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The Blue Letter

February 9, 2024

Honorable Mayor Herbst & Esteemed City Councilmembers:

It was a good and busy week in the City of Vandalia. Thank you to Councilmembers Amber Aivalotis-Weaver and Cindy Doogan for carving out a few hours to tour some of our City and utility facilities this week and last week.



Congratulations to Mr. Lucious Plant for winning the Dayton Development Coalition's (DDC) Maureen Patterson Award! This award recognizes an extraordinary leader in our community who advocates for the community's economic health and growth. Mr. Plant retired from the DDC as the Regional Director of Talent Acquisition, after spending more than 30 years in workforce development, supporting business retention and expansion in the Dayton Region. Mr. Plant is a Vandalia resident and member of the City's Planning Commission. Pictured: Mr. Jeff Hoagland, DDC President and CEO; Mr. Lucious Plant; and Mrs. Julie Sullivan, DDC Executive Vice President.

Welcome Police Officer Lucas Kaltenbach! Officer Kaltenbach was appointed as a probationary police officer with VPD on February 5th. Officer Kaltenbach graduated from Greenon High School and is a member of the United States Army Reserve. He graduated from Clark State Community College's Basic Peace Officer Training Academy in January.

2023 Year-End Income Tax Receipts: Actual income tax receipts (\$20,948,066) collected in 2023 were up 9.38% (\$1,795,558) over actual receipts in 2022. Director Leiter will present the year-end financial reports at the next City Council Meeting. The 2023 budgeted amount of general fund revenue was \$26,862,565, and actual general fund revenue received was \$29,577,101 - meaning that the City received \$2,714,536 more than it budgeted - a difference of 9.62%. According to the year-end budget, the unencumbered general fund balance increased by \$2,877,691 to \$21,448,197 on 12/31/2023 over the prior year closing at \$18,570,506. The actual 2023 general fund operating expenditures totaled \$21,855,201, while the unencumbered cash balance at the end of the year was \$21,448,197. Therefore, the City ended with 98.13% liquidity - meaning that holding constant, the City could operate for approximately 358 days without cutting operating expenditures or receiving additional general fund revenues. Our budget uses a five-year lookback. Comparatively, in 2019, the City had operating expenditures of \$18,797,053 and a year-end unencumbered cash balance of \$17,031,155. Therefore, the liquidity was 90.60% and the City could operate for approximately 330 days at 2019 prices without cutting operating expenditures or collecting additional general fund revenues.











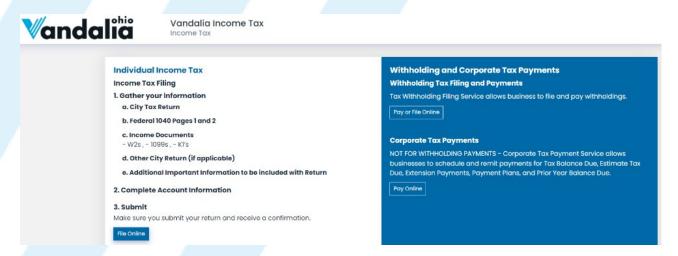
Based on the budget closeout and actuals, I would respectfully request that the City Council consider continuing the practice of transferring 25% of unanticipated general fund revenues to the job creation and revitalization fund (245) for future strategic development in the city center to be included in the first supplemental appropriation this year. This year, such a transfer would equate to \$678,634. In addition, I would respectfully request that the City Council consider transferring up to \$1 million from the general fund to the facilities improvement reserve fund (360) for the purpose of saving and budgeting for basic preventative maintenance and life cycle replacements at City buildings that are outlined in the City's Comprehensive Facilities Plan (CFP).

Comprehensive Facilities Plan (CFP): ESG was commissioned to prepare a Comprehensive Facility Plan (CFP)

for eight buildings owned by the City of Vandalia. The intent of the CFP is to develop a tool for budgeting of future facility maintenance and capital replacements which to maintain the facilities in optimal service condition. To complement ESG's knowledge of the facilities, LJB and L2 Engineering were utilized for their expertise on systems not otherwise familiar to ESG. The assessment is based upon facility and component inspection and review utilizing best industry practices. The infrastructure renewal project implemented by ESG in 2023 focused primarily on HVAC, electrical, and roofing and has advanced the City to a position of being able to perform preventive maintenance, versus reactive repairs, for the systems impacted. The CFP addresses budgeting for the next cycle of replacements for those systems but also incorporates an assessment and budgeting of facility systems and components not included in the ESG project. The reports additional systems including substructure (foundations),



superstructure (floor construction, roof structure, etc.), exterior enclosure (masonry, stucco, exterior doors, windows, insulation, etc.), interiors (floor, interior finishes, hazardous materials, handicap accessibility, etc.), services (plumbing, HVAC, lighting, fire alarm, etc.), and civil (asphalt, concrete, etc.). The recommended maintenance/improvements are categorized by when they are anticipated to be needed, broken down into the time periods shown below. Link to the 274-page 2024 Facilities Improvement Plan. <u>0</u> 2024 Facilities Improvement Plan City of Vandalia.pdf.



Online Income Tax Filing: The online income tax filing tool is now available online (direct LINK). The filing tool can all be accessed through the City's homepage at www.vandaliaohio.org.

Commercial Vehicle Traffic Enforcement: During the past two weeks, VPD officers made 20 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in zero traffic citations, 12 written warnings and eight verbal warnings while working 16 additional enforcement hours.

Focus Vandalia: Here is a link to a recent <u>Focus Vandalia (LINK)</u>, which includes updates regarding the wastewater capital projects.

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. Employees celebrating a service milestone in 2023 will receive an



invitation in the mail. Attendance is limited to Council, department heads, supervisors, the employee being recognized and one guest. This year we will be celebrating 195 years of combined service.

HVAC Updates at Fire Station 2: Sation 2 has been getting a much-needed HVAC update. Applied Mechanical Systems has been onsite the past few days with a crane and crews to set the new HVAC system on the roof of Station 2, our Brown School Road station.

V-B Optimist Club Presentation: This week, I had the pleasure of giving a State of the City update at the Vandalia-Butler Optimist Club.

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.

