



**Monroe Council Agenda
Regular Meeting of Council
January 23, 2024 – 6:30 AM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of January 9, 2024

Visitors

Recognition of Mike Rosenbalm and Eddie Myers. Ceremonial swearing in of Chad Caudill, Austin Whitt, and Jenn Patterson

Committee Reports

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

Old Business

Ordinance No. 2024-03. An Ordinance amending and supplementing Section 1048.02 of Chapter 1048 of the Codified Ordinances to increase the rate charged for the stormwater utility. (Second Reading)

New Business

Resolution No. 05-2024. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and the Ohio Department of Natural Resources associated with the approved grant for the exercise stations and playground equipment at Monroe Community Park.

Strategic Priority: Parks and Connectivity

Background: In February 2022, City Council was informed that the City had been awarded a \$40,000 grant from the Ohio Department of Natural Resources (ODNR) through the State's biennial capital budget program. This grant was intended to offset costs associated with installing exercise stations and replacing playground equipment at Community Park.

The project was approved, and the equipment has been installed. This legislation authorizes the City Manager to enter into a grant agreement with ODNR to seek project cost reimbursement up to



\$40,000.

Moving forward, staff is continuing to look for ways to streamline the capital budget and other grant reimbursements, as we are hopeful that we'll be successful with a 2024 capital budget/one-time strategic fund request.

Resolution No. 06-2024. A Resolution amending Resolution No. 67-2023 to increase the blanket purchase order amount authorized for Public Entities Pool to \$156,634.

Strategic Priority: Good Governance

Background: Council passed Resolution No. 67-2023 on December 12, 2023 authorizing the blanket purchase order amounts for fiscal year 2024. The actual amount for the City's annual property and liability insurance premium was received from Public Entities Pool on January 2, 2024 and totals \$156,634 which exceeds the amount of \$153,000 that was authorized on the original legislation. In order to open a Purchase Order and pay the invoices related to the City's annual insurance premiums, the blanket purchase order amount must be increased and approved by City Council.

Resolution No. 07-2024. A Resolution authorizing the City Manager to enter into a professional services agreement by and between the City of Monroe and Burgess & Niple/KZF Design Joint Venture for a criteria architect for the new public works facility and fire department station 62 upgrades.

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for Criteria Architectural services for the new public works facility as well as the addition and renovation of Fire Station 62. The Public Works Director and Fire Chief determined that it was important to use one criteria architect for both projects. It is possible that two Design/Build Contractors could be chosen for the construction phase, but having one criteria Architect for both projects would be more advantageous to the City.

The decision was made to use the design/build method of construction which calls for the use of a criteria architect for these two projects for the following reasons:

- Design/build will allow the City to hire a criteria architect. This firm will work cooperatively with the City to design these two projects for approximately 30% of the overall design.
- The criteria architect will aid the City in choosing a design/build firm to continue the design of the two projects to complete 100% construction plans.
- The criteria architect will aid the City in the review of these documents and look for errors and/or omissions which are beyond the limits of city staff. Items such as structural steel loads, HVAC load calculations, as well as other technical items will be reviewed by the criteria architect for assurance of correct plans.
- The criteria architect will aid the City with weekly inspections and meetings throughout construction to maintain compliance with the accepted plans.



- The criteria architect will aid the City in assuring pay applications by the design/build contractor are accurate, and the work meets all standards before the City issues payments to the design/build contractor.

To date, the Public Works Facility and Fire Station 62 projects will be the largest financial commitment which the City of Monroe has made in regard to capital investment. It is imperative that the City protects taxpayer dollars to ensure that a successful and sustainable project is delivered. To that end, a successful and sustainable project is one that delivers high functioning facilities which will serve the community for many years to come. By adding this scope and fee to these two projects, city staff will work in-step with the Criteria Architect to deliver these goals. The Public Works Director will manage this contract on behalf of the City and work with the Criteria Architect and other City staff to successfully deliver this project. Without the criteria architect's participation throughout the duration of the project, the City would open itself to liability in critical areas of construction. The Public Works Director as well as the Fire Chief will still continue running day-to-day operations of their respective departments. Adding these sizable tasks without outside management, would create an inherent risk which could lead to cost overruns, missed needs and quality control issues.

