THE BLUE LETTER



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

January 7, 2022

Honorable Mayor Herbst & Esteemed City Councilmembers:

Please see the enclosed community events calendar that Councilmember Farst assembled with our various partners.

It was an incredible week in service to our community. I had the pleasure of meeting with two school board members to discuss how the City and the VBCSD can work together to drive positive development of our downtown. I plan to present at the School Board Meeting on February 22 – should any of you wish to attend. Law Director McDonald, Assistant City Manager Holloway, and I had a very productive meeting regarding how to launch the Job Creation and Revitalization Fund. I will bring this to a future study session for Council's consideration.

In addition, I recruited members for the Parks & Recreation Master Plan Steering Committee. It was a pleasure catching up with many leaders at the Chamber of Commerce's First Coffee event at the Vandalia Metro Library.

In all cases, I want to thank you for the opportunity to serve this beautiful community. As our team works to achieve Council's 2022 Policy Goals - we are applying them to each set of department goals, which in-turn reflect our individual performance goals. As a team, we will work to improve quality of life for the residents of Vandalia.

1. MONTGOMER COUNTY FIREFIGHTERS OF THE YEAR! Congratulations to CRRC Scott Jacobs, Firefighter Paramedic Mya Mitchell and Firefighter Paramedic Matt Buker for being recognized as the Montgomery County Fire Chief's Association Firefighter's of the year. The group is being recognized for their efforts in creating an immunization program with a Mobile Vaccination Team (MVT). This program has been highly successful and well received within the community and as a result, has become the model for other departments within the region. This is also the Division of Fire's first official Community Paramedicine Program. The team will be recognized at the Fire Chief's Association annual awards dinner on January 15th, 2022.

- 2. WELCOME OFFICER CONNOR MATLOCK! On January 5, Connor Matlock was sworn in as Vandalia's newest police officer. VPD is currently at full staffing for the first time in many years (knock on wood). Officer Matlock is a life-long resident of the Vandalia-Butler community. He is a Butler High School graduate, former Vandalia part-time Firefighter, and he spent the last four years as an officer with the Dayton Police Department. Officer Matlock's ceremonial swearing-in and introduction to Council will take place on January 18 during the scheduled Council meeting.
- 3. Parks & Recreation Quality of Life: The VanTran program has a resident rider that has been in the community for many years. He recently told Senior Center Coordinator Toni Williams that his wife passed away a few months ago and his children want him to move closer to them. He also suffers from Macular Degeneration. He is refusing to move away from Vandalia with his biggest reason being the Van Tran program allows him to maintain his independence and remain in the community he loves. #proud
- 4. Commercial Truck Traffic: This week, I had the privilege of presenting to the Dayton Region Priority Development and Advocacy Committee (PDAC). The City, in conjunction with Mongomery County Engineer Paul Gruner, submitted \$1.3 million request for funding for right of way acquisition for the ring road around the north side of the airport. This funding will accelerate the build out of the Lightner-Dixie-Northwoods northern ring road improvements (currently estimated at \$19 million). I am pleased to report that PDAC gave our project the highest priority designation of, "recommended." This is a big win in our pursuit to secure "community funding" (federal earmark) for this project. Previously, our lobbyist facilitated a meeting with Congressman Turner's office, City staff, and the County Engineer's Office to get the ball rolling. Currently the build-out time is estimated to occur in 2027. These funds may accelerate this to late 2025 or 2026.

I am also pleased to report that the City's lobbyist, Mr. Mike Dittoe has reported that he is being appointed to the ODOT's Transportation Review Advisory Council (TRAC). This is the Council that advises ODOT's Director and the Governor regarding major funding projects. In this case, I certainly believe that we selected the correct lobbying firm and I look forward to the City's growing influence in the battle against commercial truck traffic on National Rd.

This week, instructed Public Service Director Cron to evaluate appropriate signage for Capstone Way and Peters Pike for the purpose of directing trucks to the Airport Access Rd.

With regard to enforcement, during the past four weeks, VPD officers made 26 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in 3 traffic citations, 17 written warnings and 2 verbal warning while working 28 additional enforcement hours. By the end of 2022, all VPD Officers who are assigned to patrol will be trained in commercial vehicle enforcement.

