



**Monroe Council Agenda
Regular Meeting of Council
February 14, 2023 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Technology Committee Minutes of January 10, 2023; Finance Committee Minutes of January 24, 2023; and Council Minutes of January 10, January 12, January 19, January 21, and January 24, 2023.

Visitors

- Ceremonial Swearing in of Firefighter / Paramedic / EMT's Ben Lepensee, Scott McCoy, William Quinn III, and Kyle Keeler.
- Tim Abbott of Energy Alliance - Benefits of Electric and Gas Aggregation

Committee Reports

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

Old Business

New Business

Resolution No. 10-2023. A Resolution amending Resolution 55-2022 to increase the blanket purchase order amount authorized for Tyler Technologies to \$79,500.

Strategic Priority: Well Managed Services and Infrastructure

Background: City Council approved several blanket purchase orders for 2023 at the December 13, 2022 Council meeting on Resolution No. 55-2022, including \$77,949.13 for Tyler Technologies. The blanket purchase order amount was approved prior to obtaining our 2023 renewal amounts and we did not account for a large enough increase. We had originally built in a 4.6% increase as compared to 2022, and the actual increase was 6.4%. This cost covers the annual support, update licensing and disaster recovery charges for the City's financial software.

Resolution No. 11-2023. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the State of Ohio Attorney General for the collection of delinquent



income tax and other debt.

Strategic Priority: Good Governance

Background: As briefly discussed at the October budget retreat, and with the Finance Committee at the November 22, 2022 meeting, and discussed in greater detail at the January 24, 2023 meeting, the Finance Department is recommending that the Income Tax Division begin utilizing the Ohio Attorney General Office for tax collection services in 2023.

The Ohio Attorney General's delinquent debt collection is a free service for municipalities. However, a collection fee of 11% is passed onto the taxpayer, which is in addition to their certified tax balance. This is an alternative to filing a criminal case against a taxpayer or sending the debt to a collection agency. The Attorney General provides a significant cost savings for the City when compared to collection agencies that typically charge 30% to 50% of the debt collected. The Attorney General's Office also has the ability to capture state and federal tax refunds and lottery winnings for up to 10 years to pay off the debt. The Attorney General currently has over 200 local government clients utilizing their collection services.

The Income Tax Division would continue with their current practice of issuing multiple balance due letters/statements, offering payment plans, and working with taxpayers on an individual basis prior to sending an account to the Attorney General for collection. This would be the final step in a process when no response or action has been taken after consistent and multiple attempts for contact have occurred.

Resolution No. 12-2023. A Resolution declaring official intent with respect to reimbursements of temporary advances made for expenditures for capital improvements for the Municipal Public Works Facility in fiscal year 2023 to be made from subsequent borrowings.

Strategic Priority: Well Managed Services and Infrastructure

Background: This resolution allows the City to reimburse itself for expenses related to the Public Works Facility project incurred prior to issuing debt. The timing of expenses related to property acquisition, facility improvements and professional services are likely to be incurred before debt is issued. We anticipate issuing long term debt for the project towards the end of 2023 or 2024 depending on the market conditions and when the comprehensive cost estimates for the project are completed.

Resolution No. 13-2023. A Resolution authorizing the City Manager to enter into a Communications Equipment Site Lease Agreement by and between the City of Monroe and DISH Wireless L.L.C. for the placement of equipment on the water tank located at 580 South Main Street.

Strategic Priority: Good Governance

Background: Following the Sprint/T-Mobile merger Dish Wireless, LLC. (Dish) is a new start up wireless carrier and will become the third (behind Verizon and AT&T) major facility based terrestrial supplier of wireless service in the United States. Currently, T-Mobile/Sprint has an existing lease agreement with the City of Monroe (City) for the use of a portion of the South Main Street Water Tower. As the South Main Street Water Tower already serves as a collocated space for wireless infrastructure, Dish has



approached the City and has requested to collocate its wireless equipment on and at the South Main Street Water Tower site. The City's special legal counsel for wireless matters has negotiated a lease agreement with Dish over the past year, that among other things, contains the following terms and conditions: Lease term of six (6) five (5) five year consecutive terms = a thirty (30) year lease.

Annual rental payments of \$25,000.00 with a 3% annual escalator for each year of the lease term (for reference - Dish's traditionally offer to pay its landlords less than other wireless carriers in the market and often in Ohio has only agreed to annual rents below \$12k a year).

