CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, January 6, 2022 - 4:00 PM

AGENDA

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1. General Services Committee Meeting Minutes of December 16, 2021

2. Request for Support for Services Proposed for Monroe Middle School

Other Items

CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING
City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
December 16, 2021 4:00 PM

MINUTES

Present: Committee Member Lynn Keziah (Chairman), Committee Member Mayor Pro Tem Gary Anderson, Committee Member Julie Thompson

Absent: Committee Member Hayden Munn

Staff: Brian Borne, Interim City Manager; Lisa Strickland, Finance Director; S. Mujeeb Shah-Khan, City Attorney; Ashley Ivey, Accounting Manager; Matt Black, Downtown Director; Lisa Stiwinter, Director of Planning & Development; Teresa Campo, Community Development Coordinator; Ryan Jones, Parks & Recreation Director; Bruce Bounds, IT Director; Mary Lou Connelly, Senior Budget Analyst

Visitor(s): Council Member James Kerr, Karen Donel with Monroe Garden Club, Swain Strong with Monroe Garden Club, Warren Cooksey with NC Turnpike Authority

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on December 16, 2021. A quorum was present. Chairman Keziah presided.

Item 1. General Services Committee Meeting Minutes from October 21, 2021.
Finance Director Lisa Strickland presented the minutes from the October 21, 2021 General Services Committee meeting for the Committee's approval.

Mayor Pro Tem Anderson moved to approve the Minutes of the General Services Committee Meeting of October 21, 2021.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 2. General Services Committee Meeting Staff Notes from November 18, 2021.
Finance Director Lisa Strickland presented staff notes from the November 18, 2021 General Services Committee meeting. There was no quorum at the meeting so staff notes were prepared for information only.

No action – for information only

City Attorney Mujeeb Shah-Khan notified those present that while Council Member James Kerr was in attendance at the meeting, he was only attending as a guest and would not be voting or speaking on matters as he is not a Committee Member.

Item 3. Support of Designation of Monroe Expressway as Scenic Byway.
Interim City Manager Brian Borne presented a request to consider a request from the North Carolina Turnpike Authority for a resolution or letter of support from the City for designating the Monroe Expressway as a North Carolina Scenic Byway.

At the request of Dennis Jernigan, Deputy Chief Engineer for Highway Operation, NCTA, NCDOT the General Services Committee is requested to consider recommending a Resolution to City Council in support of the NCTA application for North Carolina Scenic Byway Designation of the Monroe Expressway.

Staff requests the General Services Committee recommend and forward to full Council for approval on the January 11, 2022 City Council Consent Agenda.

Warren Cooksey with the NC Turnpike Authority gave the Committee a brief description of what makes the Expressway qualify for the designation and asked for their support of the resolution.

Mayor Pro Tem Anderson stated the landscaping was magnificent. He uses the expressway frequently and there is a lot of work that has been done.

Chairman Keziah asked if it was producing as much revenue as thought. Mr. Cooksey stated that it was still considered in the ramp up phase, but they knew they had been affected some by decreased travel during the pandemic. However, they maintain spending in line with revenues. He stated that it was doing better than the triangle expressway.

Mayor Pro Tem Anderson made a motion to forward the resolution to Council on the consent agenda.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 4. Monroe Social District.

Downtown Director Matt Black presented the Committee with information on the proposed creation of a Downtown Monroe Social District.

The North Carolina General Assembly passed House Bill 890, also known as Session Law 2021-150, entitled ABC Omnibus Legislation ("S.L. 2021-150"), which was signed by Governor Roy Cooper on September 10, 2021. Session Law 2021-150 added new provisions to the North Carolina General Statutes, specifically sections 160A-205.4 and 18B-904.1, which allows for the creation of "Social Districts." The Council is asked to enact a new ordinance and approve resolutions that will allow for a social district to be created in Downtown Monroe, where patrons of existing approved Alcoholic Beverage Control ("ABC") permittees can freely assemble to consume purchased beverages.

On September 8, 2021, the North Carolina General Assembly approved House Bill 890, which made changes to state Alcoholic Beverage Control laws. HB 890 was signed by Governor Cooper on September 10, 2021, and it is now law as Session Law 2021-150. The relevant change for this issue and the City is that local governments are allowed to establish Social Districts and common areas where patrons of existing ABC permittees can freely assemble to consume purchased beverages. The law opens much of downtown as an entertainment area for community assembly which is consistent with the revitalized downtown area efforts. Staff is supportive of the creation of a social district for Downtown Monroe. However, the law has strict guidelines as to how a social district will be managed and operated. A summary of the law is as follows:

(1) City may adopt an ordinance designating a Social District pursuant to NCGS §§160A-205.4 and 18B-904.1

- (a) District must be clearly defined (outdoor common spaces only)
- (b) Area must be displayed on site with signs in conspicuous locations.

