublin, Ohio. The LEF is a part of the Ohio Association of Chiefs of Police (OACP) and solicits grants and donations to support the various education programs provided by the OACP.
19. Katelyn Dean joined VPD on November 27 as a probationary public safety specialist. Katelyn graduated from Northeastern High School in 2021. She has been employed with the Springfield Division of Police since July of 2022. Katelyn lives with her family outside of Springfield.
20. Malcolm Dennis joined VPD on December 6 as a probationary police officer. Malcolm graduated from Northmont High School in 2016. He received his Associate Degree in Criminal Justice and Law Enforcement from Sinclair in 2018. Following Sinclair, he went to Wright State University and earned his Bachelor of Arts Degree in Criminal Justice in 2022. Malcolm previously worked for Beau Townsend Ford and was a corrections officer with the Montgomery County Sheriff's Office from 2021 until beginning the academy in 2023. Malcolm graduated the Sinclair Police Academy on November 16, 2023.
21. Officer Jack Alexander resigned from his position as a VPD officer on November 29. We wish Jack the best success in his future endeavors.
22. Our staff congratulates Assistant City Manager Amber Holloway on her upcoming appointment as West Carrollton's new city manager. I appreciate the opportunity to have worked with Amber over the past nine years and value her professionalism, knowledge, and experience with zoning issues and economic development. We will miss her and wish her the best success in her new position.



Public Service Information Update

To: Dan Wendt, City Manager
From: Rob Cron, Director of Public Service
Date: December 7, 2023
Re: Information Update for November 11 - December 8, 2023

Development & Engineering Services

Milcon Concrete Inc. has completed the sanitary sewer replacement on the Clyde Place & Cyril Court reconstruction project. They began the storm sewer replacement this week.

Insight Pipe Contracting was in this week to start the inspection cleaning and videoing of the sanitary sewers they will be slip lining. They plan to begin the actual lining shortly after Christmas.

We have reached a settlement with CSX for the last piece of right of way we need for the Bikeway Connector project. This will allow us to meet ODOT's Right of Way Certification Date in January.

Finrock Construction was in this week to install several handicap ramps at various intersections throughout the City. These areas were selected as they will be part of next year's concrete repair and street resurfacing project.

We opened bids and presented the information at the City Council Study Session on December 2nd regarding the bid opening for the Dog Leg Road Phase 2. Outdoor Enterprise was the lowest and best bidder on the project at their submitted cost of \$2,243,684.00. Our estimated cost for the project was \$3,010,190.00. This will be on the December 18th Council Meeting agenda for award.

The Ohio Department of Development is soliciting grant applications for water and wastewater projects. This week, City Engineer Ben Borton submitted three applications for current and proposed projects. We have applied for assistance with the Dog Leg Road Phase 2 project, next year's Tionda, Mossview and Ranchview Drives watermain project and our water meter replacement project.

The initial recommended list of funded projects has been issued from Montgomery County for the Ohio Public Works Commission next round of projects. Our Tionda, Mossview and Ranchview Drives watermain project was listed as the top project that

was not funded. It will be the first contingency project if monies become available similar to our Gabriel Street project a couple of years ago. I have spoken to the County Engineer's Office regarding our chances, and it looks very positive that we will ultimately be funded. We hope to see an updated list in January. Our project is estimated at \$1,800,000 and we have requested \$900,000 in funding.

Jake Hayslett, Ben Borton and I attended the NAWA Technical Advisor Committee meeting on December 6th and the TCA Technical Committee meeting on December 7th.

Public Works

We completed our scheduled leaf collection this week. Crews will be making one more round of the entire City to collect any late fallen leaves. Residents that have leaves to dispose of after collection is completed can bag their leaves, put them out with their regular trash and Rumpke will pick them up. They ask that residents limit this to only a few bags per week. To date, we have collected approximately 1,000 tons of leaves.

Our crews repaired two separate watermain breaks during this period. They were called in last Saturday for a repair on Roxana Drive and the second repair was made on Westhafer Road.

Our crew and the Police Department assisted Capital Electric with traffic control to replace the traffic signal pole at National Road and Peters Pike. This pole was damaged earlier this year by a truck making a right turn from Peters Pike onto National Road. We have since then restricted trucks from making this right turn.

Capital Electric also made repairs to the traffic signal head on Northwoods Boulevard at Engle Road that was struck by a vehicle and they are working on an issue with our street lights on Dixie Drive between Benchwood Road and Stop Eight Road.

