



**Monroe Council Agenda
Regular Meeting of Council
June 24, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of June 10, 2025

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

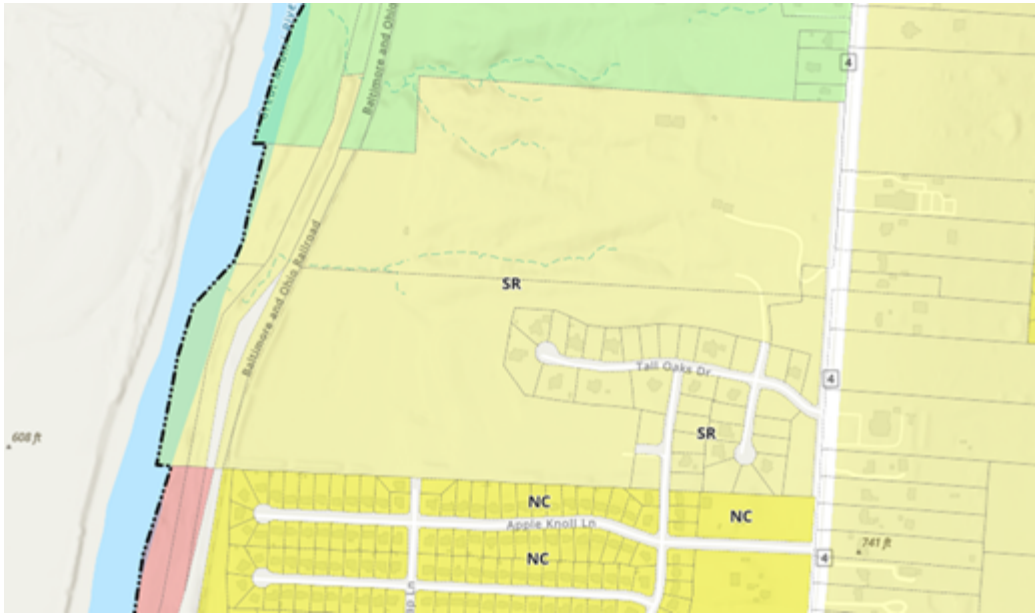
Old Business

Ordinance No. 2025-22. An Ordinance adopting an amendment to the Tall Oaks Planned Unit Development. (Second Reading)

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: The Tall Oaks Planned Unit Development (PUD) was approved in 2006 comprising 200 lots and specified Ryan Homes as the approved builder. The first phase, consisting of 15 homes, has been the only phase constructed with some of these homes having two lots. On April 15, 2025, the Planning Commission held a public hearing and reviewed an application submitted by CKN Development LLC proposing an amendment to the existing Tall Oaks PUD and preliminary plat. The applicant desires to complete 124 acres of the Tall Oaks subdivision consisting of 201 buildable lots in addition to those already platted (226 total lots). The site is currently zoned Suburban Residential (SR) PUD. Following the public hearing, the Planning Commission moved to table the application instructing the applicant to meet the lot sizes from the existing PUD in certain phases.



On May 20, 2025, the Planning Commission conducted a second review of the application with the above-mentioned item being addressed. In a vote of 3-1, with one member of the commission excused, the Planning Commission moved to recommend approval of the amendment to the Tall Oaks PUD and preliminary plat.

Analysis

The purpose of the PUD is to offer a certain amount of flexibility within the code in order to encourage innovative design and to avoid monotony sometimes associated with larger developments. The applicant proposes a 201-lot single-unit detached development with similar housing types of those currently in the city.





Open Space Standards and Connectivity

Formal and informal open space is required. The required amount of open space required consists of 22.86 acres. The required amount of formal open space required is 9.5 acres. Because formal open space cannot come from unusable areas such as easements, rights-of-way, streams, flood areas, etc., formal open space is being proposed in the form of a shared-use pathway. The applicant proposes an 8 ft. asphalt shared-use pathway through the subdivision and around the detention pond in phase 4. The pathway widens to 10 ft. along State Route 4 to serve future connections external to the development. The pathway will also be a connecting point between the northern lots and the southern lots of the subdivision. Five-foot sidewalks are also shown on both sides of all internal streets. No other formal amenities, such as a playground or pavilion, are proposed.

