



**Monroe Council Agenda
Regular Meeting of Council
February 13, 2024 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of January 23, 2024

Visitors

David Bond, President of the Monroe Lions Club - Alcohol During the Light Up the Sky Event

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

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. (Tabled January 23, 2024)

Sponsor: Gary Morton

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	3/1/2025	8/30/2025	\$84,000.00
Documents Phase			
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.

New Business

Resolution No. 08-2024. A Resolution approving a Then-and-Now Certificate in the amount of \$3,825.00 to the Center for Local Government.

Sponsor: Larry Lester

Strategic Priority: Good Governance

Background: Center for Local Government membership dues for the 2024 year. This is a membership the City pays annually. This invoice was received before the Purchase Order was opened.

Resolution No. 09-2024. A Resolution accepting the lowest and/or best bid submitted for the Todhunter Road Culvert Replacement Project and authorize the City Manager to enter into a contract by and between the City of Monroe and W. G. Stang.



Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This project will replace two culverts on Todhunter Road just west of Britton Lane. Currently, the existing culverts are in failing condition and have needed to be replaced for many years. These two culverts are the reason that this section of Todhunter Road is a no-truck route.

As you recall, the city purchased permanent right-of-way and temporary construction easements for this project in 2023. This is so that with the replacement of the culverts, we will also be able to widen the ditches along the north and south sides of the roadway. This will make for a much safer section of roadway. We will also be able to eliminate guardrails in this area with the completion of this project. A very strict timeline was put into place for this project. Todhunter Road will have to be closed to through traffic from Yankee Road to Britton Lane for the duration of this project. The project was bid, so the roadway cannot be closed until one day after the last day of school and must open one week before school starts back. There is no way to turn school buses around at the top of the Todhunter Road hill, so these provisions were put into place.

W.G. Stang, Inc. was the apparent low bidder on this project. Bids were opened and read aloud on January 26, 2024, with W.G. Stang being the low bid. Bids ranged from a high of \$1,035,548.26 to the lowest and best bid of \$760,540.00. W.G. Stang, Inc. has completed many jobs within the City of Monroe, and we always welcome them back because of their excellent work. This project was budgeted as a capital expenditure and approved with the 2024 budget in December 2023. \$950,000 is what was placed in the budget for this project. This means that the project is \$189,460.00 under the proposed engineer's estimate. The bid of \$760,540.00 does have a 10% contingency line item built in.

W.G. Stang, Inc has all the necessary documentation required for the bid. This means that Public Works is asking the council to approve the City Manager to enter into an agreement with W.G. Stang, Inc for the completion of this project.

Resolution No. 10-2024. A Resolution authorizing the City Manager to enter into a professional services agreement with Choice One Engineering to develop specifications for curb ramp replacement in compliance with the Americans with Disabilities Act.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure, Parks and Connectivity

Background: This is for engineering services to Choice One Engineering for design drawings of the 2024 ADA Ramp Replacement Project. Each year, Choice One provides this service to the



City. These plans along with the contract documents built by the City are used to competitively bid for the ADA Ramp Replacement project. This year, due to budget constraints, TIF/RID money is only being used to fund this project.

Using GIS, public works determine which ramps require replacement within TIF/RID districts. After verifying with the Finance Director that funds were available and this was an allowable use of the funds, Choice One Engineering prepared this estimate. The cost of engineering service on this project is \$15,000.00. This will also be funded through the TIF/RID accounts impacted.

Below you find a list of all the ramps which are included in this year's program with an estimated cost to be paid from each RID account.

