CITY OF MONROE OHIO

Monroe Council Agenda
Regular Meeting of Council
November 25, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of November 11, 2025

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Executive Session

To consider the purchase of property for public purposes, or the sale of property at competitive bidding, since premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the public interest.

Old Business

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.

Emergency 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.

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

<u>Common Review Criteria</u>. 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.

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

<u>Impact Mitigation</u>. 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.

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

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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.

New Business

Ordinance No. 2025-43. An Ordinance to amend Emergency Ordinance No. 2004-26 to extend the exemption from taxation of improvements provided for by Ohio Revised Code Section 5709.40 for certain parcels comprising the tax increment financing districts pursuant to Ohio Revised Code Section 5709.51.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: The fiscal year 2024-2025 State of Ohio biennial operating budget bill (H.B. 33) included provisions that allow municipalities to extend the term of a TIF by an additional 30 years if aggregate TIF service payments exceeded $1.5 million in the previous year, or if it can be determined that future payments will exceed the $1.5 million threshold. The City's commercial TIFs were created in 2004, and will expire in 2034. This legislation will extend the life of 4 eligible TIF districts (Monroe Commerce Center, Park 63/Summit Park, Corridor 75 Park # 1, Corridor 75 Park # 2) for an additional 30 years, and will expire in 2064. Notices regarding the extensions were issued to Butler Tech and Monroe Local Schools on November 18, 2025. The extension of the TIF districts does not negatively impact the Monroe Local School District as the "local school district must be compensated in an amount equal to the amount of taxes that would be payable to such school district if the improvements had not been exempted from taxation of the additional period."
The Commercial TIF extensions will allow the city to continue to collect dollars for an additional 30 years that will be directly invested into the specific TIF districts and the community. This legislation is being requested to be passed as a second reading emergency at the December 9, 2025 Council meeting in order to meet all year-end filling deadlines.

Ordinance No. 2025-44. An Ordinance to amend Emergency Ordinance No. 2004-36 to extend the exemption from taxation of improvements provided for by Ohio Revised Code Section 5709.40 for certain parcels comprising the Incentive Districts pursuant to Ohio Revised Code Section 5709.40(L).

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: The fiscal year 2024-2025 State of Ohio biennial operating budget bill (H.B. 33) included provisions that allow municipalities that created an incentive district TIF before 2006 to extend the TIF for up to 15 years. The City's incentive district TIFs (commonly referred to as RIDs),

were created in 2004, and will expire in 2034. This legislation will extend the life of the incentive district for an additional 15 years, expiring in 2049. Notices regarding the Incentive District extensions were issued to Butler County, Butler Tech, and Monroe Local Schools on November 18, 2025. The extension of the incentive district does not negatively impact the Monroe Local School District as they are "made whole" and will receive "compensation equal in value to the amount of taxes that would be payable to the School District from that Parcel if the Improvement to that Parcel of the Property had not been exempted from taxation for the Extension Period."
The incentive district extension will allow the city to continue to collect dollars for an additional 15 years that will be directly reinvested into the specific RID districts and the community. This legislation is being requested to be passed as a second reading emergency at the December 9, 2025 Council meeting in order to meet all year-end filing deadlines.

Resolution No. 70-2025. A Resolution authorizing the City Manager to implement a Health Savings Account for calendar year 2026.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure.

Background: To mirror benefit offerings from previous years, employees who enroll in the high deductible health plan offered by the City shall receive the following:

Employees who obtain a biometric screening and physician's wellness check will receive an additional $500.00 contribution from the City to their Health Savings Account.
The City shall contribute an amount not to exceed 50% of the base IRS contribution limit into the employee's Health Savings Account of those employees participating in the health insurance plan offered by the City and did not obtain a biometric screening and physician's wellness check in 2025:

Employee plus spouse, employee plus children, and family plan $3,100
Single plan $1,300

For those employees that obtained a biometric screening and physician's wellness check in 2025, the City shall contribute:

Employees plus spouse, employee plus children, and family plan $3,600
Single plan $1,800

For full-time non-union employees that waive the health insurance plan offered by the City, the City shall pay to the employees the following amounts on the first payroll in January 2026:

Employee plus spouse, employee plus children, and family plan
$3,500 Single plan $2,500

Resolution No. 71-2025. A Resolution amending Resolution No. 04-2025 to increase the blanket purchase order for Public Entities Pool to $187,000, to increase the blanket purchase order for

Enterprise FM Trust to $375,000, and to increase the blanket purchase order for Frost Brown Todd LLC to $208,000 as recommended by the Director of Finance and the City Manager.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: City Council passed Resolution No. 60-2024 on December 10, 2024, authorizing the blanket purchase order amounts for fiscal year 2025. As these estimates are made prior to the fiscal year beginning, amendments or additions are often necessary throughout the year. City Council passed Resolution No. 04-2025 on January 14, 2025, that included several amendments and additions. During the year-end review of this Ordinance, it is necessary to adjust the amounts for Public Entities Pool, Enterprise FM Trust, and Frost Brown Todd LLC, based upon actual expenditures and purchase orders during 2025.
The Public Entities Pool needs to be increased to $187,000 based on actual expenditures throughout the year, which include the annual property and liability insurance, as well as adjustments throughout the year as equipment has been replaced.
Enterprise FM Trust needs to be increased to $375,000 based on actual expenditures throughout the year, and estimates for the remaining invoices to be received in 2025 for vehicle leases.
Frost Brown Todd LLC needs to be increased to $208,000 based on actual expenditures throughout the year, and estimates for the remaining invoices to be received in 2025 for legal services.
These adjustments reflect actual expenditures and purchase orders throughout 2025 and do not increase the available budget for these purposes.

Resolution No. 72-2025. A Resolution authorizing the City Manager to enter into a Local Public Agency Federal Project Agreement with the Ohio Department of Transportation for the Monroe Pedestrian Project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Various pedestrian facility improvements throughout the City of Monroe, including new sidewalks, ADA curb ramps, and improved signage and pavement markings.

Financial Summary
Total Estimated Project Cost: $778,662
Federal Funding (90%): $767,000.70 (ODOT Spending Authority Code 4HJ7)
Local Match (10%): $77,866.20 (minimum)
City Responsibility: All cost overruns, contractor claims, and locally funded work above federal maximum
Reimbursement Process: Federal program operates on reimbursement basis - costs must be paid before requesting reimbursement from ODOT

Project Administration Role

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The City of Monroe will serve as the Local Public Agency (LPA) administrator for all project phases including Preliminary Engineering/Environmental, Detailed Design, and Construction. As a subrecipient of federal funds, the City must comply with all federal and state requirements with ODOT oversight.

Major City Responsibilities

Design & Environmental

Designate a registered Professional Engineer as Project Design Engineer

Use ODOT pre-qualified consultants selected through Qualification-Based Selection (QBS) process if City lacks qualified staff

Design per City's approved standards or ODOT/AASHTO standards

Conduct public involvement, prepare environmental documents, and secure NEPA clearance

Obtain all necessary permits including NPDES permit if disturbing 1+ acre

Right-of-Way & Utilities

Acquire all R/W in compliance with federal Uniform Relocation Act (49 CFR Part 24)

Use separate ODOT pre-qualified consultants for appraisal and appraisal review

Certify all R/W control to ODOT before construction authorization

Coordinate all utility relocations per ODOT Utilities Manual

Handle railroad coordination unless otherwise agreed

Procurement & Construction

CRITICAL: Cannot advertise for bids until receiving "Authorization to Advertise" from ODOT (violation terminates all federal funding)

Minimum 21 days between advertisement and bid opening

Use ODOT's LPA Bid Template including all federal provisions (Form FHWA-1273)

Only ODOT pre-qualified contractors eligible to bid

Prime contractor must perform minimum 30% of work

Require 100% performance and payment bonds with ODOT named as obligee

Verify contractor has no findings for recovery and is active on Federal SAM registry

