



**Monroe Council Agenda
Regular Meeting
October 11, 2022 – 6:30 p.m.
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes – Finance Committee Minutes and Council Minutes of September 27, 2022.

Visitors

Committee Reports

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

Old Business

Resolution No. 44 -2022. A Resolution authorizing the City Manager to enter into a Mutual Police Aid Agreement by and between the City of Monroe and other political subdivisions. (Second Reading)

Resolution No. 45-2022. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Alan Scherr Associates for professional architectural services for the development of a request for qualifications related to the design/build of a new public works facility. (Second Reading)

Resolution No. 46-2022. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and CitizenLab, Inc. to provide an engagement strategy with citizens and businesses. (Second Reading)

Resolution No. 47-2022. A Resolution authorizing the acceptance of the Curbside Solid Waste & Recycling Collection bid submitted by Rumpke Waste & Recycling through the Center for Local Government and authorize the City Manager to enter into an agreement for the acceptance of said bid. (Second Reading)



New Business

Consideration of Motion authorizing the expenditure of \$28,368.00 to Jackson Construction, Inc. for concrete repairs at Fire Station 62.

Consideration of Motion accepting the July 2022 Finance Reports as submitted.

Administrative Reports

- Executive Session – Discuss the employment of a public employee.

Adjournment



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Resolution No. 46-2022. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and CitizenLab, Inc. to provide an engagement strategy with citizens and businesses. (Second Reading)

Background. Staff is requesting this be adopted as an emergency on the second reading so we can expedite the implementation of the software and proceed with the park survey.

Resolution No. 47-2022. A Resolution authorizing the acceptance of the Curbside Solid Waste & Recycling Collection bid submitted by Rumpke Waste & Recycling through the Center for Local Government and authorize the City Manager to enter into an agreement for the acceptance of said bid. (Second Reading)



New Business

Consideration of Motion authorizing the expenditure of \$28,368.00 to Jackson Construction, Inc. for concrete repairs at Fire Station 62.

Background. The front apron at Station 62 is in desperate need of repair and replacement. Over time, the wear and tear of heavy vehicle traffic and many winters of salt application have degraded the apron to the point of being dangerous and potentially damaging the vehicles or causing personal injury to staff and visitors. Station 62 will be a replacement of several squares of the apron that have been determined to need immediate replacement (photos attached), as well as some sidewalk repair in front of the Station's entrance. Funding for this project has already been approved through capital and appropriations. There have been three quotes that were received and we are requesting that Council approve the suggested quote so the project can commence before winter. The lowest quote was Jackson Construction, Inc, which came in at a total of \$28,368.00.

Consideration of Motion accepting the July 2022 Finance Reports as submitted.

Administrative Reports

- Executive Session – Discuss the employment of a public employee.

Adjournment



**Finance Committee of Council Minutes
September 27, 2022 – 5:30 p.m.
233 South Main Street, Monroe, Ohio**

The Finance Committee of Council met on September 27, 2022 at 5:31 p.m. in the Council Library located at 233 South Main Street, Monroe, Ohio.

Present: Jason Frentzel, Council Member; Ben Wagner, Council Member; Marc Bellapianta, Council Member; William J. Brock, City Manager; Jake Burton, Director of Finance; Deborah Armitage, Assistant Finance Director; Kacey L. Waggaman, Assistant City Manager; and Angela S. Wasson, Assistant to the City Manager/Clerk of Council.

Mr. Burton reported that revenues continue to outpace last year in the current year's budget.

As a follow up to Mr. Bellapianta's question at the last meeting, Mr. Burton advised that the payment to Majors for Monroe Bicentennial Commons was the final payment for that project for this year.

Mr. Burton distributed proposed amendments to the Fund Balance Policy noting it is currently a cumbersome policy. He is recommending a 20% minimum fund balance. This gives us coverage in the event of an economic downturn and the capability of investing excess funds. In the proposed amendments all of the reserves have been removed except for the General Fund. The Government Finance Officers Association recommends a reserve policy for the General Fund specifically. The other funds are being supplemented by the General Fund and it seems to double up on the reserves. Internally, target balances will be the Enterprise Funds keeping a 60 to 90 day reserve. Mr. Burton did not believe these funds need to be in the Fund Balance Policy.

Mr. Burton asked the Committee to review his recommendations and provide feedback at the next meeting.

Mr. Frentzel asked for some comparisons to present at the next meeting for various percentages.

Mr. Burton advised he was contacted by the City of Trenton seeking support from other cities in Butler County to propose that the Board of County Commissioners change how it handles the vehicle registration fees. The Ohio Revised Code allows the Commissioners to permit cities in Butler County to add an additional \$5.00 fee. Wagner and Mr. Frentzel was not opposed to helping out other cities and it would be in place in the event Monroe needed it. Mr. Burton will have another conversation with Trenton.



Mr. Frentzel asked if there were any changes to the recommended trash rates since they were reviewed by the Finance Committee. Mr. Brock replied that there were no changes to the rates, just a few of the contract terms.

The Finance Committee meeting adjourned at 6:02 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council



**Monroe Council Minutes
Regular Meeting
September 27, 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. with the Pledge of Allegiance.

