CITY OF MONROE OHIO

Monroe Council Agenda
Regular Meeting of Council
September 9, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of August 26, 2025

Visitors

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

Ordinance No. 2025-27. An Ordinance amending the Planning and Zoning Code to adopt Section 1202.06, Downtown District Regulating Plan, and other minor corrections and updates to the Planning and Zoning Code.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: The City completed the Downtown Master Plan last year. One of the primary recommendations of that plan was to update the zoning code to enable development according to the plan. As such, Staff has prepared Section 1202.06 Downtown (DT) District Regulating Plan, which is a subset of regulations tailored to the downtown and its subdistricts. Staff has also included minor corrections and updates throughout the code, some as a consequence of and some unrelated to the downtown code.
On June 17, 2025, the Planning Commission held a public hearing and reviewed the proposed zoning code text amendments. In a vote of 5-0, the Planning Commission moved to recommend approval of the zoning code text amendments.

Analysis

City of Monroe Planning and Zoning Code Section 1207.22: Zoning Text Amendment expresses the review criteria for a zoning code text amendment. That criteria includes:

1. Compliance with the common review criteria detailed in table 1207.07-1 of the code
2. Changing Conditions
3. Impact Mitigation
4. Community Need
5. Strategic Objectives
6. No Single Factor and Case Determination

Common Review Criteria. The application meets all applicable common review criteria.

Changing Condition. The bulk of the text amendments proposed revolve around the Downtown Master Plan, which is a new initiative since the adoption of the most recent Planning and Zoning Code.

Impact Mitigation. The proposed text amendments are diverse, some of which address adverse impacts of development while others remain neutral.

Community Need. The proposed amendments address a demonstrated community need.

Strategic Objectives. This set of amendments primarily addresses the Council's Strategic Growth and Development objective by proactively setting in place the regulations necessary to bring the Downtown Master Plan's vision to life. Outside of the downtown portion of the code, the text amendments are primarily small adjustments or corrections noted in the course of its day-to-day application.

No Single Factor and Case Determination. No single factor listed above may control and not all factors may be applicable in each case. Each case shall be determined on its own facts.

Ordinance No. 2025-30. An Ordinance amending and supplementing Personnel Policy Sections 2-1 (a) and (b), pertaining to the definition of immediate family member and family member.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: 2-1 (a)
Currently, the policy includes a child and step-child in the definition of immediate family. The definition is being expanded further to add foster child.

2-1 (b)
Currently, the policy includes aunt or uncle and spouse's grandparents in the definition of family

member. The policy is being updated to clarify that the employee's aunt or uncle is included, but not the spouse's aunt or uncle. This doesn't change the current benefit, it just clarifies the intent of the defined family member.

Ordinance No. 2025-31. An Ordinance amending and supplementing Personnel Policy Section 2-3 (l) (1), pertaining to sick leave conversion at retirement.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: To align with recent changes made to the Collective Bargaining Agreements with OPBA Lieutenants and Monroe Firefighters IAFF Local 3824, the policy on sick leave conversion at retirement is being updated as follows:

l. Sick Leave Conversion at Retirement
1. All employees, at the time of their retirement, in good standing with the City, are eligible to receive payment of their available and unused sick leave balance per the conversion stated below:
- 0 to 400 hours no conversion; 401-800 converted at 3:1; 801-1,200 hours converted at 2:1; 1,201-1,400 hours converted at 1:1.
- Sick leave payout only applies when an employee officially retires under the terms of the applicable pension fund. The city must receive official notice from the applicable pension fund that the employee has been approved for retirement.

