



**Monroe Council Agenda
Regular Meeting of Council
February 11, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

City Council Minutes of January 28, 2025

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

New Business

Resolution No. 14-2025. A Resolution approving a Then-and-Now Certificate in the amount of \$3,825 to the Center for Local Government for the annual dues.

Sponsor: Kacey Waggaman

Strategic Priority: Good Governance

Background: A purchase order was not opened prior to receiving the invoice.

Resolution No. 15-2025. A Resolution authorizing the City Manager to enter into a professional services agreement by and between the City of Monroe and Fishbeck for the Bicentennial Commons Park Loop Trail and the Great Miami River Trail Extension.

Sponsor: Gary Morton

Strategic Priority: Parks and Connectivity



Background: RECOMMENDED ACTION: Approve professional services agreement with Fishbeck for \$93,400 for design services related to the Bicentennial Commons Park Multi-Use Loop Trail project.

The City has received a proposal from Fishbeck to provide professional design services for the Multi-Use Loop Trail at Bicentennial Commons Park. The proposed trail will follow the existing perimeter loop trail alignment and start to connect to the Great Miami River Trail system. The City is pursuing funding through ODOT's new Pedestrian & Bicycle Special Solicitation program, launched in early 2025, for two significant trail projects:

1. Bicentennial Commons Park Loop Trail
2. Great Miami River Trail Extension (approximately 2 miles of new trail construction)

These projects would allow for the relocation of US Bike Route 25, which currently runs along SR 63 within city limits, to a safer and more scenic route along the Great Miami River. This aligns with ODOT's goal of making walking and biking safe, convenient, and accessible transportation options for the public.

The Fishbeck proposal scope includes:

1. Topographic survey of approximately 1-mile trail corridor (\$11,800)
2. Trail design and construction documents following City and ODOT standards (\$56,800)
3. Optional accessible parking area design (\$7,300)
4. Optional bidding and construction phase services (\$17,500)

Key project elements include:

- Full topographic survey along existing trail alignment with 50-foot width
- Design of up to three culverts and associated drainage improvements
- Development of construction plans and technical specifications
- Erosion control and stormwater management plans
- Coordination with utility companies
- Engineer's cost estimates

The proposed timeline indicates completion of design services within 10 months of notice to proceed, with 50% plans due June 1, 2025 and 100% plans due November 1, 2025.

BUDGETARY IMPACT: Total not-to-exceed cost: \$93,400 Anticipated funding sources:

- ODOT Pedestrian & Bicycle Special Solicitation Program
- Local match requirements to be determined [Additional funding details to be completed by Finance Department]



RECOMMENDATION: Staff recommends approval of the professional services agreement with Fishbeck for design of the Bicentennial Commons Park Multi-Use Loop Trail project. This design work will support the City's application for ODOT funding and advance our goal of creating a safer, more accessible trail network for our community.

Ordinance No. 2025-02. An Ordinance amending and supplementing Sections 286-08 and 286.09 of the Codified Ordinances to change the planning, zoning, and building permit fees.

Sponsor: Tom Smith

Strategic Priority: Well Managed Services and Infrastructure

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 no profit gained, they are simply to cover the cost associated with the service, relieving the City of the expenditure.

Consideration of Motion authorizing the expenditure to Mid-Miami Roofing, Inc. for the property located at 602 South Main Street in the amount of \$934,605.10.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: Bidding was done through the Equallis Group, which meets the requirements of the ORC, so we did not have to advertise for this project bid.
Here's a comprehensive summary of the City of Monroe Roofing Project:

PROJECT OVERVIEW:

Location: 602 S Main St, Monroe, OH 45050

Project Components: Police Station and Strip Center

Total Area: 37,522 square feet

Timing: April 21, 2025 - July 31, 2025

SCOPE OF WORK



- Installation of Carlisle Sure-Seal (White) FleeceBACK Adhered Roofing System
- 20-year manufacturer's Total System Warranty
- Complete system includes:
 1. EPS Flute Fill
 2. SecurShield HD Cover Board
 3. FleeceBack membrane
 4. All necessary flashings and terminations

