

### The Blue Letter

December 15, 2023

Honorable Mayor Herbst & Esteemed City Councilmembers:

**Monday, December 18, 2023 Council Meeting:** The Study Session will begin at 5:00 pm. I plan to request an executive session at 5:00 pm and I anticipate that the open study session will resume at approximately 6:00 pm. The Council meeting will begin at 7:00 pm.

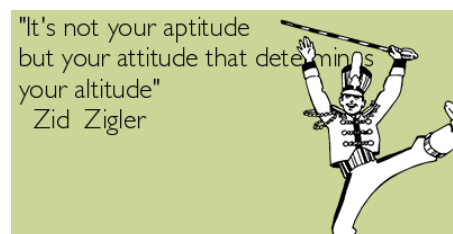
**Councilmember-elect Onboarding:** It was a full week! This week, I had the pleasure of meeting with Councilmember-elect Amber Aivalotis-Weaver for part-one of our Councilmember onboarding processes. I look forward to meeting with Councilmember-elect Cynthia Doogan next week.

**Congratulations to Public Service Director Ben Borton!** Mr. Borton will take over the role of Public Service Director, effective December 18, 2023. The position became vacant when former Public Service Director Rob Cron was promoted to City Manager of the City of Vandalia. Mr. Borton has served in the role of City Engineer since April 2023. He had previously worked as a project manager for a heavy equipment company in Cañon City, Colorado.

Mr. Borton is a Vandalia-Butler High School graduate and an Eagle Scout. He is also a registered Professional Engineer who holds a Bachelor of Civil Engineering degree from the University of Dayton. He lives in Vandalia with his wife, Allison, and their son. I have enclosed the press release that is going out today.

**Chamber of Commerce Jingle Mingle:** We had a great turn out for the Chamber of Commerce Jingle Mingle. Thank you to our staff members who represented the City at this event.

**Police Division Meeting:** I am also thankful for the opportunity to participate in the Division of Police annual meeting where I gave the first version of this year's State of the City presentation. Also, I enjoyed the presentation that Chief Althouse coordinated on brain health and combatting dementia. In addition to encouraging a healthy diet, eight hours of sleep, exercise, reading aloud (which I get to practice a lot at our City Council meetings), and performing purposeful mental exercises; the presenter focused heavily on positive self-speak, letting go of negative interactions, and refusing to dwell on transgressions of others. In summary, "the brain believes what you tell it."



**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.

### **City Offices Closed**

City offices will be closed Monday, December 25 and Tuesday, December 26 in observance of the Christmas holiday. City offices will also be closed on Monday, January 1, 2024 in observance of the New Year holiday. The first council meeting in January will be Tuesday, January 2. The Rec Center will be open December 24 from 7:00 a.m. until noon - fitness area, track and gymnasium only, December 25 the VRC will be closed, December 31 the VRC will be open from 6:00 a.m. to 6:00 p.m. and closed New Year's Day.

### **Study Session:**

#### **Monday, December 18, 2023 Items:**

#### **Items on this evening's Council Meeting agenda**

**Resolution: City Signage Bid Award** – I will be presenting this item for Director Clark who will not be able to attend on Monday. Bids were publicly opened for the City Facilities Signage and City Identification Signage Retrofit project on Wednesday, December 6, 2023. This project is a critical part of the City's brand implementation and directly contributes to the Vibrant and Opportunity Citywide Policy Goals by creating a warm and welcoming environment in which to live, work, and play as well as be known regionally as a top-tier suburb through top-tier City services.

The City attempted to conduct a competitive bid for this project earlier this year and did not receive qualifying responses. The City attempted to break this project up over phases and has included current appropriations. Because of the lack of qualified bidders in the prior phase, and in consideration of the adoption of the comprehensive plan in 2020, and the adoption of the City's brand guidelines in 2021, the City combined the bid specifications to form the current scope. I recently reported that the City opted to follow Kolar's advice and delay the second bid deadline to obtain more quotations. I previously reported that for this reason, I would request that Council consider the bids in study session and consider making an award on the same night due to the project being included in the current appropriations cycle.

The City engaged Kolar Design in October 2022 for the design and construction administration of the City's new signage project. Kolar partnered with the City of Vandalia in the development of the brand guidelines in 2020 - 2021. Partnering with Kolar allowed us to ensure a cohesive design for all new signs and resulted in a bid ready sign design package. The project bid package called for the furnishing of all materials, labor, administration, and equipment, pursuant to the drawing, plans and specifications to complete the project. Installation includes cleaning of stone walls and repair of any holes or damage. City signage included in the project are:

- City Entry/Gateway Sign Retrofit (not reconstruction) – 8 locations including Sports Complex and Golf Course;
- Municipal Building Identification Signs – wall mount and freestanding;
- Justice Center Building and Parking Lot Identification Signs – freestanding monument signs; and
- Park Identification Signs – freestanding monument signs.

