

The Blue Letter

February 2, 2024

Honorable Mayor & Esteemed City Councilmembers:

Monday, February 5th, 2024, Council Meeting: Study Session will begin at 6:00 pm. The Council meeting will begin at 7:00 pm.

Employee Service Awards: The annual Employee Service Awards Luncheon will be held on Friday, February 23, 2024, at 11:30 am at the Cassel Hills Clubhouse restaurant. Councilmembers are invited to attend. Please RSVP to Mrs. Swartz by noon on Thursday, February 15, 2024.

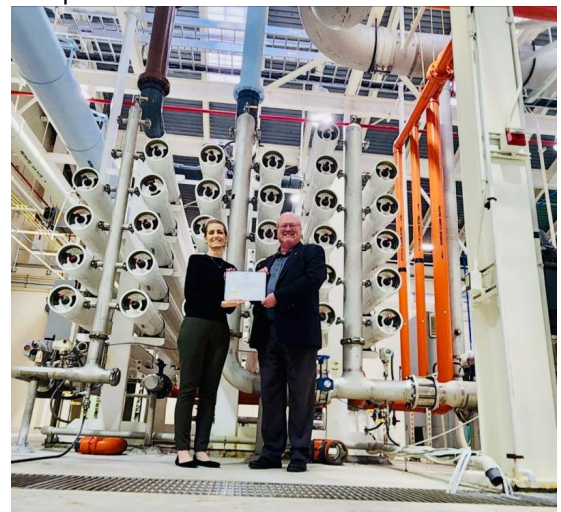
Congrats to Police Officer Kristen Sharon! I have enclosed a traffic enforcement survey that was returned to the City after stop that was made by Officer Sharon who is one of our newest Police Officers. That's what we call *being the brand!* Keep it up!



Employee Spotlight: We have started posting monthly employee spotlights that will rotate between our departments and divisions. Thank you to Public Works Technician Bill (not Bills) Miles for being our first!

Interstate 75 Ramp Closure Notification from Ohio Department of Transportation (ODOT): ODOT has advised that the ramp from I-75 North to U.S. 40 will be closed from 7 a.m. through 7 p.m. on Thursday, February 15. The detour will be I-75 North to Northwoods Blvd to I-75 South to U.S. 40. ACM Cron will send an email out to our business community and Communications Manager Hopkins will make social media posts to share.

Auditor of State Award with Distinction: Mr. Joe Braden on behalf of Auditor of State - Ohio Keith Faber recently presented City of Vandalia, Ohio Finance Director Bridgette Leiter with the Auditor of State Award with Distinction for financial reporting at a meeting of the Northern Area Water Authority (NAWA) meeting. NAWA is a joint venture between Tipp City and Vandalia. The City of Vandalia team earned awards for the City, NAWA, and the Tri-Cities North Regional Wastewater Authority (a joint venture between the City Of Huber Heights, Tipp City, and Vandalia). Director Leiter and Mr. Braden are pictured in front of one of the reverse osmosis skids at the water treatment plant. Mr. Braden is scheduled to attend the February 19, 2024 City Council Meeting to present the City's award.



Focus Vandalia: See the latest edition of Focus Vandalia featuring updates about [Robinette Park \(LINK\)](#).

Block Party Trailer: See www.VandaliaOhio.org/BlockParty to reserve this party on wheels.

**Reserve the City of Vandalia Block Party Trailer
Starting Today!**



Tables
Chairs
Sound System
Games
Coolers
Fun!

Vandalia^{ohio}
small city. big opportunity.

BLOCK PARTY TRAILER

Reserve this Trailer Online

www.vandaliaohio.org/blockparty

It's a party on wheels!

Painting in the Municipal Building: Thank you to our Parks Maintenance Technicians who have been taking down wallpaper, skim coating, and painting around the Municipal Building. Please excuse our mess while we are under construction.

