

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, April 4, 2024 - 4:00 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of March 7, 2024
2. Resolution to Dispose of the CCTV Camera Rovver X System
3. Ordinance to Amend Monroe Country Club Fee Schedule
4. Monroe Country Club Pro Shop Renovation
5. Latin Festival

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
March 7th, 2024 4:00 PM

MINUTES

Present: Committee Member Julie Thompson (Chairwoman), Committee Member Gary Anderson, Committee Member Surluta Anthony

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant to the City Manager; Ashley Ivey, Assistant Finance Director; Teresa Campo, Community Development Manager; Pete Hovanec, Director of Communication and Tourism; John Miller, Golf Course GM/ Head Golf Pro.; Lisa Kerner, Grants Administrator; Camden Baucom, Budget Analyst; Mathew Black, Director of Downtown; Payton Mills, Webmaster; Catherine Mullis, Permit Center Supervisor; Douglas Britt, Senior Planner; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney, Lisa Stiwinter, Director of Planning & Development; Sarah McAllister, Director of Engineering; Bradley Lucore, Communication Specialist.

Visitor(s): Matt Klan, Greg Moore, Joyce Rentschler, Tim Ratliff – Oasis Sandwich Shop, Lina Boix - Main Street Bistro; Franklin Court Grille staff, Dan Lambert - McAdams.

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on March 7th, 2024. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. Minutes of General Services Committee Meeting of January 4, 2024

The minutes from the January 4th, 2024 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anthony moved to approve the minutes of the General Services Committee Meeting of January 4th, 2024.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 2. Downtown Monroe Master Plan Rough Draft

Dan Lambert from McAdams presented and has submitted the Downtown Monroe Rough Draft for review.

McAdams has submitted the preliminary version of the downtown master plan for a comprehensive review. The document signals a proactive approach to shaping the future landscape of the downtown area. While the report acknowledges the submission, it also underscores that a thorough and meticulous review process is anticipated, emphasizing the gravity of the content within the master plan. There will be a detailed

examination of these documents on a later date.

No action required. For informational purposes only.

Item 3. Downtown Food Truck Ordinance Discussion

Mathew Black, Director of Downtown, requested a discussion regarding any proposed revisions to the Food Truck Pilot Program in the Central Business District (CBD).

The original food truck pilot program was designed to provide safe and efficient procedures for those who wished to have food trucks in the downtown area. These items included the definition of a food truck, a new permit application, the number of food trucks allowed in downtown at one time, the locations allowed, and guidelines for use.

On January 16, 2024 the downtown businesses and city staff met to discuss possible changes to the existing food truck pilot program in hopes of adopting an enforceable ordinance that all downtown businesses could abide by. The majority of businesses wished to maintain the pilot program and adopt it as an ordinance. One business wished the program could be changed to accommodate bringing in a food truck during early morning hours.

The Downtown Advisory Board was then requested to revisit the Food Truck Pilot Program after the Downtown businesses met January 16, 2024 with the Downtown Director to give their thoughts and opinions on the program. The board recommended adopting a similar ordinance with a few changes and additions including changing the current program from 100 ft. to 150 ft. of an existing, downtown restaurant or food establishment and create a form on enforcement procedures for those who do not abide by the ordinance.

The current Food Truck Pilot Program, in the Central Business District, was adopted by City Council Nov. 9, 2021. Documents related to the Food Truck Pilot Program including the Nov 9, 2021 Resolution and an outline for discussion was presented to the Committee by Senior Staff Attorney Terry Sholar.

Staff is requesting the General Services Committee make a recommendation on the existing food truck pilot program, to the City Manager, Staff, and City Council so a draft of an ordinance can be presented at a later date.

Terry Sholar, Senior Staff Attorney, continued the topic and mentioned that the purpose at this meeting is to discuss what is in the current policy and see what the Committee Members wants to see in the ordinance.

In the current policy it states that no more than four food trucks can be present. A valid permit with Union County is required and only one food truck is allowed per operator. The hours of operation currently in the policy is 5pm-9pm from Monday through Sunday. There are requests to include breakfast and lunch hours. The recommendation is to not allow breakfast or lunch hours and to allow the setup to begin at 5:30 pm and start serving at 6 pm. The permit issued is to be valid for only for 7 days. Food trucks will be responsible for garbage disposal. No amplified music, table or seats will be allowed.

Committee Member Anthony made a motion to direct staff to review existing usage policies for Food Truck Pilot Program and present the final ordinance draft with fines and any changes in the policy to the General Services Committee at a later date.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 4. Outside Agency Funding Requests for Fiscal Year 2025 Budget

Teresa Campo, Community Development Manager, presented the request to consider outside agency funding requests for the fiscal year 2025 budget.

Outside agency applications for funding requests for the fiscal year 2025 budget were due on January 12,

2024. Eligible applicants must be a non-profit organization that provides a service for the Monroe community. In order to be considered, the applicants were required to attend a mandatory workshop that was held on November 16, 2023 and submit an application.

A Committee comprised of three staff members reviewed the documentation that was submitted to ensure a public purpose eligibility, fiscal and programmatic compliance. The General Services Committee is requested to review the funding requests and staff recommendations and make recommendations to City Council for funding. All funding is based on City Council approval of the FY 2025 budget. Staff recommended funding levels below:

Organization Name	2025 Requested	2025 Recommended
Angel Shoes Inc.	\$5,000	\$5,000
Arc of Union Cabarrus, Inc.	\$5,000	\$5,000
Common Heart	\$25,000	\$20,000
Community Health Services of Union County, Inc.	\$25,000	\$25,000
Council on Aging of Union County	\$25,000	\$20,000
Excel Enrichment Program	\$3,325	\$3,325
Food for Families NC, Inc.	\$7,500	\$7,500
Ground 40 Ministries	\$20,000	\$20,000
HealthQuest of Union County	\$10,000	\$4,150
HELP Center Inc (HELP Pregnancy Center)	\$10,000	\$10,000
Atrium Health Foundation (Hospice of Union County)	\$15,000	\$15,000
Monroe-Union County CDC – Administration	\$25,000	\$25,000
Turning Point, Inc. – Operating	\$20,000	\$20,000
Union County Community Action, Inc.	\$25,000	\$25,000
Union County Community Action/Head Start (Rent)	\$511,459 (in-kind)	\$511,459 (in-kind)
Union County Community Shelter (Utility)	\$55,000	\$55,000
Union County Crisis Assistance Ministry	<u>\$30,000</u>	<u>\$30,000</u>
Total Annual Agency Requests	<u>\$817,284</u>	<u>\$801,434</u>

*Cash Funding \$289,975 (does not include in-kind rent)

Staff requests that the General Services Committee consider funding requests and make recommendations to City Council for the fiscal year 2025 budget.