Four (4) sign contractors obtained the bid package with two (2) contractors submitting bids for the project. Bids ranged from \$331,669 to \$734,720. Kolar's estimate for the project was \$456,000.

Director Clark recommends awarding the contract for this project to Geograph Industries Inc. as the lowest and best bid at their bid price of \$331,669. Geograph Industries Inc. has the capabilities of completing the entire project in-house, including all fabrication along with the stone and brick work. Project completion date is set for May 31, 2024.

**Resolution: Robinette Park Restroom Bids** - Robinette Park Restroom Building Project Bid Award – Bids were publicly opened for the Robinette Park Restroom Project on Wednesday, December 6, 2023. This project is the first step in the redevelopment of Robinette Park as indicated in the Community Input Key Findings section of the Parks and Recreation Master Plan and listed as an area of focus in the Big Moves document in the plan. Three (3) contractors obtained the bid package through Bid Express and all three contractors submitted bids for the project. Bids ranged from \$331,455 to \$477,900. OHM Advisors estimate for the project was \$325,000. Funding for the project includes \$61,052 from Ohio Department of Natural Resources NatureWorks grant; \$50,000 from Montgomery County Board of Developmental Disabilities Services; \$9,854 from the Brighter Tomorrow Foundation and city capital funds.

I recently reported that the City opted to follow OHM's advice and delay the second bid deadline to obtain more quotations. I previously reported that for this reason, I would request that Council consider the bids in study session and consider making an award on the same night due to the project being included in the current appropriations cycle.

Director Clark recommends awarding the contract for this project to Vancon General Contractors as the lowest and best bid at their bid price of \$331,455. Funds are currently available in the City's capital improvement budget for this project. Vancon also successfully completed the restroom projects at Cassel Hills Golf Course and Art Park.

**Resolution: Parks & Rec Replacement Vehicle** – The Parks and Recreation Department is requesting to waive the formal bidding process in order to proceed with the purchase of a 2023 Ford Ranger Pick Up Truck from Beau Townsend Ford at a total cost of \$41,698.34. This purchase is a result of the Parks and Recreation Department 2018 Ford Transit Connect Van being declared a total loss by Gallagher Bassett Insurance through Miami Valley Risk Management Association. On September 20, 2023, an employee was driving the van westbound on Stonequarry Road and was struck by a vehicle traveling southbound on Stoneysprings that failed to stop at the stop sign at the intersection of Stonequarry. The employee was not at fault and was not injured.

Recreation Center Facility Manager Alicia McCracken and Parks and Recreation Mechanic James Cabonce researched available options from local dealerships for a replacement vehicle with the following criteria in mind – a low mileage, 2022-2023 mid-sized pick-up truck, white in color. Beau Townsend Ford submitted the best overall proposal of a 2023 Ford Ranger XLT Pick-Up Truck at a price of \$41,698.34.

**Resolution: Installation of Electric Vehicle Charging Stations** – I previously reported that Inspector Robert Martin has helped the City of Vandalia secure approximately \$320,000 in funding for electric charging stations at City facilities. This project has been in the works for approximately 15 months. This grant will cover 100% of the estimated project costs. I am going to request an additional \$30,000 in appropriations for contingencies. This funding is in the form of a reimbursable grant. I will request that the Council include the upfront expense in the current supplemental so that the project can begin. The City will be reimbursed as the work is complete.

The City has an opportunity to install Electric Vehicle Charging Stations at several location on city properties (e.g., VRC, Municipal Building, Cassel Hills Golf Course, Senior Center, Sports Complex). Director Cron is recommending entering into an agreement with Garber Electrical Contractors to purchase and install the stations. AES Ohio has a rebate program that would reimburse us for 100% of cost of the installing the stations.

Users of the stations would be able to pay for the service using an app on their phones, tablets, or the vehicle itself. The city would then collect the fees for the usage through a dashboard provided through the project.

**Ordinance: Supplemental** – This is the normal end of the year cleanup supplemental. In 2023, this is the fourth supplemental this year. The City normally conducts five to seven supplemental appropriations per year. Finance is

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

**General Fund:**

**City Manager's Office:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Finance:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Income Tax:**

- **\$616,500** – increase appropriations to account for additional expenses due to an increase in the request and issuance of income tax refunds to taxpayers.
- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Prosecutor:**

- **\$5,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Non-departmental:**

- **\$12,763** – increase appropriations to account for a transfer from the General Fund to the Crisis Intervention Training Fund (Fund 260) for expenses related to the agreement with South Community Inc. for mental health and substance abuse crisis assessment and treatment services. The program was not funded by Montgomery County in 2023; therefore, funds from the General Fund were used to cover the expenses.
- **\$155,439** – increase appropriations to account for the additional transfer amount from the General Fund to the Police-Fire-Street Fund due to an increase in income tax revenue received YTD.
- **(\$300,000)** – decrease appropriations to account for the transfer of appropriations to specific funds and departments to account for the increase in personnel costs.