Award contract within 60 days of bid opening

Construction Administration

Provide qualified supervision and inspection (use pre-qualified consultant if needed)

Maintain detailed daily project diary and documentation

Certify quantity/quality of materials and work

Monitor DBE subcontractor participation and prompt payment compliance

Submit invoices with payment documentation for reimbursement

Verify C92 GoFormz forms completed for all subcontractors before work starts

Post-Construction & Closeout

Submit final invoices and closeout documentation within 6 months of completion (failure may result in loss of remaining funds)

Maintain project to design standards for 20 years

Keep project under public ownership for 20 years

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Federal Compliance Requirements, Key Regulations
Davis-Bacon prevailing wage requirements
DBE (Disadvantaged Business Enterprise) participation per 49 CFR Part 26
Title VI nondiscrimination provisions
Buy America requirements
Drug-Free Safety Program enrollment required for contractors

Financial Reporting & Audits
Report expenditures on Schedule of Expenditures of Federal Awards (SEFA)
Single Audit required if total annual federal expenditures exceed $750,000
Maintain records minimum 3 years after FHWA approves final voucher
Records available to ODOT, FHWA, and auditors upon request

Cost Recovery for City Staff (Section 15.1) City must select one option for recovering internal labor costs:
No cost recovery
Direct labor + 15% de minimis indirect (requires ODOT-approved time-tracking)
Direct labor + fringe benefits + 15% de minimis (requires time-tracking + approved fringe rate)
Direct labor + fringe benefits + indirect cost rate (requires time-tracking + both approved rates)

Critical Deadlines & Authorizations
Submit Local-let Participation Form before first Stage Plan Set
Receive ODOT authorization before advertising (cannot proceed without this)
Award contract within 60 days of bid opening
Submit bid tabulation to ODOT within 45 days of award approval
Complete final closeout within 6 months of physical completion

Risks & Termination
ODOT may immediately terminate agreement and cease all federal funding if City:
Advertises or begins work before receiving authorization
Fails to verify contractor compliance (findings for recovery, SAM registration)
Suspends/terminates contractor without ODOT written approval
Does not adhere to project schedule or submittal requirements
Fails to comply with federal/state laws and regulations
Either party may terminate for convenience with 30 days notice. Upon termination for default, City may be required to repay all federal funds received.

Funding Contingency
Agreement is subject to Ohio General Assembly appropriations and Office of Budget and Management certification. If funds not appropriated, agreement terminates on date funding expires.

Recommendation
Authorize the City Manager to execute this Local Public Agency Federal Project Agreement with the Ohio Department of Transportation for federal funding of the Monroe Pedestrian Project FY2026, acknowledging the City's responsibilities as project administrator and the compliance requirements associated with federal funding.

Resolution No. 73-2025. A Resolution authorizing the City Manager to enter into a Local Public Agency Federal Project Agreement with the Ohio Department of Transportation for the Great Miami River Trail-Loop Project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background:

Project Description

Construction of a 1-mile multi-use path around the Bicentennial Commons Park in the City of Monroe, providing enhanced recreational opportunities and connectivity for pedestrians and cyclists.

Financial Summary

- Total Estimated Project Cost: $1,177,755.00
- Federal Funding (90%): $1,092,138.00 (ODOT Spending Authority Code 4HJ7)
- Local Match (10%): $85,617.00 (minimum)
- City Responsibility: All cost overruns, contractor claims, and locally funded work above the federal maximum
- Reimbursement Process: Federal program operates on a reimbursement basis - costs must be paid before requesting reimbursement from ODOT

Project Administration Role

The City of Monroe will serve as the Local Public Agency (LPA) administrator for all project phases, including Preliminary Engineering/Environmental, Detailed Design, and Construction. As a subrecipient of federal funds, the City is required to comply with all federal and state requirements under ODOT oversight.