Roll Call

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

Approval of the Minutes

Mrs. McElfresh moved to approve the Council Minutes of August 27, 2022 and September 13, 2022; seconded by Mr. Frentzel. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

Resolution No. 39-2022. A Resolution accepting the amounts as determined by the Budget Commission and authorize the necessary tax levies and certifying them to the County Auditor. (Second Reading)

Mr. Brock noted there have been no changes since the first reading and staff is requesting that it be adopted on the second reading as an emergency to submit to the County Auditor by the October 1st deadline.

Mrs. McElfresh moved to suspend the rule requiring the reading of Resolution No. 39-2022 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. 39-2022 by title only.

Mrs. McElfresh moved to adopt Resolution No. 39-2022; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.



Resolution No. 40-2022. A Resolution authorizing the City of Monroe to use the standard allowance for the Local Fiscal Recovery Fund as authorized by the American Rescue Plan Act. (Second Reading)

Mr. Brock noted there are no changes since the first reading.

Mrs. McElfresh moved to consider this 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. 40-2022 by title only.

Mrs. McElfresh moved to adopt Resolution No. 40-2022; seconded by Mr. Wagner. Roll call vote: seven ayes. Motion carried.

Resolution No. 41-2022. A Resolution authorizing the City Manager to enter into an Equipment Lease Agreement by and between the City of Monroe and Moeller Brew Barn, LLC for equipment previously located at the Monroe Bicentennial Commons Park. (Second Reading)

Mr. Brock reported this is for the lease of equipment to Moeller Brew Barn.

Mr. Bellapianta expressed his concern of setting a precedence in the event other businesses would like to do this same thing.

Mr. Callahan asked if there is a base value in the event the equipment is stolen or damaged and would their insurance pay for it. Mrs. Patterson replied that there is language in the agreement to protect the City in the event something like that would happen.

Mrs. McElfresh moved to consider this the second reading of Resolution No. 41-2022 and have it read by title only; seconded by Mr. Frentzel. Voice vote. Motion carried.

The Clerk Council read Resolution No. 41-2022 by title only.

Mrs. McElfresh moved to adopt Resolution No. 41-2022; seconded by Dr. Clark. Roll call vote: seven ayes. Motion carried.

New Business

Emergency Resolution No. 43-2022. A Resolution granting consent to the Ohio Department of Transportation for Bridge Inspection Program Services and declaring an emergency.

Mr. Brock reported this is a contract with the Ohio Department of Transportation for them to inspect bridges at no cost to the City.



Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Resolution No. 43-2022 on two separate days, authorize its adoption on the first reading, and have it read by title only; seconded by Dr. Clark. Voice vote. Motion carried.

The Clerk of Council read Emergency Resolution No. 43-2022 by title only.

Mrs. McElfresh moved to adopt Emergency Resolution No. 43-2022; seconded by Mr. Bellapianta. Roll call vote: seven ayes. Motion carried.

Resolution No. 44 -2022. A Resolution authorizing the City Manager to enter into a Mutual Police Aid Agreement by and between the City of Monroe and other political subdivisions.

Chief Buchanan advised this updates the current mutual aid agreement with jurisdictions in Butler County.

Mr. Bellapianta asked if officers have the ability to arrest someone if they were out of their jurisdiction, and if so, does that create liability with the City of Monroe.

Chief Buchanan advised that the ability is there and the liability falls under the Mutual Aid Agreement. Law Director Callahan advised that as an attorney for a plaintiff a complaint would be filed against both agencies and the insurance companies would work to determine liability.

Mrs. McElfresh moved to consider this the first reading of Resolution No. 44-2022 and have it read by title only; seconded by Mr. Bellapianta. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 44-2022 by title only.

Mrs. McElfresh moved to approve the first reading of Resolution No. 44-2022; seconded by Dr. Clark. Roll call vote: seven ayes. Motion carried.

Resolution No. 45-2022. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Alan Scherr Associates for professional architectural services for the development of a request for qualifications related to the design/build of a new public works facility.

Mr. Morton stated this allows an architect to prepare a request for qualifications document.

In response to Mr. Callahan's question, Mr. Morton replied that the location has not been determined yet. Mr. Brock added that there is a process that we need to follow to establish the request for qualifications at a cost of \$6,600.

Mrs. McElfresh moved to consider this the first reading of Resolution No. 45-2022 and have it read by title only; seconded by Mr. Wagner. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 45-2022 by title only.



Mrs. McElfresh moved to approve the first reading of Resolution No. 45-2022; seconded by Dr. Clark. Roll call vote: five ayes; two nays (Bellapianta and Callahan). Motion carried.

Resolution No. 46-2022. A Resolution authorizing the City Manager to enter into a contract by and between the City of Monroe and CitizenLab, Inc. to provide an engagement strategy with citizens and businesses.

Mrs. Patterson explained this company will integrate with our website and run the community surveys that have been discussed for a few months. This will allow for unlimited surveys, different types of surveys, staff training, and a dashboard in analytics on the backend. It is anticipated to send every household a postcard to fill out a survey online. If they do not want to complete it online they will have the option to receive a paper copy of the survey. Mrs. Patterson advised that the City owns all of the data.

