



**Monroe Council Agenda
Regular Meeting of Council
February 24, 2026 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of February 10, 2026

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. 2026-02. An Ordinance amending Chapter 1022 of the Monroe Codified Ordinances to establish a comprehensive regulatory framework for concrete construction within the public right-of-way, including contractor licensing, permitting, and an annual concrete assessment program.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This ordinance establishes a comprehensive regulatory framework for concrete construction within the public right-of-way by updating Chapter 1022 of the Monroe Codified Ordinances. Enacted under the City's home rule authority (Ohio Constitution, Article XVIII) and applicable provisions of the Ohio Revised Code (Chapters 715, 727, and 729), the ordinance addresses three core areas: contractor licensing, permitting, and the annual concrete assessment program.

The ordinance creates a contractor licensing program requiring all contractors and subcontractors performing sidewalk, curb and gutter, or driveway apron work in the public right-of-way to obtain and maintain an annual license, carry minimum insurance and bonding, and comply with City construction standards. Prime contractors bear joint responsibility for subcontractor compliance. The ordinance establishes permit requirements for all regulated concrete work and provides clear



construction standards incorporating federal accessibility requirements, including ADA, PROWAG, and FHWA guidelines.

The annual concrete assessment program is codified in accordance with R.C. Chapters 727 and 729, establishing a structured process for identifying deficient infrastructure, notifying property owners, and assessing improvement costs. Property owners are provided options to complete repairs independently using licensed contractors, participate in the City's assessment program, or dispute identified deficiencies.

The ordinance includes an administrative enforcement framework with defined penalty schedules, stop work order authority, and appeal procedures through the Board of Zoning Appeals. A companion Concrete Construction Handbook, maintained by the Public Works Director, provides detailed procedures, technical specifications, and all program forms referenced in the ordinance.

Ordinance No. 2026-03. An Ordinance approving a final plat for Section 210 of the Stonybrook Subdivision.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: Grand Communities, LLC has submitted an application for final plat for Section 210 of the Stonybrook development. The preliminary plat for the Stonybrook subdivision was approved by City Council on March 19, 2024. The preliminary plat provided the design and layout for all five phases of the Stonybrook subdivision. The approved preliminary plat included the following:

- 219 single-family lots
- New public streets (proposed as Brookside Place, Brookfield Lane, Waterbend Court, Rippling Way, Clearview Court, and Stonybrook Way)
- 48.79 acres of open space with 6.43 acres developed as formal open space
- A 10' shared-use asphalt pathway fronting Kyles Station Road and Butler-Warren Road
- Right-of-Way dedication at the intersection of Kyles Station Road and Butler-Warren Road for a proposed future roundabout.

Analysis

The final plat for section 210 will include the construction of 11 single-family residential lots. This phase is approximately 41.19 acres of the 126.90 total acres comprising section 210. The average lot size is 9,128 square feet and the average lot width is 65 feet. The proposed density is 2 units per acre. The development is in conformance with the requirements of the Stonybrook Planned Unit Development adopted by council on August 10, 2023, and the Stonybrook Development Agreement adopted by council on May 28, 2024.



Section 210

All water, sewer, stormwater, gas, and electric have been inspected and approved by engineering. All required curb, gutter, sidewalks, streetlights, and landscaping requirements have been inspected and approved of as well.

Resolution No. 09-2026. A Resolution approving a Then-and-Now Certificate to Civic Plus in the amount of \$7,452.46 for Codification Services, \$7,924.77 for Social Media Archiving, and \$8,268.61 for the Intranet and Accessibility Tool.

Sponsor: Beth Combs

Strategic Priority: Good Governance

Background: Codification services include the preparation and publication of print and electronic supplements to the City's Codified Ordinances to ensure the Code remains current and accurately reflects enacted legislation. We are currently exploring a more frequent supplement schedule with Civic Plus, as well as new vendors. Social Media Archiving software enables the user to capture and archive social media content, which specifically assists with maintaining record retention compliance. The Intranet and Accessibility Tool provides secure, internal, and accessible portals for local government employees, supporting compliance with Web Content Accessibility Guidelines.