Major City Responsibilities

Design & Environmental

- Designate a registered Professional Engineer as Project Design Engineer
- Use ODOT pre-qualified consultants selected through the Qualification-Based Selection (QBS) process if the City lacks qualified staff
- Design per City's approved standards or ODOT/AASHTO standards
- Conduct public involvement, prepare environmental documents, and secure NEPA clearance
- Obtain all necessary permits, including NPDES permit, if disturbing 1+ acre

Right-of-Way & Utilities

- Acquire all R/W in compliance with the federal Uniform Relocation Act (49 CFR Part 24)

- Use separate ODOT pre-qualified consultants for appraisal and appraisal review
- Certify all R/W control to ODOT before construction authorization
- Coordinate all utility relocations per the ODOT Utilities Manual
- Handle railroad coordination unless otherwise agreed

Procurement & Construction

- CRITICAL: Cannot advertise for bids until receiving "Authorization to Advertise" from ODOT (violation terminates all federal funding)
- Minimum 21 days between advertisement and bid opening
- Use ODOT's LPA Bid Template, including all federal provisions (Form FHWA-1273)
- Only ODOT pre-qualified contractors are eligible to bid
- Prime contractor must perform a minimum of 30% of the work
- Require 100% performance and payment bonds with ODOT named as the obligee
- Verify contractor has no findings for recovery and is active on the Federal SAM registry
- Award contract within 60 days of bid opening

Construction Administration

- Provide qualified supervision and inspection (use a pre-qualified consultant if needed)
- Maintain detailed daily project diary and documentation
- Certify quantity/quality of materials and work
- Monitor DBE subcontractor participation and prompt payment compliance
- Submit invoices with payment documentation for reimbursement
- Verify C92 GoFormz forms completed for all subcontractors before work starts

Post-Construction & Closeout

- Submit final invoices and closeout documentation within 6 months of completion (failure may result in loss of remaining funds)
- Maintain the project to design standards for 20 years
- Keep the project under public ownership for 20 years

Federal Compliance Requirements

Key Regulations

- Davis-Bacon prevailing wage requirements
- DBE (Disadvantaged Business Enterprise) participation per 49 CFR Part 26
- Title VI nondiscrimination provisions
- Buy America requirements
- Drug-Free Safety Program enrollment required for contractors

Financial Reporting & Audits

- Report expenditures on Schedule of Expenditures of Federal Awards (SEFA)
- Single Audit required if total annual federal expenditures exceed $750,000
- Maintain records for a minimum of 3 years after FHWA approves the final voucher

- Records available to ODOT, FHWA, and auditors upon request

Cost Recovery for City Staff (Section 15.1)

City must select one option for recovering internal labor costs:

1. No cost recovery
2. Direct labor + 15% de minimis indirect (requires ODOT-approved time-tracking)
3. Direct labor + fringe benefits + 15% de minimis (requires time-tracking + approved fringe rate)
4. Direct labor + fringe benefits + indirect cost rate (requires time-tracking + both approved rates)

Critical Deadlines & Authorizations

5. Submit Local-let Participation Form before first Stage Plan Set
6. Receive ODOT authorization before advertising (cannot proceed without this)
7. Award contract within 60 days of bid opening
8. Submit bid tabulation to ODOT within 45 days of award approval
9. Complete final closeout within 6 months of physical completion

Risks & Termination

ODOT may immediately terminate the agreement and cease all federal funding if the City:

- Advertises or begins work before receiving authorization
- Fails to verify contractor compliance (findings for recovery, SAM registration)
- Suspends/terminates contractor without ODOT written approval
- Does not adhere to project schedule or submittal requirements
- Fails to comply with federal/state laws and regulations

Either party may terminate for convenience with 30 days' notice. Upon termination for default, City may be required to repay all federal funds received.

Funding Contingency

The agreement is subject to appropriations by the Ohio General Assembly and certification by the Office of Budget and Management. If funds are not appropriated, the contract will terminate on the date the funding expires.

