



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

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***Pledge of Allegiance***

***Roll Call***

***Approval of the Minutes***

Council Minutes of March 10, 2026 work session and March 10, 2026 regular meeting

***Visitors***

Ceremonial swearing in of Battalion Chief Aaron Forrer, Lieutenant Chris Wells, Firefighter/Paramedic Alex Herron, and Firefighter/Paramedic McKinah Rupp

***Committee Reports***

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

***Old Business***

**Emergency Ordinance No. 2026-04. An Ordinance amending Section 286.14 of the Codified Ordinances to establish the concrete contractor licensing program initial and renewal fees, and declaring an emergency.**

**Sponsor:** Gary Morton

**Strategic Priority:** Good Governance

**Background:** This amendment adds the fees for the concrete contractor licensing program. The initial fee is \$150.00, and the annual renewal fee is \$75.00.

***New Business***

**Emergency Ordinance No. 2026-05. An Ordinance amending Chapter 1610 of the Codified Ordinances for the Ohio Fire Code, and declaring an emergency.**

**Sponsor:** Chief David Leverage



**Strategic Priority: Good Governance**

**Background:**

This ordinance proposes an amendment to Chapter 1610 of the Monroe Code of Ordinances, which governs the adoption of the Ohio Fire Code, along with the State’s amendments and additional fire safety requirements. The purpose of this amendment is to provide greater clarity regarding the specific edition of the Ohio Fire Code being adopted, as well as to clearly identify which provisions are being amended, included, or excluded by the City of Monroe.

Additionally, the amendment establishes supplemental language intended to address emerging safety concerns that may arise more quickly than statewide code updates can occur. These provisions help ensure the City maintains the ability to respond proactively to evolving fire and life-safety issues, while continuing to protect the City, its residents, businesses, and visitors.

**Ordinance No. 2026-06. An Ordinance amending and supplementing Ordinance No. 2026-01, otherwise known as the Permanent Appropriations Ordinance, to meet current expenses and other expenditures of the City of Monroe, during fiscal year ending December 31, 2026.**

**Sponsor:** Jake Burton

**Strategic Priority: Good Governance**

**Background:** City Council passed Resolution 07-2024 on February 13, 2024, authorizing the City Manager to enter into a professional services agreement with Burgess & Niple / KZF Design Joint Venture to serve as the criteria architect for the new Public Works facility and Fire Department Station 62 upgrades. The total fee originally approved with this contract was \$1,099,000, with \$679,000 being appropriated and opening a Purchase Order in 2024 upon approval, with the remaining \$420,000 to be appropriated when needed in 2025 and 2026. Due to the timing of the project design, no additional appropriations have been needed until now. Because the Fire Department project design was paused after design development, the total cost of the design work is now \$987,250, or \$111,750 less than the total amount originally approved.

|                                  | PW Building | FD Building                     |
|----------------------------------|-------------|---------------------------------|
| Programming                      | 90,000      | 10,000                          |
| Schematic Design                 | 224,500     | 25,500                          |
| Design Development               | 253,000     | 42,000                          |
| Design-Builder Procurement       | 30,500      | <del>3,500</del> Not Required   |
| Bridging Phase (DB DD Documents) | 45,000      | <del>5,000</del> Not Required   |
| DB Construction Documents        | 75,250      | <del>8,750</del> Not Required   |
| DB Bidding                       | 30,500      | <del>3,500</del> Not Required   |
| Construction                     | 161,000     | <del>91,000</del> Not Required  |
| Total                            | 909,750     | <del>77,500</del> Revised Value |
| Total Revised Contract Total     | 987,250     |                                 |

An appropriation of \$308,250 is necessary to allow for payment and to fulfill the contractually obligated amount as authorized by Resolution 07-2024.

The Public Works Department is requesting approval of an Engineering Services Agreement with Fishbeck in the amount of \$615,000 in connection with the Monroe Local Schools water main



improvement project. This agreement will require a supplemental appropriation of \$615,000 within the Water Capital Improvement Fund. Additionally, the Water Capital Improvement Fund is funded by transfers from the Water Fund. Therefore, this project will also require an additional \$200,000 transfer from the Water Fund to the Water Capital Improvement Fund to meet fund balance needs within the Water Capital Improvement Fund at year-end.

**Resolution No. 16-2026. A Resolution approving a Then-and-Now Certificate to Badger Meters in the amount of \$3,711.80 for an increase on Fixed Network Service Units.**

**Sponsor:** Zach McNutt

**Strategic Priority:** Well Managed Services and Infrastructure

**Background:** PO was in place, but did not have enough funds to pay the entire Invoice #80229255. PO #20250169 had \$7265.60 available. Public Works was not aware of a price increase on Beacon Fixed Network Service Units. The Fixed Service Units are used to transmit monthly water meter readings from each meter to the Beacon Software system, where the data is then accessed by the Utility Billing department for billing purposes.

**Resolution No. 17-2026. A Resolution authorizing the City of Monroe to enter into an engineering services agreement with Fishbeck for water main improvements and authorizing the City Manager to execute any and all documents related to said agreement.**

**Sponsor:** Gary Morton

**Strategic Priority:** Well Managed Services and Infrastructure

**Background: Background**

The City's water distribution system along Yankee Road, Wicklow Lane, Todhunter Road, and Deneen Avenue includes aging 6-inch and 8-inch water mains that are undersized to meet current fire flow and service demands. This project was previously identified as a priority infrastructure need, including in connection with the Monroe Local Schools water supply deficiency at the Yankee Road campus. The proposed improvements will upgrade approximately three miles of distribution system to 12-inch water main, improving system capacity, fire flow reliability, and long-term operational resilience.