Study Session:

Monday, February 5, 2024, Items:

Items on this evening's Council Meeting agenda

Resolution: Johnson Station Rd (Cassel Rd) Bridge Replacement LPA Agreement with ODOT -

The Ohio Department of Transportation (ODOT) each year offers assistance to Cities for the replacement/repair of City owned bridges through The Municipal Bridge Program. Typically, the program assists with the actual construction costs, but the municipalities are required to pay



for the engineering. We were successful in a second application for the funding to replace the bridge. We were awarded \$1,382,327 in state funding towards the bridge replacement in State FY 2027. The total cost of the project is estimated at \$1,427,327. I am requesting that we approve the resolution to enter into an LPA Agreement with ODOT to move forward with the project.

Resolution: Johnson Station Rd Bridge Replacement Engineering Agreement with Prime AE – In 2023 it was announced that ODOT would also offer assistance for the preliminary engineering and final design through a “design task order.” These funds were available on a first come first served basis and would be capped at \$200,000 for each project. We requested and were successful in receiving the \$200,000 in Design Task Order. ODOT performed a Quality Based Selection (QBS) process to select a design firm for the preliminary engineering and final design of the project. Prime AE was selected as the firm to perform the work. Their negotiated fee exceeded the \$200,000 task order amount, so the City is responsible for the remaining balance. Prime AE has strategically broken out the costs to maximize as much as possible the \$200,000 capped amount from ODOT. ODOT will be responsible for \$198,462 and the City’s share would be \$60,655. I am recommending that we waive the formal bidding and enter into an agreement with Prime AE for \$60,655.00 for this work as it would not make sense to have two different firms working on the same project and they have already been vetted through ODOT’s QBS process.

Monday, February 19, 2024, Items:

Resolution: Land Use Permit with Miami Conservancy District for Bikeway Project - The Vandalia Bikeway connector project is nearing the final stages before the project is scheduled to sell by ODOT in May of 2024. A portion of the Bikeway will be located on land owned by the Miami Conservancy District. They have been involved in the planning and approval process of the project from the beginning and are in support of the project. As a last step to satisfy the requirements for us to install, use and maintain the bikeway that will be located on conservancy land, the City must submit the attached Land Use Permit and pay the \$150 administrative fee. Per the permit, we are also required to carry commercial liability insurance that names Miami Conservancy District as additional insured. I am recommending the passage of a resolution that would authorize the City Manager to submit the permit on behalf of the City.

Resolution: Curb/Sidewalk – Bids were publicly opened for the Removal and Replacement of Certain Curbs and Sidewalk on Tuesday, January 30, 2024. Ten (10) sets of specifications were issued, and seven (7) contractors submitted acceptable bids for the project. Bids ranged from \$277,592.00 to \$538,539.00. Director Borton recommends awarding the contract for this project to Coate Construction LLC as the lowest and best bid at their bid price of \$277,592.00. I have enclosed maps relating to the concrete project and draft asphalt overlay program.

Discussion Items:

Development and Engineering Services 4x4 Pickup Truck # 3203 - In the 2024 Capital Improvement Budget, we have appropriated a total of \$45,000 in various funds to purchase a new 4-wheel drive pickup truck for the Development and Engineering Services department. We obtained the State of Ohio Contract Bid price of \$38,831.00 and a quote with government discount pricing of \$39,225.00 from Beau Townsend Ford, both for a 2024 Ford Ranger 4x4 SuperCrew 5’ box XL pickup truck.

Under Vandalia Code section 208.03(d), known as the Vandalia First purchasing option, Beau Townsend’s price is within the 5% requirement for purchases \$50,000 and under. Director Borton recommends we purchase a 2024 Ford Ranger as specified from Beau Townsend Ford at the quoted price with government incentives of \$39,225.00.

