



**Monroe Council Agenda
Regular Meeting
November 23, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of November 9, 2021

Visitors

Committee Reports

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

Old Business

None.

New Business

Emergency Resolution No. 55-2021. A Resolution approving a Then-and-Now Certificate in the amount of \$9,712.00 to Ice Miller LLP and declaring an emergency.

Resolution No. 56-2021. A Resolution authorizing the City Manager to implement a Health Savings Account for calendar year 2022.

Resolution No. 57-2021. A Resolution authorizing the City Manager to enter into an agreement with Jones Warner Consultants, Inc. for the Todhunter Road Box Culvert Replacements Project.

Emergency Ordinance No. 2021-54. An Ordinance amending and supplementing the Personnel Policy Manual to include vacation buy back, increase in accrued leave received upon separation, carry over of vacation and personal hours, calculating accrual of vacation, and addition of holidays permitted to be swapped, and declaring an emergency.

Ordinance No. 2021-55. An Ordinance amending and supplementing Ordinance No. 2021-44 to authorize a 3.5% cost of living to non union employees.



Consideration of Motion authorizing a change order in the amount of \$8,295.50 to RA Miller Construction Company for the 2021 ADA Program.

Consideration of Motion authorizing the expenditure of \$20,800.00 to Atlantic Emergency Solutions for firefighting hose.

Administrative Reports

Adjournment



**Monroe Council Agenda
Regular Meeting
November 23, 2021 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of November 9, 2021

Visitors

Committee Reports

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

Old Business

None.

New Business

Emergency Resolution No. 55-2021. A Resolution approving a Then-and-Now Certificate in the amount of \$9,712.00 to Ice Miller LLP and declaring an emergency.

Background. ICE Miller is the legal firm that assisted in the writing of the City's Right of Way and Small Cell Ordinances. We have been utilizing them to explore options related to Fiber to the Home as well as assisting with permit review for certain right of way requests. Existing purchase orders were exhausted and new purchase orders were not opened prior to the receipt of three invoices for right-of-way and fiber optic consultation.

Resolution No. 56-2021. A Resolution authorizing the City Manager to implement a Health Savings Account for calendar year 2022.

Background. This annual legislation sets the amount of funds that the City provides as part of our Health Insurance Plan to employees Health Savings Accounts. As a part of our wellness program, we are reserving \$500 as an incentive in each family and single contributions for employees that complete an annual biometric screening with a visit to their physician to review those results. The employees must complete these items to receive the full benefit offered by the City.



The City received a zero percent increase in its renewal this year and will continue to partner with Humana to provide health insurance. The City offers a base and a buy up plan through Humana. The buy up plan allows employees to choose a plan with lower out of pocket costs, with the difference in plans costs being covered by the employee.

Resolution No. 57-2021. A Resolution authorizing the City Manager to enter into an agreement with Jones Warner Consultants, Inc. for the Todhunter Road Box Culvert Replacements Project.

Background. The Public Works Director is seeking approval for Engineering Services for the design of two box culverts on Todhunter Road, just west of Britton Lane. The two culverts are very close together, so it makes most sense to replace them at the same time. This will help in limiting the road closure if we were to construct them with two different projects. It will also help in being able to properly grade the area around the two culverts to allow for better drainage.

With the addition of 105 new homes in Trails of Todhunter, the traffic load on Todhunter Road is rising dramatically. The roadway on top of the existing culverts is starting to separate and slough off the side of the hill. This is also a dangerous area in the winter time with no guardrails and steep banks.

We will also be designing a new 12" watermain in this area as well from Britton Lane to 800 feet west. We currently have a 6" water main on Todhunter in that area. The rest of Todhunter's water main has been replaced with larger main. This 6" main is a pinch point in our distribution system and inhibits our ability to provide proper fire flow to the west.

We are hoping to design the project in early 2022 and then apply for OPWC funding by the July deadline. With a water main running in the same area as the new culverts, and adding these costs will help with our scoring on the OPWC grant application. This project would then go into construction in 2023.

The project will require the purchase of additional property for right of way. We want to make sure that we have the right-of-way purchase completed before we are ready to bid this project.

