



**Monroe Council Agenda
Regular Meeting of Council
March 25, 2025 – 6:30 PM
233 South Main Street, Monroe, Ohio**

Pledge of Allegiance

Roll Call

Approval of the Minutes

Council Minutes of March 11, 2025

Visitors

Committee Reports

Public Works Committee

Finance Committee

Administrative Liaison Committee

Technology Committee

Public Involvement Committee

Public Safety Committee

Old Business

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. (Second Reading)

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

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

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

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. (Second Reading)

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. (Second Reading)

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



New Business

Resolution No. 19-2025. A Resolution approving a Then-and-Now Certificate in the amount of \$7,547.40 to Archive Social LLC for social media archiving.

Sponsor: Larry Lester

Strategic Priority: Good Governance

Background: The invoice was received before the purchase order was opened. This is the 2025 Annual Subscription for the Social Media Archiving Subscription.

Resolution No. 20-2025. A Resolution authorizing the City Manager to enter into an agreement by and between the City of Monroe and Scodeller Construction, Inc. for the 2025 Asphalt Pavement Crack Seal Project.

Sponsor: Gary Morton

Strategic Priority:

Background: Company: Scodeller Construction, Inc.
Address: 51722 Grand River, Wixom, MI 48393
Authorized Signatory: Jeffrey T. Stover, Vice President

Financial Summary: \$282,213.00 was budgeted in the 2025 capital budget. \$83,136.26 will count towards carryover in the capital budget.

Cost Breakdown:

Base Bid (Items 1-17):
Base Work: \$180,977.04
10% Contingency: \$18,097.70
Subtotal Base Items: \$199,074.74 Total Project Cost (including contingency): \$199,074.74

Project Scope:

Work involves applying hot-applied crack sealing to various streets within City of Monroe
Using ODOT Type IV polymer sealant with 2% fiber
Project covers arterial, collector, and residential roads as listed below
All materials and labor for asphalt pavement crack sealing Project Timeline:

Substantial Completion: 90 days from Notice to Proceed
Project Deadline: Crack filling must be completed by June 30, 2025
Bids were received until March 6, 2025, 10:00 A.M.



Bonding and Insurance:

Bid Guaranty and Bond Form submitted through Atlantic Specialty Insurance Company
Certificate of Compliance from Ohio Department of Insurance, valid through April 1, 2025
All required certifications and affidavits have been appropriately completed and signed Important Requirements:

Contractors must place "No Street Parking" signs 48 hours before work
Pavement temperature must be 45°F and rising before applying the crack seal
Contractor responsible for all traffic control in accordance with Ohio standards
Lane closures restricted to 7:00 A.M.-9:00 A.M. and 3:00 P.M.-6:00 P.M. Monday-Friday. All mandatory documents, including the bid form, bid guarantee and bond form, bidder's qualifications, and required affidavits, have been correctly submitted. The Drug-Free Program Certification and Affidavit of Compliance Prevailing Wages were also submitted as required prior to contract award.

Detailed Street Breakdown and Costs Base Bid Streets and Costs Arterial Streets:

SR 63 Cin-Day to Rt 4 (less Twp, less ramps) - \$85,888.54 (111,543.56 SY at \$0.77/SY)

Collector Streets:

N. Main from Ohio to SR 63 - \$2,907.08 (3,876.11 SY at \$0.75/SY)

Lebanon St (East to end) - \$11,760.50 (15,680.67 SY at \$0.75/SY)

Corridor Dr (WK Robinson to the mall) - \$9,794.00 (13,058.67 SY at \$0.75/SY)

Todhunter (Dorothy to CinDay) - \$23,200.83 (30,934.44 SY at \$0.75/SY)

Macready (Heritage Green to Lee Price) - \$7,502.09 (10,002.78 SY at \$0.75/SY)

Lee Price (Macready to W. Elm) - \$1,170.00 (1,560.00 SY at \$0.75/SY)

W. Elm - \$1,558.75 (2,078.33 SY at \$0.75/SY)

Heritage Green (SR 63 thru Macready intersection) - \$1,186.83 (1,582.44 SY at \$0.75/SY)

Collector Streets (continued):

Premium Outlet (WK Robinson to split) - \$6,018.67 (8,024.89 SY at \$0.75/SY)

WK Robinson (Premium Outlet to Corridor) - \$3,366.00 (4,488.00 SY at \$0.75/SY)

Wyandot Woods Blvd (Macready to Hocking Meadows) - \$5,117.25 (6,823.00 SY at \$0.75/SY)

Sleepy Hollow Dr - \$3,064.00 (4,085.33 SY at \$0.75/SY)

Willowbrook - \$3,334.00 (4,445.33 SY at \$0.75/SY)

Wyndham - \$368.00 (490.67 SY at \$0.75/SY)

Meadowlark - \$2,172.50 (2,896.67 SY at \$0.75/SY)

