



**Monroe Council Agenda
Regular Meeting of Council
December 10, 2024 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of November 26, 2024

Visitors

Oath of Office Administered to Jack Hemenway as Law Director

Ceremonial Swearing in of Fire Lieutenant Phil Pieper

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

Ordinance No. 2024-33. An Ordinance amending Ordinance No. 2024-20 to authorize a 3.5% cost of living to non union employees and establish the deferred compensation amount to executive level employees. (Second Reading)

Ordinance No. 2024-34. An Ordinance supplementing Section 1040.02(b) to require annexation into the City for any properties currently outside the City of Monroe corporate limits seeking extension of municipal utility services to said properties. (Second Reading)

New Business

Resolution No. 60-2024. A Resolution approving blanket purchase orders as recommended by the Director of Finance and the City Manager.

Sponsor: Jake Burton

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 2025. 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 2024 Resolution, and amounts have been adjusted as necessary based upon contractual requirements, anticipated inflationary increases or estimated costs.

Resolution No. 61-2024. A Resolution accepting donations from various donors as described herein.

Sponsor: Jake Burton

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 2024 total \$11,407. The details of each donated amount and purpose are included for review.

Resolution No. 62-2024. A Resolution accepting the Ohio Emergency Management Agency Grant for the cost incurred related to the .gov domain transition and authorizing the City Manager to execute the related grant agreement.

Sponsor: Jake Burton

Strategic Priority: Well Managed Services and Infrastructure

Background: On September 16, 2022, the Department of Homeland Security (DHS) announced a first-of-its-kind cybersecurity grant program specifically for state, local, and territorial (SLT) governments across the country. Funding from the State and Local Cybersecurity Grant Program (SLCGP) helps eligible entities address cybersecurity risks and threats to information systems owned or operated by—or on behalf of—SLT governments.

On July 22, 2024, Governor DeWine announced The CyberOhio Local Government Grant Program to assist local government entities with purchasing cybersecurity software and services and migrating to the .gov domain to boost their preparedness and resilience.

The City of Monroe has been awarded \$5,793.00 through this grant program to assist with the city's efforts of transition from .org to the .gov domain.

Resolution No. 63-2024. A Resolution authorizing the Director of Finance to perform certain interfund transfers.

Sponsor: Jake Burton

Strategic Priority: Good Governance



Background: The appropriation ordinances for 2024 include interfund transfers necessary for operations of the City and to ensure all funds contain a positive fund balance as required by the Ohio Revised Code. During the course of the fiscal year 2023 audit, our independent public auditors recommended that the City Council pass an annual Resolution specifically confirming all transfers that are contained within the appropriation ordinances.

Exhibit A includes all transfers authorized within the 2024 budget. These transfers will be completed as necessary to maintain fund balances and operations throughout the City. This will be annual legislation that will be presented to City Council at the last regular meeting of each year.

Ordinance No. 2024-35. An Ordinance amending and supplementing Ordinance No. 2024-32, otherwise known as the permanent appropriations ordinance, to meet current expenses and other expenditures of the City of Monroe, for the fiscal year ending December 31, 2024.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: This ordinance includes the final appropriation adjustments necessary to ensure all accounts and funds are in compliance with audit standards to close out the 2024 fiscal year. There are 3 adjustments included with this final 2024 appropriation ordinance.

On November 26, 2024, Council authorized Resolution 59-2024, an agreement with Frost Brown Todd L.L.P. for Law Director services. This agreement begins in December 2024 and therefore \$7,000 has been added to the City Council Legal Services line item for this payment as the previous Law Director was budgeted within the Personnel section of the City Council budget.

As discussed during the 2025 operating budget presentation, it is necessary to transfer funds from the General Fund to the Street Light Utility Fund and Cemetery Fund in 2024 to ensure both funds end the fiscal year with a positive fund balance as required. This includes transferring \$10,000 to the Cemetery Fund and \$15,000 to the Street Light Utility Fund.