We have chosen Jones Warner Consultants, Inc as the engineering firm for this project.

Emergency Ordinance No. 2021-54. An Ordinance amending and supplementing the Personnel Policy Manual to include vacation buy back, increase in accrued leave received upon separation, carry over of vacation and personal hours, calculating accrual of vacation, and addition of holidays permitted to be swapped, and declaring an emergency.

Background. Changes to non union benefits have been discussed at the previous Council meetings and it was directed to proceed with those changes discussed. The changes proposed will bring the non union benefit packages in line with those approved previously for bargaining unit employees within their contracts. It is the goal of the City to equalize pay and benefits across all our units so that those benefits are fair and equitable. It also allows for our Finance Department Staff to more efficiently process those benefits when they don't have multiple policies to follow.



Ordinance No. 2021-55. An Ordinance amending and supplementing Ordinance No. 2021-44 to authorize a 3.5% cost of living to non union employees.

Background. As discussed at the last Council meeting, the Cost of Living Adjustment for non union employees is being proposed at 3.5%. The most recent Midwest CPI has now exceeded 6%, but the increase is in line with those increases approved in the current bargaining unit contracts.

Consideration of Motion authorizing a change order in the amount of \$8,295.50 to RA Miller Construction Company for the 2021 ADA Program.

Background. This is a change order to the 2021 ADA Program. This project went over budget by \$8,295.50 due to unforeseen circumstances while constructing the project. The Director of Public Works is asking for Council to approve this amount to cover the cost of those needed repairs by the Contractor.

Consideration of Motion authorizing the expenditure of \$20,800.00 to Atlantic Emergency Solutions for firefighting hose.

Background. This expenditure is for the replacement of 1.75” firefighting hose that has reached its life expectancy or has been retired due to failed annual hose testing. This will replace the majority of the 1.75” hose and will ensure a reliable product during emergency situations.

Administrative Reports

Adjournment



**Monroe Council Minutes
Regular Meeting
November 9, 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, and Ben Wagner.

Mr. Funk moved to excuse Mrs. McElfresh; seconded by Mr. Hickman. Voice vote. Motion carried.

Approval of the Minutes

Mr. Funk moved to approve the Council Minutes of October 26, 2021; Finance Committee Minutes of October 26, 2021; and Public Involvement Committee of October 27, 2021; seconded by Mrs. Hale. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

None.

New Business

Emergency Resolution No. 54-2021. A Resolution endorsing and ratifying the filing of a Community Development Block Grant Funding Application for an Americans with Disabilities Act Program and declaring an emergency.

Mr. Brock reported this is for next year's ADA program and the grant application was submitted with a note that the required resolution would be presented to Council this evening.



Mr. Funk moved to suspend the rule requiring the reading of Emergency Resolution No. 54-2021 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mrs. Hale. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 54-2021 by title only.

Mr. Funk moved to adopt Resolution No. 54-2021; seconded by Mr. Callahan. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No. 2021-53. An Ordinance authorizing the purchase of real property from Performance Food Group, Inc. to be used as right-of-way to allow for the widening of Lawton Avenue and declaring an emergency.

Mr. Brock advised this is related to a follow up item to purchase real property for the Lawton Avenue Project.

Mr. Funk moved to suspend the rule requiring the reading of Emergency Ordinance No. 2021-53 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Mr. Wagner. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2021-53 by title only.

Mr. Funk moved to adopt Emergency Ordinance No. 2021-53; seconded by Mrs. Hale. Roll call vote: six ayes. Motion carried.

Consideration of Motion to authorize the expenditure of \$33,055.00 to Universal Contracting for the remodeling of 980 Holman Avenue.

Mr. Morton advised this is to make room for additional staff and privacy for existing staff as now you have to walk through someone else's office to get to other parts of the building.

Mr. Funk moved to authorize the expenditure of \$33,055.00 to Universal Contracting for the remodeling of 980 Holman Avenue; seconded by Mrs. Hale. Voice vote. Motion carried.

Consideration of Motion to authorize the expenditure of \$23,050.00 to Universal Contracting for the remodeling of 1000 Holman Avenue.

