Monroe Council Agenda
Regular Meeting of Council
January 26, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of January 12, 2021 and Public Works Committee Minutes of January 14, 2021.

Visitors

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

Resolution No. 02-2021. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations requiring a law enforcement response. (Second Reading)

Resolution No. 03-2021. A Resolution authorizing the Mayor to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I. (Second Reading)

Ordinance No. 2021-01. An Ordinance amending and supplementing Chapter 286 of the Codified Ordinances to increase and add certain fees for services. (Second Reading)

Ordinance No. 2021-02. An Ordinance amending Section 860.06 of Chapter 860 of the Codified Ordinances to remove the specific license fees. (Second Reading)

Ordinance No. 2021-03. An Ordinance amending Exhibit "1" of Ordinance No. 2020-36 to establish the position and pay range of GIS Analyst. (Second Reading)

New Business

Resolution No. 04-2021. A Resolution adopting the Warren County Multi-Jurisdictional Hazard Mitigation 5 year plan.

Resolution No. 05-2021. A Resolution of support for the Great Miami River Trail Feasibility Study.

Ordinance No. 2021-04. An Ordinance amending and supplementing Chapter 284 to comply with the Charter and change the procedures of the Audit Committee are the same as other boards, commissions, and committees of the City.

Consideration of Motion authorizing the expenditure of $32,000.00 to Civica North America Inc. for the annual maintenance and service for the computer aided dispatch and records management software in the Police Department.

Consideration of Motion authorizing the extension of the existing refuse and recycling contract for one year.

Consideration of Motion appointing William J. Brock to the Butler County Emergency Management Agency Advisory Council.

Administrative Reports

- **Monroe Community Room**

Adjournment

Monroe Council Agenda
Regular Meeting of Council
January 26, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of January 12, 2021 and Public Works Committee Minutes of January 14, 2021.

Visitors

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

Resolution No. 02-2021. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations requiring a law enforcement response. (Second Reading)

Resolution No. 03-2021. A Resolution authorizing the Mayor to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I. (Second Reading)

Ordinance No. 2021-01. An Ordinance amending and supplementing Chapter 286 of the Codified Ordinances to increase and add certain fees for services. (Second Reading)

Ordinance No. 2021-02. An Ordinance amending Section 860.06 of Chapter 860 of the Codified Ordinances to remove the specific license fees. (Second Reading)

Ordinance No. 2021-03. An Ordinance amending Exhibit "1" of Ordinance No. 2020-36 to establish the position and pay range of GIS Analyst. (Second Reading)

New Business

Resolution No. 04-2021. A Resolution adopting the Warren County Multi-Jurisdictional Hazard Mitigation 5 year plan.

Background. The federal Disaster Mitigation Act of 2000 requires jurisdictions to develop and maintain a Multi-Hazard Mitigation Plan (MHMP) to remain eligible for certain federal disaster assistance and hazard mitigation funding programs. Renewal of the plan every five years is required to encourage the continual awareness of mitigation strategies. For the National Flood Insurance Program (NFIP) communities to be eligible for future mitigation funds, they must adopt the MHMP.

The main overall goal of the Warren County Hazard Mitigation Plan is to significantly reduce injuries and loss of life and to minimize damage to structures and property from disasters. It is also intended to reduce disruptions to society, better integrate hazard mitigation programs and policies, reduce the number of repetitive flood loss structures, and to promote education and outreach activities to create a culture of preparedness and hazard mitigation for Warren County businesses and residents.

Resolution No. 05-2021. A Resolution of support for the Great Miami River Trail Feasibility Study.

Background. Tri-State Trails is a regional alliance of community advocates advancing a vision to connect and expand our region’s trail and bikeway network. For instance, they have been instrumental in assisting the City to advocate at the regional and state level for the over $1.1 million grant for our Great Miami River Trail section.

From that perspective, Tri-State Trails has put together a partnership of local community partners (Tri-State Trails, MetroParks of Butler County, Miami Conservancy District, City of Middletown, City of Hamilton, City of Fairfield, Lemon Township, Fairfield Township, and Liberty Township) to fund a feasibility study regarding the 1.6 mile northern gap to the Trenton portion and the 3.1 mile southern gap from our forthcoming trail. The study is necessary to understand the challenges to build the trail and is critical to have valid cost estimate for grant submittal purposes by June of 2021.

The resolution is intended to show our our support for the initial study that will hopefully lead to eventual grant dollars. It is anticipated that the smaller 1.6 mile section will be emphasized as it presently has less distance and ownership challenges. When this section is constructed it will open our 2.3 mile trail to multiple miles of new trails through the two northern counties of Montgomery and Miami leading to Piqua, Ohio.

Map showing the feasibility study area that includes the trail gap north and south of our forthcoming Great Miami River Trail is included.

Ordinance No. 2021-04. An Ordinance amending and supplementing Chapter 284 to comply with the Charter and change the procedures of the Audit Committee are the same as other boards, commissions, and committees of the City.

Background. At the time volunteers were sought to fill the vacancies on various boards and commissions, it was determined that the Audit Committee appointments, voting, removal of members, and quorum was in violation of the Charter and not similar to the guidelines of other boards, commissions, and committees of the City.

Consideration of Motion authorizing the expenditure of $32,000.00 to Civica North America Inc. for the annual maintenance and service for the computer aided dispatch and records management software in the Police Department.

Background. This is an annual payment that is for the maintenance of the police department's records and dispatch software. The $32,000.00 has been budgeted for in 2021 and we anticipate the invoice to arrive from the company at the end of January.

Consideration of Motion authorizing the extension of the existing refuse and recycling contract for one year.