A one-time payment within sixty (60) days of lease execution of \$5,000.00 paid to the City.

Dish shall pay all of its ongoing utility costs for its site operations and shall be separately metered at the site.

Dish shall fully indemnify the City for its use and operations at the site.

Dish shall carry a minimum of \$5M in liability insurance covering its operations at the site and such insurance may be increased upon the City's request every five years.

Dish shall carry a \$50k performance bond during the term of the lease and for one year following lease expiration to ensure Dish performs and meets its obligations to the City.

Dish may, upon written notice to the City, assign its entire interest in the lease to its own subsidiaries or affiliates.

Any assignment of Dish interest in the lease to a third party will require both written notice to and full consent of the City.

The City may terminate the lease upon 365 days' notice to Dish should Council determine that public health, safety or welfare require it.

The City may require the immediate temporary cessation of Dish use or full termination of the lease should such be necessary to protect the water supply or the operations of the City's water distribution system.

Resolution No. 14-2023. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and O.R. Colan Associates for land acquisition services related to the culvert replacement on Todhunter Road.

Strategic Priority: Well Managed Services and Infrastructure

Background: In 2022, the Department of Public Works identified two culverts on Todhunter Road west of Britton Lane that are in need of replacement due to deterioration. Preliminary design work has begun to design the new structures to current standards, which requires additional permanent right of way for the structures due to the larger design required. In order to properly construct the new culverts, temporary construction easements will also be needed to properly place the structures and ensure proper erosion control during the project.

The work to procure the easements must take place prior to the construction of the replacement culverts on Todhunter Road, which is anticipated for the 2024 construction season. The areas developed for the permanent right of way and temporary easements were determined during the preliminary design phase of the project.



We have acquired three quotes for this service. All three are companies we have utilized in the past for land acquisition projects. All three companies are more than capable of successfully negotiating these takes, so we went lowest bid for the service (quotes attached). Land acquisition is a lengthy process and it is estimated this phase of the project will take six to nine months to negotiate for the right of way and temporary easements..

Resolution No. 15-2023. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the State of Ohio Department of Transportation for the installation and maintenance of signs for bicycle routes within the City.

Strategic Priority: Parks and Connectivity

Background: ODOT is initiating a statewide signage project for US Bicycle Routes 25, 30, and 230 across Ohio next year. ODOT intends to furnish and install signage along these routes for communities who are interested in participating. ODOT is reaching out to invite the City to participate in this project, as one of the 109 local governments located along these designated routes. In 2016 with Resolution 36-2016, the City showed support for the route. The installation of signage is the next step in the States process to define the bike route.

This initiative aligns with the strategic priority of park and connectivity by supporting the bike route through the City. It was noted from the initial discussion on the route, that it would be the City's intent to move the route to the portion of the GMRT within the City once the connection to the north is made. It is my understanding the County is funding a portion of that project, which Metro Parks is working toward completion within the next 5 years.

Ordinance No. 2023-04. An Ordinance repealing Chapter 284 of the Codified Ordinances in its entirety to eliminate the Audit Committee.

Strategic Priority: Good Governance

Background: As a result of being placed in Fiscal Emergency by the Auditor of State in 2004, there were several recommendations made by the State Auditor and outlined in the Performance Audit in 2005. Following Fiscal Emergency declaration, the City established the Audit Committee as recommended by the State Auditor. The primary responsibility of the Audit Committee was to "oversee the independent audit of the City's financial statements, including resolution of audit findings. The Committee should regularly report to Council on financial matters."

Several years have passed since that time and controls have been put in place and continue to be reviewed. Over the last few years, the need for the Audit Committee has dwindled and has been inactive for the last two years. The City has improved internal controls and reporting tremendously since 2004. The City now uses Munis Financial Software, which includes many internal controls that assist staff with budget management and financial reporting and analysis. The Finance Committee of Council meets consistently on a monthly basis to discuss financial matters of the City, including reviewing the monthly financial reports, audit reports, utility rates, etc. Finance staff reconciles all



accounts monthly and provides revenue and expenditure information and a statement of cash position to the City Manager, Finance Committee and City Council monthly.

Ordinance No. 2023-05. An Ordinance amending and supplementing Exhibit "1" of Ordinance No. 2022-35 to create the unclassified positions of IT Operations Manager and Economic Development Professional; change the titles of Financial Operations Manager to Technology Services Manager, Finance Specialist (Technology) to Technology Support Specialist, and Assistant Finance Director to Financial Services Manager; and include an amendment to Exhibit "1" of Ordinance No. 2022-06 to reflect the position of Battalion Chief as a classified position.