Mr. Morton explained that we do not have sufficient space for meeting space and lunch space and will utilize an existing bay. This will also remodel an existing locker room and restroom.

Mr. Funk moved to authorize the expenditure of \$23,050.00 to Universal Contracting for the remodeling of 1000 Holman Avenue; seconded by Mrs. Hale. Voice vote. Motion carried.



Consideration of Motion to authorize the expenditure of \$19,071.90 to Southeastern Equipment Company for a trailer for the Department of Public Works.

Mr. Morton reported this trailer will be used to haul the excavator.

Mr. Funk moved to authorize the expenditure of \$19,071.90 to Southeastern Equipment Company for a trailer for the Department of Public Works; seconded by Mr. Callahan. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$100,000.00 to Badger Water Meters for the purchase of residential water meters.

Mr. Morton stated it will be for approximately 200 water meters for replacement. Mayor Frentzel asked how many water meters do we go through in a year. Mr. Morton replied that it will begin to replace the older water meters that need replaced.

Mr. Funk moved to authorize the expenditure of \$100,000.00 to Badger Water Meters for the purchase of residential water meters; seconded by Mr. Wagner. Voice vote. Motion carried.

Consideration of Motion accepting the July 2021 Finance Reports as submitted.

Mr. Funk moved to accept the July 2021 Finance Reports as submitted; seconded by Mrs. Hale. Voice vote. Motion carried.

Administrative Reports

Mr. Brock referred to his proposal for engineering services for a pedestrian bridge and the connection to Monroe Bicentennial Commons rather than crossing State Route 4. There was no objection from Council to proceed with the engineering services in approximate amount of \$8,994.00. This report would be completed within about 60 days. He noted that grant funds would be sought for the bridge.

Mr. Brock asked Council if they had a preference on the cost of living for the non union employees. It was the consensus of Council to authorize a 3.5% cost of living.

Mrs. Waggaman proposed some adjustments to our benefits policy. The suggested changes are:

- vacation buy back as non union does not have that. It would allow cashing in 50% of the vacation accrual with a cap of 80 hours.
- cash out at separation for all accrued and unused vacation leave. Right now non union can only cash out two weeks.
- carry over of vacation. Currently, it is with the approval of the City Manager on a case-by-case basis.
- new hires immediately start to accumulate vacation immediately based on time worked rather than waiting until January 1 to receive two weeks vacation.



The first three items Mrs. Waggaman would like to see adopted first as they would affect the budget.

- across the board all non union employees get the same holidays and we do allow for the trade of holidays and would like to open this up where they could use a holiday for any scheduled days.
- consider adding Juneteenth to the observed holidays. Mrs. Waggaman sought Council's opinion on having the four days for swapping. Council had no objection to having the four days as flex/swap days.
- we receive two personal days per year and suggesting that these two days be permitted to carry over to the following year.

Mr. Hickman asked if it could be emergency legislation on the first reading. Mrs. Waggaman replied that it could.

Adjournment

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

The regular meeting of Council adjourned at 7:18 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

EMERGENCY RESOLUTION NO. 55-2021

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$9,712.00 TO ICE MILLER LLP AND DECLARING AN EMERGENCY.

WHEREAS, a purchase order was not opened prior to receipt of the invoices for right-of-way and fiber optics consultation.

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

SECTION 1: A Then-and-Now Certificate in the amount of \$9,712.00 to Ice Miller LLP is hereby approved.

SECTION 2: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to authorize the Certificate at the earliest possible date to avoid any delay in paying for services rendered. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

RESOLUTION NO. 56-2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO IMPLEMENT A HEALTH SAVINGS ACCOUNT FOR CALENDAR YEAR 2022.

WHEREAS, the City's selected health insurance carrier has offered a Health Savings Account for employees; and

WHEREAS, Council deems it in the best interest of its employees to implement a Health Savings Account offered through the selected health care provider; and

WHEREAS, as an incentive to employees to obtain a biometric screening and physicians wellness check they would receive an additional \$500.00 contribution from the City to their Health Savings Account.

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

SECTION 1: The City Manager is hereby authorized to implement a Health Savings Account through its health insurance provider pursuant to the terms and conditions of the annually negotiated provider on file in the office of the City Manager.