Committee Member Anthony made a motion to approve the proposed budget for the outside funding requests for the fiscal year 2025.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 5. Monroe Country Club Ballroom/Simulator

Pete Hovanec, Director of Communication and Tourism spoke to the Committee about using the Ballroom to generate more revenue by converting it into a profitable indoor golf digital facility.

The City of Monroe currently operates the Monroe Country Club Ballroom as a rental facility. The facility struggles to make money and needs many upgrades and new equipment to bring the historic building to a place where greater rental prices could be expected and to offset the costs associated with the operation of the building. The cost of those repairs, along with the cost to staff and manage the facility as a rental venue, has led staff to explore other options for the use of the facility.

Staff is looking at the feasibility of using the Ballroom as an indoor golf range with multiple electronic simulators similar to the ones used at the PGA Store and Top Golf. This move would create a venue that would be used regularly for practice and training for golfers and for those looking for a new experience. The transition would allow for the historic building to remain intact, and possibly retrofitted to its original

configuration by reopening the patio area, while creating as many as five or six individually controlled "hitting bays."

Each bay would require a reservation and an hourly charge for its use. Usages would vary from individuals working on their golf game and receiving digital feedback from each swing, to more leisurely competitions between individuals "playing" golf digitally with others and even those wanting to play golf without spending hours outdoors.

Having the individual hitting bays would create a revenue stream of use for the facility and open additional avenues of revenue through the sale of food, drink and merchandise. Conceptually, this use of the facility would pair well with the golf course due to the close proximity and the need for a driving range facility on site.

Staff is in the process of determining costs associated with equipment needed: Each hitting bay would cost roughly \$40,000, and the facility infrastructure costs are unknown at this time. There would be costs associated with the construction and renovation of the facility as well as new furnishings and kitchen equipment to bring it to an acceptable level. The process could be done in stages with the kitchen renovations happening after the hitting bays and subsequent areas are built.

Staff would like to continue exploring the transformation of the ballroom into a multiple bay golf swing facility. The costs of the actual equipment, maintenance and furnishings are in the process of being gathered. Additionally, a cost benefit analysis will be completed to determine what potential revenues the transformation could produce.

Staff has had preliminary discussions with other golf courses that have similar facilities available on site, and those courses have shared that they have experienced great success with the amount of income and traffic the digital bays generated.

With the additional growth and development scheduled for the area surrounding the golf course and Monroe's expanding senior population, this may be an excellent opportunity to transform the historic ballroom into a one-of-kind experience for Monroe, Union County and beyond. At the very least, the facility will fill a need within the golf community and generate needed revenue to help sustain and enhance the current golf course complex.

Staff is requesting the Committees approval for staff to continue to explore what is needed to complete the transformation and bring a full presentation to City Council at a future meeting.

Committee Member Anderson motioned to move forward the process of continued research on the possibility of converting the Ballroom into an indoor golf digital facility.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 6. Pension Contribution Cap Policy

Lisa Hollowell, Assistant to the City Manager, gave a brief overview of the purpose of the proposed pension contribution cap policy. She explained it was intended to make all City employees whole even if they started working for the City after 2015. She requested the General Services Committee to support Council's adopting a policy regarding payment of employees LGERS pension in excess of the contribution-based benefits cap.

The North Carolina General Assembly adopted a statute that addressed Local Government Retirement System (LGERS) pension spiking. The Act sets a cap on benefits from the retirement system based on contributions by the employee to the LGERS system. Some employees that receive pay increases late in their career may be entitled to receive pension benefits in excess of their contributions to the LGERS system. This

is known as "pension spiking" and the Anti-Pension Spiking Act adopted by the North Carolina legislature put a cap on benefits based on contributions.

Employees retiring making less than \$100,000 per year are exempt from the Anti-Pension Spiking provisions and the cap does not apply. In addition, employees that began contributing to the LGERS system prior to January 1, 2015 cannot have their benefits reduced and the governmental agency they retire from is required to pay the difference between the contribution based cap and the benefit in which the retired employee is entitled.

Employees that began contributing after January 1, 2015 are subject to the contribution based cap at the time of their retirement. If the difference in the contribution based cap and the amount the retiree is entitled to receive is not paid or otherwise covered, the retiree will receive only the amount at the capped rate. The City has the option to pay the additional amount over the capped rate or the employee can make the additional contribution to receive their full benefits.

City Council will be asked to consider treating all retiring employees the same and adopt a policy allowing retiring employees to receive their full benefits with the City paying the difference in excess of the contribution based cap the same as required for employees contributing prior to January 1, 2015.

Staff recommends that the General Services Committee Support City Council's adopting the Pension Contribution Cap Policy to provide that the City will pay the difference between the LGERS Anti-Pension Spiking Contribution-Based Benefits Cap and the pension amount due the retiree based on their salary for all City of Monroe retirees regardless of when they began contributing to the LGERS pension system.

Committee Member Anthony motioned to approve the pension contribution cap policy.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 7. Fiscal Year 2024 Audit Contract for City of Monroe

Ashley Ivey, Assistant Finance Director, presented information regarding the contract for audit services for the City of Monroe to Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2024.

A Request for Proposals was done in February 2014 and Martin Starnes & Associates, CPA's P.A. was the firm selected by the Finance Committee's audit selection team. The City first contracted with Martin Starnes & Associates, CPA's P.A. for the fiscal year 2014 audit. A five-year service agreement was approved by City Council in fiscal year 2018 that lasted through fiscal year 2023. A new five-year service agreement has been received this year. If approved, this will be the eleventh year with this audit firm. The cost estimates given by the firm for the next five years are as follows:

\$93,650	Fiscal Year 2024
\$103,000	Fiscal Year 2025
\$110,000	Fiscal Year 2026
\$121,000	Fiscal Year 2027
\$129,000	Fiscal Year 2028

*The fees listed above include up to 2 major programs for single audit purposes. Additional major programs in excess of 2 will be charged at \$4,000 each.

There were no disputes or conflicts with the audit firm in the prior year and the City received the audit report and financial statements in a timely manner in order to meet the Local Government Commission's submission deadline of October 31st.

The proposed contract for audit services for the City for the fiscal year ending June 30, 2024 is \$93,650 plus

an additional \$4,000, totaling \$97,650. This is due to a preliminary review of grants by City staff and the audit firm that indicates the need for auditing 3 major programs for single audit purposes. This fee reflects maintaining the current level of audit services. This includes testing of internal controls to ensure that the City's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, preparation of the annual financial statements and an audit to maintain compliance with single audit act requirements.

Staff recommends and requests approval by the General Services Committee of the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$97,650.

