Monroe Council Agenda
Regular Meeting of Council
October 28, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of October 14, 2025

Visitors

Committee Reports

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

Old Business

New Business

Ordinance No. 2025-37. An Ordinance amending and supplementing Ordinance No. 2025-29, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, during fiscal year ending December 31, 2025.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: Supplemental appropriations totaling $1,974,058 ($418,000 in the General Fund, $76,908 in the Fire Levy Fund, $1,455,150 in the TIF funds, and $24,000 in the Fire Loss Security Fund) are necessary for the items below.
Due to the retirement of the Clerk of Council and the hiring of the Clerk Pro-Tem until the current Clerk's retirement date, an additional supplemental appropriation of $18,000 is necessary to cover the additional cost of these items.
Income Tax Refunds are $1,150,400 as of October 20, 2025, and the 2025 budget contains $1,000,000 for this purpose. An additional $400,000 is being requested to cover refunds through the remainder of 2025.
Fire vehicle maintenance repairs require additional funds to make current repairs and have additional funding for potential maintenance and repairs in November and December. $65,000 is being

requested for this purpose.
The Fire Department was awarded an $11,908 grant from Firehouse Subs for the purchase of a new rescue boat for the water team. This grant covers 100% of the cost, and these funds require appropriation in order to pay for the rescue boat.
TIF property tax revenues exceeded budgeted revenues. Therefore, reimbursements to Monroe Local Schools and Trustee payments exceeded budget as well. Additional appropriations of $1,455,150 are necessary for these required reimbursements.
The Fire Loss Security Fund accounts for receipts and disbursements of fire loss insurance proceeds pursuant to ORC 3929.86. Funds are not budgeted for reimbursement as any payments are dependent upon fire damage and repair of the structure. A $24,000 reimbursement was issued, and an appropriation is required.

Resolution No. 60-2025. A Resolution authorizing the City Manager to enter into a professional services agreement between the City of Monroe and Clune Consulting Services, LLC for environmental study services related to the Monroe Bicentennial Park Loop project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure/Parks and Connectivity

Background: The City of Monroe, in coordination with the Ohio Department of Transportation (ODOT), is advancing the Monroe Bicentennial Park Loop project (PID 124651). This federally funded project includes:

Construction of a one-mile multi-use path around Bicentennial Commons Park
Relocation of a portion of U.S. Bike Route 25 from State Route 4 into the park
No new right-of-way acquisition required
Anticipated construction timeline: Summer 2026PROPOSAL:
Clune Consulting Services, LLC has submitted a proposal to complete the required environmental documentation and coordination required for this federally funded project. The scope of services includes:

Preparation of C2 Environmental Document
Level 1 Ecological Survey Report
Section 4(f)/6(f) Determination
Public involvement materials development
Regulated materials review
Floodplain coordination

FINANCIAL IMPACT:
Total Contract Amount $23,667.26 ODOT Federal Grant
Federal Share (90%) $21,300.53 Federal Grant Funds
Local Match Required (10%) $2,366.73 City General Fund
City's Financial Obligation $2,366.73 City General Fund

RECOMMENDATION:
Staff recommends that the Council authorize the City Manager to execute the professional services contract with Clune Consulting Services, LLC, for environmental documentation services related to the Monroe Bicentennial Park Loop project in the amount of $23,667.26, with the understanding that the City's financial obligation is limited to $2,366.73 as the local match requirement.

TIMELINE:
Work will commence following authorization and proceed in accordance with ODOT review and approval requirements.

Resolution No. 61-2025. A Resolution accepting the lowest and/or best bid submitted for the Municipal Services Center Project and authorizing the City Manager to enter into a design-build contract by and between the City of Monroe and HGC Construction and emersion DESIGN for said project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure/Good Governance

Background: The City of Monroe has identified the critical need for a new Municipal Services Center to replace the current undersized and outdated public works facilities. The existing infrastructure no longer adequately supports the City's growing operational demands, particularly for winter road maintenance, vehicle storage, and administrative functions.
Following a competitive Request for Proposals (RFP) process, staff recommends approval of a design-build contract with HGC Construction and emersion DESIGN to deliver a comprehensive Municipal Services Center that will serve the community's infrastructure needs for the next 50+ years.