SECTION 2: The City shall contribute an amount not to exceed 50% of the base IRS contribution limit into the employee's Health Savings Account of those employees participating in the health insurance plan offered by the City and did not obtain a biometric screening and physician wellness check in 2021:

Employee plus spouse, employee plus children, and family plan	\$3,100
Single plan	\$1,300

For those employees that obtained a biometric screening and physician wellness check in 2021 the City shall contribute:

Employee plus spouse, employee plus children, and family plan	\$3,600
Single plan	\$1,800

SECTION 3: For full-time non union employees that waive the health insurance plan offered by the City, the City shall pay to these employees the following amounts on the first payroll in January of 2022:

Employee plus spouse, employee plus children, and family plan	\$3,500
Single plan	\$2,500

SECTION 4: The Health Savings Account referred to herein shall be the only health insurance plan offered by the City of Monroe.

SECTION 5: 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

RESOLUTION NO. 57-2021

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH JONES WARNER CONSULTANTS, INC. FOR THE TODHUNTER ROAD BOX CULVERT REPLACEMENTS PROJECT.

WHEREAS, it is necessary to replace two box culverts on Todhunter Road to allow for improved drainage.

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

SECTION 1: The City Manager is authorized to enter into an agreement with Jones Warner Consultants, Inc. for the Todhunter Road Box Culvert Replacements Project pursuant to the terms and conditions set forth on Exhibit "A" attached hereto and made a part hereof.

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

Corporate Headquarters

8401 Claude Thomas Road, Suite 51

Franklin, OH 45005

P: 937.704.9868**F: 937.704.9949****JONES-WARNER CONSULTANTS, INC.**
CIVIL ENGINEERING, SURVEYING, AND CONSULTING SERVICES

Toll-Free: 1-855-704-5924

JWCI@JonesWarner.com

JonesWarner.com

Exhibit "A" Res No. 57-2021

May 24, 2021

City of Monroe
233 South Main Street
P.O. Box 330
Monroe, Ohio 45050-0330
Attention: Gary Morton

Re: Todhunter Road, Dual Culvert Replacement Project

Dear Mr. Morton

Jones Warner Consultants, Inc. (JWCI), a local, ODOT pre-qualified consultant, is happy to provide you with this fee proposal for the design of two culverts on Todhunter Road, just west of Britton Lane. You, I, and Greg Miller visited the site(s) on April 20, 2021 and observed the deterioration and safety issues firsthand.

Scope of Services-

We understand the basic scope to include the necessary survey and design of two (2) replacement culverts, combined into one project to be designed this year and bid for construction next year. The culverts in question are approximately 150' apart from each other and are both in critical condition.

Our scope of services will include the following:

- Project set-up, necessary property research and OUPS utility locate.
- Field survey of the project area and basemap development.
- Evaluate associated drainage areas for culvert sizing.
- Preliminary & Detailed design.
- Environmental permitting- one culvert stream is not identified and appears to be manmade which requires no permitting. **The other is a blue-lined intermittent stream; however, is eligible for coverage under Ohio EPA's water quality certification for nationwide permits.** We will be able to use a nationwide permit as well with regards to USACE permitting requirements, however a preliminary submission will be required to the USACE.
- Develop construction drawings, specifications and bid documents.
- This proposal includes the development of up to three (3) easements if required. (The right-of-way varies from 40'-60' along Todhunter Road. The 60' primarily in the platted subdivisions and with no record of further dedication, easements may be required in order for the City to have full access for maintenance.
- Provide as needed support during the bidding process to answer contractor questions.
- Attend any pre-bid, and pre-construction meetings as well as review bids received and make recommendation to the City as to the best bid received.
- Using contractor and inspector notes, develop as-built drawings for City records.
- Project close out.

Deliverables-

Deliverables will include one full hard copy set of plans, specifications, bid documents and forms for bidding, (bonding documents, misc. affidavits instructions to bidders, individual details)

Fee-

Our lump sum fee for the above outlined services is \$48,795.00. The fees provided are JWCI design fees only. They do not include any fees that may be required by permitting agencies (if required) or any geotechnical investigations authorized by the City of Monroe. We would suggest the City allow for a \$7,500.00 expense for a geotechnical investigation of 2-4 coring's to determine the underlying conditions under Todhunter Road. We can work with you on selecting the Geotech and identifying the boring locations.