Committee Member Anthony made a motion to accept contract with Martin Starnes & Associates, CPA's, P.A. for \$97,650.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 8. Temporary Use Permit for Special Events in Downtown Monroe-Spring Fest and Monroe's Pop-up Event

Lisa Stiwinter, Director of Planning & Development, requested the General Services Committee to consider temporary use permits for two special events to be held in Downtown Monroe. The Spring Fest to be held on April 13, 2024 and a Pop-Up Market to be held on October 12, 2024.

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting temporary use permits to hold two special events in Downtown Monroe on April 13, 2024 and October 12, 2024.

Spring Fest:

The Spring Fest event will be held Saturday, April 13, 2024 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 10pm for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 500 at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 13 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

Monroe's Pop-up Festival:

Monroe's Pop-up Festival will be held Saturday, October 12, 2024 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 10pm for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 500 at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 13 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

DEPARTMENT REVIEWS

The following departments have reviewed and approved the applications with the following comments:

Fire Department:

Approved the permit pending a valid fire inspection. Applicant must call Monroe Fire Department 24 hours in advance to schedule the fire inspection at 704-282-4726.

Police Department:

Monroe Police Department approves the permit with no concerns or objections.

Engineering Department:

1) Main Street approved to temporarily close between Franklin Street and Morrow Avenue.

- 2) Applicant to notify all businesses/ property owners opened or closed within and adjacent to the event and provide them with their contact info for questions/concerns before or during the event. Applicant shall notify ALL businesses located along the entire length of Main Street one week prior to the event. This is in addition to the proof of notification already provided. Failure to contact all businesses/ property owners and provide event information can and will affect future approvals;
- 3) Applicant is responsible for placing and removing barricades on day of event per the attached map Spring Fest Barricades. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours;
- 4) Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned on Saturday after the event is completed.
- 5) Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization.

Downtown Department:

Downtown Monroe approves the Applicant's temporary use permits with the following comments:

- 1) The applicant is responsible for notifying affected downtown businesses well in advance of the event.
- 2) The applicant must supply affected businesses with a person of contact and contact number.
- 3) The applicant is responsible for any trash accumulated during the event and cleaning up after the event has finished.
- 4) The applicant is responsible for providing adequate restroom facilities for event visitors.
- 5) The applicant is responsible for providing vendors and structures with their own source of power.
- 6) The applicant is to consider using vendors, which do not conflict with existing business in the downtown area.
- 7) The applicant must be approved by engineering, fire, and police and follow their requirements as stated in the permit approval process

Planning and Development Department:

- 1) Event spaces must be thoroughly cleaned during and following each event.
- 2) Event organizer is required to provide a minimum of at least one ADA compliant restroom facility.

Union County Environmental Health:

Unable to approve until closer to the event date.

If General Services Committee is in agreement with the aforementioned approvals, a recommendation will be presented to the City Council for approval of the temporary use permits.

Committee Member Anderson motioned to consider temporary use permits for two special events to be held in Downtown Monroe.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 9. Reallocation of Funding for Bearskin Creek Stream Restoration and Ellen Fitzgerald Center Projects

Ashley Ivey, Assistant Finance Director, presented that the City was awarded American Rescue Plan funding in the amount of \$11,326,507.16. On November 9, 2021, City Council adopted a Budget Ordinance to allocate \$1,375,000 of this funding to the project for the Bearskin Creek Stream Restoration Project. On February 14, 2023, City Council adopted a Budget Ordinance to allocate \$300,000 to remodel the Ellen Fitzgerald Center to convert this facility to Fire Administrative offices. Staff is seeking approval to repurpose the money in both of these projects

The City was previously awarded American Rescue Plan funding in the amount of \$11,326,507.16. On November 9, 2021, City Council adopted a Budget Ordinance to allocate \$1,375,000 of this funding to the project ARP014 for the Bearskin Creek Stream Restoration Project. Staff is requesting that this amount plus

interest earnings totaling \$29,879 be reallocated from the project for the Bearskin Creek Stream Restoration Project to a Water Main Restoration Project in qualified census tracts. The funds need to be committed prior to the end of calendar year 2024 and staff feels that the City is able to accomplish this task by changing the purpose of the project. The stream restoration project will remain a priority and the City will seek alternate grant funding to fund or partially fund this project.

On February 14, 2023, City Council adopted a Budget Ordinance to allocate \$300,000 to remodel the Ellen Fitzgerald Center to convert this facility to Fire Administrative offices. Staff is requesting that this amount be reallocated from the project GB2302 to remodel this facility for Fire Administrative offices to a Fire Station #1/Administration Building project. This new project will allow for expenses associated site selection and award of a bid for design services for this facility.

General Services Committee is requested to recommend favorably to City Council to change the use of these two previously approved capital projects.

Committee Member Anthony made a motion to approve the request.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 10. Discuss City Hall Renovation/Replacement

Mark Watson, the City Manager, spoke to the Committee Members about the renovation or replacement of the City Hall. The building was built in 1972. The HVAC systems has not been replaced since the building was built and some of the parts are not even available and repair becomes difficult and replacement becomes very expensive. There have been requests by the staff to replace all the windows in the building and potentially the roof. About roughly \$1,000,000 from ARPA funds was set aside for repair and to upkeep up this building and very little money has been used from that. The long term strategy is to replace City Hall. If the Committee is on board, Manager Watson would like to start the process to engage a firm to identify sites in the area for a potentially new City Hall and it will be presented to City Council for selection and approval. Once the site will be identified and environmental are known, the project will move forward with the space planning, what the new City Hall might look like, and the timeframe.

Committee Member Anderson made a motion to move forward with this process for engaging a firm to identify potential sites for a new City Hall facility.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 11. Budget Amendment Vaccine Mini Grant

Ashley Ivey, Assistant Finance Director, presented that the Parks and Recreation Department seeks to accept a grant from Centralina Area Agency on Aging and requests a budget amendment.

The Parks and Recreation Department has received a grant in the amount of \$1,500.00 from the Centralina Area Agency on Aging through the Aging and Disability Vaccination Collaborative. Our staff provided two flu vaccine clinics to the community. These funds provided staff the opportunity to equip and provide these vaccination clinics within the community specific to health promotion and disease prevention.

Staff request that the General Services Committee recommend City Council approval to accept funds associated with the Vaccine Mini Grant and approve the budget amendment.

Committee Member Anthony made a motion to approve the Budget Amendment.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 12. Budget Amendment American Rescue Plan Act (ARPA) Funding

Ashley Ivey, Assistant Finance Director, presented that the Parks and Recreation Department seeks to accept American Rescue Plan Act (ARPA) funding distributed by the Centralina Area Agency on Aging in the amount of \$9,504.00 and request a budget amendment.

