Monroe Council Agenda
Regular Meeting of Council
November 11, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of October 28, 2025

Visitors

Robert Buskirk, Superintendent, Monroe Local Schools

Ceremonial swearing-in for Police Officers Philip Arns and Riley Yelton

Committee Reports

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

Old Business

New Business

Resolution No. 65-2025. 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 Butler Tech for School Resource Officer services.

Sponsor: Bob Buchanan

Strategic Priority: Well Managed Services and Infrastructure

Background: This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students in an effort to promote a safe and positive learning environment.

CITY OF MONROE OHIO

Resolution No. 66-2025. A Resolution authorizing the submission of the application and participation thereof by the City of Monroe, Ohio in the Ohio Public Works Commission Program for fiscal year 2027.

Sponsor: Paul Goodhue

Strategic Priority: Well Managed Services and Infrastructure

Background: To construct a pressure-reducing valve (PRV) vault with 12-inch mains to enable emergency water supply from Warren County. This facility will meter flows, regulate pressures to protect Monroe's distribution system, and provide the capacity to serve customers in the event of a local system failure, ensuring reliable and resilient water service.

Resolution No. 67-2025. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Plattenburg & Associates, Inc. for the annual audit for Fiscal Years 2025 through 2029.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The Ohio Auditor of State performed the City's Fiscal Year 2024 audit, which resulted in no audit findings and the city being awarded the Ohio Auditor of State Award with Distinction. The Auditor of State informed the City on August 11, 2025 that they would not be performing the financial audits of the City of Monroe for fiscal years 2025 through 2029, and would be placing the city on the AOS' website bid list from August 15, 2025 through August 28, 2025.
The Auditor of State invited five firms to participate in the city audit RFP, and three firms responded, which were Clark, Schaefer, Hackett & Co.; Julian and Grube, Inc.; and Plattenburg & Associates, Inc. Plattenburg & Associates, Inc. scored the highest on the technical and cost scores awarded by the AOS, and have ultimately been chosen to perform the city's audit for fiscal years 2025 through 2029. Plattenburg & Associates, Inc. has signed the Memorandum of Agreement and Certification of Compliance (MOA + COC), and the document now requires city signature before returning to the Auditor of State.

Resolution No. 68-2025. A Resolution accepting the lowest and/or best quote submitted for the Plaza South Shopping Center heating, ventilation, and air conditioning project and authorizing the City Manager to enter into a contract by and between the City of Monroe and Air Authority.

Sponsor: Seth Geisler

Strategic Priority: Well Managed Services and Infrastructure

Background: The 2024 OBM Grant Agreement for Monroe Plaza South is for the total amount of $400,000 and is for the improvement of the shopping center to be utilized for retail. This HVAC project is one many that will improve the building and will make it marketable for commercial users.

Resolution No. 69-2025. A Resolution authorizing the implementation of cybersecurity measures pursuant to Ohio House Bill 96 and directing staff to develop a comprehensive cybersecurity program.

Sponsor: Dawn Levandusky

Strategic Priority: Well Managed Services and Infrastructure

Background: Ohio's new House Bill 96 (HB 96), effective September 30, 2025, imposes mandatory cybersecurity requirements on all political subdivisions (counties, municipalities, townships, school districts, etc.) of the State of Ohio.
To remain compliant and mitigate risk exposure, council should formally authorize the adoption and deployment of a cybersecurity program, associated policies, staffing and vendor resources, incident response processes, employee training, and reporting procedures. This memorandum outlines the legal requirements, key implementation components, resource needs, risks of noncompliance, and a recommended resolution / timeline for council's authorization.

Ordinance No. 2025-38. An Ordinance amending Ordinance No. 2024-33 to authorize a 3.5% cost of living adjustment to non-union employees and establish the deferred compensation amount to executive level employees.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: Each year, the Council is asked to determine a cost-of-living adjustment (COLA) increase for employees not covered by a union agreement. Union members receive annual increases that are established through negotiations. The Council reviewed the 2026 Operating Budget during the October 28, 2025, meeting. After discussing the information, the Council set the COLA at 3.5%.

