THE BLUE LETTER

OFFICE OF THE CITY MANAGER



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

September 17, 2021

Honorable Mayor Herbst & Esteemed City Councilmembers:

There are so many good things happening in the City organization – and we have no intent of



slowing down. Across our ranks, I am working to help our team tackle the quotidian more efficiently through process improvements. Simultaneously, we are breaking down our monumental initiatives into bite-size tasks. The juggling of the day-to-day and the pursuit of the visionary plan that Council has adopted is what makes city management enriching and exciting. Thank you for this great opportunity to serve our team. Let's clear the dust on long standing opportunities and attack. As such, I propose that in January 2022, we establish a Blue-Ribbon

Committee for the development of downtown.

It was an especially collaborative week. First, Fire Chief Follick led our team through a successful **Emergency Operations Plan / Emergency Operations Center update and table top exercise**. Thank you to every department for pausing and preparing for success when our community needs us the most.

We also held **Business Appreciation Day** at Cassel Hills Golf Course. Thank you for your participation in the event and to all of our teammates who worked diligently to make the event go smoothly. This is my first-year golfing – so I was especially thankful to James





Reagans of Inteva, Darrin Casper of Veolia Water, and Alex Hague of Vandalia Range and Armory for their patience and support throughout the day. Managing Golf Professional Ben Lickliter has been gracious enough to give me a few lessons, which are starting to pay off. You'll notice that Mayor Herbst making a timely photo bomb after the round!

RSVP – Heraeus Ribbon Cutting October 7 at 10 am: Please let me know if you are available and will plan to attend the Heraeus ribbon cutting at your earliest opportunity. Heraeus has a ribbon cutting scheduled for October 7 at 10 a.m. on their expansion project. Heraeus needs a headcount because there will be a sit-down lunch served after the ribbon cutting.

Stonequarry Sidewalk to Morton Middle School: This week, Councilmember Farst, Superintendent O'Leary, and I joined Butler Township Administrator Vogel at a township residence to encourage them to allow us to complete the sidewalk gap on Stonequarry Rd. up to Morton Middle School. The project has been stalled because there is not enough right-of-way and its completion hinges on township property owners giving the township an easement for the sidewalk. Councilmember Farst organized the meeting and I think that the residents were very happy to see our leadership from VBCSD, Butler Township, and the City come together to explain its importance. In the spirit of good government and saving taxpayer dollars, completion of this sidewalk could reduce the need for bussing routes and save VBCSD considerable funds that would be directed elsewhere. During this meeting, I worked to negotiate actions that the township and residents might take to make the initiative more palatable for all parties. As a community, we stand to benefit most when the schools, township, and city are working collaboratively.

Bee City – Vandalia Honey: Since we are Ohio's first Bee City, we have gone ahead and branded our own City of Vandalia honey. To do this we partnered with local apiarist and former Vandalia Reserve Police Officer Al Tuttle. These jars were popular gifts at the Business Appreciation Day – and I have been known to use them to sweeten our partners up.

Compensation Study: ACM Holloway, Finance Director Leiter, HR Dewberry, and I met to review



the initial findings of the compensation study. It appears that the City is doing a good job meeting the market in most cases. I plan to brief Council on the plan recommendations in the coming weeks. At our retreat, I plan to discuss how we will leverage this plan with our merit-based compensation strategies.

Welcome PSS Grace Borders! Earlier this week, we welcomed new Public Safety Specialist Grace Borders to our ranks. PSS Borders is a Vandalia resident and she formerly worked for the federal government in the Transportation Security Administration at the Dayton International Airport.

Coalition Building: I also had the opportunity to meet with Montgomery County Commissioner Judy Dodge to discuss grant funding through the County, commercial truck traffic, and he support of the City's safety proposals on National Road. In addition, I met face to face with the team at Monroe Federal and Vanessa Spicer at All About DANCE who agreed to submit letters of support for the City's grant application to ODOT. Finance Director Leiter and I are deep into the initial 2022 budget proposals. I also had the pleasure of meeting up with for coffee and fellowship with Pastor Bob Hussong (Vandalia resident) who serves as a Chaplain for our Division of Police.

