THE BLUE LETTER



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

Honorable Mayor Herbst & Esteemed City Councilmembers:



Summer is just around the corner! Cassel Hills Pool is about to open, Butler High School will hold a graduation ceremony in just a few days, and our City is looking good. It is Public Works Week and I want to thank our Public Works team for keeping our public spaces clean, our roads

usable, our water running, and our fleet in top shape. There were so many good things

that happened this week. The best by far was seeing the 3rd graders get a feel for the equipment that we use to keep the City of Vandalia a great place to live and work. Pictured: Mechanics Mike Skaggs and Zeb Ward take a third grader up in the new aerial truck.



Yesterday, my wife Laura and I participated in a trash pick up at Art Park with the Vandalia Rotary Club. There was almost *no trash to pick up!* Thank you to our Park & Recreation maintenance staff for getting this gem in tip-top shape for the summer! I got so many good comments from community members because of their hard work!



Today was Lt. Dan Swafford's last day. The Community Room at the Justice Center was packed for his retirement party (pictured left). The event was loaded with camaraderie and support not just for Lt. Swafford but all of our Police Officers. Lt. Swafford has left a mark on the City and will be missed!

Finally, I had the pleasure of attending the Butler High School 42nd Memorial Program to close out the week. The event was well-attended by many community leaders and included performances by the symphonic choir and band, patriotic readings, and reflections as we honored the 16 women and men from our community who gave their lives in service to the United States of America. God Bless America.





Please consider the following updates.

1. Paint the Town Purple and Gold: Vandalia Butler School District has enjoyed immense success this

year as a result of brave leadership. VBSD is one of the only school districts in the state to offer in-person learning all year. They applied stringent public health and safety protocols, applied common sense, and our community will undoubtedly benefit as a result. In response to Superintendent O'Leary's request to paint the town purple and gold, all non-uniformed staff will be permitted to wear jeans all next week as long as they also don one piece of Vandalia Butler School District swag. We will also post signs congratulating our partners at the schools on a successful year. Finally, Communications Manager Hopkins is working on video that will feature our corps of public servants who graduated from Butler High School. Pictured: Public Works Technician Cody Booher hangs an AVIATORS banner along National Road.



- 2. Easing of Mask Mandate at City Facilities: Today, I informed all employees that masks are no longer required to be worn in City facilities by individuals (i.e., employees and the public) who are fully vaccinated from COVID-19. I have enclosed the memorandum that I issued as well as the order from the Ohio Department of Health. Enforcement of mask mandates outside of the Municipal Court will be based on the *honor system*. Please note that the Clerk of Courts Goffena has issued a directive that is specific to the Municipal Court area of the Justice Center (enclosed).
- 3. Police Lieutenant Appointment: After an intense and competitive process, I have chosen to appoint Mr. Brandon Sucher to backfill the Police Lieutenant position that was vacated when Lt. Dan Swafford retired today. Mr. Sucher is a graduate of Butler High School and is a life-long resident of Vandalia. He currently serves as a Police Sergeant at the City of Huber Heights. Mr. Sucher holds a master of public administration degree from the University of Dayton and has nearly 20 years of law enforcement experience. Mr. Sucher will report for duty on June 2, 2021. I plan to conduct a ceremonial swear-in at the June 21st City Council meeting.
- 4. Garage Sale Weekend: The Department of Garage Sales and Thrift (not a real department) is happy to help you find treasures and deals all weekend long. The interactive map, full item list, and addresses are available via the City website: https://vandaliaohio.org/garagesale/. Happy Haggling!
- 5. Retirement of Captain Duane Stitzle: Cpt. Stitzel will retire on May 28th. You are all invited to attend his retirement party on May 27th at 12:30 pm in Station 1.
- 6. Cassel Hills Pool: The pool will open as scheduled on Saturday, May 29!
- 7. Commercial Truck Traffic: This week, I spoke with both Representative Phil Plummer and Senator Niraj Antani about options that the City of Vandalia is pursuing to alleviate problems surrounding commercial truck traffic in Vandalia. Senator Antani will attend our next City Council meeting on June 21, 2021. Over the past two weeks, Vandalia Police Officers conducted 39 traffic stops on commercial motor vehicles, which resulted in three citations and 36 written warnings. On May 12th, five VPD officers attended a commercial vehicle enforcement training from the Ohio Department of Public Safety. The training included practices regarding commercial driver's license laws and regulations, traffic enforcement, hours of drivable service, hazmat dangers, and truck size and weight limitations. All Police Officers who are assigned to patrol will be trained in commercial vehicle



enforcement by the end of 2022.

