

THE BLUE LETTER



333 James E. Bohanan Drive • Vandalia, OH 45377 • (937) 898-5891

December 6, 2024

Mayor Herbst & City Councilmembers:

There will be a Special Council meeting on Saturday, December 7, at 9:00 a.m. for the purpose of City Council to enter into Executive Session to consider the appointment, employment and compensation of a public official, to consider the resumes for a new City Manager and matters related thereto. This Special Council meeting will be an in-person meeting in the Large Conference Room at 333 James E. Bohanan Memorial Drive, Vandalia, OH 45377.

Don't forget – the Tree Lighting is this Sunday. The informational flyer is attached.

Bikeway Connector project: Due to the holidays and now frozen ground, Brumbaugh Construction has halted placing the stone base for the bikeway path and subsequent asphalt surface. Various utility relocation work continues to facilitate this bikeway project. Brumbaugh has begun demobilizing from site until the Miami Conservancy District (MCD) issues with the sheet pile and mechanically stabilized earth (MSE) wall alignments near the US-40 bridge over CSX railroad at the Taylorsville Dam have been resolved.

The public portal (M5 Connect) for our DES software (Municipity) is now live with residents, business owners, and contractors able to apply & review the status of permits, pay permit fees, and receive approved permits online from the comfort of their home or office. This has been a 2024 department goal focused on the Citywide Policy Goal of **Sharpen the Saw** and DES staff have been working hard towards its implementation.

Crews completed the scheduled leaf collection for the year on December 4th. Crews have started one more round of the entire City to collect any late fallen leaves. Residents that have leaves to dispose of after this collection is completed can bag their leaves, put them out with their regular trash, and Rumpke will pick them up. To date, crews have collected approximately 446 tons of leaves.



On December 3, Police Lieutenant Walker attended a virtual meeting with our Flock customer service representative who covered new technology and improvements to their products. The city has 12 Flock license plate reader cameras positioned throughout the city. The cameras have proved to be a valuable tool in keeping our community safe, as well as providing leads for our investigations.

The Robinette Park playground project has been delayed a few days due to the weather conditions. We are hopeful installation can begin next week.

Congratulations to Fire Marshal Jacobs who has been accepted to the Ohio Fire Executive (OFE) Program Class 25. The OFE Program created and administered by the Ohio Fire & Emergency Services Foundation, is an Executive Development Program to enhance leadership, responsibility, knowledge, skill and more. Fire Marshal Jacobs will begin classes in April 2025 and is set for graduation, spring of 2027.

Please contact me directly with comments and questions.

Very Respectfully,

Mark Schwieterman
Interim City Manager

CC:

Board and Commission Members
All City Employees

Attachments:

1. Information Update - ACM Cron –December 6, 2024;
2. Information Update - Director Leiter – December 6, 2024;
3. Information Update - Chief Follick – December 6, 2024;
4. Information Update - HR Manager Hanf – December 6, 2024;
5. Information Update – Director Clark – December 6, 2024;
6. Information Update - Chief Althouse – December 6, 2024;
7. Information Update - Director Borton – December 6, 2024;
8. 2024 Vandalia Tree Lighting Ceremony & Holiday Market



To: Mark Schwieterman, Interim City Manager
From: Rob Cron, Assistant City Manager
Date: December 5, 2024
Re: Information Update November 23 – December 6, 2024

Congratulations to Jerrod Hill on being chosen for this month's Employee Spotlight.



Employee Spotlight
December, 2024

A typical day for Building Maintenance Supervisor Jerrod Hill is anything but typical. On any given day, Jerrod might find himself fixing a door closure at the Justice Center, then working on a plumbing issue at the Aquatic Center, then dealing with HVAC issues at Fire Station #1.

"That's one of the things I love about my job," Jerrod said. "I work with every department, and no two days are the same."

In April of 2025, Jerrod will complete his 29th year with the City of Vandalia Parks and Recreation Department. Jerrod supervises a crew that handles the maintenance and upkeep of all City buildings and locations. He sees his job as protecting the City's infrastructure.

"I get a lot of joy and satisfaction out of my job," he said. "My customers are not just the employees in our buildings, but also all of the patrons who visit our facilities."

Hill said he feels blessed to work with so many dedicated professionals.