Sewer Line Rapid Assessment Tool - SL RAT - In the 2024 Capital Improvement Budget, we have appropriated a total of \$35,000 in the sewer fund to purchase a Sewer Line Rapid Assessment Tool (SL-RAT) for the Public Works department. The SL-RAT uses acoustics to quickly locate blockage between manholes in sanitary and storm sewers in roughly 3 minutes. The addition of this piece of equipment will significantly improve our efficiency and safety in maintaining our infrastructure. This will allow crews to proactively detect sewer blockages, instead of being only reactive to TCA's CCTV recordings or concerns raised by residents/businesses. Director Borton recommends we purchase a Sewer Line Rapid Assessment Tool (SL-RAT) as specified from InfoSense, Inc. at the quoted price of \$30,020.00.

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

Council Meeting:

Communications, Petitions and Awards:

Introduction and Oath of Office: Richard Morrett, Community Risk Reduction Coordinator

City Manager Wendt will introduce and administer the Oath of Office to Community Risk Reduction Coordinator Richard Morrett who began employment January 31, 2024.

Introduction: Gordon Haas, Public Works Technician

City Manager Wendt will introduce Gordon Haas, who began employment December 6, 2023.

Introduction: Thai Do, IT Support Specialist

City Manager Wendt will introduce Thai Do, who began employment January 17, 2024.

Resolution 24-R-06: Purchase of Water Meters – Public Works crews have been installing the new ultrasonic meters that we have in stock as our current meters continue to fail at a rapid pace. To date, we have ordered 3,000 of the roughly 5,700 water meters in operation in the City. Our latest order of 1,300 meters in August 2023 is estimated for delivery in February. In the 2024 Capital Improvement Budget, we have appropriated a total of \$500,000 in the Water and Sanitary Sewer funds to purchase more water meters to continue the multi-year citywide replacement.

Buckeye State Pipe & Supply Company, Inc. has agreed to hold their 2023 pricing for us until May 2024. Due to the long lead time and held pricing, Director Borton recommends we purchase more Badger E-Series Ultrasonic Meters from Buckeye State Pipe & Supply Company, Inc. for an amount not to exceed \$500,000. This will cover the cost of approximately 1,300 more residential meters and appurtenances.

Resolution 24-R-07: One Ton Dump Truck #15 Cab & Chassis – In the 2024 Capital Improvement Budget, we have appropriated a total of \$100,000 in various funds to purchase a new one-ton dump truck to replace our current Public Works truck #15, with over 55,700 miles before this snow & ice season. The dump trucks are used throughout the year on a daily basis moving spoils, hauling brush, gravel, asphalt, and general maintenance. Our six main snow & ice vehicles are responsible for clearing over 210 lane miles of roadway during the snow & ice events.

We received the State contract pricing and a quote with government discount pricing from Beau Townsend Ford of Vandalia for a new one-ton dump truck cab & chassis. Under Vandalia Code section 208.03(d)(1), known as the Vandalia First purchasing option, Beau Townsend's price is within the 2% requirement for purchases over \$50,000. I recommend we waive formal bidding and purchase the cab & chassis as specified from Beau Townsend Ford at their quoted price with government incentives of \$60,884.00.

Resolution 24-R-08: Johnson Station Rd (Cassel Rd) Bridge Replacement LPA Agreement with ODOT - The Ohio Department of Transportation (ODOT) each year offers assistance to Cities for the replacement/repair of City owned bridges through The Municipal Bridge Program. Typically, the program assists with the actual construction costs, but the municipalities are required to pay for the engineering. We were successful in a second application for the funding to replace the bridge. We were awarded \$1,382,327 in state funding towards the bridge replacement in State FY 2027. The total cost of the project is estimated at \$1,427,327. I am requesting that we approve the resolution to enter into an LPA Agreement with ODOT to move forward with the project.