Clyde Pl. / Cyril Ct. Reconstruction: Milcon Concrete Inc. has completed the new utility work (e.g., sanitary sewer & laterals, storm sewer, and watermain & laterals) on the Clyde Place & Cyril Court Reconstruction project. The crew has demobilized most equipment and materials. They will remobilize in the Spring to complete the concrete work and full roadway reconstruction from ground up.

The **Electric Vehicle (EV) Charging Station** project, which is 100% funded by an Ohio AES grant totaling \$320,000, will be commencing soon. A pre-construction meeting with Garber Electrical Contractors and DES staff has been completed. The EV stations at the Cassel Hills Golf Course are slated to be the first installation location.

Sheetz Grand Opening: Sheetz will have a grand opening on February 20th at 9:00 am. City Councilmembers are invited to attend. ACM Cron will represent our Senior Staff as this event conflicts with our weekly operations meeting.

ALDI Ribbon Cutting: ALDI at 6415 Miller Lane anticipates holding an opening event on February 27th. I will share details when they become available.

Private Baseline Lead and Copper Line Inventory: Development and Engineering Services and Public Works staff met with 120Water about Vandalia's baseline lead & copper inventory using water meter accounts and County data. The scope of this phase of the EPA mandated project includes identifying privately owned copper and lead water lines that are connected to the City's system. There are no public lead or copper watermains in the city-owned water distribution system. Documentation from water meter replacements is being compiled to update inventory records. The USEPA deadline for completing this phase of the project is October 16, 2024.



Robinette Park Restroom Construction: Crews excavated and located the watermain in Robinette Park prior to the new restroom construction. This required removal of the small playground ahead of the project.

Dixie Dr. Guardrail Removal: The damaged guardrail on Dixie Dr. north of the Poplar Hill Cemetery was salvaged and the posts were removed. The guardrail is no longer warranted according to the Ohio Department of Transportation standards. For this reason, there is no current plan to replace the guardrail.

Employee Photo Directory: The updated employee photo directory is almost complete. Our team will make an effort to keep this up to date as personnel changes occur and Mrs. Swartz plans to email the most current version to the City Council every six months.

Recreation Coordinator – Athletics: Mr. Jeff Kreill recently requested that Director Clark consider recommending that he be reassigned to the vacant position of Recreation Coordinator – Athletics. After conducting an intradepartmental transfer process, I have appointed Mr. Jeff Kreill. Mr. Kreill formerly served as the Recreation Superintendent. He volunteered to step into this role because he enjoys coordinating youth programs, and to allow the City to build our bench of future leaders in the Department of Parks & Recreation. This is great leadership, and selfless organizational thinking on the part of Mr. Kreill. I am thankful for the opportunity to conduct the Recreation Superintendent recruitment, and to have the ability to surround them with so many strong and experienced leaders in the transition.

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

Redwood Development has submitted plans for the second phase of their development.

Provision Living has submitted an alternate concept plan to the previously approved PUD plan for their assisted living community at 3900 Park Center Drive. If they decided to move forward with this new concept it will require them to go through the PUD approval process again due to significant changes.



Fire Year End Report: I have enclosed Chief Follick's year end report for 2023. The Division averages approximately 10 calls per day (3,730 total; 1,105 fire calls; 2,625 EMS) – <u>75% overlapped with another call for service.</u>

Ohio City / County Management Association (OCMA) Distinguished Early Career Award: This week, the OCMA notified me that later this month, I am being recognized with the association's Distinguished Early Career Award. According to the OCMA, this award recognizes an individual who is leading, changing, and establishing the standard for professional management of the next decade. I am very thankful to Human Resources Manager Missy Pruszynski for nominating me for this recognition.

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 Cron February 4, 2024;
- 2. Information Update Director Leiter February 4, 2024;
- 3. Information Update Chief Follick February 4, 2024;
- 4. Information Update Director Clark February 4, 2024;
- Information Update Chief Althouse February 4, 2024;
- 6. Information Update Director Borton February 4, 2024;
- 7. Information Update HR Manager Pruszynski February 4, 2024;
- 8. Employee Service Awards Luncheon Flyer;
- Citywide Policy Goals;
- 10. Permit Flyer;
- 11. Trash Can Flyer;
- Year-end Fire Division Report;
- 13. Ohio City / County Management Association Award Letter;
- 14. Dayton Business Journal Article; and
- 15. MyVandalia App Flyer.



To: Dan Wendt, City Manager

From: Rob Cron, Assistant City Manager

Date: February 8, 2024

Re: Information Update for January 20 – February 9, 2024

- Ben Borton and I participated via Teams in the Vandalia Bikeway Connector project utility coordination meeting on January 22nd.
- Several staff members from various departments met with representatives from ESRI to discuss what our options are and how we want to proceed with getting our GIS information available to access in the field. Public Works and Fire Department have appropriated money in the 2024 budget to partner on this project.
- I attended the monthly business First meeting held at Sinclair's new Aviation Maintenance Facility on McCauley Drive. Vanessa Glotfelter, from the Montgomery County Transportation District gave a presentation and update on the many roadway projects around the airport.
- You and I attended the Dayton Development Coalition's Annual Meeting at the Wright Patterson Airforce Museum on February 7th. It was a great opportunity to hear about all of the great things being accomplished and planned around the Dayton Region. One of the highlights of the event was Vandalia resident, Lucious Plant, receiving the Maureen Patterson Regional Leader Award. The award honors extraordinary regional leaders that have been instrumental in the economic health and growth of our region.
- On Friday February 9th I met with Gwen Ebey from the Montgomery County Economic Development Department for an update and training session on the Business First Program and the Executive Pulse software that is used for Business First reporting.
- Mike Hammes, Ben Graham, You and I met to discuss potential upcoming Planning Commission and Board of Zoning Appeal items.
- You and I attended the Chamber's First Friday Coffee even on February 2nd. Updates were given about the City's Block Party Trailer, The Vandalia Bikeway Connector project and the funding we received for the Johnson Station Bridge project.
- Rich Hopkins is wrapping up the next edition of the My Vandalia magazine and our portion of the Community Connection Newsletter that is a joint effort by Butler Township and Vandalia Bulter Schools. The deadline for both publications is next Monday.

We posted our first "Employee Spotlight" on social media last week spotlighting Public Works Technician, Bill Miles. The post gathered some great attention and several positive comments about Bill. Congratulation Bill!