"Every department has people that have a genuine passion for serving the public," he said. "I'm just happy to play a role in that public service."

Jerrod Hill
Building Maintenance Supervisor

 **Vandalia**^{ohio}
small city. big opportunity.

- 📍 I would like to thank all the staff that volunteered to work at the Vandalia Butler Food Pantry last month. City employees staffed the pantry every weekday afternoon in November.
- 📍 I attended the Dayton Development Coalition's end of the year Economic development Forum last Friday. Jeff Hoagland gave an update and review of the year's economic development and aerospace accomplishments in the region.
- 📍 We continue discussions with the property owners of the Kroger complex about an agreement to access our property at 810 Northwoods Boulevard through their drive entrances and parking lot. They have indicated that they will be selling the property at the complex, and they are involving the potential buyer in approving the agreement. Hopes are that this will not delay us in being able to access the property for the clearing.
- 📍 We have been having discussions with a potential tenant for a portion of the building at 1669 Capstone Way. They have requested confidentiality in their identity at this time. They have discussed zoning a building code issues with staff, so we are confident that they may be close in making a decision to locate at that facility.

- We will be bringing proposals for the clearing and tree removal of the lot to our next City Council Study Session. Our plan is to have this work performed in the first quarter of 2025. Due to environmental requirements, this work can only be performed between November 1 and March 31. We are confident that by performing this work separately from the actual contract for the construction of the facility we could see significant savings and help expedite the project.
- We will also have the architectural and engineering proposal from WDC Group for the Public Works Facility ready for discussion at the December 16th Study Session.
- I attended the Miami Valley Regional Planning Commissions Board of Director's meeting on Thursday December 5.
- I have been working with the Montgomery County Auditor's office on an audit of all the properties in our CRA districts that are receiving tax abatements. This will ensure our reporting to the state is accurate and our calculations for payments to the schools is accurate.
- The Board of Zoning Appeals will have two items on their agenda for the December 11th meeting.
 1. A variance for a front yard drive thru allowing Fifth Third Bank to install an ATM in the Imperial Shopping Center parking lot at 750 W. National Road.
 2. A variance for the minimum lot frontage to allow North Point Community Church to occupy space at 340 N. Dixie Drive.
- The Planning Commission will also have two items on the agenda for their December 10th meeting.
 1. A site Plan review for Dayton Metro Pickleball at 6213 Miller Lane.
- The abatement and demolition is completed at 4581 Poplar Creek Road. Restoration of the property is being wrapped up now. Per our agreement, all costs associated with this will be reimbursed to the City from the property owner with funds currently held in escrow. This will eliminate us waiting to be reimbursed through property tax assessments over several years.
- A couple other items of note, the Sunoco Station at 760 W. National Road will be converted to a Marathon Station and PNC Bank at 760 W. National Road plans to close in February 2025.
- Ben Graham, Mike Hammes Councilwoman Aivalotis-Weaver I along with several members of Planning Commission and Board of Zoning Appeals are attending the Miami Vally Planning and Zoning workshop on Friday December 7th at Sinclair Community College.
- Rich Hopkins has scheduled the next taping for our January episodes of Focus Vandalia. January's topics will include an update on the Electric and Gas Aggregation, Rec Center Memberships for the new year, Snowplowing tips and advice, and a preview of our 2025 Capital Improvement projects.
- Rich Hopkins completed this year's Annual Report Calendar and is in the final proofing stage. The calendar should be off to the printers next week with delivery to all Vandalia households scheduled for Saturday December 21.

Memo



To: Mark Schwieterman, Interim City Manager

From: Bridgette Leiter, Director of Finance

Date: December 4, 2024

Re: Information Update - Period Ending December 6, 2024

1. I attended a council study session and meeting.

2. Reminders –

- The first payroll pay date for 2025 is on 01/03/2025; therefore, processing must be complete on December 31, 2024. Please make sure all timecards are approved by 5:00 p.m. on December 30, 2024.
- All 2024 outstanding evaluation paperwork should be completed, including the required signatures, by Monday, December 16, 2024, for payment in 2024.
- All pay rate change forms for 2025 pay scale changes **must be submitted** by Friday, December 20, 2024.
- Full time and Part time employees – Please make sure that your current address is reflected on your paystub, as this will be the address that is reflected on your W2.
- Part time W2s will be mailed to employees; Full time W2s will be delivered in person.
- Please contact Natalie Montgomery, Payroll Specialist, with any payroll withholding tax changes regarding tax year 2025.