**Police-Admin:**

- **\$30,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Police – Operations:**

- **\$60,000** - increase appropriations to account for the additional expense due to an increase in overtime personnel costs (most Police overtime is due to air show responsibilities, and contracted overtime, which is paid for by the schools or the group requesting the special duty).



- **\$3,000** – increase appropriations to account for a donation received from the Hundred Club of Dayton due to several officers receiving the Award of Merit for their actions in July 2022. The donation will be used for expenses related to the Vandalia Police Department’s employee wellness program.

#### **Police – Crime Prevention:**

- **\$650** – increase appropriations to account for a donation received made in memory of former Vandalia Police Department Officer Steve Heil. The donation will be used for expenses related to crime prevention materials, supplies and handouts to further the City’s mission to keep Vandalia a safe city to live, work and play.
- **\$1,500** – increase appropriations to account for a donation received from the Optimist Club to be used for the purchase of supplies for the Passport to Safety Program.

#### **Fire:**

- **\$30,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.
- **\$1,000** – increase appropriations to account for funds received from the sale of surplus LifePak Cardiac Monitor supplies to Harrison Township and Englewood fire departments. The funds will be used to purchase necessary technical supplies.
- **\$100** – increase appropriations to account for two donations received from the American Legion Auxiliary Post 668. The donation was used for candy used at Fall 2023 events attended by the Division of Fire.
- **\$3,016** – increase appropriations to account for an Ohio EMS equipment grant received from the State of Ohio. The funds will be used to cover the costs of EMS equipment and supplies.

#### **Police-Support Services:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in overtime personnel costs.

#### **Engineering:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

#### **Parks & Recreation-Admin:**

- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

#### **Parks & Recreation-Recreation:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

- **\$6,558** - increase appropriations to account for donations received from the Rotary Club and proceeds from a soccer camp for the Youth Scholarship Fund to be used for expenses related to the scholarship program such as Camp Rec Lemonade stand.

**Parks & Recreation-Senior Center:**

- **\$5,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Parks & Recreation-Building Maintenance:**

- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Stormwater Fund:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Crisis Intervention Training Fund:**

- **(\$27,238)** – decrease appropriations to account for expenses related to the agreement with South Community Inc. for mental health and substance abuse crisis assessment and treatment services. The program was not funded by Montgomery County in 2023; therefore, funds from the General Fund were used to cover the expenses.

**Capital Improvement Plan Fund - Parks:**

- **\$22,288** – increase appropriations to account for grant funds received from the Montgomery County Solid Waste District to be used for expenses related to the purchase of Big Belly Trash Receptacles.
- **\$11,796** – increase appropriations to account for the purchase of one Big Belly Solar Smart Max Double Station Trash Receptacle. The City will receive a grant in the amount of \$8,138 from the Montgomery County Solid Waste District in 2024 to offset part of the cost.

**Capital Improvement Plan Fund – Recreation:**

- **\$42,285** – increase appropriations to account for the purchase of a 2023 Ford Ranger Pick Up Truck as a replacement to a van that was involved in an accident that resulted in a total loss. The City received a check from Gallagher Bassett in the amount of \$23,120 to offset part of the costs.

**Capital Improvement Plan Fund – Senior Center:**

- **(\$42,285)** – decrease appropriations due to unexpended capital budgeted expenses in the Senior Center department to be used to offset the purchase of the 2023 Ford Ranger Truck in the Recreation department.

**Capital Improvement Plan Fund – Building Maintenance:**

- **\$12,431** – increase appropriations to account for the unexpected expenses (labor, materials, tools and start-up) for repair work related to the equipment failure of the Municipal Building Air Pressure Relief Fan.

**Police-Fire-Street Fund - Police:**

- **\$10,000** – increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.
- **\$11,550** – increase appropriations to account for the additional anticipated expense of the purchase of three Ford SUV patrol vehicles.

**Facilities Improvement Reserve Fund:**

- **\$350,000** – increase appropriations to account for the installation of Electric Vehicle Charging Stations at several of the City facilities. AES has funding available for these stations and we will have an agreement to be reimbursed for 100% of estimated costs up to \$320,000. The additional \$30,000 is for contingencies.

**Bond Retirement Fund:**

- **\$379,784** – increase appropriations to account for a portion of the debt principal and partial interest payments for the Dog Leg Rd. Utilities Extension project related to the bond issuance. The appropriations budgeted in the water and sewer funds will be reduced accordingly.
- **\$30,000** – increase appropriations to account for the increase in bond issuance costs associated with the financing of the Dog Leg Rd. Utilities project – Phase 2.