While not included in this proposal, JWCI can provide construction inspection services, using an experienced, qualified inspector for \$80.00 per hour.

We have also reviewed our previous estimates for two other culverts along Todhunter Road as well as considering the additional grading and sizing differential. We feel the total cost of construction including engineering is estimated right at \$400,000.00.

JWCI is prepared to begin immediately upon your acceptance of this proposal. We anticipate a turnaround schedule for final deliverables at approximately 180 days from your notice to proceed.

We appreciate this opportunity and look forward to working with you on this project. Should you have any questions, please feel free to call.

Sincerely,

A handwritten signature in blue ink that reads "T. Shawn Campbell". The signature is fluid and cursive, with the first name "T." being a stylized initial.

T. Shawn Campbell, President
Jones Warner Consultants, Inc.

EMERGENCY ORDINANCE NO. 2021-54

AN ORDINANCE AMENDING AND SUPPLEMENTING THE PERSONNEL POLICY MANUAL TO INCLUDE VACATION BUY BACK, INCREASE IN ACCRUED LEAVE RECEIVED UPON SEPARATION, CARRY OVER OF VACATION AND PERSONAL HOURS, CALCULATING ACCRUAL OF VACATION, AND ADDITION OF HOLIDAYS PERMITTED TO BE SWAPPED, AND DECLARING AN EMERGENCY.

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

SECTION 1: Section 4.01 of the Personnel Policy is hereby amended to read as follows:

“A. Eligibility and Accrual:

1. Only full-time employees shall be credited with vacation according to the following schedule:

<5 years of service: 80 hours (3.0770/pay)*
10-14 years of service: 160 hours (6.1539/pay)*
15-19 years of service: 180 hours (6.9231/pay)*
20 or more years of service: 200 hours (7.6924/pay)*

*26 pays/year

2. Employees may carry a balance equal to their accrual rate for one year in addition to their current year accrual.
3. The City Manager may take prior service/experience into consideration or newly hired employees and place them accordingly on the above scale.

B. Scheduling and Approval:

1. Vacation scheduling is subject to the approval of the employee's supervisor and/or Department Head and is also subject to the operational needs of the various departments/divisions of the City, with regard for seniority and the employees' preferences.

While due consideration for individual employee convenience may be given, the needs of the City in scheduling workloads shall be the controlling criterion.

2. Vacation leave is to be taken in minimum units of two hours and must be requested and approved through the City's leave request system prior to the time being taken.
3. Employees entitled to three or more weeks of vacation per year shall not take more than two weeks of vacation at any one time except with the permission of the City Manager.

C. Payment for Unused Vacation Leave:

Employees separating employment with the City due to resignation, retirement, death or layoff shall be paid for all accrued and unused vacation leave to his or her credit at the time of separation, provided the following has occurred:

1. The employee has successfully passed any applicable probationary period.
2. The employee is not dismissed for cause.
3. The employee has given proper notice of separation to the employer.
4. The employee has returned all City property.

D. Vacation Leave Buy Back:

Employees shall have the option to submit for vacation buy back 50% of their annual vacation accrual up to 80 hours per calendar year. Buy back will be paid at the employee's straight time rate and will be payable within thirty days from approval of the request. The City Manager may suspend this benefit at the City Manager's sole discretion should the City's cash flow needs dictate."

SECTION 2: Section 4.02(J) of the Personnel Policy Manual is hereby amended and supplemented to read as follows:

"4.02 *Holidays*

- J. With the approval of the Department Head, employees are permitted to substitute up to two approved holidays for floating holidays.

The Department Head must ensure proper staffing on those days the City offices are open. Requests for exchange of holiday leave must be submitted and approved through the City's leave request system prior to working the standard holiday and using the floating holiday."

SECTION 3: Section 4.03 of the Personnel Policy Manual is hereby amended and supplemented to read as follows:

"4.03 *Personal Leave*

Full-time employees shall be entitled to two paid personal days per year.

