



**Monroe Council Agenda
Regular Meeting
March 22, 2022 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Council Minutes of March 8, 2022 and Public Involvement Committee Minutes of March 3, 2022.

Visitors

Committee Reports

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

Old Business

Resolution No. 12-2022. A Resolution authorizing the City Manager to enter into an amended Medical Director Agreement by and between the City of Monroe and Jill C. Aston to increase the annual payment for services provided to the Department of Fire as Medical Director. (Second Reading)

New Business

Emergency Resolution No. 13-2022. A Resolution approving a Then-and-Now Certificate in the amount of \$12,000.00 to West Chester Township and declaring an emergency.

Emergency Resolution No. 14-2022. A Resolution accepting the lowest and/or best bid submitted for the 2022 ADA Curb Ramp Replacement Program, authorize the City Manager to enter into an agreement by and between the City of Monroe and J-Co Concrete, LLC, and declaring an emergency.

Emergency Resolution No. 15-2022. A Resolution accepting the lowest and/or best bid submitted for the Crossings Curb Inlet Replacement Project, authorize the City Manager to enter into an agreement by and between the City of Monroe and Majors Enterprises, Inc., and declaring an emergency.

Administrative Reports

Adjournment



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Old Business

Resolution No. 12-2022. A Resolution authorizing the City Manager to enter into an amended Medical Director Agreement by and between the City of Monroe and Jill C. Aston to increase the annual payment for services provided to the Department of Fire as Medical Director. (Second Reading)

New Business

Emergency Resolution No. 13-2022. A Resolution approving a Then-and-Now Certificate in the amount of \$12,000.00 to West Chester Township and declaring an emergency.

Background. This then and now is requested for the 2022 annual fees for equipment and training for the combined tactical response team. The City of Monroe and West Chester Township have a signed MOU in which it is agreed that Monroe will provide \$12,000 annually for the equipment and training of our tactical team members who are part of the Crisis Response Unit. The invoice this year arrived prior to a purchase order pulled for the fee. This expense is a part of the department's 2022 annual budget.



Emergency Resolution No. 14-2022. A Resolution accepting the lowest and/or best bid submitted for the 2022 ADA Curb Ramp Replacement Program, authorize the City Manager to enter into an agreement by and between the City of Monroe and J-Co Concrete, LLC, and declaring an emergency.

Background. This is for the approval of the 2022 ADA Curb Ramp Replacement program. This year's project will take place along Crossings Blvd. and replace every ramp on the Blvd. with the exception of the intersection at Roden Park Drive. The ramps at Roden Park Drive were replaced in a 2020 project. J-Co Concrete, LLC from Jackson, Ohio was this year's low bidder. After references were checked, Public Works is comfortable in asking for approval of the contract. J-Co's bid amount was \$73,772.39.

This project is being funded by the RID fund that collects funds from the Monroe Crossings Residents up front. We will also be applying for CDBG funds again this year. If these funds are awarded to the City, they will then be used to reimburse the RID funds.

CAPITAL IMPROVEMENT FUND			
<i>GENERAL GOVERNMENT</i>			
Tyler Cashiering	General Fund Transfer		23,000
GIS Base Mapping	General Fund Transfer		80,000
<i>PUBLIC SAFETY/POLICE</i>			
Radios for Police & Emergency Operations Center Operations	Tax - Public Safety		75,000
<i>PUBLIC SAFETY/FIRE</i>			
Station #61 Concrete & Sidewalk Repair	Tax - Public Safety		50,000
Station #62 Generator	Tax - Public Safety		70,000
Cardiac Monitor Replacement	Tax - Public Safety		40,000
<i>PUBLIC WORKS</i>			
SR 63 and Main Intersection Improvements	TIF/RID		65,000
Crossings Boulevard ADA Accessibility Program	RID		75,000
Crossings Boulevard Deep Base Repair	RID		490,000
South Union Rd. Improvement Project - (Navigator Way to Nickel Road)	Grant, Warren County reimb, General Fund		2,930,000
TOTAL CAPITAL IMPROVEMENT FUND			\$ 3,898,000

Emergency Resolution No. 15-2022. A Resolution accepting the lowest and/or best bid submitted for the Crossings Curb Inlet Replacement Project, authorize the City Manager to enter into an agreement by and between the City of Monroe and Majors Enterprises, Inc., and declaring an emergency.



Background. This project will replace every catch basin on Monroe Crossings Blvd. from S. R. 63 to Hankins Rd. Bids were opened on March 8th. and Majors Enterprises Inc. was the low bidder. The Engineers estimate on this project was \$445,615,.00, Majors low bid was \$398,818.00. This project is being funded through the Monroe Crossings RID fund.