**Golf-Admin:**

- **\$15,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Golf-Restaurant:**

- **\$5,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Golf-Course Maintenance:**

- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Water Fund:**

- **(\$189,892)** - decrease appropriations to account for the reduction in the debt principal and partial interest payments for the Dog Leg Rd. Utilities Extension project related to the bond issuance. A portion of the expenses were expensed from the Bond Retirement Fund.

**Sewer Fund:**

- **(\$189,892)** - decrease appropriations to account for the reduction in the debt principal and partial interest payments for the Dog Leg Rd. Utilities Extension project related to the bond issuance. A portion of the expenses were expensed from the Bond Retirement Fund.

### **Tuesday, January 2, 2024:**

**Resolution: Stop Eight Road Resurfacing Agreement with Montgomery County Engineers Office** – Director Cron is recommending entering in to an agreement with the Montgomery county Engineer's office for the resurfacing of Stop Eight Road from Webster Street to I-75. The City of Vandalia's southern corporate boundary falls approximately on or around the centerline of Stop Eight Road. The Engineer's office has requested that we enter into a "Participatory Agreement" to share the cost of this work proportionally by the amount of work that falls in each jurisdiction. As part of our pavement assessment program, we agree that this section of roadway is in need of resurfacing and that it makes sense to have it all resurfaced at the same time. Montgomery County will be soliciting bids for their project in January of 2024.

### **Discussion Items:**

**Cybersecurity Update** – IT Manager Davey will be addressing the City Council regarding the current cybersecurity controls employed by the city and outlining forthcoming changes.

**Intrado Remote Phone System - Under \$25k** – In 2023, VPD had a new Viper telephone system installed in the Communications Center by Intrado Life & Safety Solutions Corporation to replace the previous telephone system that was significantly damaged by water damage on December 25, 2022, due to a water pipe break in the Justice Center Building. Intrado's telephone system is utilized for dynamic call routing and location management solutions to ensure 911 calls and non-emergency calls are properly identified, answered, and display accurate location and contact information. The new Intrado telephone system was purchased and installed with insurance funds due to the water damage.

Intrado offers a remote a lap-top (back-up) telephone system which could be utilized in the Records Section or a remote location during times of unexpected high call volume or emergency incidents. This remote phone system would also be useful if we ever had to evacuate the Communications Center and allow VPD to dispatch from a remote site, so we do not lose operational components of our emergency telephone system. Intrado quotes the remote telephone system for \$16,282.20. VPD budgeted \$19,304.00 in 2023 for the annual maintenance service agreement for the Intrado Viper telephone system; however, we did not have to pay the service maintenance agreement this year due to the installment of the new telephone system. We would request to utilize the funds budgeted for the annual maintenance service agreement to pay for the new Intrado remote telephone system which will be utilized as a back-up or if ever needed in an emergency situation.

**October & November 2023 Financial Reports** – Mrs. Leiter will deliver the October & November 2023 Financial Report.

**2024 Organizational Meeting: Appointment of Vice Mayor and Councilmember Appointments to Various Boards & Commissions** - Mrs. Swartz's attached memo outlines the list of annual councilmember and staff appointments to various regional organizations, and local boards and committees – including the current representatives. We will discuss specific appointments at the Monday, December 18 Study Session. Council will have the opportunity to vote on the official appointments during the Tuesday, January 2, 2024 Organizational Meeting and Council meeting.



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

**Council Meeting:**

**Communications, Petitions and Awards**

**Introduction: Ben Borton, Director of Public Service** - City Manager Wendt will introduce the newly appointed Director of Public Service, Ben Borton.

**Introduction and Oath of Office: Police Officer Malcolm Dennis** - City Manager Wendt will introduce and administer the Oath of Office to Police Officer Malcolm Dennis who began his employment December 6, 2023.

**Introduction and Oath of Office: Rob Cron, Assistant City Manager** - City Manager Wendt will introduce and administer the Oath of Office to Rob Cron, the City of Vandalia's new Assistant City Manager.

**Proclamation - Roger Pratt** - Mayor Herbst will present a proclamation to Roger Pratt in honor of his 58 years of part time service to the City of Vandalia.

**Proclamation – Councilmember Constance Woods** - Mayor Herbst will present a proclamation to Councilmember Constance Woods in honor of her four years of service.

**Proclamation – Councilmember Bob Ahlers** - Mayor Herbst will present a proclamation to Councilmember Bob Ahlers in honor of his 12 years of service.

