



**Monroe Council Agenda
Regular Meeting of Council
October 24, 2023 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of October 10, 2023

Visitors

Ceremonial Swearing in of John P. Centers as Council Member
Al Aspacher with Fishbeck - Hydrology Studies Update

Committee Reports

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

Old Business

New Business

Resolution No. 61-2023. A Resolution authorizing the Acting City Manager to enter into an agreement by and between the City of Monroe and the Center for Public Safety Excellence for professional consulting services to create a strategic plan for the Department of Fire.

Strategic Priority: Good Governance

Background: As the Community, City Services and the Fire Department continue to grow, it is imperative that we have a clear vision of where we wish to be and a framework on how we will get there. To accomplish this goal, we are looking to update the Strategic Plan of the Monroe Fire Department which was last revised in 2018. To help us with this endeavor, we are looking to gain the assistance of the Center for Public Safety Excellence. They are specifically set up to help Public Safety services in working through these challenges. Their plan involves both internal and external stakeholders' input on what they expect of their local Fire Department, the services that we provide, and the expectations on how quickly we provide them. We have never officially involved external stakeholders in the process before, but hearing from the community in a structured format is crucial in



making sure that we are matching their expectations with the plans we have for the future. As we look at creating an all-encompassing plan for our future, I believe that we need the expert guidance of this organization to get us through this first one with a high quality product and an implementation guide to help us achieve the outcomes. In discussion with other Fire Safety Professionals, this plan is pivotal in making sure that this is the direction we need to be going in. Attached to this submittal is the Community-Driven Strategic Plan Proposal from the Center for Public Safety Excellence. It goes into detail on the scope of the project, the timeline for accomplishing the plan and the deliverables at the conclusion of the program.

Resolution No. 62-2023. A Resolution authorizing the Acting City Manager to enter into a professional engineering agreement by and between the City of Monroe and ChoiceOne Engineering for a traffic calming study on Crossings Boulevard.

Strategic Priority: Well Managed Services and Infrastructure

Background: ChoiceOne Engineering was selected as the firm to complete this project. The scope of the project is to study Crossings Boulevard and provide recommendations which would calm traffic at all intersecting streets with Crossings Boulevard. **This project was not funded in the 2023 budget and would need funds to be appropriated by the Council before we can move forward with the project.** The City has conducted a speed study with our radar unit and determined the average speed on Crossings Boulevard is 38 MPH. The cost of the study with ChoiceONE is \$15,400.00.

Public Hearing. Resolution approving the application for placement of farmland in an agricultural district filed by Eve Kristin for real property located on the west side of State Route 4 containing 57.7498 acres, more or less.

Strategic Priority: Good Governance

Background: Eve Kristin has filed an application for the placement of approximately 57 acres of her land in an agricultural district through the Butler County Auditor's office. These applications are commonly referred to as CAUV's or Current Agricultural Use Valuation Program. These districts must be renewed every five years. The application before you also includes a Woodland Stewardship Management Plan. This Plan is permitted in Chapter 929 of the Ohio Revised Code. Since this property is located within a municipal corporation, Council is required to hold a public hearing. Proper notice of the public hearing has been published and sent to the property owner.

Resolution No. 63-2023. A Resolution approving the Application for Placement of Farmland in an Agricultural District filed by Eve Kristin for real property located on the west side of State Route 4 and containing 57.7498 acres, more or less.

Emergency Ordinance No. 2023-28. An Ordinance extending a moratorium for a period of 180 days on the granting of any new permits allowing retail dispensaries for medical marijuana within the City of Monroe and declaring an emergency.

Strategic Priority: Strategic Growth and Development



Background: This additional moratorium for medical marijuana dispensaries is in response to the request of City Council at the October 10, 2023, Council meeting.

Ordinance No. 2023-29. An Ordinance authorizing the Acting City Manager to execute an Employer Adoption Agreement with the Ohio Public Employees Deferred Compensation Board to offer a Roth 457 option to City of Monroe employees.

Strategic Priority: Good Governance

Background: Ohio Revised Code Section 148.04 authorizes employers to offer the Roth 457 option within its public employee deferred compensation program. The Roth 457 option has been identified as an additional benefit that can help City employees to save for retirement by expanding their portfolio to include this option. The City currently offers a pre-tax 457(b) plan to employees through Ohio Deferred Compensation, and the addition of the Roth plan would allow for after-tax contributions to be made. Both options are payroll deducted and subject to the annual maximum limits allowed by the IRS. This additional option would have minimal impact on payroll staff as they process bi-weekly payrolls.

Consideration of Motion authorizing the expenditure of \$59,893.50 to Buckeye State Pipe & Supply, Co., Inc. for the purchase of bulk water meters and cellular end points.

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for the purchase of bulk water meters and cellular end points. This is an annual purchase which is budgeted out of the funds collected through the monthly fee assessed to each water account for meter replacement. The total cost of this purchase is \$59,893.50

Consideration of motion to authorize the expenditure of \$37,394.92 to Civica North America, Inc. for the 2024 License, support and maintenance agreement to maintain the police department's records management system.

Strategic Priority: Well Managed Services and Infrastructure

Background: This request is for the annual maintenance agreement that supports the police department's records management system. The police department continues to use the CMI software package provided by Civica North America and are happy with the product. There was no increase in the cost from the current agreement. This provides the needed licenses, as well as the upgrades and support that the system requires. This expenditure is part of the proposed 2024 budget and it is due on January 1st, 2024. We request the authorization now in order to prepare the purchase order prior to the receipt of the invoice that usually arrives in mid November.

Administrative Reports

Tax Increment Financing Districts
Budget Presentation - Capital Items

Adjournment



**Monroe Council Minutes
Regular Meeting of Council
October 10, 2023 – 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: Kelly Clark, Jason Frentzel, Keith Funk, Michael Graves, Christina McElfresh, and Ben Wagner.

Mayor Funk noted that Mr. Centers had a prior commitment before being appointed to City Council.

Mrs. McElfresh moved to excuse John Centers; seconded by Mr. Wagner. Voice vote. Motion carried.

Approval of the Minutes

Mrs. McElfresh moved to approve the Council minutes of September 23 and September 26, 2023; seconded by Mr. Frentzel. Voice vote. Motion carried.

Visitors

None.

Committee Reports

None.

Old Business

Ordinance No. 2023-25. An Ordinance authorizing the issuance of not to exceed \$3,200,000 of real estate acquisition general obligation bond anticipation notes, by the City of Monroe, Ohio, in anticipation of the issuance of bonds. (Second Reading)

The Clerk of Council read Ordinance No. 2023-25 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2023-25; seconded by Dr. Clark. Roll call vote: six ayes. Motion carried.



Ordinance No. 2023-26. An Ordinance authorizing the purchase of temporary and permanent right-of-way for the Todhunter Road Culvert Replacement Project from Thomas J. Lipinski and Teri L. Lipinski.

In response to Mr. Frentzel's question, Mr. Morton confirmed this is the last purchase of right-of-way needed for the project.

The Clerk of Council read Ordinance No. 2023-26 by title only.

Mrs. McElfresh moved to adopt Ordinance No. 2023-26; seconded by Mr. Frentzel. Roll call vote: six ayes. Motion carried.

New Business

Resolution No. 59-2023. A Resolution approving a Then-and-Now Certificate in the amount of \$4,842.80 to Ken Herbert Plumbing.

Mrs. Waggaman explained that plumbing work was needed at both fire stations that did not allow for sufficient time to open a purchase order.

The Clerk of Council read Resolution No. 59-2023 by title only.

Mrs. McElfresh moved to adopt Resolution No. 59-2023; seconded by Dr. Clark. Roll call vote: six ayes. Motion carried.

Resolution No. 60-2023. A Resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Mrs. Waggaman explained that the County Budget Commission reviews the City's tax budget every year and estimate the amounts that we will receive from our property tax levies. Council is required to approve those.

The Clerk of Council read Resolution No. 60-2023 by title only.

Mrs. McElfresh moved to adopt Resolution No. 60-2023; seconded by Mr. Graves. Roll call vote: six ayes. Motion carried.

Emergency Ordinance No. 2023-27. An Ordinance adopting current technical codes referred to in the Codified Ordinances and to provide for the automatic adoption of the newest revisions and editions of the technical codes described herein, and declaring an emergency.

Mrs. Waggaman reported the Charter allows Council to adopt certain technical codes adopted by the State or other organizations. The language in the ordinances did not allow for the adoption of



the newest version of these technical codes, so several are outdated. This will allow for the automatic adoption of the newest version.

Mrs. McElfresh moved to suspend the rule requiring the reading of Emergency Ordinance No. 2023-27 on two separate days and authorize its adoption on the first reading; seconded by Dr. Clark. Voice vote. Motion carried.

The Clerk of Council read Emergency Ordinance No. 2023-27 by title only.

Mrs. McElfresh moved to adopt Emergency Ordinance No. 2023-27; seconded by Mr. Frentzel. Roll call vote: six ayes. Motion carried.

Consideration of Motion authorizing the expenditure of \$46,950.00 to Velecor for the purchase of three new network hosts for the City Building.

Mrs. Waggaman advised three quotes were obtained and this is a budgeted expense. The life expectancy is three to five years and what we currently have are five to nine years old. Mrs. Waggaman confirmed Mayor Funk's understanding that should one of these fail we would have system outages in the City.