- **8.** Construction in Foxfire Subdivision: Engineering / GIS Technician Chad Baughman held an onsite meeting with both the developer and contractor for the next phase of the Foxfire subdivision. The City expressed clear expectations and strongly encouraged the parties to use the access road off of Poe Avenue as was previously promised for construction traffic.
- **9. Shred Day:** Things felt like they were getting back to normal. We had a great turnout for Shred Day! This is a value-added service that sets Vandalia apart. Thank you to all of our staff who participated!
- **10. City Planner Recruitment:** The City conducted a thorough recruitment that resulted in a hearty slate of well-qualified candidates. Our team will start first-round interviews with 9 candidates next week.
- **11. Corporate Challenge:** Corporate Challenge is just one of the ways that we show businesses that we recognize their contributions to the Vandalia community. There are still 10 spaces to fill on the City's team. WE NEED YOU! Please contact Communications Manager Rich Hopkins to join our team.
- **12. Incode Financial Management Software:** All departments are conducting purchase orders and requisitions through the new software. The Finance Department is working toward migrating employees to the Executime software to eliminate paper time sheets and leave requests.
- 13. Compensation and Benefits Study: This week, Finance Director Leiter, ACM Holloway, and I met with the Clemans Nelson team to kick off the compensation and benefits study. I anticipate that the study will be completed in the early fall. At that time, I will propose an updated pay plan and 2022 budget modifications based on quantitative data for Council's consideration.
- 14. On Professional Credentialing: Congratulations to Recreation Manager John Myers who was accepted into the Central Michigan University Master of Public Administration Program! Mr. Myers will attend remotely while continuing to serve Vandalia. Also, Assistant City Manager Amber Holloway who successfully passed the American Institute of Certified Planners (AICP) exam through the American Planning Association this week. The City of Vandalia is committed to professional management and credentialing of our team. To anyone who is pursuing a profession-specific certification or a college degree, keep up the good work and keep making us proud. I celebrate your achievements and I look forward to leveraging them to solve public problems.

Have a great weekend and happy garage "sale-ing". Please contact me directly with comments and questions.

Very Respectfully,

Dan Wendt City Manager

CC:

Board and Commission Members All City Employees

Attachments:

1. Information Update - ACM Holloway-May 20, 2021;

- 2. Information Update Director Leiter-May 20, 2021;
- 3. Information Update Chief Follick-May 20, 2021;
- 4. Information Update Director Clark-May 20, 2021;
- 5. Information Update Chief Althouse May 20, 2021;
 6. Information Update Director Cron May 20, 2021;
- 7. Directive Easing Health Restrictions in City of Vandalia Facilities City Manager Wendt May 21, 2021; and
- 8. Lost Owl Posting.



To: Dan Wendt, City Manager

From: Amber Holloway, Assistant City Manager

Date: May 20, 2021

Subject: Information Update



• On 5/13:

- o I attended the Planning & Development meeting at TCA.
- o I presented to Rotary on the Comprehensive Plan
- I attended the virtual meeting of the Dayton International Airport Regional Advisory Committee.
- You, Rob, and I met to discuss the Bike Path Connector project on 5/14.
- I performed the final inspection of the outdoor patio at the Hairless Hare Brewery on 5/14.
- DES Staff and I met on Monday 5/17 for our monthly development meeting.
- Steve, Rob, and I met to discuss the open space lot in the Foxfire Subdivision.
- You, Bridgette, and I met with Clemans-Nelson to kick off our Compensation Study.
- You and I met to review upcoming public hearing items on 5/20.
- Rich and I held our monthly meeting on 5/20.

Communications Update:

- Our next Focus Vandalia filming is May 26. Our topics include: Fire Division Vaccination Campaign, Rebranding and Website, and Star-Spangled Celebration.
- We are still recruiting for our Corporate Challenge Team (about 10 spaces to fill!).
 Events kick off on June 6.

- We launched our rebranding on Friday May 14 and received many positive reactions. The new logo will be featured on the Corporate Challenge t-shirts this year.
- We had some very high-performing posts this past week on Social Media. The most popular post was the one about Dan Swafford's Retirement, with five times the reach of a typical post. Other high performers included the Public Works Week video and Chief Follick's Birthday.
- Darren Davey did a tremendous job putting together the interactive map for Garage Sale Weekend. The number of sales registered is way up from our last big weekend in 2019. This event continues to be very popular among residents.
- Rich is working on a video for "Paint the Town Purple and Gold Week," which will feature City employees who area also VB graduates.

City of Vandalia Finance Department

Information Update

To: Dan Wendt, City Manager

From: Bridgette Leiter, Director of Finance

Date: May 20, 2021

Re: Information Update - Period Ending May 21, 2021

- 1. I met with representatives from Meeder Investment Company to discuss the impacts from COVID-19 on the City's current investment portfolio, and both current and future market rates and trends.
- 2. Kristen Carnes and I attended a regularly scheduled council workshop and meeting.
- 3. Finance staff continue to provide the necessary information to the Auditor of State's Office regarding the 2020 audits for the City of Vandalia, Tri-Cities and NAWA, and to Lennon & Company, CPAs for the 2020 Comprehensive Annual Financial Report.
- 4. I participated in several webinars sponsored by the Ohio Municipal League, Ohio Government of Finance Officers Association, and the Office of Budget and Management. The main topic of discussion was the American Rescue Plan Act and preparation for receipt of funds and guidance on allowable expenditures.
- 5. I appreciated the invite and attended the council retreat. The event was a wonderful opportunity to interact and connect with Council on a more personal level.
- 6. Finance staff continue to attend various trainings on the new Incode Finance software, including the new time management system, Executime.
- 7. Kristen Carnes and I attended a records commission meeting.
- 8. The Finance Department celebrated yet another successful tax/Annual Report/audit season with an annual luncheon. Thank you for all the hard work, effort and determination. It is very much appreciated. Congratulations and job well done!!
- 9. Finance staff participated in the annual City-wide shred day.
- 10. I attended the Butler High School 42nd Memorial Program.
- 11. I participated in a Zoom kick off meeting with you, Amber and representatives from Clemans Nelson to discuss the agenda for the compensation study project.
- 12. Finance would like to congratulate and wish the best of luck to both Dan Swafford and Duane Stitzel on their upcoming retirements!