In June of 2023, the Bazemore Active Adult Center met all requirements to attain Multipurpose Senior Center status which made our department eligible to request this funding at the local level. Operation of a multipurpose senior center provides a broad spectrum of services and activities for older adults. The primary objectives of a multipurpose senior center are centralized provision of services which address the special needs of older adults; opportunities for adults to be more involved in the community; and the prevention of loneliness and premature institutionalization by promoting personal independence and wellness. The Bazemore Active Adult Center met all necessary requirements to become eligible to request and receive this funding.

Because of this, we can be considered as a facility that is eligible to receive money that existed as a surplus in ARPA funding. There is no match associated with this funding.

Staff requests that the General Services Committee recommend City Council approval to accept funds associated with the surplus ARPA funding and approve the budget amendment.

Committee Member Anthony made a motion to approve the Budget Amendment.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 13. Budget Amendment Senior Center General Purpose Funding

Ashley Ivey, Assistant Finance Director, presented that the Parks and Recreation Department seeks to accept a Senior Center General Purpose grant from Centralina Area Agency on Aging and requests a budget amendment.

The Parks and Recreation Department has received a grant in the amount of \$3,719.00 from the Centralina Area Agency on Aging. These funds will allow staff the opportunity to equip and provide active adult programs within the community specific to health promotion and disease prevention. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs and facilities at a high quality level that include, but is not limited to, amenities throughout the facility, as well as, funding utilized to pay instructors for our new Tai Chi and Zumba Gold programs. Participation for both new programs has been outstanding. This funding is allocated to specific Area Agencies on Aging and then distributed to centers within the region that provide full-time programs. These funds are used to support and develop programming and general operations or to construct, renovate or maintain facilities that serve seniors. There is a 25% match associated with this grant that can be funded through the operational budget of the Active Adult Center. We have been awarded \$3,719.00 through this grant. With the match included in the amount of \$1,238.00, the full amount of funding is \$4,957.00.

Staff requests that the General Services Committee recommend City Council approval to accept funds associated with the Senior Center General Purpose funding and approve the budget amendment.

Committee Member Anthony made a motion to approve the Budget Amendment.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

Item 14. Upset Bid/ Property Acquisition Discussion

Teresa Campo, Community Development Manager, spoke to the Committee Members about the potential upset bid/property acquisition process in relation to the Community Development land bank. Staff has spent 18 months cleaning up the title on a property and now developers are also interested in the property that is going through the upset bid process. There is only 10 days in between to enter the next bid which makes it very difficult to get it to General Services to get to Council for approval. In this case, a hold was placed on this property in order to have an opportunity to come to General Services to ask the approval for an upset bid.

City Attorney Long stated that when properties are going through this process, if we bid more than what taxes are owed, then the City is essentially making a purchase of real property that only City Council is currently authorized to do, not the City Manager.

Community Development staff requests to have the ability to be able to do upset bids on property that would be acquired for the land bank given that the amounts spent fall within the community development divisions set annual budget and up to the limits appropriated for this purpose. Staff is seeking that the Committee and Council give Mark Watson, City Manager, the authority to execute those upset bids between the ten-day window to do an upset bid. Community Development would not seek to acquire properties for large amounts above the amount of City taxes owed because it would not be beneficial for the land bank and ultimate purpose of providing workforce housing.

Committee Member Anthony made a motion to approve this particular upset bid and give Mark Watson, the City Manager, the authority to execute the upset bids unless the dollar amount exceeds the Community Development budget which is \$150,000 a year.

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

AYES: Chairwoman Thompson, Committee Member Anderson, and Committee Member Anthony

NAYS: None

There being no further business the meeting adjourned at 6:03 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: April 4, 2024

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Karen Penegar, Purchasing Manager

SUBJECT: Authorization to Dispose of a CCTV Camera Rovver X System

SUMMARY STATEMENT

Staff requests consideration of disposal of a CCTV Camera Rovver X System.

REVIEW

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a CCTV Camera Rovver X System as defined by G.S. 160A-270. Pursuant to G.S. 160A-270 and Title III, Chapter 34 of the City of Monroe Code of Ordinances staff is required to seek board approval when the fair market value of surplus personal property is believed to exceed \$30,000. Current bidding has exceeded \$30,000. Therefore, staff requests adoption of a Resolution giving authority to dispose of the CCTV Camera Rovver X System

RECOMMENDATION

Staff recommends City Council authorization of the disposal of the CCTV Camera Rovver X System as defined by G.S. 160A-270 by approving Resolution R-2024-15.

Attachment(s): Resolution R-2024-15

**RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE
OF CCTV CAMERA ROVVER X SYSTEM
RESOLUTION R-2024-15**

WHEREAS, the City of Monroe (hereinafter, “City”), has accumulated surplus personal property that has a believed fair market value in excess of \$30,000; and

WHEREAS, said personal property located at the City Water Resources Department at 2401 Walkup Avenue in Monroe, North Carolina is no longer being utilized by the City of Monroe; and

WHEREAS, North Carolina General Statute §160A-270 permits the City to sell personal property at public auction upon approval of the City Council and after publication of a notice announcing the auction; and

WHEREAS, the electronic auction site, govdeals.com will be utilized in auctioning said piece of equipment; and

WHEREAS, the property will be transferred in its current condition, as is, and the City gives no warranty with respect to usability of the property; and

WHEREAS, title and possession of the property will be transferrable at the auction’s close on April 10, 2024 at 7:00AM EST when the sale is completed and payment is made; and

WHEREAS, the buyer will pay the full amount of his or her bid at the conclusion of the auction, either by card or wire transfer. Failure to make payment on or before April 10, 2024 cancels the buyer’s bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and authorizes staff to dispose of by auction sale the CCTV Camera Rovver X System pursuant to G.S. §160A-270.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to take any and all action necessary regarding the disposal of the CCTV Camera Rovver X System.

BE IT FURTHER RESOLVED THAT the City reserves the right to withdraw any listed property from the auction at any time before the auction sale of that property.

Adopted this the 9th day of April 9, 2024

Attest:

Robert Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

FROM: Mark Watson, City Manager

VIA: Lisa Strickland, Finance Director

DATE: April 4, 2024

PREPARED BY: Pete Hovanec, Communications and Tourism Director

SUBJECT: Monroe Country Club Fee Schedule

SUMMARY STATEMENT

The City of Monroe currently operates the Monroe Country Club Golf Course and is one of several public/semi-private courses throughout Union County. Monroe Country Club Golf Course contains the last nine-hole design from world famous golf course designer Donald Ross.

Monroe Country Club's rates for play are the lowest in the county and the cost of equipment and services has greatly increased necessitating the increase of rates for play to cover those rising costs.

Strategically raising rates will allow the city to not only generate additional revenue, it will also allow the golf course to not be publicly perceived as a "cheap" or "lower quality" course just because of the lower price.