New Business

Ordinance No. 2025-32. An Ordinance authorizing the issuance of not to exceed $3,200,000 of real estate acquisition general obligation bond anticipation notes, 2025 renewal, by the City of Monroe, Ohio, in anticipation of the issuance of bonds.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Resolution 12-2023 on February 14, 2023 to allow for reimbursement of expenditures related to a Public Works Facility. Council also passed Ordinance 2023-12 on May 9, 2023 authorizing the City Manager to execute a purchase and sale agreement of ~113 acres in an amount not to exceed $3,200,000 as part of a future development investment and a new public works facility. The city officially purchased the property on July 20, 2023 for the amount of $3,143,233.75 utilizing General Fund dollars that were reimbursed with the issuance of $3,200,000 Bond Anticipation Notes (BANs) with the passage of Ordinance 2023-25. City Council passed Ordinance 2024-22 on September 10, 2024 renewing the bond anticipation notes from 2023.

A BAN is a one-year financing that is required to be renewed annually if not converted into a long-term debt issuance. A BAN issuance requires interest to be paid annually, but does not require a principal payment until converted to a long-term issuance. The interest payment that will be made associated with the 2024 BAN issuance is $143,600 due November 19, 2025. As the Public Works Facility process continues, in addition to renewing the $3.2 million BAN for the purchase of the the acreage for this property and additional acreage still owned by the city, site work will be necessary during 2026. We are requesting a $5 million BAN to allow the 2024 BAN renewal to be paid in full and for $1.8 million in site work to occur from November 2025 - November 2026.

The tentative schedule for these BANs has a 1st Reading of the Ordinance on September 9 and a 2nd Reading on September 23. The official bond closing date is tentatively scheduled for November 18, 2025 ahead of the 2024 BAN maturity date of November 19, 2025.

This is the first of three Ordinances required to be passed related to this bond issuance.

Ordinance No. 2025-33. An Ordinance authorizing the issuance of not to exceed $1,800,000 of real estate site development general obligation bond anticipation notes, Series 2025, by the City of Monroe, Ohio, in anticipation of the issuance of bonds.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Resolution 12-2023 on February 14, 2023 to allow for reimbursement of expenditures related to a Public Works Facility. Council also passed Ordinance 2023-12 on May 9, 2023 authorizing the City Manager to execute a purchase and sale agreement of ~113 acres in an amount not to exceed $3,200,000 as part of a future development investment and a new public works facility. The city officially purchased the property on July 20, 2023 for the amount of $3,143,233.75 utilizing General Fund dollars that were reimbursed with the issuance of $3,200,000 Bond Anticipation Notes (BANs) with the passage of Ordinance 2023-25. City Council passed Ordinance 2024-22 on September 10, 2024 renewing the bond anticipation notes from 2023.

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The tentative schedule for these BANs has a 1st Reading of the Ordinance on September 9 and a 2nd Reading on September 23. The official bond closing date is tentatively scheduled for November 18, 2025 ahead of the 2024 BAN maturity date of November 19, 2025.

This is the second of three Ordinances required to be passed related to this bond issuance.

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Ordinance No. 2025-34. An Ordinance authorizing the issuance of not to exceed $5,000,000 of various purpose general obligaiton bond anticipation notes, Series 2025, by the City of Monroe, Ohio, in anticipation of the issuance of bonds.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Resolution 12-2023 on February 14, 2023 to allow for reimbursement of expenditures related to a Public Works Facility. Council also passed Ordinance 2023-12 on May 9, 2023 authorizing the City Manager to execute a purchase and sale agreement of ~113 acres in an amount not to exceed $3,200,000 as part of a future development investment and a new public works facility. The city officially purchased the property on July 20, 2023 for the amount of $3,143,233.75 utilizing General Fund dollars that were reimbursed with the issuance of $3,200,000 Bond Anticipation Notes (BANs) with the passage of Ordinance 2023-25. City Council passed Ordinance 2024-22 on September 10, 2024 renewing the bond anticipation notes from 2023.

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The tentative schedule for these BANs has a 1st Reading of the Ordinance on September 9 and a 2nd Reading on September 23. The official bond closing date is tentatively scheduled for November 18, 2025 ahead of the 2024 BAN maturity date of November 19, 2025.

This is the last of three Ordinances required to be passed related to this bond issuance.

