

Community Paint Day is Saturday, May 18!



We're very excited to share details on the City of Vandalia's next very cool public mural! We believe public art should be fun, engaging and inclusive.

On Saturday, May 18, weather permitting, local artist Tiffany Clark will begin painting a mural on the side of the building located at 206 E. National Road.

The mural was selected by the Vandalia Arts Council after a process that included many design ideas. This design pays homage to the many amenities and attractions that make Vandalia a Top-Tier Community.

Tiffany has made it her mission to create colorful visual public growth and help others make their mark in their city through paint.



Here's a sneak peek at one small portion of the design artist Tiffany Clark will be painting onto the side of the building at 206 E. National Road.

Get Involved!

On Saturday, May 18, from 10 a.m. to 1 p.m. the public is invited to grab a brush and help paint Vandalia's next public art mural.

Artists of every skill level are invited to help make this mural a genuine community focal point. Children must be accompanied by an adult.

This mural is made possible by a grant provided by the Vandalia Arts Council.



Vandalia^{ohio}
small city. big opportunity.

COMMUNITY GARAGE SALE WEEKEND



Registration open to
City of Vandalia and
Butler Township residents!



May 16 - 19, 2024

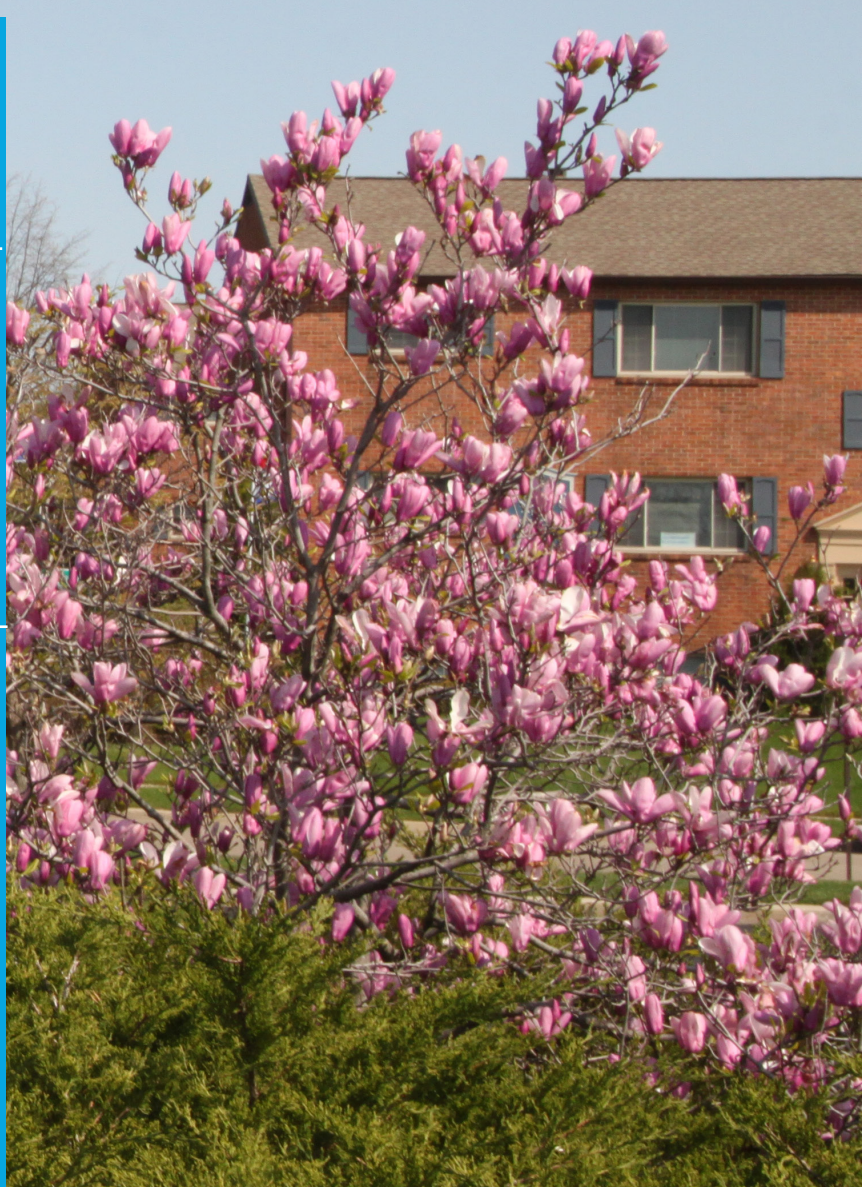
Scan the QR code to register your sale for
inclusion in an area wide interactive map
of all registered garage sales.

NEIGHBORHOOD BEAUTIFICATION DAY

**SATURDAY, JUNE 8, 2024
9:00 A.M. - NOON**

STREETS INCLUDED

**Bristol Drive • Colebrook Drive
Donora Drive • Enola Drive
Foley Drive
North Brown School Road
Roxana Drive • Spartan Avenue
Westhafer Road**



Your neighborhood is getting a makeover!

Join us on Saturday, June 8, 2024, for Neighborhood Beautification Day! Let our volunteers help you trim bushes, pull weeds, clear brush in your yard...

...and we will **haul it all away!**

This is your chance to clean out the garage and basement of old junky items just taking up space. We will have trucks ready to haul it away free of charge. If you can get your items to the curb, we will take it from there!

IMPORTANT: Haulers will not accept upholstered furniture, mattresses or hazardous chemicals.

PLUS - Free smoke detector checks and battery replacements will be available upon request.

Assistance is available!
Need help? Call (937) 415-2329.
Special assistance will be available on a first-come, first-served basis.



**For more information, contact
Ben Graham
937-415-2329
bgraham@vandaliaohio.org**

The Blue Letter

May 17, 2024

Honorable Mayor & Esteemed City Councilmembers:

Please pray for Firefighter Ben Wilson and his family. Thank you to our teammates who rallied around the Wilson family during this impossible time.

This has been an extremely busy two weeks. Thank you to our teammates who are helping with the Recreation Superintendent and Human Resources Manager **recruitments**. I appreciate your insights, observation and extra attention in helping to advise very competitive hiring decisions. We have seen a great swell in quality candidates who are seeking to join the Vandalia team. That reflects the great work of our corps of public servants who are our best recruiters.

Earlier this week, I attended the Dayton Development Coalition **Fly-in**. I met with congressional staffers from the offices of Senator Brown and Senator Vance. I also updated staffers from Congressman Turner's office on a few of our ongoing projects. Public and private sector leaders in our region are looking at what Vandalia is doing and they are excited about the success that we are achieving as a team.

Mrs. Wendt and I attended the Dayton Business Journal **Forty Under 40** event as I was admitted to this year's class. It is an honor to join Communications Manager Rich Hopkins as an inductee.



City Offices Closed – Monday, May 27, 2024 - City offices will be closed on Monday, May 27 in observance of Memorial Day. The Recreation Center will be open from 7:00 a.m. to noon – fitness area, track, and gymnasium only.

Summer Schedule – Council Meetings -City Council established a summer schedule for Council meetings.

Monday, June 3 at 5:15 pm there will be a Special Council meeting. City Council will resume the summer schedule, which is one meeting a month for July and August. The next regular Council meeting will be held on Monday, June 17 at 7:00 p.m.

Monday, May 20, 2024, Council Meeting: Study Session will begin at 5:15 pm. The Council meeting will begin at 7:00 pm.

Welcome to **JR Fulton** who joined our team as the Assistant Public Works Superintendent on May 6th.

Elected Officials Training: The Miami Valley Communications Council has recorded and produced the elected officials training program. Each session of the program is broken out so that you can pick and choose which session to watch.