DIVISION OF FIRE INFORMATION UPDATE

TO: MARK SCHWIETERMAN, INTERIM CITY MANAGER
FROM: CHAD FOLLICK, FIRE CHIEF
DATE: 12/6/2024
SUBJECT: INFORMATION UPDATE – PERIOD ENDING NOVEMBER 22, 2024

1. The November 25 Focus Vandalia featured information about the Division's new Taylor'd prop. The new prop will aid in trainings such forcible entry, roof simulations, window/rescue work and more. Crews have been prepping and preparing to put this new resource to work.
2. The Division of Fire hopes everyone had a good and safe Thanksgiving. Our B-Shift crew would like to send an extra thank you to Roof America who provided their holiday dinner while on duty.
3. Congratulations to Fire Marshal Jacobs who has been accepted to the Ohio Fire Executive (OFE) Program Class 25. The OFE Program created and administered by the Ohio Fire & Emergency Services Foundation, is an Executive Development Program to enhance leadership, responsibility, knowledge, skill and more. Fire Marshal Jacobs will begin classes in April 2025 and is set for graduation, spring of 2027.
4. A Command Staff Meeting was held on December 2nd. Items discussed were but not limited to, budget, hiring update, goals, etc. Followed by a staff review of the recent CRA.
5. Blaze our Fire Department elf has returned. He is working with the Fire Prevention Bureau on fun Fire Safety messages throughout the month. Look for him to be



DIVISION OF FIRE INFORMATION UPDATE

posted on social media and keep up with everything he is learning in and around the Fire Station.

6. On Tuesday December 3rd, The Division of Fire hosted Cub Scout Troop 307. The troop came in to learn about fire safety, tour the fire station and meet the crew on duty.

Memo



To: Mark Schwieterman, Interim City Manager

From: Leann Hanf, Human Resources Manager

Date: December 3, 2024

Re: Information Update – Period Ending December 6, 2024

1. **Dependent Documentation: What's the point?** Did you know that Human Resources has to be able to verify on your behalf that the dependents listed on your insurance plans are legally your dependents? Whenever we have a new hire, or an existing employee makes changes to insurance, I will ask for the following documentation if we don't already have it on file:

Spouse (both documents required):

- Marriage Certificate that has been filed through the courts and
- Most recent Tax 1040 (front page of your federal return) showing how you filed

Child (only need one of the following):

- Birth Certificate naming you or your spouse as parent of the child
- Adoption Paperwork filed through the courts naming you/your spouse as legal parent/guardian

The good news is, once HR has a birth or marriage certificate on file for you, it shouldn't be necessary again until a Dependent Audit takes place. What is a dependent audit? It's a process that HR needs to follow every 3-5 years to ensure they have the most up to date documentation for all listed dependents. Tax 1040s may be required each time you enroll your spouse in a new line of coverage, as those can change from year to year.

2. **Christmas is just around the Corner! What can you do to better understand your financial well-being as we enter the season of gift giving? Here is what UHC has to say:**
Stress about money and finances may have a significant impact on Americans' lives. Nearly 72% of adults report feeling stressed about money at least some of the time and nearly 25% say they experience extreme stress about money. The American Psychological Association (APA) recognizes financial stress as the leading cause of unhealthy behaviors like smoking, weight gain, and alcohol and drug abuse. Other behaviors linked to financial stress are

gambling and overextending credit balances. Each time an individual turns to these temporary stress relievers, the APA concludes that the stress returns and often at even greater intensity.

Financial well-being defined

There are many definitions for financial well-being, but the definition that seems to capture it best might be this: *Financial well-being is a state of being wherein a person can fully meet current and ongoing financial obligations, can feel secure in their financial future and is able to make choices that allow them to enjoy life.*

Other definitions may include feeling in control financially, the capacity to absorb a financial set-back, being on track to meet financial goals, or having the flexibility to make choices with your money.

Financial distress

Let's take a look at what financial distress may look like. Here are some questions to ask yourself that may indicate warning signs of financial distress.