- An application for a variance to allow a fence that does not meet the height requirements has been submitted for the property at 4300 Little York Road. The Board of Zoning Appeals will hear this case at their February 14th meeting.
- Two sign variance applications have been submitted for the property at 3345 Stop Eight Road.
- Redwood Development has submitted plans for the second phase of their development.
- Provision Living has submitted an alternate concept plan to the previously approved PUD plan for their assisted living community at 3900 Park Center Drive. If they decided to move forward with this new concept it will require them to go through the PUD approval process again due to significant changes.
- Bids were opened for the Public Right of Way and City owned parcel mowing on February 7th. This item will be discussed at the February 19th City Council Study Session.
- Kip Millikin and Ben Graham met with several residents on Damian Street to discuss property maintenance issues with neighboring properties.
- Mike Hammes met with Nicole Ware, with AARP, regarding our upcoming Age-Friendly Community survey and action plan.
- Ben Borton, you and I conducted second round interviews for the Construction Inspector position in Development & Engineering Services this week.
- The IT Department continues to install/implement the two-factor authentication technology for all staff for logging in to their computers. This is another part of our efforts to prevent potential cyber security attacks.

Memo



To: Daniel D. Wendt, City Manager

From: Kristen Carnes, Assistant Director of Finance

Date: February 8, 2024

Re: Information Update - Period Ending February 9, 2024

1. Finance would like to welcome Heather Williamson as our new Finance (Utility) Clerk. Heather joined our team on January 22nd. Her and her husband, Dan and daughters, Ava and Mya are Vandalia residents.

2. Overall Income tax receipts (\$2,162,631) are up YTD by 10.41% (\$203,907) over January 2023. Withholding tax is up 3.46% YTD (\$55,766); Individual tax is up 10.60% YTD (\$21,109); Business net profit tax is up 85.56% YTD (\$127,032).

The amount of income tax revenue budgeted for 2024 is \$19,671,000 (\$1,639,250/month). The amount collected YTD is \$2,162,631. Therefore, the amount collected is 31.92% higher than the estimated amount based on the budget.

- 3. Our Tax Division is in the pre-employment stages for a new part-time tax clerk. We are very eager to get her on board.
- 4. Also, our Tax Division opened E-filing for 2023 with the upgraded tax filing tool. It has been very well received as it is much more streamlined and user-friendly.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

DATE: 2/8/2024

SUBJECT: INFORMATION UPDATE – PERIOD ENDING FEBRUARY 9, 2024

- During this reporting period crews were able to get in ice rescue training while there
 was still decent ice on city ponds. Crews have also been attending EMS training at
 BTFD station 88 led by Premier Heath this week.
- Crews were invited to the Butler High School Varsity basketball game on Friday
 February 2nd for "First Responders Night". Thank you to Butler Athletics and Dayair
 Credit Union for sponsoring the event and recognizing our crews.
- 3. I have been participating in multiple meetings addressing the upcoming full eclipse on April 8th. The Division of Fire along with neighboring departments and other city divisions are actively planning and preparing for what will be an eventful day in the city. Information and plans are still being sorted and reviewed, there will be more details and information to come in the following weeks.
- 4. Sation 2 has been getting a much-needed HVAC update. Applied Mechanical Systems has been onsite the past few days with a crane and crews to set the new HVAC system on the roof of Station 2, our Brown School Road station.
- 5. The Division of Fire Command Staff held their monthly meeting on Monday February 5th. Items discussed were, but not limited to; budget, hiring updates, goals, and training.
- The Division of Fire is currently interviewing for two positions, Full-Time
 Firefighter/Paramedic and Fire Lieutenant. Both positions are currently in first round

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DIVISION OF FIRE INFORMATION UPDATE

- interviews and we are anxious to move forward with second round interviews for both positions soon.
- 7. The Division of Fire would like to congratulate Rich Morrett on joining the Division of Fire as our new Community Risk Reduction Coordinator. Rich was sworn in at the Monday February 5th Council Meeting and we are excited to have him on board. Welcome and congratulations Rich!

CEF/clj Page 2 of 2



Memo

To: Daniel D. Wendt, City Manager

From: Melissa Pruszynski, Human Resources Manager

Date: February 8, 2024

Re: Information Update – Period Ending February 9, 2023

- Mark your calendars! The 2023 Employee Service Awards lunch will be held Friday, February 23, 2024 from 11:30 a.m. until 1:00 p.m. at Cassel Hills Golf Course Restaurant. Employees celebrating a service milestone in 2023 will receive an invitation in the mail. Attendance is limited to Council, department heads, supervisors, the employee being recognized and one guest. This year we will be celebrating 195 years of combined service.
- 2. REMINDER: The City Wide SharePoint site is up and running. SharePoint is your ONE STOP shopping location for all things pertaining to City of Vandalia employees. This site has links to all the health care vendors and plans, the Agile Performance Evaluation site and corresponding training videos, Navia, the Boost Rewards site, phone extensions, ExecuTime, and much more. The SharePoint site will, eternally, remain a work in progress and we will continue to build this site as new items surface. It would be wonderful if other departments utilized the site by adding information, important links, documents, or training videos.

The link to the SharePoint site is https://vandaliaohioorg.sharepoint.com/sites/HR. Once you arrive at the Microsoft website, sign in using your City of Vandalia credentials (your email and your password). If you have issues logging in to the site, please contact IT at Helpdesk Deskpro: ithelpdesk@vandalia.deskpro.com

- 3. Hiring update This week the Construction Inspector process had second round interviews with three very strong candidates. As well, five candidates participated in second round interviews for Firefighter / Paramedic / Inspector. Seven first round interviews for the position of Fire Lieutenant are complete! We will interview two more Monday, February 12, and then a final candidate the week of March 11. Ads still running include Police Officer, which closes Monday, February 19 and VRC Custodian, which closes Friday, February 16. Staff is working on scheduling a Civil Service Meeting the week of February 19. Parks and Recreation Director Clark continues to work with Rich on the recruitment brochure for Recreation Superintendent.
- 4. This past reporting period Parks and Recreation Director Clark, Facilities Superintendent Wells, and I met to plan the hiring process for the Parks and Building Maintenance Technician Supervisor positions.
- 5. A comprehensive update to the Employee Photo Directory is almost complete. A BIG thanks to Rich and Sherri for all their hard work on this task. I will be sending a City Wide email soon ... so be on the lookout!
- Just a reminder, If you are working on performance appraisals, the Agile Performance Appraisal training videos can be found on the City of Vandalia SharePoint site. The link is: https://vandaliaohioorg.sharepoint.com/sites/HR/Agile%20Performance%20Appraisal%20Videos/Forms/AllItems.aspx.