<https://www.youtube.com/playlist?list=PLdSMM-X8oyXmFw8O0SZDywnyW62rcjEDO>

Community Garage Sale – May 16-19, 2024 - The 2023 Community Garage Sale will be May 16-19. Registration is available on the City's website for City of Vandalia and Butler Township residents. Registration: <https://vandaliaohio.org/487/Garage-Sale-Weekend-2024>

Community Garage Sale – May 16-19, 2024 - The 2023 Community Garage Sale will be May 16-19. Registration is available on the City's website for City of Vandalia and Butler Township residents.

Economic Development Course: Assistant City Manager Rob Cron recently completed an intensive economic development course in Columbus.

Purple Heart City Banners: Communications Manager Rich Hopkins is working with Speedpro Imaging to design Purple Heart City banners for us to display on our National Road corridor.

We have our next **Neighborhood Beautification/Cleanup Day** scheduled for Saturday June 8 from 9:00am until noon. Thank you to Zoning and Planning Coordinator Ben Graham for organizing the event, Rumpke for providing trucks and staff, and GE Aerospace for volunteering!

Revenue: The amount of income tax revenue budgeted for 2024 is \$19,671,000 (\$1,639,250/month). The amount collected YTD is \$8,129,170. Therefore, the amount collected through April is 23.98% higher than the estimated amount based on the budget. Overall Income tax receipts (\$8,129,170) are down YTD by .24% (\$19,568) over April YTD 2023. Withholding tax is up 2.55% YTD (\$141,451); Individual tax is up 4.03% YTD (\$41,158); Business net profit tax is down 12.84% YTD (-\$202,177).

Equalization Project Bid Award (TCA): The TCA Board has awarded the project to Peterson Construction. Two bids were received for this specialized work including: Peterson Construction- \$11,918,000.00 and Shook Construction- \$14,315,000.00. The 100% design estimate was around \$14,000,000.

A total of 12 business teams will be participating in the **2024 Vandalia Corporate Challenge**, June 3-7. Adare Pharma Solutions, City of Vandalia, Superior Abrasives, Inteva Products, PSA Airlines, Kentner Sellers CPA's, GE Aviation, and Johnson Electric are preparing for a week of fun and exciting events.

VRC Maintenance: Custodial staff resurfaced and painted the hallway wall of the Special Events Room. They also installed a new brochure rack on the wall and installed new blinds in the room.

Assistant Superintendent Tim Bailey continues to recover from his motorcycle accident. He is now at home and healing. We continue to wish Tim a speedy recovery and look forward to seeing him back on the course.

We were awarded the ~\$1,000 **Montgomery County Beautification Grant from the Montgomery County Solid Waste District** for purchase of plant materials. Seven trees and twelve perennials will be purchased and planted in late spring at the Veterans Memorial Area of the Sports Complex.

Commercial Truck Traffic: VPD officers made 22 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 17 written warnings and three verbal warnings while working 20 additional enforcement hours.

Veterans Banners: Crews installed all the Veteran Banners for the year, in preparation for Memorial Day weekend.

Catch Basin Repairs: In preparation for the 2024 Street Resurfacing project, Public Works repaired catch basins on Halifax Dr and Mountair Dr.

Curb and Gutter at Helke Elementary School: A 40' +/- section of curb/gutter was replaced on Randler Ave to improve drainage and prevent water from ponding in the curb ramp in front of Helke Elementary School. VBCSD personnel were kept informed of this work, and it was scheduled around school operations to minimize impacts.

Dog Leg Rd. Utility Extension Project Phase II: Outdoor Enterprise has made good progress on the Dog Leg Water and Sanitary Extension Phase 2. Outdoor has completed the installation of the watermain through the Treasure Chest Storage property and the back of the National Rd parcels, which is about 1,800 linear feet (LF) of 12" watermain, 4 fire hydrants (FH), and numerous valves. This watermain is filled but will be tested next week before putting it into operation. Outdoor has also installed a sanitary sewer manhole (MH) and 150 LF of 8" gravity sanitary sewer near National Road Driving Range.

We have been coordinating with Barrett Paving Materials on the timing of the **2024 Street Resurfacing** project. Barrett



has agreed to either start & complete the project before the Air Show or not start until after the Air Show if they don't think they have enough time to complete the entire project beforehand. This will prevent City streets from being in the various stages of resurfacing during the Air Show events.

Study Session:

Presentation:

Public Service Department Update – Mr. Borton will give a Public Service Department Update to the Council.

Monday, May 20, 2024, Items:

Items on this evening's Council Meeting agenda

Resolution: Agreement with DIF Inc. – Golf Course Food & Beverage Operations – At the May 6th Study Session, during Director Clark's presentation, Council directed Staff to move forward with a revised agreement and Resolution authorizing the City Manager to enter into an agreement for food and beverage operations at the Cassel Hills Golf Course. This has been shared with the City Council. I anticipate presenting two versions – one which includes the proposal for the loan, one that does not.

Resolution: Additional Payment to ODOT for Bikeway Connector – The City and the Ohio Department of Transportation have previously agreed to partner in the Vandalia Bikeway Connector Road. Final plans have been approved by ODOT and the bids were opened on May 9, 2024. We received Federal Congestion Mitigation and Air Quality funding through MVRPC for 80% of the project in an amount up to \$2,350,373.00. Based on estimates we have received an invoice from ODOT for our share of the project in the amount of \$2,086,196.00. ODOT's policy is that the local sponsor (City of Vandalia) make payment to them prior to the bid opening.

Bids for the project came in higher than expected and per the contract we entered into with ODOT, the City is responsible for 100% of the costs over the grant amount of \$2,350,373.00. We received an email from ODOT after the bid opening requesting an additional \$533,930.00 to be able to move forward with the project. This brings the total local share of the project to \$2,620,126.00 or 52% of the total project cost which will be shared with Five River Metro Parks. Five Rivers Metro Parks have already reimbursed the city \$525,000.00 of the previously paid amount and indicated that they will make the remainder of their payment in 2025.

This information came in late last week, and I worked through the weekend and early this week to determine an appropriate recommendation. This project was originally Five Rivers' primary project; however, in 2019 they asked the City to be the primary sponsor ostensibly so that Five Rivers could apply preference points to an application for another project. The City was awarded \$2,350,373 in CMAQ funding in 2020 and the project was awarded an additional supplement of \$213,670. Five Rivers' contribution is anticipated to be \$874,656.

You may recall that a few years back, the design costs were greater than expected and the City took on an additional \$78,000 to move the project forward. Likewise, last year, the City agreed to allow Five Rivers to reimburse the City for its share of the contribution over two years in payments of approximately \$437,328 in 2024 and \$437,328 in 2025. This was done at the request of Five Rivers to address potential service shortfalls in their budget. Since late last week and over the weekend, I have been working with staff to determine whether to recommend that the project be cancelled, postponed, or moved forward given the additional cost. The City of Vandalia has agreed to share the local contribution for this project with Five Rivers Metro Parks. The overage is a total of \$533,930 meaning that the City's 50% share

would be \$266,965. Late last week, I spoke with Five Rivers CEO Karen Hesser.

Ms. Hesser stated that Five Rivers cannot contribute additional funds and cannot commit to additional future payments for the project without first securing additional revenues for the organization. This project includes the replacement of two traffic signals, and significant paving in the roadway. Because of this, portions of this project are eligible to be funded through the Street Fund (221), which is funded by permissive taxes rather than income and property taxes.

ODOT has told the City that we must advise them of whether we will continue with the project today. I believe there is general support for the following solution.