5. **Employee Appreciation:** Staff members continue to express their sincere appreciation to Council for the holiday turkeys, hams, and gift cards. This was a great gesture from City Council

- to our team and I know that it created a lot of goodwill. I look forward to setting dates for our 2022 employee appreciation events soon.
- 6. **The end of an era:** The City of Vandalia celebrated Steve Nickels's retirement on December 31st. Steve delivered over 31 outstanding years of service to our community and was an integral part of the City's team. His absence will be conspicuous, and we wish him nothing but the best in his retirement.
- 7. **Public Works Superintendent Recruitment:** This week, our panel interviewed six of the seven candidates who were invited to interview. First-round interviews will wrap up next week, and I will identify finalists for a leadership assessment and final interview. Thank you to Public Service Director Rob Cron who attended several interviews remotely from home.
- 8. Feral Cats: I have received an uptick in comments regarding the feeding of feral cats.
- 9. **Façade Improvement Grants:** The Vandalia Development Corp. met to review two Façade Improvement Grants on December 15. The group authorized funding for the following projects:
- 112, 114, 116 E. National Road: Up to \$2,146.47 in funding to prep and paint the building.
- 122, 124, 132 E. National Road: Up to \$2,413.83 in funding to prep and paint the building.
- 10. Parks & Recreation Master Plan: Tuesday, January 11, staff will be kicking off the Parks and Recreation Master Plan Project with a Project Plan Review meeting with the PROS Consulting team. The purpose of this meeting is to work through logistics and role/responsibilities. I have assembled a steering committee of community stakeholders for the project and will share the list with you next week.
- 11. Part-Time Job Fair! The 2022 City of Vandalia Job Fair will be held on Thursday, January 20 from 6-8 pm in the Recreation Center Gymnasium. Representatives from the Parks & Recreation Department, Division of Police and Division of Fire will be on hand to discuss present and future job openings within the City. SwimSafe Pool Management will also be present, promoting aquatic positions.
- 12. **Operating Position:** Overall Income tax receipts (\$17,850,330) are up YTD by 7.57% (\$1,255,820) over 2020 (Withholding tax is up 6.24% YTD (\$811,707), individual tax is up YTD 6.27% (\$86,790), and business net profit up YTD 16.24% (\$357,322). Furthermore, the amount of income tax revenue budgeted for 2021 was \$16,995,000. The amount collected in 2021 was \$17,850,330. Therefore, the amount collected in 2021 was approximately 5% higher than the estimated budgeted amount.
- 13. **W2's** W2's will be disseminated soon. Please make sure that your current address is reflected on your paystub, as this will be the address that is reflected on your W2.

14. Increasing COVID-19 Cases Among City Staff: There has been an increase in COVID-19 cases among City employees. I am taking steps to limit potential exposures to COVID-19 in City facilities. This is necessary to maintain continuity of operations and for the health, safety, and well-being of the residents of Vandalia. I have enclosed a memorandum that was sent to all employees regarding CDC guidelines and recommended public health precautions.

Please contact me directly with comments and questions.

Your Partner in Service,

Dan Wendt City Manager

Attachments:

- Information Update ACM Holloway January 6, 2022;
 Information Update Director Leiter January 6, 2022;
 Information Update Chief Follick January 6, 2022;
 Information Update Director Clark January 6, 2022;
 Information Update Chief Althouse January 6, 2022;
 Information Update Director Cron January 5, 2022;
 Community Events Calendar Councilmember Farst January 7, 2022; and
- 8. COVID-19 Directive to All City Employees January 7, 2022.

To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: January 6, 2022 Subject: Information Update



- I attended the BusinessFirst! 20 Year Anniversary Celebration on Friday December 10. This was a very nice event to celebrate the long relationship amongst the member cities.
- I attended the retirement lunch for Steve Nickels. Congratulations to Steve on his retirement at the end of 2021.
- You, Rob, Zak and I attended the Taylorsville Metro Park Master Plan stakeholder meeting on Wednesday December 15. This was a great opportunity to share feedback and ideas on the future of this premier community asset.
- The Vandalia Development Corp. met to review two Façade Improvement Grants on December 15. The group authorized funding for the following projects:
 - o <u>112, 114, 116 E. National Road</u>: Up to \$2,146.47 in funding to prep and paint the building.
 - o <u>122, 124, 132 E. National Road</u>: Up to \$2,413.83 in funding to prep and paint the building.