Emergency Ordinance No. 2025-35. An Ordinance determining to adjust special assessments levied for the purpose of constructing certain improvements and declaring an emergency.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Emergency Ordinance 2018-20 on August 18, 2018 levying special assessments against benefited properties in cooperation with the Warren County Port Authority issuing Development Revenue Bonds and must update the special assessments annually by passing this Ordinance. The original bonds were issued for the purpose of financing certain public infrastructure improvements, including roads, sewers, drains, and water pipes. Table F of the WCPA

- Monroe Special Assessment - Series 2021B Bonds - Annual Report (2025) contains the Special Assessments for Certification which has been included as "Exhibit B" of the Ordinance.

Emergency Ordinance No. 2025-36. An Ordinance determining to adjust special assessments levied for the purpose of constructing certain improvements and declaring an emergency.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Ordinance No. 2008-35 on August 12, 2008 levying special assessments against benefited properties as it relates to the Tax Increment Service and Cooperative Agreement entered into by the City, the property owners, and the Port Authority, dated March 1, 2008 which requires the assessments to be adjusted by the amount of service payments in lieu of taxes collected. The original bonds were issued for the purpose of refinancing certain public infrastructure improvements at the southeast quadrant of the I-75/SR 63 interchange. Table C-3 of the WCPA - Corridor 75 - Argus - Annual Report (2025) contains the Special Assessments for Certification which has been included with the Ordinance as "Exhibit B".

Resolution No. 49-2025. A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The city is required to submit a proposed Tax Budget to Butler County by July 20th each year. The 2026 Tax Budget was approved by City Council on June 24, 2025 with the passage of Resolution No. 33-2025. The County's Budget Commission reviews the budget and then certifies the review and provides an estimate to the city of the rate of each property tax necessary to be levied. City Council must then review and formally authorize these rates. This resolution is required by Ohio Revised Code to be sent back to the County by October 1st each year.

Resolution No. 50-2025. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and the Board of Education of the Monroe Local School District for School Resource Officer services.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: The City and Monroe Local School District have maintained an agreement for School Resource Officers (SROs) that has existed for many years, with the most recent amendment occurring in 2022 with the passage of Resolution 38-2022. This agreement will replace the existing one, while maintaining the core provisions, including the continued full-time assignment of two SROs to the Monroe Local School District. The Monroe Local School District's share will increase from 50% to 75% of each officer's annual cost. This change brings the agreement in line with other regional SRO agreements. This updated agreement will take effect for the 2025-2026 school year and will automatically renew annually under the current terms other than future cost adjustments that will reflect actual expenses related to assigned officers and any changes within the collective bargaining agreements. The Monroe Local School District approved the agreement at their August 25, 2025 Board Meeting.

Resolution No. 51-2025. A Resolution authorizing the City Manager to execute a contract extension by and between the City of Monroe and Cintas Corporation.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The City has maintained a uniform service contract with Cintas Corporation for Public Works Department for ten (10) years. The current contract is approaching expiration and requires Council consideration for extension. Cintas has offered a contract extension with the following terms:

Maintain current pricing structure (no rate increase)
Provide upgraded uniforms for all Public Works personnel at no additional cost
Schedule sizing event and coordinate new uniform distribution
Continue existing service levels and delivery schedules

FINANCIAL IMPACT: The contract extension maintains the current annual budget allocation with no increase in costs while providing enhanced uniform upgrades at no charge to the City.

Demonstrated satisfactory service performance over ten years
Price stability in the current inflationary environment
Value-added benefit of free uniform upgrades
Continuity of service for Public Works operations

ACTION REQUESTED: Council approval to extend the uniform service contract with Cintas Corporation under the terms presented, and authorization for the City Manager to execute the contract extension documents