Mrs. McElfresh moved to authorize the expenditure of \$46,950.00 to Velecor for the purchase of three new network hosts for the City Building; seconded by Mr. Graves. Voice vote. Motion carried.

Consideration of Motion accepting the August 2023 Finance Reports as submitted.

Mrs. McElfresh moved to accept the August 2023 Finance Reports as submitted; seconded by Mr. Wagner. Voice vote. Motion carried.

Administrative Reports

Mrs. Waggaman made Council aware that the medical marijuana moratorium has expired and does not anticipate any new applications in the near future. If Council wishes legislation could be prepared for the next meeting. It was the consensus of Council that emergency legislation be presented at the next meeting to extend the moratorium for an additional six months.

Mr. Burton gave a presentation before Council explaining special revenue, debt service, and enterprise funds.

Mr. Morton sought Council's interest in having an event on April 8, 2024, there will be a 124 mile wide ban that will encompass a solar eclipse. The next one will be in 2099 and this is a once in a lifetime event. Council had no objection to this and it will be presented to the Public Involvement Committee. Mayor Funk did not want to approve this without knowing the cost of the event.



Mr. Smith gave a presentation before Council on the status of the Planning and Zoning Code update process. Council had general discussion on the density following the request of Mr. Smith to begin to think about this.

At the request of Mr. Graves, Mrs. Waggaman advised that quotes have been obtained in performing a sound study between Colonial Manor and the Kroger Distribution Center. The costs came in as late as this afternoon and the price is between \$9,000 to \$15,000.

Mrs. McElfresh and Mayor Funk encouraged having a conversation with Kroger.

Mr. Wagner reported that there is a vacancy on the Park and Recreation Board. Mrs. McElfresh added that there is a vacancy on the Planning Commission as well.

Executive Session – Consider the purchase of property for public purposes.

Mrs. McElfresh moved to adjourn into executive session to consider the purchase of property for public purposes; seconded by Mr. Graves. Roll call vote: seven ayes. Motion carried.

Council adjourned into executive session at 8:03 p.m.

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

Council reconvened into regular session at 8:33 p.m.

Adjournment

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

The regular meeting of Council adjourned at 8:33 p.m.

Respectfully submitted,

Angela S. Wasson, MMC
Clerk of Council

RESOLUTION NO. 61-2023

A RESOLUTION AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO AN AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND THE CENTER FOR PUBLIC SAFETY EXCELLENCE FOR PROFESSIONAL CONSULTING SERVICES TO CREATE A STRATEGIC PLAN FOR THE DEPARTMENT OF FIRE.

WHEREAS, the strategic plan for the Department of Fire has not been updated since 2018; and

WHEREAS, with the growth of the community and the increased demand for services it is necessary to update the strategic plan.

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

SECTION 1: The Acting City Manager is hereby authorized to enter into an agreement by and between the City of Monroe and the Center for Public Safety Excellence for professional consulting services to create a strategic plan for the Department of Fire. The terms and conditions of said agreement are marked Exhibit “A” attached hereto and made a part hereof.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor



Community-Driven Strategic Plan Proposal
to
City of Monroe Fire Department
6262 Hamilton-Middletown Road
Middletown, Ohio 45044

David Leverage
Fire Chief
June 26, 2023



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THE CPSE® DIFFERENCE

The mission of the Center for Public Safety Excellence® is: *“To lead the fire and emergency service to excellence through the continuous quality improvement process of accreditation, credentialing, and education.”*

By teaching, coaching, guiding, and advising, CPSE’s Technical Advisor Program (TAP) strives to provide agencies the tools to internalize continuous quality improvement and thereby achieve excellence.

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.

TAP places great importance on thorough preparation for each project including:

- A clear understanding of the agency’s background, goals and objectives, and the complex issues they are facing,
- A workplan that is comprehensive, well designed, and provides ample opportunity for stakeholder input,
- Sufficient resources and a commitment to successfully complete the project within the desired time frame at a reasonable cost, and
- A commitment to support the agency after the Strategic Plan is adopted.

TAP uses contemporary methods and enlists energetic and positive individuals to help facilitate agency work. Our advisors personalize their approach and garner candid feedback from stakeholders while putting stakeholders at ease. The end result is a truly strategic rather than tactical plan.

SCOPE

The purpose of a strategic plan is to identify and provide a process that envisions the future by accomplishing organizational visions. A well-crafted strategic plan, guided by good management, and executed by committed personnel will translate to improved effectiveness, efficiency, and better quality of services being delivered. CPSE believes the most successful strategic planning efforts involve both internal and external stakeholders.

The Community-Driven Strategic Plan Facilitation process typically takes 60 to 90 days and includes:

- Meeting with community stakeholders to gather feedback on community expectations, concerns, and priorities,
- A three-day, in-person work session with agency stakeholders to integrate community feedback into their mission, vision, and values, and
- A professionally formatted and published document encompassing strategic initiatives, goals, objectives, critical tasks, and performance measures.

Expected outcomes include a strategic plan that will:

- Address the organization’s mission, vision, and values
- Be achievable, measurable, and responsive to changing community needs
- Be easily reviewed and modified to meet the changing internal and external needs of the agency
- Build upon community partnerships and enhance the ability to harmonize the goals of the agency with the community’s identified needs
- Encourage and embrace involvement, participation, and teamwork
- Establish strategic initiatives

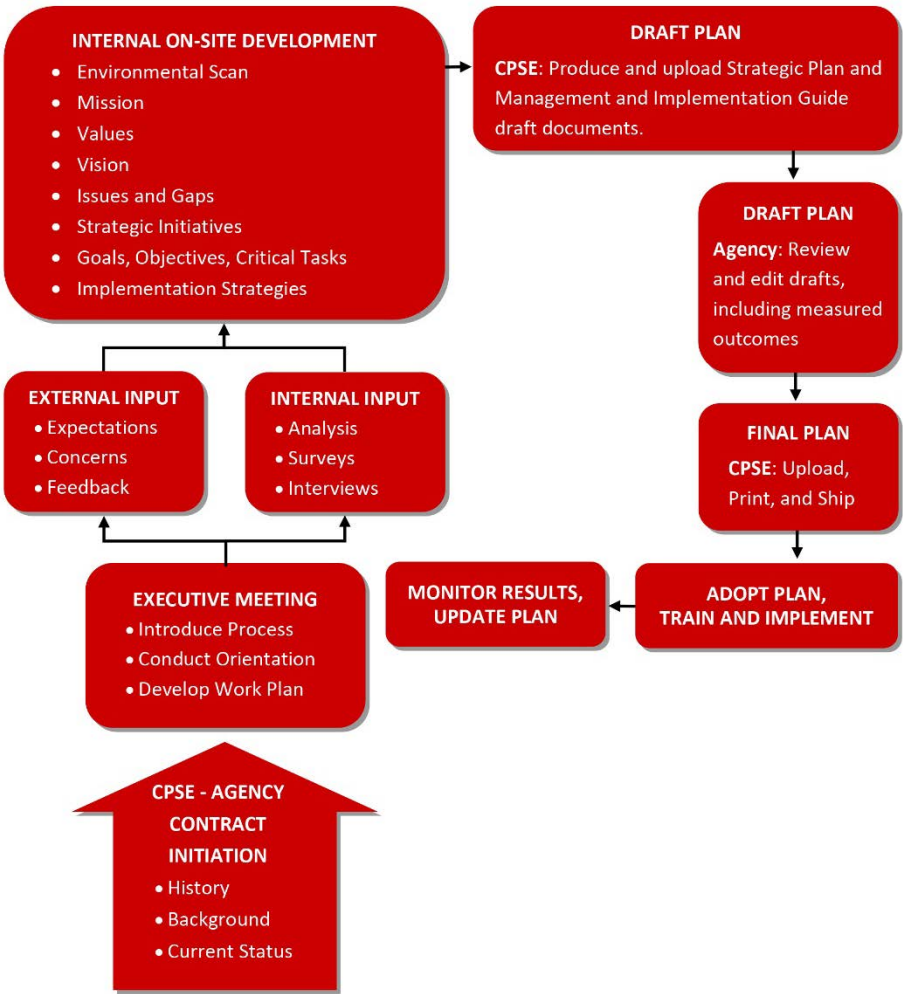


COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

- Establish goals, objectives, performance measures, and an implementation strategy corresponding to the strategic initiatives
- Focus on critical issues and needs of internal and external stakeholders
- Provide a basis for improving efficiency, effectiveness, and service deliverables

PROJECT FRAMEWORK

CPSE will take a systematic approach to the agency’s planning process. The chart below illustrates the general flow of events for a comprehensive strategic planning process:



PROJECT TIMELINE

There will be four stages to this project. Once this proposal is accepted, a detailed statement of work (SOW) will be built that addresses the details for these stages, their timing, and the roles that CPSE and the agency will play in their completion. A sample SOW is provided at the end of this proposal. Once a signed professional services agreement (PSA) and a finalized SOW is received, CPSE can begin work on this project within 30 days and complete the project within another 30 to 60 days for a total project time of 60 to 90 days.