(2) Detailed list of requirements that follow once the District is created:

- (a) Post signs showing areas in the District which provide:
  - (1) days and hours in which alcoholic beverages may be consumed.
  - (2) ALE Division with phone number.
  - (3) the local law enforcement agency with jurisdiction.
  - (4) clear statement that:

(i) must purchase and consume alcoholic beverages in the District

(ii) must be disposed of before exiting District.

(iii) Proposed hours 8 a.m. – 12:00 midnight Monday to Saturday and 10:00 a.m. to 12:00 midnight Sunday.

(b) City must establish management and maintenance plans on the City website

(1) post the plans on the City website.
(2) post a rendering of the District boundaries.
(3) days and hours during which alcoholic beverages may be consumed.

(c) City must submit to the State Alcoholic Beverage Control Commission a detailed map of the social district with boundaries clearly marked with days and hours of consumption.

(d) Permittees
(1) only sell on their licensed premises.
(2) use containers that:
(i) show where purchased.
(ii) use city logo for the Monroe Social District.
(iii) no glass.
(iv) 12 point fonts "Drink Responsibly – Be 21".
(v) Max 16 fluid ounces.
(3) Permittee may not allow a person to enter or reenter with an alcoholic beverage not sold by the Permittee.

(e) General Requirements
(1) alcoholic beverages must be purchased from a District permittee.
(2) meet container requirements.
(3) must be consumed during the Social District days and hours
(4) can serve 2 beers or wine to a patron at one time and only one liquor drink.
(5) must dispose of beverage prior to exiting the District.

Staff brought this item to the Downtown Advisory Board ("DAB"), and the DAB agreed with Staff's recommendation to pursue the creation of a Downtown Monroe Social District.

Staff and the Downtown Advisory Board recommends the General Services Committee approves of the Monroe Social District Resolutions R-2022-02 and R-2022-03 and Ordinance O-2022-08, which will then move onto the Public Safety Committee, and if approved, to the City Council.

Mayor Pro Tem Anderson moved to approve the resolutions and ordinance related to the Monroe Social District and move onto the Public Safety Committee, and if approved, to the City Council.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 5. Outside Agency Policy Revision.
Finance Director Lisa Strickland presented to the Committee information about a revision of the Outside Agency Policy. A revised Outside Agency Policy has been drafted to offer City Council guidance while considering and recommending funding requests for outside agencies. The General Services Committee is being asked to review the draft policy and provide a favorable recommendation to City Council.

Outside Agency requests are submitted annually for consideration by General Services Committee and City Council for funding for the upcoming year's budget. Staff is submitting a revised Outside Agency Policy document for City Council consideration. The new policy provides the following:

- An improved understanding of eligibility criteria. Eligible applicants must be a non-profit organization that provides a service for the Monroe community. In order to be considered, the applicants are required to submit an original, complete application with a Financial Report and proof of 501(c)(3) or tax exempt letter of determination from the IRS.

- A formal assessment process for applicants. Applicants will be given a score based on their application in order to assist the General Services Committee in making funding recommendations. The policy also aligns with guidelines for qualifying for funding from other sources such as federal, state and local agencies.

- A monitoring process to evaluate the success of a program. New program guidelines will require quarterly reports to indicate the extent to which City funds have been spent and that goals and objectives are being met prior to receiving financial disbursements.

The new Outside Agency Application for funding is attached for information purposes. An annual mandatory workshop will be held for all interested applicants. The workshop for this grant cycle is scheduled for January 10, 2022 from 11:00am to 1:00pm. Applications will be handed out to participants at the workshop and staff will provide guidance to assist applicants in filling out the application.

Once applications are submitted to the City, a panel will review the submissions for completeness and other qualifying criteria. A sample scoring matrix is attached for information purposes. The matrix is meant to provide an objective and fair review process. All applicants will be graded and the grades will be reported to the General Services Committee when the committee is asked to provide its recommendations for funding.

General Services Committee is requested to recommend approval of the revised Outside Agency Policy and forward to City Council for approval on the Consent Agenda at the January 11, 2022 meeting.