Recommendation

Authorize the City Manager to execute this Local Public Agency Federal Project Agreement with the Ohio Department of Transportation for federal funding of the Great Miami River Trail-Loop Project (Bicentennial Commons Park), acknowledging the City's responsibilities as project administrator and the compliance requirements associated with federal funding.

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Resolution No. 74-2025. A Resolution authorizing the City Manager to enter into a Local Public Agency Federal Project Agreement with the Ohio Department of Transportation for the Great Miami Riverside Trail Project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Construction of a 1.8-mile multi-use path from the Bicentennial Commons Park loop north to City limits, including stream bank stabilization along Dicks Creek on the northern end of the project. This project will enhance recreational opportunities and provide critical environmental protection along the waterway.

Financial Summary
Total Estimated Project Cost: $3,690,349.00
Federal Funding (Maximum): $1,107,862.00 (ODOT Spending Authority Code 4HJ7)
Local Match (Minimum): $2,582,487.00 (approximately 70% of total project cost)
City Responsibility: All cost overruns, contractor claims, and locally funded work above federal maximum
Reimbursement Process: Federal program operates on reimbursement basis - costs must be paid before requesting reimbursement from ODOT

Project Administration Role
The City of Monroe will serve as the Local Public Agency (LPA) administrator for all project phases including Preliminary Engineering/Environmental, Detailed Design, and Construction. As a subrecipient of federal funds, the City must comply with all federal and state requirements with ODOT oversight.

Major City Responsibilities
Design & Environmental
Designate a registered Professional Engineer as Project Design Engineer
Use ODOT pre-qualified consultants selected through Qualification-Based Selection (QBS) process if City lacks qualified staff
Design per City's approved standards or ODOT/AASHTO standards
Conduct public involvement, prepare environmental documents, and secure NEPA clearance
Obtain all necessary permits including NPDES permit if disturbing 1+ acre
Address stream bank stabilization environmental requirements for Dicks Creek

Right-of-Way & Utilities
Acquire all R/W in compliance with federal Uniform Relocation Act (49 CFR Part 24)
Use separate ODOT pre-qualified consultants for appraisal and appraisal review
Certify all R/W control to ODOT before construction authorization
Coordinate all utility relocations per ODOT Utilities Manual
Handle railroad coordination unless otherwise agreed

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Procurement & Construction
CRITICAL: Cannot advertise for bids until receiving "Authorization to Advertise" from ODOT (violation terminates all federal funding)
Minimum 21 days between advertisement and bid opening
Use ODOT's LPA Bid Template including all federal provisions (Form FHWA-1273)
Only ODOT pre-qualified contractors eligible to bid
Prime contractor must perform minimum 30% of work
Require 100% performance and payment bonds with ODOT named as obligee
Verify contractor has no findings for recovery and is active on Federal SAM registry
Award contract within 60 days of bid opening

Construction Administration
Provide qualified supervision and inspection (use pre-qualified consultant if needed)
Maintain detailed daily project diary and documentation
Certify quantity/quality of materials and work
Monitor DBE subcontractor participation and prompt payment compliance
Submit invoices with payment documentation for reimbursement
Verify C92 GoFormz forms completed for all subcontractors before work starts
Oversee stream bank stabilization work along Dicks Creek

Post-Construction & Closeout
Submit final invoices and closeout documentation within 6 months of completion (failure may result in loss of remaining funds)
Maintain project to design standards for 20 years
Keep project under public ownership for 20 years

Federal Compliance Requirements
Key Regulations
Davis-Bacon prevailing wage requirements
DBE (Disadvantaged Business Enterprise) participation per 49 CFR Part 26
Title VI nondiscrimination provisions
Buy America requirements
Drug-Free Safety Program enrollment required for contractors
Environmental compliance for stream bank stabilization work

Financial Reporting & Audits
Report expenditures on Schedule of Expenditures of Federal Awards (SEFA)
Single Audit required if total annual federal expenditures exceed $750,000
Maintain records minimum 3 years after FHWA approves final voucher
Records available to ODOT, FHWA, and auditors upon request