Wyandot Woods Wyandot Woods Blvd & Willow Brook Drive 7 ramps \$42,000.00

Willow Brook Drive & Wyndham Place 2 ramps \$12,000.00

Wyandot Woods Blvd & Sleepy Hollow Drive 8 ramps \$48,000.00

Total Estimated Cost: \$102,000.00 Monroe Crossings Blue Springs Dr. & Jerri Ct. 1 ramp \$6,000.00

Blue Springs Dr. & Bridgewater Dr. 2 ramps \$12,000.00

Bridgewater Dr. & Thomas Point Ct 1 ramp \$6,000.00

Bridgewater Dr. & Sagewood Ct. 2 ramps \$12,000.00

Total Estimated Cost: \$36,000.00 Todd's Glen Reserve

Valleybrook Drive & Michelle Ln. (These two ramps will be new ramps. No ramps exist here, and we have had requests in the past to install these ramp). 2 ramps (none exist) \$20,000.00

Alternates (These will only get done if budget allows after the Todd's Glen tree project is complete).

Michelle Ln. & Kelsey Tr. 4 ramps \$24,000.00

Michelle Ln. & Hailey Ln. 2 ramps \$12,000.00

Michelle Ln. & Meadowood Dr. 4 ramps \$24,000.00

Meadowood Dr. & Hollybrook Dr. 1 ramp \$6,000.00

Total Estimated Cost: \$86,000.00 2024 Program Total Cost: \$224,000.00

Ordinance No. 2024-05. An Ordinance amending and supplementing Ordinance No. 2024-04, 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.

Sponsor: Jake Burton

Strategic Priority: Good Governance.

Background: If City Council passes Resolution No. 07-2024, a Resolution authorizing the City Manager to enter into a professional services agreement with Burgess & Niple/KZF Design Joint Venture, for a criteria architect for a new Public Works Facility and Fire Department Headquarters facility upgrades, a supplemental appropriation will be necessary. Total fees for this agreement in 2024 will be \$679,000.

The 2024 budget includes \$250,000 for this purpose, therefore, a supplemental appropriation of \$429,000 will be required. This supplemental appropriation will be from unrestricted capital funds in



the Income Tax Capital Fund.

The City created an Information Technology division beginning in 2023 and now that IT has been established, staff continues to look for ways to consolidate and streamline processes. Currently, all Microsoft Office licenses, which total \$39,500 annually, are paid by each department depending upon the number of users within that particular department. Consolidating these under IT will allow IT to perform a monthly invoice audit against active users, and ensure all licenses are up-to-date. This will streamline the invoicing process and budgeting process moving forward. The proposed movements of money reduce each individual department's budget by their allocated amount and centralizes all Microsoft Office licensee charges in the IT budget.

Ordinance No. 2024-06. An Ordinance amending and supplementing Section 286.08 and Section 286.09 (F) of the Codified Ordinances to adjust the planning, zoning, and special building permit fees.

Sponsor: Tom Smith

Strategic Priority: Good Governance

Background: The City issues service charges for building and zoning permits, plans review, inspections, and an impact fee for parks with each residential building permit issued. As a best practice it is recommended to annually update the City's residential, commercial, and zoning permit fee schedule in order to stay up to date with the cost pressures associated with professional services, Consumer Price Index-Urban Consumers (CPI-U) inflation rates, and staff time. In some cases, these costs are absorbed by the City (i.e., property maintenance code enforcement) as a service already renumeralated by a tax paying resident. In other cases, the costs associated with a service are passed through to the consumer (i.e., a plan review for a developer). These costs are payable by the consumer and would not exist but for the mandate of the service being administered. With these costs there is little profit gained, they are simply to cover the cost associated with the service, relieving the City of the expenditure.

Consideration of Motion appointing City Manager Larry Lester to the Butler County Emergency Management Agency.

Sponsor: Larry Lester

Strategic Priority: Communication and Interpersonal Connections

Background: Annually, the Butler County Emergency Management Agency requests the appointment of the Chief Executive Officer to their Advisory Council. The Advisory Council then picks the EMA Executive Board for a two year term.

Consideration of Motion to authorize the expenditure of \$12,000 to Rozzis' Famous Fireworks for the Fourth of July Fireworks Display.



Consideration of Motion accepting the November and December 2023 Finance Reports as submitted.

Administrative Reports

Adjournment