Resolution No. 52-2025. A Resolution delineating an overlay in relation to the proposed Stonybrook Incentive District within the City of Monroe, Ohio; adopting a written economic development plan as to the same; setting the time and place of a Public Hearing; authorizing and ratifying the giving of notice to the Lakota Local School District and the Butler Technology & Career Center, all pursuant to Ohio Revised Code Section 5709.40(C) and its related rules and laws, and approving related matters.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: The parcels comprising the Stonybrook subdivision were included within a commercial TIF district under Ordinance No. 2004-26, and were removed from that district with the passage of Ordinance No. 2024-31 on November 26, 2024 to allow for the residential parcels to be included within a newly created residential TIF (RID) district.
This legislation, as required by Ohio Revised Code, is the first step in creating the new residential TIF (RID) district. Next steps will include a Public Hearing, sending notices to impacted property owners, the Lakota Local School District, and Butler Tech, and the adoption of a TIF Ordinance. While the city has the authority to implement a 10-year/75% TIF without school district consent, the city intends to negotiate a 30-year TIF that will result in greater long-term benefit to both the City of Monroe and the Lakota Local School District. All TIF dollars generated for the City of Monroe will be utilized for future infrastructure improvements.

Resolution No. 53-2025. A Resolution authorizing the City Manager to enter into a professional services agreement between the City of Monroe and Verdantas for design and safety performance analysis services for the SS4A Demonstration Grant - CCTV Project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The City has been awarded an SS4A demonstration grant funding to install six (6) CCTV cameras at high-crash-risk intersections along the SR63 corridor. The cameras will enable dispatch monitoring of roadway conditions and reduce emergency response times. Grant requirements include before/after safety performance evaluations.

Consultant: Verdantas (formerly CT Consultants)
Services: Design plans/specifications for CCTV installation and safety performance analysis.
Cost: $35,750.00 (80% federally funded, 20% local match)
Timeline: October 2025 - December 2027

Resolution No. 54-2025. A Resolution authorizing the City Manager to enter into a professional services agreement between the City of Monroe and Woolpert, Inc. for the development of the Safe Streets for All Action Plan.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The City has entered into a $400,000 professional services agreement with Woolpert, Inc. to develop a comprehensive Safe Streets for All Action Plan in compliance with federal grant requirements. This federally-funded initiative (80% federal reimbursement, 20% local match) will create an integrated transportation safety strategy for the City.

Scope of Work: The project encompasses three interconnected planning documents:
Safe Streets for All Action Plan focuses on eliminating roadway fatalities and serious injuries.
Transportation Master Plan addressing overall mobility and freight routing
Active Transportation/Pedestrian Master Plan, enhancing pedestrian and bicycle infrastructure

Key Components:
Comprehensive crash data analysis and safety hotspot identification citywide (excluding I-75)
Public engagement strategy with multiple community meetings and social media outreach
Formation of a Safety Plan Task Force with bi-monthly meetings
Development of safety countermeasures based on FHWA's 28 Proven Safety Countermeasures
Implementation timeline with short, medium, and long-term project prioritization
Annual progress tracking dashboard for ongoing safety monitoringTimeline: Project initiated in August 2025 with completion expected within the federal grant period.

Consideration of Motion to authorize the expenditure of $18,965 to Silco Fire Protection Services for sprinkler head relocation and associated piping work in the Main Street strip center.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This quote is for relocating sprinkler heads within the strip center. Currently, the heads are unevenly spaced in the old movie gallery space for a scenario where demising walls could be constructed to separate them into individual spaces. We will have the heads in positions that give equal coverage if there are one, two, or three spots. We will do the same thing for the unfinished area. This space is a bit more costly because there has never been a ceiling in that space, so they will have to run extra piping to accommodate the correct layout for each space to be covered individually. The City will use the state capital grant funds to cover this cost. The sprinkler system will always need to be maintained and controlled by the City, not the tenant. It originates within the Police Department and feeds the entire strip center so that PW will maintain operational control and system maintenance. The total cost of this work is $18,965.00. Silco Fire Protection Services is completing this work; they maintain all the City's fire suppression systems.

Administrative Reports

Executive Session
To consider confidential information related to the specific business strategy, trade secrets, or financial statements of an applicant for economic development assistance, and to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

Adjournment