Personal leave shall be approved by the employee's supervisor. The granting of personal leave requests shall be subject to the scheduling needs of the City. Employees may carry over up to 16 hours of personal leave from one year to the next. Personal days are intended to provide employees an opportunity to conduct personal business during regular working hours. Personal days shall not be coupled with scheduled vacation days. Personal Leave

shall be charged in the minimum amount of two hours. There shall be no pay out of personal leave at the time of separation from employment.”

SECTION 4: This legislation shall be effective January 1, 2022.

SECTION 5: This measure is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and further for the reason that Council desires to allow sufficient time for staff to implement these changes effective January 1, 2022. Therefore, this measure shall take effect and be in full force from and after its adoption.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

4.01 Vacation

A. Eligibility and Accrual:

Only full-time employees are eligible for vacation leave. ~~Vacation shall not be scheduled or paid prior to the completion of six (6) months of service.~~

1. Employees shall be credited with vacation according to the following schedule, ~~which is based upon 40 hours of work in a 7-day work period. Any employee whose schedule is different will receive vacation pay that is prorated accordingly:~~

~~January 1 following date of hire: two weeks of vacation prorated to portion of year worked (e.g., July 1 hire date = one week)~~

~~Each subsequent January 1 up to completion of 5 years of service: 2 weeks~~

~~Each January 1 following completion of 5 years of service: 3 weeks~~

~~Each January 1 following completion of 10 years of service: 4 weeks~~

~~Each January 1 following completion of 15 years of service: 4.5 weeks~~

~~Each January 1 following completion of 20 years of service: 5 weeks
<5 years of service: 3.0770 (80 hours/26 pays)~~

~~5-9 years of service: 4.6154 (120 hours/26 pays)~~

~~10-14 years of service: 6.1539 (160 hours/26 pays)~~

~~15-19 years of service: 6.9231 (180 hours/26 pays)~~

~~20 or more years of service: 7.6924 (200 hours/26 pays)~~

2. ~~Vacation leave shall not be carried over from one calendar year to another except in unusual cases as determined and approved by the City Manager. Employees may carry a balance equal to their accrual rate for one year in addition to their current year accrual~~

3. The City Manager may take prior service/experience into consideration ~~prior service~~ off for newly hired employees and place them accordingly on the above scale.

B. Scheduling and Approval:

1. Vacation scheduling is subject to the approval of the employee's supervisor and/or ~~the City Manager~~ Department Head and is also subject to the operational needs of the various departments/divisions of the City, with regard for seniority and the

employees' preferences. ~~The City Manager shall determine the timing and sequence of vacations should the employee's supervisor fail to do so.~~

While due consideration for individual employee convenience may be given. The needs of the City in scheduling workloads shall be the controlling criterion.

~~Leave requests for one day must submitted for approval at least three days before vacation is taken. Leave requests of two or more days must be submitted for approval at least one week before vacation is taken. Department Heads and the City Manager have the authority to approve or deny any vacation requests.~~

2. Vacation leave is to be taken in minimum units of ~~one-half (1/4) day~~ 2 hours and must be requested and approved ~~on the "Vacation Request" form or~~ through the City's leave request system prior to the time being taken.
3. Employees entitled to three (3) or more weeks of vacation per year shall not take more than two (2) weeks of vacation at any one time except with permission of the City Manager.

C. Payment for Unused Vacation Leave:

~~An employee who resigns, retires, or dies, is entitled to compensation at his or her current rate of pay, for a maximum of two weeks~~Employees separating employment with the City due to resignation, retirement, death or layoff shall be paid for all accrued and unused vacation leave to his or her credit at the time of separation, provided the following has occurred:

1. The employee has successfully passed any applicable probationary period.
2. The employee is not dismissed for cause.
3. The employee ~~was~~ has given proper notice of ~~termination~~ separation to the employer.
4. The employee has returned all City property.

D. Vacation Leave Buy Back:

Employees shall have the option to submit for vacation buy back 50% of their annual vacation accrual up to 80 hours per calendar year. Buy back will be paid at the employee's straight time rate and will be payable within thirty (30) days from approval of the request. The City Manager may suspend this benefit, at his sole discretion, should the City's cash flow needs dictate.