Community Development Coordinator Teresa Campo gave the Committee more detail on what the policy revisions would aid with and how it would make the process more transparent and provide better leverage for City funds. The current policy doesn't meet state and federal requirements, so staff is revising it to meet those requirements. It allows you to grade the applications and provide more accountability and will accompany a sub-recipient agreement with the City and will have certain quarterly reporting requirements. The old policy was set on a health study done in 2011, so the new policy will focus on what the City currently does and will allow us to grow and position us as to if we are eligible for federal funds we would be able to do that.

Lisa Strickland pointed out that the new application is really more comprehensive and allows us to see what organizations are doing for the City and see what they are doing with funds they receive. To help with the new application, staff will hold a mandatory workshop in January to help organizations with how to complete the application and answer other questions they may have. Then a committee of staff will grade the applications based on the rubric provided and come back to the General Services committee with a recommendation on what is recommended to be funded which will then be included in the City's budget for the next fiscal year once approved by Council.

Mayor Pro Tem Anderson commended Teresa on the great job she had done with revising the policy. He asked if organizations didn't attend the workshop would they be eligible for the process. Teresa stated, no, they would not be eligible. Organizations must attend the mandatory workshop each year to be able to apply and be considered for funding. Staff stated that agencies would be notified of the new process via email as well as it being published in the newspaper. Brian Borne stated that this goes along with procedures standard with any organization that receives funding. The City has to comply with certain standards as well and this will help us better allocate the funds. For example, if one organization serves a certain area that the City does as well, it may be better to partner with them and expand City services rather than fund the request separately.

Mayor Pro Tem Anderson made a motion to approve the revised policy and forward to City Council for approval on the consent agenda at the January 11, 2022 meeting.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 6. Budget Ordinance and Award of Contract for Construction of Belk Tonawanda Renovation/Expansion Phase 1-B Project.

Parks & Recreation Director Ryan Jones presented to the Committee a request to consider the bids received and provide a favorable recommendation to award the contract for the construction of the Belk Tonawanda Park Renovation Phase 1-B project to Fairwood Construction, LLC, approve the purchase of the splash pad equipment, and approve a budget ordinance to cover additional costs due to unforeseen circumstances for the construction of the project. Staff would also like to proceed with design of the Bearskin Creek Greenway Phase III (Don Griffin Park to Creft Park connector).

On Tuesday, November 23rd, 2021, the Parks and Recreation Department received sealed bids for the construction of the Belk Tonawanda Renovation Phase 1-B project. The following is a summary of the bids received:

Contractor	Bid Amount	Comment
Fairwood Construction LLC	1,484,925.00	Recommended Award
J.D.Goodrum Company	1,487,596.00	
Heartland Contracting LLC	1,866,601.00	

The low bid was submitted by Fairwood Construction LLC in the amount of 1,484,925.00. A contingency of 70,711.00 is included in this bid to cover possible change orders during the course of the work. The construction of the Belk Tonawanda Park Renovation Phase 1-B includes installation of a splash pad, picnic shelter, bathroom, outdoor fitness station, permanent outdoor cornhole and table tennis, the relocation of the bocce courts and renovation to existing trails. Staff is requesting award of the contract to Fairwood Construction LLC.

The purchase of the splash pad will be from Vortex Aquatic Structures International in the amount of $170,006. This purchase is through the purchasing co-op, National Purchasing Partners. Staff is requesting approval of this purchase from Vortex Aquatic Structures International.

Due to unforeseen cost increases related to equipment and supplies, all project bids were submitted over budget. The lowest bid submitted was projected at $848,335.39 over budget.

Below is a breakdown of cost estimate compared to project cost after bid opening:

Original Project Cost Estimate

City Match: $425,000

PARTF Grant Funding: $425,000

PARTF TOTAL: $850,000

Project Cost After Bid Opening

Splash Pad Equipment: $170,006 (owner provided)

Kompan Fitness Equipment: $43,349.39 (owner provided)

Fairwood Construction Bid: $1,414,215

5% Contingency: $70,711

Bid TOTAL: $1,698,335.39

TOTAL AMOUNT OVER BUDGET

Bid Total ($1,698.335.39) – PARTF Total ($850,000) = $848,335.39 over budget

Staff is recommending that funds to cover these additional costs be re-allocated from ARPA funding from the amount ($1,020,000) that was previously allocated to the Bearskin Creek Greenway Phase III (Don Griffin Park to Creft Park connector). Staff recommends that the Bearskin Creek Greenway Phase III project be submitted for PARTF grant funding in FY24. Funding is currently available in greenway reserve funds to initiate the design and consultation of the Bearskin Greenway Phase III that could take place in the current fiscal year. By completing the design, the City would potentially score a higher grade on the PARTF grant application. Staff is requesting Council approval of a budget ordinance to reallocate $850,000 to the Belk Tonawanda Renovation Phase 1-B project and deobligate the remaining $170,000 at this time.