PROJECT SCOPE AND COMPONENTS
Public Works Administration offices and Development Department offices
Training room for staff and community use
Crew facilities, including breakroom, locker rooms, washdown areas, and storage
Shell space for future expansion (interior finishes included per Alternate 03)
Secure entry separation for visitors and operational staffHeated Truck Storage Element

Clear-span facility with 18' minimum height to accommodate tandem axle dump trucks with plows
Vehicle washdown and snowmelt drainage systems
Direct connection to administrative areas for operational efficiency
Capacity for current and future fleet expansion
Salt Storage and Brine System

5,000-ton bulk salt storage capacity with expansion capability
Brine mixing system with protective enclosures
Corrosion-resistant materials and construction methods
Ten modular material storage bins for sand, gravel, and other materials
Covered Parking Structures (Alternate 04)

Weather-protected parking for 35-42 City-owned light-duty vehicles
Pre-engineered metal building structures totaling approximately 10,500 SF
LED lighting with motion sensors and 110V electrical outlets for block heaters
Required to meet Council mandate that no City equipment be stored outdoors
Site Infrastructure

Complete utility connections and improvements
Stormwater management systems
Employee and visitor parking areas
Future expansion pads for greenhouse, maintenance building, and cold storage
Lightning protection system for critical infrastructure protection
Perimeter security fencing and access controls (City to self-perform via purchasing cooperative)

FINANCIAL DETAILS
Total Guaranteed Maximum Price: $18,669,358.10
Breakdown:
Base GMP: $17,775,678.10
Preconstruction Services: $729,989.00
Construction Services: $17,045,689.10
Recommended Alternates: $893,680.00
Alternate 03 - Interior Finish Build-Out: $133,155
Alternate 04 - Covered Parking Structures: $675,150
Alternate 05 - Lightning Protection System: $85,375
Additional City Self-Performance Work:

Perimeter Fence (via purchasing cooperative): $120,000-$135,000
Enhanced Landscaping (City crews): $8,000-$12,000
Total Additional Investment: $128,000-$147,000
Cost Savings vs. Contractor Pricing: $45,000-$60,000Complete Facility Investment: $18,797,358 - $18,816,358

Value Engineering Benefits:
Innovative earthwork betterments providing $2.2-$2.3 million in cost savings
City self-performance savings of $45,000-$60,000
Total Value Engineering: $2.25-$2.36 million
Fee Structure:
2% construction contingency included as specified in RFP
Performance and payment bonds provided by The Hartford (A+ rated)
One-year comprehensive warranty included
Municipal Fee Waiver: Per Addendum 4, the City has waived applicable municipal fees, including zoning, building, electrical, and mechanical permits. Third-party fees from Butler County and other agencies remain the responsibility of the project.

DESIGN-BUILD TEAM QUALIFICATIONS
HGC Construction (Primary Contractor)

Founded in 1931, 94 years of construction experience
$100 million single project bonding capacity, $300 million aggregate
Extensive municipal and public works project portfolio
22.5 miles from the project site, ensuring responsive project management
Proven track record with Warren County Court facilities, police headquarters, and public works buildings

emersion DESIGN (Design Partner)
Established in 2007, specializing in sustainable municipal facilities
Proven expertise in public works and infrastructure projects
Focus on life-cycle value and operational efficiency
Comprehensive architectural and engineering capabilities
Engineering Partners:

CMTA (MEP Engineering)
Infrastructure & Development Engineering - IDE (Civil Engineering)
Proven partnership with established workflows and collaborative problem-solving capabilities
Nearly a century of combined construction and design experience
Full-service integrated team with all disciplines under proven collaboration
Local presence enabling responsive project management and regular site access
Superior bonding capacity backed by The Hartford (A.M. Best A+ Superior rating)

PROJECT TIMELINE
Contract Execution: October 31, 2025
Design Development: November 2025 - March 2026
Construction Start: April 2026
Substantial Completion: June 2027
Final Completion: August 2027
City Self-Performance Timeline:

Perimeter Fence Installation: Fall 2026
Enhanced Landscaping: Fall 2027

ALTERNATE RECOMMENDATIONS
RECOMMENDED FOR ACCEPTANCE:
Alternate 03 - Interior Finish Build-Out ($133,155): Complete shell spaces during initial construction. Due to inflation, mobilization, and disruption, future completion costs 40-76% more.
Alternate 04 - Covered Parking Structures ($675,150): Essential to meet Council mandate that no City equipment be stored outdoors. The base bid does not accommodate 35-40 light-duty fleet vehicles. Provides 8.4-year payback and $3.3M long-term savings.
Alternate 05 - Lightning Protection System ($85,375): Critical infrastructure protection for emergency services facility. 6.6-year payback with insurance savings and risk avoidance of $650,000+ over 50 years.

