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

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of February 25, 2025

Visitors

Travis C. Bautz, Executive Director of the MidPointe Library System - May Levy

Committee Reports

Public Works Committee
Finance Committee
Administrative Liaison Committee
Technology Committee
Public Involvement Committee
Public Safety Committee

Old Business

New Business

Resolution No. 18-2025. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Barrett Paving Materials, Inc. for the 2025 Pavement Resurfacing and Striping Program.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The 2025 paving program opened on February 20. Four bids were received, with Barrett Materials being the apparent low bidder.

The base bid on the project included the following:

PAVING

- East Avenue - (SR 63 to Lebanon Street)
- Lebanon Street - (Main Street to East Avenue)

- South Main Street - (Carson Road to Mason Avenue)
- Todhunter Road- (Rt 4 to Carol Anne)

STRIPING

- Todhunter Road- (Rt 4 to Dorothy Lane
- New Garver Rd- (Lebanon Street to Clarence F. Warner Drive)
- Lebanon Street- (Main Street to Dead-end)
- American Way- (Lebanon Street to SR 63)
- SR 63- Union Road to the Shell Gas Station)
- Gallaher Road- (Lebanon Street to Paddock Lane)
- SR 63 and Main Street Intersection
- Britton Lane and SR63 Pedestrian Crossings

TOTAL BASE BID COST W/ 10% CONTINGENCY: $575,980.74

BID ALTERNATES (Paving & Striping)

Greentree Road (Cin-Day Rd to I-75)
TOTAL BID ALTERNATE 1 COST: $299,853.00

Todhunter Road (Carol Anne to Dorthy Lane)
TOTAL BASE BID ALTERNATE 2 COST: $200,437.00

TOTAL 2025 PAVING BUDGET $1,500,000.00
TOTAL 2025 PAVING BID W 10% CONTINGENCY....................... $1,126,299.74

Ordinance No. 2025-03. An Ordinance supplementing Chapter 1022 Sidewalks, Curb and Gutter and Drive Aprons of the Codified Ordinances to require compliance with the Americans with Disabilities Act, Public Rights-of-Way Accessibility Guidelines, and City Standards.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This Ordinance establishes requirements for ADA compliance in new construction and modifications of sidewalks and related infrastructure within the City of Monroe. The ordinance applies to all new sidewalk construction, modifications of existing sidewalks, and development projects including residential and commercial subdivisions. It mandates compliance with current Americans with Disabilities Act (ADA) standards and Public Rights-of-Way Accessibility Guidelines (PROWAG).
Key provisions include requirements for truncated domes, accessible ramps, connecting sidewalks, and appropriate slopes and surfaces. The ordinance places responsibility for installation costs and compliance testing on developers. Enforcement mechanisms include withholding final plat approval

until ADA-compliant infrastructure passes inspection, and violations are subject to the City's code enforcement procedures. The ordinance takes effect immediately upon adoption and publication.

In addition, this Ordinance establishes requirements for common sidewalks and related infrastructure in Monroe's subdivisions. The ordinance requires developers to install all common sidewalks and related infrastructure, including mailbox foundations and connecting sidewalks, before the final plat can be signed.
Key provisions:

- Defines developer responsibilities for all common concrete infrastructure in major and minor subdivisions
- Requires completion of all sidewalks and related infrastructure prior to final plat approval
- Establishes mandatory city inspection and approval process
- Includes enforcement measures through the City's code enforcement procedures

This ordinance will help ensure consistent development standards and timely completion of essential pedestrian infrastructure in new subdivisions. It takes effect immediately upon adoption and publication.