On December 16:

- Rob, Zak and I held a meeting with a developer considering Vandalia for an assisted living facility.
- o I met with a company considering a Vandalia site to expand their business.
- The 2022 Calendar/2021 Annual Report was delivered by Vandalia-Butler High School Honor Society students on Saturday December 16. Thank you to Rich for his efforts in preparing the calendar. Special thank you to the students and school staff for their assistance in the delivery process.
- Rob and I met with Choice One Engineering to review plans for utility extension across the Airport Access Road.

- You, Zak and I met to review upcoming public hearing items on 12/22 and 1/6.
- I conducted the onboarding of new Police Officer, Connor Matlock. We are excited to welcome Connor to the team in Vandalia.
- You, Jerry and I met to discuss economic development opportunities and tools.



Memo

To: Daniel D. Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: January 6, 2022

Re: Information Update - Period Ending January 7, 2022

1. The Finance staff would like to wish everyone a safe and prosperous New Year!

2. Overall Income tax receipts (\$17,850,330) are up YTD by 7.57% (\$1,255,820) over 2020. (Withholding tax is up 6.24% YTD (\$811,707), individual tax is up YTD 6.27% (\$86,790), and business net profit up YTD 16.24% (\$357,322).

The amount of income tax revenue budgeted for 2021 was \$16,995,000. The amount collected in 2021 was \$17,850,330. Therefore, the amount collected in 2021 was approximately 5% higher than the estimated budgeted amount.

- 3. Reminder Please make sure that your current address is reflected on your paystub, as this will be the address that is reflected on your W2.
- 4. Finance staff are all working diligently to close out the month of December and wrap up the 2021 year-end financial information.



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

DATE: 1/6/2022

SUBJECT: INFORMATION UPDATE – PERIOD ENDING JANUARY 7, 2022

- A career staff meeting was held on December 13th for full-time and officer staff members. Items discussed were but not limited to; budget, staffing, training and goals. The next career staff meeting is scheduled for January 10, 2022.
- 2. On December 14th The Division of Fire held a CPR/First Aid class for The Vandalia Division of Police Explorers. The Division of Fire and Police have great team effort with both Departments and we are happy to extend these services to their group of explorers as well.
- 3. The Division of Fire held their annual awards and holiday dinner on December 18th. Members were recognized for Firefighter of the Year, Paramedic/EMT of the year, Rookie of the year, Covid-19 Responder, positive outcome calls, best response/turn out time and service years awards. This is an event that we look forward to every year and gives the crews time to visit with each other over a good meal and be recognized outside of daily work.
- 4. The Division of Fire members are thankful for the holiday gift given by City Council during the last 2021 employee appreciation event.
- 5. Our elf Blaze spent the last part of December hanging around the firehouse with the Fire Chief and the duty crews. Blaze was there to aid the Fire Prevention Bureau in getting an occasional fire safety message related to the holidays on social media. Since Blaze's social media posts proved to be very popular, and he was very well received by the community, we look forward to his possible return next year.

DIVISION OF FIRE INFORMATION UPDATE



- 6. The Division of Fire would like to wish Steve Nickels the best on his retirement and thank him for his many years of service to us and the City of Vandalia.
- 7. Operation Santa's Sleigh was held on December 23rd. This event was a parade of sorts where various rescue equipment such as ambulances, firetrucks, tow trucks and police traveled from here in Vandalia to the area of Dayton Children's Hospital to wish the kids hospitalized over the holiday's goodnight. This event has also been known as "goodnight lights" and The Division of Fire is always happy to participate.
- 8. On December 27th Crews assisted Tipp City Fire Department with a two-car auto accident on South Bound I-75. One passenger was transported with a minor injury from this incident.
- 9. The Division of Fire Prevention Bureau along with the Division of Police made an arrest on January 4, 2022. Through a joint investigation with both departments, the suspect was charged, arrested and is being held at Montgomery County Jalil in connection with two separate arson fires within the city. Currently the Division of Fire Prevention Burau is working on a press release.
- 10. Finally, we would like to congratulate CRRC Scott Jacobs, Firefighter Paramedic Mya Mitchell and Firefighter Paramedic Matt Buker for being recognized as the Montgomery County Fire Chief's Association Firefighter's of the year. The group is being recognized for their efforts in creating an immunization program with a Mobile Vaccination Team (MVT). This program has been highly successful and well received within the community and as a result, has become the model for other departments within the region. This is also the Division of Fire's first official

CEF/clj Page 2 of 3

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DIVISION OF FIRE INFORMATION UPDATE

Community Paramedicine Program. The team will be recognized at the Fire Chief's Association annual awards dinner on January 15th, 2022.