1. Each year, the City has budgeted \$758,000 for the 2024 asphalt resurfacing (\$500,000) / curb and sidewalk program (\$258,000) in the Street Fund (221) for 2024. There is \$562,500 from the Police-Fire-Street Fund (Safe and Stable 332) including \$500,000 for asphalt resurfacing.
2. The City forecasted similar expenditures for 2025.
3. The City worked with Congressman Turner's office to successfully rename the Community Project Funding appropriation of \$1.33 million for the ring road right of way purchase (which could not be used with ODOT funds for the ~\$20 million project) this year. The updated appropriation permits that these funds be used for street resurfacing and other infrastructure.
 - a. Note: This funding is not a good option for funding the bikeway directly because of bid requirements that precluded it from being used with other funding sources on the ring road project.
4. Possible Solution:
 - a. Supplement the Street Fund (221) to cover the \$533,930 overage.
 - b. Pay for the 2025 Street Fund portion of the asphalt overlay and curb and sidewalk project using the \$1.33 million in Community Project Funding. Due to constraints relating to bid requirements, this should be done as one big project with one focus (i.e., paving, roadway reconstruction with or without utilities) and not several projects.
 - c. Determine at budget time whether to:
5. Pave more approximately \$555,000 worth of roadways in 2025;
6. Reduce 2025 appropriations in the Safe and Stable Fund and pave the same amount of roadways (this results in a neutral impact to Street and helps the Safe and Stable Fund; or
7. Some other combination.
8. There are other funding options that the City could consider (i.e., a straight supplemental from the General Fund); however, I believe the above strategy is the best option.
9. Given the constrained timeline and the general guidance that I have received from the Councilmembers, I had staff advise ODOT of the City's intent to continue the project at this time.

I apologize for the inconvenient timeline, and I appreciate you recognizing that this process was administered by OOT and is out of the City's control.

Ordinance: Supplemental - Mrs. Leiter will discuss and request approval of the following supplemental appropriation Ordinance for the following reasons:

General Fund:

Economic Development:

- \$500,000 – increase appropriations to account for costs pursuant to the Ohio Revised Code

section 5782.09(D) statutory payment to Vandalia Butler School District.

Street Fund:

Public Works

- \$533,930 – increase appropriations to account for the additional expense related to the Vandalia Bikeway Connector Project. The bid results included an increase of 12.07% over the Ohio Department of Transportation's cost estimate.

Computer Legal Research Fund:

- \$5,060 – increase appropriations to account for expenses related to the upgrade of the current software application and web servers used by the Municipal Court.

Monday, June 17, 2024, Items:

Resolution: Golf Irrigation Project Contract Award – Bids were publicly opened for the **Cassel Hills Golf Course Irrigation System** project on Tuesday, May 14, 2024. This project will allow for the replacement of the 50-year-old golf course irrigation system at Cassel Hills Golf Course. This project will take place in conjunction with the Golf Course Irrigation Pump Station and Control Panel Replacement Project at Cassel Hills as the pump station and control panel moves the water from the wellfield to the irrigation system on the golf course. The project was advertised in the Daily Court Reporter on April 26 and May 3, 2024. Seven (7) contractors attended a mandatory pre-bid meeting on May 2, 2024, and four (4) contractors submitted bids for the project. Bids ranged from \$1,335,797.40 to \$2,382,539.96. Our consultant on this project, Technical Choice LLC, estimate range for the project was \$1.85 million. Due to the wide range of bid amounts in the four proposals, Technical Choice will be performing a thorough review to determine if the bid proposals meet all specifications and will also be contacting project reference list contacts to determine the quality of work performed on similar projects. They will also be confirming start and completion dates with the bid proposers. I recommend presenting the bid award recommendation at the June 17 Council Study Session with the formal awarding of the contract for this project at the June 17 Council Meeting.

Resolution: Golf Pumping Control System Contract Award – Bids were publicly opened for the **Cassel Hills Golf Course Pump Station and Control Panel** project on Tuesday, May 14, 2024. This project will allow for the replacement of the golf course irrigation system pump station and control panel at Cassel Hills Golf Course. This project will take place in conjunction with the Irrigation System replacement project at Cassel Hills as the pump station and control panel moves the water from the wellfield to the irrigation system on the golf course. Two (2) contractors attended a mandatory pre-bid meeting on May 2, 2024, and both contractors submitted bids for the project. Bids ranged from \$142,709.51 to \$248,738. Our consultant on this project, Technical Choice LLC, estimate range for the project was \$180,000 to \$200,000. Due to the wide bid range in the two proposals, Technical Choice will be performing a thorough review into the proposals to determine if the low bid meets all specifications and will also be contacting project reference list contacts to determine the quality of work performed on similar projects. They will also be confirming start and completion dates with the bid proposers. I recommend presenting the bid award recommendation at the June 17 Council Study Session with the formal awarding of the contract for this project at the June 17 Council Meeting.

Resolution: 2024 Copier Replacement and Lease Agreement – The city's 60-month lease for eleven multifunction copiers and service has expired, and the city is currently being billed at a higher month-to-month rate. The IT Department published an RFP for a new 60-month lease and service agreement on May 6, 2024, with bids due by May 23, 2024. The new agreement will replace the existing Konica Minolta BizHub copiers with new equipment and include comprehensive service coverage. Evaluation criteria include cost, lease terms, equipment reliability, user feedback, and service quality. The IT Department will review the bids and recommend a solution to the council. The final recommendation will be presented at the June 17 study session, followed by a recommendation for approval during

that evening's regular council meeting.

Resolution: Downtown Market Study – Enclosed is the Downtown Market Study.

Ordinance: 2023 Codified Update - This ordinance approves the editing and inclusion of certain ordinances and resolutions that have been passed by Council since the last update of the Codified Ordinances. This update will codify all pertinent legislation passed by Council during 2023, as well as incorporating amendments to the Ohio Revised Code.

Discussion Items:

Conditional Use: PC 24-01 Hotel/Motel in the O/IP District – 3675 Wyse Road – At the May 6th Council meeting, City Council voted 6-0 to revisit and discuss the conditional use at 3675 Wyse Road for reconsideration.

PC - Parking of Commercial and Recreational Vehicles – At the May 6th Study Session, Council directed Staff to do a code comparison of other cities and bring this item back for discussion at the May 20th Study Session.

Boards and Commission Reappointments & Expirations - At the June 17 Council Meeting, you will be asked to consider the reappointment of current board and commission members whose terms expire June 30, 2024.

April 2024 Financial Reports - Mrs. Leiter will deliver the April 2024 Financial Report.

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

Council Meeting:

Communications, Petitions and Awards:

Proclamation Public Works Week - Mayor Herbst will present a proclamation to the Division of Public Works for Public Works Week, which is May 19-25th.

Introduction Charles (JR) Fulton – Assistant Public Works Superintendent - Mr. Wendt will introduce JR Fulton, Assistant Public Works Superintendent, who began employment May 6, 2024.

Introduction and Oath of Office Firefighter/Paramedic/Inspector Joshua Schneider - Mr. Wendt will introduce and administer the Oath of Office to Firefighter/Paramedic/Inspector Joshua Schneider who began full-time employment May 1, 2024.

Resolutions:

Resolution 24-R-35: Art Park Amphitheater Project Bid Award - The Parks and Recreation Department is recommending awarding the bid for the Art Park Amphitheater Project to Outdoor Enterprises of Troy, Ohio because of their overall best bid proposal for the project. On April 12, 2024, we publicly opened and read proposals received for the project, advertised in the Daily Court Reporter on March 15 and 22, 2024. This project will allow for the construction of an amphitheater stage, band shell and additional seating at Art Park. This project is the continuation of developing the Art Park into a centralized location for residents to gather for community level activities as indicated in the 2020 Vandalia Vision Comprehensive Plan as well as the Community Input Key Findings section of the Parks and Recreation

Master Plan. Three (3) contractors obtained the bid package through Bid Express, and all three contractors submitted bids for the project. Bids ranged from \$490,500 to \$693,839. OHM Advisors estimate for the project was \$588,000. Funding for the project includes grant funds in the amount of \$300,000 from the State of Ohio Facilities Construction Commission and city capital budget funds.