This legislation has been amended to include the contribution of $5,000 to an approved deferred compensation plan for executive-level employees. Executive-level employees are the Assistant City Manager, Finance Director, Public Works Director, Fire Chief, Police Chief and Development Director.

Ordinance No. 2025-39. An Ordinance establishing an Incentive District and declaring improvements to certain real property within the Incentive District to be a public purpose and exempt from real property taxation; identifying certain public infrastructure improvements made, to be made, in the process of being made, or that once made, will benefit or serve the parcels in the Incentive District; requiring the owners of those parcels to make service payments in lieu of real property taxes;

establishing a municipal public improvement tax increment equivalent fund for the deposit of such service payments; approving and authorizing the execution and delivery of one or more tax increment financing agreements with Grand Communities, LLC, and approving related matters.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council passed Emergency Ordinance 2024-31 on November 26, 2024, declaring the Stonybrook subdivision parcels as "non-performing" in order to remove them from the commercial TIF district they were previously included in. City Council passed Resolution 52-2025 on September 9, 2025, as the first step in the creation of the Stonybrook "RID" and setting a Public Hearing which was held on October 14, 2025. Public Hearing notices were issued to the property owner, Grand Communities, LLC and the Butler County Board of Commissioners on September 12, 2025, following the adoption of the Resolution, informing both parties that the city intends to adopt an ordinance creating the incentive district.
This Ordinance will officially create the Stonybrook Incentive District "RID", establishing the district for a term of 30 years, creating the "Stonybrook (R16)" RID Fund, and allowing the compensation agreement to be signed between the City of Monroe and Lakota Local School District.
An emergency adoption of the second reading of this Ordinance on November 25, 2025, is requested to ensure all year-end filing deadlines are met by December 31, 2025.

Ordinance No. 2025-40. An Ordinance to approve the preliminary plat for Tall Oaks subdivision as further described herein.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: The next step in the Tall Oaks subdivision development process is preliminary plat approval.
The Tall Oaks PUD and associated Master Development Plan (MDP) provide flexibility to accommodate for innovative design, open space and connectivity, as well as additional site development standards. The approved PUD and MDP dictate the layout and parameters of the preliminary plat.

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. Formal open space is being proposed in the form of a shared-use pathway network. The applicant proposes an 8 ft. asphalt shared-use pathway through the subdivision and around the detention pond in phase 5. The shared-use 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
The developer proposes the subdivision to be constructed in five phases:

Phase 1, Block A:
- Approximately 19 buildable lots
- Approximate lot size: 15,000 SF
- Approximate setbacks: 40’ front yard setback; 5’ side yard setback; and 30’ rear yard setback

Phase 2:
- Lots 1-12 and lot 186 lot width of 90-FT
- Lot size: 12,600 SF and 15,000 SF
- Setbacks: 40’-50’ front yard setback; 5’ side yard setback; and 30’ rear yard setback
- Lots 13-47; lots 72-73; and lot 187 lot width of 70-FT
- Lot size: 9,100 SF
- Setbacks: 30’ front yard setback; 5’ side yard setback; and 25’ rear yard setback

Phase 3:
- Lots 48-71 lot width of 70-FT
- Lot size: 9,100 SF
- Setbacks: 30’ front yard setback; 5’ side yard setback; and 25’ rear yard setback

Phase 4:
- Lots 74-114 and lots 147-163 lot width of 65-FT
- Lot size: 8,450 SF
- Setbacks: 30’ front yard setback; 6’ side yard setback; and a 25’ rear yard setback

Phase 5:
- Lots 115-146 and lots164-170 lot width 65-FT
- Lot size: 8,450 SF
- Setbacks: 30’ front yard setback; 6’ side yard setback; and a 25’ rear yard setback

The applicant has a Traffic Impact Study currently in progress with the City Engineer. Required improvements as an outcome of this study will be implemented through the construction drawing process.

In addition, the subdivision will be governed by the Homeowners Association (HOA). The HOA will be responsible for the maintenance, repair, replacement, and operation of all common facilities within the subdivision, including the storm water facilities, the shared-use path, and other open spaces.

Ordinance No. 2025-41. An Ordinance adjusting the salary of the Mayor, Vice Mayor, and Members of City Council.