- Are you withdrawing loans against your retirement savings?
- Are you having preventable medical issues that could have been avoided, but you didn't go to the doctor because of cost?
- Are you asking for payday advances?
- Are you missing work with unexpected absences?
- Are you spending time dealing with personal finances while at work?

Keep an eye on your credit score

There are many options available to get your credit score. You may check with your bank, your credit card company or other sources such as Credit Karma® and [annualcreditreport.com](https://www.annualcreditreport.com). One of the most important things you can do to improve your credit score is pay your bills by the due date. You can set up automatic payments from your bank account to help you pay on time, but be sure you have enough money in your account to avoid overdraft fees.

Understand how your credit score is determined

Answering these questions can help you understand how your credit score is determined.⁵

- Do you pay your bills on time?
- What is your outstanding debt?
- How long is your credit history?
- Have you applied for new credit recently?
- How many and what types of credit accounts do you have?

What does your FICO® credit score mean?

FICO scores generally range from 300 to 850, though industry specific FICO scores have a slightly broader 250 – 900 score. Higher FICO scores demonstrate lower credit risk, and lower FICO scores demonstrate higher credit risk.

What's considered a "good" FICO score may vary by lender. For example, one lender may offer its lowest interest rates to people with FICO scores above 730, while another lender only offers its lowest interest rates to people with FICO scores above 760.

The higher your FICO scores, the better.

FICO® Rating	FICO® Score
Exceptional	800+
Very Good	740-799
Good	670-739
Fair	580-669
Poor	<580

The 5 fundamentals of financial well-being

1. **Budget:** Don't have a budget? No worries. Here are 4 steps to help you get started. Once you've got the hang of it, your finances may be easier to manage and you may have a better chance of achieving your short- and long-term financial goals. Step 1: Figure out your goals. Step 2: Calculate your income and expenses. Step 3: See what's left. Step 4: Monitor your budget.
2. **Save for emergencies:**
 - Expect the unexpected and plan for financial emergencies
 - A good rule of thumb is to have a minimum of 6 months of living expenses in your savings account
 - Accumulating a "rainy day" fund will be a slow process, but every little bit counts
3. **Seek guidance:** A financial planner may help you develop an overall strategy for approaching your financial goals that not only anticipates what you'll need to do to reach them, but that remains flexible enough to accommodate your evolving financial needs. If you are hoping to buy a home, send your children to college or have a secure retirement, it is best to begin saving and planning as soon as possible.

4. **Plan for retirement:**

- Establish your retirement needs and goals
- Save early and often
- Establish the proper retirement savings accounts
- Stay healthy

5. **Watch your credit score:** Your credit is only as good as its score and its accuracy. Make sure you pay your bills on time, focus on paying off the high-interest credit card while at least making the minimum payments on your other cards, and check annually for any inaccuracies or fraud that may be lowering your score.

Financial well-being is more than setting limits and sticking to a goal, it can also be about allowing yourself to benefit from the money that you make. It is okay to enjoy your money and splurge now and then, just remember to save wisely so you can spend happily.



To: Mark Schwieterman, Interim City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 12/5/2024

Re: Information Update – Period ending December 5, 2024

RECREATION / ATHLETICS DIVISION / SPECIAL EVENTS

- Marketing Coordinator Position: We have received 3 applications thus far for the part time position via Handshake platform. The position will be listed until the end of December 2024, and we will interview in January of 2025.
- Youth Basketball games begin December 14th! Thank you to the Optimist Club for sponsoring the program again this year.
- Registration for our 2025 Youth Baseball/Softball program is officially underway.
- Requested \$1,545.75 from the Youth Scholarship Fund to cover 5 VRC Memberships and 7 Youth Basketball registrations submitted by school district residents.
- Alicia and Rudy are collaborating with a local Girl Scout group on a Kindness Rock Project that would be maintained by the scout troop in one of our parks.
- Aaron is working with several costume vendors in the area to create a new outfit for our Ricky the Recreational Rabbit mascot. Ricky has been a hit at special events, and it would be great to get a new and updated costume.
- Recreation Intern: Aaron has sent the intern paperwork to local colleges to find an intern to help during the summertime with projects and special events the department has going on.