The additional of a new golf cart fleet, significant tree work on the course, additional work around the greens and bunkers, renovation of the pro shop and modifications to the ballroom will all be seen as quality improvements by the patrons of the club and will not have a negative effect on play or revenue.

Staff is also requesting to do away with "Twilight Rates" (basically a reduced rated for play later in the afternoon). Staff is also requesting to move the Senior Rate from age 55 to age 60.

REVIEW

Staff is asking to raise a few of the daily play rates at Monroe Country Club to better position the golf course to cover the rising costs associated with golf course maintenance and operation.

Green Fees	Current	New	Estimated Revenue Increase
9 hole weekday	\$15	\$18	\$7,000
18 hole weekday	\$25	\$28	\$70,000
9 hole weekend	\$20	\$23	\$8,000
18 hole weekend	\$35	\$43	\$95,000
Member Cart Fees			
9 holes	\$10	\$12	\$3,000
18 holes	\$19	\$23	\$5,000
Non Member Cart Fee			
9 hole	\$10	\$12	\$5,000
18 hole	\$20	\$22	\$8,000
Senior Age Discount to move to 60+ years old			\$15,000
Total Estimated Increase in Revenue			\$216,000

Staff is anticipating a revenue generation of more than \$200,000 per year with the proposed changes.

Proposed changes are in line with local and regional costs and are needed to ensure resources are available to properly maintain and support the golf course.

RECOMMENDATION

Approve the proposed fee changes to take effect May 1 and approve staff taking the proposed changes to City Council at the April 9 City Council meeting.

**ORDINANCE TO AMEND
FISCAL YEAR 2023-2024 CITY OF MONROE FEES SCHEDULE
O-2024-13**

BE IT ORDAINED BY THE CITY OF MONROE COUNCIL THAT THE FISCAL YEAR 2023-2024 CITY OF MONROE FEE SCHEDULE IS HEREBY AMENDED AS FOLLOWS:

CHAPTER IX. MONROE COUNTRY CLUB

ARTICLE A. GOLF COURSE.

	City Resident	Non City Resident
Cart Fees*		
Member 9 Holes	\$12	\$12
Member 18 Holes	\$23	\$23
Non-Member 9 Holes	\$12	\$12
Non-Member 18 Holes	\$22	\$22
Green Fees*		
9 Holes Weekday	\$18	\$18
18 Holes Weekday	\$28	\$28
9 Holes Weekend	\$23	\$23
18 Holes Weekend	\$43	\$43

This Ordinance shall be effective May 1, 2024.

Adopted this 9th day of April, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

FROM: Mark Watson, City Manager

VIA: Lisa Strickland, Finance Director

DATE: April 4, 2024

PREPARED BY: Pete Hovanec, Communications and Tourism Director

SUBJECT: Monroe Country Club Pro Shop

SUMMARY STATEMENT

The City of Monroe currently operates the Monroe Country Club Golf Course with all golfers using the Pro Shop to check in, pay and purchase merchandise and food/beverages. The Pro Shop is extremely dated and has limited functionality with its current configuration. The current Pro Shop has not been remodeled or renovated in more than 20 years.

Large counters, deteriorating carpets, dated fixtures and overall limited functionality of the building not only hampers operations but also does not allow for quality customer experiences. The facility also has challenges meeting ADA accessibility standards with the current restrooms, which need to be remodeled.

Staff engaged John Dickerson Architects to perform an evaluation of the current facility and recommend a redesign that would not only improve functionality but also solve problems associated with the restrooms and separation of the merchandise and food/beverage area.

The remodel would also address “line-of-sight” issues for staff inside the facility and install a porch area and additional outdoor restrooms to meet the ADA needs of the facility. All changes would improve the overall experience at the golf course and complement potential Ballroom renovations.

REVIEW

Through several meetings with John Dickerson, staff has developed a plan of action that would allow for the creation of construction documents to be used to solicit informal bids for the construction/remodel of the Pro Shop.

Based on input from the architect, staff anticipates the remodel costs to reach roughly \$360,000. A true cost will not be known until construction documents are completed and informal bids are received.

Deferred maintenance of the facility for many years has contributed to the need to act sooner rather than later. The course is doing well financially with a great deal of play over the past three years, and currently food and merchandise sales are surpassing anticipated revenues.

RECOMMENDATION

Approve staff to continue to explore what is needed to complete the renovation and remodel and include the anticipated costs in the departmental budget presentation.