1. Project executive orientation
2. Community stakeholders public meeting
3. Agency stakeholders work session



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

- a. Develop goal, objectives, and performance measures
- b. Develop an implementation strategy
4. Strategic plan publication

DELIVERABLES

CPSE is responsible for the following deliverables:

1. Development of a project work plan
2. Identification and coordination of stakeholders
3. Facilitation of on-site work sessions involving stakeholders
4. Status reports, as deemed necessary by the agency
5. Provision of an executive orientation session
6. Provision of all necessary forms
7. Findings from surveys, interviews, questionnaires, and facilitation
8. A technically and professionally competent strategic plan, that includes:
 - a. Mission
 - b. Vision
 - c. Guiding values or principles
 - d. Community expectations, concerns, and positive feedback
 - e. Prioritization of programs/services
 - f. Environmental scan
 - g. Identified critical issues and service gaps
 - h. Strategic initiatives
 - i. Planned outcomes
 - j. Goals, objectives, performance expectations
 - k. Implementation strategies including areas of responsibility, critical tasks, and timelines
9. One (1) digital copy of the draft report for review of accuracy of obtained information
10. One (1) digital copy and ten (10) professionally bound copies of the final Strategic Plan
11. One (1) digital copy of the Management and Implementation Guide based on your agency's work

CPSE RESOURCES

CPSE's Technical Advisor Program Manager oversees every project to ensure that the end result of each project is a satisfied client whose expectations are fully met. Each project will also have an assigned Project Lead to facilitate the onsite work, a Project Advisor to assist with the internal stakeholder work session, and a TAP support specialist to ensure all materials are professionally prepared.



ESTIMATED FEES AND EXPENSES

CPSE has estimated the following fees and expenses for this project:

The proposed cost for CPSE to facilitate the development of the City of Monroe Fire Department's Community-Driven Strategic Plan is **\$19,200.00**.

This total proposed cost includes all technical advisor time and travel expenses to facilitate one community stakeholder meeting (limited to no more than 75 people) and a three-day agency stakeholder work session (limited to no more than 36 people). These events will be scheduled during the same week. Any additional travel requested and approved by the City of Monroe Fire Department will be billed by CPSE at actual cost and is above and beyond the proposed cost above.

ASSUMPTIONS

- The City of Monroe Fire Department is a career, full-service fire service agency that protects the residents, businesses, and visitors within its coverage area.
- David Leverage, Fire Chief is the key contact for this project.
- Please provide information regarding specific procurement requirements prior to the issue of a professional services agreement.
- The purpose of CPSE's Technical Advisor Program (TAP) is to coach, mentor, guide, and assist fire service agencies. Agency representatives will play an active role in developing their community-driven strategic plan.
- This proposal is valid for a period of sixty (60) days.
- CPSE and the City of Monroe Fire Department will execute a professional services agreement prior to the start of this project.
- CPSE and the City of Monroe Fire Department will execute a statement of work governed by the professional services agreement prior to the start of this project that will be the sole document to govern the scope, methods, terms, and deliverables of this project.

INQUIRIES

Please contact CPSE with any inquiries regarding this proposal:

Brian R Dean, CFO

Technical Advisor Program Manager

Office: (703) 691-4620

Direct: (703) 219-8166

Email: bdean@cpse.org



COMMUNITY-DRIVEN STRATEGIC PLAN PROPOSAL

SAMPLE STATEMENT OF WORK

Contract Price: \$19,200				
Project Steps	Step Details	Step Timing	Step Responsibility	Step Billing
1. Project Acceptance	- Finalized statement of work - Signed professional services agreement - Construction of shared Site - Identification of CPSE and agency project points of contact	By TBD	CPSE and City of Monroe Fire Department	(1/6) of contract price
2. Project Executive Orientation	- Discussion of final SOW and identification of resources need for each step - Overview of Shared Site	By TBD	CPSE	N/A
3. Post Required Materials to Shared Site	- Agency primary contact information - Agency and community images, including high resolution agency logo - Agency current mission and values, if available - Agency organizational chart - Agency background information, as available	By TBD	City of Monroe Fire Department	N/A
4. Invite Stakeholders	- Send invitations to request community stakeholder participation in community stakeholder meeting - Invite identified agency stakeholders and schedule the work session	By TBD	City of Monroe Fire Department	N/A
5. Post Required Materials to Shared Site	- List of community stakeholders - List of agency stakeholders with rank/title and assignment (shift, station, etc.)	By TBD	City of Monroe Fire Department	N/A
6. Community Stakeholder Meeting	- Determine community stakeholder priorities of service delivery - Determine community stakeholder expectations - Receive community stakeholder input on positive and correctional issues	By TBD	CPSE	N/A
7. Agency Stakeholder Work Session	- Review input from community stakeholders - Develop, revise or update mission statement - Develop, revise or update value statements - Establish core programs and support services - Conduct an environmental scan - Identify critical issues and service gaps - Determine strategic initiatives with outcomes expected - Develop goals, objectives, and critical tasks - Develop, revise or update vision statement	TBD through TBD	CPSE	(4/6) of contract price
8. Draft Report Published	Draft uploaded to shared site for agency review	By TBD	CPSE	N/A
9. Review of Draft Report	Edits to draft report completed via Shared Site	By TBD	City of Monroe Fire Department	N/A



10. Strategic Plan Finalized	• Approval of final draft	By TBD	City of Monroe Fire Department	N/A
11. Strategic Plan Issued	• Delivery of one digital and ten (10) hard copies of the finalized Strategic Plan. • Delivery of one digital Management and Implementation Guide	By TBD	CPSE	(1/6) of contract price

RESOLUTION NO. 62-2023

A RESOLUTION AUTHORIZING THE ACTING CITY MANAGER TO ENTER INTO A PROFESSIONAL ENGINEERING AGREEMENT BY AND BETWEEN THE CITY OF MONROE AND CHOICEONE ENGINEERING FOR A TRAFFIC CALMING STUDY ON CROSSINGS BOULEVARD.

WHEREAS, an internal speed study reflected the average speed on Crossings Boulevard to be 38 miles per hour; and

WHEREAS, Council desires to obtain recommendations on calming traffic at all intersecting streets with Crossings Boulevard.

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

SECTION 1: The Acting City Manager is hereby authorized to enter into a professional engineering agreement by and between the City of Monroe and ChoiceOne Engineering for a traffic calming study on Crossings Boulevard. The terms and conditions is 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 its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor



Date

September 29, 2023

Attention

Gary Morton
Director of Public Works

Address

City of Monroe
1000 Holman Drive
Monroe, OH 45036

Subject

Agreement for Professional Services
Monroe Crossings Traffic Calming
BUT-MON-2306

Dear Mr. Morton:

In response to the Request for Proposal (RFP), we formally acknowledge our intent to provide traffic engineering services as stated in the RFP. Choice One Engineering Corp. (COEC) is committed to meeting the scope items as described, and offers high-quality design and consulting supported with practicality, communication, responsiveness, value, diligence, patience, and flexibility.

- **Timeliness** – Deadlines won't be missed. Whether funding is on the line, submittals are scheduled, or the public is inconvenienced, deadlines are crucial. We won't let you down.
- **Enjoyment** – We want you to enjoy working with us, and we want to enjoy working with you.
- **Availability & Responsiveness** – You won't wait on us. We get back to you within minutes or hours—not days or weeks. When you call, there is a live person on the other end of the phone from 6:30am-4:30pm ready to help.

For this project, I would approach this study using my 10+ year of municipal engineering experience to set expectations, manage the timelines/schedule, communicate on a regular, scheduled basis as well as respond to the City's needs in the moment, and participate in the design and review of the project's critical aspects and overall quality. The team we have selected for the design of this project is highly experienced in the development of municipal utility infrastructure and will start the project with information gathering and thorough pre-design survey to allow for as few surprises during construction as possible. We feel this approach will benefit the City and produce not only a successful project but an enjoyable project development experience for the City's staff as well.

Thank you for your time and consideration of this Statement of Qualifications.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael K. Goettemoeller'.

Michael K. Goettemoeller
Project Manager

W. Central Ohio/E. Indiana
440 E. Hoewisher Rd.
Sidney, OH 45365
937.497.0200 Phone

S. Ohio/N. Kentucky
8956 Glendale Milford Rd., Suite 1
Loveland, OH 45140
513.239.8554 Phone



Choice One Stats

EST.
1994



Sidney, OH
Loveland, OH

Licensed in
Ohio, Illinois, Indiana
Kentucky


Insurance
Professional Liability & General Liability

38 Total Owners
70 Total Employees

25 PE

2 PS

4 CPESC

2 PTOE

1 PLA

Authority to Sign
Michael K. Goettemoeller, PE, PTOE
440 E. Hoewisher Road
Sidney, OH 45365
937.497.0200
mkg@choiceoneengineering.com



Disciplines
Roadway Design
Reconstruction/New
Streetscape
Highway Lighting
Roundabouts
Traffic
Signals and Systems
Studies, Counts, Warrants
Sanitary Sewer
Storm Water
Water Distribution
Parks and Trails
Multi-Use Paths
Park Layout
Landscape Architecture
Bridge Design
Land/Site Development
Rail Design
Surveying
Topographic/Boundary
ALTA/NSPS
Construction Layout
Grants and Funding






Business Organization

Choice One Mindset

At Choice One Engineering (COEC), we take civil engineering, landscape architecture, and surveying as serious business... and by serious, we mean seriously enjoyable. If you don't enjoy your experience with COEC, then we aren't doing a good job. Our goal is to make your life easier. We make submittals on time, every time, we communicate frequently to keep everyone well-informed, we admit mistakes, and we do it all with a sense that business shouldn't be boring. *We spend half our lives at work—why spend it frustrated or miserable?*

History

In 1994, COEC was founded by five engineering entrepreneurs (including a former City Engineer), who felt there was more to consulting than just providing quality design. They created Choice One, a company that builds trusting relationships, is uber-responsive, provides stability, and does great work. The current 70 employees continue this approach, as we work to make our clients' jobs easier, are responsive, and develop meaningful relationships.