Background. An addendum for the contract was discussed at the January 12 Council meeting. The fourth year of the contract needs ratification by Council, The cost of service provide in the fourth year of the contract is:

$10.40 Per Unit Per Month for Residential Trash Services
$ 4.16 Per Unit Per Month for Residential Recycling

I have asked the Finance Director to supply an analysis of the Garbage Fund to the Finance Committee for review to ensure that we are covering those costs with the fees that we are charging to the residents for this service. We currently charge $13.50 per month for these services because we had maintained a large balance in the Fund. This has been reduced over time and the Committee will be asked to recommend a new fee to ensure that we do not have to subsidize the Fund from the General Fund.

We will rebid the contract through the Center of Local Governments Solid Waste and Recycling this year for another multiyear contract

Consideration of Motion appointing William J. Brock to the Butler County Emergency Management Agency Advisory Council.

Background. The current countywide emergency management agreement requires the opportunity for representation from each political subdivision for the primary purpose of selecting an "Executive Committee." The "Executive Committee" is responsible for overseeing the administration and operation of the Emergency Management Agency.

Administrative Reports

- **Monroe Community Room**

Adjournment

Monroe Council Minutes
Regular Meeting of Council
January 12, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio

Pledge of Allegiance

Mayor Frentzel opened the regular meeting of Council at 6:30 p.m. with the Pledge of Allegiance.

Roll Call

Council members present: Tom Callahan, Jason Frentzel, Keith Funk, Anna Hale, Todd Hickman, Christina McElfresh, and Robert Routson.

Approval of the Minutes

Mr. Funk moved to approve the Council Minutes of December 15, 2020; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Visitors

Chief Buchanan presented a plaque to Gregg Myers who recently retired as Patrol Officer. Officer Myers currently works as a dispatcher for Monroe.

Committee Reports

None.

Old Business

Resolution No. 87-2020. A Resolution instructing the Director of Finance to request an advancement of taxes assessed and collected on behalf of the City of Monroe from the Auditors of Butler and Warren Counties. (Second Reading)

Mr. Brock stated that this will request the taxes be sent to the City as they are received from the counties.

Mr. Funk moved to consider this the second reading of Resolution No. 87-2020 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 87-2020 by title only.

Mr. Funk moved to adopt Resolution No. 87-220; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2020-36. An Ordinance amending and supplementing Ordinance No. 2020-03 to authorize a 3% cost of living to non-union employees. (Second Reading)

Mr. Brock advised this is the second reading for a three percent cost of living for the non-union employees.

Mr. Hickman asked if this will be fixed so those two women that did not get an increase in their salary this year or is this going to be something that we have to do every year for them.

Mr. Brock replied that the intent is to include this language every year. Mr. Hickman asked how the study could be changed so they at least get the raises we are giving everyone else. Mr. Brock suggested that it go back through committee for that recommendation.

Mayor Frentzel asked if the Finance Committee would review the entire study again or just for those two roles. Mr. Hickman did not believe another study was necessary since Council can change it. Otherwise, this is something that will need to happen every year until those two women retire. Mr. Brock noted we need a recommendation to change the language in that study. Mrs. McElfresh agreed.

Mr. Funk recalled that the study was based on position by position and not to consider specific individuals and that may be where we are getting hung up here. Mr. Brock could not comment where the hang up is, but the statement about the study is correct. Mr. Funk stated it is only a conflict because maybe where our Clerk is at the current place and time, between tenure and responsibility. If she were to retire the way it is currently set up would be fine for a long time. Mr. Brock advised that is correct and believed the study addresses redlined employees and that is the language you would need to take a look at.

Mr. Funk did not want to make permanent decisions that we will have to change upon somebody's retirement as that study was pretty inclusive.

Mayor Frentzel indicated that the Finance Committee can certainly discuss it and bring back a recommendation.

Mr. Funk moved to consider this the second reading of Ordinance No. 2020-36 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2020-36 by title only.

Mr. Funk moved to adopt Ordinance No. 2020-36; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

New Business

Emergency Resolution No. 01-2021. A Resolution approving a Then-and-Now Certificate and ratify the change orders in the amount of $295,496.67 for the reconstruction of 601 South Main Street to Graybach, LLC and declaring an emergency.

Mr. Brock reported that change orders were necessary for the new police facility.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 01-2021 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 01-2021 by title only.

Mr. Funk moved to adopt Emergency Resolution No. 01-2021; seconded by Mr. Callahan. Roll call vote: seven ayes. Motion carried.

Resolution No. 02-2021. A Resolution authorizing the City Manager to enter into a Memorandum of Understanding by and between the City of Monroe and other participating political subdivisions in Warren County for the purpose of establishing and maintaining the existence of a task force to provide tactical response in specialized situations requiring a law enforcement response.

Chief Buchanan explained this establishes a tactical response task force and is similar, but an enhancement to, the Warren County Drug Task Force. Mr. Funk thanked Chief Buchanan and stated it is a good idea to pull resources together from other jurisdictions.

Mr. Funk moved to consider this the first reading of Resolution No. 02-2021 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 02-2021 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 02-2021; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Resolution No. 03-2021. A Resolution authorizing the Mayor to enter into an Employment Agreement by and between the City of Monroe and William J. Brock, I.

Mr. Brock thanked Council for considering to updating his contract. Mayor Frentzel noted that he was asked why it wasn't an emergency and he wanted to allow Council sufficient time to review.

Mr. Funk moved to consider this the first reading of Resolution No. 03-2021 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 03-2021 by title only.

Mr. Funk moved to approve the first reading of Resolution No. 03-2021; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2021-01. An Ordinance amending and supplementing Chapter 286 of the Codified Ordinances to increase and add certain fees for services.