4.02 Holidays

- J. With the approval of the Department Head ~~and City Manager~~, employees are permitted to substitute up to two (2)~~the within~~ approved holidays for floating holidays~~Columbus Day, Good Friday, and/or New Year's Eve.~~

The Department Head must ensure proper staffing on those days the City offices are open. Requests for exchange of holiday leave must be ~~in writing and submitted to the City Manager's office on or before December 15 of the year prior to the holidays occurring~~submitted and approved through the City's leave request system prior to working the standard holiday and using the floating holiday.

4.03 Personal Leave

Full-time employees shall be entitled to two (2) paid personal days per year.

Personal Leave shall be approved by the employee's Supervisor. The granting of personal leave requests shall be subject to the scheduling needs of the City. Employees may carry over up to 16 hours of personal leave from one year to the next. ~~Personal leave shall not accumulate and may not be carried over from year to year.~~ Personal days are intended to provide employees an opportunity to conduct personal business during regular working hours. Personal days shall not be coupled with scheduled vacation days. Personal Leave shall be charged in the minimum amount of two (2) hours. There shall be no pay out of personal leave at the time of ~~resignation or retirement~~ separation from employment.

ORDINANCE NO. 2021-55

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 2021-14 TO AUTHORIZE A 3.5% COST OF LIVING TO NON UNION EMPLOYEES.

WHEREAS, Council desires to authorize a 3.5% cost of living adjustment for all non-union employees; and

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

SECTION 1: Ordinance No. 2021-14 is hereby amended and supplemented to read as follows:

“SECTION 1: Exhibit “1” of Ordinance No. 2021-14 is hereby amended as set forth on Exhibit “1” attached hereto and made a part hereof.”

SECTION 2: There shall be no reduction in pay for those employees with a current rate of pay above the maximum rate of pay grade established for their position. Employees with a rate of pay above the maximum rate of pay grade established for their position shall receive the same cost of living increase on their base pay as all non union employees. Further, the City Manager shall receive the same cost of living increase as all non union employees.

SECTION 3: This measure shall be retroactive to January 1, 2022.

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: _____

TITLE	POSITIONS	PAY GRADE
COUNCIL		
CLERK OF COURTS	1	3
CLERK OF COUNCIL	1	1
CITY MANAGER'S OFFICE		
ASSISTANT CITY MANGER	1	10
ASSISTANT TO CITY MANAGER (Econ Dev)	1	6
ASSISTANT TO CITY MANAGER (Clerk of Council)	1	5
HUMAN RESOURCES SPECIALIST	1	5
EXECUTIVE ASSISTANT	1	2
ADMINISTRATIVE SUPPORT CLERK	2	1
DEVELOPMENT		
DEVELOPMENT DIRECTOR	1	9
ASSISTANT DEVELOPMENT DIRECTOR	1	6
PLANNER	1	5
CODE ENFORCEMENT INSPECTOR	1	4
PLANNING & ZONING SPECIALIST	1	3
FINANCE		
FINANCE DIRECTOR	1	9
ASSISTANT FINANCE DIRECTOR	1	7
FINANCIAL OPERATIONS MANAGER	1	7
INCOME TAX ADMINISTRATOR	1	6
FINANCE SPECIALIST	2	3
INCOME TAX AUDITOR	2	3
COMMUNITY SERVICES SPECIALIST	3	2
UTILITY BILLING AND COLLECTIONS SPECIALIST	1	2
FIRE		
FIRE CHIEF	1	9
ASSISTANT FIRE CHIEF	1	8
FIRE CAPTAIN	1	7
FIRE ADMINISTRATIVE ASSISTANT	1	2
FIRE LIEUTENANT	6	UNION SCALE
FIREFIGHTER/PARAMEDIC/EMT	34	UNION SCALE
POLICE		
POLICE CHIEF	1	9