RECOMMENDED FOR REJECTION (City Self-Performance):
Alternate 01 - Perimeter Fence: The city will procure it via purchasing cooperative for 20-30% cost

savings ($30,000-$45,000).
Alternate 02—Enhanced Landscaping: City crews will self-perform at material cost only, saving $8,000-$12,000.

URGENCY AND GROWTH PROJECTIONS
Critical Need for Immediate Action
The City of Monroe continues to experience significant growth, placing increasing demands on public works services and infrastructure. This growth directly impacts staffing and equipment requirements, creating an urgent need for expanded facilities.

Historical Growth Data:
2007 Public Works Staff: 16 employees
2025 Public Works Staff: 35 employees
Growth Rate: 118% increase over 18 years
Current Space: No additional facility space added despite the staff more than doubling
The current facility has reached maximum capacity with no room for additional staff or equipment. This constraint limits the City's ability to respond to continued growth and maintain service levels as the community expands. The current facility is also in disrepair. Recent appraisals suggest that it would take more money to rehab the existing building than the property is valued at.

Cost of Delay Analysis
Using conservative CPI inflation projections of 3% annually, delaying this project will result in significant cost increases:
Construction Cost Inflation Projections:
Current Cost: $18,669,358.10
3-Year Delay Cost: $20,399,867 (increase of $1,730,509)
5-Year Delay Cost: $21,642,726 (increase of $2,973,368)
10-Year Delay Cost: $25,088,394 (increase of $6,419,036)
Design Criteria Fees Already Invested:

Total Criteria Architect Investment: $679,000.00
Purchase Order Remaining: $30,950.00
Sunk Cost Subject to Inflation: $648,050.00
Value of Design Investment If Project Delayed:

3-Year Equivalent Cost: $741,943 (additional $94,893 loss)
5-Year Equivalent Cost: $787,266 (additional $140,216 loss)
10-Year Equivalent Cost: $912,509 (additional $265,459 loss)

Financial Impact of Delay:

Delay Period	Construction Cost Increase	Lost Design Value	Total Additional Cost
3 Years	$1,730,509	$94,893	$1,825,402
5 Years	$2,973,368	$140,216	$3,113,584
10 Years	$6,419,036	$265,459	$6,684,495

FUNDING AND BUDGET CONSIDERATIONS
The project cost of $18,669,358.10 represents a comprehensive solution that addresses current operational deficiencies while providing capacity for future growth. The design-build delivery method provides cost certainty through the Guaranteed Maximum Price structure while allowing for collaborative value engineering throughout the design process.

Critical Timing Considerations:
The City has already invested $679,000 in design criteria development
Each year of delay costs taxpayers an additional $560,000+ in inflation
Current facility constraints limit the City's ability to serve a growing population
Staff has confirmed that adequate funding sources are available and that the project aligns with the City's capital improvement planning and long-term financial projections

STAFF RECOMMENDATION
Staff recommends approval of the design-build contract with HGC Construction and Emersion Design for the following reasons:
Qualified Team: HGC/emersion DESIGN demonstrated superior qualifications through the competitive RFP process
Exceptional Value: $2.25-$2.36 million in value engineering provides significant taxpayer savings, including innovative earthwork betterments
Proven Partnership: Established collaboration reduces project risk and ensures smooth delivery
Policy Compliance: Recommended alternates meet Council mandate for covered equipment storage
Strategic Benefits: Enables Planning/Zoning relocation and one-stop development services
Financial Prudence: Captures maximum cost savings through strategic alternate acceptance and City self-performance, with innovative earthwork betterments included
Quality Assurance: Superior bonding capacity and comprehensive warranty protect City investment
Cost Certainty: Guaranteed Maximum Price structure protects against cost overruns

REQUESTED ACTION
City Council is requested to:
APPROVE HGC Construction and emersion DESIGN as the Design-Build team for the Monroe Municipal Services Center project
AUTHORIZE the City Manager to execute a Design-Build contract for a Guaranteed Maximum Price of $18,669,358.10 (base bid plus Alternates 03, 04, and 05)
APPROVE acceptance of both earthwork betterments as part of the base contract scope
AUTHORIZE staff to proceed with separate procurement of perimeter fencing via purchasing cooperative
AUTHORIZE Public Works crews to complete enhanced landscaping using City forces

Resolution No. 62-2025. A Resolution authorizing the sale of surplus Public Works equipment on GovDeals auction site.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This list of equipment includes items that public works no longer uses or needs. We are unsure of much of its value, so we are approving the entire list. This list of equipment will be sold on govdeals, a site meant for government entities to sell excess items. All items will be sold with no reserve.