Mr. Brock advised this updates our fee ordinance to include the engineering fees for review of documents. The sexually oriented business fees are simply being moved to the fee ordinance. We included the credit card processing fees as we were close to $60,000 we absorbed. Mr. Brock recommended that this section be pulled from the legislation so the Finance Committee can review, as well as, other regulations. He asked Council to consider including in the water rates or just those that use the credit card.

Mr. Funk commented if we look at spreading it across the masses, he would like to know what that looks like as far as 95% of the people use credit cards, how much is it going to affect that 5%. If we are talking a couple of dollars that is a bigger issue, but if only 25% of the population uses credit cards. He could see it be an issue if the numbers don't add up.

Mrs. McElfresh stated if you use your credit card in that capacity, you could pretty much anticipate there is going to be a fee. She does not feel it should be charged to someone that doesn't use a credit card. Mr. Callahan and Mayor Frentzel agreed. Mayor Frentzel noted that we do offer other ways to pay and not use a credit card.

Mr. Brock, in response to Mr. Hickman's question, advised the average charge for use of a credit card is approximately 2.7%. Mr. Hickman asked about the convenience if everyone started using checks and cash and if it would require another person. He felt we are always trying to get something out of water.

To Mr. Hickman's point, Mayor Frentzel referred to the increase in the volume of processing cash and checks if people choose not to use a credit card because of the convenience fee. Mr. Brock replied that it would not be enough to justify another person.

Mr. Hickman questioned how convenient it is for the City, as well as the residents. Mayor Frentzel added it would be helpful to get the numbers of how many use credit cards versus how many use checks or cash. Mr. Brock advised it is the goal of the business accounts for utilities to not make money, but not lose money. Mayor Frentzel pointed out that Mayor's Court already passes the credit card fee to the user.

Mr. Routson advised that the majority of people that come to Mayor's Court are going to make payments and agreed that it would be good to see the amount of people that use credit cards. He noted it should not be at the cost to those that do not use a credit card.

Mr. Funk moved to amend Ordinance No. 2021-01 to remove Section 286.22 referencing credit card processing fees; seconded by Mr. Routson. Voice vote. Motion carried.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-01 and have it read by title only; seconded by Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2021-01 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2021-01; seconded by Mrs. McElfresh. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2021-02. An Ordinance amending Section 860.06 of Chapter 860 of the Codified Ordinances to remove the specific license fees.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-02 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2021-02 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2021-02; seconded by Mrs. Hale. Roll call vote: seven ayes. Motion carried.

Ordinance No. 2021-03. An Ordinance amending Exhibit "1" of Ordinance No. 2020-36 to establish the position and pay range of GIS Analyst.

Mr. Brock referred to the information provided to Council that the GIS Analyst would perform in-house. Mr. Brock added it is recommended to fill the GIS Analyst position first and then the Human Resources Manager position in six months.

Mr. Hickman asked if a City Engineer could perform these duties. Mr. Brock explained the engineer would be more directed toward review and policy decisions. Mayor Frentzel pointed out the tasks of a GIS Analyst is not something you would want to pay at a City Engineer's salary for fulltime purposes. Mr. Hickman advised you would be getting both for the price of an engineer and was curious how much work a City Engineer would have. Mr. Brock advised they are looking at hiring an engineering firm as an engineer is in high demand and our salary range isn't as good because the private sector is hiring them at a higher range.

Mr. Brock confirmed Mr. Funk's understanding that this is not an unusual role other municipalities have.

Mayor Frentzel commented that we would be paying $20,000 less in consultant fees if we filled this position and it isn't even for someone that is putting in the same amount of hours. Mayor Frentzel asked if we were going to be competitive enough to find someone to fill this position. Mr. Brock replied that there is a lot of interest in this position.

After reviewing the documentation provided by Council, Mayor Frentzel felt there is more of a benefit and value in filling the GIS Analyst position now rather than the Human Resources Manager position. Mr. Brock pointed out that the Human Resources Manager position needs additional prep work, as well as a place to sit.

Mr. Funk stated we are already outsourcing upwards of $50,000 for GIS services; however, we are not maximizing GIS capabilities because of the cost. Mr. Brock noted it would be easier to manage in-house.

Mrs. McElfresh asked what this position would cost, including benefits. Mayor Frentzel responded that it would be $102,500 and this position is in the budget. Mrs. McElfresh asked if there would be additional costs for equipment. Mr. Brock advised that we have most of the equipment with the exception of a possible upgrade in a computer.

Mrs. McElfresh appreciated the documentation provided, but she feels we need to be more conservative and didn't know if we need to do this right now and is of the opinion that HR is a more important role.

Mr. Routson stated if you don't work with GIS people you don't know and even an engineer does not have the expertise that a GIS Analyst would have. There are two specialist in his office and there is more they do for the Auditor's office than you can believe. Not only for fire and police, but water and sewer and the rest. If you really understood what they can do you would probably reconsider that.

Mrs. McElfresh advised she did understand.

Mr. Funk advised this position was included in the budget and the five-year forecast, both of which look very well, and our staff has been very conservative. We have always stayed ahead of target and with Mr. Brock coming to us saying he sees value I am just going to put my trust in him.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-03 and have it read by title only; seconded by Mr. Routson. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2021-03 by title only.

Mr. Funk moved to approve the first reading of Ordinance No. 2021-03; seconded by Mrs. Hale. Roll call vote: five ayes; two nays (Hickman and McElfresh). Motion carried.

Ordinance No. 2021-04. An Ordinance amending Exhibit "1" of Ordinance No. 2021-03 to establish the position and pay range of Human Resources Manager.

Mr. Brock explained that he is not looking to hire this individual right away due to the need for space and additional work we need to do around that management priority to understand all of the roles and responsibilities for that new position. What is being done in the City Manager's office and the departments to make sure that transition goes smoothly.