STORMWATER UTILITY FUND			
	Brittany Heights Catch Basin Replacement Program	General Fund Transfer	360,000
	Brittany Heights Storm Water Construction	General Fund Transfer	114,000
	Crossing Catch Basin Replacement Program	RID	472,500
		TOTAL STORMWATER UTILITY FUND	\$ 946,500

Administrative Reports

Adjournment



**Monroe Council Minutes
Regular Meeting
March 8, 2022 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Mayor Funk opened the regular meeting of Council at 6:30 p.m. The Monroe Fire Department Honor Guard led with the Pledge of Allegiance.

Roll Call

Council members present: Marc Bellapianta, Tom Callahan, Kelly Clark, Keith Funk, and Christina McElfresh.

Mr. Bellapianta moved to excuse Mr. Frentzel and Mr. Wagner; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Approval of the Minutes

Mr. Bellapianta moved to approve the Council Minutes of February 22, 2022; Finance Committee Minutes of February 22, 2022; Technology Committee Minutes of February 28, 2022; and Public Safety Committee Minutes of March 1, 2022; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Visitors

Law Director Callahan administered the Oath of Office to Matthew Grubbs as Assistant Fire Chief.

Committee Reports

Mrs. McElfresh, on behalf of the Planning Commission, sought Council's opinion on the application that has been submitted for the landominiums called Hyde Park Development. The developer met with Planning Commission and then a follow up meeting with staff. Mrs. McElfresh presented Council with a handout that listed 17 issues, 9 of which were noncompliant.

Dr. Clark was concerned about this development and future developments not meeting the standards so we can have responsible growth. She did not feel we should bend on this many standards.

Mayor Funk agreed with Dr. Clark and noted there was a lot of negative feedback about the development from the residents in that area.

Mr. Bellapianta was of the opinion there are more negatives than there are positives for this development. He agreed with Dr. Clark about future developments.



Mr. Callahan agreed with Dr. Clark as well and expects the developer to meet the standards.

Dr. Clark reported that the Public Involvement Committee met and discussed the bicentennial seal monument. The Public Involvement Committee requested that the funds for the remaining payment of the monument, concrete, and landscaping be paid for out of the Capital Improvement Fund rather than the line item for the Public Involvement Committee to complete the project.

Mayor Funk and Mr. Bellapianta was not opposed, but would like to see the expenditures for events. Mr. Brock advised that most of what events the Public Involvement Committee plans comes to Council for a motion to approve.

Dr. Clark moved to authorize \$32,000 allocated for the bicentennial monument be expended from the Capital Improvement Fund; seconded by Mrs. McElfresh. Roll call vote: five ayes. Motion carried.

Mayor Funk noted that the Police Department is going through their reaccreditation process and he will have more to report on that at a later date.

Mrs. McElfresh reported that the Technology Committee met and the new computer has arrived for the Council Chambers and a technician will be here Friday to have everything in working order.

Old Business

Resolution No. 08-2022. A Resolution approving the Application for Placement of Farmland in an Agricultural District filed by Donald W. Garver for real property located at 4350 Salzman Road. (Second Reading)

Mrs. McElfresh moved to consider this the second reading of Resolution No. 08-2022 and have it read by title only; seconded by Mr. Bellapianta. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 08-2022 by title only.

Mrs. McElfresh moved to adopt Resolution No. 08-2022; seconded by Dr. Clark. Roll call vote: five ayes. Motion carried.

Resolution No. 09-2022. A Resolution approving the Application for Placement of Farmland in an Agricultural District filed by Ruth Ann Young and Barbara Ann Hoffman located at 6099 Niederlander Lane. (Second Reading)

Mrs. McElfresh moved to consider this the second reading of Resolution No. 09-2022 and have it read by title only; seconded by Mr. Bellapianta. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 09-2022 by title only.



Mrs. McElfresh moved to adopt Resolution No. 09-2022; seconded by Dr. Clark. Roll call vote: five ayes. Motion carried.

Resolution No. 10-2022. A Resolution accepting the lowest and/or best bid submitted for the East Avenue Water Main Replacement Project and authorize the City Manager to enter into an agreement by and between the City of Monroe and Larry Smith Inc. (Second Reading)

Mr. Brock requested that Resolution No. 10-2022 be adopted as an emergency on the second reading.

Mrs. McElfresh moved to suspend the rule requiring the reading of Resolution No. 10-2022 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Dr. Clark. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 10-2022 by title only.

Mrs. McElfresh moved to adopt Resolution No. 10-2022; seconded by Dr. Clark. Roll call vote: five ayes. Motion carried.

Resolution No. 11-2022. A Resolution accepting the lowest and/or best bid submitted for the State Route 63 and Interstate 75 Interchange Mowing and Landscaping Contract and authorizing the City Manager to enter into an agreement by and between the City of Monroe and Olympic Lawns. (Second Reading)

Mr. Brock requested that Resolution No. 11-2022 be adopted as an emergency on the second reading.

