



**Monroe Council Agenda
Regular Meeting of Council
July 22, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of June 24, 2025

Visitors

Ceremonial swearing in of Firefighter / EMT's AJ Sackenheim, Daniel Sewak, Noah Rich and Jacob Wagner

Presentation in recognition of the retirement of James Fletcher from the Monroe Fire Department after 25 years of service to the Monroe community.

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 authorizing the City Manager to enter into an amended Planned Unit Development agreement by and between the City of Monroe and CKN Development, LLC for 124 acres of the Tall Oaks subdivision consisting of 201 buildable lots in addition to those already platted and further described herein. (Second Reading)

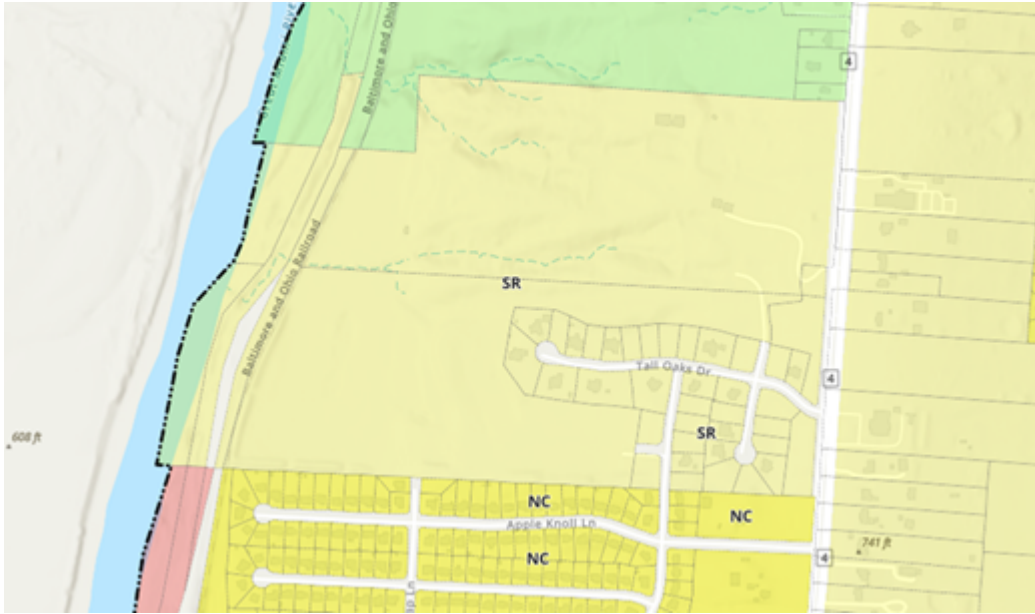
Sponsor: Tom Smith

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.

L OAKS
TOWN 3, RANGE 3
BUTLER COUNTY, OHIO
HOM, 2025
APRIL 4, 2025
APRIL 29, 2025



OWNER
 11 Franklin St., 11th Fl.
 Providence, Massachusetts 02903
 11 Huntington Street
 Providence, RI 02903
 (401) 863-0222

FIELD OPERATIONS
 Environmental Consultants
 10000 Highway 100, Suite 100
 Houston, Texas 77036
 (713) 464-0000

LABORATORY
 Robert W. Smith
 10000 Highway 100, Suite 100
 Houston, Texas 77036
 (713) 464-0000

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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.

New Business

Ordinance No. 2025-25. An Ordinance establishing a municipal snow emergency operations policy.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background:

Snow Emergency Operations Policy - Council Report

Ordinance Summary

Proposed Ordinance: Municipal Snow Emergency Operations Policy

Legal Authority: Home Rule powers under Ohio Constitution Article XVIII, Section 3; ORC Sections 723.01 and 4511.031



Purpose

This ordinance establishes a comprehensive snow emergency policy to enhance public safety during winter weather events by providing clear operational procedures and expanded authority for city response efforts.

