



**Monroe Council Agenda  
Regular Meeting of Council  
April 25, 2023 – 6:30 PM  
233 South Main Street, Monroe, Ohio**

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***Pledge of Allegiance***

***Roll Call***

***Approval of the Minutes***

Council Minutes of April 11, 2023

***Visitors***

Nancy Nix, Butler County Auditor - Introduction

***Committee Reports***

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

***Old Business***

**Ordinance No. 2023-09.** An Ordinance amending Sections 236.02 and 236.025 of Chapter 236 of the Codified Ordinances to change the title of Assistant Finance Director to the existing title of Finance Administrator. (Second Reading)

***New Business***

**Ordinance No. 2023-10.** An Ordinance amending and supplementing Ordinance No 2023-07, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, during fiscal year ending December 31, 2023.

**Strategic Priority:** Good Governance

**Background:** Due to the state of the hiring pool, the Fire Department has hired individuals that do not have their certification as EMT-Paramedics. As part of their hiring package, the City will pay for the tuition of school in return for guaranteed years of service post certification. \$24,000 was budgeted for this expense in 2023, however, due to the amount of new hires without paramedic certifications, additional funds are necessary. Three new individuals who were recently hired have either just started school or will be within the next month. A supplemental appropriation is necessary to cover the cost of this schooling.



Public Works & Fire Departments originally requested \$100,000 for the replacement of the driveway from the street to the bay doors at Fire Station 61, however, this request was not funded as further information and discussion was necessary. After further review, it was determined that engineering is needed to correct some original design issues with the driveway, including installing new trench drains and modifying a catch basin. The contract with Jones-Warner Inc. for these services totals \$16,000. A contract for the concrete itself would come before Council after the engineering services are completed.

**Ordinance No. 2023-11.** An Ordinance directing the Clerk of Council to cause each ordinance and resolution adopted to be published on the City website and at the City Building for a period of no less than 15 days.

**Strategic Priority:** Good Governance

**Background:** This legislation establishes the location where adopted legislation shall be posted for a period of 15 days.

**Resolution No. 31-2023.** A Resolution adopting an Economic Development Strategic Plan as recommended by the Monroe Area Community Improvement Corporation.

**Strategic Priority:** Strategic Growth and Development

**Background:** This plan has been the focus of the MACIC's efforts for the past year. The plan provides a framework to evaluate how the City's economic development resources are allocated and what the City's growth priorities are. As the City continues to provide programs and amenities for resources, thoughtful economic development is a key part of maintaining the revenue streams that support that growth.

As mentioned during the presentation to City Council at the April 11th meeting, this is a 3 year strategic plan. Once adopted, the MACIC will develop Action Items under each of the Development Objectives. These Action Items will serve as the framework for future reports back to City Council.

**Resolution No. 32-2023.** A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Jones-Warner Consultants, Inc. for professional engineering services for the replacement of concrete approaches at the Fire Station located at 3 South Main Street.

**Strategic Priority:** Well Managed Services and Infrastructure

**Background:** We feel the engineering is needed so we can correct some original design issues with the driveway. Trench drains will be installed in front of each of the three bay doors to prevent water from reaching the building. An existing catch basin will be modified to allow for better drainage across the driveway slope. A concrete pour schedule will be developed so that each bidder will understand the time necessary to complete this project. We can only pour one lane at a time so the fire personnel can still get equipment out when needed and each section will need to sit for 7 days to properly, cure.



**Consideration of Motion** to authorize the expenditure of \$39,330.00 to webCemeteries for software for the Department of Public Works.

**Strategic Priority:** Well Managed Services and Infrastructure

**Background:** The Public Works Division of Cemeteries is asking for up-graded software. Our current software is twelve years old and is only supported minimally by its developer. The current software also does not meet the ever demanding needs of the cemeteries as we continue to see an upward trend in burials since the pandemic began in 2020. The current software is not even part of the City's secure server. The current software is hosted on an old desktop computer located within the Public Works Administrative offices. There is a high risk that we could lose all of the current data of this computer. The new software will be hosted in the cloud on an Amazon cloud server that is very secure. Our Public Works staff, which included the Assistant Director Brian Perkins, Administrative Assistant Donna Campbell, Street, Parks and Cemeteries Superintendent Jason Holbrook, and Kelly Wright, GIS Analyst, along with IT staff, spent many hours researching and viewing different options for this software replacement. One of the great benefits of web-hosted software is that staff can view the software while in the Cemeteries via an app on their phone or tablet, making it much simpler as well as more accurate when showing customers available grave sites for purchase. There are many state laws and regulations that must be followed when owning and operating cemeteries. This up-graded software will allow us to create and maintain many of these documents in a safer, faster and more secure way.