Here are some more relevant updates:

- Small Business Relief Grant: Please continue to direct our local business people to take advantage of the small business relief grant. The application is available on the website: https://www.vandaliaohio.org/smallbizrelief. We continue to receive great feedback from the community about this initiative. To ensure that our business partners receive accurate information about the program restrictions, I strongly suggest that entrepreneurs and proprietors be directed to contact ACM Holloway directly.
- 2. **Leaf Pickup:** I have enclosed the leaf pickup map. Collection will start on October 7 and will conclude on December 7.
- 3. **Asphalt Overlay and Resurfacing:** This project will start with milling on Monday, September 20, 2021. Weather permitting, resurfacing will begin on September 27, 2021. This project includes the installation of a median on Dixie Dr. north of National Rd. Please see the attached map of areas that are included in the project.
- 4. **Taco Bar Employee Appreciation Event:** Council is invited to attend our employee appreciation event from 11:30 am 1:00 pm on Thursday, September 23 at the Senior Center. Please see the enclosed flyer.
- 5. Jeans on Friday in October Breast Cancer Awareness: Each October, the Division of Fire sells t-shirts and donates the proceeds to support breast cancer awareness. Proceeds will be donated to the Pink Ribbon Girls. Any non-uniform employee who purchases a shirt for this fundraiser will be allowed to wear jeans on each of the five Fridays in October. Alternatively, non-uniform employees may provide a donation of \$18 at the Utility Billing window in the Finance Department and wear jeans on Fridays in October as well. Shirts can be purchased by following this link: https://my-store-baff88-2.creator-spring.com/.



6. Helke Rd. Full-Depth Construction: Construction underway and the contractor is off to a good start. This project will take approximately two and half months to complete. Traffic be maintained properties on this section of Helke Road and to those on Koch Avenue west of Helke Road. There are no anticipated interruptions to trash collection or mail service. Please see the detour map to the right.



- 7. **FREE Employee Flu Shots**: Hock's Pharmacy will administer free flu shots on Thursday, October 14, 2021 from 7 am 9 am in the LCR at the Municipal Building. Details forthcoming.
- 8. Commercial Truck Traffic: Our team continues to attack the threats of growing truck traffic head-on. This week, Ohio State Highway Patrol conducted targeted commercial vehicle enforcement on National Rd. In addition, the weights and measures crews from OSP conducted several stops. While working special commercial vehicle enforcement, Officer Wehner recognized an out of service safety violation on one semi-truck, which resulting in it being towed.

Public Service Director Cron is currently working to schedule traffic counts at the Dixie / National intersection and also west of Airport Access Rd. to periodically analyze trends. The City intends to gather empirical data to inform decision making.

The City's traffic engineer who conducted our professional safety study will be presenting to ODOT later this week. The City has received overwhelmingly positive support from businesses and other stakeholders for the proposed National Rd. modifications that were presented to Council recently.

9. **Homecoming Parade:** The homecoming parade is scheduled for Thursday, September 23. This year's parade will begin on West National Road and Helke Road travelling east on National Road and South on Dixie Drive to the high school. Temporary road closures will occur during the parade time which begins at 5:50 pm.



Monday, September 20, 2021 Study Session Items

- Emergency Ordinance 21-27 Assessments This emergency ordinance assesses properties for delinquent accounts related to storm water fees, trash collection, weed cutting & sewer and water.
- 2. Emergency Ordinance 21-28 Supplemental Appropriations Finance is requesting the approval of the following supplemental appropriation Ordinance for an increase in the General Fund in the amount of \$1,558,911.95; increase in the Street Fund in the amount of \$11,658.59; increase in the Stormwater Fund in the amount of \$4,663.45; increase in the Capital Improvement Fund in the amount of \$11,658.59; increase in the Facilities Improvement/Maintenance Reserve Fund in the amount of \$1,563,375; increase in the Water Fund in the amount of \$9,326.87; increase in the Sewer Fund in the amount of \$9,326.87 in order to accomplish the following:

General Fund:

Non-departmental

- \$563,375 decrease funds, in the General Fund and transfer to the Facilities Improvement/Maintenance Reserve Fund, that the City received in exchange for the old fire station for the purpose of saving for a potential new fire training facility.
- \$1,000,000 decrease funds in the General Fund and transfer to the Facilities Improvement/Maintenance Reserve Fund for the purpose of saving in order to potentially build a new public works facility.

Police – Operations

• \$4,463.05 – increase appropriations to account for the unexpected additional costs for vehicle repairs and maintenance costs for police department vehicles that resulted from traffic crashes caused by other drivers. The city will either be reimbursed by the drivers' insurance companies or pay restitution to cover the additional costs.

Street Fund:

• \$11,658.59 — increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.