Site Development Standards

1. 34 lots with a 90-FT lot width (Phase 2)

Floor area 12,600 SF and 15,000 SF

40'-50' front yard setback; 5' side yard setback; and 30' rear yard setback

2. 41 lots with a 70-FT lot width (Phases 2 and 3)

Floor area 9,100 SF

30' front yard setback; 5' side yard setback; and 25' rear yard setback

3. 112 lots with a 65-FT lot width (Phases 4 and 5)

Floor area 8,450 SF

30' front yard setback; 6' side yard setback; and a 25' rear yard setback

In addition, the Planning Commission has also determined that:

1. The proposed PUD plan is consistent with the intent and purposes of the Comprehensive Plan, specifically the Future Land Use Plan, in that it assists in meeting the general density proposed for Large Lot Residential development, which is 2 units per acre. Relative to the average lot size of similar subdivisions in Monroe, many of these units would not be considered "large lots" as they average smaller than many single-unit subdivisions currently under development. The proposed PUD plan also aids in the long-term vision of Monroe by establishing a variety of home types that appeal to multi-generation buyers.
2. The proposed PUD plan is in compliance with the standards of the City's code, including architecture, parking, and landscaping requirements. The proposed preliminary plan will meet the standards for the minimum dwelling size at 1,800 sq. ft. A Traffic Impact Study will be conducted to determine if additional access points are needed for the site.
3. All dwellings in Phases 1-3 maintain the current PUD requirements except the 3-gable requirement.
4. All dwellings in Phases 4 and 5 meet the minimum zoning code requirements already established by Council.
5. Undevelopable space has increased due to the expansion of utility easements bifurcating the development as well as new City requirements for water quality. In their submitted landscape



plan, the applicant has shown areas where existing vegetation will not be cleared in order to maintain privacy. The applicant has identified the approximate dimensions of the buffer along the southern border shared with Apple Knoll residents.

Ordinance No. 2025-24. An Ordinance amending and supplementing Chapter 1028 of the Codified Ordinances related to the Comprehensive Storm Water Management to align with current Ohio Environmental Protection Agency requirements and national best practices. (Second Reading)

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The proposed update to Chapter 1028 – Comprehensive Storm Water Management represents a comprehensive modernization of the City of Monroe’s stormwater regulations to align with current Ohio EPA requirements and national best practices. The revised ordinance expands and refines definitions, broadens applicability to a broader range of development activities, and explicitly incorporates standards from Ohio EPA’s NPDES permits, the Clean Water Act, and the City’s Stormwater Management and Erosion Control Handbook. It clarifies the responsibilities of property owners, developers, and public entities for controlling stormwater runoff, protecting water resources, and maintaining compliance during and after construction. Additionally, new provisions ensure that public projects and linear utilities within rights-of-way meet erosion and sediment control requirements even if exempt from complete stormwater plans. Importantly, the 1028 Stormwater Management and Erosion Control Handbook has been completed and adopted in conjunction with this ordinance update. The revised code formally defers to the Handbook for technical design criteria, permitting requirements, and best management practices, allowing for more flexible and timely updates to technical standards without requiring legislative amendment. This structure enhances administrative efficiency, ensures regulatory consistency, and enables the City to maintain compliance with evolving environmental regulations while safeguarding local infrastructure and water resources.

New Business

Public Hearing: Resolution 33-2025. A Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2026 fiscal year.

Resolution 33-2025. A Resolution adopting the Tax Budget for the City of Monroe, Ohio, for the 2026 fiscal year.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: A Tax Budget must be adopted annually by City Council by July 15th and submitted to the County Auditors by July 20th as required by Ohio Revised Code, Chapter 5705. The Tax Budget



has two primary purposes: estimated the city's anticipated revenue, which establishes the "certificate of estimated resources" for the upcoming budget year, and to demonstrate the need for property taxes and local government funds. The City's total current property tax millage is 9.32: 2.32 inside millage funds general city operations, and 7.0 outside (voted) millage (4.5 mills for Fire operations and 2.5 mills for Police Operations).

The Tax Budget process has the following steps and deadlines:

July 15 - Public Hearing and City Council approves Tax Budget

July 20 - County Budget Commission receives and reviews Tax Budget

August (estimated) - County Budget Commission gives amounts and rates of property tax to City

October 1 - City Council approves and sends back "Resolution Accepting the Amounts and Rates for Property Tax"

The Tax Budget provides a detailed breakdown of the 3 major operating funds: General Fund, Fire & EMS Levy Fund, and Police Law Enforcement Fund. A summary of total estimated revenues and expenditures are provided for all other funds: Special Revenue Funds, Debt Service Funds, Capital Project Funds, Special Assessment Funds, Enterprise (Proprietary) Funds, Trust and Agency (Fiduciary) Funds.

The Tax Budget may be adjusted prior to the start of the next fiscal year or throughout the fiscal year. Expenditures listed in the Tax Budget are estimates and do not reflect the expenditure amounts that will ultimately be budgeted in fiscal year 2026 as this is the first step in the 2026 budget process.