Resolution 24-R-36: Poe/Wyse/Miller Resurfacing LPA Agreement with ODOT - On March 15, 2024, the City received official notice that the Poe/Wyse/Miller Resurfacing project was successfully funded through Miami Valley Regional Planning Commission's (MVRPC) Surface Transportation Program (STP) for \$843,334 of federal funds for fiscal year 2028. This project is estimated at \$1,228,560. With the successful award of the grant funds, the City needs to enter into a Local Public Agency (LPA) agreement with ODOT to receive these federal funds.

Resolution 24-R-37: Agreement with DIF Inc. – Golf Course Food & Beverage Operations – At the May 6th Study Session, during Director Clark's presentation, Council directed Staff to move forward with a revised agreement and Resolution authorizing the City Manager to enter into an agreement for food and beverage operations at the Cassel Hills Golf Course.

Resolution 24-R-38: Additional Payment to ODOT for Bikeway Connector – The City and the Ohio Department of Transportation have previously agreed to partner in the Vandalia Bikeway Connector Road. Final plans have been approved by ODOT and the bids were opened on May 9, 2024. We received Federal Congestion Mitigation and Air Quality funding through MVRPC for 80% of the project in an amount up to \$2,350,373.00. Based on estimates we have received an invoice from ODOT for our share of the project in the amount of \$2,086,196.00. ODOT's policy is that the local sponsor (City of Vandalia) make payment to them prior to the bid opening.

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I apologize for the inconvenient timeline, and I appreciate you recognizing that this process was administered by OOT and is out of the City's control.

Ordinance – First Reading:

Ordinance 24-10: Land Acquisition Note - Stonequarry Crossing - The Land Acquisition Note issued for the acquisition of land for the Stonequarry Crossing development matures on July 24, 2024. The total amount due is \$1,399,000 in principal plus interest. The 2024 Budget included an interest payment amount of \$95,000. The maturity date on the new note (\$1,399,000) will be in July of 2025. The debt is scheduled to be paid in full in 2036.

Ordinance 24-11: Bond Anticipation Note -Fire Engine 2016 BAN & Fire Ladder Truck 2021 BAN - The Fire Engine 2016 Bond Anticipation Note issued for a fire engine matures on August 21, 2024. This note was combined with the Fire Ladder Truck 2021 BAN in order to save on the costs of issuance. The total remaining amount due on

the note is \$1,241,000 (Fire Engine \$144,000; Fire Ladder Truck \$1,097,000) plus interest. The amount of the principal payment for the Fire Engine is \$48,000, and \$140,000 for the Fire Ladder Truck. The 2024 budget includes a pay down amount of \$48,000 on the outstanding principal due for the Fire Engine, and \$140,000 for the Fire Ladder Truck, plus an interest payment of \$63,425. The maturity on the new note (Fire Engine \$96,000; Fire Ladder Truck \$957,000) will be in August of 2025. The debt on the Fire Engine is scheduled to be paid in full in 2026, and year 2031 for the Fire Ladder Truck.

Ordinance – Emergency:

Ordinance 24-09: Supplemental for the following reasons:

General Fund:

Economic Development:

- \$500,000 – increase appropriations to account for costs pursuant to the Ohio Revised Code section 5782.09(D) statutory payment to Vandalia Butler School District.

Street Fund:

Public Works

- \$533,930 – increase appropriations to account for the additional expense related to the Vandalia Bikeway Connector Project. The bid results included an increase of 12.07% over the Ohio Department of Transportation's cost estimate.

Computer Legal Research Fund:

- \$5,060 – increase appropriations to account for expenses related to the upgrade of the current software application and web servers used by the Municipal Court.

April Bill Listing - Mayor Herbst will deliver the April 2024 Bill Listing.

The next Council meeting is on **Monday, May 20, 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. You may contact the City at 937-415-2256 or aswartz@vandaliaohio.org for the phone number and link to this meeting. 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 5:15 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

Avoid identity theft and safely dispose of sensitive documents !



The City of Vandalia proudly presents

Shred Day 2024

Friday, May 17

9 a.m. to Noon

Vandalia Municipal Building

333 James Bohanan Memorial Drive

Bring your unwanted documents to this drive-up paper shredding event! Unwanted documents may include old tax returns, processed checks, loan documents, financial reports and papers that might include Social Security or credit card account numbers. There is **NO NEED** to remove paper clips, staples, rubber bands or folders. All paper collected will be recycled.



FREE FOR ALL VANDALIA RESIDENTS!



www.vandaliaohio.org

Memo



To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: May 8, 2024

Re: Information Update - Period Ending May 10, 2024

1. Overall Income tax receipts (\$8,129,170) are down YTD by .24% (\$19,568) over April YTD 2023. Withholding tax is up 2.55% YTD (\$141,451); Individual tax is up 4.03% YTD (\$41,158); Business net profit tax is down 12.84% YTD (- \$202,177).

The amount of income tax revenue budgeted for 2024 is \$19,671,000 (\$1,639,250/month). The amount collected YTD is \$8,129,170. Therefore, the amount collected through April is 23.98% higher than the estimated amount based on the budget. Refunds issued YTD were \$115,784. Overall receipts, net of refunds, were down 2.67% as compared to April 2023, also net of refunds.

2. I appreciated the invitation and attended the council retreat meeting. The event was a wonderful opportunity to interact and connect with the Council on a more personal level, while discussing plans for 2024-2025 and beyond.
3. Kristen and I attended a records commission meeting. Finance did not have any items on the agenda for discussion or vote.
4. I attended a meeting with members from the city, United Healthcare (UHC) and McGohan Brabender. The main topics of discussion were the 2023 and YTD 2024 claims financials, various available UHC programs and Empowering Healthy Living (EHL) strategies.
5. Several members of Finance attended Missy Pruszynski's retirement party. We appreciate everything she has done for our department over the years, and wish her the best of luck, and well-deserved rest and relaxation!
6. Kristen and I attended a regularly scheduled council meeting. I presented information regarding the upcoming debt payments and issuance of new annual Land Acquisition and Bond Anticipation Notes for the development of Stonequarry Crossings, fire engine and fire ladder truck.

7. Finance continues to provide data to the compilation team and auditors from Plattenburg and Associates for the 2023 Annual Report and audit for NAWA, TCA and the City of Vandalia.
8. I attended a meeting with a few members of the city and PRADCO to discuss results from a recent assessment related to candidates in the hiring process for current open positions.
9. Kristen and I virtually met with representatives from SmartBill to discuss their recent migration to a new system and new options made available to the city.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 5/9/2024
SUBJECT: INFORMATION UPDATE – PERIOD ENDING MAY 10, 2024

1. Crews were called on April 21st to Old Springfield Rd. on a structure fire. Crews arrived to a heavy volume of fire coming from a side of a two-story home. No injuries were reported, and mutual aid was received from Butler Township, Huber Heights, Englewood, Tipp City, Clayton, and Union Fire Departments.
2. The Division of Fire would like to congratulate Missy Pruszynski on her retirement and wish her the best in her relaxing future. We were happy to attend the event held in Missy's honor at the Senior Center so we could congratulate and wish her well.
3. The Vandalia Rec Center baseball and softball opening day ceremonies were held on April 27th. I had the honor of throwing out a ceremonial first pitch. Additionally, our EMS strike team was available and ladder truck was on display for the event.
4. The Division of Fire is happy to have four new part-time hires. These members are currently going through their orientation and training packet and should be on their new regular shifts later this week. Welcome aboard to all!
5. The Division of Fire will begin its annual fire hydrant testing and flushing through the month of May as weather permits. All hydrant testing should be completed by Memorial Day.
6. I, along with members of the command staff and prevention bureau attended a training for EV car fires held at FEC in Huber Heights. The Division of Fire is



DIVISION OF FIRE INFORMATION UPDATE

aggressively working towards new policies and procedures to manage a potential EV fire event if one were to happen in the city.