**Boards and Commissions Terms Expiring and Appointment** - Enclosed is a memo for a request to reappoint Peter Breidenbach and Frank Keish to the Local Board of Tax Review. Enclosed is the application of Kevin Larger who is requesting appointment to the Board of Zoning Appeals. You will be asked to consider the reappointments and the appointment during the December 18<sup>th</sup> Council Meeting as an Action Item. As a separate note, I will be reappointing Mr. Forest Moses to the Civil Service Commission and Appeals Board as the City Manager's appointee.

**Resolutions:**

**Resolution 23-R-83: City Signage Bid Award** - I will be presenting this item for Director Clark who will not be able to attend on Monday. Bids were publicly opened for the City Facilities Signage and City Identification Signage Retrofit project on Wednesday, December 6, 2023. This project is a critical part of the City's brand implementation and directly contributes to the Vibrant and Opportunity Citywide Policy Goals by creating a warm and welcoming environment in which to live, work, and play as well as be known regionally as a top-tier suburb through top-tier City services.

The City attempted to conduct a competitive bid for this project earlier this year and did not receive qualifying responses. The City attempted to break this project up over phases and has included current appropriations. Because of the lack of qualified bidders in the prior phase, and in consideration of the adoption of the comprehensive plan in 2020, and the adoption of the City's brand guidelines in 2021, the City combined the bid specifications to form the current scope. I recently reported that the City opted to follow Kolar's advice and delay the second bid deadline to obtain more quotations. I previously reported that for this reason, I would request that Council consider the bids in study session and consider making an award on the same night due to the project being included in the current appropriations cycle.

The City engaged Kolar Design in October 2022 for the design and construction administration of the City's new signage

project. Kolar partnered with the City of Vandalia in the development of the brand guidelines in 2020 - 2021. Partnering with Kolar allowed us to ensure a cohesive design for all new signs and resulted in a bid ready sign design package. The project bid package called for the furnishing of all materials, labor, administration, and equipment, pursuant to the drawing, plans and specifications to complete the project. Installation includes cleaning of stone walls and repair of any holes or damage. City signage included in the project are:

- City Entry/Gateway Sign Retrofit (not reconstruction) – 8 locations including Sports Complex and Golf Course;
- Municipal Building Identification Signs – wall mount and freestanding;
- Justice Center Building and Parking Lot Identification Signs – freestanding monument signs; and
- Park Identification Signs – freestanding monument signs.

Four (4) sign contractors obtained the bid package with two (2) contractors submitting bids for the project. Bids ranged from \$331,669 to \$734,720. Kolar's estimate for the project was \$456,000.

Director Clark recommends awarding the contract for this project to Geograph Industries Inc. as the lowest and best bid at their bid price of \$331,669. Geograph Industries Inc. has the capabilities of completing the entire project in-house, including all fabrication along with the stone and brick work. Project completion date is set for May 31, 2024.

Director Clark recommends awarding the contract for this project to Geograph Industries Inc. as the lowest and best bid at their bid price of \$331,669. Geograph Industries Inc. has the capabilities of completing the entire project in-house, including all fabrication along with the stone and brick work. Project completion date is set at May 31, 2024.

**Resolution 23-R-84: Robinette Park Restroom Bids** - Robinette Park Restroom Building Project Bid Award – Bids were publicly opened for the Robinette Park Restroom Project on Wednesday, December 6, 2023. This project is the first step in the redevelopment of Robinette Park as indicated in the Community Input Key Findings section of the Parks and Recreation Master Plan and listed as an area of focus in the Big Moves document in the plan. Three (3) contractors obtained the bid package through Bid Express and all three contractors submitted bids for the project. Bids ranged from \$331,455 to \$477,900. OHM Advisors estimate for the project was \$325,000. Funding for the project includes \$61,052 from Ohio Department of Natural Resources NatureWorks grant; \$50,000 from Montgomery County Board of Developmental Disabilities Services; \$9,854 from the Brighter Tomorrow Foundation and city capital funds.

I recently reported that the City opted to follow OHM's advice and delay the second bid deadline to obtain more quotations. I previously reported that for this reason, I would request that Council consider the bids in study session and consider making an award on the same night due to the project being included in the current appropriations cycle.

Director Clark recommends awarding the contract for this project to Vancon General Contractors as the lowest and best bid at their bid price of \$331,455. Funds are currently available in the City's capital improvement budget for this project. Vancon also successfully completed the restroom projects at Cassel Hills Golf Course and Art Park.

**Resolution 23-85: Dog Leg Road Phase Two Utilities Extension Bid Award** - Bids were publicly opened for the Dog Leg Road Water & Sanitary Sewer Extension Phase Two project on Tuesday November 21, 2023. Enclosed in your packets is a copy of the bid tabulation sheet for referenced bids. This project will extend water and sanitary sewer to our western corporate border. This not only opens this area up for economic development but also provides safe drinking water to all residents and businesses currently in this area. Ten contractors took out bid packages and eight contractors submitted bids for the project. Bids ranged from \$2,243,684.00 to \$4,410,500.00. Our engineer's estimate for the project was \$3,010,190.00. I recommend awarding the contract for this project to Outdoor Enterprise, LLC as the lowest and best bid at their bid price of \$2,243,684.00. Outdoor Enterprise also completed phase one of the

extension.