DIVISION OF FIRE INFORMATION UPDATE

TO: DANIEL WENDT, CITY MANAGER

FROM: CHAD FOLLICK, FIRE CHIEF

DATE: 5/20/2021

SUBJECT: INFORMATION UPDATE – PERIOD ENDING MAY 21, 2021

- On Tuesday May the 11th, Station 1 crews were honored to assist the students at
 Morton Middle School with an egg drop. Crews dropped eggs in homemade carriers
 from our 110' ladder truck. It is always a special treat to be welcomed by the schools
 and the kids.
- 2. The Vandalia Division of Fire and Butler Township Fire Department's are partnering with Public Health to bring COVID-19 vaccinations to residents' doorstep. Information about this service has been posted to social media and residents are encouraged to register or call the fire station with any questions. In the first week our Mobile Vaccine Team (MVT) gave ten vaccines. We have a second round of vaccines set up for this week, we have ten appointments set up for Friday, May 21st. While a paramedic provides the vaccine Scott Jacobs, our Community Risk Specialist, provides the customer information on the Division of Fire's VIP program, checks the customers smoke/CO detectors and completes a very short home risk assessment.
- 3. In an effort to reach as many people as possible, the Fire Prevention Bureau has posted to social media about a recent smoke detector recall. This recall involves about 226,000 Kidde TruSense smoke alarms. Customers can call the Kidde company directly or Vandalia station 1 for any assistance in determining if a smoke/CO detector is involved in this recall.

DIVISION OF FIRE INFORMATION UPDATE

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 - 4. During the month of May Fire Department crews continue hydrant flushing around the city. This project should be completed before the end of the month. If anyone has any questions, or issues such as leaking hydrants or discolored water, they are encouraged to call Station 1 and not 911.
 - During this reporting period, The Division of Fire held orientation for 5 new Part –
 Time Firefighter/EMT certified employees. We are happy to welcome Amanda
 Everett, Darren Claxton, Cory Brand, Joel Seitz and Anthony Faulkner.
 - 6. The Fire Prevention Bureau participated in an annual Passport to Safety program at St. Christopher School. The youngest students learned multiple safety lessons from the Fire and Police Departments over the course of a few days and ended with a graduation from the program on Wednesday May 19th.
 - 7. May 16th through May 22nd is EMS Week. The Division of Fire would like to thank our (and all) EMS personnel that continues to "answer the call", the hard work and dedication that is put in every day. The Division of Fire EMS crews have also been treated to lunch this week by local hospitals in appreciation.
 - 8. Fire Captain Duane Stitzel has announced his retirement starting May 28th. We wish Capt. Stitzel luck in his retirement and new endeavors. There will be a celebration at Station 1 on May 27th. All are welcome to attend, and cake will be served.

CEF/clj Page 2 of 2



To: Dan Wendt, City Manager

From: Steve Clark, Director of Parks & Recreation

Date: 5//2021

Re: Information Update – Period ending May, 2021

RECREATION CENTER

- The May electronic fund transfer (EFT) for membership payments was processed on May 14. A total of \$19,440 was collected, which is an increase of \$170 from April. We are carrying 13 suspended memberships and had one membership start back this month. A total of 10 new memberships started in May and we had 5 cancelations.
- Administrative Manager Sharon Hamby provided Rectrac training to the SwimSafe Front Desk Attendants staff at Cassel Hills Pool on May 11.
- o The Premier Health Golf Exercise presentation at the VRC had a total of 10 participants. The next Health Talk event will take place on August 24, with the topic being Lung Health.
- Facility Manager Alicia McCracken is researching a new music option for the VRC and possibly Cassel Hills Pool. Neptune Radio is like having your own personal "radio station" that would play in our facility and it will sound just like a radio station, with DJ banter and professionally recorded messages. The difference is we control the messages and have control over the type of music that gets played. And all messages and music are 100% family-friendly! Alicia hopes to have all the details and options sorted out in the coming days.
- With the recent announcement by the Governor concerning COVID mandates being lifted as of June 2, staff is researching and confirming how the VRC moves forward as of this date. We are anticipating being able to get back to regular operations throughout the facility.
- Recreation Manager Aaron Messenger is putting the final touches on plans for our Summer CampRec program. We are very excited to have this program back up and available to families needing a place for their child, ages 6-12, during the summer months. Camp Leader training begins this Saturday, May 22 with the first day of camp scheduled for Tuesday, June 1.

RECREATION/ATHLETICS DIVISION

- Cassel Hills Pool is set to open for the summer season on Saturday, May 29. Jeff Kreill has been working very closely with SwimSafe to get everything in order to successfully open the pool. He is also working with Christy's Pizza for the operations of the concession stand. Kudos to Sharon Hamby and Austin Robertson for the work they are doing to ensure smooth IT and Rectrac operations.
- Corporate Challenge is set to begin on Sunday, June 6. We have nine business teams participating in this year's week-long event. Business teams include Johnson Electric (26th year), GE Aviation (12th year), GE Aviation TDI (5th year), Vandalia Butler Schools (21st year), Inteva Products (9th year), Crossroads Nursing

- and Rehab (10th year), Waibel Energy Systems (9th year), Kentner Sellers CPA's (29th year) and the City of Vandalia (26th year). We are very excited to be able to offer this event again after a one year COVID hiatus.
- I am very pleased to announce that Recreation Manager John Myers has been accepted into the Central Michigan University Master's Program in Public Administration. John will be staring online classes in the fall. This experience will be extremely valuable to John and our department. Congratulations John!