Strategic Priority: Well Managed Services and Infrastructure

Background: We continue to focus on right-sizing our staff to support the Strategic Priority of Well Managed Services and Infrastructure. Sometimes that means adding positions and sometimes that means changing our current organizational structure. This amendment to the wage ordinance is a combination of both.

IT Positions: As discussed in the budget retreat meetings, we are creating an Information Technology division in the City Manager's Office. This consists of adding one new position; IT Operations Manager. During the budget retreats, this position was referred to as "Network Administrator", but after developing the job description and doing some industry comparisons, we found that the IT Operations Manager title was a better fit. This position will primarily be focused on the City's IT infrastructure, voice telecommunications system, and hardware support. We are also transferring two Finance employees to the IT division and changing their job titles and descriptions to reflect IT services City-wide rather than just the Finance department. The Financial Operations Manager will be the Technology Services Manager primarily focused on the City's ERP system administration, software implementation, and end-user support; the Finance Specialist - Technology will be the Technology Support Specialist will support both of the other positions primarily focused on assisting end-users with hardware upgrades and software testing, training, and trouble-shooting.

ED Position: The City's strategic plan identifies several areas that need specific attention from Economic Development and the current staffing level is not sufficient to accomplish these goals. In addition to Well Managed Services and Infrastructure, the position also supports the Strategic Priorities of Strategic Growth and Development and Community and Interpersonal Communications. This position will also support the CIC as that Board implements its upcoming Economic Development Strategic Plan.

Finance Positions: A restructure of the Finance department began last year as we learned of the Assistant Finance Director's intent to retire. As you recall, we added the position of Finance Administrator to absorb some of the Assistant Finance Director's duties and take some of the duties traditionally done by the Director. The Financial Services Manager replaces the Assistant Finance Director who retired on 1/31/23. This position will perform the remaining duties of the Assistant and supervise the CSS and Utility Billing functions. Utility Billing was previously under the Financial Operations Manager that is transferring to IT.

Battalion Chief: Pay grade was corrected to reflect this position is on a union scale. When created, the position was non-union; however, it was included in the most recent collective bargaining agreement effective 10/1/22.

Ordinance No. 2023-06. An Ordinance authorizing the sale and trade in of certain personal property no longer needed for municipal purpose.



Strategic Priority: Well Managed Services and Infrastructure

Background: Our current hotbox was purchased new in 2009 making it 14 years old. We are having trouble with the diesel fired heating system on the current machine and parts availability is scarce. We have set a life cycle of 12 years. Our plan will be to sell the current hotbox through the GOV Deals auction clearing house. It will be sold as-is with no reserve, it is difficult to assess a market value for a machine of this age and condition.

The current roller was bought new and is a 2010 model making it 13 years old. We have had some mechanical problems with the current machine and have been advised that if the drum motor breaks again, the cost to repair will be greater than the value of the machine. We have set a life cycle of 12 years.

Our plan is to trade-in our current roller which has a value of \$5,000.00.

Consideration of Motion authorizing the expenditure of \$69,133.75 for a John Deere Flex Wing Mower for the Department of Public Works.

Strategic Priority: Well Managed Services and Infrastructure

Background: This is an addition to our fleet of mowers. We are not trading-in or selling any equipment for this purchase. We are adding this tractor and batwing mower to help add efficiency to our roadside mowing. As the City continues to grow, so does our workload. This extra tractor and mower will allow us to complete our roadside mowing in a timelier manner and allow our crews to move on to other tasks, accomplishing more work in a short amount of time. We will begin to track and measure roadside mowing to ensure that this investment shows improvement in the efficiency of this area.

These items are both on state bid pricing, so multiple bids are not necessary.

We have set a life cycle of 12 years. Approximate Cost: \$69,133.75 *Costs are currently in flux due to inflationary factors. Final amounts may change at the time of Council approval.

The item was included in the 2023 Appropriations and the Public Works Director is seeking approval prior to cost increases.

This item was sent in a report with two other items for review to the Public Works Committee on January 25, 2023. A meeting was not requested by any of the committee members to review the item prior to

Consideration of Motion authorizing the expenditure of \$131,982.00 for the purchase of a mid-sized dump truck for the Department of Public Works.