Ordinance No. 2025-04. An Ordinance supplementing Chapter 1044 of the Codified Ordinances establishing requirements for the installation of gas lines.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: SUMMARY Section 1044 of the municipal code establishes requirements for natural gas line installation in new subdivisions, defining developer responsibilities and completion requirements.
KEY PROVISIONS
The ordinance mandates that developers of both residential and commercial subdivisions are financially responsible for natural gas line installation. Key requirements include:

1. Location Requirements

- Natural gas lines must be installed within public right-of-way or developer-provided private easements

2. Completion Timeline

- Installation and substantial completion of gas lines must occur prior to final plat drawing signatures
- The installation falls under Streets and Utilities Bond coverage

3. Compliance Documentation

- Developers must reference the City of Monroe Construction Standards and Engineering Guide handbook for:
    - Substantial completion form requirements
    - Streets and Utilities Bond specifications

FISCAL IMPACT This ordinance assigns the financial responsibility of natural gas line installation to developers rather than the city, ensuring cost-effective infrastructure development.
RECOMMENDATION Staff recommends maintaining these requirements as they ensure safe and proper gas infrastructure development while protecting city resources. The established timeline and documentation requirements provide clear guidance for project completion and verification.

Ordinance No. 2025-05. An Ordinance supplementing Chapter 1046 of the Codified Ordinances establishing requirements for the installation of electric lines and appurtenances.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: SUMMARY Section 1046 of the municipal code establishes requirements for electric line and appurtenance installation in new subdivisions, outlining developer responsibilities and completion requirements.
KEY PROVISIONS
The ordinance requires developers of both residential and commercial subdivisions to be financially responsible for electric line and appurtenance installation. Key requirements include:

1. Location Requirements

- Electric lines and appurtenances must be installed within public right-of-way or developer-provided private easements

2. Completion Timeline

- Installation and substantial completion of electric infrastructure must occur prior to final plat drawing signatures
- The installation falls under Streets and Utilities Bond coverage

3. Compliance Documentation

- Developers must reference the City of Monroe Construction Standards and Engineering Guide handbook for:
    - Substantial completion form requirements
    - Streets and Utilities Bond specifications

FISCAL IMPACT This ordinance places the financial responsibility for electric infrastructure installation on developers rather than the city, ensuring efficient allocation of municipal resources. RECOMMENDATION Staff recommends maintaining these requirements as they ensure proper electrical infrastructure development while protecting city resources. The clear timeline and documentation requirements facilitate effective project management and completion verification.

Ordinance No. 2025-06. An Ordinance supplementing Chapter 1050 of the Codified Ordinances to establish regulations of the installation of street lighting in subdivisions.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: SUMMARY Section 1050 of the municipal code outlines the requirements for street lighting installation in new subdivisions, establishing clear developer responsibilities and completion requirements.
KEY PROVISIONS
The ordinance establishes that developers of both residential and commercial subdivisions are financially responsible for street lighting installation. Key requirements include:

1. Location Requirements

- Street lighting must be installed within public right-of-way or developer-provided private easements

2. Completion Timeline

- Installation and substantial completion of street lighting must occur prior to final plat drawing signatures
- The installation falls under Streets and Utilities Bond coverage

3. Compliance Documentation

- Developers must reference the City of Monroe Construction Standards and Engineering Guide handbook for:
    - Substantial completion form requirements
    - Streets and Utilities Bond specifications

FISCAL IMPACT This ordinance places the financial burden of street lighting installation on developers rather than the city, resulting in cost savings for municipal infrastructure development. RECOMMENDATION Staff recommends maintaining these requirements as they ensure proper infrastructure development while protecting city resources. The clear timeline and documentation requirements facilitate efficient project management and completion verification.

CITY OF MONROE OHIO

Ordinance No. 2025-07. An Ordinance supplementing Title Four of the Codified Ordinances for the creation of Chapter 1052 relating to construction and development bonds.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: **Overview**. The proposed ordinance creates a new Chapter 1051 in the City of Monroe's Codified Ordinances, establishing comprehensive requirements for construction and development bonds. This change consolidates and updates existing bond requirements into a single, cohesive chapter within the City's Codified Ordinances.
Purpose. The ordinance serves several key objectives:

Ensures proper completion of development projects
Protects public infrastructure
Streamlines bond requirements into a unified framework
Promotes orderly development
Enhances public interest protection Key Components of Chapter 1052 Development Bonds (Section 1052.03)Required for all residential and commercial major subdivision development projects:

SWP3 Bond
Required before any site disturbance
Amount: 100% of Engineer's estimate
Ensures proper implementation of stormwater pollution prevention

Earthwork Bond
Required before any earthwork activities
Amount: 75% of Engineer's estimate
Ensures proper vegetation coverage and site stability

Detention/Retention Bond
Required before Earthwork Bond release
Amount: 75% of Engineer's estimate
Guarantees proper drainage infrastructure construction

Streets and Utilities Bond
Required before final plat signature
Amount: 130% of the estimate for incomplete work plus 20% retention
Ensures completion of all infrastructure improvements

Sidewalk Bond
Required before final plat signature
Amount: 130% of estimated cost for 20% of total requirement
Provides flexibility in completion timing

Water Maintenance Bond
Duration: One year from final acceptance
Amount: 10% of total water infrastructure value
Guarantees infrastructure quality

Construction Bonds (Section 1052.04)Required for commercial, retail, and industrial projects:

Commercial Right-of-Way Bond
Required before work in public right-of-way
Amount: 130% of estimated construction cost
Ensures proper restoration of public spaces

SWP3 Bond
Mirrors development requirements
Maintains consistent environmental protection standards

Administrative Structure
Director of Public Works Authority
Controls contractual and financial obligations
Final authority on bond releases and reductions
Oversees Engineering Division
Approves and signs all bonds
City Engineer Responsibilities
Controls technical decisions
Reviews and recommends bond actions
Oversees technical inspection

Ordinance No. 2025-08. An Ordinance amending and supplementing Personnel Policy Sections 2-2 (b) 2., (f), and (g) pertaining to hours of work, compensatory time, and witness or jury duty.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: **2-2 Compensation, Hours of Work, Temporary Assignment and Miscellaneous Leave**

2-2 (b) Hours of Work:

Currently, for non-union staff, vacation, holiday, and personal time hours used within a pay period are counted as hours worked and are therefore factored into the overtime threshold calculation. We are updating the language in section 2-2 (b)(2) to also include sick time. This change will create uniform language across all staff and align with the language in the union contracts.

2-2 (f) Compensatory Time:

Compensatory time in lieu of overtime is a valuable benefit for staff and offers cost savings for the city. This benefit enables newer employees, who have limited PTO, to work available overtime and bank that time as compensatory time to take days off in the future. We are updating the language in section 2-2 (f) to allow non-union employees to accrue a maximum of 40 hours of compensatory time at any given time, instead of limiting accrual to once per year. This change provides greater flexibility for employees, which aligns with the preferences of the current workforce, while still maintaining departmental authority over scheduling and PTO approval.

2-2 (g) Witness or Jury Duty:
The only modifications to this section are to clarify that employees will only receive compensation for actual hours of work missed due to jury duty. Any hours outside of the employee's scheduled shift spent in jury duty will not be paid by the city. Additionally, we are further clarifying that time spent in court for personal reasons must be covered using available PTO. Leave without pay may only be approved if the employee has no other leave available.

2-3 Sick Leave Policy
The changes to this policy provide greater flexibility for employees by allowing them to use any available PTO to cover sick leave for injury or illness. Additionally, there is further clarification regarding the information employees must provide when calling off work due to injury or illness, as well as the documentation that may be required by Human Resources.

Ordinance No. 2025-09. An Ordinance amending and supplementing Personnel Policy Sections 2-3 f. through i. pertaining to sick leave.

Sponsor: Sarah Hunold

Strategic Priority: Good Governance

Background: **2-3 Sick Leave Policy**
The changes to this policy provide greater flexibility for employees by allowing them to use any available PTO to cover sick leave for injury or illness. Additionally, there is further clarification regarding the information employees must provide when calling off work due to injury or illness, as well as the documentation that may be required by Human Resources.

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:

CITY OF MONROE
OHIO

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.

Administrative Reports

Executive Session - To consider the employment and compensation of a public employee and public officials.

Adjournment