The architectural firm Burgess & Niple / KZF Design Joint Venture has been chosen by a committee of City staff. Members of the Fire Department, Public Works Department as well as Architect Alan Scherr interviewed three of the seven architectural/engineering firms who submitted applications. The other two firms interviewed were MSA and CT Consultants. The committee unanimously chose the firm Burgess & Niple / KZF Design Joint Venture. Burgess & Niple / KZF Design Joint Venture is a combination of two firms which is familiar. The City has used both of these firms independently in the past to deliver successful projects. The City staff were impressed with the collaborative approach shown by this joint venture and felt like their unique approach to each of these projects best suited the needs of the City.

The Fire Chief and Public Works Director worked with Burgess & Niple / KZF Design Joint Venture to build the scope of these two projects, which has allowed Burgess & Niple / KZF Design Joint Venture to prepare the scope and fee proposal attached herein. The table below will outline the schedule and fee for criteria architectural services for the duration of the project:

Project Stage/ Task	Start Date	Completion Date	Fee
Project Kickoff	2/1/2024		
Programming Phase	2/1/2024	3/30/2024	\$100,000.00
Schematic Design Phase	4/1/2024	6/15/2024	\$250,000.00
Design Development Phase	6/16/2024	9/30/2024	\$295,000.00
Design-Builder Procurement Phase	10/1/2024	1/30/2025	\$34,000.00
Bridging Phase	2/1/2025	2/28/2025	\$50,000.00
Design Build Construction Documents Phase	3/1/2025	8/30/2025	\$84,000.00
Design Build Bidding Phase	9/1/2025	10/30/2025	\$34,000.00
Construction Phase	10/1/2025	11/1/2026	\$252,000.00
Total Cost:			\$1,099,000.00



As shown in the above table, this is nearly a three-year commitment between the City of Monroe and Criteria Architect. The financial commitment for 2024 for this contract is \$679,000.00. Currently, \$250,000.00 resides in the 2024 budget for this purpose. This would require the allocation of an additional \$429,000.00 to Burgess & Niple / KZF Design Joint Venture. This would allow the remaining \$420,000.00 of this contract to be spread out over the budgets of 2025 and 2026.

The cost estimate before you was created based on a budget provided to Burgess & Niple / KZF Design Joint Venture by the City. A budget of \$16M to \$18M was used for the Public Works Facility and a budget of \$2M-\$3M was used for the Fire Station 61 project. Traditional Design/Bid/Build architectural services are typically 8%-10% of the total cost of construction. If a total budget of \$21M was realized for these two projects, we would expect to see architectural fees in the range of \$2.1M under traditional methods. By using the design/build method, we see that the scope of Burgess & Niple / KZF Design Joint Venture is roughly 50% of the traditional methodology's cost. Keeping in mind that the services rendered by the criteria architect bridge the entire span of both projects, staff has determined that this contract brings value and protection to projects and recommends the Council's approval.

Ordinance No. 2024-04. An Ordinance amending and supplementing Ordinance No. 2024-01, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, fiscal year ending December 31, 2024.

Strategic Priority: Good Governance

Background: Council passed Resolution No. 67-2023 on December 12, 2023 authorizing \$153,000 for Public Entities Pool for payment of the city's annual property and liability insurance. Upon receipt of the actual 2024 premium on January 2, 2024, the amount is \$156,634, exceeding the original \$153,000 approval and therefore requiring an adjustment to the 2024 Blanket Purchase Order Resolution. Additionally, the amount historically budgeted for property/liability insurance has been conservative, and a supplemental appropriation request has been made if the actual premium amount exceeds the budgeted amount. Since the premium in 2024 is \$156,634 as compared to the original budget of \$130,000, a \$26,634 supplemental appropriation request is necessary.

Consideration of Motion authorizing the expenditure in the amount of \$27,675.11 for services provided by Neogov from 4/20/2024 to 4/19/2025.

Strategic Priority: Good Governance

Background: The city currently utilizes Neogov for online applications, performance evaluations, onboarding and training. In previous years, each item was on a separate billing cycle and invoice. Beginning on 4/20/2024, all products will now be on the same billing cycle and charged on one invoice.

Consideration of Motion appointing City Manager Larry Lester to the Turtlecreek-Monroe 2022 Joint Economic Development District Board.

Strategic Priority: Strategic Growth and Development

Background: The Turtlecreek-Monroe 2022 JEDD encompasses the industrial park surrounding the



racino and is a separate JEDD from the racino JEDD. The City has an appointee on this board, and the position is vacant due to Mr. Brock's retirement.

An appointee can serve on the Board for two 4-year terms before they must step off the Board and allow for a new City appointee.

Administrative Reports

Adjournment