**Resolution 23-R-86: Parks & Rec Replacement Vehicle** - The Parks and Recreation Department is requesting to waive the formal bidding process in order to proceed with the purchase of a 2023 Ford Ranger Pick Up Truck from Beau Townsend Ford at a total cost of \$41,698.34. This purchase is a result of the Parks and Recreation Department 2018 Ford Transit Connect Van being declared a total loss by Gallagher Bassett Insurance through Miami Valley Risk Management Association. On September 20, 2023 an employee was driving the van westbound on Stonequarry Road and was struck by a vehicle traveling southbound on Stoneysprings that failed to stop at the stop sign at the intersection of Stonequarry. The employee was not injured and was not at fault. Recreation Center Facility Manager Alicia McCracken and Parks and Recreation Mechanic James Cabonce researched available options from local dealerships for a replacement vehicle with the following criteria in mind – a low mileage, 2022-2023 mid-sized pick-up truck, white in color. Beau Townsend Ford submitted the best overall proposal of a 2023 Ford Ranger XLT Pick-Up Truck at a price of \$41,698.34.

**Resolution 23-R-87: Installation of Electric Vehicle Charging Stations** - The City has an opportunity to install Electric Vehicle Charging Stations at several location on city properties. Director Cron is recommending entering into an agreement with Garber Electrical Contractors to purchase and install the stations. AES Ohio has a rebate program that would reimburse us for 100% of cost of the installing the stations. Users of the stations would be able to pay for the service using an app on their phones, tablets, or the vehicle itself. The city would then collect the fees for the usage through a dashboard provided through the project.

#### **Ordinance – Second Reading:**

**Ordinance 23-29: Amending Chapter 208, Purchasing, of the Codified Ordinances of the City Of Vandalia** – This ordinance was brought before the City Council for consideration at the spring council retreat on May 15, 2023. It was subsequently brought to a study session in June 2023 and then it was tabled in its first reading in July. The amendments were considered by the City Council during the fall retreat on September 11, 2023. The item was tabled at the November 6, 2023, City Council meeting and presented for discussion in the November 20, 2023, Study Session. The proposal was then passed in a first reading on December 4, 2023, by unanimous vote. After approximately 7.5 months of discussion, as proposed, the amendment would include the following:

- Permit informal bidding for purchases that are less than or equal to \$25,000 – while the current threshold is \$10,000 and the state threshold is any purchase less than \$75,000.
- Permit informal bidding for purchases after advising the City Council of purchases greater than \$25,000 but less than \$50,000 – while the current threshold is the range of \$10,001 - \$24,999.
- Permit formal bidding for purchases of \$50,000 or more – while the current threshold is equal to or greater than \$25,000.
  - Note: the State of Ohio has increased the formal bidding threshold for statutory municipalities from \$50,000 to greater than or equal to \$75,000 with annual escalators of 3% subject to approval by the Director of Commerce.
- Account for the role of public and private cooperative purchasing programs.
- Reduce the requirement for waiving formal bidding by affirmative vote from five Councilmembers to four Councilmembers.
- Formally legislate, document the practice, and affirm the authority of the city manager to make emergency purchases of more than \$25,000 and less than or equal to \$100,000, without prior notice to Council or being authorized or directed by Council as an emergency measure due to it being necessary, in the opinion of the



city manager, to provide for the continued protection of the public peace, health, safety and welfare, and for reasons relating to the good order of the organization and maintaining continuity of operations. This language aligns with the emergency ordinance language that is used in the State of Ohio for emergency legislation.

- Recent examples of emergency purchases that have been authorized by the city manager include but are not limited to:
  - Purchases in response to the Christmas Day flood of the Justic Center to maintain continuity of services and remediation services to prevent further loss;
  - Rooftop air conditioning units servicing the Police Dispatch Communications Center;
  - Temporary repairs after a sanitary sewer collapse;
  - Purchasing replacement pumps and equipment that would otherwise necessitate a shutdown (and foregone revenues) of the Aquatic Center or Cassel Hills Pool;
  - Emergency repairs to fire apparatus;
  - Emergency roof repairs to prevent water infiltration above the basketball court at the Vandalia Recreation Center.
- Other potential emergency purchases that we hope we never need but may include and not be limited to:
  - Traditional public emergencies;
  - Emergency roadway or bridge deck repairs;
  - Natural disaster response; and
  - Purchases necessary in response to a mass casualty event; and
  - Other unforeseen emergencies.
- This provision is meant to document the current and long-established practice of the city manager making rare emergency purchases and then advising the City Council after the fact.
- This provision is meant to be used rarely and sparingly.
- This provision is not meant to and cannot be used to obviate appropriations, which are the responsibility of the legislative body.
- As the chief executive officer and public safety director of the City of Vandalia, the city manager is able to prudently and objectively identify the need for an emergency purchase.
- Establish by ordinance the guidance that the city manager shall advise the Council of emergency purchases exceeding twenty-five thousand dollars (\$25,000).
- Increase the threshold regarding the city manager's discretion of whether to require bid bonds for contracts from \$25,000 to \$50,000.