Cost Recovery for City Staff (Section 15.1)
City must select one option for recovering internal labor costs:
No cost recovery
Direct labor + 15% de minimis indirect (requires ODOT-approved time-tracking)
Direct labor + fringe benefits + 15% de minimis (requires time-tracking + approved fringe rate)

Direct labor + fringe benefits + indirect cost rate (requires time-tracking + both approved rates)

Critical Deadlines & Authorizations
Submit Local-let Participation Form before first Stage Plan Set
Receive ODOT authorization before advertising (cannot proceed without this)
Award contract within 60 days of bid opening
Submit bid tabulation to ODOT within 45 days of award approval
Complete final closeout within 6 months of physical completion

Risks & Termination
ODOT may immediately terminate agreement and cease all federal funding if City:
Advertises or begins work before receiving authorization
Fails to verify contractor compliance (findings for recovery, SAM registration)
Suspends/terminates contractor without ODOT written approval
Does not adhere to project schedule or submittal requirements
Fails to comply with federal/state laws and regulations
Either party may terminate for convenience with 30 days notice. Upon termination for default, City may be required to repay all federal funds received.

Funding Contingency
Agreement is subject to Ohio General Assembly appropriations and Office of Budget and Management certification. If funds not appropriated, agreement terminates on date funding expires.

Recommendation
Authorize the City Manager to execute this Local Public Agency Federal Project Agreement with the Ohio Department of Transportation for federal funding of the Great Miami River Trail - Riverside Trail project, acknowledging the City's responsibilities as project administrator and the compliance requirements associated with federal funding. Note the significant local funding commitment required for this project.

Resolution No. 75-2025. A Resolution accepting the Warren and Butler County Transportation Master Plans.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Accepting the Warren and Butler County Transportation Master Plans is a temporary measure until the City of Monroe completes the work we are doing through the SS4A grant on the City's own plan. Adopting these plans will help the City enforce certain transportation and right-of-way items that would otherwise be difficult to implement.

Resolution No. 76-2025. A Resolution authorizing the City Manager to enter into a professional services agreement by and between the City of Monroe and The Kleinger's Group, Inc. for Phase 1

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engineering services for the Gateway Boulevard extension and Butler Warren Road improvements project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Gateway Boulevard Extension & Butler Warren Road Improvements - Professional Engineering Services Agreement

The City of Monroe requires professional engineering design services for the Gateway Boulevard Extension and Butler Warren Road Improvements project. This infrastructure project will construct a roundabout at the intersection of Gateway Boulevard and Butler Warren Road, along with approximately 4,000 linear feet of roadway improvements along Butler Warren Road to accommodate planned future development on the west side of the road.

The proposed improvements include:
Design and engineering for a new roundabout at Gateway Boulevard and Butler Warren Road
Five-lane curbed roadway section along Butler Warren Road
Storm drainage design and stormwater management
Street lighting design for Butler Warren Road and Gateway Boulevard
Landscape architecture, including roundabout landscaping and monument signage
Geotechnical investigation
Topographic and boundary survey
Complete right-of-way plans for property acquisition
Coordination with Warren County Engineer's Office for the Butler Warren Bridge #2-9.47 Replacement Project

The Kleingers Group will provide comprehensive engineering services through two phases:
Phase 1 (Requesting Authorization):
Complete topographic and boundary survey
60% construction document preparation
100% complete right-of-way plans (delivered at 60% milestone)
Geotechnical investigation and report
Landscape concept and construction documents (60% level)
Weekly/bi-weekly progress meetings
Coordination with stakeholders and utility companies

Phase 2 (Future Authorization):
Final construction documents (if authorized separately)

PROJECT SCHEDULE
Authorization to proceed: November 2025
60% Plans and Final ROW Plans: March 2026
Targeted Construction Start: June 2026

FINANCIAL IMPACT
Requested Authorization: $300,500
This amount covers all Phase 1 services, including:
Survey and Right-of-Way Plans: $48,500
Roadway Design (60% submittal): $173,500
Geotechnical Investigation: $19,500
Street Lighting Design (60% submittal): $16,500
Landscape Architecture (Concept & 60% Construction Documents): $35,500
Irrigation and MEP subconsultant services: $7,000
Note: The final construction document phase ($75,000) will require separate authorization after the 60% plan review and approval.