Staff is requesting General Service Committee to provide a favorable recommendation for City Council action on the following items:

A. Award the contract to Fairwood Construction, LLC in the amount of $1,484,925.00.
B. Authorize the purchase of the splash pad from Vortex Aquatic Structures International in the amount of $170,006.
C. Approve the reallocation of ARPA funding from the Bearskin Creek Greenway Phase III project to the Belk Tonawanda Park Renovation Phase 1-B project by approving Budget Ordinance 2022-02.
D. Approve the utilization of greenway reserve funds to initiate the design portion of the Bearskin Creek Greenway Phase III.
E. Authorize the Interim City Manager to execute all documents.

Mayor Pro Tem Anderson made a motion to approve and forward to Council for approval on the consent agenda at the January 11, 2022 meeting.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 7. Donation of Sculpture from Garden Club.
Interim City Manager Brian Borne presented a request to consider the donation of a sculpture from the Garden Club.

At the request of Marion Holloway, Mayor Pro Tem the General Service Committee is requested to consider accepting the donation of a sculpture to be relocated in Gateway Park. Arrangements for the relocation need to be ironed out with the Garden Club.

Staff requests the General Services Committee consider recommending acceptance of the donation to City Council for the January 11, 2022 Consent Agenda.

Mayor Pro Tem Anderson made a motion to accept the donation and forward to City Council for the January 11, 2022 consent agenda.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 8. Budget Amendment/Ordinance for Budget Adjustments to FY 2022.
Finance Director Lisa Strickland presented various adjustments to the Fiscal Year 2022 budget in order to recognize activity that was unanticipated and maintain budgetary compliance.

Budget Amendment for various items as follows:

1. Amendment in the amount of $1,030 to provide funding for the purchase of Hazmat Materials. The City was reimbursed last year for $35,119 from Union County. Only $34,089 was expended. Amendment will provide a budget for the remaining funds from Restricted General Fund Balance.

2. Amendment in the amount of $38,936 to provide funding for the replacement of a vehicle that was a total loss due to an accident in the police department. Proceeds in the amount of $18,936 have been received from the insurance company and will be transferred to the General Fund to offset a

portion of the cost. The remaining funding in the amount of $20,000 will be appropriated from unassigned general fund balance.

3. During the ARPA presentations, a new position was recommended in the Accounting division to handle the fiscal compliance associated with the ARPA grant. Approval of the position and the corresponding budget in the General Fund is necessary. This position will charge the grant for all hours spent working on the grant and a portion of the position will also be subsidized by the utility funds in fiscal year 2023 for other assigned tasks. Total cost for 5 months is $58,312 with a budget of $29,156 being reimbursed from the grant. The remaining funding in the amount of $29,156 will be appropriated from unassigned general fund balance.

4. Ordinance BO-2022-01 to adjust the American Rescue Plan Act (ARPA) funding amount. The original funding estimate the City received was $10,400,000. After establishing the grant project fund, the funding amount was amended and increased to $11,326,507.16. A Budget Ordinance is requested to adjust the total funding for the grant by increasing the budget by $926,507.

An adjustment to the Workers' Compensation Annual Financial Plan in the amount of $132,487 is requested to fund workers compensation claims for the remainder of the year. A claim settlement, increased policy renewal and higher than usual claims have created a shortage in the plan in this fund for the year. The funding will be provided from the workers compensation fund balance which had a balance of $1,035,544 at June 30, 2021. The funding will be recovered by an increase in premiums charged to the City departments in fiscal year 2023. A revised financial plan for fiscal year 2022 for this fund is attached.

Staff recommends that General Services forward to City Council with recommendation to adopt a Budget Ordinance to adjust the ARPA grant funding amount, a Budget Amendment for various budget adjustments for Fiscal Year 2022 and approve the revised financial plan for the Workers Compensation Fund.

Mayor Pro Tem Anderson made a motion to adopt a Budget Ordinance to adjust the ARPA grant funding amount, a Budget Amendment for various budget adjustments for Fiscal Year 2022 and approve the revised financial plan for the Workers Compensation Fund and forward to City Council for the January 11, 2022 consent agenda.

Committee Member Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

NAYS: None

Item 9. Utility Fee Grant Program Update.