Strategic Priority: Well Managed Services and Infrastructure

Background: The Public Works Director is seeking the purchase of a mid-sized dump truck to be added to his fleet. This truck will be an addition to the fleet in the water maintenance division. This is a mid-sized truck that will be capable of towing the trailer which carries the excavator and skid loader, in



addition to hauling dirt and gravel to and from job sites. The addition of this truck will allow better efficiency in the water crews. This truck will give them the ability to have one truck for hauling off spoils from a job site while the second truck is hauling in backfill material. Currently, they have one truck to complete all tasks. The water division's busiest time of the year is winter. That is when we see the largest amount of main break repairs that require quick resolution. During the winter it limits the ability to borrow a truck from the street maintenance division, which is set-up for snow and ice control and not ready for use for the purposes of the water maintenance division.

It is the recommendation of Public Works to buy this truck as opposed to leasing. This truck will not be used in snow removal operations, so it will not live in the same harsh environment as the plow trucks which are leased. We have assigned a life cycle of ten years for this truck. Historically, by 10 years we have started to see issues with rusting of the frame and dump-body as well as mechanical issues that can be significant in cost of repair.

Consideration of Motion authorizing the expenditure of \$47,385.00 for a KM International 4-ton Trailer Mounted Asphalt Hotbox for the Department of Public Works.

Strategic Priority: Well Managed Services and Infrastructure

Background: This piece of equipment is used in pothole repair and street-cut patching operations, which is a core function of our street maintenance operations. It is a trailer mounted unit that holds up to 4 (four) tons of asphalt and keeps it hot while crews dispense it into repairs. This unit has a dump feature to allow the asphalt to be kept at the back of the trailer for the crews to shovel out. There is a small crane mounted on the trailer, so we can lift the heavy plate compactor on and off the trailer without risk of back injuries. It comes standard with all the necessary safety lights. It will also have a 30-gallon heated tack tank for adding tack coat and sealing the edges of the patch(es).

Our current hotbox was purchased new in 2009 making it 14 years old. We are having trouble with the diesel fired heating system on the current machine and parts availability is scarce. We have set a life cycle of 12 years. Our plan will be to sell the current hotbox through the GOV Deals auction clearing house. It will be sold as-is with no reserve, it is difficult to assess a market value for a machine of this age and condition.

Consideration of Motion to authorize the expenditure of \$41,487.00 for a 2022 Bomag BW120SL-5 Asphalt Roller for the Department of Public Works.

Strategic Priority: Well Managed Services and Infrastructure

Background: This piece of equipment is to upgrade and replace our current roller. This new machine is two model sizes larger than our current roller. This new roller will have a 47.2" wide drum opposed to the 35" drum on our current roller. The wider roller will allow better trench patching. Typically, our trench width is between three and four feet in width. With this wider roller, most patches will be able to be rolled with no seams or less seams with this wider machine. The wider machine is also heavier, so this is another advantage to achieving better compaction out of this new machine. It is used alongside the hotbox in the street maintenance operations to ensure the repair work is properly compacted and smooth.

The current roller was bought new and is a 2010 model making it 13 years old. We have had some



mechanical problems with the current machine and have been advised that if the drum motor breaks again, the cost to repair will be greater than the value of the machine. We have set a life cycle of 12 years.

Our plan is to trade-in our current roller which has a value of \$5,000.00.

Consideration of Motion authorizing the expenditure of \$20,156.00 to Butler Tech for paramedic school fees.

Strategic Priority: Well Managaged Services and Infrastructure

Background: With the current state of the candidate pool and in order to provide the highest quality service that the City requests, we are hiring EMT-Basics and sending them to school to obtain their Paramedic Certification. This request is to send two of our employees to Butler Tech Paramedic School starting March 2023 to obtain their certification and meet the terms of their employment.

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

Consideration of Motion requesting a hearing for the transfer of a C1 and C2 Liquor Permit from Swara Convenience to CFM 2973 Inc, dba Monroe IGA Express, located at 2 East Avenue.

Strategic Priority: Communication and Interpersonal Connections

Background: This request for the transfer of a C1 and C2 liquor permit from one corporation to another. These permits are the same as the existing permits. Note that the response must be postmarked no later than February 6, 2023; however, this notice was received after the packets were already prepared for the January 24th Council meeting.

Administrative Reports

- **Executive Session** - to discuss the employment and dismissal of a public employee.

Adjournment