**Ordinance 23-31: City-Initiated Zoning Text Amendment** - This staff-initiated text amendment proposed amendments to several chapters of the Zoning Code. The proposed amendments clarify several processes within the code, introduce additional definitions, and update language. The Planning Commission reviewed the proposed amendments on November 28, 2023, and recommended their approval by a vote of 5-0.

**Ordinance 23-32: Ohio House Bill 33 Municipal Income Tax Ordinance Updates** - This emergency Ordinance includes HB33 mandated Municipal Income Tax Ordinance changes and amendments to Chapter 884 (sections 884.062, 884.091, 884.094, 884.10).

#### **Ordinance Emergency Reading:**

**Ordinance 23-33: Supplemental** – This is the normal end of the year cleanup supplemental. In 2023, this is the fourth supplemental this year. The City normally conducts five to seven supplemental appropriations per year. Finance is



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

**General Fund:**

**City Manager's Office:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Finance:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Income Tax:**

- **\$616,500** – increase appropriations to account for additional expenses due to an increase in the request and issuance of income tax refunds to taxpayers.
- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Prosecutor:**

- **\$5,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Non-departmental:**

- **\$12,763** – increase appropriations to account for a transfer from the General Fund to the Crisis Intervention Training Fund (Fund 260) for expenses related to the agreement with South Community Inc. for mental health and substance abuse crisis assessment and treatment services. The program was not funded by Montgomery County in 2023; therefore, funds from the General Fund were used to cover the expenses.
- **\$155,439** – increase appropriations to account for the additional transfer amount from the General Fund to the Police-Fire-Street Fund due to an increase in income tax revenue received YTD.
- **(\$300,000)** – decrease appropriations to account for the transfer of appropriations to specific funds and departments to account for the increase in personnel costs.

**Police-Admin:**

- **\$30,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Police – Operations:**

- **\$60,000** - increase appropriations to account for the additional expense due to an increase in overtime personnel costs.

- **\$3,000** – increase appropriations to account for a donation received from the Hundred Club of Dayton due to several officers receiving the Award of Merit for their actions in July 2022. The donation will be used for expenses related to the Vandalia Police Department's employee wellness program.

#### **Police – Crime Prevention:**

- **\$650** – increase appropriations to account for a donation received made in memory of former Vandalia Police Department Officer Steve Heil. The donation will be used for expenses related to crime prevention materials, supplies and handouts to further the City's mission to keep Vandalia a safe city to live, work and play.
- **\$1,500** – increase appropriations to account for a donation received from the Optimist Club to be used for the purchase of supplies for the Passport to Safety Program.

#### **Fire:**

- **\$30,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.
- **\$1,000** – increase appropriations to account for funds received from the sale of surplus LifePak Cardiac Monitor supplies to Harrison Township and Englewood fire departments. The funds will be used to purchase necessary technical supplies.
- **\$100** – increase appropriations to account for two donations received from the American Legion Auxiliary Post 668. The donation was used for candy used at Fall 2023 events attended by the Division of Fire.
- **\$3,016** – increase appropriations to account for an Ohio EMS equipment grant received from the State of Ohio. The funds will be used to cover the costs of EMS equipment and supplies.

#### **Police-Support Services:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in overtime personnel costs.

#### **Engineering:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

#### **Parks & Recreation-Admin:**

- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

#### **Parks & Recreation-Recreation:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

- **\$6,558** - increase appropriations to account for donations received from the Rotary Club and proceeds from a soccer camp for the Youth Scholarship Fund to be used for expenses related to the scholarship program such as Camp Rec Lemonade stand.

**Parks & Recreation-Senior Center:**

- **\$5,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Parks & Recreation-Building Maintenance:**

- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Stormwater Fund:**

- **\$10,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Crisis Intervention Training Fund:**

- **(\$27,238)** – decrease appropriations to account for expenses related to the agreement with South Community Inc. for mental health and substance abuse crisis assessment and treatment services. The program was not funded by Montgomery County in 2023; therefore, funds from the General Fund were used to cover the expenses.