Mr. Funk felt that it is good to put it in the Ordinance, but how is Council assured that this position isn't filled earlier than six months. Mr. Brock replied Council could amend the Ordinance that the position would not be hired until June or Council could consider this Ordinance in June.

Mayor Frentzel asked if there is a benefit to consider this now versus waiting until everything has been put together for this. Mr. Brock stated the wage range has pretty much been determined based on the compensation study and it is more of work flow than actual responsibilities they are looking at.

From a budgetary stance, Mr. Funk noted it was included and would be cut in half if it was not filled for six months. From an ease of Council, we do not know the impact of 2020 in terms of revenue. Perhaps after those numbers come in after April we will have a better idea.

Mr. Callahan suggested waiting until later to adopt this legislation.

Law Director Callahan recommended that it be voted down. The process of tabling an ordinance is not to table it for six or seven months from now.

Mr. Funk moved to consider this the first reading of Ordinance No. 2021-04 and have it read by title only. ***This motion died for lack of a second.***

Administrative Reports

- Refuse and Recycling Contract Amendment for year 4

Mr. Brock updated Council that we are going to be in the fourth year of the Rumpke contract. The current charge is $13.50 for the residents. We will present an analysis to the Finance Committee to determine if a rate change is needed.

Mr. Brock requested that Council consider when to begin shutting off the water due to nonpayment as the past due balances are starting to increase and is cause for concern.

Mr. Hickman thanked Mr. Brock for addressing the sign issue so quickly.

Adjournment

Mr. Funk moved to adjourn; seconded by Mrs. Hale. Voice vote. Motion carried.

The regular meeting of Council adjourned at 7:37 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

City of Monroe
Public Works Committee of Council
January 14, 2021

The Public Works Committee of Council met remotely at 5:30 p.m. on January 14, 2021.

Present were: Todd Hickman, Council Member; Tom Callahan, Council Member; William J. Brock, City Manager; Gary Morton, Director of Public Works; and Angela S. Wasson, Assistant to the City Manager/Clerk of Council.

Mr. Brock wanted the Committee to know what is proposed for the Capital Improvement Projects and the five year Capital Improvement Plan as this will help us build our forecast.

Mr. Morton reported that the following projects slated for construction in 2021 are:

- Mason Road Water that will be between Gallaher down Mason to Butler Warren and connecting to the Park North waterline. The anticipated cost for this project is approximately $1 million and we are working with the acquisition of land for right-of-way. He hopes to bid this out in March.

- Bicentennial Commons Park is getting ready to go out to bid at an anticipated cost between $1.5 million to $1.7 million. The goal is to have this phase completed by Labor Day.

- State Route 63 and Lawton is the addition for the new right turn lane to Lawton Avenue and the extension down Lawton approximately 1,000 feet. Since this project has been initiated the road has deteriorated further and there is a culvert replacement that was not anticipated. We are looking at replacing the waterline because we usually have a couple of breaks a year. Some of the challenges are on American way because some of the poles have to be replaced due to the Ohio Department of Transportation (ODOT) standards. Ohio Public Works Commission is allowing us to place the order for the poles and use that as an in-kind match. We are waiting on two more quotes to make that purchase.

- Brittany Heights Concrete and Storm Sewer Replacement Project process was started before Mr. Morton came back for the concrete assessment program and was not completed. We will go in and do curb and drive approaches. Also, all of the catch basins in that subdivision are in a state of disrepair. We have $300,000 for the concrete replacement program and $250,000 in the budget for catch basin replacement. These will be on Wicklow Lane, Tarryton Court, Fox Run Place, and Ridgeway Court. We may follow up with the resurfacing this year if possible or next year. He would like to finish the subdivision next year. If it is a 10 foot section of curb we would replace five foot of it. Mr. Hickman noted they didn't do that before. Mr. Morton couldn't answer that as it was after he left the City a few years ago, but it must meet the City' standards. Mr. Hickman noted that he just replaced his driveway and didn't expect his driveway to be torn out and then replaced again.

- ADA Ramp Project has been applied for $100,000 in Community Development Block Grant money for 2021. We do not know if we are going to be awarded that money. Without the permanent appropriations we do not know if we will be able to complete this if we do not receive the grant money. Mr. Brock noted that this would be for the downtown area and for areas, such as Monroe Crossings, TIF and RID funds will be used.

- South Union Road is a joint project with Warren County. Warren County is replacing a lot of water line. Mr. Brock explained this was a shared application and hope to bid it out this year. We have approximately $650,000 matching funds with the water lines being the sole cost of Warren County.

Slated for Design in 2021

- State Route 63 and Cincinnati-Dayton Road Water Main that needs to re-establish a connection under 63 going from south to north. We have no feed under State Route 63 and this would put a 12” water main that would tie in at Cincinnati-Dayton Road to East Avenue and up Lebanon Street. Hope to have construction in 2022. Going down East Avenue to avoid all of the traffic going down Main Street. We have trouble in our system with the Mound Tank and the North Main Street Tank because we do not have a big enough feed going to the Mound Tank to fill them equally. We need to establish a 12” feed under State Route 63. The anticipated cost of 2021 design is $125,000.00 and anticipated cost of construction is $1,300,000.00.

- Bridle Creek Drive is critical for the five year capital plan for a 12” transmission line and allow for a 12” feed from Cincinnati-Dayton Road to Park North Industrial Complex. Bridle Creek Drive would also be included in the 2022 paving program. We have been updating the water model for our system as it hasn’t been updated since 2007. The areas we are struggling to get water to this is the best and cheapest way to do this. If there is a break on the west side of I-75, we struggle to keep pressure on the east side. It is critical to get that 12” feed installed.