GOLF DIVISION

- The recent wet weather has a good news/bad news scenario at the golf course. The good news is the rain has the course in great playing condition. The bad news is the contractor has not been able to get to the well fields for emergency repairs to the well pumps that feed the irrigation system. At this point in time they plan to be here early next week to complete the repairs and get the system back up and running.
- The golf course had a great weekend, May 14-16 with a total of 503 golfers and collections over \$15,000. We continue to fill up tee times when the weather cooperates.
- o The Optimist Club Golf Outing will be held on Wednesday, June 2 at Cassel Hills. This will be our first outing with the food for the event being catered by an outside vendor. We are not anticipating any issues with the new format.

SENIOR CITIZENS CENTER

Attendance at the Senior Center continues to rise each week. For the period of April 12-25, the total
was 208 members and for the period of April 26-May 17 the total increased to 404 members. We are
anticipating even better numbers after the June 2 date and COVID mandates have been lifted.

FACILITY MAINTENANCE DIVISION

- Cassel Hills Swimming Pool preparations for opening day on Saturday, May 29 continue with painting of the pool floor completed as well as the repairs to the shallow well of the main pool. Repair work to the zero depth entry area of the feature pool is being completed as well. Maintenance staff is working with SwimSafe to get the pool mechanical systems ready for the season. We plan to fill the pool early next week and get it balanced and heated for opening day.
- We currently have three seasonal maintainers working about 65 hours per week combined. They are performing mowing, trash and restroom cleaning duties.
- Rudy Well is working on a new landscape median design that will be installed on National Road close to the Vandalia entry way sign, just east of Peters Pike.
- Staff planted a commemorative tree at Helke Park, west of shelter #1. The tree is a Dr. Merrill Magnolia, which is a wonderful hybrid magnolia selection, known for its early spring bloom in froths of fragrant white flowers and picturesque habit of growth. This tree is fast-growing, very hardy, and flowers from a young age. This is the first commemorative tree planted with the new option of a plaque being placed in the ground, next to the tree. Below are two photos of the tree and plaque.





Information Update

To: Dan Wendt

City Manager

From: Kurt E. Althouse

Chief of Police

Date: May 20, 2021

Subject: Information Update Ending May 21, 2021



- 1. During the past two weeks, VPD officers made 39 traffic stops on commercial motor vehicles for traffic violations. These stops resulted in 3 traffic citations and 36 written warnings while working 32 additional enforcement hours.
- 2. CPO Andrew Wehner and the Vandalia Fire Department held Passport to Safety this week at St. Christopher School for the kindergarteners. There were 47 students who attended the program with a graduation ceremony at the conclusion. The students learned about many safety topics and got to view some of the equipment our public safety personnel use.
- 3. Harley Davidson Corp. held a demonstration event at Buckeye Harley Davidson last Friday where riders from all came to view and ride several different motorcycle models. A new motorcycle was unveiled to riders at this event which is not yet accessible to the public. CPO Wehner used this opportunity to speak with Buckeye HD staff and attendees along with giving away Department of Public Safety promotional materials for Motorcycle Safety Awareness Month.
- 4. CPO Wehner attended a Run, Hide, Fight Class at Centerville PD. This was an opportunity to learn and obtain material to bring back for the Vandalia community.
- 5. On May 9, Officer Rich Sommer participated in the annual Caravan of Lights event with agencies from across the Miami Valley as they formed a caravan of patrol vehicles with their emergency lights activated. This event, organized by *Light Ohio Blue*, was held in conjunction with similar events throughout the State of Ohio during Police Memorial Week to remember and honor peace officers who died in the line of duty. The Montgomery County group made their way through several Dayton neighborhoods before ending at Children's Medical Center. The children and their families were able to wave from their hospital windows to the officers standing in the parking lot. This year's event was special as it fell on Mother's Day.
- 6. Five VPD officers attended commercial vehicle enforcement training on May 12 at the police department. Officers from the Ohio Department of Public Safety presented information on commercial traffic enforcement, CDL laws and regulations, hours of drivable service, hazmat dangers, and truck size and weight limitations. This is the same program taught to Ohio State troopers in their academy and presented here several times in the past. Officers from West

- Carrollton PD, Beavercreek PD, Miami County Sheriff's Office and the Sinclair Police Academy also attended the training.
- 7. Detectives charged a 28-year-old Vandalia female with one count of Endangering Children. This charge stems from the female's 4-year-old and twin 2-year-old boys all testing positive for marijuana at Children's Medical Center. All the children were removed from the home and placed with a family friend by Montgomery County Children Services.
- 8. During the midnight shift on Friday, May 14, a Vandalia resident was traveling at a high rate of speed on West Stonequarry Road approaching Dixie Drive. The driver failed to navigate a left turn onto Dixie Drive and struck a DP&L pole at that intersection. The driver was not injured, but the crash created significant damage and havoc to the pole, wires, and traffic flow. The road re-opened Monday evening.
- 9. Detectives charged a 37 year-old Dayton man with receiving stolen property as a result of a traffic stop on Poe Ave at Little York Rd on February 12. The vehicle was stolen from Trotwood (owner of vehicle refused to co-operate) and the license plate was stolen out of West Milton (owner co-operated with charge).
- 10. Detectives charged a 38-year-old Vandalia male with aggravated possession of drugs (Fentanyl) and drug paraphernalia after he was found in possession of both items at a local store during a shoplifting complaint.
- 11. Detectives charges a 30-year-old Trotwood man with aggravated possession of drugs (Methamphetamine) after the drugs were discovered in his backpack during a suspicious person call for service.
- 12. Lieutenant Ben Walker attended the City Council retreat meeting on May 12 to represent VPD and enjoyed interacting with Council members and other department directors during discussions on short- and long-range goals to continue to make Vandalia a great place to live, work, and play.
- 13. I attended a virtual board meeting for the United States Air & Trade Show on May 17. During the meeting, the board voted to return the show to a full-service show this year due to many of the COVID restrictions being lifted by the State in early June. This year's Air Show dates will be July 10-11.
- 14. I attended the Clark State Community College Criminal Justice Advisory committee virtual meeting on Thursday to listen and discuss recommendations to the criminal justice and police academy programs being hosted by the college.
- 15. I attended the Montgomery County Drug-Free Coalition virtual meeting on Thursday hosted by the Sheriff's Office. The membership discussed resuming targeted enforcement in areas where there have been drug complaints and increased incidents of drug abuse and trafficking.
- 16. Lieutenant Dan Swafford will retire from VPD on June 1. Dan has a distinguished career of nearly 34 years in law enforcement, with the last 13 years serving the citizens of Vandalia. He has been instrumental in many facets and agency programs, including implementing the agency's body-worn camera program, the Endangered and Missing Persons program, and the Drone program. We wish Dan the very best success in his retirement and will miss him at the PD.