We take ownership of our work and are invited to become shareholders after three years of employment. COEC currently has 38 employee owners, which is over half of our staff. Our viability is proven in our consistent listing as a Dayton/Cincinnati region and national Best Place/Firm to Work For.

COEC's ODOT Prequalifications

- > **Bicycle Facilities & Enhancement Design**
- > **Roadway:** Non-complex, Complex
- > **Interchange Justification/Modification Study**
- > **Safety Study**
- > **Right-of-Way Plan Development:** Limited, Complex
- > **Bridge Design:** Level 1.1/1.2
- > **Traffic Signal Design:** Basic Traffic Signal Design, Traffic Signal System Design
- > **Highway Lighting Design:** Limited, Complex
- > **Construction Inspection:** Traffic Signal & Lighting

Personnel/Team

Choice One intends to manage and design the project from both the Loveland, Ohio and Sidney, Ohio offices.

PROJECT MANAGEMENT	STUDY	QA/QC
 Michael K. Goettemoeller, PE, PTOE Project Management 440 E. Hoewisher Road Sidney, OH 45365 937.497.0200 mkg@choiceoneengineering.com	 Adam D. Gill, PE Design 8956 Glendale-Milford Rd, Suite 1 Loveland, OH 45140 513-239-8554 adg@choiceoneengineering.com	 Craig C. Eley, PE QA/QC Sidney, Ohio 440 E. Hoewisher Road Sidney, OH 45365 937.497.0200 cce@choiceoneengineering.com

Scope of Services

COEC intends to provide a traffic study that is focused on calming traffic along Crossing Blvd.

1. Monroe Crossings Traffic Calming Study

- a. Study Area
 - i. Crossings Boulevard & Blue Springs Drive
 - ii. Crossings Boulevard & Roden Park Drive
 - iii. Crossings Boulevard & Griffin Lane
- b. Data Collection
 - i. Peak period turning movement counts will be collected on a typical weekday (Tuesday, Wednesday, or Thursday) for a total of 8 hours (7:00 to 9:00 AM and 2:00 to 8:00PM) at each of the study intersections. A total of 48 hours of video traffic data will be collected.
- c. Traffic Volumes
 - i. Prepare traffic volumes that consider additional development and housing planned for the area using the Institute of Transportation Engineers Trip Generation Manual, 11th edition.
- d. Volume Submittal
 - i. Submit a volume submittal to the City of Monroe for review and approval.
- e. Analysis
 - i. Capacity analysis shall be performed for the AM and PM Peak Hours of the studied intersections for the Design Year Full Build traffic scenario using the most current version of HCS.
 - ii. Multi-way stop analysis shall be performed at each of the studied intersections.
 - iii. Additional considerations that will be included in the study:
 1. Review speed data as provided by the City.
 2. Complete a crash analysis for the corridor, utilizing ODOT's GCAT.
 3. Evaluate intersection sight distance for each of the studied intersections.
 4. Utilize ODOT's Intersection Control Evaluation (ICE).
 - iv. All analyses will be performed following ODOT procedures and using available spreadsheets.
- f. Memo
 - i. Provide short/medium/long term countermeasures, based on the analysis.
 - ii. Preliminary construction estimates will be provided for each countermeasure.
 - iii. Concepts will be provided for each countermeasure.
- g. Submit the traffic calming study to the City of Monroe for review and approval.
- h. This proposal includes time for two (2) meetings.

Cost Proposal

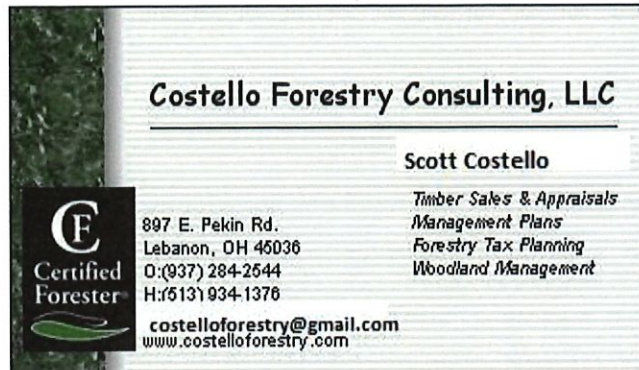
The following Lump Sum Fee Schedule is based on the Scope of Work described in the City's Request for Qualifications dated September 11, 2023.

Lump Sum Fee Schedule	
Traffic Calming Study	\$15,400.00
Total	\$15,400.00

Schedule

Choice One will meet the following schedule:

- Informal Volume Submittal – November 10, 2023
- Draft Memo – December 15, 2023
- Final Memo – February 28, 2024



Woodland Stewardship Management Plan

Owner's Information:

Case Number: 9-062 (division of forestry)

Owner: Eve Kristin

Signed: _____

Date: 09/26/2023

Preparer's Information:

Prepared by: Scott Costello, CF

Signature: _____

Costello Forestry Consulting, LLC

Scott Costello, CF

897 East Pekin Rd.,

Lebanon, OH 45036

Date: 9/26/2023

This plan is valid for the period beginning 9/26/2023 and ending 9/26/2033.

Plan Status: New

Woodland Stewardship Management Plan

Owner Eve Kristin TR – Contact Heidi Reiger
Address 6549 Hamilton-Middletown Rd.
Middletown, OH 45044
Phone 419-575-8571 cell Case Number 09-
County Butler Township/Village/City: Lemon Township
Location: West side of Hamilton-Middletown Rd. (SR 4) south of intersection w/ Toddhunter
Parcel(s)# C18000120000-37 & 38, C18000121000-2 & 5 & 7 & 8 & 10
Woodland Stewardship Acreage: +/-45 Non-woodland Stewardship Acreage: NA
Total Property Acres 57.7498 * no acreage was listed on parcels 40 & 41 per auditor records

This plan was written to qualify the landowner's woodland for the programs checked below:

- ☐ Ohio Forest Tax Law ☐ American Tree Farm Program
☒ Environmental Quality Incentives Program (EQIP) ☒ CAUV

Property coordinates (report in WGS 84, decimal degrees.)

Latitude: 39.46136 N Longitude 84.42498 W

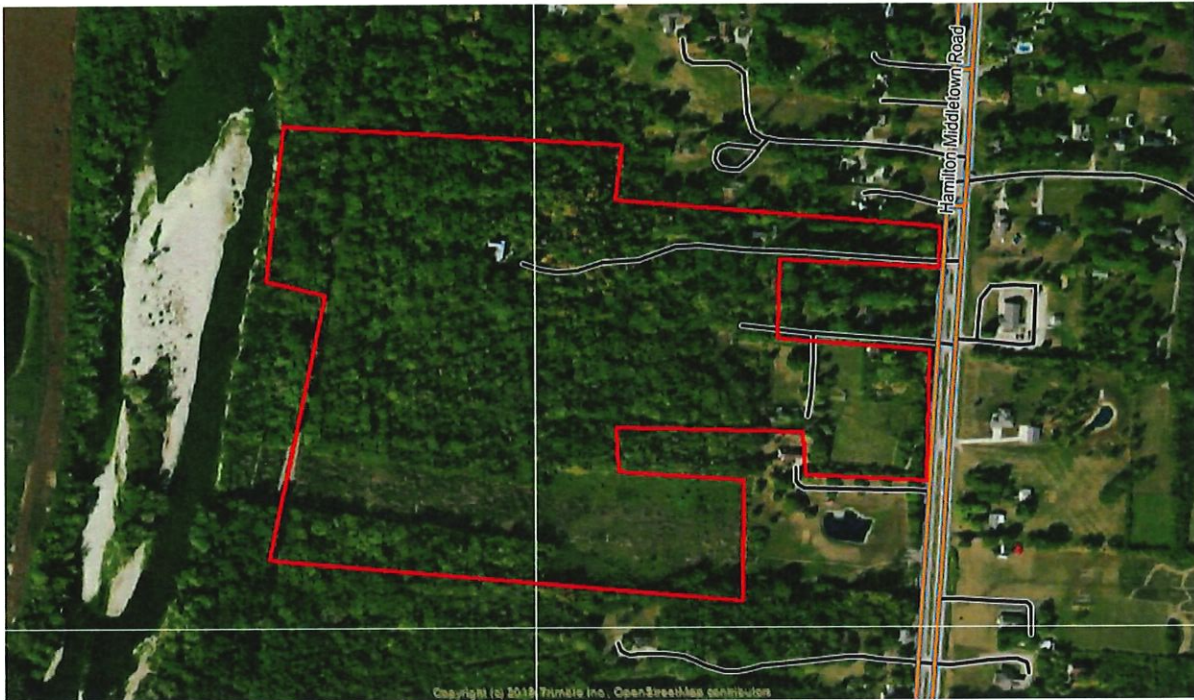
Landowner Objectives

1. Improve the productivity and quality of existing timber for production of woodland products.
2. Manage the woodland in a manner that provides recreational opportunities.
3. Protect soil and water resources of the property.
4. Control the detrimental impact of invasive species on the property.
5. Manage for wildlife habitat