  Mr. Hickman asked if it is possible to get water on the west side of town. Mr. Brock informed the Committee that we are in a contract with Butler County until next year and will be in negotiations for a new contract. Once Warren County puts this water line on Union Road that gives us an opportunity to look at another source. The only issue is we only have one feed point right now and we would need multiple. Mr. Hickman asked if it would be cheaper to wait to see what the negotiation results are or if we can get it from Warren County. Mr. Brock advised we would have to look at the water model to see where the cutoff points are.

- Box Culverts on Todhunter, just west of Britton Lane that are very close to each other and it would make sense to do them at the same time. They do need to be replaced and we cannot handle in-house because of their depth. While this is not a high priority, Mr. Morton did want to put it on the radar.

- Brittany Heights Concrete Replacement and Paving would include Wexford, Winston, North Sands, Heatherwood, and Penbrooke and the final 20 to 25 catch basins. Paving would take place in 2023.

  Mr. Callahan asked if the culvert on Serena Way has ever been looked at to keep it from flooding. Mr. Morton acknowledged they have looked at it and sent letters to some of the property owners. There is less than a 20 foot fall to Dick's creek and there isn't anything we could do because that ditch line is on private property. There are beaver dams and a lot of debris. It does cause problems with the subdivision and from a legal standpoint we can't do anything. There were some problems in Rosemont Park and we were able to remedy that situation.

- Water System Model is updated and shows what it takes to fix some of our water problems. We need to look at this every year and would like to make sure we have funds in the budget every year.

- Storm Water Rates is important. There is a lot of work that is needed on our storm water system as there is a lot of failures happening at the same time. We are not generating enough money in our Storm Water Fund to cover all of this. We did updates to include the large buildings that have been constructed as it should be self-funded rather than take it out of the General Fund. The rates will be reviewed especially the commercial rates.

- City Engineer interviews have been conducted and we are looking at Jones-Warner Consultants to negotiate a contract with and hope to bring something to Council in February.

- Old Street plans are designed to widen the entrance to allow two-way traffic and a new water main from Lebanon Street and storm sewer upgrades. There would be a landscaped island running down the middle. This project is considered a "shovel ready" project. Mr. Brock explained that having a project that is "shovel ready" gives you more of an opportunity to be approved for grant funds. Mr. Hickman asked if we need an island and if sidewalks could be installed going into the park. Mr. Brock replied that due to ADA compliance you cannot just go straight down the hill into the project. Mr. Hickman asked if the island could be eliminated and allow for a wider street so people could have more room to walk up and down the hill. Mr. Morton and Mr. Brock agreed the island could be eliminated.

Public Works Facility

Mr. Morton reported that the Public Works Facility is running out of room and the shop itself is rusting away. He would like the Committee to make a site visit. When the dump trucks are backed in with the plows on they are touching the garage doors. We would like to build another facility for Public Works. Through Source well we can find something through state bid to design the new facility and save a substantial amount of money rather than hire an architect. We are looking to remodel the basement of the City building with a company and they are willing to give us some conceptual ideas at no cost. We really do not have enough land at the current site of the Public

Works facility. There is approximately 35 acres for sale adjacent to the Holman property. There is six acres that could be utilized, but it would take away their access to Holman. Mr. Callahan suggested finding out what the cost is to build a new building and then look at additional land. Perhaps you could do it in phases. Mr. Morton would like to move the water department in the same building with the rest of Public Works.

Capital Equipment Purchases for 2021

Mr. Morton asked to purchase a dump truck, skid loader, excavator, and excavator trailer for the water department. In the street department we would like to purchase a brine machine, excavator trailer, dump cart, asphalt hot box, ATV, large plow truck, and mid-size plow truck.

Mr. Callahan asked why you wouldn't have a shop with mechanics to work on these trucks and police cruisers. Mr. Morton replied that is in the plans for the future, but right now we do not have the facility and nowhere to put them.

Mr. Morton will have the equipment prioritized and we should have our permanent budget in place by the time the Public Works Committee meets again.

Mr. Hickman would like to look at purchasing the additional land. Mr. Brock advised they will look into it.

The Public Works Committee meeting adjourned at 6:49 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

ORDINANCE NO. 2021-01

AN ORDINANCE AMENDING AND SUPPLEMENTING CHAPTER 286 OF THE CODIFIED ORDINANCES TO INCREASE AND ADD CERTAIN FEES FOR SERVICES.

WHEREAS, the cost for providing certain services has increased and/or has not been established.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

<u>SECTION 1</u>: Section 286.06 of Chapter 286 is hereby amended to read as follows:

"286.06. - Sidewalks, curb and gutter and drive aprons.

Permits for sidewalks, curb and gutter and drive apron repair, replacement and/or construction shall be $50.00 for residential property and $100.00 for commercial property."

<u>SECTION 2</u>: Chapter 286 is hereby supplemented to read as follows:

"286.14. – The fee for a flood Plain Permit shall be $100.00.

286.15. – The fee for a Utility Right of Way Construction Permit shall be $150.00.

286.16. – The fee for a Utility Right of Way Certificate of Registration shall be $1,500.00.

286.17. – The fee for a Utility Right of Way Minor Maintenance Permit Fee shall be $500.00.

286.18. – The fee for all other right of way permits not specified herein shall be $100.00.

286.19 – The fee for a SWP3 review shall be $1,000.00.

286-20 – The fee for an abbreviated SWP3 Review Fee shall be $500.00.