**Capital Improvement Plan Fund - Parks:**

- **\$22,288** – increase appropriations to account for grant funds received from the Montgomery County Solid Waste District to be used for expenses related to the purchase of Big Belly Trash Receptacles.
- **\$11,796** – increase appropriations to account for the purchase of one Big Belly Solar Smart Max Double Station Trash Receptacle. The City will receive a grant in the amount of \$8,138 from the Montgomery County Solid Waste District in 2024 to offset part of the cost.

**Capital Improvement Plan Fund – Recreation:**

- **\$42,285** – increase appropriations to account for the purchase of a 2023 Ford Ranger Pick Up Truck as a replacement to a van that was involved in an accident that resulted in a total loss. The City received a check from Gallagher Bassett in the amount of \$23,120 to offset part of the costs.

**Capital Improvement Plan Fund – Senior Center:**

- **(\$42,285)** – decrease appropriations due to unexpended capital budgeted expenses in the Senior Center department to be used to offset the purchase of the 2023 Ford Ranger Truck in the Recreation department.

**Capital Improvement Plan Fund – Building Maintenance:**

- **\$12,431** – increase appropriations to account for the unexpected expenses (labor, materials, tools and start-up) for repair work related to the equipment failure of the Municipal Building Air Pressure Relief Fan.

**Police-Fire-Street Fund - Police:**

- **\$10,000** – increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.
- **\$11,550** – increase appropriations to account for the additional anticipated expense of the purchase of three Ford SUV patrol vehicles.

**Facilities Improvement Reserve Fund:**

- **\$350,000** – increase appropriations to account for the installation of Electric Vehicle Charging Stations at several of the City facilities. AES has funding available for these stations and we will have an agreement to be reimbursed for 100% of estimated costs up to \$320,000. The additional \$30,000 is for contingencies.

**Bond Retirement Fund:**

- **\$379,784** – increase appropriations to account for a portion of the debt principal and partial interest payments for the Dog Leg Rd. Utilities Extension project related to the bond issuance. The appropriations budgeted in the water and sewer funds will be reduced accordingly.
- **\$30,000** – increase appropriations to account for the increase in bond issuance costs associated with the financing of the Dog Leg Rd. Utilities project – Phase 2.

**Golf-Admin:**

- **\$15,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Golf-Restaurant:**

- **\$5,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Golf-Course Maintenance:**

- **\$20,000** - increase appropriations to account for the transfer of appropriations from the non-departmental budget to specific funds and departments to account for the increase in personnel costs.

**Water Fund:**

- **(\$189,892)** - decrease appropriations to account for the reduction in the debt principal and partial interest payments for the Dog Leg Rd. Utilities Extension project related to the bond issuance. A portion of the expenses were expensed from the Bond Retirement Fund.

**Sewer Fund:**



- **(\$189,892)** - decrease appropriations to account for the reduction in the debt principal and partial interest payments for the Dog Leg Rd. Utilities Extension project related to the bond issuance. A portion of the expenses were expensed from the Bond Retirement Fund.

The next Council meeting is on **Monday, December 18, 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 5:00 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt  
City Manager

CC:

Board and Commission Members  
All City Employees

Attachments:

1. Citywide Policy Goals;
2. MyVandalia App Flyer; and
3. Employee Appreciation Events.

## Borton Appointed Director of Public Service

Vandalia City Manager Dan Wendt has appointed City Engineer Ben Borton to be the organization's Public Service Director, effective December 18, 2023. The position became vacant when former Public Service Director Rob Cron was promoted to City Manager of the City of Vandalia.

Mr. Borton has served in the role of City Engineer since April, 2023. He had previously worked as a project manager for a heavy equipment company in Cañon City, Colorado.

This is an exciting day for myself and my family," Borton said. "I'm looking forward to serving my hometown in this role."

As Director of Public Service, Mr. Borton will be 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.

"Public service reaches into so many aspects of our daily lives," Borton said. "This is a very important job, and I'm ready for the challenge."

"Mr. Borton has impressed us all in his time here," said City Manager Dan Wendt. "As a Vandalia-Butler High School graduate and an Eagle Scout. Ben understands the City and the high standards we are expected to meet."

Mr. Borton is a registered Professional Engineer who holds a Bachelor of Civil Engineering degree from the University of Dayton. He lives in Vandalia with his wife, Allison, and their son.



# 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<sup>ohio</sup>

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



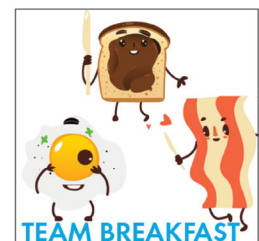
Wednesday, September 20  
Employee Taco Bar  
12:30 a.m. to 2:00 p.m.  
Vandalia Senior Center



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