



**Monroe Council Agenda
Regular Meeting of Council
February 10, 2026 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Appointment to Monroe Area Community Improvement Corporation (MACIC)

Approval of the Minutes

Council Minutes of January 27, 2026

Visitors

Major Steve Arrasmith - Warren County Drug Task Force Annual Report

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

New Business

Resolution No. 08-2026. A Resolution amending the Purchasing Policies and Procedures to include the recommendations contained within Auditor of State Bulletin 2025-012, frequent flyer miles, other rewards or discount programs and Auditor of State Bulletin 2025-013, reimbursement of sales tax by a tax-exempt public office.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The Ohio Auditor of State (AOS) issued Bulletin 2025-012 and Bulletin 2025-013 on October 16, 2025. Both bulletins suggest that public offices adopt a written policy implementing the recommendations. Both bulletins have been included for review.

AOS Bulletin 2025-012 with the subject "Ohio Ethics Commission Advisory Opinion 2025-02 - Frequent Flyer Miles, Other Rewards or Discount Programs" recommends adopting a policy regarding personal use of these rewards. The current purchasing policies and procedures do not address these



items and the city previously followed the Ohio Ethics Commission prior to Advisory Opinion 2025-02 being issued. The purchasing policies and procedures have been updated to include: City employees can use frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life, provided that these rewards are earned the same way as members of the public would earn them, and they do not impose additional costs to the City. However, a City employee is prohibited from choosing an airline, hotel, other vendors, or services based on whether it provides frequent flyer miles or other rewards points and must select the lowest reasonable rate.

AOS Bulletin 2025-013 with the subject "Reimbursement of Sales Tax by Tax-Exempt Public Offices" recommends adopting a policy on the use of the entity's tax-exempt certificate and when an official or employee is allowed to pay sales tax the public office will reimburse. The city's purchasing card policy addresses tax exemption when using a city issued p-card but does not address tax exemption when making a purchase utilizing a personal credit card. The purchasing policies and procedures have been updated to include: Purchases made on behalf of the City using a personal credit card or checking account must pay sales tax and cannot use the City's tax-exempt certificate. The city will not reimburse sales tax charged when using a personal credit card or checking account to make a purchase on behalf of the City. Reimbursable purchases that an employee may make using their own personal credit card or checking account shall not exceed \$500.00. If the purchase price exceeds this threshold, the purchase must be made through these purchasing policies and procedures or a city purchasing card.

AOS technical bulletins provide guidance, interpretation of laws, and best practices that local governments are generally expected to follow to ensure legal compliance and proper financial reporting. Implementation of the recommendations included within these bulletins will ensure audit compliance moving forward.

Consideration of Motion to authorize the expenditure of \$7,680 to Air Authority Heating & Air Conditioning, Inc. for the purchase of an additional 5-ton, three-phase air conditioning unit and coil for the corner space at the Plaza South Shopping Center.

Sponsor: Seth Geisler

Strategic Priority: Strategic Growth and Development

Background: Council approved the original project for Plaza South Shopping Center for Heating, Ventilation and Air Conditioning for \$60,897 (Resolution 68-2025) as part of 2024 OBM Grant Agreement – an additional unit was needed as the original unit was discarded during roof installation. Additional unit installation would also be part of 2024 OBM Grant Agreement for the Strip Center.

Consideration of Motion accepting the October, November, and December 2025 Finance Reports as submitted.

Sponsor: Jake Burton

Strategic Priority: Good Governance



Background:

Consideration of Motion to request a hearing for the issuance of D1 and D2 Liquor Permits to 595 South Main LLC located at 595 South Main Street.

Sponsor: Beth Combs

Strategic Priority: Good Governance

Background: No action is necessary if Council does not wish to request a hearing.

Permit D-1 authorizes for the sale of beer only for on premises consumption or in original sealed containers for carryout only until 1:00am.

Permit D-2 authorizes for the sale of wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00am.

Consideration of Motion to livestream City Council, Planning Commission (PC), Board of Zoning Appeals (BZA), Park Board, and Committees of Council meetings on the City's Facebook, YouTube, and City website platforms.

Sponsor: Larry Lester

Strategic Priority: Communication and Interpersonal Connections

Background: CITY COUNCIL MEETING POLICY RECOMMENDATION

Prepared by: Larry Lester, City Manager **Date:** January 3, 2026

PURPOSE

Modernize public access and improve efficiency by updating streaming platforms, meeting formats, and using the Working Genius Model to guide Council and staff collaboration.

KEY CHANGES AT A GLANCE

Stream live on Facebook, YouTube, and the City Website

- Integrated with CivicPlus
- Managed by Clerk of Council
- Better video quality, mobile-friendly, and fully searchable archives

Streamed Meetings in Council Chambers Only

- City Council, Planning Commission (PC), Board of Zoning Appeals (BZA), Park Board, and Committees of Council
- Ensures consistent production quality

Non-Recorded Work Sessions

- 2nd Tuesday monthly, 5:30–6:15 p.m. (Admin Conference Room)
- Open to the public, not recorded, and the clerk will take minutes
- Working Genius Focus: Wonder, Invention, Discernment



Committee Meetings

- Schedule as needed

Regular Council Meetings

- 2nd & 4th Tuesdays, 6:30 p.m.
- Streamed live on Facebook, YouTube, and the City Website
- Working Genius Focus: Galvanizing, Enablement, Tenacity

SAMPLE MONTHLY MEETING FLOW (2nd Tuesday)

Time	Event
5:30–6:15 p.m.	Work Session
6:15–6:30 p.m.	Break
6:30 p.m.	Regular Council Meeting

WHAT THIS MEANS FOR RESIDENTS

- Easier access to in-person and archived meetings
- More focused and efficient Council sessions
- Clearer meeting purpose using WG focus
- Better opportunities for collaborative input
- Enhanced transparency and public access

Administrative Reports

Executive Session

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.

Adjournment