PRELIMINARY RENOVATION OUTLINE 3 - MCC PRO SHOP DESIGN STUDY

03.062024

RENOVATIONS & ADDITIONS

A – Patio Roof Addition

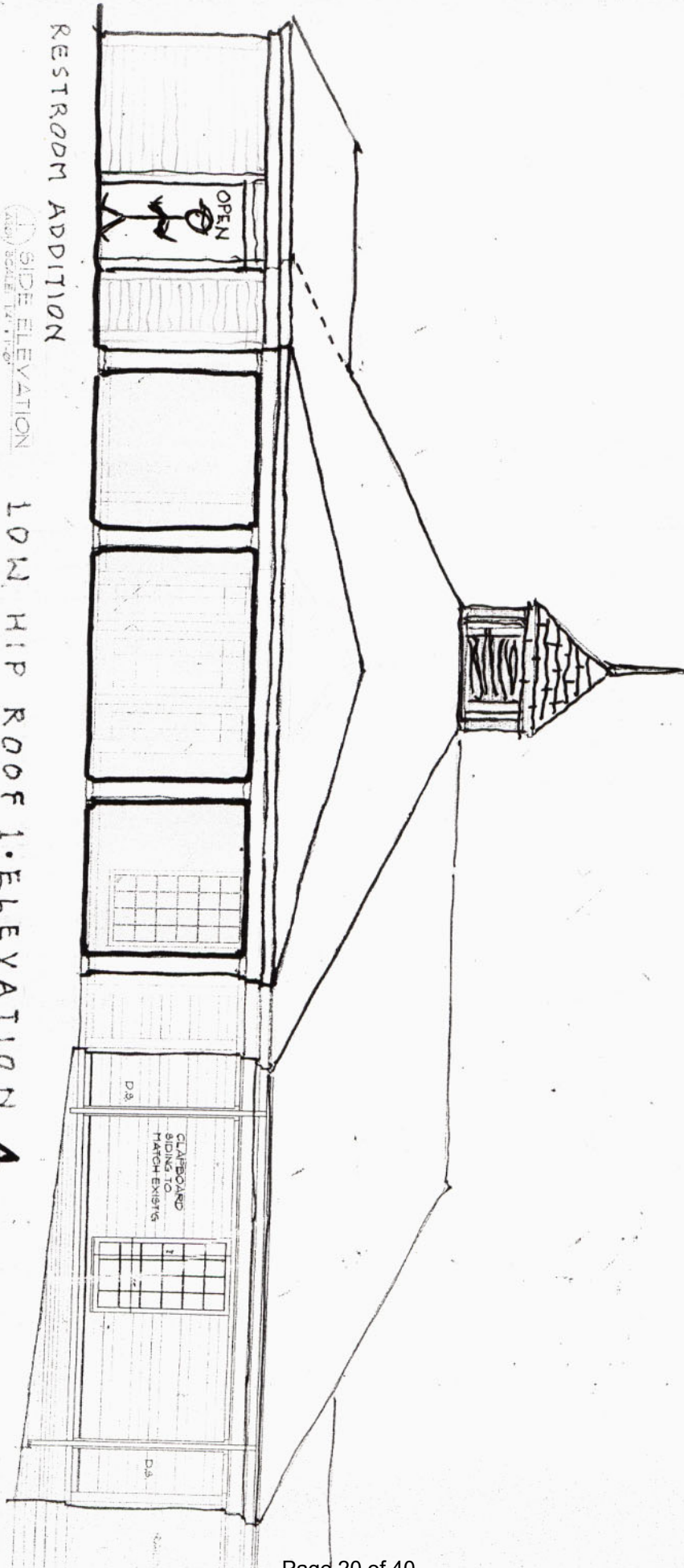
B – Floor Plan Sketch

1. Add new Men & Women ADA compliant restrooms accessible from the outside. Provide directional signs to new restrooms.
2. Do not renovate existing restrooms for ADA accessibility.
Replace floor and wall finishes.
3. Replace & Relocate Pro-shop Counter.
4. Remove Pot Sinks, Exhaust Hood, Vent & Equipment, "Kitchen" Counter, Hand Sink
5. Add and remove walls per Floor Plan.
6. Open Snack area with stainless steel counters & displays.
7. Paint Walls and replace carpet with LVP (Luxury Vinyl Planks)
8. Relocate doors to Offices and add Storage Closets.
9. Add Closet for rental clubs.
10. Organize and update merchandise displays. Remove clutter and low selling items.
11. Replace selected light fixtures.
12. PATIO ROOF OPTIONS – ELEVATIONS (cathedral ceiling deleted)
 - a. 3 - Gable Roof - match existing roof slope
 - b. 4 - Hip Roof - match existing roof slope
 - c. 5 - Low Hip Roof 1 - low slope
13. Roof Sketches:
 - 7 - Gable Roof option
 - 8 - Low Hip Roof option
14. NEW RESTROOM LOCATIONS
 - 11- Roof Plan 3 – Restrooms on Front Porch – Hall on opposite side
 - 12- Roof Plan 4 – Restrooms on Side of Pro Shop – see Elevation 4
 - 13 – Roof Plan 4 – Elevation / Breezeway access / winter heat / no cooling / ceiling fans / oversized exhaust fans
15. Replace existing "Patio" pavement with different levels and re-grade for positive drainage away from building.

