



**Public Works Committee of Council Agenda
February 23, 2026 - 5:00 PM
233 South Main Street, Monroe, Ohio**

1. Approval of the Public Works Committee Minutes of October 14, 2025
2. Discussion
 - 1022- Concrete Ordinance
 - Short-Term Signal Improvements
 - GMRT Update
 - Community Park Update
 - SS4A Update
 - Community Service Center Update
3. Adjournment



**Public Works Committee of Council
October 14, 2025 – 5:00 p.m.
233 South Main Street, Monroe, Ohio 45050**

The Public Works Committee of Council met at 5:00 p.m. on October 14, 2025, in the Council Library located at 233 South Main Street, Monroe, Ohio.

Present were: Christina McElfresh, Vice Mayor; Ben Wagner, Council Member; Tom Hagedorn, Council Member; Larry Lester, City Manager; Gary Morton, Director of Public Works; Jake Burton, Director of Finance; and Beth Combs, Clerk of Council.

Mr. Wagner moved to approve the Committee Minutes of August 12 and September 23, 2025; seconded by Mr. Hagedorn. Voice vote. Motion carried.

Mr. Morton provided an update on the pedestrian project grant at Britton Lane. He noted that the right-of-way appraisal was \$122,000 and that Council had previously decided not to proceed with the purchase. The City's consultant has since determined that Ohio Living can provide a highway easement to complete the sidewalk. Ohio Living has requested \$55,000 for reimbursement of landscaping, irrigation, and a brick wall that will be removed as part of the project. As this expense was not included in the current budget, Council may be asked to approve the appropriation of funds at the next meeting. Mr. Hagedorn inquired about the total cost of the sidewalk. Mr. Morton was uncertain but noted the project is supported by an Ohio Department of Transportation (ODOT) grant. To improve connectivity, he recommended approving the reimbursement and completing the project.

Mr. Morton also provided an update on the Municipal Services Center/Public Works building project. Following the August 18, 2025 Request for Proposals, the City conducted a comprehensive design-build selection process. Three qualified teams submitted proposals, which were reviewed and interviewed by the internal team and the criteria architect. HGC Construction + emersion DESIGN was selected as the best value, offering lower fees and more funding for the actual project.

Regarding the project site, Mr. Morton stated that there is approximately 20 feet of elevation change, requiring the movement of roughly 120,000 cubic yards of dirt, estimated at \$2 million to move off-site. Some of this dirt can be repurposed to level an area across the street where a regional detention basin is being constructed. He suggested initiating Master Planning to determine the best use of the soil.

Mr. Burton presented a handout outlining two financing scenarios, including the annual debt payment. He noted that anticipated expiration of certain property tax abatements and commercial TIFs will provide additional revenue to help fund the project. Mrs. McElfresh and Mr. Wagner asked about potential Community Reinvestment Area (CRA) extension requests, and Mr. Burton stated that this project will need to be considered in those decisions moving forward.



Mrs. McElfresh moved to adjourn the Public Works Committee of Council meeting; seconded by Mr. Wagner. Voice vote. Motion carried.

The Public Works Committee meeting adjourned at 5:36 p.m.

Respectfully submitted,

Beth Combs
Clerk of Council



CHAPTER 1022

Sidewalks, Curb & Gutter, Drive Aprons
and Concrete Construction Program

City of Monroe, Ohio | Public Works Department

PROGRAM OVERVIEW

Chapter 1022 — Enacted under Ohio Home Rule Authority

Enacted under Ohio Constitution Article XVIII (Home Rule) and Ohio R.C. Chapters 715, 727, and 729 to establish comprehensive standards for concrete construction, contractor licensing, and systematic assessment programs for public safety, accessibility, and community welfare.



Contractor Licensing

Licensed, insured, and bonded contractors required



Annual Assessment

Systematic concrete infrastructure evaluation



Federal Compliance

ADA, PROWAG, and FHWA standards

TWO-PART REGULATORY FRAMEWORK

Ohio Revised Code requires certain provisions be enacted by ordinance, while administrative details may be delegated to a handbook maintained by the Public Works Director.



CHAPTER 1022 ORDINANCE

Requires Council Action to Amend

- Legislative purpose & authority
- Legal definitions (Section 1022.02)
- Licensing framework & requirements
- Insurance & bond minimums
- Permit authority & prerequisites
- Assessment program authority (ORC 727/729)
- Penalty ranges & enforcement authority
- Criminal penalties (minor misdemeanor)
- Appeals process (Board of Zoning Appeals)



CONSTRUCTION HANDBOOK

Updated Administratively by Public Works Director

- Application forms (CCH-001 through CCH-007)
- Technical construction specifications
- Inspection protocols & procedures
- Program timeline & schedules
- Property owner response forms
- Resolution & notice templates
- Federal standards implementation details
- Administrative procedures & timelines
- Measurement & calculation standards

CONTRACTOR LICENSING PROGRAM

Section 1022.03 — No person or entity shall perform concrete work in the public right-of-way without a valid license.

WHO NEEDS A LICENSE

- Prime Contractors
- All Subcontractors
- Individual Operators
- Property owners performing their own work

APPLICATION REQUIREMENTS

- Completed application (Form CCH-001)
- Insurance & bond documentation
- 3 completed project references
- Business license or registration
- Fee payment per Chapter 286

EXEMPTION: City of Monroe Capital Improvement projects are exempt from the Contractor Licensing Program.

LICENSE TERM: Valid for one calendar year (Jan 1 – Dec 31). Renewal application (CCH-003) due by November 15th. All outstanding fines must be paid before renewal.