POLICE CAPTAIN	2	8
POLICE LIEUTENANT	3	7
COMMUNICATIONS SUPERVISOR	1	5
DISPATCHER	8	3
POLICE ADMINISTRATIVE ASSISTANT	1	2
POLICE SERGEANT	4	UNION SCALE
PATROL OFFICER	26	UNION SCALE
PUBLIC WORKS		
PUBLIC WORKS DIRECTOR	1	9
CITY ENGINEER	1	8
ASSISTANT PUBLIC WORKS DIRECTOR	1	7
PUBLIC WORKS SUPERINTENDENT	2	6
ENGINEERING TECHNICIAN	1	4
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	1	2
LABORER	8	PT
PUBLIC WORKS CREW LEADER	5	UNION SCALE
OPERATOR/LABORER	15	UNION SCALE

Pay Grade	Pay Ranges			
	Minimum Annual	Maximum Annual	Minimum Hourly	Maximum Hourly
10	\$ 100,114.89	\$ 140,160.84	\$48.13	\$67.39
9	\$ 93,440.57	\$ 130,825.66	\$44.92	\$62.90
8	\$ 87,209.71	\$ 114,195.28	\$41.93	\$54.90
7	\$ 70,956.29	\$ 99,671.41	\$34.11	\$47.92
6	\$ 64,060.23	\$ 89,684.31	\$30.80	\$43.12
5	\$ 55,434.60	\$ 77,608.44	\$26.65	\$37.31
4	\$ 50,999.83	\$ 71,339.76	\$24.52	\$34.33
3	\$ 46,565.06	\$ 65,191.09	\$22.39	\$31.34
2	\$ 44,436.38	\$ 62,210.92	\$21.36	\$29.91
1	\$ 31,597.72	\$ 44,347.68	\$15.19	\$21.32
PT	\$ 11,086.92	\$ 17,739.07	\$10.66	\$17.06

Date of Issuance:	<u>11/3/2021</u>	Effective Date:	<u>11/3/2021</u>
Owner:	<u>City of Monroe</u>	Owner's Contract No.:	
Contractor:	<u>R.A. Miller Construction Co. Inc.</u>	Contractor's Project No.:	
Engineer:	<u>Choice One Engineering</u>	Engineer's Project No.:	<u>BUT-MON-2101</u>
Project:	<u>2021 ADA Compliance Program</u>		

The Contract is modified as follows upon execution of this Change Order:

Description:

2 Catch Basins raised to grade with concrete rings and allowable overages per field review on curb and walk

Attachments: *[List documents supporting change]*

(see attachment)

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:	Original Contract Times:
\$ <u>81,384.50</u>	Substantial Completion: <u>10/15/2021</u>
	Ready for Final Payment: <u>10/29/2021</u>
	days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u> </u> :	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> :
\$ <u>0.00</u>	Substantial Completion: <u> </u>
	Ready for Final Payment: <u> </u>
	days or dates
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>81,384.50</u>	Substantial Completion: <u>0</u>
	Ready for Final Payment: <u> </u>
	days or dates
[Increase] [Decrease] of this Change Order:	[Increase] [Decrease] of this Change Order:
\$ <u>8,295.50</u>	Substantial Completion: <u> </u>
	Ready for Final Payment: <u> </u>
	days or dates
Contract Price Incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>89,680.00</u>	Substantial Completion: <u>10/15/2021</u>
	Ready for Final Payment: <u>10/29/2021</u>
	days or dates

RECOMMENDED:

By: [Signature]
 Engineer (if required)
 Title: CITY ENGINEER
 Date: 11/9/2021

ACCEPTED:

By: [Signature]
 Owner (Authorized Signature)
 Title: CITY MANAGER
 Date: 11.8.21

ACCEPTED:

By: [Signature] Mark Miller
 Contractor (Authorized Signature)
 Title: President
 Date: 11/3/2021

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____



2021 ADA TRANSITION PLAN CHANGE ORDER 1 & FINAL

FINAL CALCULATIONS - ASBUILT QUANTITIES

ref #	description	unit of measure	approx qty	unit price	11/3/21 jwb Change Order total
1	additional qtys above estimate approx 10%	LS	1.00	\$6,695.50	\$6,695.50
2	reconstruct existing catch basins to grade w conc collars	ea	2.00	\$800.00	\$1,600.00
				CO #1	\$8,295.50