Stormwater Fund:

• \$4,663.45 – increase appropriations to account for the unexpected additional equipment expenditures related to the purchase of the new Tandem Dump truck. The expenditures are split between the Street, Stormwater, Capital Improvement, Water and Sewer Funds.



Capital Improvement Fund:

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Facilities Improvement/Maintenance Reserve Fund:

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Monday, October 4, 2021 Items

1. Resolution: Parks and Recreation Work Van Replacement – The Parks and Recreation Department posted bids in the Daily Court Reporter and on the City website for a 2022 Cargo Van with tool compartment package to replace the current 1995 Chevrolet Astro Van with 85,000 miles. Beau Townsend Ford submitted the lone bid of \$43,303, which is \$513 less than the State of Ohio Procurement contract for a 2021 Cargo Van. Beau Townsend's bid included the base model vehicle with white exterior and a tool compartment package. The exterior green color, the current Parks and Recreation green, is no longer a factory option at Ford Motor Company and the cost to paint the vehicle is over \$8,000. Mr. Clark is therefore recommending purchasing this vehicle, and all future Parks and Recreation replacement vehicles, with the white exterior color; additionally, he further recommends City Council declare the 1995 Chevrolet Astro Van as surplus and be placed on GOVDEALS or otherwise disposed of by the City Manager as provided by law.



Discussion

- 1. **Financial Reports for August 2021 -** Finance Director Leiter will provide a monthly financial report.
- 2. Facilities Infrastructure Improvement Project As reported in the last Blue Letter, a selection committee interviewed Energy Systems Group and Perfection Group as part of the process to identify and select a qualified firm experienced in the engineering, design, procurement, project management, and implementation of a facilities infrastructure project. The scope of this project is substantial and cannot be optimally managed in-house. The selection committee comprised of myself, Parks and Recreation Director Clark, Facilities Superintendent Rudy Wells, and Building Inspector Chris Mastrino, is recommending the City enter into a Project Development Agreement with Energy Systems Group, LLC (ESG) based on their overall best proposal and presentation. The Project Development Agreement will allow ESG to perform a detailed engineering evaluation of City facilities to determine whether it can develop a viable project for contract consideration. If ESG's evaluation and cost estimate results in a viable project we intend to negotiate a Guaranteed Energy Savings Performance Contract under which ESG would design, install and implement cost-reducing strategies at an agreed upon financial cost.
- 3. **Progress Update: Comprehensive Plan Goals** Assistant City Manager Holloway and I will update Council on the progress of the Comprehensive Plan Goals.
- 4. **6o-Day Calendar -** The calendar is included in your packets for your review.

Monday, September 20, 2021 Council Meeting

Action Items

1. **Board and Commissions Applicant** – At the September 7 Council Study Session a Meet-and-Greet was held with Vandalia Arts Council Applicant Mrs. Cynthia Doogan. Council will have the opportunity to vote on her request for appointment during Monday night's Council Meeting.

Resolutions

1. Resolution 21-R-60: Northeast Airport Logistics TRAC Project – The Montgomery County Engineer's office has been awarded TRAC (Transportation Review Advisory Council) Funding for the Engineering and Design of Improvements to a portion of the roadway system to the north and east of the Dayton International Airport. The roadways include Lightner Road, N. Dixie Drive and Northwoods Boulevard. The total estimated engineering cost is \$2,156,000. TRAC has approved 80% of this cost up to \$1,600,000 with the remaining amount to be paid with local funds. Montgomery County has requested that the City of Vandalia share in the local cost of engineering by a percentage based on the length of the project within the City. By this method our share of the local match would be 30% or \$166,800 based on the estimate with Montgomery County's share being \$398,200. The total cost of the project including engineering is estimated around \$19,300,000. Montgomery County will again apply for TRAC Funding for the construction costs once design is in progress. Additionally, the County and the City will seek other funding



possibilities. The City of Vandalia did have the portion of Northwoods Boulevard that is included in this project as part of our 5-year Capital Improvement Plan, which is scheduled to be designed and built in 2024. We estimated \$1,200,000 for construction and \$100,000 for engineering. Our project did not include the signal upgrade that would be part of the TRAC project. Staff recommends that we enter into the agreement with Montgomery County and to partner in this project as it is a great opportunity to leverage dollars that we were already scheduled to spend. As well, the City will have the opportunity to participate in a much larger and more impactful project that will benefit us greater in the long run.

