



**Monroe Council Agenda
Regular Meeting of Council
January 14, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of December 10, 2024.

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

Ordinance No. 2024-37. An Ordinance approving a final plat for John Scott Road. (Second Reading)

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

New Business

Resolution No. 01-2025. A Resolution authorizing the City Manager to execute an Emergency Water Connection Agreement by and between the City of Monroe and the Warren County Board of County Commissioners.

Sponsor: Tom Smith

Strategic Priority: Well Managed Services and Infrastructure

Background: The water flows in the area of Butler Warren Road and Union Road don't have enough supply to service current development under construction and future development to the area in the event of an emergency.



Resolution No. 02-2025. A Resolution instructing the Director of Finance to request an advancement of taxes assessed and collected on behalf of the City of Monroe from the Auditors of Butler and Warren Counties.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: Butler and Warren Counties collect property tax on behalf of the City of Monroe. The collections are paid to the City in two installments during the year. The City has the option to pass a resolution requesting advance payment of property taxes. This is a Resolution that is passed each year.

It is necessary to pass a formal Resolution from each taxing district that would like to receive tax advances. This is to ensure compliance with ORC Section 321.34 (A)(1) which states: "When the local authorities by resolution so request, the county auditor shall pay township fiscal officers, treasurers of municipal corporations, the treasurer of any board of education, and the treasurer of any other political subdivision or taxing district whose funds derived from taxes or other sources are payable by law to the county treasurer, any money that may be in the county treasury to the accounts of the local authorities, respectively, and lawfully applicable to the purpose of the current fiscal year in which the request is made."

Resolution No. 03-2025. A Resolution approving a Then-and-Now Certificate in the amount of \$14,797 to Frost Brown Todd for professional services rendered through November 30, 2024.

Sponsor: Kacey Waggaman

Strategic Priority: Good Governance

Background: A purchase order was not opened as the amount of the invoice was unknown until it was received

Resolution No. 04-2025. A Resolution amending Resolution No. 60-2024 to increase the blanket purchase order for Public Entities Pool to \$180,000 and to approve blanket purchase orders for NeoGov, Frost Brown Todd LLC, CDW Government, Inc. and Bradley Payne Advisors as recommended by the Director of Finance and City Manager.

Sponsor: Jake Burton

Strategic Priority: Good Governance

Background: City Council passed Resolution No. 60-2024 on December 10, 2024, authorizing the blanket purchase order amounts for fiscal year 2025. Several amendments, or additions, are necessary to ensure proper approvals for invoices anticipated to be received by the 5 companies



detailed below.

Resolution No. 60-2024 included Public Entities Pool in the amount of \$160,000. The quote for 2025 property and liability insurance was received on December 23, 2024, and the total is \$170,936. There are typically minor adjustments throughout the year as equipment is replaced, therefore \$180,000 is being requested as the new amount not to exceed.

NeoGov (Governmentjobs.com, Inc.) was approved in 2024 as a Consideration of Motion on January 23, 2024, however, we would like to place this on the Blanket Purchase Order Resolution to allow for timely payment when the invoices for 2025 are received. The anticipated amount to NeoGov for all services in 2025 is \$39,000.

City Council passed Resolution No. 59-2024 on December 10, 2024, appointing Jack Hemenway of Frost Brown Todd as the City's Law Director. With that, the City intends to utilize Frost Brown Todd for additional legal services outside the scope of Law Director duties throughout 2025. The 2025 budget anticipates \$82,550 for these additional services.

As the City continues to enhance its Information Technology Division, computer replacements will be streamlined by the IT Division, and computers/laptops will be strategically replaced based upon age and warranty schedules. The city will utilize bulk pricing from CDW Government, Inc. throughout 2025, purchasing the necessary replacement computers/laptops for all departments throughout the City. The 2025 budget contains \$152,000 for this purpose.

The City uses Bradley Payne Advisors, specifically Andrew Brossart, as its Municipal Advisor, and has worked with them successfully for many years. They act on the City's behalf and in the city's best interests while assisting with debt issuances, economic development incentives, among many other items. Bradley Payne recently assisted the City in reviewing hundreds of RID/TIF parcels that were not correctly captured as RID/TIF parcels with the County and State, which has resulted in the City filing 400+ DTE filings with the County Auditor and State of Ohio Department of Taxation. As these parcel exemptions are approved, this will result in hundreds of thousands of dollars of additional revenue the City will collect. The City received a \$20,000 invoice on December 16, 2024 for services rendered throughout this process. The City anticipates possibly utilizing Bradley Payne (The Incentive Review Group) for smaller projects throughout 2025 as well. With the \$20,000 invoice received in December, staff is requesting a blanket purchase order amount of \$30,000 to cover the invoice previously received and any additional services rendered during 2025.