7. The prevention bureau attended a fireworks course on Saturday May 4th in order to keep their certifications current. This class will benefit events held in the city, especially the Star-Spangled Celebration in July.
8. The Division of Fire held a command staff meeting on Monday May 7th. Items discussed were, but not limited to, budget, goals and hiring updates.
9. The Division of Fire is happy to announce that Zach Holbrook has been promoted to the rank of Lieutenant. Zach was sworn in at the May 6th council meeting. Congratulations Zach!



To: Dan Wendt, City Manager
From: Steve Clark, Director of Parks & Recreation
Date: 5/9/2024
Re: Information Update – Period ending May 9, 2024

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

Opening Day for our Youth Baseball/Softball program took place on Saturday, April 27 at the Sports Complex. There was a nice turnout for the event that included a ceremonial first pitch and other activities for the kids. Many thanks to Council Members Aivalotis-Weaver and Doogan for participating in the first pitch ceremony. Recreation Coordinator Jeff Kreill is already planning for next year's opening day, planning to add some innovative ideas to the day.

Sweet Treats Fest: This event is happening on Saturday, May 11 from 4pm-8pm at the Vandalia Sports Complex. There will be many different food trucks and vendors and activities for families to enjoy. This is a free entry special event.

Recreation Coordinator Josh Berry conducted a Superhero Fun Run that took place on Saturday, April 27 at the Sports Complex. The event was for all ages, including children, and included participants dressed as their favorite Superhero! The 1.3-mile fun run around the Sports Complex walking path included 44 participants.

Better Than Takeout w/ Eat Pretty Darling: This program happened on Tuesday, April 16 from 6pm-7pm at the Vandalia Senior Center. We had 7 kids who signed up for the program. Kids made veggie fried rice and wontons.

Fruit Flowers w/ Eat Pretty Darling: This program took place on Saturday, April 20 from 10am-11am at the Vandalia Senior Center. There were 10 kids who signed up for the program. Kids learned all about fruits and made fun flowers out of their fruit.

Air Plant Terrariums: This program happened on Thursday, May 2 from 6pm-7pm at Art Park. There were 12 adults signed up for the program. Adults made their own air plant terrarium led by the instructor.

A total of 12 business teams will be participating in the 2024 Vandalia Corporate Challenge, June 3-7. Adare Pharma Solutions, City of Vandalia, Superior Abrasives, Inteva Products, PSA Airlines, Kentner Sellers CPA's, GE Aviation, and Johnson Electric are preparing for a week of fun and exciting events.

RECREATION CENTER

Kids Night Out: This program happened on Friday, May 3 from 5:30pm-9pm at the Vandalia Recreation Center. We had 31 kids sign up for this program. Kids enjoyed crafts, climbing wall, pool, and gym games.

Homeschool Takeover: This event happened on Friday, April 19 from 11:30am-3pm at the Vandalia Recreation Center. We had 15 families come out. They enjoyed swimming, climbing wall, Luther's and gym games.

Custodial staff resurfaced and painted the hallway wall of the Special Events Room. They also installed a new brochure rack on the wall and installed new blinds in the room.

VRC attendance for the month of April totaled 15,641 compared to 12,224 in April of 2023.

GOLF DIVISION

There are a total of 9 plan holders for the Golf Course Irrigation Project. A mandatory pre-bid meeting was held on May 2 and bids are due by 1pm on May 14. We are anticipating a competitive bid on this project based on the amount of interest the project has generated.

Assistant Superintendent Tim Bailey continues to recover from his motorcycle accident. He is now at home and healing. We continue to wish Tim a speedy recovery and look forward to seeing him back on the course.

FACILITY MAINTENANCE DIVISION

We were awarded the \$1,000 Keep Montgomery County Beautification Grant from the Montgomery County Solid Waste District for purchase of plant materials. Seven trees and twelve perennials will be purchased and planted in late spring at the Veterans Memorial Area of the Sports Complex.

Preparations are well underway at Cassel Hills Pool in anticipation of opening day. We have a goal of getting the swim team in the pool on or near May 13. With our additional staffing we were able to dedicate two staff members to the pool multiple days cleaning many areas of concrete deck.

We are thankful to have the supervisor positions in place and beginning their new roles May 8. Maintenance Technician Supervisors Jerrod Hill, Bryan Fine and Andrew Christian have completed a two-day Supervisory Development Program offered through the Municipal Training Academy.

Robinette restroom continues to move closer to completion. The concrete about the exterior of the building is in place and plumbing and electrical work continues.

Installed two commemorative trees at the sports complex, both Ginkgo's with commemorative plaques.

Three of our park maintenance staff attended the Tree City awards program held this year in Tipp City, Ohio. We won a 'Wildfire Black Tupelo tree at the awards program and will plant the tree at the Sports Complex.

Celebrated Arbor Day at Helke Park with the Helke School students in attendance. It was a beautiful day to celebrate Arbor Day and our 10th year as a Tree City USA. This year's tree is an American Hop Hornbeam, and we presented each student in attendance with a White Dogwood bareroot seedling, 350 were purchased for the event. Park staff were dedicated to keeping the seedlings in good shape prior- heeling them into pots and then bagging each just prior to the event.

Information Update



To: Dan Wendt
City Manager

From: Kurt E. Althouse
Chief of Police

Date: May 9, 2024

Subject: Information Update Ending May 10, 2024

1. During the past two-and-a-half weeks, VPD officers made 22 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in two traffic citations, 17 written warnings and three verbal warnings while working 20 additional enforcement hours.
2. Detectives charged a prior female resident of Vandalia (currently homeless) with possession of Fentanyl (SCH II) and Xylazine (SCH III) after she was arrested on a warrant from Trotwood and the drugs were found on her person. This occurred at the bus stop near 10 W. National Road.
3. On April 19, Vandalia Police participated in a joint law enforcement blitz with other police agencies in collaboration with the Montgomery County Drug Free Collaboration. This detail involved marked patrol units and unmarked vehicles with a focus on areas with drug and vice complaints in Dayton, Huber Heights, Riverside, Vandalia, Harrison Township, and Butler Township.
4. On April 24, Lieutenant Sucher, Lieutenant Walker, and I attended the Montgomery County Police Chiefs' monthly meeting at Sinclair Community College. We celebrated Administrative Professionals Day and were honored to be joined by Administrative Assistants Shannon Green and Nancy Mandelik as well as Support Services Manager Anissa Kanzari. The keynote speaker was Belinda Kenley, President of the Ohio Municipal League and Deputy Mayor of Centerville.
5. Officer Sommer attended the Ohio Prevention Officers' Association conference in Columbus from April 22-24. This conference offered presentations on mental health, sextortion, and other various topics.
6. On April 27, Officer Sommer attended the opening day for baseball at the Vandalia Recreation Center with a great community turnout.
7. Lieutenant Sucher and I attended the annual In-Service Chiefs' Training Conference hosted by the Ohio Association of Chiefs of Police (OACP) on April 28-30 held in downtown Columbus. It was a privilege and honor to be sworn in Sunday evening as the president of the OACP during the awards banquet and to represent the policing profession in Ohio. The conference offered several great presentations on employment and labor laws, criminal law updates, Marsy's Law, social media best practices along with several inspirational speakers.