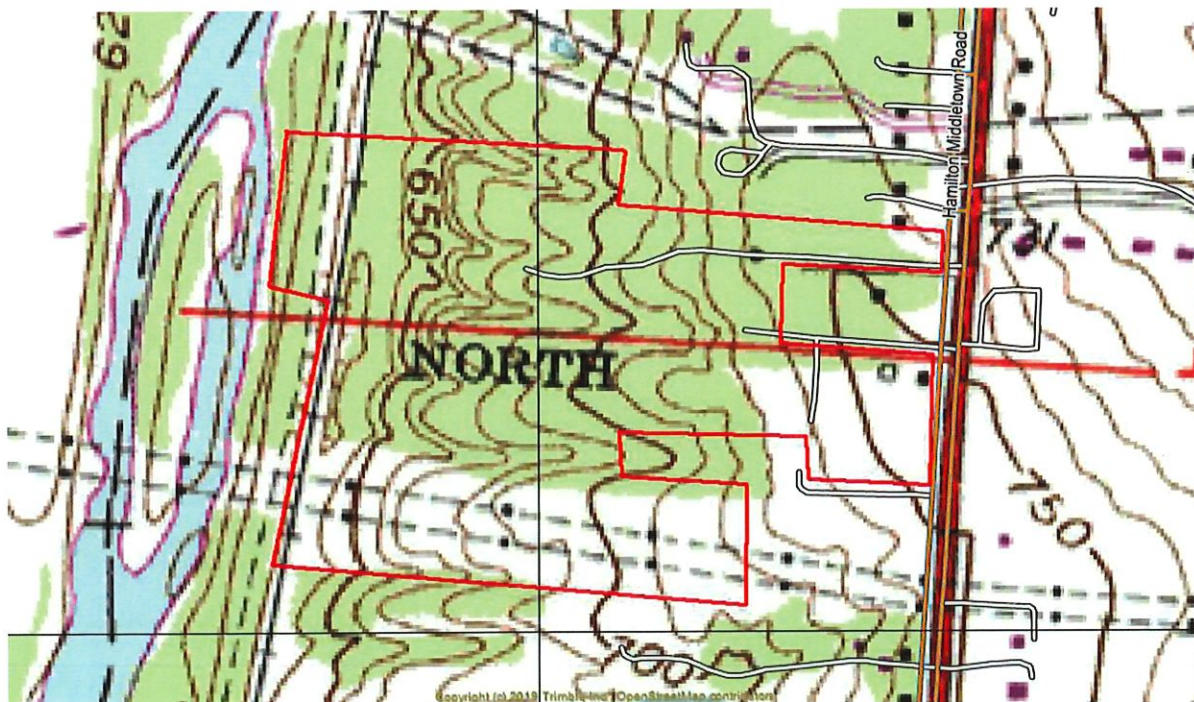
General Woodland Description

The property consists of a broad upland area west of Hamilton-Middletown road and associated moderate mostly west facing slopes above the great Miami River. Most of the western border of the property is a railway right-of-way and the eastern border includes two wide flags with frontage off Hamilton-Middletown road. Eve Kristin inherited the property from her father, Robert Oglesby, about 25 years ago. Mr. Oglesby had worked with the division of forestry on some projects in the 1960's. The west half of the property located on moderately steep slopes is forested with a mix of pole and sawtimber sized trees. The dominant species found in this woodland are mixed oak, hickory, sugar maple, black walnut, elm, hackberry, and cherry. Some of the upland and bottomland portions of the property are old pasture land that was allowed to naturally revert to woodland in stages over the past 40-60 years. Common species in these areas include ash, walnut, elm, cherry, hackberry, osage-orange, red cedar, and black locust. Wild grapevines and invasive species such as amur honeysuckle, multi-flora rose, Japanese honeysuckle vine, and ailanthus (tree-of-heaven) in the old pasture areas. The property also includes 2 homesites (one occupied), barn/outbuildings, and approximately 4 acres of pasture. Roughly 7.5 acres is in a right of way power line easement on the south half of the property.

2019 Aerial Map



Topographic Map



Aerial Photo with Management Units



Woodland Stand Description and Management Recommendations

Unit #1 = +/- 13 Acres

Dominant Species: sugar maple, hickory, walnut, mixed oak, elm, cherry

Forest Type or Dominant Vegetation: Upland Central Hardwoods

Stand Diameter or Size Class: pole to medium sawtimber (a few scattered larger trees)

Stocking Level: Fully stocked **and/or Basal Area :** 80 to 100+ (ft²/acre)

Stand History: native woodland in drainages, grazing pasture on upper slopes and noses 70+ years ago; significant white ash mortality due to emerald ash borer over the past decade.

Topography: West facing moderate slopes 6-25% – Hennepin and Miamian-Russell Soils

Present conditions for you to consider: The main species in this section of woods include white oak, northern red oak, chinkapin oak, sugar maple, shagbark hickory, bitternut hickory, black walnut, elm, and cherry. Minor species noted include yellow-poplar, blue ash, basswood, hackberry, locust, and beech. Pawpaw, eastern hophornbeam, redbud, dogwood, buckeye and American hornbeam are typical understory trees. Most overstory trees are pole to medium sawtimber sized, but there are scattered larger trees, especially in the drainage areas. Grapevines are moderate in spots in the woods and need to be cut to prevent future damage to the trees in the stand. Amur honeysuckle has established itself throughout the woodland, especially along the perimeter and areas where the forest has been disturbed. Controlling the honeysuckle in this section of the woods should be a priority to prevent it from taking over the understory.

Management Recommendations:	Management Tasks/Year	
	Required?	Year
Control wild grapevines by cutting; improve trails for access.	☒	2023-2024
Control Amur Honeysuckle; prioritize the upland and accessible ridgeses where future management is more feasible.	☒	2023-2028
Portions of this stand could be included for selective cutting when selling timber in units 2, 3, and 4.	☒	2028-2033
Update stewardship plan		+/- 2033

If a timber harvest is recommended, silvicultural method to be used: Single tree selection, likely only a couple trees per acre.

Woodland Stand Description and Management Recommendations

Unit #2 = +/- 7 Acres

Dominant Species: Walnut, box-elder, locust, elm, red maple, hackberry, sycamore, cottonwood

Forest Type or Dominant Vegetation: Bottomland Hardwoods

Stand Diameter or Size Class: mostly small to medium sawtimber sized trees

Stocking Level: Fully Stocked **and/or Basal Area :** variable (ft²/acre)

Stand History: agricultural use 70+ years ago

Topography: gentle to flat +/- 2% slopes – Stonelick sandy-loams

Present conditions for you to consider: This section of the farm is located on a strip of bottomland mostly running adjacent to the railroad bed, however one small section of about 2 acres is located on the far side of the tracks along the Great Miami river. This section might be difficult to access for future management purposes and best serves as a buffer and riparian corridor. Invasive shrubs like honeysuckle are present especially along the edges of the stand but less so in the lower sections. Most of the hardwoods in this stand are lower value with the exception of a fair number of black walnut sawtimber sized trees.

Management Recommendations:	Management Tasks/Year	
	Required?	Year
Improve access to this area and control vines by cutting	☒	2023-2028
Selective harvest of mostly just mature black walnuts	☒	2028-2033
Crop tree release – thinning to release the good quality young walnuts from less desirable competition	☒	2028-2033

If a timber harvest is recommended, silvicultural method to be used: Single tree selection of mature walnuts.

Woodland Stand Description and Management Recommendations

Unit #3 = +/-12 Acres

Dominant Species: Walnut, red oak, hickory, yellow-poplar, sassafras, osage-orange, locust, elm, hackberry, maple

Forest Type or Dominant Vegetation: Bottomland Hardwoods

Stand Diameter or Size Class: mostly large pole to small sawtimber sized trees

Stocking Level: Fully Stocked **and/or Basal Area :** variable (ft²/acre)

Stand History: partially wooded pasture use 50+ years ago; recent ash mortality

Topography: West facing moderate slopes 6-25% – Hennepin and Miamian-Russell Soils

Present conditions for you to consider: This section of the farm was previously partially wooded pasture around 50 years ago and was allowed to revert naturally to woodland during the 1970's thru early 1980's. Where pockets of trees previously existed, the reversion was influenced by the existing tree species and seed source. Thus, within this stand are pockets of oak and hickory, walnut, sugar maple, and yellow-poplar. Some of the more open areas reverted more to a typical old field species mix including locust, red maple, red cedar, cherry, walnut, ash, and osage-orange. The majority of the trees are large pole and small sawtimber sized although there are still scattered remnant trees that are medium to large sawtimber size.

Management Recommendations:	Management Tasks/Year	
	Required?	Year
Improve access trails to this area control grapevines by cutting	☒	2023-2028
Begin to control invasive species, mostly amur honeysuckle especially around the good patches of oaks.	☒	2025-2028
Crop tree release – release good quality younger oaks and walnuts from competition	☒	2028-2033
Complete honeysuckle control in the sections accessible for management.		
Selective Timber Harvest of over mature declining trees		

If a timber harvest is recommended, silvicultural method to be used: Single tree selection, mostly some of the overmature remnant pasture trees plus a few second growth walnuts which have matured.