Resolution 24-R-09: Johnson Station Rd Bridge Replacement Engineering Agreement with Prime AE – In 2023 it was announced that ODOT would also offer assistance for the preliminary engineering and final design through a “design task order.” These funds were available on a first come first served basis and would be capped at \$200,000 for each project. We requested and were successful in receiving the \$200,000 in Design Task Order. ODOT performed a Quality Based Selection (QBS) process to select a design firm for the preliminary engineering and final design of the project. Prime AE was selected as the firm to perform the work. Their negotiated fee exceeded the \$200,000 task order amount, so the City is responsible for the remaining balance. Prime AE has strategically broken out the costs to maximize as much as possible the \$200,000 capped amount from ODOT. ODOT will be responsible for \$198,462 and the City’s share would be \$60,655. I am recommending that we waive the formal bidding and enter into an agreement with Prime AE for \$60,655.00 for this work as it would not make sense to have two different firms working on the same project and they have already been vetted through ODOT’s QBS process.

Variance: BZA 24-01 Monument Sign – 113 West National Road-Kettering Health - The Applicant, Select Signs, on behalf of Kettering Health has requested a variance to the “prohibited signs” requirement for the property located at 113 West National Road. The Applicant has proposed adding a monument sign in the Vandalia City Center Overlay (VCCO). On January 10, 2024, the Board of Zoning Appeals voted 5-0 to recommend approval with two conditions.

The next Council meeting is on **Monday, February 5, 2024, at 7:00 pm**. The meeting will be an in-person meeting in the Council Chambers at 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377. The meeting is open to Council, staff, and the public to attend in-person. The meetings will be accessible for viewing through Zoom. A link to the online meeting is available on meeting agenda, which will be posted at <https://vandaliaohio.org/462/City-Council-Agendas-Minutes-and-Videos>. Please note, in compliance with Ohio Revised Code, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The Study Session will begin at 6:00 pm followed by the City Council Meeting at 7:00 pm.**

Please contact me 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. Employee Service Award Luncheon Flyer;
3. Map - Curb Program for Bid Packets;

4. Map – Tentative Paving Schedule;
5. MyVandalia App Flyer;
6. Water Meter Replacement Door Hanger;
7. Traffic Survey – Officer Kristen Sharon; and
8. Police Recruitment Flyer.

All City Employees

2024 Service Awards Luncheon

Help us honor employees reaching
milestone years in their employment.

Friday, February 23 - 11:30 a.m. - 1 p.m.
Cassel Hills Clubhouse - Lunch Provided



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Who's being honored?

35 Years

Steve Clark - Parks and Recreation

25 Years

Mike Hulbert - Division of Police

20 Years

Chad Garver - Division of Fire

Robert Large - Division of Police

Emily Huwer - Finance

10 years

Mike Busse - Public Works

Andrew Wehner - Division of Police

Natalie Montgomery - Finance

Susan Brown - Finance

5 Years

Danielle Games - Court

Matt Buker - Division of Fire

Anissa Kanzari - Division of Police

Aaron Messenger - Parks and Recreation

Derek Copp - Division of Fire

Haley Rue - Division of Police

Josh Woss - Public Works



Citywide Policy Goals

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.