CEF/clj Page 3 of 3



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 01/06/2022

Re: Information Update – Period ending January 6, 2022

On behalf of the Parks and Recreation Department fulltime staff, I would like to thank City Council for the Holiday Gift of a turkey, ham or gift card. We are very grateful for the recognition and appreciate the support.

We will be kicking off the Parks and Recreation Master Plan Project with a Project Plan Review meeting on Tuesday, January 11 with the PROS Consulting team. The purpose of this meeting is to work through logistics and role/responsibilities.

The 2022 City of Vandalia Job Fair will be held on Thursday, January 20 from 6-8 pm in the Recreation Center Gymnasium. Representatives from the Parks & Recreation Department, Division of Police and Division of Fire will be on hand to discuss present and future job openings within the City. SwimSafe Pool Management will also be present, promoting aquatic positions.

RECREATION/ATHLETICS DIVISION

Aaron Messenger, Vandalia Arts Council representative, attended the December 21 meeting. The group finalized the 2022 budget and began working on several projects, including murals, art sculptures for Art Park and programs/events for the Art Park. The next VAC meeting will take place on January 18.

A Kids Home Alone program will be held on Saturday, January 15 at the Senior Center with members of the Vandalia Police Department and Fire Department leading the program. This continues to be a very popular program that we conduct yearly and is a great example of departmental cooperation for the benefit of our residents.

The Vandalia-Butler Optimist Youth Basketball program will return from a holiday break with games this Saturday, January 8. A total of 173 kids participate in the program this season, which is up from 108 in 2020 and 144 in 2019.

The first draft of the Youth Recreation Scholarship Application has been completed and is currently being reviewed. The expanded program now includes Rec Center Memberships, Camp Rec Fees as well as youth sport fees. Kudos to Superintendent Kreill and he staff on moving this expanded program forward.

FACILITY MAINTENANCE DIVISION

We are pleased to announce the hiring of Debbie Doench as our new Facility Maintenance Office Assistant. She will begin employment on January 11. Debbie is a life long Vandalia resident who recently retired from Hobart Brothers after 28 years of service as the Marketing and Communications Manager. We look forward to welcoming Debbie to the Parks and Recreation team.

Maintenance staff have been performing landscape bed clean up at various locations. Completed work includes the addition of plant material, edging and mulching at the Municipal Building, Justice Center Public Parking Lot and the entry way sign landscape bed at Bohanan and National.

Staff completed commemorative tree plantings for the fall, which included the new remembrance charms and plaques for the first time. Our next planting of commemorative trees will take place in the spring.

Rudy inspected the plant material in the new median on Dixie Drive due to a vehicle entering the bed. He will assess the plants again in the spring, after plant growth resumes, to determine if any of the plants need replaced due to damage.

The Human Resource Office is currently receiving a facelift with fresh paint and new ceiling tiles being added by Building Maintenance staff. Plans are for work to completed by the end of this week.

RECREATION CENTER

Our 19% promo ended on January 5. Through January 3 we had sales of \$63,407 in memberships and \$2,835 in gift cards. Front desk staff have been extremely busy over the holidays and into the first week of January with the promo sale, renewal of all Insurance based memberships and plenty of increased traffic in and out of the building.

Winter CampREC was very successful over the school holiday break. Each day drew 40-45 kids, which was nearly double from 2019 and 2020. Aaron Messenger is now in the planning process for the Spring Break CampREC and Summer CampREC programs. He is currently seeking camp counselors for these upcoming programs.

Equipment has been delivered for the Special Events Room media upgrade project. IT Manager Darren Davey and his staff will be installing the equipment later this month.

Premier Health will be presenting a Nutrition Health Talk on Monday, January 10 at 10am at the VRC. The next event in the 2022 series will be a Stop the Bleed presentation on Monday, February 21 from 5-7 pm.