Resolution No. 34-2025. A Resolution authorizing the City Manager to enter into a professional services agreement between the City of Monroe and Burgess & Niple, Inc. for engineering services to conduct a feasibility analysis of a continuous flow intersection at State Route 63 and Main Street.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background:

EXECUTIVE SUMMARY

Staff requests approval of an engineering services contract with Burgess & Niple, Inc. (B&N) for \$43,188 to conduct a detailed feasibility analysis of a Continuous Flow Intersection (CFI) at SR 63 and Main Street. This study represents the next phase in our comprehensive approach to address long-term traffic and safety concerns at this critical intersection.



BACKGROUND

The SR 63 Corridor Study completed earlier this year evaluated the intersection from Britton Lane to Lawton Avenue, focusing on safety, traffic operations, and development impacts. The study identified three long-term alternatives:

1. **Quadrant roadway introduction**
2. **Additional lanes to optimize capacity**
3. **Partial Continuous Flow Intersection (CFI)**

Following analysis and discussion, including consultant Paul Goodhue's recommendation at the January 14, 2025 meeting, the CFI emerged as the preferred alternative. However, further detailed investigation is needed to confirm its feasibility and constructability before committing to this long-term solution.

PROPOSED SCOPE OF WORK

Burgess & Niple will conduct a comprehensive evaluation of the CFI alternative including:
Technical Analysis:

- Field review and constraint documentation
- Advanced traffic capacity analysis using Transmodeler software
- Preliminary engineering design with 3D modeling
- Large-scale plan view exhibit (100-scale) with lane configurations

Impact Assessment:

- Right-of-way impact analysis using Butler County GIS data
- Utility impact identification through OUPS coordination
- Environmental desktop review using ODOT's TIMS system
- Planning-level cost estimates for major construction elements

Deliverables:

- Technical memorandum summarizing all findings
- Plan exhibits showing proposed design
- Cost estimates and impact assessments
- Up to three project meetings for coordination and review



FINANCIAL IMPACT

Contract Amount: \$43,188 (lump sum)

Budget Status: This expenditure is within the \$100,000 budgeted for SR 63 intersection improvements in 2025

Remaining Budget: \$56,812 available for additional phases or implementation

The fee structure includes 244 total labor hours across multiple engineering disciplines, with detailed cost breakdowns provided in the proposal attachments.

TIMELINE

- **Project Duration:** Notice to proceed through June 2025
- **Key Milestones:** Field review, traffic analysis, preliminary design, and final report
- **Monthly Progress:** Invoicing and progress reporting throughout the project

LIMITATIONS AND EXCLUSIONS

This study phase specifically excludes:

- Stakeholder engagement and public involvement
- NEPA environmental documentation
- Final design and construction documents

These elements would be addressed in subsequent project phases based on study findings.

STAFF RECOMMENDATION

Staff recommends approval of the engineering services contract with Burgess & Niple, Inc. for \$43,188. This investment will provide the detailed technical analysis needed to make an informed decision about proceeding with the CFI alternative, ensuring responsible use of public funds and effective long-term intersection improvements.

Attachments:

- Burgess & Niple Proposal and Terms & Conditions
- Detailed Scope of Work and Fee Schedule



Resolution No. 35-2025. A Resolution authorizing the City Manager to enter into a professional services agreement between the City of Monroe and Verdantas for engineering design services for signal safety improvements along State Route 63.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background:

PROJECT SUMMARY

The City of Monroe has received a design proposal from Verdantas (formerly CT Consultants) for critical safety improvements to three signalized intersections along State Route 63. These improvements are based on recommendations from the State Route 63 Corridor Study completed in January 2025 by Burgess and Niple.

PROJECT BACKGROUND

The 2025 approved budget for safety improvements at the SR 63 and Main intersection did not initially consider this additional analysis. The short-term countermeasures being considered for 2025 include re-striping the intersection (in progress or complete), installing signal ahead signage (complete), and supplemental signal heads (ODOT funding award).

ODOT District 8 was involved in the study's stakeholder group, and the City discussed applying for safety funds with them to implement countermeasures identified within the study. The district supported the City's application for safety funds for the supplemental signal heads and backplates at the three intersections of concern, which initially included only a 10% local match requirement from the City.

PROJECT LOCATIONS

- State Route 63 at Lawton Avenue
- State Route 63 at Main Street
- State Route 63 at Britton Lane



PROPOSED SAFETY IMPROVEMENTS

All Three Intersections:

- Installation of supplemental near-side signal heads for eastbound and westbound high-speed approaches along State Route 63
- Addition of back plates on vehicular signal heads for minor street approaches

SR63 at Main Street (Additional Improvement):

- Restriction of northbound and southbound right turns on red to enhance safety for slow-moving turning vehicles facing high-speed traffic

SCOPE OF ENGINEERING SERVICES

- Development of construction plans and specifications
- Structural calculations for existing signal supports and strain poles
- Coordination with ODOT for Stage III plan review
- Site visits and utility coordination
- Cost estimates and construction quantities
- Final plan delivery in PDF format