- 17. Brandon Sucher has been selected to be the new administrative lieutenant with the Vandalia Division of Police. Brandon will begin his new role with VPD on June 2. Lieutenant Sucher is a life-long Vandalia resident and a graduate from Vandalia-Butler High School. He attended Bluffton College and the University of Dayton graduating with a bachelor's degree in Sociology & Criminal Justice and a master's degree in Public Administration. His 20-year career includes service with the Huber Heights Police Department as a sergeant and the Trotwood Police Department. Lieutenant Sucher's public swearing-in ceremony will occur during the June 21 City Council meeting. We welcome Lieutenant Sucher to the VPD team.
- 18. Mary Beth Dyke has been selected as a public safety specialist with the Vandalia Division of Police. Mary began her new role with VPD on May 12. She is a graduate from Ripley Union Lewis Huntington High School. She attended Sinclair Community College obtaining an associate degree in Criminal Justice. Her prior employment was with Miami Valley Hospital Campus Police Department as a police officer. PSS Dyke will be introduced during the June 21 City Council meeting. We welcome PSS Dyke to the VPD team.
- 19. Amanda Stewart has been selected as public safety specialist with the Vandalia Division of Police. Amanda will begin her new role with VPD on June 2. She is a graduate from Valley View High School. She attended Miami of Ohio University, University of Cincinnati, and Eastern Kentucky University obtaining a bachelor's degree in Fire & Safety Engineering Technology and a master's degree in Safety, Security, and Emergency Management. Her prior employment was with the Miami University (Ohio) where she served as a chemistry lab coordinator. PSS Stewart was introduced during the May 17 City Council meeting. We welcome PSS Steward to the VPD team.



Public Works & DES Information Update

To: Dan Wendt, City Manager

From: Rob Cron, Director of Public Service

Date: May 20, 2021

Re: Information Update for May 8-21, 2021

Public Works

This week is designated as National Public Works. In honor of that, we were very excited to host Vandalia Butler Third Graders from Demmitt and Helke Elementary Schools this week for a tour of our Public Works Facility and teach them about the various operations of Public Works. This annual event is always a very exciting time for our crews and the students. We also spotlighted our crews and their talents on our social media pages this week. We have an awesome group of very talented individuals and I am proud to be a part of the team. A few photos from our Kids Day event are below

Also, thank you to Mayor Herbst and City Council for Honoring the Public Works Department with a Public Works Week Proclamation at the May 17th Council Meeting. Public Works Technicians Mike Busse, Jake Hayslett and Public Works Office Manager Tammy Wendeln attended the meeting to accept the Proclamation.

We assisted the Police Department last weekend and into Monday providing barricades and detour signage for the South Dixie Drive Road closure. A power pole was struck by a vehicle early Saturday morning and creating a hazard which ultimately shut down Dixie Drive. It was late Monday evening before all utility companies were able to make necessary relocations and repairs to their lines so that we could open the roadway.

Crews continue to be very busy at Poplar Hill Cemetery forming up and pouring foundations for headstones. Ten more foundations are ready to be poured for headstones. We also performed three burials during this reporting period.

We performed water shut offs for delinquent customers for the month of April. We had 23 customers on the list this month.

We held our large item and brush drop off at the Public Works Facility on Saturday May 8th. All of the brush was hauled the following week to Harris Sod and Seed.

We put up the Vandalia Butler Banners on National Road in support of the 2021 Graduating Class and the "Paint the City Purple and Gold" initiative.

Eight of our Public Works Technicians attended Drivers Training sponsored by MVRMA.

We took delivery of our new Lift Truck that was purchased and ordered late in 2020. We were able to display the new truck at the Municipal Building prior to last Mondays Council meeting.

Steve Nickels and I attended the Tri Cities Wastewater Authority Technical Committee meeting on May 12th. We were introduced to the new General manager, Danny Knife at the meeting. Danny will be replacing David Heckler who will be retiring at the end of May. We look forward to working with Mr. Knife going forward.

Development & Engineering Services

We opened bids for our annual Street Resurfacing project on May 11th and shared our recommendation with City Council at their May 17th Study Session. We bring back a Resolution to award the contract to Barrett Paving at the June 21st. Council Meeting. This project includes the installation of a median and alteration of the pavement markings on North Dixie Drive. This work will be coordinated with relocation of Tuskegee Airman Drive which will be performed by Northpoint Development.