Resolution No. 10-2026. A Resolution authorizing the City Manager to enter into a contract with Capital Electric Line Builders, LLC for the Butler County State Route 63 Monroe signal upgrades project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: BUT-SR63 Monroe Signal Upgrades – Award of Contract PID 124134, E251158

The City of Monroe, in coordination with the Ohio Department of Transportation (ODOT), solicited sealed bids for the BUT-SR63 Monroe Signal Upgrades project located at SR 63 and Main Street. This project involves the upgrade of traffic signal equipment, including the installation of LED vehicular signal heads with 5-section and 3-section configurations, new mast arm sign hanger assemblies, signal cable and tether wire replacement, pedestal-mounted transformer bases, pedestal foundations, conduit and ground rod installation, and the removal of miscellaneous existing traffic signal items. The project also includes maintaining traffic per plan throughout construction.

This project is funded 100% through ODOT. No City general fund or local dollars are required for construction. The City of Monroe serves as the Local Public Agency (LPA) responsible for project management, contract administration, and construction oversight, while all project funds are allocated and paid by ODOT. The Dual Obligees Rider included with the Bid Guaranty and Bond Form names both the City of Monroe and ODOT as obligees, reflecting this funding and oversight arrangement.

Sealed bids were received at the City of Monroe Public Works offices on February 6, 2026. Capital Electric Line Builders LLC of Dayton, Ohio, submitted a base bid of \$84,318.95. The project carries a 10% contingency of \$8,431.89 at the owner/engineer's discretion. Substantial completion is required within 90 consecutive days from the Notice to Proceed.

Capital Electric Line Builders LLC holds ODOT Vendor I.D. 000301017 and Ohio Electrical License #24987, with 58 years of experience in traffic signal construction, highway lighting, and intelligent traffic systems. The firm reported no regulatory violations, contract abandonments, or debarments within the last five years. All required bid documents, affidavits, bonds, and certifications were submitted in accordance with the ODOT LPA Construction and Material Specifications and the Ohio Revised Code.

Staff recommends that Council award the contract for PID 124134, E251158, BUT-SR63 Monroe Signal Upgrades, to Capital Electric Line Builders LLC for \$84,318.95, and authorize the City Manager to execute all necessary contract documents. As this project is fully funded by ODOT, the Council's action enables the City to proceed with contract execution and project administration at no cost to the City.

Resolution No. 11-2026. A Resolution authorizing the City Manager to enter into a contract with Brightview Landscapes, LLC for the Interstate 75 and State Route 63 interchange landscape maintenance.

Sponsor: Brian Perkins



Strategic Priority: Well Managed Services and Infrastructure Parks and Connectivity

Background: The City of Monroe maintains landscaped areas at the I-75/SR 63 interchange as part of its ongoing commitment to maintaining safe, attractive, and well-kept public infrastructure along key transportation corridors. This interchange serves as a primary gateway into the community and its appearance directly reflects on the City. The Department of Public Works solicited proposals for the 2026 landscape maintenance season and received a proposal from BrightView Landscapes LLC, located at 710 Lakeview Drive, Monroe, Ohio 45050. BrightView is an established landscape services provider with experience in municipal and commercial landscape maintenance.

The proposed Standard Agreement engages BrightView Landscapes LLC to provide all labor, materials, equipment, and supervision necessary for the 2026 I-75/SR 63 Interchange Landscape Maintenance program throughout the City of Monroe. The scope of work includes all landscape maintenance activities as detailed in the Contract Documents.

Key contract terms include:

- Contract Price: \$49,343.00 (firm fixed price)
- Initial Term: Effective upon execution through December 31, 2026
- Renewal Options: Up to four (4) additional one-year extensions at the City's option, not to extend beyond December 31, 2030. A one-time 5% increase may be applied in the fourth and fifth contract years.
- Surety Bonding: Required
- Retainage: 10% pending final determination
- Insurance: Workers' Compensation, Employer's Liability, and Commercial General Liability required with the City named as additional insured
- Termination: 30 days' notice prior to December 31, 2026, or termination for cause with 3 working days' notice to cure

The Department of Public Works recommends that the City Council authorize the City Manager to execute the 2026 I-75/SR 63 Interchange Landscape Maintenance Standard Agreement with BrightView Landscapes LLC in the amount of \$49,343.00.

Resolution No. 12-2026. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding with participating government agencies and law enforcement entities to maintain a collaborative multi-jurisdictional drug enforcement task force.

Sponsor: Chief Buchanan

Strategic Priority: Well Managed Services

Background: This agreement is for the continued collaboration among the participating agencies to maintain the Warren County Drug Task Force.