Mason (Wyandot Woods to S. Sands) - \$2,568.00 (3,424.00 SY at \$0.75/SY)

Maintenance of Traffic - \$10,000.00 (1.00 LS at \$10,000.00/LS)Base Bid Total: \$180,977.0410%

Contingency: \$18,097.7

Resolution No. 21-2025. A Resolution authorizing the City Manager to enter into a professional engineering agreement by and between the City of Monroe and Burgess & Niple, Inc. for the 2025 Water Main Replacement Projects located on State Route 4, Breaden Drive, and Senate Drive.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure



Background: Summary of Water Main Design Proposals for City Council Agenda

The city has received five professional engineering service proposals for the 2025 Water Main Replacement Projects. Each proposal outlines specific design services, costs, and additional optional services for the respective water main replacement locations.

Summary of Proposals

Burgess & Niple, Inc. (B&N)

B&N has submitted three separate proposals for the following projects:

1. Project B - State Route 4

- 1,600 feet of 6-inch water main to be replaced with 8-inch water main
- Base Design Fee: \$87,141
- If-Authorized Services: \$13,333 (Bidding and Construction Phase Services)
- Total Potential Cost: \$100,474

2. Project C - Broaden Drive

- 1,100 feet of 6-inch water main to be replaced with 8-inch water main
- Base Design Fee: \$42,581
- If-Authorized Services: \$6,093 (Bidding and Construction Phase Services)
- Total Potential Cost: \$48,674

3. Project D - Senate Drive

- 1,900 feet of 12-inch water main replacement
- Base Design Fee: \$75,000
- If-Authorized Services: \$7,737 (Bidding and Construction Phase Services)
- Total Potential Cost: \$82,737

Fishbeck

Fishbeck has submitted two separate proposals for the following projects:

1. Project E - North Garver Road

- 3,600 feet of 8-inch water main to be replaced with 12-inch water main
- Base Design Fee: \$112,200 (includes \$109,000 for design and \$3,200 for easement preparation)
- If-Authorized Services: \$20,400 (\$4,900 for bidding and \$15,500 for construction administration)
- Total Potential Cost: \$132,600

2. Project A - Northwestern Avenue

- 1,850 feet of 6-inch water main to be replaced with 8-inch water main in two phases
- Base Design Fee: \$52,900
- If-Authorized Services: \$16,300 (\$4,900 for bidding and \$11,400 for construction administration)
- Total Potential Cost: \$69,200

Comparison of Base Design Fees



Project	Location	Length	Base Fee	Per Linear Foot
A	Northwestern Ave	1,850 ft	\$52,900	\$28.59
B	State Route 4	1,600 ft	\$87,141	\$54.46
C	Breaden Drive	1,100 ft	\$42,581	\$38.71
D	Senate Drive	1,900 ft	\$75,000	\$39.47
E	North Garver Road	3,600 ft	\$112,200	\$31.17

Total Project Costs

The total base design fee for all five projects is \$369,822.

Additional Notes

It should be noted that the price per linear foot varies significantly between projects due to the complexity of each design. Project B (State Route 4) has the highest per-foot cost at \$54.46, reflecting the increased complexity of working along a state highway with additional permitting requirements and traffic considerations. In contrast, Project A (Northwestern Avenue) and Project E (North Garver Road) have lower per-foot costs, indicating less complex design requirements. While each proposal includes if-authorized services for bidding and construction phase services, the city does not intend to utilize these additional services. The city typically handles these items in-house, which is the case for all these designs. These optional services are requested as part of standard procurement practices to establish pricing should circumstances change, but they are not included in the anticipated project expenditures.

Each proposal includes similar scopes of work, including survey, design, permit assistance, and specifications.

Resolution No. 22-2025. A Resolution authorizing the City Manager to enter into a professional engineering agreement by and between the City of Monroe and Fishbeck for the 2025 Water Main Replacement Projects located on North Garver Road and Northwestern Avenue.

Resolution No. 23-2025. A Resolution authorizing the City Manager to enter into a Retirement Agreement by and between the City of Monroe and Angela S. Wasson.

Ordinance No. 2025-10. An Ordinance amending and supplementing Ordinance No. 2024-36, 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 Finance Department copier leases had not yet been consolidated prior to completion of the 2025 budget. However, that consolidation has now occurred, and these copier leases are now being paid from the Information Technology budget. This request moves \$6,952 from the Finance Department budget to the Information Technology budget, having no impact on the General Fund overall budget.

The Fire Department opened a purchase order in 2024 for the amount of \$7,500 to Independent Sheet Metal for Training Tower Exterior Metal Stairs. Upon reviewing the project, the Fire Department would like to switch vendors. Because this is a prior year purchase order, upon closure



of the purchase order, the funds will need to be appropriated in the 2025 budget, and will have no impact on the Fire Fund balance.