INSURANCE & BONDING REQUIREMENTS

Section 1022.03(d)-(e)

COMPREHENSIVE GENERAL LIABILITY

Coverage Type	Per Occurrence	Annual Aggregate
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	\$1,000,000	\$3,000,000
Personal Injury	—	\$3,000,000

ADDITIONAL REQUIREMENTS

Surety Bond	\$10,000
Workers' Comp	Per Ohio Law
Additional Insured	City of Monroe
Coverage Basis	Occurrence

SUBCONTRACTOR RESPONSIBILITIES

- Prime contractors must verify all subcontractor licenses before work begins
- Submit Subcontractor Notification Form (CCH-002) to the City prior to work commencement
- Prime contractors accept joint responsibility for subcontractor compliance with Chapter 1022

PERMIT REQUIREMENTS

Section 1022.04 — A permit is required before any concrete work in the public right-of-way.

1

APPLY

Submit Form CCH-004
with site plans & specs

2

VERIFY

Valid license, insurance,
no outstanding violations

3

PAY

Permit fee per
Chapter 286

4

INSPECT

Pre-work, mid-work,
and final inspections

PERMIT FEES (Chapter 286)

Residential Permit: \$50

Commercial Permit: \$100

Additional inspections due to contractor error incur additional fees per Chapter 286.

NO PERMIT SHALL BE ISSUED IF:

- Unpaid fines, penalties, or fees
- Suspended or revoked license
- Outstanding compliance violations
- Invalid insurance or bonding documentation

ANNUAL CONCRETE ASSESSMENT PROGRAM

Section 1022.06 — Authorized under Ohio R.C. Chapters 727 & 729

INSPECT	Public Works Director conducts annual field inspection of concrete infrastructure
REPORT	File plans, specifications, and cost estimates with the City
RESOLVE	Council passes Resolution of Necessity per ORC 729.02
NOTIFY	Certified mail notice to property owners (ORC 729.03)
CONSTRUCT	Owners complete work by deadline or City performs and assesses costs

CITY FUNDS DIRECTLY

- Radius curbs at intersections
- ADA-compliant curb ramps in public right-of-way
- Program administration and oversight

PROGRAM TIMELINE



Note: Timeline is an estimate. Each project receives a specific schedule.

PROPERTY OWNER OPTIONS

Property owners receive a Response Form (Appendix E) with three options upon notification.



OPTION 1

SELF-COMPLETION

- Hire a City-licensed contractor
- Obtain all required permits
- Complete to ADA/PROWAG/FHWA standards
- Pass final inspection by June 1st



OPTION 2

CITY-PERFORMED

- City performs the repairs
- Owner receives final assessment
- Pay in full or installments
- Up to 5 annual installments



OPTION 3

DISPUTE

- Submit written objection
- Request re-inspection by City
- Council makes final determination
- Per ORC 729.09

CONSTRUCTION STANDARDS & COMPLIANCE

Section 1022.05 — All work must meet the most stringent applicable standard.

ADA STANDARDS	Curb ramps: max 8.33% running slope (1:12), max 2.08% cross slope (1:48), detectable warning surfaces, landing area specifications
PROWAG	Sidewalk cross slope max 2%, running slope follows street grade, clear width minimums, surface firmness & stability requirements
FHWA	Sidewalk condition assessment protocols, maintenance and repair standards, materials and construction specifications
ODOT CMS	Ohio Department of Transportation Construction and Material Specifications for state-compliant construction
CITY STANDARDS	City of Monroe construction standards, engineering detailed drawings, and the Concrete Construction Handbook

ENFORCEMENT & PENALTIES

Section 1022.07 — Administrative Enforcement

Violation	1st Offense	2nd (12 mo.)	3rd+ (12 mo.)
Unlicensed Work	\$500	\$1,000	\$2,000
Using Unlicensed Sub	\$500	\$1,000	\$2,000
Work Without Permit		\$250 per violation	
Federal Accessibility Violation		\$500 per violation	
Other Violations (Ch. 1022)		Up to \$150/day (continuing)	

ENFORCEMENT TOOLS

Stop Work Orders

Immediate cessation for safety threats, unlicensed work, or non-compliance

License Actions

Suspension, revocation, or denial for serious or repeated violations

Criminal Referral

Minor misdemeanor (up to \$150/offense) for reckless violations — Section 1022.14

HANDBOOK FORMS & APPENDICES

Form #	Form Name	Appendix
CCH-001	License Application Form	Appendix A
CCH-002	Subcontractor Notification Form	Appendix B
CCH-003	License Renewal Form	Appendix C
CCH-004	Permit Application Form	Appendix D
CCH-005	Administrative Citation Form	Appendix K
CCH-006	Hearing Request Form	Appendix L
CCH-007	Stop Work Order Form	Appendix M

ADDITIONAL TEMPLATES

App. E Property Owner Response Form

App. F Resolution of Necessity

App. G Notice of Resolution

App. H Notice to Proceed

App. I Notice of Assessment

App. J Final Assessment Notification

APPEALS: Any aggrieved party may request a hearing before the Board of Zoning Appeals within 10 business days of any administrative action (Section 1022.10).

LICENSE SUSPENSION & REVOCATION

Section 1022.03(g) — The Public Works Director may suspend, revoke, or deny a license for:

1. Performing unpermitted work

2. Violating construction standards

3. Fraud, negligence, or misrepresentation

4. Failing to maintain insurance or bond

5. Failing to pay fines

6. Three Stop Work Orders within 12 months

7. Using unlicensed subcontractors

8. Failing to comply with federal accessibility standards

9. Repeated violations of safety protocols

Contractors may appeal within 10 business days per Section 1022.10 to the Board of Zoning Appeals.

QUESTIONS?

City of Monroe Public Works Department

Gary Morton, Director of Public Works

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