We will be opening bids for The Helke Road Reconstruction project on May 27th. We will have a recommendation prepared for the June 21st Council Study Session and Meeting. Several contactors have picked up bid packages for the project.

Our Concrete Repair contractor has indicated that they will begin work in early to mid-June. The completion date for the concrete work is July 30th.

Chad Baughman had an onsite meeting with the Developer and contractor for the next phase of the Foxfire Subdivision. We went over some of the details of the plans and our expectations. We again encouraged them to use the access off of Poe Avenue as much as possible for construction traffic.

The building department continues to very busy with new projects coming in every day. Some of the larger projects submitted for review this period are:

- 1. Lifestance at 7250 Poe Avenue Suite 200
- 2. Buckeye Eco Care at 830 Scholz Drive
- 3. New Vision Church at 950 Helke Road
- 4. Beau Townsend Nissan at 1090 W. National Road.

You and I participated in the Dayton International Airport Technical Advisory Committee Mater Planning Meeting via zoom. When asked, you had the opportunity offer support for the development in our region but also voice our concerns about commercial traffic and the impacts to Vandalia and our residents.

I attended vis zoom the SW District APWA Board of Directors meeting on May 11th.

I joined several other City Representatives attended Butler High School Memorial Program. This is always a great event that highlights current and honors many past Butler Graduates.

Congratulation to Dan Swafford on his upcoming retirement as Lieutenant in the Police Department and 33 years of dedicated service in Law Enforcement and especially his 13 years serving the City of Vandalia.

Also, Congratulations to Duane Stitzel on his retirement as Captain in the Fire Department. Thank you for your years of service to the City as well.









DEPARTMENTAL CORRESPONDENCE

TO:	All Employees
FROM:	Dan Wendt, City Manager
DATE:	May 21, 2021



SUBJECT: SOCIAL DISTANCING, FACIAL COVERINGS, and NON-CONGREGATING

Thank you for your tireless efforts and adaptability in promoting a safe working environment through this pandemic. As a team, we continue to evolve to the needs of our community and rise to meet expectations. It is a privilege and honor to serve with you.

The following shall take effect immediately.

In accordance with the guidance issued on May 13, 2021 by the Centers for Disease Control and Prevention and in compliance with orders issued by Ohio Department of Health Director McCloud, all fully vaccinated people (i.e., employees and the public) may resume activities at City of Vandalia facilities without wearing a facial covering or mask. Supervisors should ensure that appropriate signage is placed to notify employees and the public in their respective facilities.

The Vandalia Municipal Court has issued a separate directive. Employees who work or enter the Vandalia Municipal Court are advised to review and to comply with the enclosed memorandum from Clerk of Courts Goffena.

The Ohio Department of Health deems a person to be fully vaccinated at two weeks following receipt of the second dose in a two-dose series, or two weeks following receipt of one dose of a single-dose vaccine. Except otherwise provided in the enclosed memorandum from the Ohio Department of Health, all individuals that are not fully vaccinated shall be required to wear facial coverings according to prior City of Vandalia directives. This will be enforced by the *honor system* in all City of Vandalia facilities except the Vandalia Municipal Court where the Court will verify vaccination records.

Employees are advised to practice safe public health practices including frequent handwashing and routine disinfection of high-contact surfaces and equipment.

cc: Vandalia City Council (via email)
Gerald McDonald, Law Director (via email)

Enclosure:

- Ohio Department of Health Director's Order on Social Distancing, Facial Coverings, and Non-Congregating May 17, 2021; and
- 2. Vandalia Municipal Court Interoffice Correspondence May 17, 2021.



Mike DeWine, Governor Jon Husted, Lt.Governor

Stephanie McCloud, Director

DIRECTOR'S ORDER

Re: Director's Second Amended Order for Social Distancing, Facial Coverings and Non-Congregating

I, Stephanie McCloud, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" **Order** the following to prevent the spread of COVID-19 into the State of Ohio:

Preamble: As Governor DeWine announced, the vast majority of health orders -- except some orders for safety in congregate living and health settings and some technical matters -- will be rescinded on June 2, 2021, at 12:01 AM EDT. This is designed to give individuals, who have not yet been vaccinated, time to get vaccinated before the public health mitigation measures are lifted. Businesses may continue to require mitigation measures (e.g., masking and social distancing) among those vaccinated and unvaccinated, and individuals may choose to practice mitigation measures.

The CDC announced on Thursday, May 13, 2021, a change in its guidance and safety procedures for those who are fully vaccinated against COVID-19. The purpose of this Order is to bring the State of Ohio's health orders into conformity with this new CDC guidance during the time until June 2, 2021. In short, except in certain limited circumstances, fully vaccinated persons may safely do most activities without a facial covering and without socially distancing. Unvaccinated individuals are at a significantly higher risk of getting COVID-19 and suffering its devastating toll. As such, unvaccinated individuals should continue to protect themselves using mitigation measures, such as masking and social distancing.

Scientific evidence is clear that vaccinations and facial coverings are the most effective weapons in the fight against COVID-19. Individuals who are fully vaccinated are protected and can start doing most of the things they stopped doing because of the pandemic.

Persons who are not fully vaccinated should continue to wear a mask, socially distance, avoid large gatherings, and whenever possible, be outside for activities and gatherings. Only by vaccination and following the basic precautions can we continue to lower the number of COVID-19 cases and save lives.