Key Provisions

Emergency Classifications:

- **Type I:** Hazardous conditions with blowing/drifting snow and ice; cautious driving urged
- **Type II:** Accumulations exceeding one inch with very hazardous conditions; only necessary travel recommended
- **Type III:** Extreme conditions with roadways closed to non-emergency personnel; travel strongly discouraged

Authority Granted:

- City Manager authorized to declare all three emergency types
- Public Works Director designated to issue public notifications via city website, social media, and emergency systems
- City staff authorized to use portable signal preemption devices during Type II and Type III emergencies on city-owned maintenance vehicles

Enforcement Measures:

- Parking prohibited on designated snow routes during Type II and Type III emergencies per existing Monroe Code Section 452.14

Legal Compliance

The ordinance properly exercises municipal home rule authority and aligns with state law requirements. Traffic signal preemption authority specifically references ORC Section 4511.031, ensuring compliance with state regulations governing portable signal devices.

Recommendation



Staff recommends that this ordinance be approved to formalize snow emergency procedures, enhance operational efficiency, and improve public safety during winter weather events.

Resolution No. 38-2025. A Resolution authorizing the City Manager to enter into a development agreement for the Townes at Monroe Crossings Subdivision.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: On January 28, 2025, City Council approved a Planned Unit Development for the Townes at Monroe Crossings Subdivision. Because of the specialized nature of this project, a development agreement has been prepared that will identify the responsibilities of both the City and the developer throughout the development process. This development agreement references infrastructural public improvements such as right-of-way, intersection points, water, sanitary sewer, storm water, traffic management and access, sidewalks, and pedestrian connectivity. It outlines construction and maintenance obligations, and compliance with the terms of the approved Planned Unit Development.

Analysis

Connectivity. The developer has agreed to construct a ten-foot-wide shared-use asphalt pathway along the exterior of the subdivision fronting Roden Park Drive from Crossing Boulevard up to the terminus at Coldwater Drive. The shared-use path shall extend across Coldwater Creek on the north side of Roden Park Drive over an existing culvert.

Right-of-Way Dedication. Developer agrees to dedicate right-of-way at the intersection of Monroe Crossings Boulevard and Roden Park Drive for future improvements to the intersection for the future construction of a roundabout.

Access. Access to the subdivision will be through two access drives: 1) at Crossings Boulevard through Streamside Trail, and; 2) Roden Park Drive through Streamside Trail.

Open Space. The formal open space shall include a picnic pavilion, fire pit, fenced-in dog park, and green space with access from the Shared-Use Path fronting Roden Park Drive.

Phasing. The developer proposes the subdivision to be constructed in two phases:

Phase 1:

- Units 25-60; and 69-84 fronting Streamside Trail;
- All open space fronting Roden Park Drive including pavilion, fire pit, dog park, and shared-use path up to the pedestrian crossing at Coldwater Creek; and

Phase 2:

- Units 1-24; and 61-68 fronting Brookhaven Drive;



- Pedestrian crossing connection extending across Coldwater Creek on the north side of Roden Park Drive over an existing culvert.

Resolution No. 39-2025. A Resolution authorizing the City Manager to enter into a collective bargaining agreement by and between the City of Monroe and the Ohio Patrolmen's Benevolent Association for the Police Lieutenants.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: Negotiations between the City of Monroe and the Ohio Patrolmen's Benevolent Association have been ongoing. As a result of said negotiations, the parties have reached an agreement.

Resolution No. 40-2025. A Resolution authorizing the City Manager to enter into a local public agency agreement by and between the City of Monroe and the Ohio Department of Transportation for the installation of supplemental signal heads and backplates at intersections along State Route 63.

Sponsor: Gary Morton

Strategic Priority:

Background: ODOT safety funds were awarded to the city for installing supplemental signal heads and backplates for the signal heads at the three (3) intersections along SR 63 (Lawton, Main & Britton). Both parties must sign an LPA agreement between the city and ODOT. This agreement states that ODOT has awarded the city 100% of the construction of these signal improvements. The award totals \$140,710. The city, however, is responsible for the design of these improvements, which have been previously approved by the council. The construction funds are planned to be awarded in the spring of 2026.