Finance Director Lisa Strickland presented information to the Committee to fulfill reporting requirements of the Utility Fee Waiver Program and Resolution R-2015-41. The goal of the Utility Fee Waiver program is to encourage homes to be built for people who are certified to be income eligible at the time of purchase and to ensure that the program is meeting City expectations.

The following chart represents a history of previous utility assistance provided and the current status of ownership.

Date	Property address	Recipient:	Original Owner still reside in the property?	Utility Fee Waiver Amount
7-8-15	2319 Hargette Rd	Habitat for Humanity	Yes	$7,404
7-8-15	2321 Hargette Rd	Habitat for Humanity	Yes	$7,598
9-6-15	2916 Secrest Short Cut Rd	Fredia Barbee	Yes	$3,339
10-27-15	438 East Village Dr Lot 17	Monroe UC CDC	Yes	$5,046
10-27-15	309 East Village Dr Lot 40	Monroe UC CDC	Yes	$5,046
3-15-16	2502 Saddlebred Way	St. Jude's	n/a	$5,036
3-14-17	2310 Goldmine Rd	Habitat for Humanity	Yes	$7,140
3-14-17	3407 Ridgewood Ave	Habitat for Humanity	Yes	$7,140

12-19-17	433 East Village Dr	Monroe UC CDC	Yes	$5,036
12-19-17	427 East Village Dr	Monroe UC CDC	Yes	$5,036
12-19-17	503 East Village Dr	Monroe UC CDC	Yes	$5,036
4-12-18	1915 Bowie St	Habitat for Humanity	Yes	$7,140
4-12-18	1923 Bowie St	Habitat for Humanity	Yes	$7,140
8-30-18	506 East Village Dr	Monroe UC CDC	Yes	$5,184
9-12-18	500 Sunnybrook Dr	Kelly & Betty Leak	Yes	$3,720
10-5-18	406 S West St	Habitat for Humanity	Yes	$7,349
3-6-2019	350 East Village Dr	Monroe UC CDC	Yes	$5,184
3-6-19	344 East Village Dr	Monroe UC CDC	Yes	$5,184
5-9-19	1450 Citrus Dr	Habitat for Humanity	Yes	$5,184
5-9-19	1107 Sikes St	Habitat for Humanity	Yes	$7,349
7/21/20	217 E East Ave	Dorothy Gaither	Yes	$3,828

The Utility Fee Grant Program currently has a remaining balance of $26,172.

No action – presented for information only.

Other Items:

1. Finance Director Lisa Strickland asked the Committee about the meeting schedule for the new year. Interim City Manager Brian Borne expressed that Mayor Holloway has expressed interest in trying to get all Committee and Council meetings in the first 2 weeks of each month to help with scheduling and not have meetings throughout different times of the month. The Committee agreed that the first Thursday of each month would be good and to keep the time of 4:00 pm the same.

   Committee Member Thompson made the motion to change the regular scheduled meeting time of the General Services Committee to the first Thursday of each month at 4:00 p.m.

   Mayor Pro Tem Anderson seconded the motion, which unanimously passed with the following votes:

   AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

   NAYS: None

2. Interim City Manager Brian Borne mentioned to the Committee that staff would like to address the written comment portion of the Council agenda. Staff would like to return to in person comments only since meetings are back to in person, except of course for those items where written comments are required. He gave details the Committee of the burden this had put on staff to go through comments to see if they were from citizens of Monroe and other aspects that had affected not only the Clerk's office, but planning staff and legal staff.

   Committee Member Thompson made a motion to change to allow public comments to return to in person only except for those required to be written for City Council meetings and to place the item on the Council consent agenda at the January 11, 2022 meeting.

   Mayor Pro Tem Anderson seconded the motion, which unanimously passed with the following votes:

   AYES: Chairman Keziah, Mayor Pro Tem Anderson, Committee Member Thompson

   NAYS: None

There being no further business the meeting adjourned at 4:48 p.m.

Committee Chairman, Lynn Keziah

STAFF REPORT

TO:	General Services Committee
VIA:	Brian J. Borne, Interim City Manager
DATE:	January 6, 2022
FROM:	Brian J. Borne, Interim City Manager
PREPARED BY:	Brian J. Borne, Interim City Manager
SUBJECT:	Support for Services Proposed for Monroe Middle School

SUMMARY STATEMENT

Presentation from John Q. Tillman, Director, Goodlife Coaching and Personal Development, Inc.

REVIEW

Mr. Tillman will share a presentation regarding services he is proposing for Monroe Middle School and the funding he is requesting.

RECOMMENDATION

Refer to Outside Agency Committee funding application process.