



**Monroe Council Agenda
Regular Meeting of Council
March 12, 2024 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of February 27, 2024

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

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

Sponsor: Larry Lester

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). This bid was submitted by Oakland Farms.

New Business

Resolution No. 14-2024. A Resolution approving a Then-and-Now Certificate in the amount of \$3,616.73 to ESO Solutions Inc.

Sponsor: David Leverage

Strategic Priority: Good Governance



Background: The Fire Department is in the middle of switching our fire reporting software from Emergency Reporting (acquired by ESO) over to ESO Solutions Inc. In the past, we have received multiple invoices due to varying contract renewal dates for multiple services. With the integration of 100% of our services supplied by ESO Solutions Inc, we made the request that we consolidate our billing to one invoice and one renewal cycle. A PO was pulled before this occurred and with the consolidation, a Then and Now Certificate was required to meet the new invoice total. In the future we will be able to obtain a PO to cover the entire amount prior to invoicing.

Resolution No. 15-2024. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and TEC Engineering, Inc. for the development of construction plans related to the Pedestrian Safety Grant Project.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Goodhue Consulting completed the Systemic Safety Application for Pedestrian Improvements at the end of January 2023 on behalf of the City of Monroe. The Ohio Department of Transportation (ODOT) notified the City on June 15, 2023, that the application was partially successful. The submitted application requested approximately \$1.13 million, and ODOT awarded the City \$767,000.

ODOT's Systemic Safety program was launched in January 2022 with a focus on preventing injuries related to pedestrian and roadway departure crashes. Systemic improvements are meant to be proactive and widely implemented based on roadway features associated with certain crash types. FHWA has identified a range of proven countermeasures that prevent pedestrian and roadway departure crashes. The City's application only focused on pedestrian safety countermeasures. The funding requests were allowed to be up to \$2 million for the pedestrian safety improvements with a 10% local match requirement in all project phases. Eligible locations include arterials and collectors. Some acceptable pedestrian safety countermeasures include high-visibility pavement marking crosswalks, advanced yield lines, additional signage including Rectangular Rapid Flashing Beacon (RRFBs), curb ramps, curb extensions, refuge islands, and road diets.

The city's application included seven (7) locations within the city limits that either have been identified as a safety concern or have a need for a new pedestrian crossing location. Five locations were funded out of the seven submitted. The locations that were funded are:

1. Britton Lane & Seminary Drive/Pebblestone Drive
2. Main Street & William Groth Drive/Police Station
3. Main Street
4. Britton Lane & Northwestern Avenue/Cornerstone Drive
5. Britton Lane Sidewalk



The locations not selected for funding were Britton Lane & Macready Avenue and Britton Lane & Canterbury Court. These two locations were on local streets, which are not eligible for this grant.

The following funding summary has been sent to ODOT for review, so this is subject to change:

Phase	ODOT Fiscal Year	ODOT Funding	City Match	Total
Preliminary Engineering/ Environmental	2024	\$78,890	\$8,766	\$87,656
Detailed Design	2025	\$57,447	\$6,383	\$63,830
ROW Services/Acquisition	2025	\$3,600	\$400	\$4,000
Construction	2026	\$627,063	\$69,674	\$696,737
Construction Engineering	2026	0	\$60,283	\$60,283
		\$767,000	\$145,506	\$912,506

The City of Monroe is responsible for \$145,506 out of the \$912,506 total project budget. This is approximately 16% of the entire project cost. The City match is broken by the ODOT fiscal year, which runs from July 1 of the prior year to June 30 of the Fiscal Year. (FY2024 starts on July 1, 2023, and ends on June 30, 2024)

The next step is to meet with ODOT to develop an LPA scope of services for the project. The City will then advertise for design services and select an ODOT pre-qualified consultant based on a Quality-Based Selection. This will begin the Preliminary Engineering Phase of the project. This is estimated to begin by the end of this year (2023).