Mrs. McElfresh moved to suspend the rule requiring the reading of Resolution No. 11-2022 on two separate days, authorize its adoption on the second reading, and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 11-2022 by title only.

Mrs. McElfresh moved to adopt Resolution No. 11-2022; seconded by Mr. Bellapianta. Roll call vote: five ayes. Motion carried.

Ordinance No. 2022-03. An Ordinance amending and supplementing Chapter 1022 of the Codified Ordinances to require a deposit, establish a fine, amend the penalty, and change the issuer/approver of permits for sidewalk, curb and gutter, and drive apron work. (Second Reading)

Mrs. McElfresh moved to consider this the second reading of Ordinance No. 2022-03 and have it read by title only; seconded by Mr. Callahan. Voice vote. Motion carried.

The Clerk of Council read Ordinance No. 2022-03 by title only.



Mrs. McElfresh moved to adopt Ordinance No. 2022-03; seconded by Dr. Clark. Roll call vote: five ayes. Motion carried.

New Business

Resolution No. 12-2022. A Resolution authorizing the City Manager to enter into an amended Medical Director Agreement by and between the City of Monroe and Jill C. Aston to increase the annual payment for services provided to the Department of Fire as Medical Director.

Fire Chief Centers reported that this will increase the annual salary for the Medical Director who spends a great deal of time assisting the Fire Department.

Mrs. McElfresh moved to consider this the first reading of Resolution No. 12-2022 and have it read by title only; seconded by Mr. Bellapianta. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 12-2022 by title only.

Mrs. McElfresh moved to approve the first reading of Resolution No. 12-2022; seconded by Dr. Clark. Roll call vote: five ayes. Motion carried.

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

Mrs. McElfresh moved to accept the November 2021 Finance Reports as submitted; seconded by Mr. Bellapianta. Voice vote. Motion carried.

Administrative Reports

Mr. Brock announced that he received a draft of the retreat report and will be providing the final report to Council later this week. Mr. Brock confirmed Mrs. McElfresh's understanding that this report will be provided to all of the board and commission members.

- Executive Session

Mrs. McElfresh moved to adjourn into executive session to discuss pending court action, sale of real property, and 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; seconded by Mr. Callahan. Roll call vote: five ayes. Motion carried.

Council adjourned into executive session at 7:15 p.m.

Dr. Clark moved to reconvene into regular session; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Council reconvened into regular session at 8:16 p.m.



Adjournment

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

The regular meeting of Council adjourned at 8:16 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council



**Public Involvement Committee of Council
March 3, 2022 – 5:30 p.m.
233 South Main Street, Monroe, Ohio**

The Public Involvement Committee of Council met at 5:30 p.m. on March 3, 2022, in the Council Chambers located at 233 South Main Street, Monroe, Ohio.

Present were: Kelly Clark, Council Member; Jason Frentzel, Council Member; Christina McElfresh, Vice Mayor; William J. Brock, City Manager; Brian Curlis, Police Captain; Brian Perkins, Assistant Public Works Director; Angela S. Wasson, Assistant to the City Manager/Clerk of Council; Anna Hale, Monroe Historical Society Representative; Nancy Hutton, Nathaniel Sackett Chapter of the Daughters of the American Revolution Representative; and Larry Staub, Monroe Lions Club Representative.

Fourth of July Celebration

Mr. Perkins met with Rozzi at Monroe Bicentennial Commons and they will provide pricing of the different size of shells and the timing.

Mr. Brock reported the Monroe Area Council of Churches will be meeting within the next week about the organization of the parade.

Referencing the fireworks display, Mr. Brock reported that the display in previous years has been \$10,000; however, there is an increase and it would now be \$11,000. A grant has been submitted to the Middletown Community Foundation for \$5,000 and the Monroe Lions Club has indicated that will go towards the fireworks display.

Mrs. McElfresh pointed out that it will be the first fireworks display at Monroe Bicentennial Commons and it would be nice to put on a good show.

Monument with Seal Update

Mr. Perkins provided a sketch of what Butler Tech had put together to show the location and proposed landscaping. He advised that the pricing for the concrete is estimated to be \$12,000 to \$13,000 and it would be aggregate concrete. The landscaping would be approximately \$10,000.

Mr. Brock suggested asking Council to pay for the costs related to the monument from the Park Improvement Fund or the Capital Improvement Fund.

Mr. Frentzel moved to request the approval of Council to utilize the Park Improvement Fund or the Capital Improvement Fund for costs related to the monument; seconded by Mrs. McElfresh. Voice vote. Motion carried.

Ms. Hutton reported that the Daughters of the American Revolution will be holding a wreath laying event in honor of the Vietnam Veterans at the Veterans Park on March 29th.



Mrs. Hale announced that the Monroe Historical Society is still searching for a vice president. She also announced that the general membership meeting will be held on March 31st and the speaker will be Roger Miller talking about the Miami-Erie Canal.