Group fitness classes for 2021 had a total of 14,099 participants, which is up from 12,294 in 2020. Our five year average for participation in group fitness classes is 17,064.

GOLF DIVISION

2021 ended well with golfers playing all the way until December 31. We have 110 players between December 26–31. Overall, 2021 had \$104,870 more in greens fees and carts over 2020 (COVID year) and \$85,925 more than 2019.

Park Maintenance staff has begun removing the wood railroad tie parking blocks from the parking lot at Cassel Hills Golf Course. We will monitor the parking lots during the course of the year to determine if new recycled plastic parking blocks need to be installed.

Gutter replacement is taking place on the Golf Maintenance Building. The original gutter had failed beyond repair. The new gutter will aid in preventing water run-off from the roof entering the building. Park staff removed plant growth behind the building to improve access to this area.

Marty and Tim continue to work on equipment during the off season and have also started edging bunkers by hand.

SENIOR CITIZENS CENTER

As of December 7, the Senior Center has 599 members, up from 556 on October 4. Many snowbirds will renew their membership upon return in the spring.

The VanTran program has a resident rider that has been in the community for many years. He recently told Toni that his wife passed away a few months ago and his children want him to move closer to them. He also suffers from Macular Degeneration. He is refusing to move away from Vandalia with his biggest reason being the Van Tran program allows him to maintain his independence and remain in the community he loves.

Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: January 6, 2022

Subject: Information Update Ending January 7, 2022



- 1. During the past four (4) weeks, VPD officers made 26 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in three (3) traffic citations, 17 written warnings and two (2) verbal warning while working 28 additional enforcement hours.
- 2. Detectives charged a 20-year-old Dayton man with criminal damaging and for violating a protection order. The male subject slashed the tires of his ex-girlfriend's car.
- 3. Police Explorers held their final meeting of the year, completing training on CPR and first aid. The Explorers will receive a certification card through the American Heart Association. They also were given a tour of Fire Station 1, medics, ladder truck, and even got to take a ride in an engine. Thank you to VFD for assisting and hosting this training. We look forward to more joint ventures next year.
- 4. On December 13, I attended a virtual meeting for the Montgomery County Prisoner Re-Entry Program. Our subcommittee is currently working on an informative lesson plan to share the benefits of the Re-Entry Program for new recruits in local police academies.
- 5. On December 15, I attended the Sinclair Criminal Justice Advisory Committee meeting where members were updated on upcoming changes in the OPOTA curriculum and plans for the 2022 Sinclair police academy classes.
- 6. On December 16, I attended the MVCC Radio Council meeting in Moraine. This Council of Government (COG) was organized approximately ten years ago to coordinate the migration of public safety and government radio communications to the Multi-Agency Radio Communications System (MARCS). This migration was overseen by Montgomery County and was successfully completed. Effective January 1, 2022, the MARCS system will transition from Montgomery County to the State of Ohio for billing and maintenance. The COG was abolished at this meeting due to accomplishing its mission in the radio migration process.
- 7. On December 17, VPD held its annual Christmas party in the Justice Center's Community Room. Several VPD retirees joined us for this holiday luncheon and had an enjoyable time of fellowship.

