



**Monroe Council Agenda
Regular Meeting of Council
December 12, 2023 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of November 21, 27, 28, 30, and December 5, 2023.

Visitors

Ceremonial swearing in of Firefighter/Paramedic/EMT Matthew Miller and Firefighter/Paramedic/EMT Ryan Petronio.

Committee Reports

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

Executive Session

Consider the sale or other disposition of unneeded, obsolete, or unfit-for-use property; to consider confidential information related to marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance; and consider the appointment of a public employee.

Old Business

Ordinance No. 2023-32. An Ordinance amending and supplementing Ordinance No. 2023-05 to authorize a 3.5% cost of living to non union employees, allow for a contribution of an approved deferred compensation plan to executive level employees, and amend certain positions to reflect the correct classification. (Second Reading)

New Business

Resolution No. 67-2023. A Resolution approving blanket purchase orders as recommended by the Director of Finance and Acting City Manager.



Strategic Priority: Good Governance

Background: Pursuant to the City's Purchasing Policies and Procedures, Council is required to approve blanket purchase orders if an individual invoice charged against the purchase order is greater than \$15,000. This legislation is brought before Council at the last meeting of each year for approval for purchases to be made in the following year. In this case, the vendors and amounts being approved are for fiscal year 2024. The vendor, amount not to exceed, and the department affected are included in the attached documentation for review. All vendors included in this year's Resolution were also included in the 2023 Resolution, and amounts have been adjusted as necessary based upon contractual requirements, anticipated inflationary increases or estimated costs.

Resolution No. 68-2023. A Resolution accepting donations from various donors as described herein.

Strategic Priority: Good Governance

Background: A Resolution formally recognizing and accepting donations is passed by City Council on an annual basis at the last Council meeting of each year. The donations in 2023 total \$12,849. The details of each donated amount and purpose are included for review.

Resolution No. 69-2023. A Resolution accepting the recommendation of the Butler County Tax Incentive Review Council of November 8, 2023.

Strategic Priority: Strategic Growth and Development

Background: A county TIRC must review all incentive districts and tax abatements annually. Warren County's TIRC meets in March; Butler County's TIRC meets in November.

The 2023 TIRC reviews the 2022 compliance within our TIFs, RIDs, and CRA tax abatements. The TIRC did not find any issues with the agreements and recommended that City Council continue the incentives.

Resolution No. 70-2023. A Resolution authorizing the expenditure of not to exceed \$105,000 from the American Rescue Plan Act Fund for the purpose of completing audio and visual upgrades throughout the public meeting spaces within the City owned facilities.

Strategic Priority: Good Governance

Background: Council passed Resolution 40-2022 on September 27, 2022 authorizing the standard allowance for the Local Fiscal Recovery Fund, which allows ARPA dollars to be used for any government service. The 2023 Annual Budget included \$105,000 in the American Rescue Plan Act Fund for completing audio/visual upgrades throughout public meeting spaces within city-owned facilities.

The purpose of this Resolution request is to officially authorize and approve the expenditures that have occurred for this purpose throughout 2023. While improvements for the Administrative Conference Room were approved by Council as a Consideration of Motion on September 12, 2023, the motion didn't specify that ARPA funds would be utilized. This Resolution ensures all expended funds are officially authorized and approved, and allows for the remaining funds to be encumbered for the same



purpose for additional improvements throughout 2024. These will be the only ARPA funds spent or encumbered in 2023 and all other funds will be spent in 2024.

Emergency Ordinance No. 2023-33. An Ordinance approving the execution and delivery of a Memorandum of Understanding for fiber network development and administration between the City of Monroe, Ohio and the Monroe Area Community Improvement Corporation, appropriating funds for the obligations of the City of Monroe with respect to projects to be entered into pursuant to that Memorandum and authorizing related matters, and declaring an emergency.