8. Lieutenant Walker and Support Services Manager Kanzari attended the Motorola Summit in Dallas, Texas April 28 – May 2 where there were various presentations on the Spillman Flex software including new software features and future upgrades.
9. The Division held three sessions of Phase 1 range training for officers on May 1-2 at the Tipp City Police shooting range. The training consisted of the annual state qualification course for handgun and patrol rifle, ASP baton & OC spray certification, and orientation and training on the new 40mm less lethal launcher.
10. On May 1, Lieutenant Sucher and I attended a security meeting at the Expo Center with various representatives from public safety agencies for the 2024 Centerpoint Energy Dayton Air Show. This is the 50th anniversary of the air show and organizers are expecting a high attendance.
11. On May 2, Officers Rich Sommer, Brittany Blackford, and PSS Heather Cross attended the Peace Officer Memorial Ceremony at the Ohio Peace Officer Training Academy in London, Ohio.
12. On May 3, Officer Nelson Clymer, Sergeant Garry Lawson, and Sergeant Doug Nagel made presentations to the 8th grade class at Morton Middle School for career day.
13. Several members from the Police Division attended the 17th annual Montgomery County Officer Memorial Ceremony at Riverscape in downtown Dayton last Friday morning. The Division's Honor Guard members participated in the Wreath Guard along with honor guard members from other agencies. This year's survivor speaker was Clearcreek Twp. Police Officer Eric Ney (retired) who was shot in the line of duty while investigating a domestic complaint and the keynote speaker was Director Andy Wilson from the Ohio Department of Public Safety.
14. On May 8, Officer Sommer provided three sessions of *Run Hide Fight* readiness training to Johnson Electric employees.
15. On May 9, Officer Sommer attended a 3rd grade safety patrol party at Skateworld. Four student winners received new bikes kindly donated by the Optimist Club. The safety patrol are students who assist with crossing guard duties at the elementary school buildings.
16. Detectives charged a 44-year-old Dayton man with possession of Xylazine (SCH III) after a traffic stop at Art Van Atta Park on February 15, 2024.
17. Detectives charged a 38-year-old Dayton man with one count of Felony Receiving Stolen Property and one count of Felony Forgery for his role in cashing a stolen check at the Wright Patt Credit Union on Benchwood Road.
18. Officer Holly Estepp and Sergeant Brian Krimm were guest presenters at Smith Middle School for their career day. Officer Estepp and Sergeant Krimm both gave five separate 30-minute presentations to the students. This presentation covered how law enforcement officers utilize skills like adaptability, communication, leadership, problem-solving, and time-management to better serve the citizens of Vandalia.
19. On Thursday, the Division had our triannual Law Enforcement Automated Data System (LEADS) security audit. Thanks to PSS Mindy Snodgrass, IT Support

Specialist Thai Do, and IT Manager Darren Davey's hard work, the Division received preliminary passing results with the final report due in a few weeks. Congratulations to this team for their success for maintaining Criminal Justice Information Services (CJIS) compliance with LEADS.

20. Yesterday, I attended a meeting for the Ohio Peace Officer Training Commission at the Peace Officer Training Academy in London as a member of the Attorney General's Blue Ribbon Task Force. After convening last October, the Task Force members met several times over the past six months and composed seven recommendations to improve and modernize peace officer training across Ohio. After making a presentation on the Task Force's recommendations, the Commission agreed to adopt all seven recommendations to improve the professionalism of police training.



Public Service Information Update

To: Dan Wendt, City Manager
From: Ben Borton, Director of Public Service
Date: May 9, 2024
Subject: **Information Update for April 20 – May 10, 2024**

Development & Engineering Services (DES)

Milcon Concrete has addressed and completed the punch list items for the Clyde Place & Cyril Court Reconstruction project. To extend the life of the pavement, we had Reclamite application placed; this an asphalt rejuvenator sealer that adds back the asphalt cement (AC) to the top finish layer that gets burnt out during the mixing and placement processes.

Coate Construction LLC is nearing completion on the 2024 Curb/Sidewalk project with completion of work on Sagraves Dr, N. Perry St, Clay St, Skyview Dr, Kirkwood Dr, and Forestwood Ave. Work will complete with Stonequarry Rd next week.

Due to a concern brought up by a City resident, a 40' +/- section of curb/gutter was replaced on Randler Ave to improve drainage and prevent water from ponding in the curb ramp in front of Helke Elementary School. VBCSD personnel were kept informed of this work, and it was scheduled around school operations to minimize impacts.

In just 3 weeks, Outdoor Enterprise has made good progress on the Dog Leg Water and Sanitary Extension Phase 2. Outdoor has completed the installation of the watermain through the Treasure Chest Storage property and the back of the National Rd parcels, which is about 1,800 linear feet (LF) of 12" watermain, 4 fire hydrants (FH), and numerous valves. This watermain is filled but will be tested next week before putting into operation. Outdoor has also installed a sanitary sewer manhole (MH) and 150 LF of 8" gravity sanitary sewer near National Road Driving Range.



We have been coordinating with Barrett Paving Materials on the timing of the 2024 Street Resurfacing project. Barrett has agreed to either start & complete the project before the Air Show or not start until after the Air Show if they don't think they have enough time to complete the entire project beforehand. This will prevent City streets from being in the various stages of resurfacing during the Air Show events.

Temporary certificates of occupancy (TCOs) have been issued for the last two (2) units at Redwood Apartment Neighborhood Phase 1. Full certificates of occupancy (COs) are ready for issuance once final landscaping, including trees and grass, are completed to meet zoning requirements per plan.

Staff has approved the plans for Redwood Apartment Neighborhood Phase 2, pending payment of permit fees.

A CO has been issued for 250 Northwoods Blvd with some areas in the structure listed as unoccupied for any storage.

Staff continued to assist Facilities and the contractors for the new generator work at the Municipal building.

Staff reviewed and returned comments for the proposed heavy automotive repair and service facility at 1175 Industrial Park Dr.

Staff are working on framing inspections and finalizing the fire alarm system at Super 8.

I attended a NAWA meeting with the Ohio Environmental Protection Agency (OEPA) to discuss solutions for the water plant's concentrate discharge line on April 29th. OEPA was open to this latest solution proposal, and we are progressing with obtaining other authorizations/buy-ins from federal agencies.

I attended the NAWA technical committee meeting on May 1st, and the Vandalia's Bicycle Advisory Committee meeting on May 6th.

I attended the Supervisor Training Program through Miami Valley Communications Council (MVCC) with the new Parks & Recreation Maintenance Supervisors on May 7-8th. I would like to thank Assistant City Manager Rob Cron and yourself for giving me the opportunity to increase my knowledge and supervisory skills.

I appreciated the opportunity to join in the Council's Strategic Visioning Retreats on April 17th and May 8th and help shape Vandalia's future.

Public Works (PW)

Crews continued sweeping streets and installing water meters across the City.

A sink hole brought to our attention by a resident and Police dispatch was fixed on Sussex Pl.

An old leaking water service was fixed on S. Dixie Dr near Scott Ave.

Crews performed asphalt repairs on Airport Access Rd, S. Dixie Dr, Sussex Pl, and Mountair Dr and curb repairs on Stewville Dr from the valve replacement.

Crews obtained the monthly industrial pre-treatment sanitary sewer samples.

Half of the crew attended the 2024 Southern Ohio Utility Expo put on by the Ohio Southwest District of the American Water Works Association (AWWA) for training and received required EPA contract hours to stay in compliance & renew their EPA licenses.

Crews began using the new SL-RAT equipment to inspect sanitary sewer lines.

About half of the concrete foundations for the cemetery's spring placement have been dug and poured.