RECREATION CENTER

- The VRC Christmas Giving Tree program is going very well as all 30 tags have been claimed (lists came from all the schools but the HS). Recreation Superintendent Alicia McCracken worked with Vandalia-Butler School District to offer the program at the VRC. School Guidance Counselors collaborated with parents to complete a form for each child listing their gender, age, and gift ideas. Students must be on free/reduced lunch to qualify for this program. Alicia is collecting the gifts from tag holders and will deliver them to the schools the week of December 16-20.
- Aaron met with Darren Davey and Rich Hopkins to discuss updating signs in the VRC, from office signs, restroom signs, locker room signs and more. We will work with ASI Signage Innovations on this project and Darren will be able to make some of the signs as well.
- Aaron met with painting contractors to do a walkthrough of the VRC to determine areas of the facility that need painted. Most areas will be painted the same color, and we will get some city blue added in the lobby.

- Aaron met with a window cleaning company to get a quote on much-needed cleaning at the VRC. Window cleaning would happen during the summer of 2025.
- Sherry McConnaughey created program and event evaluation links through Civic Plus for our program coordinators. With Wufoo no longer available, we needed another way to evaluate programs and events, and this will be helpful for our coordinators to send out to participants.
- Alicia and Aaron are almost finished with finalizing changes to the VPRD Policy & Procedures. The last information needing complete is the Emergency Action Procedures.
- Vandalia Tree Lighting Ceremony & Holiday Market: This event is happening on Sunday, December 8 from 4:00pm-7:30pm at the VRC. There will be many holiday-themed activities for people to enjoy, from arts & crafts, shopping, arrival of Santa, bell choir performance, chamber choir performance and more.
- Cuddly Christmas Cat Yoga: This new program is happening on Thursday, December 5 from 6:30pm-8:30pm at the VRC. There are 41 people signed up to partake in yoga, cuddling with cats, and enjoy festive food.

FACILITY MAINTENANCE DIVISION

- On warmer days, maintenance staff are finishing some end of season mowing and leaf mulching. They have been working at the Sports Complex during the last two days.
- The Christmas tree and associated decoration work has been completed and we are preparing for the Sunday event.
- The application renewal process is underway for our Tree City USA membership status. The application will be based on our efforts over the past year. It will be turned in no later than Friday.
- Maintenance Technician Supervisors are working through our snow and ice control processes and making updates.
- Mechanic James Cabonce trained and certified three of our staff this week in forklift operation. All facility maintenance staff will then be certified to operate our forklift as needed.
- The Robinette Park playground project has been delayed a few days due to the weather conditions. We are hopeful installation can begin next week.
- The Art Park Amphitheater construction continues. The band shell structure is scheduled to arrive mid- December.

SENIOR CITIZENS CENTER

- The Senior Center December Newsletter has been completed and distributed to members via mail and email blast.
- Senior Center Van Tran- November 2024- 115- One-way trips equaling 772 miles.

CASSEL HILLS GOLF COURSE

- As part of our new golf cart lease with Club Car, 53 new carts with a GPS feature are scheduled for delivery on December 17.

Information Update



To: Mark Schwieterman
Interim City Manager

From: Kurt E. Althouse
Chief of Police

Date: December 5, 2024

Subject: Information Update Ending December 6, 2024

1. During the past three weeks, VPD officers made 21 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in four traffic citations, 15 written warnings and two verbal warnings while working 16 additional enforcement hours.
2. In June, VPD applied to participate in a program with the Ohio Office of Criminal Justice Services to receive individual sets of digital hearing protection at no cost to the city. On November 25, we received the devices and issued a set to every VPD officer to utilize at range sessions. The retail value of these devices is more than \$33,000.00 and will help protect our officers' hearing during range sessions.
3. Last week, we conducted a second round of interviews with two PSS applicants for current vacancies in the Communications Center. Both candidates passed the interview and will proceed with conditional offers of employment.
4. On December 3, Lieutenant Walker attended a virtual meeting with our Flock customer service representative who covered new technology and improvements to their products. The city has 12 Flock license plate reader cameras positioned throughout the city. The cameras have proved to be a valuable tool in keeping our community safe, as well as providing leads for our investigations.
5. On December 3, Lieutenant Walker attended the Ohio First Responder Wellness Coordinators' virtual meeting. This group is a network of first responder representatives, as well as mental health professionals, that collaborate and share information on first responder wellness initiatives. The group is coordinated through the Ohio Department of Public Safety.
6. On December 4, Sergeant Garry Lawson hosted a meeting at the Justice Center for the area Critical Incident Stress Management team. This team is made up of officers and mental health professionals in the area that respond after critical incidents to provide support for public safety employees who were involved or affected.
7. On December 4, I attended a virtual meeting for the Law Enforcement Foundation Board. The LEF is the organization that supports and coordinates leadership professional development courses, such as STEP, PELC, and CLEE that are offered through the Ohio Association of Chiefs of Police.