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 2/8/2024

Re: Information Update – Period ending February 8, 2024

<u>RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS</u>

Jeff Kreill has successfully transitioned into the Recreation Coordinator Athletics position. We are now working on the advertisement and hiring process to replace Jeff in the role of Recreation Superintendent. During the hiring process Alicia McCracken and I will be managing the Superintendent functions.

Youth Baseball/Softball registration is underway and will continue through February. Teams will be formed in mid-March with practices starting in late March and games begin in April. Recreation Coordinator Jeff Kreill is marketing the program through flyers, constant contact, social media, and postings at the VRC.

Jeff is working diligently to secure part time staffing needed for our youth sports programs. He has been able to attract five new employees to work with our youth sport programs and is currently onboarding and providing orientation to these employees.

Our Youth Basketball program is heading into the final weeks of the season. Jeff is pleased with the overall success of the program and is working to finish the season on a positive note. Kudos to the Butler High School and Middle School Boys Basketball programs for their instruction of the K/1st Grade instruction program this season. It is great to see these young men giving back to the youth of our community.

RECREATION CENTER

The January 2024 Electronic Fund Transfer (EFT) took place on January 16 with a collection amount of \$19,103.52, which is an increase of \$544.25 from last month and \$648.08 over January 2023.

January daily admissions at the VRC totaled 2150 paid admissions with an additional 61 visiting under the promotional visit category for a total revenue of \$15,269.46.

We currently have a total of six applications for the vacant VRC Custodian position with the posting closing on February 16.

VRC attendance for the month of January totaled 18,051 which is an increase of 124 over 2023 January attendance. Official visits are those recorded in Rectrac and do not include youth basketball participants and spectators, swim lessons, birthday parties and rentals.

Recreation Coordinator Josh Berry continues to observe and make recommendations concerning the Climbing Wall. The auto belay feature is now open for patron use every day except Sunday from noon to 3pm.

Experience a taste of Polynesia at the Rec Center! Olohana's Polynesian Dance will be presenting a Winter Hula Dance Workshop on Saturday, February 17 at the VRC. The workshop includes making a

tropical bracelet; learning the basic steps of Hawaiian hula dance; tasting the islands by sampling delicious Hawaiian Meatballs and Vai Fala (Samoan Pineapple Drink)! Stop by Olohana's Polynesian Dance merch table where you will find authentic Hawaiian pa'u skirts, tumblers, jewelry, and more!

Alicia McCracken, Aaron Messenger, and Josh Berry attended the Annual Ohio Parks and Recreation Association Conference this week in Sandusky. The conference is a terrific opportunity for staff to keep up with the latest trends in parks and recreation and network with peers in the profession.

GOLF DIVISION

With warmer weather over the past weekend Cassel Hills Golf Course had over 100 golfers play. With continued mild weather in this week's forecast we anticipate a good turnout for the week.

Cassel Hills Clubhouse hosted the American Legion dinner on January 20 with seventy-four guests enjoying the evening.

SENIOR CITIZENS CENTER

Membership at the Senior Center continues to grow at a record clip with 29 new members in January. This is the highest number of new members in a month in the last three years.

Senior Coordinator Toni Williams is searching for a Thursday Van Tran driver as resident Rob Bradley had to step away from the volunteer position due to work demands of his company.

Toni has scheduled 102 Lunch & Learn programs for 2024, which is up from the 93 conducted in 2023. The Lunch & Learn events remain extremely popular with the members of the Senior Center.

FACILITY MAINTENANCE DIVISION

Rudy Wells and I met with Missy Pruszynski to develop a promotional process for the Maintenance Technician Supervisor position in Parks and Recreation. We are currently working to develop a job description for the positions.

Vancon General Contractors have started the site work for the Robinette Park Restroom Building project. They plan to begin footer excavation the week of February 12. The project is scheduled to be completed by May 31.

Park staff attended the Tri-State Green Industry Conference last week at the Sharonville Convention Center. The Tri-State Green Industry Conference is a collaborative effort between Ohio State University Extension, Purdue Extension, University of Kentucky Extension, Cincinnati State Technical and Community College, and the Cincinnati Zoo and Botanical Garden. It features a variety of high-quality education and training for professionals in the areas of Annuals & Perennials, Garden Center & Greenhouse Innovation, Tree & Shrub Care, Turfgrass Management, Sustainable Landscaping, Emerging Ideas & Issues and General Pest & Disease Management and features a vendor trade show. Staff attended sessions on Pollinator Plants & Research, Heat Stress, Wicked Weeds, Chain Saw Safety, Tree Diseases and Disorders, Landscape Diversification, and Management of Turfgrass Insects.

Maintenance staff continue to work on updating various spaces in the Municipal Building. They are currently working in the large conference room and lobby area removing wallpaper, preparing surfaces for paint, and finishing surfaces with a fresh coat of paint.

Maintenance staff have completed the removal of the old playground units (ages 2-5) at Helke Park and the Sports Complex. Metal and plastic materials have been hauled to scrap yards for recycling and the base layer of crushed stone is being repurposed at Art Park. These areas will be seeded prior to spring.

Maintenance Technicians have applied grass seed to areas needing improvement, which includes thin areas on the soccer fields at the complex as well as other areas throughout the city. Freeze and thaw will incorporate the seed into the soil and once soil temperatures warm in the spring the seed will germinate.

Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: February 8, 2024

Subject: Information Update Ending February 9, 2024



- 1. During the past two weeks, VPD officers made 20 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in zero traffic citations, 12 written warnings and eight verbal warnings while working 16 additional enforcement hours.
- 2. Detectives charged a Vandalia resident with aggravated robbery and having weapons while under disability after he robbed a Domino's pizza driver while armed with a handgun when the driver made a delivery to his apartment.
- 3. Detectives charged a 39-year-old Dayton woman with Receiving Stolen Property (Motor Vehicle). The female suspect was driving a stolen vehicle, located at the Knights Inn, and was incarcerated at the Montgomery County Jail.
- 4. Detectives charged a 29-year-old Dayton woman with Grand Theft (Motor Vehicle) and Identity Fraud. The female suspect used and obtained another person's identity to fraudulently purchase a vehicle from RightWay Automotive.
- 5. Detectives charged a prior Vandalia man (currently homeless) with unlawful sexual conduct with a minor/sexual battery with a female juvenile from Wilmington. The suspect, who was a friend of the victim's mother, brought the juvenile from Wilmington to his then residence and sexually assaulted her. This case started in 2021 and charges were finally approved.
- 6. Detectives charged a 30-year-old New Carlisle man with Criminal Damaging. The male suspect used a sledgehammer to damage the victim's vehicle at White Castle.
- 7. Officer Sommer gave a presentation to four 2nd grade classes at Demmitt Elementary School related to products and services.
- 8. Detectives charged a 27-year-old Piqua woman with Identity Fraud, Theft, and Misuse of Credit Cards. The female suspect used her mother's information to obtain loans and credit cards without her permission.
- 9. Detectives charged a 45-year-old West Alexandria man with Burglary (Trespass in a Habitation). The male suspect used force to kick in the side door to the victim's residence. The male suspect was later apprehended by the Preble County Sheriff's Office and incarcerated at the Montgomery County Jail.

- 10. Detectives charged a 23-year-old Fairborn man with two counts of Aggravated Vehicular Assault and OVI under the influence of drugs (Marijuana) (Fentanyl). The suspect caused a four-car crash on S. Brown School Road on August 5, 2023, resulting in serious physical harm to two other motorists in the crash.
- 11. Officer Chad Minnix resigned on January 22 to accept a medical disability pension. We thank Officer Minnix for his 22 years of service to the City and wish him the best in retirement.
- 12. Lieutenant Sucher, Lieutenant Walker, and I attended a four-hour SAFELO presentation by the VALOR Program sponsored by the Bureau of Justice Assistance and hosted by the Hamilton County Sheriff's Office on January 29. This presentation highlighted the perils and emotional trauma an officer can suffer and how to recognize signs and symptoms in personnel. It also covered various resources and ways to intervene to prevent suicides within policing.
- 13. On January 30, I made a recruitment presentation to the day academy at the Sinclair Criminal Justice Basic Peace Officer Training Academy. There are 19 diverse candidates attending this academy with several expressing interest in VPD. Earlier in January, I also made a recruitment presentation to the night academy at Sinclair where there are 11 recruits in attendance. Our current police officer posting is accepting applications through February 19.
- 14. Lucas Kaltenbach was appointed as a probationary police officer with VPD on February 5. Officer Kaltenbach graduated from Greenon High School and is a member of the United States Army Reserve. He graduated from Clark State Community College's Basic Peace Officer Training Academy in January. Lucas will be introduced to the Council and the public during his ceremonial Oath of Office at the February 19 Council meeting.
- 15. On February 6, Lieutenant Sucher attended a four-hour seminar on Racially Motivated Violent Extremism. The FBI delivered the presentation at the University of Dayton and spoke about the increase in hate-related crimes and targeted victims.
- 16. On February 7, I attended the Executive Board meeting for the Ohio Association of Chiefs of Police. The board meeting included a presentation from Ohio Dept. of Public Safety representatives who are working with Ohio Means Jobs to build a statewide public safety recruitment website accessible for candidates interested in policing and other public safety career opportunities.
- 17. Lieutenant Sucher assisted with Vandalia Fire Division Lieutenant interviews over a two-week period. Nine applicants were interviewed for the position.
- 18. On Friday, I attended a monthly meeting with Superintendent O'Leary, School Safety Director Bill Wertz, and Butler Twp. Police Chief John Porter to discuss school safety and community concerns involving students and/or the schools.



Public Service Information Update

To: Dan Wendt, City Manager

From: Ben Borton, Director of Public Service

Date: February 8, 2024

Subject: Information Update for January 20 – February 9, 2024

Development & Engineering Services

Milcon Concrete Inc. has completed all of the new utility work (sanitary sewer & laterals, storm sewer, and watermain & laterals) on the Clyde Place & Cyril Court Reconstruction project. The crew has demobilized most equipment and materials. A new crew will mobilize back to site in the Spring to complete the concrete work and full roadway reconstruction from ground up.

The Vandalia Bikeway Connector, which is partially funded by MVRPC with federal money, is on track for ODOT to put out for bid in May. A land use permit through Miami Conservancy District (MCD) is needed due to the connection of the new bikeway to the Great Miami River Recreational Trail is on MCD land at Taylorsville Reserve. The new bikeway will cause some fill and subsequent reduction of MCD's flood control storage basin; Tipp City will be removing some fill in the northern part of the storage basin to offset the volume of water storage loss. A big thanks to Tipp City for their regional partnering to make this bikeway project a reality.

The Webster St Resurfacing project, which is partially funded by MVRPC with federal money, is on track for ODOT to put out for bid in March.

City Council has approved the Local Public Agency (LPA) agreement with ODOT for managing the Johnson Station Road Bridge Replacement project for us with the state municipal bridge grant (\$1,382,327) and ODOT design task order (\$200,000). City Council also approved the engineering agreement with Prime AE to cover the excess design cost of approximately \$60,000, which was over the \$200,000 design task order limit. This will result in the City only covering less than 4% of total project cost to replace this bridge.

The Electric Vehicle (EV) Charging Station project, which is 100% funded by an Ohio AES grant totaling \$320,000, will be commencing soon. A pre-construction meeting with Garber Electrical Contractors and DES staff has been completed. The EV stations at the Cassel Hills Golf Course are slated to be the first installation location.

DES and PW crews received training on the new Dog Leg sanitary lift station backup generator.

Sheetz at 3250 Benchwood Rd has received their Certificate of Occupancy (CO) and is planning to open on February 20th.

ALDI at 6415 Miller Lane is anticipated to open in March or April. Staff have begun final inspections of this new building.