Woodland Stand Description and Management Recommendations

Unit #4 = +/-5 Acres

Dominant Species: Walnut, hickory, hackberry, cherry, locust, maple

Forest Type or Dominant Vegetation: Central Hardwoods

Stand Diameter or Size Class: mostly large pole to small/medium sawtimber sized trees

Stocking Level: Fully Stocked **and/or Basal Area :** variable (ft²/acre)

Stand History: partially wooded pasture use 50+ years ago; recent ash mortality

Topography: West facing moderate slopes 6-25% – Hennepin and Miamian-Russell Soils

Present conditions for you to consider: This section of the farm was part of the same large pasture at one time with unit #3 but was separated by the large right-of-way. This is a small section of woods and probably a lower priority overall for management, however there are at least 15 black walnuts in the stand in the 17-19 inch diameter size range which could be harvested in 5-10 years. My recommendation would be to cut the grapevines in this section and wait for these walnuts to grow 2-3 inches additional in diameter and then plan a to harvest them along with some of the walnuts in unit #2 (the bottomland), and general selection harvest of some of the overmature and declining trees in unit #3 and parts of unit #1. All timber could be skidded and yarded on the upper part of the R.O.W. and trucked out to Hamilton-Middletown Rd. from there. It would be beneficial to control the honeysuckle in this section as well but I would make it a lower priority relative to units #1 and #2, so it would be reasonable to delay getting to the honeysuckle here until after harvest.

Management Recommendations:	Management Tasks/Year	
	Required?	Year
Improve access trails to this area control grapevines by cutting	☒	2023-2028
Selective Timber Harvest of over mature declining trees	☒	2028-2033

Woodland Resource Descriptions

General Soils Information – a general description of the soil type(s) and the general productive capacity of the soil (see soil report included in appendix)

Soil Type(s): Mostly Hennepin, Miamian Russell soils with 6 to 25% slopes, and stonelick sandy loams in the bottom +/- 2%.

Soil Drainage Class: moderately Well drained

General Description: The soils are generally good soils for timber production with few limitations where slopes are less than 12%. Slopes on these soils are much more prone to erosion when establishing access trails where the slopes are over 15%. Some of the old pasture areas on moderate slopes have eroded and are less productive. These soils generally have a site index for northern red oak of 80 to 90. This means a typical dominant red oak would reach a height of 80-90 feet at 50 years of age. These soil types are capable of producing 250-300 boardfeet of growth per acre per year. See soil map and report included in appendix.

Site Class: (using Woodland Productivity): Good

Timber Information - a general description of the timber characteristics of quality and potential:

Your property has some mature marketable hardwood sawtimber at this time but the majority of the highest value trees at this time, black walnut, will benefit from more growth before harvesting. Generally hardwood timber reaches marketable size around 14-16 inches in diameter (small sawtimber), although ideally it is much more valuable as medium (18-22" diameter) and large sawtimber (24"+). The highest value species on the property is black walnut. Black walnut generally sells in the range of \$2 per boardfoot with higher amounts for high quality larger diameter trees and veneer quality logs. White oak and chinkapin oak are also in high demand at this time followed by sugar maple, red oak, hickory, cherry, red maple, and yellow-poplar. The lowest value hardwoods on the property would include sycamore, cottonwood, locust, hackberry, and beech. There are several walnuts on the property but many of them are still in the 16-20 inch diameter class and could stand to grow another 5-10 years before harvesting.

The key to management on the property is to choose the right trees to harvest; allowing you to have small selective sales at shorter intervals. Over-mature and declining trees should be harvested as well as thinning lesser quality trees from competing with the best quality healthy trees in the stand. In younger sections of the woodland it is recommended that you thin regularly by the crop tree release method. (see fact sheet in the appendix). Ideally crop trees would be higher value species such as walnut, oak, maple, and cherry but good quality trees of all species can be crop trees.

An important concept to understand regarding forest management is shade tolerance. Certain species of trees are considered shade tolerant. For example sugar maple, basswood, and beech are very shade tolerant trees. This is why they are commonly found in the forest understory, because they can out compete other species in the shade underneath the forest canopy. Other species are shade-intolerant. These trees require lots of sun in order to prosper and will out-compete shade tolerant trees in the open. Shade intolerant trees include yellow-poplar, cherry,

and walnut. Thus it doesn't make sense to plant walnut in the shade as it needs a more open location to grow. Other species are intermediate and fall somewhere in between like oak and hickory. Thus light selective cutting will tend to favor the shade tolerant species like sugar maple and beech. Heavy cutting and clearcutting will favor shade intolerant species.

Wildlife – a general description of the wildlife habitat quality and potential:

The property offers a diversity of wildlife cover and food for a mix of species. There are oaks and hickory which is important for mast production (ie acorns and hickory nuts). By releasing these as crop trees food production can be increased. Also fallen trees and honeysuckle removals can be used to construct brushpiles for wildlife to provide small game cover. For more detailed wildlife habitat information contact the Ohio Division of Wildlife at: www.ohiodnr.gov/wildlife/
Water/Wetlands - a general description of the water resources on the property:

A good source for additional information on protecting the water resources on your property is your local county soil and water conservation district. Contact the Butler County SWCD at www.butlerswcd.org

Best Management Practices – maintaining the integrity and productivity of woodland sites:

During timber harvesting activities follow the best management activities outlined in the OSU bulletin #916 - BMP's for Erosion Control in Logging Operations in Ohio. This booklet is available online at www.ohiodnr.gov/forestry/ or at your local division of forestry office.

Forest Health – a general description of the health of the woodland:

The most notable impact on your property is the Emerald Ash Borer (EAB). EAB has been documented throughout Butler County and the entire state of Ohio and has killed nearly all of the white and green ash in the area. Blue ash, of which you have a few generally survives. The best option at this time to deal with EAB on the landscape level is to salvage your ash for firewood and favor non-ash species when releasing young trees from competition. Another concern is thousand cankers disease carried by the walnut twig beetle. At one time Butler County was quarantined for this reason, but the quarantine was lifted in late 2021. See fact sheet in the appendix.

Another concern affecting the general health of the forest on your property are non-native invasive plants, primarily bush honeysuckle. Bush honeysuckle is wide spread throughout Southwestern Ohio. Because it is shade tolerant it has the ability to quickly invade woodland from the edges and establish itself in the understory. At high densities it will displace native forbs and wildflowers and inhibit the establishment of new trees in the understory. Also there are other non-native invasive species to be concerned about such as autumn olive, multiflora rose, japanese honeysuckle vine, privet, winter creeper, and tree-of-heaven (*Ailanthus*).

Threatened & Endangered Species – considerations for threatened and endangered species, including the direct relationship with biological diversity:

No specific threatened or endangered species were noted on this forestland. Some threatened and endangered species that have been found in Ohio include the Timber Rattlesnake, multiple bat species, and American Burrying Beetle. The Indiana Bat and northern long-eared bat have been documented in Southwestern Ohio. If desired, Threatened and Endangered species information can be obtained by contacting the Ohio Division of Wildlife.

Recreation / Aesthetics –

Maintain current trails and develop additional to provide access for management and enjoyment for hiking.

Fire – identify hazards, fire breaks, safety zones, note dead trees from insects or disease, etc.:

Properties and homes in Ohio are not immune to the risks of fire and fire-related damage. Spring and fall are Ohio's main "fire seasons". A step one may take to protect one's forest is to have a system of paths that may double as fire breaks. For more information on outdoor fire safety and fire safety around your home, Firewise brochures are available from the Ohio Division of Forestry (toll-free 877-247-8733). You may also contact your local fire department with questions about Firewise and home safety regarding wildfire.

Ohio Fire Laws: ORC 1503.18 regarding kindled fires prohibits outdoor open burning statewide in unincorporated areas during the months of March, April, May, October, and November between the hours of 6:00 am and 6:00 pm. ORC 1503.18 is administered by the Ohio Division of Forestry; call toll-free 877-247-8733 with questions. OAC 3745.19 regarding outdoor burning is administered by the Ohio Environmental Protection Agency (EPA); EPA notification is required for many types of open burns in Ohio. Call 614-644-2270 with questions, or visit www.epa.ohio.gov/dapc/general/openburning.aspx.

Forestry Terms – Forestry terminology for landowners, professional foresters, and others:

Consistent forestry terminology is essential to anyone interested and involved in the science, management, and conservation of forests. The Society of American Foresters (SAF) offers a great resource for such forestry terminology: "The Dictionary of Forestry". This dictionary is an excellent tool available for anyone to learn more about the language used in forestry. The dictionary provides precision, clarity, and consistency in communication of forestry terms. You may access "The Dictionary of Forestry" for free at SAF at www.dictionaryofforestry.org. If internet access is not available, one may purchase a printed version from SAF (toll free 866-897-8760).