- 8. VPD employees want to offer our sincere appreciation to City Council for the gifts of hams, turkeys, and Kroger gift cards delivered the week before Christmas. Each day, we work hard to offer top-tier service to residents in our wonderful city. Special thanks to Mayor Herbst for joining us at the Justice Center to pass out these gifts.
- 9. We congratulate Steve Nickels on his retirement and thank him for his many years of service to the City in the Public Works Department. We wish Steve the very best in retirement.
- 10. On December 23, VPD participated in the Operation Santa Sleigh organized as part of the Light Ohio Blue campaign. This year's Operation Santa Sleigh was hosted in seven different cities across Ohio. Locally, public safety employees from various police and fire departments from across the Miami Valley assembled Thursday evening at the Dayton Expo Center to form a procession of approximately 150 emergency vehicles with lights flashing. The procession travelled south on Dixie Drive through Vandalia and Butler Township as well as through several other communities with the final destination at Children's Medical Center. The emergency vehicles surrounded Children's Medical Center to greet the children and their parents who are spending this holiday season in the hospital. It was a spectacular display of support for these children!
- 11. Beginning December 23rd through January 2nd VPD participated in a statewide traffic enforcement initiative known as Operation CARE. The purpose of the initiative was to reduce serious injury and fatal motor vehicle crashes. We focused on violations that contribute to these crashes and reported our statistics to the State.
- 12. Detectives charged a 37-year-old Union man with one count of Felony Theft. This charge stems from the subject stealing over \$4,000 worth of tools from a Casey Electric work vehicle on Stop Eight Road.
- 13. On January 5, Connor Matlock was sworn in as a police officer. He is a life-long resident of the Vandalia-Butler community. He spent the last four years as an officer with the Dayton Police Department. He resides in Butler Twp. with his wife, who is a teacher at Helke Elementary School, and their young son. Officer Connor's ceremonial swearing-in and introduction to Council will take place on January 18 during the scheduled Council meeting.
- 14. Detectives arrested a 20-year old Dayton man for Arson, Vandalism, and Desecration, for setting a nativity scene on fire at a local church. He also set fire to a church van on the property.
- 15. Yesterday morning, I attended a virtual monthly board meeting for the Miami Valley Crime Stoppers Program.
- 16. Detectives investigated a Receiving Stolen Property complaint after Officer Brazel stopped a vehicle towing a trailer that was entered stolen from Henry County, Indiana. The Montgomery County Prosecutor's Office declined to accept criminal charges against the suspect in this case, but detectives were able to cultivate enough information to possibly charge several people in Indiana. This case will be referred back to the Henry County Sheriff's Office in Indiana.
- 17. We wish everyone a Happy New Year and look forward to a great 2022!



Public Works & DES Information Update

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

Date: January 5, 2022

Re: Information Update for December 11, 2021 – January 7, 2022

Development & Engineering Services

Amber Holloway, Zak Karto, You and I attended the Five Rivers Metro Parks Master Plan Meeting. This was a very beneficial meeting as we were all able to share our ideas and explore ways we can work together to benefit our community.

Amber and I met with Choice One Engineering for a preliminary review of the plans to extend our utilities out to Dog Leg Road.

Chad Baughman has begun the preliminary research and planning for our Foley and Enola Drive Reconstruction project. We will be performing the design work in house.

The contractor has installed the new fire line at the Beau Townsend Quick Lube project on W. National Rd. Testing and disinfection will be the next step. This also required the relocation of one of our existing fire hydrants that was located in the proposed driveway for the facility.

A temporary Certificate of Occupancy was issued for Buckeye Eco Care in Scholz Drive.

I met with representatives from the Montgomery County Engineers office to review the Letters of Interest from firms wishing to perform the engineering work for the NE Logistics Access project. Six firms submitted Letter of Interest. This project will improve Northwoods Boulevard, N. Dixie Drive and Lightner Road. We will be partnering with the Engineers office on this project. The project was awarded \$1.6 million dollars in TRAC Funding for the engineering work.

Staff has been working with the Police and Fire Department on the inspection of the three hotels within the City. These inspections are part of our new Hotel Registration Ordinance that took affect in October. I am happy to report that all three of the hotels in Vandalia have complied with our new ordinance and have been issued their annual registration for 2022.

We have advertised for our Electrical Inspector position. This will fill our vacancy with Ted Baker's upcoming retirement and Peter Baldauf assuming his role as Chief Building Official.

Public Works

Crews repaired two watermain breaks during this period. One at 484 Reichard Drive and one at the intersection of Skyview Avenue and Lockheed Drive.

We replace a concrete drive approach at 197 Blucher Court that we recently removed to repair another watermain break.

We repaired two concrete foundations and replace tow median lights on N. Dixie Drive that were struck be a vehicle.

We cleaned sanitary sewer mains at three location, Sunderland Drive, Scott Avenue and N. Brown School Road. The main on N. Brown School Road was backed up on Christmas Day and caused significant damage to the lower level of a residence on Brown School Road. Large amounts of grease were cleaned out of the sewer main.

Over the holiday weeks we have had issues with one of our traffic signals at National Road and Foley Drive. ODOT was having the same issue with their signal at the northbound ramps at National and I-75. After several day of troubleshooting with our contractor and AES they did get the problem resolved. It ended up not being an issue with our signals. The problem was with AES.

CrewS performed three burials at Poplar Hill Cemetery during this period.