The full CO for Domino's Pizza at 128 N Dixie Dr has been issued.

The Vandalia Redwood apartments off Park Center Dr are nearing completion of Phase I, with 16 of the 20 buildings having been issued COs. Phase II plans have been submitted and are under review.

Miami Valley Lighting (MVL) is waiting on Ohio AES to place a meter for the public street lighting on Park Center Dr. Vandalia Redwood has been coordinating with MVL for the installation of street lighting on the private side of Park Center Dr and the Redwood area.

A building permit has been issued for the new restroom facility at Robinette Park and construction has commenced.

A CO has been issued for Electro-Polish at 6161 Ventnor Ave. This is a new business relocating to Vandalia with the use of ED/GE funds. The company specializes in various metal treatment processes.

The 2024 curb/sidewalk program bids were publicly opened on January 30th. 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. I recommended to Council awarding the contract for this project to Coate Construction LLC as the lowest and best bid at their bid price of \$277,592.00.

The 2024 street resurfacing program is currently out for bid with a public bid opening scheduled for 2/27.

The 2024 asphalt purchase for roadway patching and golf course cart paths is currently out for bid with a public bid opening scheduled for 2/27.

The 2nd round interviews for the open full-time construction inspector have been completed. A list of passing candidates will be going to the next Civil Service Commission meeting for approval.

DES and PW staff met with 120Water on Vandalia's baseline lead & copper inventory using water meter accounts and County data. Requested GIS data was sent over to help fill in some gaps in the data. Documentation from water meter replacements is being compiled to update more "unknowns" in the inventory. Once we have all our data updated with all information at hand, the next steps will be determined to complete our lead and copper inventory by the USEPA deadline of October 16th, 2024.

I attended the NAWA Board meeting on January 25th with Bridgette Leiter and yourself.

Public Works

Crews excavated and located the watermain in Robinette Park prior to the new restroom construction.

We located the watermain at 222 S Brown School Rd and the intersection of Kenbrook Ave and E Alkaline Springs Rd for Rangeline to install the specialty 16" insertion values. These valves will be installed on the live watermain, without needing to shutdown the line and interrupt service to residents/businesses.

Roadways were salted 1/19-20 and 1/23 with 304 tons of salt, 695 gallons of salt brine, and 984 miles driven. We ordered and received another 250 tons of salt.

With the warmer weather, crews have been repairing several potholes throughout the City, installing more water meters, street sweeping, and picking up trash along the major roadways. Asphalt patches were completed at previous N Brown School Rd and Bristol Dr watermain breaks.

Crews trained on snow & ice operations with the new tandem dump truck.

The damaged guardrail on Dixie Dr just north of the Poplar Hill cemetery was salvaged and posts removed. The guardrail in this section was determined by current ODOT standards to no longer be warranted.

We replaced the green light at the Helke Rd and National Rd intersection.

Capital Electric worked on the National Rd intersection for the old Morton Middle School and found a bad pedestrian button to be the culprit of the light constantly cycling.

The department received the new utility trailer appropriated in the 2024 budget.

Ballpark signs were made for P&R.

Our mechanics repaired the exhaust on Fire Chief Follick's vehicle and replaced the water pump on Fire Engine #2.

We performed 136 utility locates this period for Ohio 811.

Crews performed 2 burials at Poplar Hill cemetery during this period.

Gordan Haas passed his CDL Class A test with tanker endorsement.

The 2nd round interviews for the open full-time technician position have been completed. The Civil Service Commission met and approved the list of passing candidates. A conditional offer has been made to an individual.

Walter Richie and Jake Hayslett met with Buckeye State Pipe & Supply about the new water meters.

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



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.

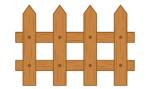
Play



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.

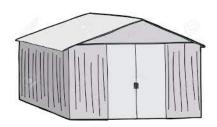
Do I need a Permit...

...to add or replace a fence?



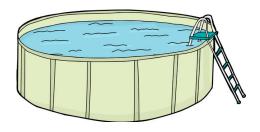
yes.

...to build a shed, gazebo, or detached garage?



yes.

...to have a pool or hot tub?



yes.

...to build a deck or patio?



yes.

...to add solar panels to my roof?



yes.



Questions? Please Call the Dept. of Engineering Services at (937) 898-3750.



Let's Talk Trashcans!



When may I place trashcans on the curb?

Trashcans may be placed by the curb anytime after 12 Noon on the day preceding pickup.



When do my trashcans need to be moved from the curb?

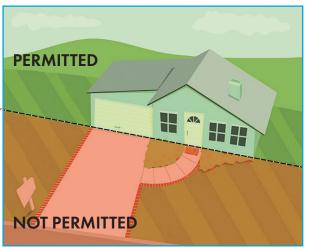
Trashcans need to be removed from the curb no later than 6 p.m. of the day following pickup.



Where may I store my trashcans when they are not on the curb?

Trashcans must be placed in an enclosed building or placed behind the front building line (setback) of your house.







Is there anything else I should know?

Yes, make sure your trashcans have a lid or cover.



Questions? Please Call the Dept. of Engineering Services at (937) 898-3750.





YEAR END STATISTICS MEMORANDUM

TO: ALL PERSONNEL

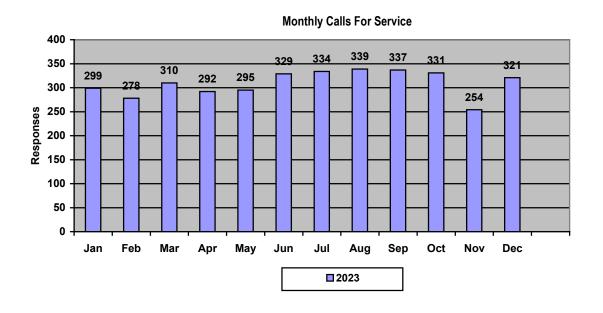
FROM: CHAD FOLLICK, FIRE CHIEF SUBJECT: SUMMARY STATISTICS 2023

DATE: 2/9/2024

CC: DAN WENDT, CITY MANAGER

CALLS FOR SERVICE

The Division of Fire responded on $\underline{3730}$ calls for service in 2023 ($\underline{2625}$ EMS calls and $\underline{1105}$ fire calls). An average of approximately ten $\underline{10}$ calls for service per day.