The Director's Order signed August 13, 2020, Requiring the Use of Facial Coverings in Child Education Settings remains in effect until June 2, 2021, at 12:01 AM EDT, at which time it is rescinded and supersedes any conflict with this Order. To maintain consistency and model safe behavior for Ohio's students, these changes do not affect the existing order requiring the use of facial coverings and other health protocols in our schools. Only those exemptions listed in the August 13, 2020 Order apply in the education settings, while this Order is in effect until June 2, 2021.

Nothing in this order is intended to interfere with the separation of powers under the Ohio Constitution. Businesses must apply exceptions to wearing a mask equally to all persons. This Order does not apply to jails, prison facilities, nursing homes, assisted living facilities, or adult day services centers for elderly adults. This Order is not intended to supersede, supplant, or preempt any order or law of a local jurisdiction that is more restrictive than this Order.

1. Facial Coverings (Masks).

- a. In accordance with the guidance issued on May 13, 2021 by the Centers for Disease Control and Prevention, all fully vaccinated people (fully vaccinated refers to a person who is ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine, per the CDC Public Health Recommendations for Vaccinated Persons) can resume activities without wearing a mask. However, vaccinated individuals must continue to wear masks on all planes, trains, buses and other forms of public transportation.
- b. Except as provided herein, all individuals that are not fully vaccinated in the State of Ohio shall wear facial coverings at all times when:
 - i. In any indoor location that is not a residence;
 - ii. Outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their family/household; or
 - iii. Waiting for, riding, driving, or operating public transportation, a taxi, car service, or a ride sharing vehicle. This does not apply to private or rental vehicles where members of a family/household are sharing a vehicle.
- c. Regardless of vaccination status, the requirement to wear a facial covering does not apply when:
 - i. The individual is under ten years of age, except as required by school guidance;
 - ii. A medical condition including those with respiratory conditions that restrict breathing, mental health conditions, or disability contraindicates the wearing of a facial covering;
 - iii. The individual is communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication:
 - iv. The individual is alone in an enclosed space, such as an office, or in lieu of an enclosed space, the individual is separated by at least six feet in all directions from all other individuals, and in either case the space is not intended for use or access by the public;
 - v. The individual is actively engaged in exercise in a gym or indoor facility so long as six or more feet of separation between individuals exists;
 - vi. The individual is actively participating in athletic practice, scrimmage, or competition that is permitted under a separate Department of Health order;

- vii. The individual is actively engaged in a public safety capacity, including but not limited to law enforcement, firefighters or emergency medical personnel;
- viii. The individual is seated and actively consuming food or beverage in a restaurant, drinking establishment, catering or banquet facility;
- ix. Facial coverings are prohibited by law or regulation;
- x. Facial coverings are in violation of documented industry standards;
- xi. Facial coverings are in violation of a business's documented safety policies;
- xii. Individual is actively participating in broadcast communications;
- xiii. Individual is an officiant of a religious services; or
- xiv. In an industrial or manufacturing facility, employees are separated by at least six feet in all directions, or by a barrier in a manufacturing line or work area.
- xv. Child care centers, family child care, in-home aids, day camps, and after school programs licensed by the Ohio Department of Job and Family Services (ODJFS) that comply with current and future guidelines set forth by ODJFS and the Ohio Department of Health.
- d. For the purposes of this Order, a facial covering (mask) is any material covering an individual's nose, mouth, and chin.
- **2. Congregating.** Unless fully vaccinated, individuals must avoid gathering in groups and attempt at all times to maintain social distancing. When gathered together, unvaccinated individuals should be in a group of no more than ten individuals that is separated from other groups by at least six feet. Regardless of vaccination status, each individual should perform a daily health assessment and stay home if you have a fever, cough, or other signs of possible COVID-19.
- **3. Social Distancing Requirements.** In accordance with the guidance issued on May 13, 2021 by the Centers for Disease Control and Prevention, all fully vaccinated people (fully vaccinated refers to a person who is ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine, per the CDC Public Health Recommendations for Vaccinated Persons) can resume activities without socially distancing.

For individuals not fully vaccinated and for purposes of this Order, Social Distancing Requirements include maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands. Where possible, designate with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance. Have hand sanitizer and sanitizing products readily available for employees and customers.

4. Sanitation.

- a. Hand washing or sanitization upon entry to facility.
- b. Use sanitizer products that meet the CDC guidelines.

- c. Have sanitizer available throughout businesses and organized events for employees and patrons.
- d. Routine disinfection of high-contact surfaces, desk workstations, restrooms, and equipment.
- **5. Large gatherings.** Organizers and managers should conduct the event in a manner that discourages individuals that are not fully vaccinated from standing or sitting close together in buildings or on other parts of the grounds or premises. Where possible, the organizers and managers should provide one-way traffic in buildings or other areas, where doing so will help people maintain social distancing.

6. Exhibitions, competitions, and auctions for individuals not fully vaccinated

- i. Participants, spectators, and judges shall, when possible, maintain a distance of six feet between each other.
- ii. Family members of the participants shall have priority in the viewing area.
- iii. Each family should group together in the viewing area, and there should be six feet between families.
- iv. Microphones shall be sanitized after each person uses the microphone.
- v. Organizers should consider the use of a virtual exhibitions, competitions, and auctions, although this is not required. Priority seating shall be family members of participants and buyers at auctions.