8. On December 4, VPD hosted a complimentary holiday lunch in the Community Room provided by Pat Roeller for public safety agencies across northern Montgomery County. We enjoyed a special time enjoying lunch with our police and fire colleagues from Butler Twp., Clayton, Englewood, Huber Heights, and Union. We thank Pat Roeller for her ongoing support, and we appreciate her providing lunch for our public safety employees.
9. Crime Prevention Officer Rich Sommer held a community information meeting on Wednesday evening, December 4, in the Justice Center Community Room. The meeting was focused on autism and the efforts VPD makes to train our officers in communicating with autistic individuals. He also shared information about our new autistic driver packets we provide to citizens that are helpful when they interact with public safety officials.
10. On Thursday, we held VPD's annual Division meeting at the Senior Citizen Center. Our division consisted of recognizing our new employees and great volunteers and chaplains. We appreciate you taking time to provide our employees with an overview of city budgets and projects. I provided a review and update of our 2024 Goals and Objectives as well as VPD's 2025 Goals and Objectives. Agents from Ohio Bureau of Criminal Investigations provided a presentation on their process of investigating officer-involved in critical incidents. Lt. Walker made a presentation on updates to our employee wellness program and new components being offered in 2025.
11. At our division meeting, VPD employees presented John Wheeler, Director of Vandalia-Butler Food Pantry, \$1,300.00 they raised during No Shave November/December to support the Food Pantry. Additionally, Patty Anderson attended the meeting and matched the employees' donation to the Food Pantry on behalf of Abbey Credit Union. I commend our employees for their commitment to giving back to the community to support our local food pantry.
12. On December 5, Lieutenant Sucher and I participated in a virtual meeting with the Bureau of Justice Assistance VALOR Safer Together staff. This meeting focused on officer wellness programs offered by BJA to increase the level of service provided to the community.
13. On December 5, VPD held another meeting with local hotel management to discuss trends and crimes occurring at these establishments. The Division holds these quarterly meetings with our hotels to foster cooperation, reduce crime, and provide resources needed to combat crime and nuisance issues. Lieutenant Walker, Sergeant Garry Lawson, CPO Rich Sommer, VFD representatives, and DES covered topics related to criminal trespassing and the upcoming licensing and inspection process in the fourth quarter of 2024.
14. Detectives charged a 19-year-old Dayton man with Unlawful Sexual Conduct with a Minor for an inappropriate relationship with a 14-year-old female.
15. Detectives charged a 45-year-old Centerville man with Grand Theft for stealing over \$1000 worth of pallets from a local business.



Public Service Information Update

To: Mark Schwieterman, Interim City Manager
From: Ben Borton, Director of Public Service
Date: December 5, 2024
Subject: **Information Update for November 23 – December 6, 2024**

Development & Engineering Services (DES)

Dog Leg Water and Sanitary Extension Phase 2 project: Outdoor Enterprise has completed the asphalt repair work and is waiting on the milbank electric meter pedestal for the lift station power from the supplier. This is expected to arrive at site in January 2025 and Outdoor plans to commission the lift station in February.

Bikeway Connector project: Due to the holidays and now frozen ground, Brumbaugh Construction has halted placing the stone base for the bikeway path and subsequent asphalt surface. Various utility relocation work continues to facilitate this bikeway project. Brumbaugh has begun demobilizing from site until the Miami Conservancy District (MCD) issues with the sheet pile and mechanically stabilized earth (MSE) wall alignments near the US-40 bridge over CSX railroad at the Taylorsville Dam have been resolved.

The City was notified on November 26th that our grant funding application to the Ohio Public Works Commission (OPWC) for the Damian Street, Soter Place, Romanus Drive, and Desales Street (N) Watermain Replacement was unofficially successful in receiving \$500,000 in grant funds (50% grant, 50% loan). These grant funds will cover ~44% of the total cost estimate of the project (\$1,125,000).