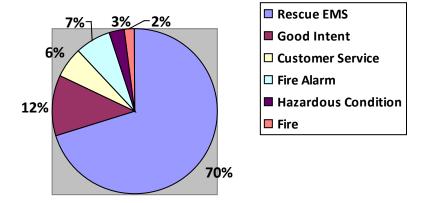
Overlapping Call Volume: A statistic that we can track now is how many of our calls for service overlapped (or occurred simultaneously) during this evaluation period. In 2023, we had <u>2979</u> calls for service that overlapped, approximately <u>75% of the call volume</u>.







Crews responded to 3730 calls for service in 2023, the chart below outlines call types:





Super 8 Motel, large dollar fire loss August 2023, photo taken from a surveillance camera at McDonalds, photo taken following a catastrophic collapse of the roof structure over the car port. Thankfully no one was injured.

The Major Incident Types in 2023 were (%) of the total call volume):

- Rescue & Emergency Medical Calls (70%) All the Division of Fire Emergency Medical
 calls including any motor vehicle/pedestrian accident (with/without injuries) and/or any
 technical rescue response.
- 2. Good Intent Calls (12%) Smoke scares, steam/fog mistaken for smoke, false alarms not malicious.
- 3. Customer Service Calls (6%) These are calls for service where fire crews are directly assisting a customer with a specific issue/problem (i.e., strange odors, smoke detector/CO detector installations and/or battery change outs, etc.).
- 4. Fire Alarm Calls **(6%)** This type call includes malfunctioning fire alarms, intentional/unintentional false alarms, or calls where someone called to report an issue that turned out to not be an emergency (illegal burning, smells/sight of smoke or fire, or steam confused for smoke).
- 5. Hazardous Condition (3%) These are calls for service where fire crews are responding to natural gas/CO investigations, fuel/oil spills, and/or arching or downed electrical lines.
- 6. Fires **(2%)** Crews responded to <u>11</u>-dollar loss fires in 2023, these eleven fires caused \$1,378,150.00 in dollar loss.







(Left to Right)- Garage fire on Peters Road in Tipp City, Vandalia Engine 2 was first to arrive, (middle) brush/mulch fire at mulch facility on Dog Leg, and (right) house fire on Vista Drive.

MUTUAL AID/JOINT RESPONSE DATA





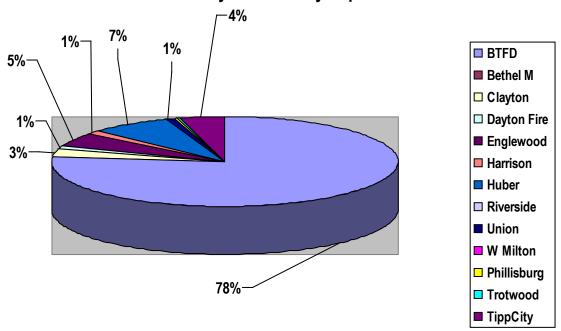


In 2023, the Division of Fire <u>provided</u> mutual aid on **(252)** occasions and we <u>received</u> mutual aid on **(119)** occasions.

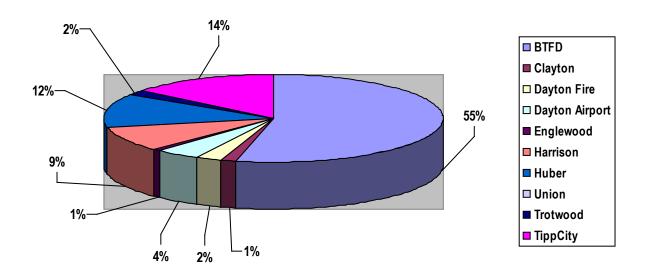
In 2023, we <u>received</u> a "joint response" from Butler Fire/EMS on **(379)** occasions and we <u>provided</u> Butler with a "joint response" resource on **(290)** occasions.

Department	Mutual Aid Received (1754)	Mutual Aid Provided (1616)	Joint Response Received	Joint Response Provided
Butler Fire (57-101)			379	290
Bethel Miami (55-221)	1			
Clayton Fire (57-121)	14	8		
Dayton Fire (57-011)	5	13		
Dayton Airport (57-002)		23		
Englewood (57-001)	24	5		
Harrison Fire (57-107)	7	49		
Huber Fire (57-125)	37	66		
*Riverside Fire (57-115)	1			
Union Fire/EMS (57-122)	3	1		
West Milton Fire (55)	1			
Philipsburg Fire (55-)	1			
Trotwood Fire (57-113)	1	10		
Tipp Fire/EMS (55-027)	21	77		
Totals	119	252		

Mutual Aid by Recieved by Department



Mutual Aid Provide to Department



RESPONSE TIMES

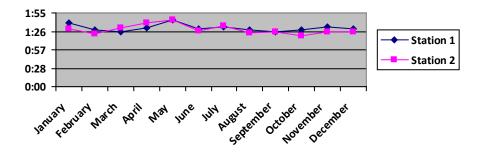




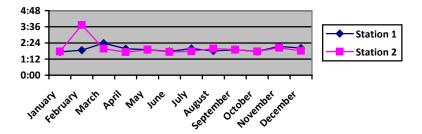
(Left)- A Shift personnel awarded best turnout time in 2023 (1:28) and (Right) C-Shift personnel awarded best overall response times in 2023.

The average turnout time in 2023 for EMS was $\underline{1:24}$ and for fire was $\underline{1:35}$, the average total response time for 2023 was $\underline{6:33}$.