We winterized our leaf collection equipment for the year and put in storage.

We removed the Christmas Rights on National road and put up our winter banners.

Crews have been out daily filling potholes throughout the City and placing cold patch in watermain break holes to get us through the winter before permanent asphalt repairs can be made.

We conducted first round interviews this week in our recruitment process for our next Public Works Superintendent. Seven candidates were interviewed.

On December 21st the Public Works Department held their holiday carry in lunch. Also, on this day we celebrated the outstanding 31+ year career of Public Works Superintendent Steve Nickels. Steve has been in integral part of the City's team for those 31 years and he will be missed. We all wish him nothing but the best in his retirement. Thank you to all that stopped down to wish him well.

Vandalia Butler Area Events 2022

February	
15	VB Chamber - Honor Awards Banquet - Scene 75 Banquet Center - 5 to 8pm
27	Celebrate the Magic - Butler High School PAC - 3 to 6pm
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3	The Historical Society of Vandalia Butler Open House - 1 to 3pm
23	Springtime in Vandalia - Vandalia United Methodist Church - 9:30am to 3:30pm
26	VB Chamber - Women in Business Conference - Scene 75 Banquet Center - 8am to 3pm
29	Arbor Day Celebration - Helke Park - 1:00pm
May	
1 & 15	The Historical Society of Vandalia Butler Open House - 1 to 3pm
19 - 20	Vandalia Garage Sale Weekend
21	VB Chamber - Taking Flight 5K - Butler High School & Vandalia Art Park - 8am to Noon
June	
1	Images Exhibit Opening - Vandalia Art Park
1	VB Optimist Golf Outing - Cassel Hills Golf Course - 9am
1, 8, 15, 22, 29	SummerFest - Anthony Trissell Memorial Foundation - Seger Park - 5 to 9pm
5 & 19	The Historical Society of Vandalia Butler Open House - 1 to 3pm
10 - 12	St. Christopher Festival - St. Christopher Church - Contact for times
17	Music in the Park - Vandalia Art Park - 6 to 8pm
28 28	VB Chamber - A Taste at the Crossroads - Vandalia Sports Complex - 5 to 8 pm Vandalia Rotary Club Golf Outing - Cassel Hills Golf Course - 9am
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July	Stan Spanalad Calabratian Wandalia Dagastian Cantan 700
3 3 & 17	Star Spangled Celebration - Vandalia Recreation Center - 7pm The Historical Society of Vandalia Butler Open House - 1 to 3pm
3 & 17 4	VB Optimist Club Freedom Ride - Vandalia Sports Complex
6, 13, 20, 27	SummerFest; Anthony Trissell Memorial Foundation - Seger Park - 5 to 9pm
15	Music in the Park - Vandalia Art Park - 6 to 8pm
29	VB Chamber - Air Show Parade - Downtown Vandalia - 7pm
August	
2	VB Chamber - Annual Golf Outing - Cassel Hills Golf Course - 8am
2	Vandalia National Night Out - Vandalia Recreation Center - 6 to 8pm
2	Butler Township National Night Out - Stonesprings of Vandalia - 6 to 8pm
3, 10, 17, 24, 31	SummerFest; Anthony Trissell Memorial Foundation - Seger Park - 5 to 9pm
5	VB Chamber - Cruise-In to Butler Township - York Commons and Commerce Center Drive
7 & 21	The Historical Society of Vandalia Butler Open House - 1 to 3pm
19	Music In the Park - Vandalia Art Park - 6 to 8pm
September	
4 & 18	The Historical Society of Vandalia Butler Open House - 1 to 3pm
5	Soggy Dog Dip - Cassel Hills Pool - 6 to 8pm
9 - 10	Sister Cities Oktoberfest - Vandalia Sports Complex
15 30	Music in the Park - Vandalia Art Park - 6 to 8pm Sculptures in the Park Opening - Vandalia Art Park
	Sculptures in the rank opening Variation Artifacts
October	Butler Township Party in the Park - Art Van Atta Park - Noon to 7pm (VB Chamber 75th Anniversary)
2	Vandalia Fire Dept. Open House - 8705 Peters Pike - Noon to 2pm
2 & 16	The Historical Society of Vandalia Butler Open House - 1 to 3pm
8	Fall Festival - Vandalia Art Park - Noon to 5pm
November	
26	Shop Small Saturday - Vandalia and Butler Township - All Day
December	VEADS
4	Holiday Tree Lighting & Holiday Market - Vandalia Recreation Center - 6 to 8pm
16 - 18	VB Chamber - Let it Glow; Community Light Display Self-Guided Tour at beginning at dusk
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FOR DETAILS, MORE EVENTS or to ADD EVENTS