RECOMMENDATION
Staff recommends that the Council authorize the City Manager to enter into a professional services agreement with The Kleingers Group, Inc. of West Chester, Ohio, in the amount of $300,500 for Phase 1 engineering services for the Gateway Boulevard Extension and Butler Warren Road Improvements project, and to authorize all necessary budget appropriations.

Consideration of a Motion to authorize the expenditure of $40,000 from the 2025 Capital Budget for traffic and security camera projects.

Sponsor: Dawn Levandusky

Strategic Priority: Well Managed Services and Infrastructure

Background: Both projects are necessary to replace aging or near-end-of-life equipment.

Consideration of Motion to authorize the expenditure of $28,760 to John R. Jurgensen Company for concrete pavement repairs on State Route 63 eastbound to restore structural integrity and prevent further damage as winter approaches.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Concrete Pavement Repair – State Route 63 Eastbound near New Garver Road
The Public Works Department is requesting authorization to proceed with concrete pavement repairs on State Route 63 eastbound, near the intersection of New Garver Road. This location has experienced ongoing deterioration of the rigid pavement panels and curb structure, resulting in safety concerns for motorists and increased maintenance needs.
To address these deficiencies before winter conditions accelerate the damage, staff solicited a unit-price proposal from the John R. Jurgensen Company (JRJ), which is available to perform the work promptly. The proposed repair includes the following:

Removal of approximately 10 square yards of existing rigid pavement, including curb.
Replacement of approximately 20 square yards of 8-inch concrete pavement on a 304 aggregate base.
Replacement of 30 linear feet of concrete curb.
Full maintenance of traffic (MOT), including all JRJ-provided flaggers and traffic control.
Trucking and disposal of all spoils generated by the operation.
Sweeping of the work area following completion.
The contractor's proposal excludes pavement markings, testing, inspection, layout, undercutting, and cleaning of pre-existing debris from catch basins or manholes.

Cost Summary
The itemized unit-price proposal from JRJ is summarized below (full proposal attached):

Item	Quantity	Unit	PriceTotal
Rigid Pavement Removal	10 SY	$360.00	$5,760.00
Rigid Pavement Replacement	20 SY	$900.00	$14,400.00
Curb Replacement	30 LF	$200.00	$1,600.00
Maintaining Traffic (Lump Sum)	1 LS	$7,000.00	$7,000.00

Total Project Cost: $28,760.00
Pricing is valid for 30 days from the date of the quote.

Funding for this project is available through Purchase Order 20240235-00, which remains open from the 2024 Paving Program. Sufficient funds exist on the purchase order to complete this repair without requiring a new appropriation.JustificationThis section of State Route 63 is a full-depth concrete roadway, making patching an impractical option. The deterioration requires full-depth concrete replacement to restore structural integrity and prevent further damage as winter approaches.

Consideration of Motion accepting the July, August, and September 2025 Finance Reports as submitted.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background:

Consideration of Motion to authorize the replacement of two radiant tube heaters in the bays at Station 62 by Air Connect through the Sourcewell purchasing cooperative.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Replace two 30" radiant tube heaters in the bays at Station 62. The current heaters are original to the building. One heater is non-functional and cannot be repaired. We plan to replace all four heaters in this year's budget. This project was scheduled to be included in the 2026 capital budget; however, funds are available from the 2025 budget to cover the project's costs. We are using a company called Air Connect, which is affiliated with the Sourcewell purchasing cooperative. This meets all state bidding requirements. The project's cost is $33,400.00

Administrative Reports

Adjournment