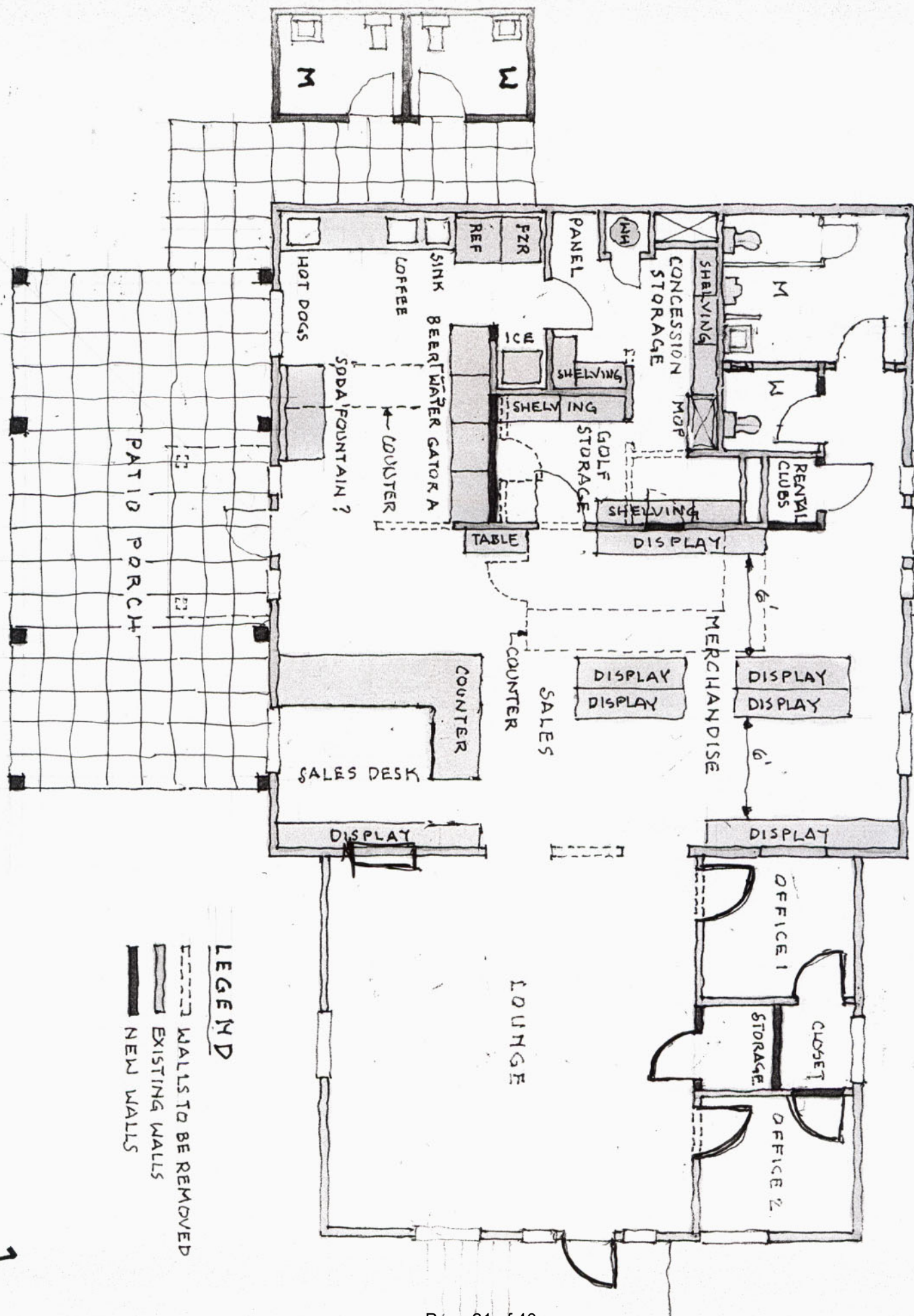
RESTROOM ADDITION

1 SIDE ELEVATION
ADD SCALE 1/4" = 1'-0"

LOW HIP ROOF 1. ELEVATION 4



3 phases to keep open

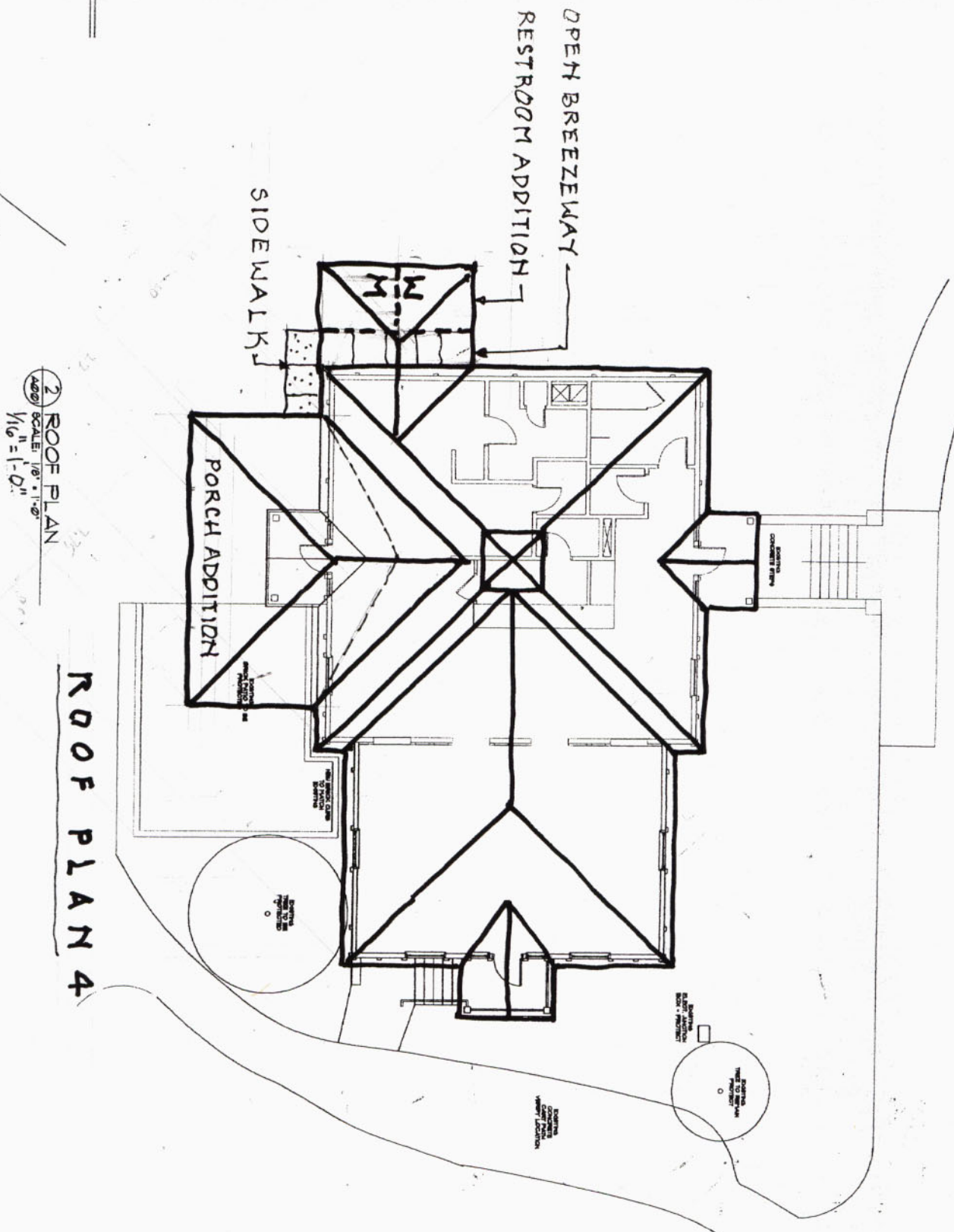


LEGEND

WALLS TO BE REMOVED

EXISTING WALLS

NEW WALLS



2 ROOF PLAN
 SCALE: 1/8" = 1'-0"
 1/16" = 1'-0"

ROOF PLAN 4

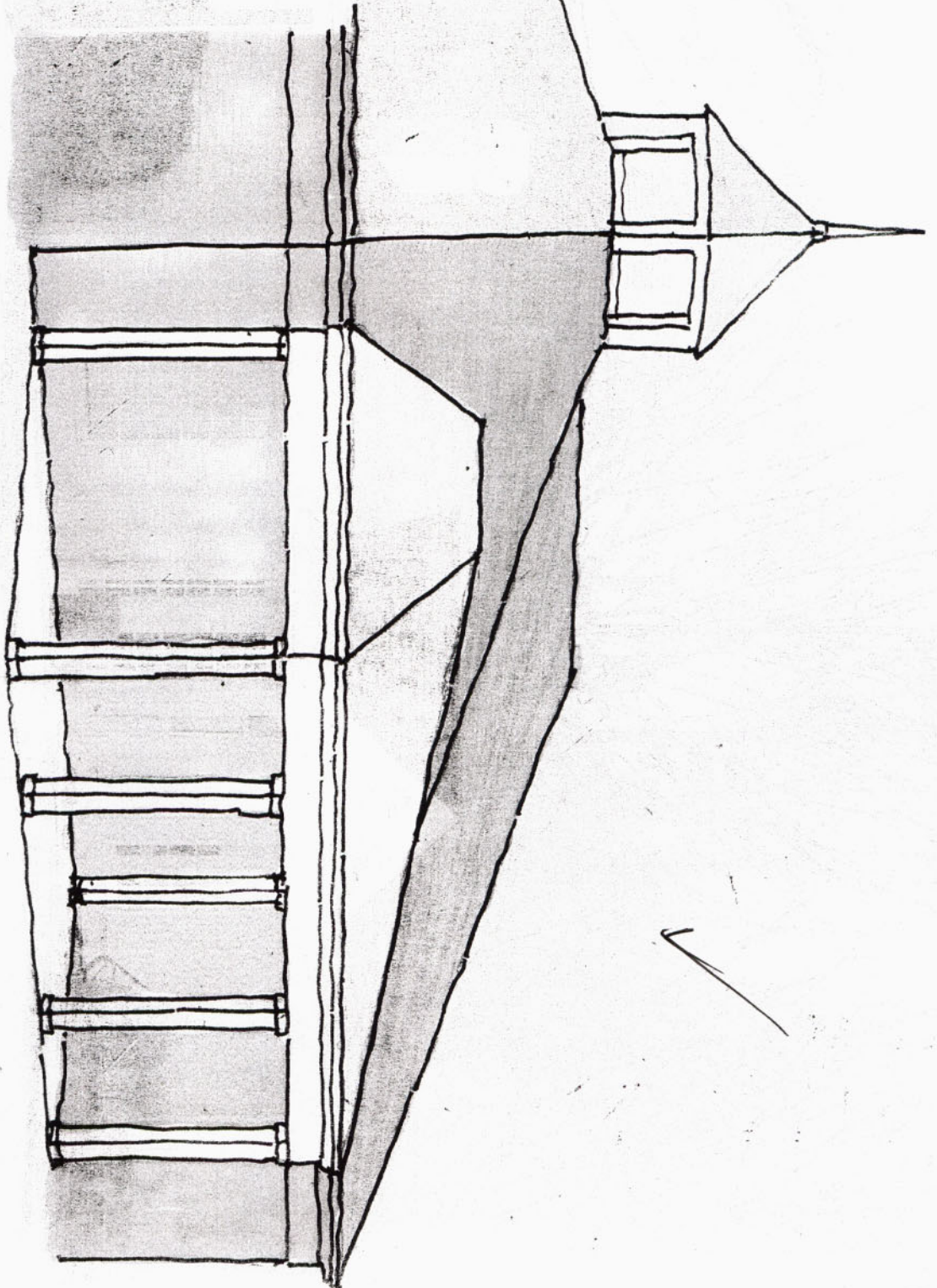


CECIL HODGES & ASSOCIATES
 architects
 1208 CURTIS ST.
 MONROE, NORTH CAROLINA 28112
 TELE: 704-281-2811
 FAX: 704-281-2811

CONSULTANTS

MONROE COUNTRY CLUB
 PROSPECT ADDITION
 1680 PAGELAND HILL
 MONROE, NC

LOW HIP ROOF PORCH





STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: April 4, 2024
FROM: Ryan Jones, Parks and Recreation Director
PREPARED BY: Ryan Jones, Parks and Recreation Director
SUBJECT: Latin Festival

SUMMARY STATEMENT

General Services is requested to consider temporary use permits for a special event to be held in Downtown Monroe. The Latin Festival is requested to be held on Sunday, June 23, 2024.

REVIEW

The Monroe Parks and Recreation Department is requesting a temporary use permit to hold a special event on Sunday, June 23, 2024.

Latin Festival

The Latin Festival will be held Sunday, June 23, 2024 in Downtown Monroe from 12:00 PM – 7:00 PM. Main Street will be closed from Franklin Street to the intersection of Lancaster Avenue and West Morrow Avenue beginning at 7:00 AM and will reopen at 10:00 PM for preparation and tear down of the event. The Parks and Recreation Department is estimating 2,000 people throughout the day with approximately 500 at peak periods. The event will include food sales, bounce houses, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event within the social district.

The Parks and Recreation Department will be responsible for trash removal and will provide adequate portable toilets relative to the event. The department has provided barricade needs and

will place barricades appropriately at street closure and will remove at the conclusion of the event. An application has been submitted through the Planning Department and has been provided within this report for reference.

RECOMMENDATION

Staff requests the General Services Committee recommendation for City Council approval to provide a temporary use permit to the Parks and Recreation Department to hold a special event, Latin Festival, on June 23, 2024 in Downtown Monroe.

Attachment: Application – Latin Festival
Map and Barricade Map – Latin Festival

CITY OF MONROE, NC
Special Events Planning Guide



300 West Crowell Street (P.O. Box 69) Monroe, NC 28112

(704) 282-4524

Fax: (704) 282-4735



TABLE OF CONTENTS:

APPLYING FOR A PERMIT	3
DEADLINE AND FEES	4
PERMIT PROCESS OVERVIEW	4
EVENT INFRASTRUCTURE	5
CLOSURE OF STREETS	5
AMPLIFIED SOUND	6
FOOD	6
WASTE MANAGEMENT PLAN	6
RESTROOMS	7
