



**Monroe Council Agenda
Regular Meeting of Council
February 27, 2024 – 6:30 AM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of February 13, 2024

Visitors

Patrick McCausland, Monroe Lions Club - Alcohol During the Light Up the Sky Event

Major Steve Arrasmith - Greater Warren County Drug Task Force Annual Report

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

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. (Second Reading)

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.

New Business

Resolution No. 11-2024. A Resolution accepting the lowest and/or best bid for the concrete driveway replacement and Fire Station 61 and authorize the City Manager to execute a contract by and between the City of Monroe and Loveland Excavating & Paving, Inc.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for the replacement of the driveway apron at Station 61. This project will replace all the concrete between the exit of the three bay doors and Main Street. The original concrete has met its useful life and needs replaced. This project was part of the 2024 capital funding which was appropriated by city council in December 2023. \$160,000.00 was approved.

Loveland Excavating was the low bid on the project. Their bid was \$123,117.50. After checking references, Public Works feels confident that this contractor can complete this project within scope. Five total bids were received, attached is a bid sheet showing all five bids.

I will provide a copy of the contract at this meeting for signature by the City Law Director and City Manager.

Resolution No. 12-2024. A Resolution accepting the lowest and/or best bid for Turf Maintenance 2024 and authorize the City Manager to execute a contract by and between the City of Monroe and Midwest Groundscapes LLC.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure Parks and Connectivity

Background: This mowing contract is for mowing seventy-two (72) acres of city/township owned property. This contract is for one-year, with the ability to approve three additional years of service if the City is satisfied with this contractor in year one.

Mound Cemetery (12 acres), North Monroe Cemetery (9 acres), and Amanda Cemetery (Lemon Township) (1 acre) as well as Community Park (25 acres) and Crossings Park (25 acres) are the properties to be serviced within this contract.

This service was advertised for two weeks in the local paper to meet ORC guidelines for bidding. Five total bids were received, I have attached the bid opening sheet with all five bid amounts.



Public Works has not worked with this contractor in the past, but we have checked their references and feel confident that they can deliver the work expected within this contract.

This contract is based roughly on thirty-two services per season, based on the \$2,975.00 cost per mow, this contract is worth \$95,200.00 per year. A full-time topped out Operator/Laborer in Public Works with full benefits has a salary package of \$93,000.00 per year. As you can see, this contract equates to only 1.02 full-time employees. This, along with the fact that Public Works spends 160 employee hours per week on additional mowing throughout the City of City-owned properties. This does not include roadside mowing operations of the state routes and rural roads within the City.

Resolution No. 13-2024. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Axon Enterprise, Inc. for in-car video recording equipment and storage.

Strategic Priority: Well Managed Services and Infrastructure

Background: This agreement is a five-year contract renewal for the police department's in-car video system. The original cameras that were installed in 2017 are no longer supported and must be upgraded. This new agreement includes the equipment and hardware for both the forward-facing and rear seat cameras for a total of 28 cameras. It also includes a warranty program on each camera that provides for upgrades to the latest technology when available in order that we will not incur the cost of replacing the camera hardware in the future. In addition, these fees include the storage of the videos.

Ordinance No. 2024-07. An Ordinance authorizing the City Manager to enter into a Lease Agreement with the highest bidder for the real property know as the Baker Sports Complex.

Sponsor: Angela S. Wasson

Strategic Priority: Good Governance

Background: The real property known as the Baker Sports Complex was advertised for bids to lease the property for farming purposes pursuant to law. The bids were due on February 20, 2024, at 9:00 a.m. We only received one bid at a price of \$231.00 per tillable acre (33 total acres).

Bids were sought at the same time for 30 tillable acres on the property recently purchased for the new public works facility. No bids were submitted for that property by the deadline of February 20, 2024, at 10:00 a.m.

Consideration of Motion authorizing the expenditure in the amount of \$16,500 to Robinson Fence Co. for the replacement of a fence around baseball field #1 at Monroe Community Park.

Sponsor: Gary Morton



Strategic Priority: Parks and Connectivity Well Managed Services and Infrastructure

Background: This is for the replacement of the fence and backstop around field #1 at Community Park. The existing fence is in disrepair. Many of the posts are rusted off at ground level and the fence fabric is also in bad shape. No one knows how old the current fence is. The Public Works Department plans to replace all the current fencing within Community Park over the next several years. Field one was chosen first at the request of the Monroe Sports Association. Three quotes were obtained for this project. Robison Fence was the low bid at \$16,500.00. Hamilton Fence quoted \$20,450.00 and Simpson Fence quoted \$29,910.00. Public Works is comfortable with Robinson Fence, they complete a lot of fence and guardrail repair for the City. \$25,000.00 was budgeted for this replacement in the 2024 budget from TIF/RID funds.

Consideration of Motion to authorize the expenditure to Berns Landscaping in the amount of \$27,887.00 for the purchase and installation of street trees in the Todd Glenn Subdivision.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure Good Governance

Background: This is for the replacement of street trees within the Todd Glenn Reserve Subdivision. In January, Public Works had eighty-nine existing street trees removed. This contract will replace these eighty-nine trees with sixty-eight trees.

The original street trees approved by the City in this subdivision were found to be too large for the five-foot tree lawn area between the curb and sidewalk. Those trees had done significant damage to the sidewalk within the subdivision. The Assistant City Manager worked with the neighborhood HOA to put this program in place. The City of Monroe agreed to pay for the removal of the existing trees and stumps and replant new trees, which are approved trees within the City of Monroe codified ordinances. The HOA agreed to pay for the replacement of damaged concrete. Three quotes for tree replacement were obtained for this project. Bern's Landscaping was the lowest and best bid at \$27,887.00. This project, along with the removal of the trees and stumps, is being financed by the Residential TIF account which is held specifically for the Todd Glenn Reserve Subdivision.

Public Works has worked alongside the Development Department to identify a list of proper trees to be planted in the tree lawn. We have also identified criteria which will govern the spacing requirements of these trees from drive approaches, streetlights, intersections, fire hydrants, and other items. This is an effort to not over plant trees, causing congestion and infrastructure damage in the tree lawn area.

Administrative Reports

Adjournment