- 2. Resolution 21-R-61: Public Works Tandem Dump Truck Purchase The Public Works Department is proposing to replace their 2007 Tandem Dump Truck. Money was appropriated in the 2021 Capital Improvement Budget for this item. These vehicles are critical to our daily operations, and especially in our snow & ice operations where the City maintains over 207 lane miles of roadway. City Council authorized the purchase of the Cab & Chassis from Rush Truck Center on Poe Avenue at our last Council Meeting. Public Works is now proposing to purchase the upfit of the snow & ice equipment and the dump body from KE Rose through Sourcewell Cooperative purchasing at the price of \$124,339.00.
- 3. **Resolution 21-R-62: Replat 3325 Stop Eight Road** The Owner/Applicant, POE AVE 6196, LLC, and JDS Commercial Holdings, has applied requesting the re-plat of 22.1110-acres of land at 3375 Stop Eight Road and 6196 Poe Ave. The requested re-plat would result in creating two lots, one 15.2529-acre lot for Scene 75, and one 6.8581-acre lot formerly occupied by ITT Tech. The Planning Commission voted 5-0 to recommend approval of this request.

Ordinance - Second Reading

1. Ordinance 21-26: Rezone 3325 Stop Eight Road – The Owner/Applicant, POE AVE 6196, LLC, and JDS Commercial Holdings, is requesting the rezoning of approximately 6.8581 acres of land at 3325 Stop Eight Road from Highway Business (HB) to Industrial (I). The purpose of the rezoning request is to establish the use of "retail sales of materials and equipment to the construction industry". The request for rezoning to Industrial, however does not conform to the City's Future Land Use Map designation of "Industrial/Innovation". The Planning Commission voted 5-0 to recommend approval of this request.

Ordinance - Emergency Reading

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- 2. **Emergency Ordinance 21-28 Supplemental Appropriations** Finance is requesting the approval of the following supplemental appropriation Ordinance for an increase in the General Fund in the amount of \$1,558,911.95; increase in the Street Fund in the amount of \$11,658.59; increase in the Stormwater Fund in the amount of \$4,663.45; increase in the Capital Improvement Fund in the amount of \$11,658.59; increase in the Facilities



Improvement/Maintenance Reserve Fund in the amount of \$1,563,375; increase in the Water Fund in the amount of \$9,326.87; increase in the Sewer Fund in the amount of \$9,326.87 in order to accomplish the following:

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- \$1,000,000 decrease funds in the General Fund and transfer to the Facilities Improvement/Maintenance Reserve Fund for the purpose of building a new publicworks facility.

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The **September 20** Study Session and City Council Meeting will be a hybrid (in-person & remote) meeting in Council Chambers. The meeting is open to Council, staff, and the public to attend in-person; however, no comments, electronic or oral, will be allowed by people that are participating electronically through Zoom. Anyone wishing to be heard on a topic will need to appear personally at the meeting. **The study session will begin at 6:00 pm followed by the City Council Meeting at 7:00 pm.**

It is going to be an exciting week! I look forward to preparing for a productive goal setting retreat, I am meeting with Senator Niraj Antani to discuss a variety of topics, and we are kicking off departmental budget hearings. My goal is to aligning your policy priorities with our teams' actions and expenditures. In addition, I will attend the Miami Valley Risk Management Association board meeting, Tri-Cities North Regional Wastewater Authority board meeting, Northern Area Water Authority board meeting, and meet face-to-face with Swim Safe to discuss their performance with regard to Cassel Hills Pool this summer. Finally, I plan to speak about commercial truck traffic in an upcoming Focus Vandalia episode and have my monthly meeting with Township Administrator Vogel and Superintendent O'Leary.

Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt City Manager

CC:

Board and Commission Members All City Employees

Attachments:

- 1. Taco Bar Employee Appreciation Flyer;
- 2. Leaf Collection Map and Schedule; and
- 3. Resurfacing Map.



Tacos... the international language of GRATITUDE...

"Danke schoen!"

"Merci beaucoup!"

"Grazie mille!"

"Dōmo arigatōgozaimasu!"

"Aapaka bahut bahut dhanyavaad!"

"Muchas Gracias!"

"Here..have some Tacos!"

No matter the language, they all mean the same thing...

"Thank you... We appreciate you!"



The year of Employee Appreciation continues!

Employee Appreciation Taco Bar Thursday, September 23 11:30 a.m. - 1:00 p.m. Vandalia Senior Citizens Center



RSVP by Department to Sherri Howard, showard@vandaliaohio.org by 12 Noon, Monday, September 20.