Resolution No. 63-2025. A Resolution authorizing the City Manager to enter into an agreement between the City of Monroe and Majors Enterprises, Inc. for the replacement of the existing pressure-reducing valve facility located at the northwest corner of Todhunter Road and Holman Drive.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The City of Monroe Public Works Department is replacing the existing pressure-reducing valve facility located at the northwest corner of Todhunter Road and Holman Drive. The current vault and equipment have reached the end of their service life and no longer meet the city's operational needs for reliable water pressure management in this distribution zone. This project will thoroughly remove the existing PRV vault and all associated piping and construct a new, modern facility to provide better pressure control and remote monitoring capabilities.

The new facility will feature a cast-in-place concrete vault housing dual pressure-reducing valves sized to handle the varying flow demands in this section of the water system. The installation includes modern SCADA telemetry equipment, allowing water department staff to monitor valve performance and system pressures remotely, improving response times for maintenance and operational adjustments. The project also incorporates updated safety features and access provisions that meet current OSHA standards for confined space entry. Existing electric service is on-site but will need to be relocated in closer proximity to the new vault. This will include a new weatherproof 125-amp panel, breakers, outlets, and an equipment rack as noted in the construction drawings. Construction will require excavating the existing vault area and installing new connecting piping to tie into the existing 12-inch water main. The work also includes modifications to the pipeline alignment with new directional fittings to optimize flow characteristics through the valve station. Site restoration will return the area to its original condition with new pavement, topsoil, and seeding as required.

Resolution No. 64-2025. A Resolution authorizing the City Manager to apply for Community Development Block Grant funds for the Monroe Bicentennial Commons dark fiber extension project and to authorize the expenditure of the City's matching funds, if selected.

Sponsor: Seth Geisler

Strategic Priority: Parks and Connectivity

Background: Butler County is accepting applications for Community Development Block Grant Public Facilities & Infrastructure funds, which support projects that benefit low- to moderate-income areas. The City proposes applying for funding to extend dark fiber infrastructure to Monroe Bicentennial Commons, located within Census Tract 113, Block Groups 1 & 2. This extension would provide security enhancements and public Wi-Fi access at the park, supporting safe and accessible community facilities.

Consideration of Motion to authorize the expenditure of $20,000 to CDW-G for network switches for the Fire Department, Engineering, Water, and Public Works buildings.

Sponsor: Dawn Levandusky

Strategic Priority: Well Managed Services and Infrastructure

Background: Network switches are recommended to be replaced every five to seven years, and are part of the core backbone for everything Information Technology. If failure were to occur, we would be looking at extended downtime because the switches require at least one week lead time for purchase and several days of configuration prior to physical installation. It is our recommendation that we proactively replace the current switches with the newest corresponding model of switches to prevent potential downtime and allow for increased security due to the availability of new firmware updates. This replacement is the second phase in a citywide hardware refreshment schedule.
This has been approved in the 2025 Capital Budget.

Consideration of Motion to authorize the expenditure of $17,000 to CDW-G for Uninterrupted Battery Supplies throughout the City buildings.

Sponsor: Dawn Levandusky

Strategic Priority: Well Managed Services and Infrastructure

Background: Uninterruptible Power Supply (UPS) units play a critical role in protecting network infrastructure and ensuring business continuity. They provide temporary power during electrical outages and stabilize voltage to prevent equipment damage or data loss. Over time, however, UPS units degrade and become less reliable, particularly their batteries, which typically have a service life of 3–5 years.
Many of the UPS devices currently deployed within the IT network have reached or exceeded their recommended service lifespan. As a result, they may no longer provide sufficient backup power or protection against surges, spikes, and power interruptions. Aging UPS units also tend to experience reduced battery capacity, increased failure rates, and a higher risk of overheating or malfunction.

Replacing the UPS systems across the network will:
Ensure continuous operation of critical systems during brief power outages or fluctuations.
Protect servers, switches, and other core IT hardware from electrical damage.
Reduce the risk of data corruption or unscheduled downtime.

Improve energy efficiency and monitoring capabilities, as newer UPS models often include network management, remote alerting, and load balancing features.
Support future infrastructure upgrades that demand more stable and efficient power protection.

By replacing aging UPS equipment, the organization strengthens the reliability of its IT environment, minimizes operational risk, and aligns with best practices for preventive maintenance and cybersecurity resilience. This item was approved in the Capital Budget for 2025.

Administrative Reports

Executive Session

To consider the compensation of a public employee or official; and
To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance. The information to be discussed is directly related to a request for economic development assistance or involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project. Council determines that executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project. A unanimous roll call vote is required to enter Executive Session for this reason.

Adjournment