Below are the locations with detailed descriptions of the improvements proposed within the application. These descriptions were included in a Memorandum that was submitted with the application. The attached sketches are conceptual layouts that were also included with the application.

Britton Lane & Seminary Drive/Pebblestone Drive

The number one priority location is at the intersection of Britton Lane and Seminary/Pebblestone Drive. This location was picked for multiple reasons, one of which is next to the Mount Pleasant Retirement Community on the west side of Britton Lane. The existing crossings need to be ADA compliant, missing detectable warnings, and there is no receiving ramp or crosswalk markings for the north leg crossing Britton Lane. The safety and mobility of the aging population in this area is the reason for these enhanced crossings. The new design will include RRFBs for crossing Britton Lane, which will provide attention-grabbing visibility with flashing beacons. This location will follow the guidelines in the ODOT Multimodal Design Guide for Residential land use. For the above reasons, the City of Monroe is asking for funding for this project.

Main Street & William Groth Drive/Police Station

Main Street and William Growth Drive intersection is a high priority for the city since there is no safe crossing to connect the neighborhood with adjacent businesses and city buildings. One reason this location was picked is that the existing ramp on the southeast corner currently needs to be ADA-



compliant. The ramp is missing detectable warnings, is not depressed to the pavement, and there is no receiving ramp or striping. The new design will also provide safe pedestrian paths to the Swaffy's Ice Cream shop, the city police station, and the newly constructed Marathon gasoline/convenience market. The new design will include RRFBs for crossing Main Street, providing attention-grabbing visibility of the flashing beacons. This location will follow the guidelines laid out within the ODOT Multimodal Design Guide for Commercial type land use.

Main Street

In the downtown area along Main Street, there has been a need for a safe crossing from the west side of Main Street to the east side. The city just completed a project that installed new sidewalks and improved Main Street, so this project will be adding a vital connection that will allow the west side of Main Street, i.e. City Building, safe pedestrian access to the park and other services on the east side of Main Street. This project will also address a pedestrian safety issue with property owners' driveway access at the corner of Main Street and Lebanon Street. The sidewalk currently wraps around the corner, but to a blind pedestrian, nothing indicates that the walk turns, and the pedestrian could enter the roadway without warning. The concept plan shows the driveway to be relocated to Main Street, which is still within the property limits. A sidewalk on the south side of the post office terminates into the roadway without a receiving ramp—only a depressed curb on the opposite side of the side street (south of the post office). This project will also eliminate the curb depression and this curb ramp (to nowhere) and create a curb bump out on the west side of Main Street. The pavement width reduces just south of this area, so this will also align vehicles with the existing roadway traveling southbound and encourage slower speeds. The proposed crossing will include RRFBs. This location will follow the ODOT Multimodal Design Guide guidelines for Central Business District type land use. There is no right-of-way anticipated for this location.

Britton Lane & Northwestern Avenue/Cornerstone Drive

The intersection of Britton Lane and Northwestern/Cornerstone serves the Mount Pleasant Retirement Community on the west side of Britton Lane just as the Seminary Drive intersection does (Priority #1). The existing crossings are not currently ADA-compliant, and a connection needs to be added on the east side of Britton Lane. The walk serves the Cornerstone Drive homes, but the existing configuration terminates the walk into the roadway approximately 40 feet east of the stop bar. This plan will improve this crossing by moving it further from Britton Lane to be a proper mid-block crossing. An additional sidewalk will be constructed on the southeast corner to connect the mid-block crossing to Britton Lane and Northwestern Avenue. The safety of the aging population in this area is one reason for these enhanced crossings. The new design will also include RRFBs for crossing Britton Lane, providing attention-grabbing visibility for the flashing beacons. This location will follow the guidelines in the ODOT Multimodal Design Guide for Residential land use.

Britton Lane Sidewalk

Along Britton Lane between Tennessee Avenue and Northwestern/Cornerstone, there needs to be a section of sidewalk. This is directly in front of the Mount Pleasant Retirement Community. The sidewalk is proposed on the west side of Britton Lane and will include curb ramps at Britton and Tennessee. The safety of the aging population in this area is one reason for the additional sidewalk, providing additional connectivity for residents. This location will follow the guidelines in the ODOT Multimodal Design Guide for Residential land use. There is no right-of-way anticipated for this location.