Resolution No. 05-2025. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Comcate for code enforcement software.

Sponsor: Tom Smith

Strategic Priority: Well Managed Services and Infrastructure

Background: The Comcate software will allow the code inspector to input, track, and manage violations from the field. The software also provides for historical reports for a specific



parcel/address. The contract includes one license, unlimited customer support, software maintenance, implementation, training, and GIS integration.

Resolution No. 06-2025. A Resolution authorizing the City Manager or designee to apply for any and all grant funds; provided that acceptance of any grant funds, including matching funds, must be specifically approved by Council.

Sponsor: Angela S. Wasson

Strategic Priority: Good Governance

Background: This is an annual piece of legislation authorizing the application for grant funds throughout the year. There are times when grant application deadlines are set without sufficient time to seek the approval of Council to apply for each individual grant. Also, there are some grants that do require Council authorization before applying.

Resolution No. 07-2025. A Resolution expressing Council's intent for the sale of personal property not needed for public use or is obsolete or unfit for the use for which it was acquired by internet auction.

Sponsor: Angela S. Wasson

Strategic Priority: Good Governance

Background: Ohio Revised Code Section 721.15 (D) permits the legislative authority of a municipal corporation to sell personal property, including motor vehicles acquired for the use of municipal officers and departments, and road machinery, equipment, tools, or supplies, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, by internet auction. The legislative authority shall adopt, during each calendar year, a resolution expressing its intent to sell that property by internet auction. The resolution shall include a description of how the auctions will be conducted and shall specify the number of days for bidding on the property, which shall be no less than ten days, including Saturdays, Sundays, and legal holidays.

When the property is to be sold by internet auction, the legislative authority or its representative may establish a minimum price that will be accepted for specific items and may establish any other terms and conditions for the particular sale, including requirements for pick-up or delivery, method of payment, and sales tax.

Resolution No. 08-2025. A Resolution authorizing the City Manager to enter into a professional services agreement by and between the City of Monroe and Dunrobin Associates, LLC for right-of-way acquisition services related to the Ohio Department of Transportation Pedestrian Access Grant Project.

Sponsor: Gary Morton



Strategic Priority: Well Managed Services and Infrastructure

Background: This document seeks approval for Right-of-Way acquisition services related to the ODOT Pedestrian Access grant project. The grant requires hiring an ODOT pre-qualified firm to manage all Right-of-Way acquisition tasks. The project involves three locations that necessitate Right-of-Way: Britton Lane, the intersection of Main Street and Lebanon Street, and William Groth Drive.

We obtained three quotes for these services, and Dunrobin and Associates submitted the lowest bid. The City has successfully worked with this firm on previous projects and recommends that the council approve this contract to adhere to the grant's timelines. Dunrobin's proposed cost for this project is \$40,235.00, which is included in the 2025 Capital Budget approved by the council.

Resolution No. 09-2025. A Resolution of the City of Monroe, Ohio, supporting the Ohio Commission for the United States Semiquincentennial (AMERICA250-OH).

Sponsor: Larry Lester

Strategic Priority: Good Governance

Background: This resolution confirms the City of Monroe's support for the Ohio Commission for the United States Semiquincentennial (AMERICA250-OH).

Public Hearing: Ordinance No. 2025-01. An Ordinance authorizing the City Manager to enter into an amended Planned Unit Development Agreement by and between the City of Monroe and NVR, Inc. for approximately 21 acres located at Roden Park Drive and Crossings Boulevard and further described herein.

Ordinance No. 2025-01. An Ordinance authorizing the City Manager to enter into an amended Planned Unit Development Agreement by and between the City of Monroe and NVR, Inc. for approximately 21 acres located at Roden Park Drive and Crossings Boulevard and further described herein.

Sponsor: Tom Smith

Strategic Priority: Strategic Growth and Development

Background: NVR, Inc. has submitted an application for PUD Amendment regarding the Hyde Park at the Crossings Planned Unit Development. Hyde Park at the Crossings, now presented as Townes at Monroe Crossings, is a proposed residential development located at Crossings Boulevard and Roden Park Drive. The site contains two parcels, approximately 21 acres total, currently zoned GR General Residential PUD. Some of the notable changes from the previously approved PUD include:

- Increase of total units from 83 to 84.



- Minimum lot width reduction from 30 FT to 24 FT.
- Removal of housing and infrastructure on the north side of Roden Park Drive.
- Amenity space moved to the north side of Roden Park Drive, including the addition of a dog park, and
- Extend shared use path from a stopping point on Roden Park Drive to the intersection at Cold Water Drive.

In their meeting held on November 20, 2024, the Planning Commission, in vote of 4-1, moved to recommend approval of the PUD to council.

Consideration of Motion appointing members to various boards and commissions.

Administrative Reports

Executive Session - to consider the sale of real property.

Adjournment