Strategic Priority: Well Managed Services and Infrastructure

Background: The Monroe Area Community Improvement Corporation is able to support the development of the City's fiber network for appropriate development-related purposes, and this project is consistent with the MACIC's strategic plan.

The MOU and related documents referenced in this legislation create a framework for the CIC to undertake specific fiber expansion and maintenance projects with the consent and financial support of the City of Monroe. The documents clarify that the MACIC can move forward on projects without financial support from the City if the MACIC Board deems that to be appropriate, but generally there should be consistent communication and approval between both parties. In the event that this arrangement is nonproductive or similarly not needed, the fiber assets are expected to return to the City of Monroe.

Ordinance No. 2023-34. An Ordinance amending and supplementing Ordinance No. 2023-31, 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: This Ordinance includes appropriations necessary to ensure that all accounts and fund balances are in compliance with audit standards to close out the fiscal year correctly. The majority of the necessary year-end adjustments were included and approved at the November 28, 2023 Council meeting. This Ordinance includes three different budget adjustments.

\$15,985 in the G.O. Bond Retirement Fund is being requested to correctly book the cost of issuance of the Bond Anticipation Notes (BANs) that closed on November 29, 2023. This amount is offset by \$18,272 received for Premium on the Notes issued, so it does not have an impact on the fund balance. General Fund Transfers budgeted for 2023 are being adjusted by reducing the amount to Streets by \$500,000 from \$1,100,000 to \$600,000 based upon vacancies throughout the year and other unspent budgeted funds. This \$500,000 will then be transferred from the General Fund to the Police Law Enforcement Fund to allow for sufficient fund balance within both funds and to ensure a positive year-end balance in both fiscal years 2023 and 2024. Overall, these adjustments have no impact on the original overall budget or projected fund balance of the General Fund.

Ordinance No. 2023-35. An Ordinance, 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, 2024.



Strategic Priority: Good Governance

Background: The 2024 annual budget was discussed in detail at the 9/23 Budget Retreat, 10/10 Council meeting, and 10/24 Council meeting. The General Fund revenues and expenditures were discussed in detail at the 9/23 Budget Retreat. The revenues and expenditures for other operating funds including Special Revenue, Debt Service, Enterprise, and Trust & Agency Funds were discussed at the 10/10 Council meeting. Capital Budget funding and proposed expenditures were discussed at the 10/24 Council meeting. The presentations from each of those meetings have been included for review with the proposed 2024 budget.

All budgetary items presented at the 10/10 and 10/24 meetings have been included in the appropriation ordinance. The 2024 Capital items that were ultimately included in this appropriation ordinance have been provided for review as well, including \$238,000 that has been moved to operating budget line items. In addition to the funds previously discussed with Council, all TIF/RID funds have been updated to allow for all required pass-through payments to be made during 2024 as well as any funding as it relates to capital budget items.

Emergency Ordinance No. 2023-36. An Ordinance imposing a moratorium of nine months on adult use cannabis operators within the City of Monroe, Ohio and declaring an emergency.

Strategic Priority: Strategic Growth and Development

Background: This legislation is being introduced at the request of Council Member Michael Graves.

Ordinance No. 2023-37. An Ordinance amending existing tax increment financing ordinances to define public infrastructure improvements and declaring the intention of the City of Monroe to maintain certain public roads and highways and water and sewer lines to benefit improvements declared a public purpose.

Strategic Priority: Strategic Growth and Development; Good Governance

Background: The City's residential, commercial, and industrial tax incentive districts (generally known as TIFs and RIDs) have not been updated in some time. The proposed legislation modifies the existing district parameters to include more allowable uses and reflects current state law. For example, infrastructure maintenance will now clearly be an allowable use for district revenue, whereas it was previously not considered.

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

Consideration of Motion to cancel the December 26, 2023, Council meeting.

Administrative Reports

Downtown Master Plan Presentation - Tom Smith

Discussion regarding farming of City owned properties

Adjournment