7. Fixed Seating

Indoor and outdoor venues

- i. The maximum number of spectators permitted to be in attendance at an indoor facility with fixed seating shall be twenty-five percent of the capacity of the facility with fixed seating.
- ii. There are no capacity limitations for outdoor facilities.
- iii. Unless the parties are all fully vaccinated, a distance of six feet should be maintained between seated spectators with groups of no more than ten people seated together.

8. Signage

i. All businesses and organized gatherings, where possible, shall post clearly visible signage at all entrances to each of their grounds or premises requiring all persons not fully vaccinated entering to wear a facial covering. The text shall state that, unless the individual is fully vaccinated, all persons are required to wear a facial covering and engage in social distancing at all times in or on the grounds or premises. Such signage is available for download from https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Posters-and-Signs/ Any entity requiring assistance printing signage should contact the Ohio Department of Health Call Center at 1-833-4-ASK-ODH (1-833-427-5634).

9. Buildings

i. Buildings accessible to the public shall strive to maximize ventilation, including opening doors and windows. Indoor facilities are expected to employ filtration of MERV 13 or higher at soon as practicably possible.

10. Food and Beverages

- i. Restaurants, drinking establishments and catering or banquet facilities shall require patrons to be seated while actively eating or drinking. The tables should be six feet apart, unless there is a physical barrier, and seat no more than 10 persons per table. Unless all parties are fully vaccinated, facial coverings are to be worn when not seated, in compliance with the requirements of this Order.
- ii. At all other organized gatherings and unless all parties are fully vaccinated, it is recommended that areas be designated for tables and seating for food and drink consumption. The tables should be six feet apart and seat no more than 10 persons per table. Food and drink should be consumed while seated.

11. Confirmed Cases.

- a. Immediately isolate and seek medical care for any individual who develops symptoms.
- b. Contact the local health district about suspected cases or exposure.
- c. Organizer must maintain a complete list of coaches, players, and employees present at each event to include the date, beginning and ending time of the event, plus name, address, and phone contact to be made available upon request from local health district.
- d. It is recommended that, if possible, work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- e. It is recommended that, if possible, once testing is readily available, test all suspected infections or exposures.
- f. It is recommended that, if possible, following testing, contact local health department to initiate appropriate care and tracing.

g. Students:

- i. Unless fully vaccinated, athletes and students involved in extracurricular activities whose exposure was not in a classroom setting, CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances [the] reduced burden [of quarantine] against a small possibility of spreading the virus [beyond 10 days]. CDC recognizes that reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot play sports. Players, coaches, officials, or other individuals who had close contact (within six feet of an infected individual for at least 15 minutes) or who had direct physical contact with the person (e.g., who were coughed on or sneezed on by the infected person) and who remain asymptomatic may consider the following to consider stopping quarantine:
 - After day 10 without testing
 - After day 7 after receiving a negative test result (test must occur on day 5 or later)
- ii. However, youth who are not required to quarantine due to exposure occurring in a classroom setting under the school-based exposure guidance or are fully vaccinated are permitted to participate in organized sports activities and extracurricular activities as long as they remain symptom free and follow applicable guidance.
- 12. Testing and Quarantine Following a Known Exposure. In accordance with the May 13, 2021 guidance from the CDC, fully vaccinated people can refrain from testing following a known exposure to COVID-19 if asymptomatic, with some exceptions for specific settings (ex. testing, but not quarantine, is still recommended following an exposure to someone with suspected or confirmed COVID-19 for fully vaccinated residents and employees of correctional and detention facilities and homeless shelters). Fully vaccinated people may refrain from quarantine following a known exposure if asymptomatic.
- **13.** Clarification on Protected Activity. Other than the Facial Coverings (Masks) requirements of this Order, the Social Distancing, Congregating and capacity requirements of this Order do not apply to religious observances and First Amendment Activity, including activity of the media, as has been the case in Ohio since the beginning of the pandemic.
- **14. Duration.** This Order shall be effective retroactive to May 14, 2021 at 4:00 PM EDT and remains in full force and effect until June 2, 2021 at 12:01 AM EDT unless the Director of the Ohio Department of Health rescinds or modifies this Order before that time.

Accordingly, I hereby ORDER the Social Distancing, Facial Coverings and Non-Congregating		
requirements remain in effect. To the extent any public official enforcing this Order has questions		
regarding what services are prohibited under this Order, the Director of Health hereby delegates to local		
health departments the authority to answer questions in writing and consistent with this Order.		

VANDALIA MUNICIPAL COURT

INTEROFFICE CORRESPONDENCE

TO: Court Employees

CC: Dan Wendt, City Manager

DATE: May 17, 2021

FROM: Karen

Following Governor DeWine's health order as well as the Center for Disease Control, effective Friday, May 21, 2021, the Court will allow fully vaccinated persons (2 weeks following the Johnson & Johnson vaccine, the 2nd dose of the Pfizer vaccine, and the 2nd dose of the Moderna vaccine) to enter the building without a mask or temperature check. Proof (vaccine card) will be required. Those unable to provide proof will be required to wear a mask while in the building. These same rules apply to employees.

The effective date allows time for notification (with phone inquiries, on our website, and adding this information to any written correspondence), however, if the public and employees have their vaccine proof to show at this time, the allowance will be immediate.

The Court will still maintain entrance into the Court building be limited to those having Court business only.

LOST OWL

"Gary"



NO TAGS, LAST SEEN 12:17AM MAY 20TH

PLEASE RETURN GARY TO HIS FAMILY AT KELLER WILLIAMS HOME TOWN REALTY
300 W. NATIONAL ROAD
VANDALIA, OH 45377