BID COMPARISON

1. **Roof Connect Bid #56724**
2. Base Bid: \$895,967.00
3. Standard allowances included
4. **Roof Connect Bid #56725**
5. Base Bid: \$1,091,960.00
6. Standard allowances included
7. **Mid-Miami (Local Contractor) Bid #56726 Detailed Breakdown: Police Station:**
8. Base Work: \$597,792.00
9. Allowance: \$25,000.00
10. Subtotal: \$622,792.00

Strip Center:

- Base Work: \$226,848.00
- Allowance: \$25,000.00
- Subtotal: \$251,848.00

Mid-Miami Bid Summary:

- Original Base Bid: \$899,641.00
- Less Allowance: (\$50,000.00)
- Adjusted Base Bid: \$849,641.00
- 10% Contingency (including allowance): \$89,641.10
- Final Project Total: \$934,605.10

KEY PROJECT REQUIREMENTS

1. Police station must remain operational 24/7
2. Project coordination through Gary Morton, Director of Public Works



3. All bidders using Equalis Group Cooperative Contract (COG-2133B)
4. Strict safety and access protocols required
5. Material storage restrictions within the Police Department area

ADDITIONAL FEATURES

- Optional warranty extension program offering 25% extended term
- Daily cleanup requirements
- Nightly tie-ins for water tightness
- Comprehensive warranty coverage

RECOMMENDATION Mid-Miami presents the most competitive bid with several advantages:

1. Local contractor
2. Most detailed bid breakdown
3. Lowest base bid
4. Clear project timeline
5. Transparent cost structure

All dollar amounts include materials, labor, and specified warranty coverage. Due to material volatility, prices are valid for 30 days from the bid date.

Consideration of Motion authorizing a five-year lease purchase with Ohio CAT for a Mini-Excavator for the total amount of \$96,186.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: We are looking to lease this new Cat 305 mini-excavator for 5 years. At the end of the lease, there will be a \$1.00 buyout. We are replacing a twenty-year-old machine which is no longer in service due to condition. This excavator will be used in all departments and will help efficiency by having enough equipment, so crews are able to complete assignments without having to wait for an available excavator.

Consideration of Motion authorizing a five-year lease purchase with Ohio CAT for a Rubber Tire Front-end Loader in the total amount of \$272,801.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure



Background: Our current front-end loader is a 2014 Case model. We are experiencing increasing repair costs and reliability issues, causing the machine to be unavailable when needed. The machine's usage in salt significantly shortens its lifespan, leading to corrosion of wiring and other parts, which results in expensive repairs. For these reasons, we estimate a useful life of ten years for front-end loaders. We are looking at a 5-year lease for this piece of equipment with a \$1 buyout at the end of the lease.

Consideration of Motion accepting the October, November, and December 2024, Finance Reports as submitted.

Consideration of Motion requesting a hearing for the issuance of a C1 and C2 Liquor Permit to Philly Petroleum LLC

Sponsor: Angela S. Wasson

Strategic Priority: Strategic Growth and Development

Background: Philly Petroleum LLC, located at 1502 Roden Park, for a C1 and C2 Liquor Permit.

Permit C-1 may be issued to the owner or operator of a retail store to sell beer in containers and not for consumption on the premises where sold in original containers having a capacity of not more than five and one-sixth gallons.

Permit C-2 may be issued to the owner or operator of a retail store to sell wine in sealed containers only and not for consumption on the premises where sold in original containers. The holder of this permit may also sell and distribute in original packages and not for consumption on the premises where sold or for resale, prepared and bottled highballs, cocktails, cordials, and other mixed beverages manufactured and distributed by holders of A-4 and B-4 permits, and containing not less than four per cent of alcohol by volume, and not more than twenty-one per cent of alcohol by volume.

Administrative Reports

Executive Session - Details relative to the security arrangements and emergency response protocols for a public body or public office.

Adjournment