Unfortunately, the Kenneth Avenue Watermain Replacement project was not successful in receiving the requested grant funds (\$268,000).

The public portal (M5 Connect) for our DES software (Municipity) is now live with residents, business owners, and contractors able to apply & review status of permits, pay permit fees, and receive approved permits online from the comforts of their home or office. This has been a 2024 department goal focused on the Citywide Policy Goal of **Sharpen the Saw** and DES staff have been working hard towards its implementation.

The following sites have received approved permits and begun construction:

- Two-family residence at 896/898 Maridon Ct (last double lot in this plat) has begun construction
- Gym (Crossfit Excess) at 267 National Rd has broke ground and close to slab installation
- Heavy auto repair shop at 1175 Industrial Park Dr has been working on their building pad

A certificate of occupancy (CO) was issued to Exhibit Concepts at 3982 Image Dr for their storage area addition.

The court-ordered blight abatement demolition at 4581 Poplar Creek Rd has been completed.

The annual Hotel/Motel inspections (DES/Fire) for 2025 operating status are scheduled for next week.

DES staff are working on the new fee schedule for 2025, per Ordinance 23-14.

I attended the Vandalia Bicycle Advisory Committee meeting on November 25th and the NAWA technical committee meeting on December 4th and Miami Valley Regional Planning Commission (MVRPC) Technical Advisory Committee (TAC) meeting on November 21st.

Public Works (PW)

Crews completed the scheduled leaf collection for the year on December 4th. Crews have started one more round of the entire City to collect any late fallen leaves. Residents that have leaves to dispose of after this collection is completed can bag their leaves, put them out with their regular trash, and Rumpke will pick them up. To date, crews have collected approximately 446 tons of leaves.

Crews repaired 2 separate watermain breaks during this period. The repair near 547 Goldleaf Ave happened during the workday of November 26th, but crews were called-in Tuesday evening (December 3rd) for the repair near 827 Stewville Dr.

Crews continued installing new water meters inside residences/businesses and in meter pits. To date, we have installed approximately 3400 new meters of the approximately 5600 meters in the City.

Crews finished wrapping downtown streetscape trees with Christmas lights and the streetlight poles with garland. On Friday November 29th, the lights were turned on for the season.

Crews were out doing some light salting on bridges, curves, and hills as temperatures dropped and weather rolled in on November 21st and 29th.

Crews poured concrete for some sidewalk at 118 Tionda Dr S that was removed during a found non-functioning water service curb stop replacement.

Crews performed monthly sanitary sewer lift station maintenance. This involves cleaning pump float balls, checking amps on pumps, writing down pump hours, and cleaning the Airport metering flume.

Crews installed the Season's Greetings banners on National Rd and took down the 2023/2024 Veterans' banners on Dixie Dr. The Veterans' banners that were displayed on the City roadway sections will be stored in DES (Engineering) in the Municipal Building for pick up.

Crews performed 39 utility locates this period for Ohio 811.

Crews performed 1 burial at Poplar Hill cemetery during this period.

PW technician Gage Shiflet passed his Commercial Driver License (CDL) test and tanker endorsement.



Vandalia Tree Lighting Ceremony & Holiday Market

Sunday, December 8 | 4:00pm - 7:30pm

Step into a winter wonderland as we illuminate the night with the magic of twinkling lights and holiday cheer at the Vandalia Tree Lighting Ceremony & Holiday Market! Join us for a merry evening filled with festive cheer, carols that warm the soul, and the grand unveiling of our magnificent tree, sparkling like a beacon of holiday joy. It's the perfect way to kick off the season in a glow of celebration! There will be a Holiday Market running from 4pm - 7:30pm inside the Vandalia Recreation Center Gymnasium where you will be able to get a head start on your holiday shopping from a various number of vendors! The Tree Lighting Ceremony will start promptly at 6:00pm. Join us for refreshments, music, activities, and a chance to tell Santa Claus your Christmas wish! Please make sure you bring cash and card to the market to purchase your items and raffle tickets!

Ages: All Ages Welcome

Fee: Free

Location: Vandalia Recreation Center