PROJECT TIMELINE

- **Authorization Target:** End of June 2025
- **Stage III Plans to ODOT:** September 15, 2025
- **Final Plans:** 30 days after Stage III comments received
- **Design Completion:** 2025
- **Construction Funding Award:** Spring 2026
- **Construction:** 2026 (pending ODOT funding release)

FINANCIAL INFORMATION

- **Engineering Design Fee:** \$26,500 (City responsibility)
- **ODOT Construction Award:** \$140,710 (100% ODOT funded)
- **Total Project Value:** \$167,210
- **City Investment:** \$26,500 (design only)
- **2025 City Budget Allocation:** \$100,000 (for various SR63 safety improvements)

Since applying for ODOT safety funds, the state has awarded the City 100% of the construction costs for these signal improvements, totaling \$140,710. This represents a significant improvement



from the initially expected 90/10 funding split. The City is responsible only for the design costs (\$26,500), while ODOT will fully fund construction.

FUNDING SOURCE & TIMELINE

- **Design Funding:** City funds from 2025 budget allocation of \$100,000 for SR63 safety improvements
- **Construction Funding:** 100% ODOT safety funds (\$140,710)
- **Construction Award Timeline:** Spring 2026

EXCLUSIONS

The following items are **NOT** included in this proposal and will be handled separately:

- Construction administration and inspection services
- Bidding services (City will handle as Local LPA project)
- Surveying services
- Right-of-way resolution
- Ongoing design services during construction

RECOMMENDATION

Staff recommends approval of the engineering design contract with Verdantas in the amount of \$26,500 for the State Route 63 signal safety improvements. This represents exceptional value for the City, as the total project value of \$167,210 requires only \$26,500 in local investment, with ODOT providing 100% construction funding (\$140,710). These improvements directly address safety concerns identified in the professional corridor study. They will enhance protection for motorists and pedestrians at these high-traffic intersections while leveraging significant state funding.

PROPOSED ACTION

MOTION: To authorize the Mayor to execute a professional services agreement with Verdantas for engineering design services for State Route 63 signal safety improvements in the amount of \$26,500, contingent upon legal review of contract terms.

Prepared by: Public Works Department

Attachments:

- Verdantas Design Proposal dated June 11, 2025



Resolution 36-2025. A Resolution authorizing the City Manager to enter into an agreement with Birkley Consulting, in the amount of \$20,000, to provide mental health wellness visits for all first responders and dispatchers.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: First responders face situations that most people never will - life and death emergencies, traumatic events and constant pressure to be calm under chaos. Research shows that exposure to repeated trauma can lead to lasting emotional and psychological effects. Mental health isn't a side issue - it's a frontline issue. It's just as essential as wearing protective gear. Mental health challenges don't always show on the surface, but they can affect job performance, personal relationships and long-term well-being.

By supporting the mental health of our first responders, we're investing in their overall health, safety, and peace of mind. This will help improve performance and reduce burnout. There is a strong movement in the industry to prioritize mental health, with many agencies implementing mandatory "neck-up check-ups" for first responders.

By partnering with Birkley Consulting, we are creating a culture where asking for help is seen as a strength with the goal of shifting the mindset from hiding struggles to sharing them.

First Responders and Dispatchers will be required to attend a wellness visit each year. Each visit is 50 minutes long at a cost of \$195.

Resolution 37-2025. A Resolution approving a Then-and-Now Certificate in the amount of \$7,598.80 to CivicPlus.

Sponsor: Beth Combs

Strategic Priority: Good Governance

Background: CivicPlus FOIA Workflow Platform renewal. This invoice was received before the Purchase Order was opened.

Consideration of Motion to request a hearing for the issuance of D-2 Liquor Permits to Lowcountry Bagels LLC located at 13 American Way.

Sponsor: Beth Combs

Strategic Priority: Strategic Growth and Development



Background: No action is necessary if Council does not wish to request a hearing.

Permit D-2 may be issued to the owner or operator of a retail food establishment or a food service operation licensed pursuant to Chapter 3717 of the Revised Code that operates as a restaurant for purposes of this chapter to sell cider, wine, and prepared and bottled cocktails, cordials, and other mixed beverages manufactured and distributed by holders of A-4 and B-4 permits at retail, either in glass or container, for the consumption on the premises where sold. Permit holder may also sell the following for consumption off the premises where sold and not for resale: wine in original packages, prepared and bottled cocktails, cordials, and other mixed beverages in original packages, and cider, in original packages or dispensed in containers with a capacity that does not exceed one gallon.

Administrative Reports

Executive Session - To review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment and to review marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements related to economic development assistance.

Adjournment