286.21. – The fee for the initial sexually oriented business license shall be $200.00. The annual renewal fee for a sexually oriented business license shall be $200.00. The fee for the initial sexually oriented business employee license shall be $100.00. The annual renewal fee for a sexually oriented business employee license shall be $50.00. The fee for an initial sexually oriented business license or an initial sexually oriented business employee license shall be nonrefundable."

SECTION 3: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:_________________________

ATTEST: APPROVED:

____________________________________ ____________________________________

Clerk of Council Mayor

First Reading:________________

RESOLUTION NO. 04-2021

A RESOLUTION ADOPTING THE WARREN COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION 5 YEAR PLAN UPDATE

WHEREAS, Warren County has experienced severe damage from several natural hazards on many occasions in the past century, resulting in property loss, loss of life, economic hardship, and threats to public health and safety; and

WHEREAS, the Warren County Emergency Management Agency desires to be compliant with The Disaster Mitigation Act of 2000 and 44 CFR section 201.6(d)(3). Said act requires that a hazard mitigation planning program criteria be developed in order that the participating Warren County communities and unincorporated areas of Warren County will be eligible for future pre-disaster and post-disaster Hazard Mitigation Grant Program (HMGP) funding.

Further, the mitigation planning regulation at 44 CFR section 201.6(d)(3) states:

A local jurisdiction must review and revise its hazard mitigation plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within five (5) years in order to continue to be eligible for mitigation project grant funding.

WHEREAS, the Warren County Emergency Management Agency has established the Warren County Hazard Mitigation Planning Committee and they have, through an organized planning process, identified local problems and mitigation activities to help reduce hazards, damages, and loss of life during a natural hazard event; and

WHEREAS, the 2021 5-year plan update recommends many hazard mitigation actions that will protect the people and property affected by the natural hazards that face warren county; and

WHEREAS, the Warren County Hazard Mitigation Committee held monthly public planning meetings from November 2019 through March 2020 to review and revise the plan as required by law; and will hereby be implemented, monitored, evaluated, and updated annually by the warren county hazard mitigation committee. The Warren County Board of Commissioners will be the public authority to promote and oversee the continued maintenance of this plan.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

<u>SECTION 1</u>: The Warren County Hazard Mitigation 5-Year Plan Update is hereby adopted as the official multi-jurisdictional plan of Warren County, Ohio. By participating in the Warren County plan and county planning process this municipality will be eligible to make applications for hazard mitigation grant program funding

<u>SECTION 2</u>: The Warren County Emergency Management Agency has entered into an agreement, in the manner provided by law, under the Ohio Revised Code, as amended, and has the power to coordinate and unify the comprehensive emergency management activities of the

participants, thereof, including the various municipal corporations and the unincorporated jurisdictions of Warren County, Ohio, and

SECTION 3: The respective county, city, and village officials identified in the strategy of the 5-year hazard mitigation plan update are hereby requested to participate in addressing the recommended mitigation actions assigned to them. These officials will report annually on their hazard mitigation activities, accomplishments, and progress to the Warren County Hazard Mitigation Committee under the direction of the Warren County Board of Commissioners.

SECTION 4: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:________________

ATTEST: APPROVED:

____________________________________ ____________________________________

Clerk of Council Mayor

First Reading:____________________

RESOLUTION NO. 05-2021

A RESOLUTION OF SUPPORT FOR THE GREAT MIAMI RIVER TRAIL FEASIBILITY STUDY.

WHEREAS, the City of Monroe is committed to supporting efforts of Tri-State Trails, MetroParks of Butler County, Miami Conservancy District, City of Middletown, City of Hamilton, City of Fairfield, Lemon Township, Fairfield Township, and Liberty Township, hereby referred to collectively as the "Great Miami River Trail Coalition," to collaborate, plan for, construct, and maintain the Great Miami River Trail in Butler County; and

WHEREAS, active transportation infrastructure, such as multi-use trails, on-road bicycle facilities, and sidewalks, have been shown to promote economic development, increase property values, expand transportation options, improve traffic safety, reduce air pollution, improve public health, and improve community well-being and quality of life; and

WHEREAS, multi-jurisdictional regional trails create freely accessible recreational opportunities for local and regional tourism that benefits communities and nearby businesses; and

WHEREAS, the Great Miami River Trail is the second-longest trail in the Tri-State Trails region, with plans to span over ninety-seven miles to connect Fairfield, Ohio to Piqua, Ohio, of which, eighty-three miles are existing, seven miles are in the process of being implemented, and seven miles are currently being planned; and

WHEREAS, the Great Miami River Trail Coalition has recognized the original Great Miami River Trail Feasibility Study produced by Miami Conservancy District in 2003 and incorporated the Great Miami River Trail into their respective community plans; and

WHEREAS, the Great Miami River Coalition recognizes the need to update the original Great Miami River Trail Feasibility Study to refine the planned trail alignment, update engineering cost estimates, and prepare to apply for grant funding to construct the trail, hereby referred to as the "Great Miami River Trail Action Plan";

WHEREAS, Tri-State Trails plays an integral role in convening the Great Miami River Trail Coalition and stakeholders to facilitate, plan, pursue grant funding, and construct the remaining gaps in the Great Miami River Trail in Butler County.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONROE, STATE OF OHIO, THAT:

SECTION 1: The City of Monroe is hereby committed to collaborating with the Great Miami River Trail Coalition and participating in the development of the Great Miami River Trail Action Plan.