We performed 305 utility locates this period for Ohio 811.

Crews performed 3 burials at Poplar Hill cemetery during this period.

First round interviews have begun for the open full-time Public Works Office Manager position.

JR Fulton joined our team as the Assistant Public Works Superintendent on May 6th.

Public Works Superintendent Jake Hayslett and Assistant Public Works Superintendent JR Fulton attended the TCA technical committee meeting on May 8th and the OEPA inspection of TCA wastewater treatment plant on May 9th.

THROUGHOUT THE YEAR 2024 WE WILL
BE CELEBRATING OUR FAVORITE SUPER
HEROES... YOU!

EMPLOYEE APPRECIATION 2024



SEVEN BIG DAYS OF SWEET GRATITUDE!

CHECK IT OUT!!!

JUNE 12 - ICE CREAM SOCIAL
JULY 18 - PIZZA IN THE PARK
AUGUST 14 - PICNIC IN THE PARK
SEPTEMBER 18 - EMPLOYEE TACO BAR
OCTOBER 23 - DONUT BAR
NOVEMBER 6 - TEAM BREAKFAST
DECEMBER 16 - CITY COUNCIL EMPLOYEE
APPRECIATION DAY

WEDNESDAY
JUNE 12

THURSDAY
JULY 18

WEDNESDAY
AUGUST 14

WEDNESDAY
SEPTEMBER 18

WEDNESDAY
OCTOBER 23

WEDNESDAY
NOVEMBER 6

MONDAY
DECEMBER 16



Ice Cream Social
1 - 2 p.m.
Vandalia Sports
Complex



Pizza in the Park
11:30 a.m. - 1 p.m.
Helke Park



Picnic in the Park
11:30 a.m. to 1 p.m.
Vandalia Sports
Complex



Taco Bar
12:30 to 2 p.m.
Vandalia Senior
Center



Donut Bar
7 - 9 a.m.
Vandalia Justice
Center



Team Breakfast
8 - 9:30 a.m.
Cassel Hills
Clubhouse



City Council
Employee
Appreciation Day
8 a.m. - 5 p.m.
All Locations



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.



2024 Full-Time Pay Period Changes

With the approval of City Manager Wendt, Finance will be permanently changing the pay period dates for full-time and permanent part-time employees to follow a Sunday-Saturday workweek rather than the current Wednesday-Tuesday workweek.

The current workweek has been a confusion to hourly employees throughout the years as it relates to overtime calculations. Making this change will create a more logical workweek for employees to track the number of hours they have worked in the week to avoid overtime. This change will also allow additional time for administrative and managerial staff to review and approve timecards in Executime before it is locked for payroll processing. I believe this is advantageous to employees, supervisors, and payroll.

For this transition, we will need paper timesheets for Pay #12 (Check Date 6/7/2024) and Pay #13 (Check Date 06/21/2024). For both pay periods, employees will be paid for their regular schedule and should see no shortage of pay on their paychecks, only the dates will reflect differently for this transitional pay period.

For Pay #12, a paper timesheet will be completed to reflect hours worked for the old pay period and one to reflect the hours for the new pay period. The timesheet showing the old pay period dates is being used to accurately calculate any overtime pay that is due to the employee, which should be limited to only emergency instances where possible.

For Pay #13, a paper timesheet will be completed to show all hours worked using the new pay period dates. Any overlapping dates that were already paid in Pay #12 will be paid in full again and will be counted toward any overtime calculation for the new pay period dates.

All full-time and permanent part-time employees will resume using Executime for Pay #14, which begins on June 16.

Attached you will find the old pay schedule and the new pay schedule. The dates that employees are paid will not be changed, simply the dates that fall within the pay period.

Any questions or concerns can be directed to the Finance Department, and we will be more than happy to help ease any burden this transition may cause.



Pay Period Adjustment Calendar

MAY



Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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Pay Period Adjustment Calendar

JUNE



Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

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2023 Property Maintenance Recap

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City Planner

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Introduction

The City of Vandalia hired its first Property Maintenance Inspector in June 2000, to address property maintenance and zoning issues throughout the city. Before the establishment of the Property Maintenance Inspector position, there was little recordkeeping for complaints. Over time, the City began keeping files on properties who received complaints, and today, all new and previous complaints are recorded in Muncity 5 and Laserfiche¹.

The City of Vandalia has shown its dedication to maintaining a vibrant and aesthetically pleasing environment for its residents and businesses. Furthermore, the results of the property maintenance efforts in the year 2023, as outlined in tables and appendices, offer an overview of the prevalent types of complaints, and their resolution statuses. The City's commitment to addressing and correcting property maintenance and zoning violations is a crucial component in upholding the Citywide Policy Goals and ensuring the overall well-being of its neighborhoods and businesses.

Background

Methods

The City of Vandalia receives property maintenance complaints through a variety of channels, including but not limited to field inspections by the inspector,² Vandalia citizens, police department, fire department, staff, and SeeClickFix³. Once a complaint has been received, the inspector will drive out to the site and determine if there is a violation. If no violation is found, the inspector will mark the complaint as unfounded. However, if a violation is found, the

¹ Muncity 5 and Laserfiche are electronic databases for which all building, electric, zoning, and property maintenance documents are stored and filed.

² Property Maintenance Inspector Kip Millikin, Zoning and Planning Ben Graham, and City Planner Michael Hammes are the inspectors who will travel to a site and determine if the site is complaint or in violation.

³ SeeClickFix is a portal where citizens may address concerns they have within the City of Vandalia.

inspector will document the complaint, take a photograph of the complaint, and send a letter to the property owner with a compliance date. If the violation is a grass complaint, the inspector will document the complaint, take a photograph of the complaint, and post a “notice to mow” sign in the front yard of the violating property. Each violation has its own unique compliance date to follow, and the inspector has discretion to modify the compliance date.

After the initial compliance date has come due, the inspector will travel to the site to see if the property has come into compliance. If the property owner has fixed the violation, the inspector will mark the complaint as resolved. However, if no progress is made to correct the violation, the inspector will send a second violation letter as certified mail to the property owner warning them of court. Furthermore, the inspector may decide to execute an enforce mow/clean-up to close the violation.

Once the second compliance has come due, the inspector will travel to the site to see if the property has come into compliance. If the property owner has fixed the violation, the inspector will mark the complaint as resolved. If no progress is made to correct the violation, the inspector will forward the complaint to the Vandalia Municipal Court.

It is important to note that the timeline may fluctuate based on the discretion of the inspector. More often enough, many property owners will contact the inspector to state they will comply with the violation, but they will need an extension fully comply with the violation. Some extensions the inspector may grant include, but are not limited to, weather, time constraints, or financial constraints.

Results

In 2023, the City of Vandalia received 954 property maintenance and zoning complaints. Table 1 highlights the several types of complaints the city has received.