City Council passed a 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. The 2025 Capital Budget project 5PW12 included \$500,000 in city funds for the Police Department portion of this project, and \$400,000 in State Capital Grant funds for the strip-center portion related to this project. Upon receiving bids, the Police Department portion is \$682,757.10 and the strip-center portion is \$251,848. Additional funds are needed in the Income Tax Capital Fund for the PD portion of this roof replacement. \$500,000 was included in the original budget, resulting in the need for a supplemental appropriation of \$182,758.

Ordinance No. 2025-11. An Ordinance amending and supplementing Chapter 276 of the Codified Ordinances to change certain powers and duties of the Park and Recreation Board.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This ordinance proposes amendments to Chapter 276 of the Codified Ordinances regarding the powers and duties of the Park and Recreation Board. The ordinance maintains the Board's authority to study recreational needs of the City and develop implementation plans with Council approval. However, it modifies the Board's relationship with City administration by establishing the Board as an advisory body to the Director of Public Works (or designee), who would serve as a liaison between the Board and Council for suggested park alterations.

The Board would retain its ability to suggest recreational and cultural activities for City residents and establish rules and regulations for park operations. These rules would be enforced by the Director of Public Works (or designee) and the Police Department.

The amendments also preserve the organizational structure of the Board, including annual election of a chairperson and recording secretary, and maintain the requirement for the Board to establish annual priorities and agenda.

Ordinance No. 2025-12. An Ordinance amending and supplementing Section 243.01 of the Codified Ordinances to designate the Director of Public Works as the Department Head of engineering and the Department of Parks until such time as a separate Department of Parks becomes necessary.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: This ordinance amends Section 243.01 of the Codified Ordinances to designate the Director of Public Works as the head of engineering and the Department of Parks until it becomes



necessary to appoint a separate Department Head for Parks.

Background:

Recent Charter amendments eliminated the Department of Streets, Department of Utilities, and Department of Engineering and Inspection. The Charter amendments created a new Department of Parks.

Currently, Section 243.01 designates the Director of Public Works as head of the Department of Streets and Department of Utilities.

Purpose:

The ordinance consolidates departmental oversight by having the Director of Public Works serve as the head of engineering and the Department of Parks temporarily, allowing for efficient management of these functions until organizational needs require a dedicated Parks Department Head.

Ordinance No. 2025-13. An Ordinance supplementing Chapter 286 of the Codified Ordinances of the City of Monroe to establish an administrative fee for the collection and invoicing in connection with the processing of documentation.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure

Background: The proposed Ordinance No. 2025-13 would supplement Chapter 286 of the City's Codified Ordinances to establish a 15% administrative fee on invoices issued by the City of Monroe. This fee aims to recover costs associated with collecting, processing, and preparing invoice documentation.

The administrative fee would:

- Be calculated as 15% of the base invoice amount
- Be added to the total amount due
- Be non-refundable unless the underlying invoice is canceled due to City error
- Apply uniformly across all City departments that issue invoices requiring documentation processing

This ordinance addresses the City's need to recoup administrative expenses through an appropriate fee structure.

Ordinance No. 2025-14. An Ordinance supplementing Section 1040.03 of the Codified Ordinances establishing water modeling and upsizing requirements for development within the City of Monroe.

Sponsor: Gary Morton

Strategic Priority: Well Managed Services and Infrastructure



Background: This ordinance establishes new requirements and procedures for water system modeling and upsizing within the City of Monroe. The ordinance supplements Section 1040.03 of the Codified Ordinances to ensure adequate water system capacity, fire protection, and future growth capabilities within the City.

Key Provisions:

Applies to:

All major subdivisions (residential or commercial)

Any development anticipated to use more than 100 gallons per minute of City water over an extended period

Requirements:

Qualifying developments must undergo water system modeling by the City's designated consultant. The City's water model will be the final determining factor for water main sizing requirements. Developers will be responsible for all costs associated with water modeling, including consultant fees plus administrative costs as specified in the City's fee schedule.

Cost Sharing:

The City may participate in cost-sharing for water main upsizing when such upsizing benefits the overall water distribution system beyond the immediate development.

Cost sharing will be subject to guidelines in the Division of Engineering Construction Standards and Guide Handbook.

Implementation:

The Director of Public Works or designee will be responsible for implementing and administering this Chapter.

Detailed requirements and specifications will be maintained in the Division of Engineering Construction Standards and Guide Handbook.

Appeals:

Appeals may be permitted for minor developments only, as defined in the Engineering Standards. The Director of Public Works' decision on minor development appeals will be final.

This ordinance is necessary to establish clear guidelines for developers and ensure that our water infrastructure can support current needs while accommodating future growth. The requirements will help maintain adequate water pressure, ensure proper fire protection, and distribute infrastructure costs appropriately between developers and the City.

Administrative Reports

Executive Session - To consider the employment of a public employee and the purchase of property for public purposes.

Adjournment