**Project Scope**

The project is organized into two phases:

**Phase 1** includes replacement of approximately 5,270 linear feet of existing 6- and 8-inch water main along Todhunter Road, Wicklow Lane, and Deneen Avenue with new 12-inch main, along with 3,630 linear feet of new 12-inch main across the north side of Monroe High School property connecting to Yankee Road, and 930 linear feet from Yankee Road to the Todhunter pressure reducing valve. Trench-width pavement restoration is included.

**Phase 2** includes approximately 2,700 linear feet of 12-inch water main along Yankee Road from the Monroe High School connection south to SR-63, routed in a new easement outside the existing



ROW, and an additional 5,300 linear feet in the northbound lane of Yankee Road from SR-63 to an existing 12-inch main on Carson Road. Phase 2 includes full-width pavement resurfacing, a jack and bore under SR-63, and directional drilling under Coldwater Creek and an unnamed tributary to Dicks Creek.

### **Engineering Services Agreement**

The City solicited a proposal from Fishbeck, whose Cincinnati office has existing familiarity with Monroe's water system and the project corridor. Professional engineering services for public improvement projects are not subject to competitive bidding requirements under Ohio law; selection is based on qualifications and negotiated scope and fee.

The proposed Agreement covers topographic survey, easement preparation, detailed design, bidding support, and construction phase engineering services for both phases.

### **Fee Summary**

| <b>Task</b>            | <b>Phase 1</b>   | <b>Phase 2</b>   | <b>Total</b>     |
|------------------------|------------------|------------------|------------------|
| Survey                 | \$76,000         | \$75,000         | \$151,000        |
| Design                 | \$119,000        | \$139,000        | \$258,000        |
| Bidding & Construction | \$103,000        | \$103,000        | \$206,000        |
| <b>Phase Total</b>     | <b>\$298,000</b> | <b>\$317,000</b> | <b>\$615,000</b> |

Compensation is on a current hourly rates plus reimbursable expenses basis, not to exceed \$615,000. Invoices are issued monthly. The agreement includes a 10-day written termination right for either party and limits Fishbeck's professional liability to the greater of \$250,000 or the total fee earned.

### **Schedule**

Fishbeck is prepared to begin immediately upon execution. The survey and design phase is estimated at eight months, with construction timing to be determined following bid award.

### **Recommendation**

Staff recommends City Council adopt a resolution authorizing the City Manager to execute the Engineering Services Agreement with Fishbeck for the Yankee Road and Wicklow Lane Water Main Improvements in an amount not to exceed **\$615,000**.

**Resolution No. 18-2026. A Resolution approving a Then-and-Now Certificate to CivicPlus in the amount of \$3,040 for Municode Legal Review and \$17,623.78 for the Agenda and Meeting Management Tool and media annual fee.**

**Sponsor:** Beth Combs

**Strategic Priority:** Good Governance

**Background:** Staff is in the process of consolidating all annual invoices for CivicPlus. Previous Then-and-Now Certificates for CivicPlus included Codification Services, Social Media Archiving, and Intranet and Accessibility Tool.



**Consideration of Motion to request a hearing for the issuance of C-1 and C-2 liquor permits to Philly Petroleum LLC located at 1502 Roden Park.**

**Sponsor:** Beth Combs

**Strategic Priority:** Good Governance

**Background:** If Council requests a hearing on the advisability of issuing the permit, a motion is required. C-1 permit allows for carryout only beer sales until 1am. C-2 permit allows for carryout only sales of wine and pre-packaged, low proof mixed beverages until 1am.

**Administrative Reports**

Clarification on the property tax paid by Monroe residents to Lemon Township.

Below is the calculation based on the reports the County provided and on understanding gained from emails and phone conversations with the County Auditor staff, accounting for TIF/RID properties and homeowner/owner-occupied credits. This is the amount included in the memo provided to Council by Mr. Lester.

| <b>Taxable Land (based on 3-4-26 Owners Report)</b> | <b>Taxable Bldg</b> | <b>Total Taxable</b> | <b>Effective Taxable</b> | <b>Millage</b> | <b>Lemon Effective Rate</b> | <b>Twp. Type</b>                         |
|---|---------------------|----------------------|--------------------------|----------------|-----------------------------|--|
| 18,265,780  | 86,801,790          | 105,067,570          | 36,773,649.50            | 36,773.65      | 17,682.72                   | Homeowner Credit & Owner Occupied Credit |
| 95,149,010  | 492,218,950         | 588,367,960          | 205,928,786.00           | 205,928.79     | 118,650.19                  | Owner Occupied Credit Only               |
| 20,060,500  | 80,350,850          | 100,411,350          | 35,143,972.50            | 35,143.97      | 21,086.38                   | No Credit                                |
| 133,475,290   | 660,371,590         | 793,846,880          | 277,846,408              | 277,846        | 157,419.30                  | Total                                    |

1. Based on the residential amount of \$300,436,980 from the Tax Year 2025 combined abstract value report. See below:

|   |             |
|---|-------------|
| Abstract Value                              | 300,436,980 |
| Millage                                     | 300,436.98  |
| Lemon Twp Eff. Rate                         | 0.6         |
| Total Paid by Monroe Residents to Lemon Twp | 180,262.19  |



1. Based on the total amount of \$431,688,720 from the Tax Year 2025 combined abstract value report, which is the grand total for Monroe Corp. within Monroe Local School District, which includes commercial and industrial properties as well, not just residential. See below:

|   |             |
|---|-------------|
| Abstract Value                              | 431,688,720 |
| Millage                                     | 431,688.72  |
| Lemon Twp Eff. Rate                         | 0.6         |
| Total Paid by Monroe Residents to Lemon Twp | 259,013.23  |

**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***