Captain Curlis advised they were looking at May 19th for a food truck fair and asked if there were funds available from the Public Involvement Committee for a band, which is approximately \$2,500. The Committee will wait and see what Council approves for the monument. Captain Curlis will confirm the price of the band.

The Public Involvement Committee adjourned at 5:57 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

EMERGENCY RESOLUTION NO. 13-2022

A RESOLUTION APPROVING A THEN-AND-NOW CERTIFICATE IN THE AMOUNT OF \$12,000.00 TO WEST CHESTER TOWNSHIP AND DECLARING AN EMERGENCY.

WHEREAS, a purchase order was not opened prior to the receipt of the invoice for the 2022 annual dues.

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 \$12,000.00 to West Chester Township 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

EMERGENCY RESOLUTION NO. 14-2022

A RESOLUTION ACCEPTING THE LOWEST AND/OR BEST BID SUBMITTED FOR THE 2022 ADA CURB RAMP REPLACEMENT PROGRAM, AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND J-CO CONCRETE, LLC, AND DECLARING AN EMERGENCY.

WHEREAS, after advertising and bidding according to law, Council desires to accept the lowest and/or best bid for the 2022 ADA Curb Ramp Replacement Program.

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

SECTION 1: The bid submitted by J-Co Concrete, is hereby declared to be the lowest and/or best bid for the 2022 ADA Curb Ramp Replacement Program.

SECTION 2: Council hereby accepts the bid referenced herein and authorizes the City Manager to enter into an agreement by and between the City of Monroe and J-Co Concrete, LLC pursuant to the terms and conditions contained in the bid documents submitted on February 28, 2022.

SECTION 3: 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 award this bid at the earliest possible date to allow for sufficient time to order materials for said project due to the longer than normal delivery of materials. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

NOTICE OF AWARD

Owner: City of Monroe
Project: 2022 ADA Compliance Program
Bidder: J-Co Concrete, LLC.
Bidder's Address: 700 Keystone Station Road, Jackson, Ohio 45640

TO BIDDER:

You are notified that Owner has accepted your Bid dated 2/28/2022 for the above Project, and that you are the Successful Bidder and are awarded a Contract for:

Removing existing curb, and concrete, then replacing with new curb ramps. All construction shall comply with City of Monroe, ODOT, ADA and PROWAG Standards and Specifications.

The Contract Price of the awarded Contract is: \$73,772.39

One unexecuted counterparts of the Agreement accompany this Notice of Award, and a copy of the Contract Documents has been made available to Bidder electronically. The Drawings will be delivered separately from the Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement the Contract security and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement.

Owner: City of Monroe

Authorized Signature

By: William J. Brock

Title: City Manager/City Engineer

Date of Issuance: _____

EMERGENCY RESOLUTION NO. 15-2022

A RESOLUTION ACCEPTING THE LOWEST AND/OR BEST BID SUBMITTED FOR THE CROSSINGS CURB INLET REPLACEMENT PROJECT, AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND MAJORS ENTERPRISES, INC, AND DECLARING AN EMERGENCY.

WHEREAS, after advertising and bidding according to law, Council desires to accept the lowest and/or best bid for the Crossings Curb Inlet Replacement Project.

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

SECTION 1: The bid submitted by Majors Enterprises, Inc. is hereby declared to be the lowest and/or best bid for the Crossings Curb Inlet Replacement Project.

SECTION 2: Council hereby accepts the bid referenced herein and authorizes the City Manager to enter into an agreement by and between the City of Monroe and Majors Enterprises, Inc. pursuant to the terms and conditions contained in the bid documents submitted on March 8, 2022.

SECTION 3: 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 award this bid at the earliest possible date to allow for sufficient time to order materials for said project due to the longer than normal delivery of materials. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

Corporate Headquarters

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March 10, 2022

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

Re: The Crossings Curb Inlet Replacement Project- Bid Recommendation

Dear Mr. Morton

As you are aware, we opened bids at the Monroe Public Works Office on Tuesday, March 8, 2022, for the above referenced project. A total of 3 bids were received. They were as follows:

W.G. Stang, Hamilton, Ohio -	\$445,615.00
Majors Enterprises, Inc.	\$398,818.00
SmithCorp, Cincinnati, Ohio	\$515,905.00

We have reviewed the bids and find them all to be valid and acceptable as numbers were verified and bidding directions were followed.

Based on the above bids, we recommend award to Majors Enterprises, Inc. as the lowest and best bid received in the amount of \$398,818.00.

Feel free to call with any questions.

Sincerely,

A handwritten signature in blue ink, reading "T. Shawn Campbell". The signature is fluid and cursive, with the first name "T." and last name "Campbell" clearly visible.

T. Shawn Campbell, President-CEO