Resolution No. 13-2026. A Resolution authorizing the City Manager to enter into a contract with Atlantic Emergency Solutions for the remount of a Monroe Fire Department medic unit and associated chassis purchase.

Sponsor: Chief David Leverage

Strategic Priority: Well Managed Services and Infrastructure

Background:

The Monroe Fire Department maintains a structured vehicle replacement program that is guided by industry best practices and based on vehicle age, engine hours, operational demand, and documented maintenance history. This proactive approach ensures the reliability of frontline emergency apparatus, controls long-term maintenance costs, and supports uninterrupted service delivery to our community.

Under the current replacement schedule, one of our Medic units is programmed for replacement in 2028. However, due to significant increases in manufacturing lead times—driven by nationwide production constraints and ongoing supply chain challenges—the timeline for ordering emergency vehicles has expanded considerably. In order to maintain our established replacement schedule and ensure delivery by 2028, the replacement unit must be ordered in 2026.

The proposed purchase structure allows flexibility, as the unit may be ordered with payment deferred until delivery, or sooner should the City’s budget permit. The City Manager, Finance Director, and department leadership collectively reviewed and supported this purchase during capital budget conferences, recognizing the operational necessity and financial prudence of proceeding this year.

Traditionally, the Department has replaced Medic units with entirely new builds. After careful evaluation, we are recommending a remount of the existing patient care module rather than a full new unit for the following reasons:

1. Production Timeline

A remount typically requires approximately 16–18 months from order to delivery. In contrast, a completely new build is currently estimated at approximately 30 months. We have experienced these extended timelines firsthand with the Medic unit ordered in October 2023. Choosing a remount significantly reduces the risk of service disruption and ensures continuity within our fleet replacement plan.

2. Cost Efficiency

The new Medic unit ordered in 2023 totaled \$345,000. The proposed remounted unit is quoted at \$264,671.21. When accounting for inflation and market increases since 2023, a comparable new unit ordered today would likely exceed the prior purchase price to an amount budgeted at \$371,000. The remount option represents an approximate cost savings of \$110,000 while still providing a fully refurbished and updated patient care compartment.

Remount Process Overview

The remount process involves removing the existing patient care “box” from the current chassis and stripping it down to bare sheet metal. All mechanical components within the module—including HVAC, electrical systems, wiring, lighting, and safety equipment—are replaced with new components. Any necessary safety upgrades or design modifications are incorporated to meet current standards and



Monroe specifications. The refurbished module is then installed on a brand-new chassis and completed as a fully reconditioned, front-line ready Medic unit.

This approach provides the Department with a like-new apparatus at a substantially reduced cost and within a shorter delivery timeframe, while maintaining the safety, reliability, and performance standards required for emergency medical response. Supporting documentation and specifications for this unit have been included for Council's review and consideration.

Resolution No. 14-2026. A Resolution declaring a Command Trailer as surplus property and authorizing its transfer.

Sponsor: Chief David Leverage

Strategic Priority: Good Governance

Background:

In 2017, the Butler County Emergency Management Agency (EMA) transferred ownership of a Command Trailer to the Monroe Fire Department after determining it was no longer needed within their inventory due to the acquisition of a newer, more technologically advanced unit. The trailer was accepted at no cost to the City and incorporated into the department's asset inventory.

Following receipt of the trailer, the Fire Department completed minor upgrades and modifications to enhance its functionality for large-scale incidents and community events. During the initial period after acquisition, the trailer was deployed on several occasions to support operations requiring an expanded command presence.

Over time, however, operational needs and available resources evolved. The department determined that the trailer was no longer essential to our response model, as we have access to more capable and efficient county-level command assets when needed. These resources better meet current incident management demands and eliminate redundancy in equipment.

The trailer is currently stored outdoors in the parking lot of Station 62. Due to space limitations within our facilities, we are unable to house the unit indoors. As a result, it has seen minimal use in recent years and is beginning to show signs of deterioration from prolonged exposure to the elements.

In the interest of responsible asset management and fiscal stewardship, the department is requesting authorization to declare the Command Trailer as surplus property. Upon declaration, we intend to transfer the unit to another agency or department that has a defined operational need and the capacity to properly maintain and utilize it. This action will eliminate ongoing maintenance concerns for the City while ensuring the equipment continues to provide value in service to the broader community.

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. Executive session is necessary to protect the interests of the applicant or possible use of public funds in connection with the project.

Adjournment