Consideration of Motion authorizing the expenditure of \$40,000 to Tech Kinect for AV equipment upgrades to Council Chambers.

Sponsor: Kacey Waggaman

Strategic Priority: Communication and Interpersonal Connections

Background: We are upgrading the audiovisual equipment in the council chambers as part of a broader initiative to transition from our current analog system to a modern digital platform. This upgrade will not only improve the overall quality and reliability of presentations and recordings, but it also lays the groundwork for future enhancements. Throughout this process, we are prioritizing ease of use to ensure that clerks, council members and staff can operate the new system confidently and



efficiently. This is part of previously planned upgrades to enable the use of multiple rooms on our platform for streaming concurrently with other meetings. The upgrades are consistent with what was installed in the Administrative Conference Room. This was approved in the 2025 budget.

Consideration of Motion to approve the contract with Jackson Construction, Inc. for the 2025 ADA Program in an amount not to exceed \$227,524.91 and authorize the City Manager to execute all necessary contract documents.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background:

CITY COUNCIL REPORT

TO: Monroe City Council

FROM: Public Works Department

DATE: [Date]

RE: Award of Contract for 2025 ADA Program - Project 2025-STR-002

EXECUTIVE SUMMARY

Staff recommends approval of a contract with Jackson Construction, Inc. in the amount of **\$206,840.83** for the 2025 ADA Program infrastructure improvements at various locations throughout the City.

PROJECT BACKGROUND

The 2025 ADA Program consists of accessibility improvements at 24 locations citywide, including:

- Installation of ADA-compliant concrete curb ramps with truncated domes
- Sidewalk and pavement repairs
- Traffic maintenance during construction
- Seeding, mulching, and grading restoration

Project Details:

- **Project Number:** 2025-STR-002



- **Contract Period:** July 22, 2025 - October 20, 2025 (90 days)
- **Engineer:** Goodhue Consulting, Dayton, OH

BIDDING PROCESS

Sealed bids were received on June 20, 2025, at 10:00 AM. The project was publicly advertised in accordance with Ohio Revised Code requirements.

Bidding Results:

- Jackson Construction, Inc. (Trenton, OH): **\$206,840.83**
- Husac Paving and Excavating withdrew their bid due to specification error

Bid Withdrawal: Husac Paving and Excavating formally withdrew their bid on July 1, 2025, citing a material error in reading specifications regarding ADA mat types (plastic vs. cast iron), which resulted in an underestimated bid amount.

CONTRACTOR QUALIFICATIONS

Jackson Construction, Inc. meets all qualification requirements:

- **Experience:** 21 years in heavy highway construction
- **Certifications:** Ohio Department of Transportation certified
- **Recent Projects:** West Chester curb/gutter replacement, Clermont County resurfacing, Indian Hill road resurfacing
- **Insurance:** All required coverage verified and current
- **Bonding:** Performance and payment bonds provided through Fair American Insurance (\$220,000 bond amount)

FUNDING & BUDGET

The project is fully funded within the approved 2025 capital improvement budget. The contract amount of \$206,840.83 includes a 10% contingency allowance of \$20,684.08 bringing the total project authorization to \$227,524.91.

COMPLIANCE

All bidding procedures followed Ohio Revised Code requirements for municipal contracting. The contractor has provided all required:



- Bid guarantee and performance bonds
- Insurance certificates
- Prevailing wage compliance affidavits
- Non-discrimination certifications
- Drug-free workplace certifications

RECOMMENDATION

Staff recommends City Council approve the contract award to Jackson Construction, Inc. in the amount of \$206,840.83 for the 2025 ADA Program improvements, with substantial completion required within 90 days of Notice to Proceed.

The recommended motion is: *"Move to approve the contract with Jackson Construction, Inc. for the 2025 ADA Program in the amount of \$206,840.83 and authorize the City Manager to execute all necessary contract documents."*

Administrative Reports

Executive session - To review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Adjournment