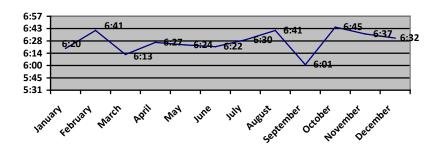
Turnout Times EMS Calls For Service By Fire Stations



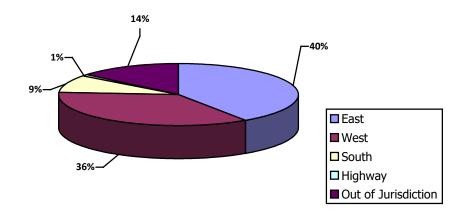
Turnout Times Fire Calls For Service By Fire Stations



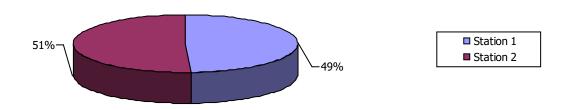
Overall Average Monthly Response Time



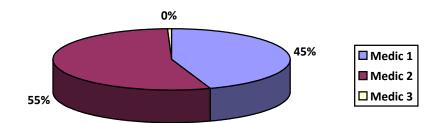
CALLS FOR SERVICE BY DISTRICT 2023



CALLS FOR SERVICE BY FIRE STATION 2023



TRANSPORTS BY MEDIC UNIT 2023

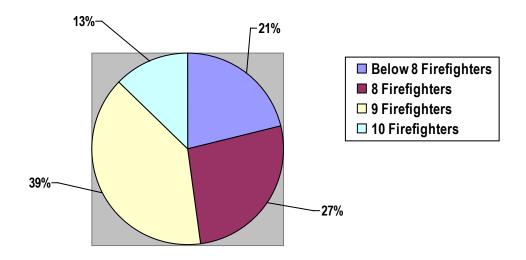


Monthly Staffing Levels



The information provided below, depicts the number of times that shifts were <u>consistently staffed</u> (for twenty-four hours) with personnel. In 2023 the Division of Fire's goal was to staff ten (10) personnel/day.

Staffing Level by Shift 2024





Ohio City/County Management Association

John Glenn College of Public Affairs, The Ohio State University 210G Page Hall, 1810 College Road, Columbus, Ohio 43210 614-247-8823 ocmaohio@gmail.com

February 5, 2024

Dear Daniel,

The Ohio City/County Management Association (OCMA) promotes excellence in local government through professional management. OCMA's Annual Awards Program honors communities and administrators for their creative contributions to professional local government management. The program strives to increase public awareness of the value of professional local government management.

Melissa Pruszynski nominated you for a 2024 OCMA Distinguished Early Career Award and we are happy to report that you were selected to receive this award. We will present the award at the 2024 OCMA Annual Conference during the OCMA Annual Awards Ceremony.

2024 OCMA Annual Award Ceremony Thursday, February 29, 2024 12:00 pm – 1:30 pm Hilton Columbus at Easton Regent Ballroom 3900 Chagrin Drive, Columbus, Ohio 43219

Please email the OCMA Secretariats at ocmaohio@gmail.com by **February 14, 2024** if you and a guest(s) can attend the ceremony.

Congratulations,

Kyle Kridler

Kyle Kridler Co-Chair

OCMA Membership Services Committee

Jacolyn Thiel Co-Chair

OCMA Membership Services Committee

FOR THE EXCLUSIVE USE OF DWENDT@VANDALIAOHIO.ORG

From the Dayton Business Journal:

https://www.bizjournals.com/dayton/news/2024/02/02/city-of-vandalia-q-a-update-2024.html?

 $csrc=6398\&utm_campaign=true Anthem Trending Content \&utm_medium=true Anthem \&utm_source$

SUBSCRIBER CONTENT:

Government & Regulations

City manager says several hundred acres sit available for industrial development



Vandalia City Manager Dan Wendt shares the latest in the city moving into 2024. CITY OF VANDALIA



By Nicole Mistretta – Data Reporter, Dayton Business Journal Feb 2, 2024



Municipalities across the Dayton region are taking a look at focus areas for 2024, including what new developments to attract. However, one regional city wants it all: residential, commercial and industrial development.

Dan Wendt, city manager for Vandalia, sat down with DBJ to share the city's development pipeline and plans for the downtown area as well as where land is ripe for the taking.

What projects are you most looking forward to seeing move forward this year?

Mayor Richard Herbst and the Vandalia City Council have achieved approximately \$17.5 million in external funding over the last few years. This has allowed the city to implement many strategic projects that align with our *Fiscal Sustainability* policy goal including:

- Building out the Vandalia Art Park stage and amphitheater
- Construction of the bikeway connector from the Vandalia city center to the Great Miami River Trail with Five Rivers Metro Parks
- Tri-Cities Wastewater Authority collection system equalization, extending water and wastewater utilities to cover the corporate limits
- Replacing the irrigation system at Cassel Hills Golf Course
- Developing the concept plan and bid documents for Vandalia Public Works Facility
- Advancing the DIA NE Logistics Access project with MC Engineer Paul Gruner to alleviate commercial truck traffic through town
- Building an inclusive playground and restroom facility in Robinette Park (with a splash pad to follow)
- Upgrading the City gateway and facility signs to match placemaking and community branding efforts

What projects I'll be do you have opening for bid in Q1 and Q2?

"The annual street paving project and concrete program, Cassel Hills Golf Course irrigation project, Vandalia Bikeway Connector (ODOT), and Webster Street resurfacing (ODOT) are some of the projects that are or will be out for competitive bid."

What are your plans for the downtown area this year?

"The city is in the final stages of reviewing its Downtown Market Study in the job creation and revitalization area. This plan will pave the way for building our sense of place by growing density in our city center with market rate housing and providing long-term strategies for attracting investments in mixed use development."

Vandalia

2022 population: 15,000 (1.6% decrease from 2010 population of 15,250)

2022 households: 6,430

2022 median household income: \$73,200

Have you spent all your Covid-related assistance funding? If you have some remaining, how do you plan to budget the remaining funds?

"Approximately \$296,000 will be used to construct an inclusive playground for children of all abilities at Robinette Park this year."

How has income tax revenue been affected by remote workers, if at all?

"Vandalia has a diverse and robust economy that is full of hard workers and strategic entrepreneurs. Our community never really slowed down here."

What development projects or sectors would you like to see coming into the city this year?

"Aerospace manufacturing relating to the electric vertical takeoff and landing sector; shared working space; and market rate, medium density residential."

What areas of your city are underdeveloped/in most need of revitalization?

"Strategic zoning and utility extension projects have opened several hundred acres for industrial development to the West of the Airport Access Road."



Dayton-Area Municipalities

2021 population

Rank	Prior Rank	Municipality	
1	1	City of Dayton	
2	2	City of Springfield	
3	3	City of Kettering	
View This List			

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!





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!