Order Confirmation

<u>Ad Order Number</u> 0000810718	<u>Customer</u> Monroe, City of	<u>Payor Customer</u> Monroe, City of	<u>PO Number</u> Placement of Farmland
<u>Sales Rep.</u> amy.kirby	<u>Customer Account</u> 16722	<u>Payor Account</u> 16722	<u>Ordered By</u> Angela S. Wasson
<u>Order Taker</u> angela.pace	<u>Customer Address</u> 233 S Main St Monroe OH 450500330 USA	<u>Payor Address</u> 233 S Main St Monroe OH 450500330 USA	<u>Customer Fax</u>
<u>Order Source</u> Non Web	<u>Customer Phone</u> 5814646749	<u>Payor Phone</u> 5814646749	<u>Customer EMail</u>
			<u>Special Pricing</u>

Invoice Text

Ad Order Notes

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amount</u>	<u>Amount Due</u>
\$129.96	\$0.00	\$129.96	\$0.00	\$129.96

<u>Ad Number</u> 0000810718-01	<u>Ad Type</u> Legal	<u>Production Method</u> AdBooker	<u>Production Notes</u>
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<u>External Ad Number</u>	<u>Ad Attributes</u>	<u>Ad Released</u> No	<u>Pick Up</u>
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<u>Ad Size</u> 1 X 38 li	<u>Color</u>
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<u>Run Date</u>	<u>Product</u>	<u>Placement</u>	<u>Sched Cst</u>	<u>Disc/Prem</u>	<u>Color</u>	<u>Pickup</u>	<u>Tax</u>	<u>Subtotal</u>
10/12/2023	O-Journal-News	Legals	\$129.96	\$0.00	\$0.00	\$0.00	\$0.00	\$129.96
10/12/2023 -	O-Web	Legals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10/24/2023								

Ad Content

Notice of Public Hearing

Notice is hereby given that a public hearing shall be held before the Monroe City Council on Tuesday, October 24, 2023, at 6:30 p.m. to consider the Application for Placement of Farmland in an Agricultural District pursuant to Ohio Revised Code Section 929.02 filed by Eve Kristin TR, for placement of 57.7498 acres located on the west side of Hamilton-Middletown Road (State Route 4), south of the intersection of Todhunter Road and State Route 4. Specifically, parcel numbers C18000120000-37 & 38, C18000121000-2 & 5 & 7 & 8 & 10. The hearing will be held in the City Council Chambers located at 233 South Main Street, Monroe, Ohio. Any interested person or representative of an interested person may appear in support of or to contest the granting of the application. Affidavits presented in support of or against the application(s) shall be considered by City Council. Monroe will provide assistance to persons with disabilities, needing interpreters, or other auxiliary aids and services in order to participate in this meeting. Any request for such assistance must be made no later than 72 hours in advance of the meeting by contacting the City Building at 513-539-7374 extension 1012.
Angela S. Wasson, MMC
Clerk of Council
10-12/2023

0000810718 01

RESOLUTION NO. 63-2023

A RESOLUTION APPROVING THE APPLICATION FOR PLACEMENT OF FARMLAND IN AN AGRICULTURAL DISTRICT FILED BY EVE KRISTIN FOR REAL PROPERTY LOCATED ON THE WEST SIDE OF STATE ROUTE 4 AND CONTAINING 57.7498 ACRES, MORE OR LESS.

WHEREAS, Eve Kristin has filed an Application for Placement of Farmland in an Agricultural District pursuant to Chapter 929 of the Ohio Revised Code; and

WHEREAS, Council has determined that placement of the farmland in an agricultural district shall not cause a substantial, adverse effect on the provision of City services within the Municipal corporation, efficient use of land with the Municipal corporation, the orderly growth and development of the Municipal corporation, or the public health, safety, or welfare.

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

SECTION 1: Council hereby approves the Application for Placement of Farmland in an Agricultural District filed by Even Kristin for real property located on the west side of State Route 4 pursuant to Chapter 929 of the Ohio Revised Code. Said property contains 57.7498 acres, more or less, and known as parcel numbers C18000120000-37 & 38 and C18000121000-2 & 5 & 7 & 8 & 10.

SECTION 2: This measure shall take effect and be in full force from and after its passage pursuant to Section 7.08 (C) of the Charter.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

EMERGENCY ORDINANCE NO. 2023-28

AN ORDINANCE EXTENDING A MORATORIUM FOR A PERIOD OF 180 DAYS ON THE GRANTING OF ANY NEW PERMITS ALLOWING RETAIL DISPENSARIES FOR MEDICAL MARIJUANA WITHIN THE CITY OF MONROE AND DECLARING AN EMERGENCY.

WHEREAS, Council implemented a moratorium for a period of 180 days on the granting of any new permits allowing retail dispensaries for medical marijuana on April 11, 2023, through the adoption of Emergency Ordinance No. 2023-08; and

WHEREAS, Council deems it necessary to provide for additional time to coordinate regulations regarding the location and operation of businesses within the City, including retail dispensaries for medical marijuana; and

WHEREAS, Ohio Revised Code Section 3796.29 allows municipalities to prohibit and/or limit the location of retail dispensaries for medical marijuana within the corporate limits; and

WHEREAS, it is recommended that the City Administration continue to review and make recommendations on the issue to conform to the City's goal of providing adequate regulations to ensure the public peace, health, and welfare of its citizens; and

WHEREAS, an extension of a moratorium on the granting of permits within the City of Monroe will allow the City time to accomplish these goals.

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

SECTION 1: The Monroe City Council hereby extends the moratorium established in Emergency Ordinance No. 2023-08 on permits for the establishing and/or relocation of retail dispensaries for medical marijuana to preserve the public peace, health, safety, and welfare of the citizens of Monroe, Ohio.

SECTION 2: The Monroe City Council seeks to limit the duration of the moratorium and to request immediate investigation and review of proposed comprehensive regulations on the establishment of retail dispensaries for medical marijuana within the 180 day period of the moratorium.

SECTION 3: That Monroe City Council hereby imposes a moratorium on permits for the establishment of retail dispensaries for medical marijuana for a period of 180 days from the effective date of this Ordinance and directs that no permits shall be issued for these facilities during the 180 day period of the moratorium.

SECTION 4: That Monroe City Council further finds that a moratorium for 180 days is reasonable and will allow a study for comprehensive regulations.

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 deems it necessary to implement a moratorium at the earliest possible date to continue the review of the regulations. Therefore, this measure shall take effect and be in full force from and after its passage.

PASSED: _____

ATTEST:

APPROVED:

Clerk of Council

Mayor

ORDINANCE NO. 2023-29

AN ORDINANCE AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN EMPLOYER ADOPTION AGREEMENT WITH THE OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION BOARD TO OFFER A ROTH 457 OPTION TO CITY OF MONROE EMPLOYEES.

WHEREAS, pursuant to Ohio Revised Code Section 148.06, the City of Monroe offers a deferred compensation program to employees through the Ohio Deferred Compensation program; and

WHEREAS, Senate Bill 220 was signed into law on March 19, 2017 to allow a Roth 457 option to be offered within public employee deferred compensation programs as an additional benefit that can assist employees to save for retirement; and

WHEREAS, employers who chose to offer the Roth 457 option to their employees must execute an Employer Adoption Agreement with the Ohio Public Employees Deferred Compensation Board; and

WHEREAS, Council endorses and authorizes the expansion of the Ohio Deferred Compensation program to include the Roth 457 option as a means for employees to expand their retirement portfolios and obtain possible tax advantages.

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

SECTION 1: The Acting City Manager is hereby authorized to execute the Employer Adoption Agreement and any and all other documents and/or agreements with the Ohio Public Employees Deferred Compensation Board necessary to implement the Roth 457 option for employees. The terms and conditions of said Agreement are marked 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

First Reading:_____



OHIO DEFERRED COMPENSATION

ROTH 457 OPTION EMPLOYER ADOPTION



Employers who choose to offer the Roth 457 option must execute an Adoption Agreement, Exhibit B, Payroll/Administrative Procedures.

- Return the completed and executed form.

Email: Ohio457@Nationwide.com

Fax: 614-222-9457

Mail: 257 East Town Street, Suite 400, Columbus, Ohio 43215-4626

- An acknowledgment email and additional information will be sent to the employer upon receipt of an executed Exhibit B.



Employers will need to set-up a separate post-tax payroll deduction for Roth contributions.



Pre-tax deferrals and Roth contributions will be billed separately. Ohio DC will create a new bill code assigned to Roth contributions.



Pre-tax deferral and Roth contribution billings can be obtained and filed on the Ohio Business Gateway at Ohiobusinessgateway.ohio.gov.

Comparison of the traditional pre-tax option and the Roth post-tax option:

Feature	Traditional 457(b)	Roth 457(b)
Payroll Deductions	Yes	Yes
Contributions	Pre-tax dollars	Post-tax dollars
Annual Limits	Combined contributions to Traditional (pre-tax) and Roth options will not exceed the maximum limits allowed by the IRS	
Investment Growth	Accumulates tax-deferred	Accumulates tax-free
Federal Tax on Distributions	Taxable income	Tax free if certain criteria are met

Enter Employer Name below. Execute the agreement on page five.

EXHIBIT B

PAYROLL/ADMINISTRATIVE PROCEDURES

An Employer that establishes the Plan shall determine whether its employees will be permitted to make (i) pre-tax deferrals only or (ii) pre-tax deferrals and Roth contributions.

elects to offer eligible employees

one of the following options:

_____ Pre-tax deferrals only

OR

_____ Pre-tax deferrals and Roth contributions

The effective date shall be a date no sooner than 30-days after Ohio DC receives the executed Exhibit B and the Employer receives their first pre-billing invoice for pre-tax deferrals and/or Roth contributions.