Ordinance No. 2024-36. 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, 2025.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: The 2025 annual budget was discussed in detail at the 10/8 Council meeting and 11/26 Council meeting. The operating budget, including expenses and revenues for the General Fund, Special Revenue, Debt Service, Enterprise, and Trust & Agency Funds were discussed at the 10/8 meeting. Capital Budget funding and TIF/RID Funds were discussed at the 11/26 Council meeting. Copies of those presentations, an operating budget book and capital budget project templates have been provided to the Council for review as well. The operating budget book and capital budget



templates will be placed on the city's website for residents to review after approval.

All budgetary items presented at the 10/8 and 11/26 meetings have been included in the appropriation ordinance. Changes from what has previously been presented to Council include: \$38,240 overall increase in the General Fund, \$122,079 increase in Special Revenue Funds, \$12,174 increase in Enterprise Funds, all due to a 9% healthcare increase (impacts each personal services line item with employees carrying City provided health insurance). \$160,000 increase in Debt Service Funds to include interest payment for 2024 BANs. Changes within the General Fund appropriations that do not result in an overall increase from previous presentations also include budgeting \$84,000 in the City Council budget for Law Director services and adding \$66,000 to the City Manager's Office budget to cover any additional services with Frost Brown Todd. All TIF/RID and capital expenditures and transfers have been added to the appropriation ordinance as well, except for the Navigator Way PRV project being removed as the City received notification on 11/26 that this project did not receive funding through the OPWC Grant.

Ordinance No. 2024-37. An Ordinance approving a final plat for John Scott Road.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: Final Plat approval is an action of council. Final plat approval is a formal dedication of infrastructure to the City and provides for the recording and sale of lots.

Public Hearing: Ordinance No. 2024-38. An Ordinance amending and supplementing various sections of the Planning and Zoning Code.

Ordinance No. 2024-38. An Ordinance amending and supplement various sections of the Planning and Zoning Code.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background:

- The Development Department has submitted a list of amendments to various sections of the Planning and Zoning Code.
- The City adopted a new Planning and Zoning Code in April this year at the end of a comprehensive update process.
- Since implementing the code, Staff has kept track of minor errors, inconsistencies, and other minor changes to be refined in a future update.
- It is the intent that minor updates such as these will be performed annually to address needed changes.



Planning Commission Recommendation

- At their November 19, 2024 meeting, by a vote of 5-0, Planning Commission recommended to approve the drafted amendments as submitted by Staff, citing the relevant review criteria found in Table 1207.07-1 and 1207.22 of the Planning and Zoning Code.

Consideration of Motion authorizing the expenditure of \$20,290.50 to Rossman Enterprises Inc. (Magnequip) for the upgrade of the vehicle exhaust system at Station 61 and 62.

Sponsor: Chief David Leverage

Strategic Priority: Well Managed Services and Infrastructure

Background: This purchase order is for the upgrade of the vehicle exhaust systems at both Station 61 and 62 to bring both systems up to the industry's best standards for the capture of vehicle exhaust. This is a known cancer causing agent and upgrading the system will bring it in line with our current prevention methods as well as prevent any damage the vehicle exhaust will do to the apparatus bay area.

Consideration of Motion authorizing the expenditure in the amount of \$68,334.01 to Stryker for the purchase of an electric cot and loading system for the new medic unit in production and to be delivered in the fall of 2025.

Sponsor: Chief David Leverage

Strategic Priority: Well Managed Services and Infrastructure

Background: This purchase order is for the purchase of an electric cot and loading system that will be installed in the medic unit that council approved in October of 2023. The medic unit is currently in production and the cot and load system will be delivered and installed in this unit as it is being built. This was planned for and budgeted in the 2024 Capital Budget plan.

Consideration of Motion to authorize the expenditure of \$57,663.20 to purchase water meters and endpoints.

Sponsor: Brian Perkins

Strategic Priority: Well Managed Services and Infrastructure

Background: This is for the purchase of bulk water meters and cellular endpoints. This is budgeted out of the funds collected through the monthly fee assessed to each water account for meter replacement. The total cost of this purchase is \$57,663.20



Consideration of Motion to cancel the December 24, 2024, regular meeting of Council.

Administrative Reports

Executive Session - to consider the employment of public employees and compensation of public employees and public officials.

Adjournment