Sponsor: Larry Lester

Strategic Priority: Good Governance

Background: This ordinance adjusts the compensation of the Mayor, Vice Mayor, and members of City Council to ensure alignment with the minimum monthly earnable wage established by the Ohio Public Employees Retirement System (OPERS) for full-time service credit. The last adjustment to Council compensation occurred in 2014, and current salaries fall below the OPERS minimum threshold. To address this and maintain compliance with the City Charter and Ohio Ethics Laws, the ordinance provides that, effective January 1, 2028, Council members' salaries will be set at the OPERS minimum amount, with the Vice Mayor and Mayor receiving an additional $50 and $100 per month, respectively. This adjustment will ensure that compensation remains equitable, compliant, and automatically aligned with future OPERS updates.

Public Hearing: Ordinance No. 2025-42. An Ordinance rezoning real property containing approximately 8.64 acres located at 300 Lawton Avenue from L-I Light Industrial to H-I Heavy Industrial zoning.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: An application has been submitted on behalf of Glass Coating and Concepts, LLC requesting a zoning map amendment. The applicant desires to rezone the parcel located at 300 Lawton Avenue from the current L-I Light Industrial designation to H-I Heavy Industrial zoning for the purpose of combining their existing site with recently acquired land (zoned H-I Heavy Industrial). This parcel is identified by the Bulter County Auditor as parcel ID: C1800006000024 [8.64 acres] as shown below in figure 1.

Figure 1: Site Location Map

On October 21, 2025, the Planning Commission held a public hearing and reviewed the application. In a vote of 5-0, the Planning Commission moved to recommend approval of the zoning map amendment to City Council.

Analysis

City of Monroe Planning and Zoning Code Section 1207.23: Zoning Map Amendment expresses the review criteria for a zoning map amendment. That criterion 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. This request meets all applicable common review criteria. One of the common review criteria asks if the request is compatible with surrounding properties and uses. The property is surrounded on all sides by Light Industrial and Heavy Industrial zoning designations, such as Performance Food Group and Worthington Steel. In addition, the property does not abut, nor is it in the vicinity of residential uses.

Changing Conditions. Conditions have not changed since the adoption of the current zoning map in spring 2024.

Impact Mitigation. As with any development, there will be impact on the natural environment. Any future development on this property will need to be designed to mitigate these concerns. For example, Glass Coatings & Concepts purchased the property for future expansion. When the expansion happens, water quality, stormwater management, site mobility, and other relevant environmental and operational factors, will be enhanced and brought up to City standards for the entire development.

Community Need. The proposed zoning map amendment will support job growth as a result of the successful expansion of the business.

Strategic Objectives. The proposed amendment aligns with the City Council's strategic objectives in that designating the area for Heavy Industrial use allows for an existing business to expand and promotes job growth within the city, expands the local tax base, and attracts long-term private investment.

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.

Consideration of Motion to authorize the expenditure of $157,000 for economic development purposes to the Monroe Area Community Investment Corporation.

Sponsor: Seth Geisler

Strategic Priority: Strategic Growth and Development

Background: The CIC is working with Anchor Property Management to improve and lease the strip center. The CIC is also using Anchor for property management. These funds will help further the projects and create an operating account for the strip center. The transfer of funds will allow the CIC to continue to operate the strip center, improve the strip center and consider other economic development options to further economic development in Monroe with the funds already on deposit.

<u>List of Current Projects for Stirp Center South Approved by MACIC Board</u>
Expected to be or has been Grant funded
Roof – under construction – approved by Council
Sprinkler Head Relocation – approved by Council
HVAC – approved by CIC – needs Council approval
Gas – approved by CIC waiting for quotes before Council approval
Doors - approved by CIC waiting for quotes before Council approval
Demolition work –approved by CIC waiting for quotes before Council approval
Unit three demising wall and ceiling tiles — approved by CIC waiting for quotes before council approval

Expected to be CIC Funded
Electric – approved by CIC
Water – approved by CIC
Restrooms – approved by CIC
Total project contingency allowance and project management fee – approved by CIC

Administrative Reports

2026 Operating Budget Presentation

Adjournment