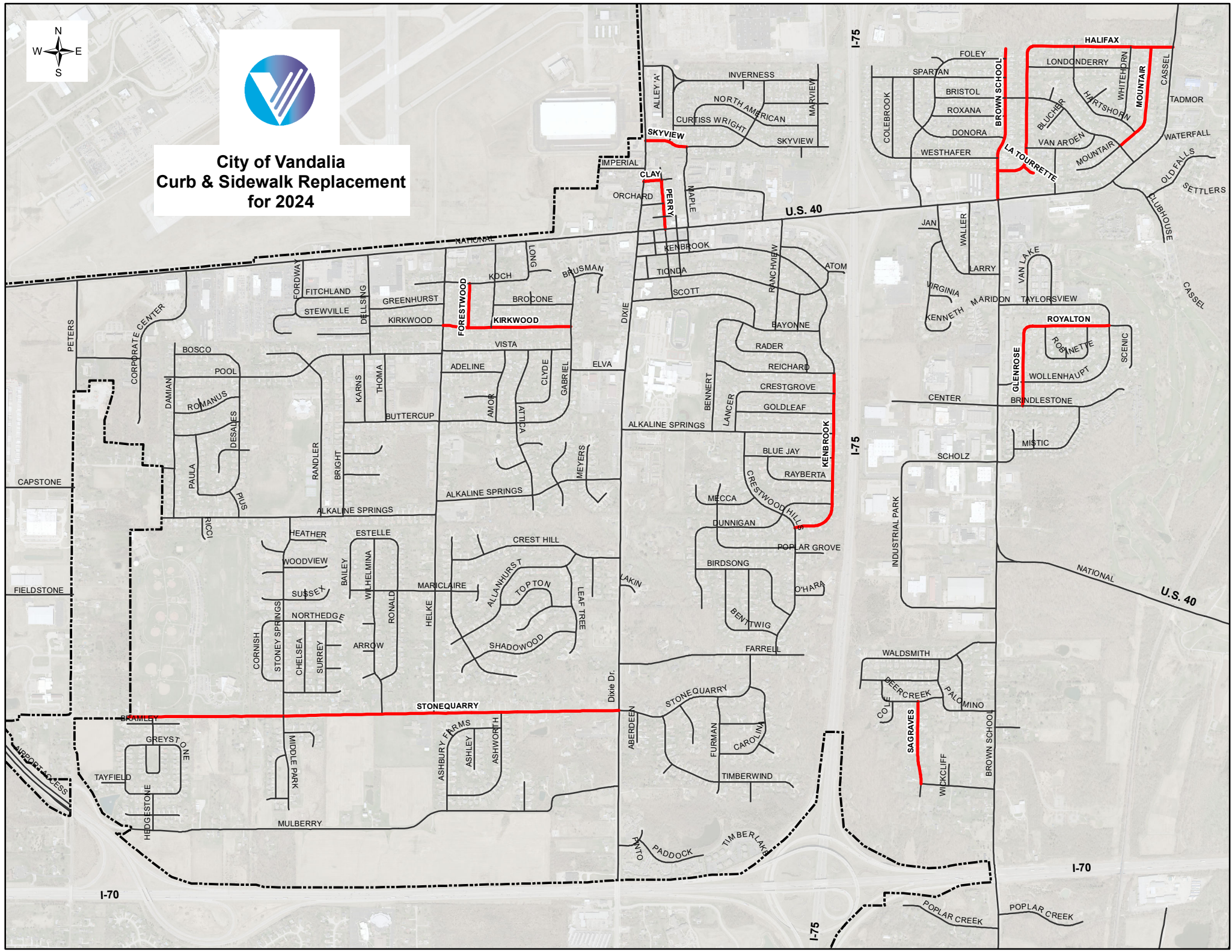
Play



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.



**City of Vandalia
Curb & Sidewalk Replacement
for 2024**



City of Vandalia
Street Resurfacing Plan
2024-2033

Tentative Resurfacing Schedule

2024

2025

2026

2027

2028

2029

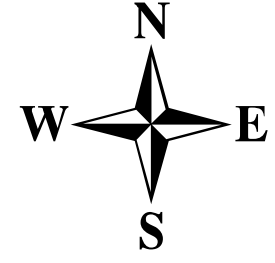
2030

2031

2032

2033

Utility/Recon. Project



NOTES:

Plan is based on an annual budget of \$1,300,000 for resurfacing & curb/sidewalk replacement. For planning purposes, this schedule assumes 3% annual inflation affecting construction costs.

Schedule shown is an estimation only. Actual streets resurfaced will vary based on several factors including current street conditions, construction costs and others. New street or utility projects that may arise can also accelerate or delay certain streets from being resurfaced.

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!





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Your new water meter is installed!

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

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

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

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



Scan the QR Code for more information!

For more information:

937-415-2231

Download the EyeOnWater App



EyeOnWater

Available at:



GREAT WORK KRISTEN!
WAYTO REPRESENT VAD!

KURT

VANDALIA DIVISION OF POLICE
TRAFFIC ENFORCEMENT SURVEY

10008

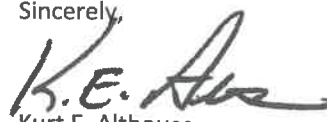
Dear Citizen,

December 5, 2023

The Division of Police seeks to provide the best possible service to the citizens we serve.