We also installed several "No Parking" signs on Capstone Way.

We have completed installing our Christmas decorations and lights along our National Road corridor. We also installed the winter banners this week. We are also removing all the Veterans Banner on Dixie Drive and placing them in storage. They will be put back up next spring.

We had another one of our streetlights damaged by a hit and run driver at 300 W. National Road. We have a pole on order and repairs will have to be made to the foundation.

Crews were out a couple times doing some light salting on our bridges, curves and hills as temperatures have dropped this past week. This was also part of some training with our new tandem dump truck that has a different setup and system than our older models.

We continue with our new water meter installations as time and scheduling with homeowners permits. To date, we have installed approximately 950 new meters.

The Montgomery County Sheriff's Department had inmates out collecting trash along several of our roadways. They leave the trash bags along the side of the road for our crews to pick up and dispose of. Thank you to the Sheriff's Department for helping keep our community clean.

We performed three burials at Poplar Hill Cemetery during this period.

We performed 194 utility locates during this period.

Jake Hayslett, Walter Ritchie, Ben Borton and I met with representatives from 120 Water. They are a company that provides software and expertise to assist us in the EPA mandated water service inventory and regulations for all city water services. The complete inventory stating the type of material on each service on the public and private side must be completed and submitted to EPA by October 2024.

Nick Davidson, who has been a seasonal employee with us, began his full-time status as a Public Works Technician the week of November 20th.

Gordan Hass also began with us as a full-time Public Works Technician this week.

We continue our recruiting efforts and have made conditional offers to three more candidates.

Congratulation and Good Luck to Amber Holloway on her appointment to be the City Manager of West Carrollton. It has been a pleasure to work with Amber over the past 8+ years. She will be missed but we are very excited and happy for her.

2023
HOLIDAY SOCIAL & SILENT
AUCTION

TUESDAY DEC. 12TH

5-8PM

Jingle Mingle

Hollywood Gaming
777 Hollywood Blvd

Tickets \$40
each
Tables of 8
\$320

5:00pm- Jingle Hour - hors d'oeuvres w/ Cash Bar
-Silent Auction Tables Open

6:15pm- Dinner Buffet

7:15pm- First Silent Auction Tables Closed

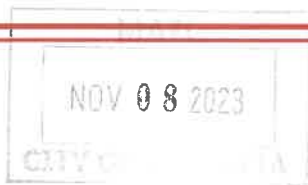
7:30PM - Large Prize Raffle Drawing

7:45pm - Final Silent Auction Tables Closed

Mystery Wall of Spirits, Santa's Gifts & More

R.S.V.P by Friday December 1st

937-898-5351 - info@vandaliabutlerchamber.org



On **Tuesday, December 12, 2023**, the Vandalia-Butler Chamber of Commerce will host its annual Holiday Social, the JINGLE MINGLE.

We are back at Hollywood Gaming at Dayton Raceway. It will be a spectacular way to kick off the holiday season with your family and friends.

We have a night of fun planned, including great food, mystery wall of spirits, Santa gifts, AND... LIVE HORSE RACING again!

Your business can be a part of this amazing event in multiple ways, including through donations in the form of gift baskets, single gift items, gift cards and the ever-popular donation of cash.

Cash donations will be used to purchase items for the silent auctions or Santa Gifts in your business name.

May we count on you for your support?

If so, **please present your donation by Monday, December 4, 2023**. Gifts may be dropped at the Chamber office, 544 W. National Road, or simply give us a call at **937-898-5351** and a representative will gladly collect it from you.

If you have already been contacted and/or previously submitted your donation, please forgive this duplicate request.

Furthermore, the committee and I invite you to become a Jingle Mingle Gift or Stocking Sponsor.

Gift Sponsors: Donations supporting Silent Auction Gifts (\$250)

Stocking Sponsors: Donations supporting Santa's Gifts (\$100)

Santa's Little Helper Sponsors: A financial donation in any amount

SCAN ME 

THANK YOU FOR YOUR SPONSORSHIP AND DONATION WITH A VALUE OF \$_____





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.

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



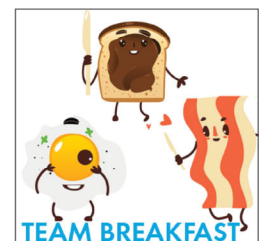
Wednesday, September 20
Employee Taco Bar
12:30 a.m. to 2:00 p.m.
Vandalia Senior Center



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