Mrs. McElfresh moved to consider this the first reading of Resolution No. 46-2022 and have it read by title only; seconded by Dr. Clark. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 46-2022 by title only.

Mrs. McElfresh moved to approve the first reading of Resolution No. 46-2022; seconded by Mr. Frentzel. Roll call vote: six ayes; one nay (Callahan). Motion carried.

Resolution No. 47-2022. A Resolution authorizing the acceptance of the Curbside Solid Waste & Recycling Collection bid submitted by Rumpke Waste & Recycling through the Center for Local Government and authorize the City Manager to enter into an agreement for the acceptance of said bid.

Mr. Brock explained that the contract for curbside solid waste and recycling was bid out earlier this year through the Center for Local Government with other jurisdictions. The Finance Committee reviewed the bid and it was recommended to go with a three-year contract. The three-year contract is \$13.00 versus the five year at \$13.98. This allows us to see how the economy is. The recycling for three years is \$4.90 versus the five year at \$5.27. Mr. Brock noted this is close to a \$3.00 increase for a total of \$17.90.

Mrs. McElfresh moved to consider this the first reading of Resolution No. 47-2022 and have it read by title only; seconded by Mr. Wagner. Voice vote. Motion carried.

The Clerk of Council read Resolution No. 47-2022 by title only.

Mrs. McElfresh moved to approve the first reading of Resolution No. 47-2022; seconded by Mr. Frentzel. Roll call vote: seven ayes. Motion carried.

Consideration of Motion ratifying the purchase of a truck for the Department of Fire in the amount of \$64,197.50 from Force Inc. without formal bidding and advertising.



Chief Centers reported that a truck had been found and purchased in Bowling Green, Kentucky. Chief Centers thanked Council for allowing him to proceed in this fashion.

Mrs. McElfresh moved to ratify the purchase of a truck for the Department of Fire in the amount of \$64,197.50 from Force Inc. without formal bidding and advertising; seconded by Mr. Bellapianta. Voice vote. Motion carried.

Consideration of Motion authorizing the expenditure of \$33,600.53 for the price increase related to the East Avenue Water Main Replacement Project.

Mr. Morton explained this is a price increase passing from the manufacturer for the 12-inch ductal iron water main on East Avenue.

Mrs. McElfresh moved to authorize the expenditure of \$33,600.53 for the price increase related to the East Avenue Water Main Replacement Project; seconded by Dr. Clark. Voice vote. Motion carried.

Administrative Reports

- Presentation – Turtlecreek-Monroe JEDD Update

Mrs. Patterson updated Council on the Turtlecreek-Monroe 2022 Joint Economic Development District. In November staff will bring to Council a proposed agreement. The Township will be responsible for Way Find signage and road acceptance. The City will contribute economic development services, traffic management to make sure we are flowing well between Union Road and the traffic light, and potentially fiber. We are proposing a two-percent income tax within the district. When the revenue comes into the City the Finance Director will administer this income tax. There is a three and one-half percent fee for overseeing those expenses and collection. If Council approves this the revenue stream would begin February 1st or April 1st of 2023.

- Presentation – Park Survey Questions

Mrs. Patterson distributed some sample questions on the park survey that was driven on planning and budgeting questions. Mrs. Patterson requested Council provide any feedback to Mr. Brock.

Dr. Clark reported she is working on some informational sessions on the Charter Amendments. The first will be October 20th in the Monroe Community Room.

Mr. Frentzel asked Mr. Morton about a dip in the roadway at the intersection of State Route 63 and Lawton Avenue. Mr. Morton will look into this.

Mrs. McElfresh asked about the status of the lights on Main Street. Mr. Morton replied that duke has completed their work and we are now putting together the bid information for the installation of the lights.



- Executive Session – Discuss the employment of a public employee

Mrs. McElfresh moved to adjourn into executive session to discuss the employment of a public employee; seconded by Mr. Wagner. Roll call vote: seven ayes. Motion carried.

Council adjourned into executive session at 7:52 p.m.

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

Council reconvened into regular session at 8:39 p.m.

Adjournment

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

Council adjourned at 8:39 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

STATION 62 APRON







JACKSON CONSTRUCTION INC
5245 THOMAS RD
TRENTON OH 45067

Phone # 5134070095

City of Monroe 2022

Name / Address

City of Monroe
Fire Station 62

Date

8/29/2022

Estimate #

20

Project

Description	Qty	Rate	Total
REMOVE 7 INCH CONCRETE	760	10.00	7,600.00
7 INCH CONCRETE WITH REINFORCED STEEL MESH	760	17.60	13,376.00
Total			\$20,976.00

JACKSON CONSTRUCTION INC

5245 THOMAS RD

TRENTON OH 45067

Phone # 5134070095

City of Monroe 2022

Name / Address

City of Monroe
Entrance to Fire Station 62

Date

8/29/2022

Estimate #

21

Project

Description

Qty

Rate

Total

REMOVE SIDEWALK

330

10.00

3,300.00

5 INCH CONCRETE REPLACEMENT

330

12.40

4,092.00

Total

\$7,392.00