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:________________________

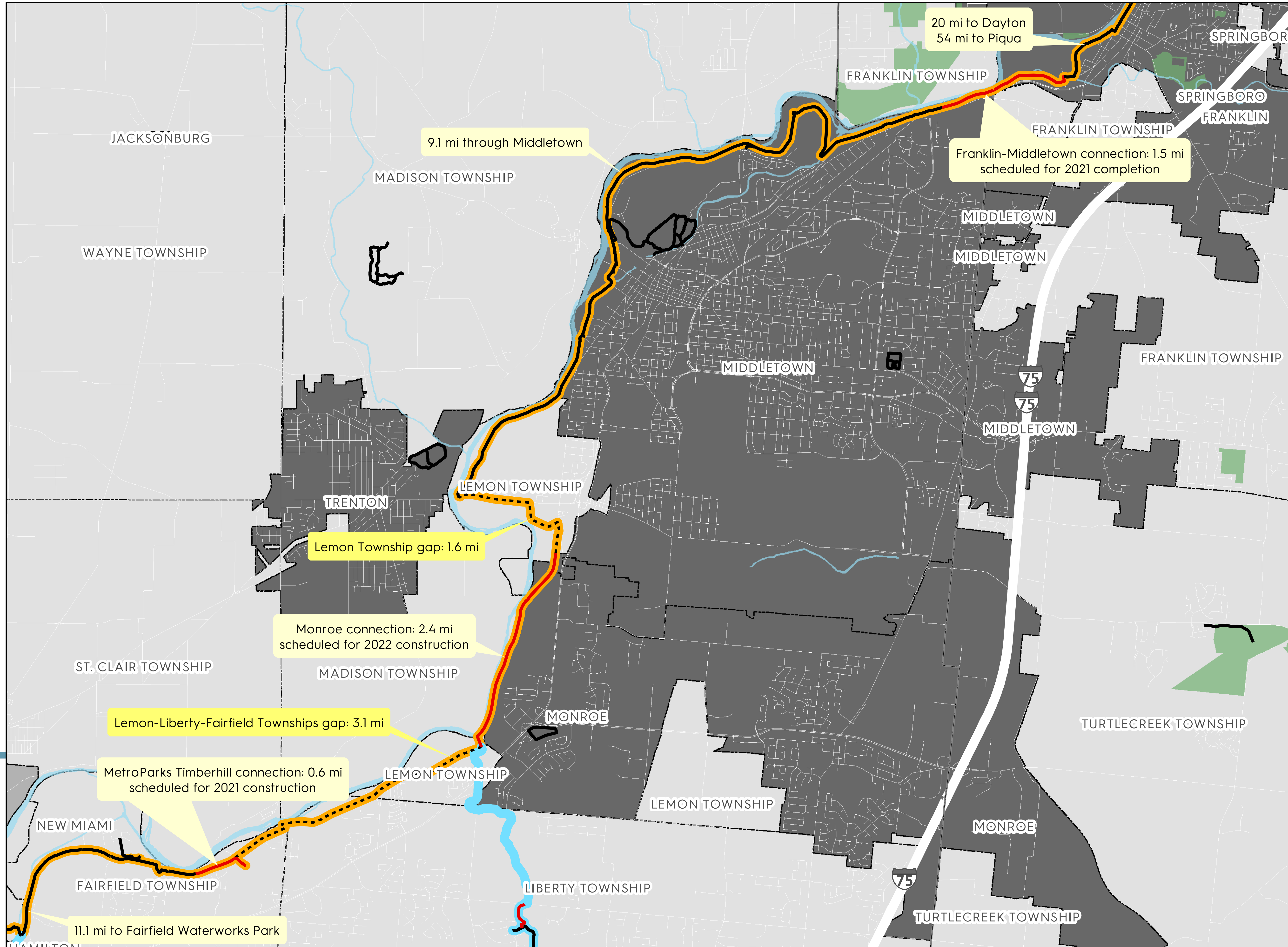
ATTEST: APPROVED:

____ ______________________________________

Clerk of Council Mayor

First Reading:__________________

GREAT MIAMI RIVER TRAIL GAPS



TRI STATE TRAILS
connecting what moves us.

Regional Trails Plan
- Existing Trail
- Planned Trail
- Proposed Trail

Arterial Trail Corridors
- Great Miami River Trail
- Miami 2 Miami Connection

Jurisdictions
- City
- Town or Village
- Township or Unincorporated
- Parks

0 0.5 1 2 Miles

Date: October 8, 2020

ORDINANCE NO. 2021-04

AN ORDINANCE REPEALING AND AMENDING CHAPTER 284 OF THE CODIFIED ORDINANCES TO COMPLY WITH THE CHARTER AND CHANGE THE PROCEDURES OF THE AUDIT COMMITTEE TO ALIGN WITH THE PROCEDURES OF OTHER BOARDS, COMMISSIONS, AND COMMITTEES OF THE CITY.

SECTION 1: Chapter 284 of the Codified Ordinances is hereby repealed and amended to read as follows:

"CHAPTER 284 - AUDIT COMMITTEE

284.01. – Powers and Duties.

The Audit Committee will serve in an advisory capacity between the City Council, the City's independent auditor, and City management. The primary functions of the Audit Committee are to review financial information, review the system of internal controls, and provide independent recommendations to City Council.

284.02. – Appointments.

The Audit Committee will consist of five members appointed by City Council. The terms of the members shall be three-year terms. A vacancy occurring during the term of any member of the Audit Committee shall be filled for the unexpired term in the manner authorized for the original appointment.

284.03. - Qualifications.

Each appointed member of the Audit Committee shall be a qualified elector of the City, or own a business or be employed in the City, at the time of appointment and throughout incumbency. Audit Committee members shall not be officials or employees of the City, nor be related by blood or marriage to any official or employee of the City. A majority of members shall have expertise in accounting, business finance, and/or law.

284.04. - Meetings.

The Audit Committee shall meet in January of each year for the purpose of electing a chair and a member to sit on the Finance Committee of Council in a non-voting, advisory, capacity. Thereafter, the Audit Committee shall meet at least once quarterly at a time and place selected by a vote of its members.