Table 1: Number of Complaints by Type

Type	Count
AJP - Accumulation of Rubbish/Garbage	18
BLS – Blade Sign	8
CNP – Condemnation First	3
CP - Complaint	65
CSP- Condemnation Final	3
DEP – Detention Ponds (Mowing & Maintenance)	0
DMP – Demolition	0
DRP – Approach/Sidewalk Repair	16
DTP – Decaying Trees	7
FPZ – Pool without Fence	0
GFP – Graffiti	2
ITP – Interior Structure/Equipment	2
LPZ – Lighting	1
NFZ – No Fence Permit	9
OSP – Overgrown at Structure	5
PIP – Property Maintenance	70
PLZ – Pool Drain	2
PNP – Public Nuisance	3
POZC – POD (Commercial)	1
POZR – POD (Residential)	3
PPP – Personal Property in the Right-of-Way	7
PRP – Right-of-Way Tree Clearance	12
PSZ – Abandoned/Prohibited Sign	4
RVZ – Recreational Vehicle	27
SAP – Sanitation Debris/Brush	184
SDP – Storm Drain	1
SIZ – Sign Maintenance	28
SNP – Street Numbers	2
SOP – Snow Letter	0
SPZ – No Sign Permit	4
STP – Storage of Junk/Vehicles	96
TBZ – No Banner Sign Permit	14
TCP – Trashcans	63
TWP – Weeds/Grass	256
UTZ – Commercial Vehicle	11
UVP – Unlicensed Vehicle	7
VAP – Vacant Land/Structure	5
VHP – Vermin Harborage	1
VPZ – Vehicle on Grass	9
VSP – Visibility at Intersection	4
YSZ – Yard Sale	1
Total	957

The most common complaints that were received were for Weeds/Grass (26.83%), Sanitation Debris/Brush (19.29%), Storage of Junk/Vehicles (10.06%), Property Maintenance (7.33%), Complaint⁴ (6.81%), and Trashcans (6.6%). The remaining violations were 23.08% of the total. Detention Ponds (Mowing and Maintenance), Demolition, Pool without Fence, and Snow Letter were violations that received no complaints this year. A map of all the properties that received complaints in 2023, can be found in Appendix A

Appendix B shows all the complaints for 2023, by the date they were received.⁵ The following information can be found: department, complaint date, complaint number, complaint type, owner, owner address, complaint tax id, complaint address, description of the complaint, the inspector for the complaint, observations for the complaint, status of the complaint, total violations, open violations, total inspections, and closed date.

Table 2: Complaint Status Totals

Complaint Status	Total Number
Enforced Clean-up	10
Enforced Mow	75
Pending	73
Resolved/Closed	724
Unfounded	72
Total	954

Table 2 shows the statuses of the complaints. Heading into 2024, only 7.65% of the complaints remain as pending. Many of the pending complaints stem from the end of the year, however, there are multiple pending complaints stemming from early to mid-2023. 1.09% of the

⁴ CP – Complaint is a violation for which we have no pre-drafted letter. These violations will be used to create new draft letters for the future. For example, BLS – Blade Sign was created for 2023 after having multiple complaints for them in 2022.

⁵ In March 2023, the City of Vandalia switched the complaint portal from Muncity Enterprise to Muncity 5. This did change the way the complaint numbers were formatted and separated violations from the complaint.

complaints were an Enforced Clean-up, 7.86% were Enforced Mow, 75.89% were resolved, and 7.55% were unfounded.

Figure 1: Complaints by Year

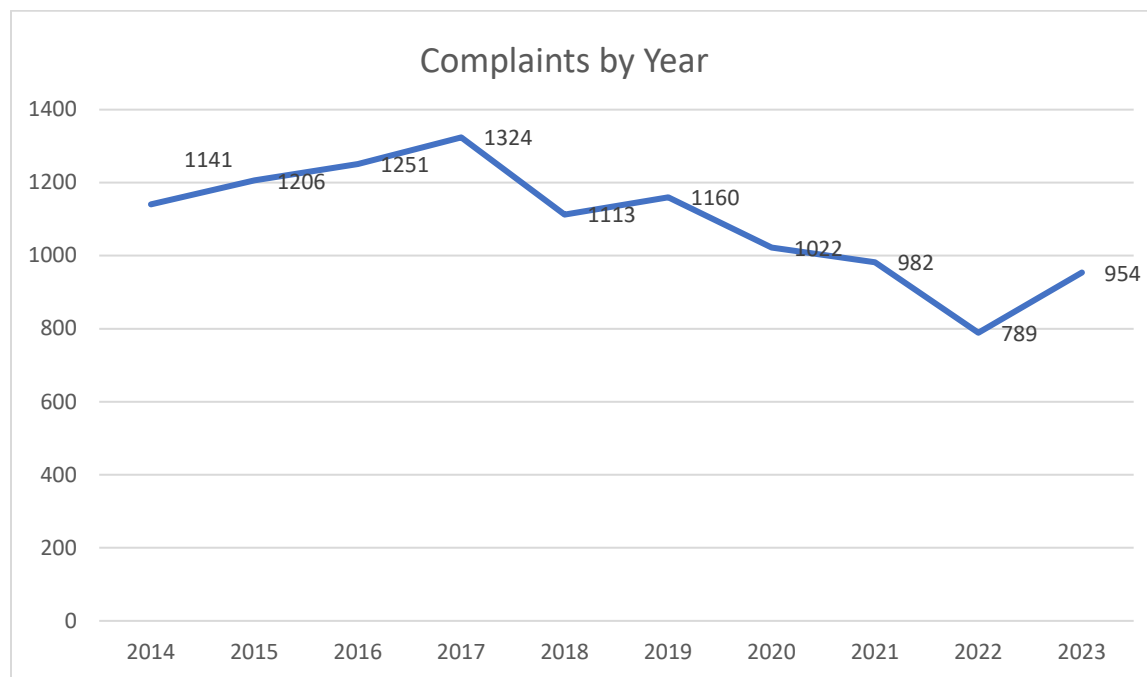


Figure 1 showed a rise in the number of complaints in 2023, with 954 new complaints, compared to 789 new complaints in 2022. However, 2023, did have the second lowest number of complaints in the 10-year span since 2014. The average (mean) number of complaints per year since 2014 is 1,094.2.

Conclusion

In 2023, the City of Vandalia showed dedicated efforts in addressing property maintenance complaints from reception to resolution, reflecting a proactive stance in maintaining the overall well-being of the community. The detailed analysis of 954 complaints in 2023 reveals the complex nature of property maintenance challenges faced by Vandalia. Weeds/Grass, Sanitation Debris/Brush, and Storage of Junk/Vehicles emerged as the predominant concerns, prompting targeted strategies such as enforced clean-ups and mowing's.

The results, as presented in Table 2, demonstrate an impressive resolution rate, with only 7.65% of complaints remaining as pending as the city enters 2024. Enforced clean-up and mowing initiatives, coupled with a robust resolution process, have effectively addressed a significant majority of issues. In conclusion, the results of 2023 not only reflect successful resolution rates, but also show the city's commitment to addressing the diverse challenges posed by property maintenance and zoning complaints.



May 6, 2024

For Immediate Release

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Vandalia-Butler City Schools and the City of Vandalia Reach Settlement and Compensation Agreement

Vandalia-Butler City Schools and the City of Vandalia have successfully resolved a tax revenue-sharing dispute through a mutually agreeable settlement and compensation agreement. With the agreement, the Vandalia-Butler City School District will dismiss a lawsuit filed against the City of Vandalia in April.

The dispute centered on applicability and the amount of income tax revenues to be shared when generated in a Community Reinvestment Area, an economic development tool that abates property taxes as an incentive for a company to locate to a specific area. As property taxes are an important revenue stream for school districts, the State of Ohio generally requires municipalities to share some income tax revenue with an impacted school district.

The agreement, reached after constructive dialogue and negotiation between representatives from the city council and the board of education, ensures a fair and mutually beneficial arrangement for both parties. It represents a commitment to the ongoing partnership and shared goal of supporting both education and community development.

The total agreed-upon settlement is \$4.35 million, paid in installments over two years. In April, the district received a portion of the settlement in the amount of \$1.35 million. Additionally, \$500,000 will be paid by July 1, 2024. The remaining \$2.5 million will be paid in two equal installments by April 1, 2025, and April 1, 2026, in the amount of \$1.25 million.

The agreement also establishes a new threshold at which point tax sharing between the two entities will begin.

The city and school district have a long-standing partnership serving the citizens of Vandalia and look forward to continuing and strengthening their partnership moving forward.

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