Go to: https://Vandaliaohio.org/Events



DEPARTMENTAL CORRESPONDENCE

TO:	All City Employees
FROM:	Dan Wendt, City Manager
DATE:	<u>January 7, 2022</u>



SUBJECT: COVID – 19 DIRECTIVE AND GUIDANCE FOR ALL CITY EMPLOYEES

There has been an increase in COVID-19 cases among City employees.

I am taking steps to limit potential exposures to COVID-19 in City facilities. This is necessary to maintain continuity of operations and for the health, safety, and well-being of the residents of Vandalia.

The following shall apply in all City facilities, effective immediately:

- Masks Strongly Recommended: I am recommending that all City employees wear a well-fitting mask at any time when social distancing is not possible, while in common areas (e.g., kitchenettes, restrooms, conference rooms, shared workspaces, when riding in the same vehicle), and when working directly with the public. Department heads are equipped and can provide you with a mask if you need one. Employees should consider the use of masks outside of the workplace when social distancing cannot be maintained.
- Monitor Yourself for Symptoms: Employees are ordered to monitor themselves for symptoms of COVID-19 including fever, cough, shortness of breath or difficulty breathing, fatigue, muscle aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and/or new loss of taste or smell. If an employee develops symptoms of COVID-19, they should be tested. Additional information on symptoms, including a symptom self-checker can be found on the CDC's website.
- Exposure to COVID-19: Employees who have had <u>close contact* with someone who becomes ill with or tests positive for COVID-19</u> are ordered to follow the guidelines as set forth by the CDC:
 - o If Employee has received all CDC recommended vaccine doses including boosters and additional primary shots for some immunocompromised people or employee has had a confirmed COVID-19 case in the last 90 days (i.e., employee tested positive using a viral test) they should continue to report to work so long as they wear a well-fitting mask around others for 10 days from the date of the last close contact. If employee develops symptoms while at work, they should inform their supervisor immediately and will be sent home.
 - An employee who has not been fully vaccinated against COVID-19 including receiving a booster, if eligible, should follow the CDC quarantine procedures by staying home for 5 days (day 0 through day 5) after their last contact with a person with COVID-19. If employee does not develop symptoms, they may return to work on day 6 and should wear a well-fitting mask for an additional 5 days.

*Close contact is defined as someone who was less than 6 feet away from an infected person (i.e., laboratory confirmed or clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hr period. If both parties were correctly and consistently wearing well-fitting masks, it will not be considered a close contact.

- <u>Positive Case of COVID-19</u>: Any employee who tests positive for COVID-19 is ordered to inform their supervisor
 as soon as possible and should not report to work. The employee should follow <u>CDC guidance</u> for isolation. The
 following are <u>guidelines</u> for returning to work after a positive case of COVID-19:
 - An employee who tests positive for COVID-19 who has no symptoms, or whose symptoms are resolving and is free of fever for at least 24 hours without medication, is permitted to return to work after 5 full days of isolation. The employee should wear a well-fitting mask around others for an additional 5 days. If employee is unable to wear a mask around others, they should stay home for a full 10-day isolation period.
 - If symptoms are not improving and/or fever continues after 5 days of isolation, employee should not return to work until those symptoms have improved and they are free of fever.
- <u>Clean and Disinfect</u>: Employees should clean and disinfect their workspaces often to help prevent the spread
 of germs.
- Reminder Vaccines Administered by VFD: As a reminder, COVID-19 vaccines are available from the Vandalia Fire Department. Employees who are interested in receiving their vaccine or booster shot may contact Scott Jacobs to schedule a time to be immunized. Scott can be reached by email at sjacobs@vandaliaohio.org or by phone at 937-898-2261.

This directive does not apply to the Vandalia Municipal Court.

If your department head has issued directives that are more restrictive than those listed above, those department directives shall prevail.

This memorandum supersedes all prior orders.

cc: City Council