As part of this ongoing effort to improve the quality of our efforts we are asking you to take a few moments to complete this brief survey. Please circle one response per question. When finished, please drop it in the mail. If you have any specific concerns or questions, I welcome your telephone call at 415-2262 or written comments at the bottom of this survey. We appreciate your help.

Sincerely,



Kurt E. Althouse
Chief of Police

CFS# 23-044978/W/218

(You may detach here if you wish to remain anonymous)

Assessment Factor		Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
1	The officer introduced themselves.	5	4	3	2	1
2	The officer explained the reason for the traffic stop.	5	4	3	2	1
3	The officer was professional and courteous.	5	4	3	2	1
4	The officer was knowledgeable and answered your questions.	5	4	3	2	1
5	Traffic enforcement is important to maintain a safe community.	5	4	3	2	1
6	You feel safe while driving in Vandalia.	5	4	3	2	1

Use this space for your comments.

The officer whom
The lady officer whom we met, was
All of the above -
We got pulled over for speeding -
(I had just gotten a phone call from my 90 yr. old
neighbor whose cat got out and she one spotted it
under a deck - which I was needed to go under night to
get) regardless - I sped up right away - She was
right behind me - To say the least, I was
extremely impressed with her mannerism, professionalism,
and in the end, she asked me if there was a
reason - She actually made quite quite an
impression on me in a such a positive way.
She is definately a great officer for Vandalia -
@ She made me feel @ ease, even if I had ->

gotten a ticket, I would have said the
same thing - she showed also that
she cared & her true personality
came out - A++++

with love

THE VANDALIA DIVISION OF POLICE IS

NOW HIRING Police Officers



SCAN TO APPLY



Opportunities:

- SWAT and Hostage Negotiations
- Bulk Currency Task Force
- R.A.N.G.E. Task Force
- Investigations
- Evidence Technician
- CIT Trained
- Bike Patrol Team
- Drone Team
- Range and Driving Instructor
- Acting Watch Supervisor and FTO
- Honor Guard
- Crime Prevention Officer
- Community Events and Recruiting Team
- Commercial Vehicle Enforcement
- Peer Support Team

Benefits:

- Top officer pay not including OT:
 - 2024 - **\$94,054**
 - 2025 - **\$97,346**
- Up to 26 vacation days per year
- 5 personal/floating holiday days per year
- 9 additional paid holidays
- Up to 7 comp days per year
- Paid sick leave (can transfer up to 1250 hrs)
- Shift differential
- All uniforms and equipment provided
- Free individual pass to Vandalia Recreation Center
- Free family pass to Cassel Hills Pool
- Free individual pass to Cassel Hills Golf Course
- Ohio Police and Fire Pension Fund
- OPBA union representation
- Health, Vision, Dental, and supplemental insurance offered
- Onsite workout facility
- \$3,000 tuition reimbursement
- \$1,350 specialized training reimbursement
- Division training and external paid training
- \$60,000 life insurance provided & \$12,000 AD&D
- Access to the Division wellness program
- Visible tattoos and load-bearing vests permitted

Online Application:

[HTTPS://VANDALIAOHIO.ORG/JOBS](https://vandaliaohio.org/jobs)

Application Deadline:

FEBRUARY 5, 2024 @ MIDNIGHT

Questions?

CONTACT LT. BRANDON SUCHER

BSUCHER@VANDALIAOHIO.ORG

APPLICATION AND SELECTION PROCESS

- Submission of application, resume, and cover letter by February 5, 2024
- Completion of NTN testing by February 12, 2024 (not required if the candidate has 1-year experience with city, township, or state agency)
- Successful completion of truth verification
- First and Second oral interviews
- Thorough background investigation
- Psychological evaluation
- Medical evaluation and drug screen

The Vandalia Division of Police is Internationally Accredited through the Commission on Accreditation for Law Enforcement Agencies