Deductions

A. **Pre-tax Deferrals.** The Employer will ensure that federal and state income taxes for each participating employee are calculated after excluding the amount being deferred under the Plan. Please note that pre-tax deferrals are not excluded from local income tax calculations.

B. **Roth Contributions.** The Employer will ensure that Roth contributions are after-tax contributions. This means the Employer includes the amount of the Roth contributions in the employee's gross income at the time the employee would have otherwise received the amount in cash if the employee had not made the election. Roth contributions are subject to all applicable wage-withholding requirements.

The Employer may not make any such contractual changes until the effective date specified on the Payroll Reduction Change Report, except to prevent deferrals/contributions from exceeding the maximum annual limits.

Reporting

The Employer may utilize one of the following methods for reporting deferral/contribution amounts.

A. **A pre-billing invoice.** The Program will create an invoice(s) for the Employer generally 14 days before each pay date, listing the name, last four digits of the employee's social security number, and dollar amount of the deferral/contribution expected from each employee. Pre-tax deferrals and Roth contributions will be invoiced separately. The employer can obtain these invoices from the Ohio Business Gateway website. The Employer will note any changes on the invoices before reporting these amounts.

- B. **A computer file.** The use of computer files is recommended for all Employers who will have more than 100 participants in the Plan. Pre-tax deferrals and Roth contributions must be in separate files. This confidential data must be transmitted using the secure express upload feature of the Ohio Business Gateway at business.ohio.gov. Computer files must be formatted as indicated below.

<u>Field Name</u>	<u>Data Type</u>	<u>Start/End Pos.</u>		<u>Contents</u>
Transaction Type	X(3)	1	3	'114'
Employer ID	X(6)	4	9	Ohio DC will assign this number
Pay Date*	9(8)	10	17	Your payroll date
Social Security5	9(5)	18	22	First 5 digits of social security number
Social Security4	9(4)	23	26	Last 4 digits of social security number
Termination Code	X(2)	27	28	Does participant still work for you? Yes = SPACES No = 'TT'
Filler	X(8)	29	36	Spaces
Termination Date*	9(8)	37	44	Date employee was terminated or zeros for current employees
Transaction Amount**	9(7)	45	51	Deferral/contribution amount 9999999
Name	X(25)	52	76	Participant name
Filler	X(4)	77	80	Spaces

* All dates must use CCYYMMDD format (20190101)

** The transaction amount must not include the decimal point. Example, a \$125.00 deferral amount would be sent as 0012500.

Fields are **NOT** packed.

For regular deferrals (pre-tax), the file must be named **defcomp.txt**.

For Roth contributions (post-tax), the file must be named **roth_defcomp.txt**

Please note that regular deferrals and Roth contributions are on separate bills and cannot be combined in the same file

If you need further assistance, please call 614-466-7245.

- C. **An acceptable Employer generated listing.** The Employer may generate their own listing which will identify the name, last four digits of the employee's social security number, and dollar amount of the individual deferrals/contributions. The format must be (by pay frequency) in ascending alphabetic or social security number order with totals for each frequency. Pre-tax deferrals and Roth contributions must be reported separately. The list must contain Employer name, Employer number, and pay date. Do not list reductions by department or full social security numbers.

Changes

Ohio DC will create a Payroll Change Report(s) showing all employees who are newly enrolled or changing the amount of their deferrals/contributions. This report will be available to the Employer generally 14 days before the effective pay date on the Ohio Deferred

Compensation secure section of the Ohio Business Gateway website, business.ohio.gov. Separate Payroll Change Reports will be produced for pre-tax deferrals and Roth contributions.

Terminating Employees

For any participants who have terminated employment, the Employer will note on each invoice, file, or listing, the date of termination, last four digits of the social security number, and name of the employee(s).

Remittance

For each pay date, the Employer will forward payment for the gross amount of deferrals/contributions with supporting documentation. The Employer is responsible for the correct and timely remittance of deferrals/contributions. The Employer may use one of the following methods for remittance:

ACH debit: Use the Ohio Business Gateway at business.ohio.gov. (*preferred method*)

ACH credit: The Program will provide banking information to Employers using this method.

Check mailed to:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

The payment amount must be exactly equal to the total amount of deferrals/contributions on the detailed report.

Refunds

If deferrals/contributions are erroneously made on behalf of a participant and the money must be returned to that participant, the Employer may not use amounts to be refunded to the participant as an offset or credit against the gross amount of deferrals/contributions for the next pay period. The Employer must notify the Program in writing of such errors and the Board will return the money to the Employer. For pre-tax deferrals the Employer must then refund the money to the employee after withholding all appropriate taxes, etc., since the refund will not have been previously included as taxable income to that employee.

Annual Limits

Consistent with IRS regulations, the Employer is responsible for ensuring that any combination of the participant's annual pre-tax deferrals and Roth contributions do not exceed the lesser of (i) the limits allowed by the Internal Revenue Code or (ii) 100% of includible compensation. Participants age 50 and older or in their three years prior to Normal Retirement Age may be eligible for higher annual limits. The Program will annually provide notice to the Employer regarding such limits. The Program will be careful to enroll the participant for deferral/contributions amounts that will not exceed the IRS's maximum limits. If events occur (requested changes to deferral/contribution amounts are not made timely, a year with 27 bi-weekly pay periods, etc.) whereby those limits could be exceeded, the Program will work with the participant and Employer to adjust deferral/contribution amounts accordingly.

Form W-2

The Employer will be responsible for issuing a correct Form W-2 at year-end, which will identify the gross amount of wages subject to federal and state taxes and the gross amount of wages subject to local taxes. The Employer will list on the participant's Form W-2 the amount of pre-tax deferrals or Roth contributions for the year, as required by the IRS.

Program Withdrawals

The Program will be responsible for overseeing the disbursement of all withdrawals from the Program to the participant or beneficiary(ies) and to discharge on behalf of the Employer all reporting and withholding responsibilities required by Federal and State Regulatory Authorities.

Employer Statements

The Program will provide the Employer with a quarterly statement that will include the total amount received during the quarter and the total value of accounts held on behalf of the employees or beneficiaries.

Note: The Program statements will reflect deferral/contribution activity based on the date received and invested, which may not always coincide or agree with the Employer's records, due to timing of deposits and transfers into and out of individual accounts at the beginning or ending of the statement period.

Confidentiality

The Employer shall maintain the confidentiality of individual participants and related account information.

It is the Program's policy to limit the display of social security numbers. Billing and change reports will only display the last four digits of each participant's social security number. If the Employer generates their own listing, the Employer will be responsible for this confidential information while in transit. It is important that the display of social security numbers is limited to the last four digits.

Other Deferred Compensation Plans

If the Employer offers deferred compensation programs in addition to the Program as permitted under Section 148.06 of the Ohio Revised Code, then the Employer is responsible for assuring that participants do not exceed the maximum annual limits under IRC Section 457(b).

Execution

The duly authorized responsible official has executed this document for the Eligible Employer, and the Board (by its representative) has accepted as of the date so noted below.

Eligible Employer

Responsible Official (printed name)

Responsible Official Signature

Title

Date

OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION BOARD

Accepted for the Program

Date

Employer Services for You

The Board Office is responsible for administration of the Program, which includes maintaining employer and employee account records, investing payroll deferrals/contributions, processing withdrawal requests and generating employer and employee account statements.

Employers with questions or needing assistance should contact the finance department of the Board Office.

Board Office:

Ohio Deferred Compensation
257 East Town Street, Suite 400
Columbus, Ohio 43215-4623

Phone: 614-466-7245, Option 4

Phone Hours: The Board Office staff is available to assist employers Monday-Friday from 7:30 a.m.-3:30 p.m.

Fax: 614-728-2601

Email: finance@OhioDC.org.

14680 Pleasant Valley Road
Chillicothe, OH 45601

City of Monroe
233 South Main Street
45050
Butler
USA

FAO: Michelle Payne

Our Ref: LSM0507CMI
End User: Monroe Police Department (10598)

September 15 2023

Notice of Annual Renewal

Please accept this letter as notice of the annual renewal charge of \$37,394.92 for the period commencing, January 1 2024. No increase has been applied to your charges for 2024.

You are required to review this schedule and, if applicable, submit the necessary Purchase Order quoting our reference: LSM0507CMI, to us at the below address, or preferably, email to Renewals@civicaus.com

Your invoice will be issued 45 days prior to January 1st.

Should you have any queries, please do not hesitate to contact a member of the maintenance management team via email at Renewals@civicaus.com, to ensure any issues can be resolved prior to the invoice being issued.

Alternatively, you may wish to channel your enquiry through your account/customer service manager.

We would like to take the opportunity to thank you for your continued support.

Yours sincerely,

Civica US Revenues Team
Renewals@civicaus.com

City of Monroe

NA - Local Government

2024 License, Support & Maintenance

Period: January 1 2024 to December 31 2024

LSM0507CMI

End User: Monroe Police Department (10598)

Licence, Support and Maintenance Description	Net (\$)
94-Authority CAD	14,793.81
95-Authority RMS	11,594.00
96-Authority Mobile Safety	6,527.15
10-Authority RedHawk	4,479.96
Total Annual Net Charge for 2024 - 2024	37,394.92