Below are ten points provided by staff. These points are what made this software stand out to them and why they chose this product over the current software as well as the other software which was reviewed. I relied on this group to choose the best fit for our Department's needs. This is an area of expertise that is handled solely by the staff previously mentioned and it is important that they choose the option which best suits the needs of the Cemetery Division.

webCemeteries is a single-source solution with everything in-house vs outsourcing mapping services to a third party, which requires licenses per user.

webCemeteries contract solution resides in the software. Pontem requires you to buy a third-party software platform that has partial integration with their system. Cloud vs Desktop. With webCemeteries, you'll be hosted on the Amazon cloud with the highest level of security and multiple backup features. You can work from anywhere, anytime on their platform.

webCemeteries is responsible for the maintenance of the software and integrity of the data. It is not using hardware resources onsite at the City that are required to be maintained, supported, and upgraded/replaced. Pontem resides on a computer in Public Works and the backend is on a server at the City building.

webCemeteries offers an online help center with hundreds of training articles and videos. Their Account Managers are Cemeterians and understand the business.

webCemeteries offers complete scanning and data entry services for scanning your historical records on-site at your office and entering them into your software. This is not outsourced.



webCemeteries' Dynamic Forms feature allows you to create any number of auto-generated printable documents and forms out of your account so that you do not need to manually create documents like deeds, internet forms, etc. (Pontem does not allow you to upload your own forms).

Working with webCemeteries integrated payment processing, you can automatically process credit cards and ACH transactions through the software, even emailing or texting secure payment links to customers along with electronic and printed receipts. (Pontem does not offer payment processing).

webCemeteries online burial search includes not only map locations for burials with walk-to-grave GPS navigation but also allows you to highlight points of interest, available property, and famous burials on tours of your cemetery to drive customer engagement. Visitors can also submit photos and stories of their loved ones to preserve their memories and publish their life stories. (Pontem only allows burial lookup, no tours or memorial pages).

webCemeteries is always kept up to date, with new features and enhancements published throughout the year. Software will always be current. (Pontem's software is still a desktop application with few updates being added).

webCemeteries has ease of use and the capability to scan several documents at a time. (Pontem only has the capability of scanning into the system one page at a time.)

It is time to replace this current software and Public Works will appreciate the council's support in the purchase of this new up-to-date software that will meet our growing needs for several years into the future. Budget was included within the Department for the replacement of this software in the 2023 appropriations..

**Consideration of Motion** authorizing the expenditure of \$31,840.00 to Oakley Blacktop, Inc. for paving of the rear parking lot of the Police Station.

**Strategic Priority:** Well Managed Services and Infrastructure

**Background:** Part of the rear parking lot at the Police Department was not paved during the rehabilitation of the property. Over the past 21/2 years of the facility being in service, this area has continued to fail to a point which requires action before complete failure of the asphalt sets-in. There are also some drainage issues that allow water to run by the catch basins and towards the building; this needs to be corrected as well. Through milling of the asphalt, the contractor will create more slope to the catch basins which already exist. This will help direct more of the water and snow melt to the catch basins and away from the building. This will help with icing issues experienced in the winter months. One of the attachments provided will show the outline of the area to be paved. It encompasses the area just outside the gate to the rear of the building. We will not be paving any of the area in the rear of the strip center.

**Consideration of Motion** appointing Jake Burton to the Energy Special Improvement District.

**Strategic Priority:** Strategic Growth and Development



**Background:** The I-75 ESID (Energy Special Improvement District) was created by the City of Monroe and Liberty Township in 2019 to encourage the “green” development and redevelopment of commercial and industrial sites in the area. By financing qualified energy-efficient projects through PACE bonds, a company can pay their bonds using a special assessment structure on their taxes. This assessment structure reduces the upfront cost of the investment by allowing companies to pay over the useful life of the project. Since the creation of the I-75 ESID, the City of Fairfield and West Chester Township have also joined the district, and another community close to Monroe is expected to join in the next few months as one of their companies invest in its building.

The ESID’s Board of Directors is determined by statute, and one of Monroe’s appointment positions is open. Under ORC 1710.04, Monroe has two appointees to the Board – one board member is appointed by Council and one board member is appointed by the City Manager. City Council originally appointed Mr. Routson as a member of the Board, and Mr. Brock appointed Ms. Patterson in her economic development capacity. While it’s typical for this ESID to have an economic development appointee, other communities joining the district have engaged their Finance Director to fill the Council appointment. This is in large part because processing the special assessments on the project will affect the finance department. By having a finance representative on the Board of Directors, the community is well-positioned to handle the project in its entirety.

As a reminder, ESID projects within the City cannot move forward without City Council approval, so elected officials will still have an opportunity to review the project for consistency with the City’s vision and strategic plans. The ESID’s Board of Directors does not meet to consider a project until the home community’s legislative authority has approved the project. While City Council would be responsible affirming that the proposed project meets the needs of the City and that the City is willing to special assess the project, the ESID is responsible for confirming that the project meets PACE bond requirements.

Staff is recommending that Jake Burton be appointed by City Council for the open ESID Board of Directors position. While the position does not have to be filled at this time, we believe there is at least one existing Monroe company strongly considering using the ESID to support a large energy-efficiency investment, and it seems appropriate for Monroe’s positions to be fully filled prior to Board consideration of the project.

**Consideration of Motion** to adopt the amended Rules of Council as presented.

#### *Administrative Reports*

- **Executive Session** - to consider the purchase of property for public purposes.

#### *Adjournment*