Resolution No. 16-2024. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Raftelis to provide consulting assistance in assessing and making recommendations to optimize the organizational structure of the City Manager's Office.

Sponsor: Larry Lester

Strategic Priority: Good Governance

Background: Project Understanding

The City of Monroe is seeking a professional consultant to assist with an organizational structure review of the City Manager's Office, including an evaluation of the structure of the City Manager's Office, HR, IT and economic development functions. This engagement aims to identify opportunities for improved efficiency and effectiveness of operations related to the staffing and structure of the City Manager's Office. Raftelis will work with the City of Monroe to assess and recommend organizational structures adapted to the City's current and future needs. Implementing recommendations and lasting improvements is not typically successful without this collaborative approach.

Scope of Work

The following details the proposed scope of work for the City.

Activity 1: Begin and Manage Engagement

Raftelis will begin this engagement by conducting a kick-off meeting with the City to review the details and expectations of this effort and to review and finalize the project schedule. Raftelis will also discuss the City's interest in this study, the strengths and challenges of the current City Manager's Office structure and operations, and other issues that may be relevant to their work.

The Raftelis team will provide the City with a request for documents such as organization charts, budgets, previous studies, staffing history, job descriptions, performance measures, and other similar data to inform their work. Raftelis will provide a shared online drive for easy upload of documents by City staff.

Throughout the project, Raftelis will provide the City with regular project status reports, maintain planned project progress and budget, identify and resolve project issues, and review project work products. In addition to formal status reporting, Raftelis anticipates numerous informal opportunities for the City to discuss various project and operating issues with its project manager and team leaders. Raftelis welcomes the chance to have this informal dialogue since we believe it will contribute to a more successful project.

DELIVERABLES:

- Kick-off meeting agenda
- Document/data request
- Final project schedule



Activity 2: Understand the Context

The Raftelis project team will visit the city to understand the organization's current structure and operations fully. Raftelis will individually and confidentially interview key staff, including each City Manager's Office member, department directors, and other positions identified together during the project kick-off. During these interviews, Raftelis will discuss their responsibilities, staffing, resources, and perceptions of the strengths and challenges of the City's current organizational structure and document issue areas impacted by the existing structure.

DELIVERABLES:

- Up to ten (10) confidential interviews with key staff

Activity 3: Conduct Research and Develop a Restructuring Plan

At this point in the project, the Raftelis project team will have conducted interviews and related data and document analysis to identify concerns with the current organizational structure and potential alternative structures for the City.

Raftelis will evaluate the organization's structure as part of our analysis as it compares peer communities and industry best practices. Based on this information, Raftelis will identify best practices and determine where gaps or inefficiencies may exist in the City's current structure.

Based on research and analysis, Raftelis will meet with the City Manager to review our preliminary observations and recommendations for organizational structure options for the City's consideration.

DELIVERABLES:

- Preliminary observations and recommendations PowerPoint

Activity 4: Prepare Project Deliverables

Once recommendations are finalized, Raftelis will prepare a high-level summary memo including our observations, suggestions, and organizational charts. The preliminary memo will be provided to the City for review. Raftelis requests that the City provide one consolidated list of comments within 30 days of the draft memo. Raftelis will then prepare the final project summary memo within two weeks based on consolidated remarks from the City.

DELIVERABLES:

- Preliminary project summary memo with organization charts
- Final project summary memo with organization charts

Project Team

Raftelis has assembled a team of skilled consultants with years of experience in direct public sector service and consulting for similar agencies nationwide and who have performed similar analyses for other communities.

Fee

The total fixed fee to complete this proposed scope of work is \$25,780, which includes all professional fees and expenses. Raftelis will invoice the City for monthly progress payments based on work completed.



Administrative Reports

Adjournment