284.05. - Limitation and liability.

Neither the Audit Committee nor any individual member thereof shall incur any financial liability or responsibility in the name of, or on behalf of, the City by virtue of their activities as Audit Committee Members.

284.06. - Amendments.

Recommendations for amendments to these rules and regulations may be put forth by the Committee members to City Council for approval. The Audit Committee may enact supplemental rules and regulations by a simple majority vote, provided that no supplemental rules conflict with the rules and regulations contained herein."

SECTION 2: This measure shall take effect and be in full force from and after the earliest period allowed by law.

PASSED:____________________

ATTEST: APPROVED:

___________________________________ ___________________________________

Clerk of Council Mayor

First Reading:__________________

CHAPTER 284 - AUDIT COMMITTEE

284.01. ~~-~~– Powers and Duties.

~~The audit committee was created in June, 2003.~~ The ~~a~~Audit ~~c~~Committee will serve in an advisory capacity between the ~~c~~City ~~c~~Council, the ~~c~~City's independent auditor, and ~~c~~City management. The primary functions of the ~~a~~Audit ~~c~~Committee are to review financial information, review the system of internal controls, and provide independent recommendations to ~~c~~City ~~c~~Council. ~~The committee shall have one representative sit on the city finance committee in a non-voting, advisory capacity.~~

284.02. - ~~Terms~~Appointments.

The ~~a~~Audit ~~c~~Committee will consist of five members appointed by City Council. The terms of the members shall be three-year terms. A vacancy occurring during the term of any member of the ~~a~~Audit ~~c~~Committee shall be filled for the unexpired term in the manner authorized for the original appointment.

~~284.03. - Appointment.~~

~~Vacancies on the committee are appointed by the committee members and confirmed by city council.~~

~~284.04. - Voting.~~

~~When voting takes place, each committee member is entitled to one vote. If a member is unable to attend the meeting, that person can submit a written vote. A simple majority vote is required for all approvals.~~

284.0~~5~~3. - Qualifications.

Each appointed member of the ~~a~~Audit ~~c~~Committee shall be a qualified elector of the ~~c~~City, or own a business or be employed in the ~~c~~City, at the time of appointment and throughout incumbency. Audit ~~c~~Committee members shall not be officials or employees of the ~~c~~City, nor be related by blood or marriage to any official or employee of the ~~c~~City. A majority of members shall have expertise in accounting, business finance, and/or law.

~~284.06. - Removal of members.~~

~~Any appointed member of the committee may be removed from the committee by majority vote of the committee members and confirmation by City Council.~~

284.0~~7~~4. - Meetings.

~~The Audit Committee shall meet at least once quarterly at a time and place selected by a vote of its members. Written notice of each such meeting shall be provided pursuant to Ohio R.C. 121.22 as it now exists or may hereafter amended.~~ The Audit Committee shall meet in January of each year for the purpose of electing a chair and a member to sit on the Finance Committee of Council in a non-voting, advisory, capacity. Thereafter, the Audit Committee shall meet at least once quarterly at a time and place selected by a vote of its members.

~~284.08. - Meetings; quorum; adjournment.~~

~~A simple majority of the Audit Committee shall constitute a quorum, but a lesser number may adjourn from time to time to another place or at another time without constituting a sub-committee of this audit committee.~~

284.0~~9~~5. - Limitation and liability.

Neither the Audit Committee nor any individual member thereof shall incur any financial liability or responsibility in the name of, or on behalf of, the ~~c~~City by virtue of their activities as Audit Committee Members.

284.~~10~~6. - Amendments.

Recommendations for amendments to these rules and regulations may be put forth by the ~~c~~Committee members to City Council for approval. The Audit Committee may enact supplemental rules and regulations by a simple majority vote, provided that no supplemental rules conflict with the rules and regulations contained herein.

BUTLER COUNTY, OHIO
EMERGENCY MANAGEMENT AGENCY

315 HIGH STREET, SUITE 670
HAMILTON, OHIO 45011
PHONE:513.785.5810 - FAX: 513.785.5811
EMAIL: BCEMA@BUTLERCOUNTYOHIO.ORG

TO: City Managers/ Village Clerks/ Township Clerks

DATE: January 11, 2021

REF: Designation of Representation on the Emergency Management Agency Advisory Council

May this letter serve as a request by EMA for your jurisdiction to appoint a representative to serve on the 2021 Butler County Emergency Management Agency Advisory Council. This "Advisory Council" for EMA is called together each year to pick the EMA "Executive Board" for the given one year term.

The current countywide emergency management agreement requires the opportunity for representation from each political subdivision for the primary purpose of selecting an "Executive Committee." The "Executive Committee" is responsible for overseeing the administration and operation of the Emergency Management Agency. When selecting representatives, keep in mind that only the Chief Executive Officer (CEO), must be the mayor, city manager, township trustee or township administrator, is eligible for selection to serve on this "Advisory Council".

The EMA "Advisory Council" will meet February 9, 2021 at 4:00 p.m. virtually due to COVID. Please contact Butler County EMA for meeting information. Immediately following this Organizational Meeting, the Executive Board will hold its first meeting of the year. Please see the attached form respective to either "Municipality" or "Township" and identify if your jurisdiction would like representation on the "Advisory Council".

Additionally, please note if your respective Council or Board has nominated an individual seeking a seat on the EMA "Executive Board" for the 2021 year. This individual will be asked to attend the remaining 2021 scheduled meetings or emergency meetings called.

If you have questions, please feel free to call me at (513) 785-5810 or e-mail me at haverkosmr@butlercountyohio.org.

Thank you,

Matthew R. Haverkos

Matthew Haverkos, Director