FIRE DEPARTMENT PERMITS	7
ALCOHOL	8
EVENT SAFETY AND SECURITY	9
SAFETY BARRICADES	9
WEATHER CONDITIONS	9
SECURITY	9
PUBLIC NOTIFICATION	10
TEMPORARY USE PERMIT APPLICATION	11,12 &13
BUSINESS NOTIFICATION FORM	14



Welcome and thank you for your interest in the City of Monroe to consider hosting your event! This document will serve to help your organization prepare for your event. Temporary Use Permits are required for all public events that use public spaces such as roads, greenways, public squares and plazas. The use of City park facilities or Community Centers do not require a temporary use permit from our office and would instead require coordination with the City of Monroe Park and Recreation Department. When in doubt, contact our office.

City of Monroe Permit Center
300 West Crowell Street
P.O. Box 69, Monroe, NC 28111
704-282-4524
permitcenter@monroenc.org

APPLYING FOR A PERMIT:

How to Apply and Submittal Requirements:

1. Submit a completed temporary use permit application to the City of Monroe Permit Center.
2. Site Map displaying area of proposed street closure/s, restrooms, trash receptacles (if applicable), designated area for alcohol (if applicable) parking, tent and inflatable locations and all other activities.
3. Certificate of Insurance- All permit requests must be accompanied with a \$1,000,000.00 general liability policy that names the "City of Monroe" as an additional-insured. The dates of the policy must be for the entire period of the event.
 - Required for street closures and events with alcohol.
4. Copy of NCDOT street closure approval (if applicable).
5. Business Notification Form
6. Copy of ABC Commission Permit (upon approval).
7. Security Plan to Ensure safe sale and distribution of alcohol.

APPLICATION FEES ARE NON-REFUNDABLE. APPLYING FOR AN EVENT DOES NOT GUARANTEE THAT YOUR EVENT WILL BE APPROVED.

The City assumes no liability if an event is not approved - Selling tickets, advertising, gaining sponsorships and other activities done prior to event approval is done at the risk of the event organizer.



DEADLINE AND FEES:

An application is not considered complete until the application, necessary documentation and non-refundable application fee have been received.

Example event types include: parades, races, walks and general events such as festivals, markets and ceremonies.

Temporary use permit application fee is \$82.50 and a \$40 fire fee for tents and inflatables. Event organizers may incur additional expenses and service fees for common event expenses such as barricades, restroom facilities, tents, trash collection, off-duty police officers, alcohol permitting, etc.

Deadlines for processing: An event that is proposing a City-maintained street closure will require a ninety (90) day deadline submittal and for North Carolina Department of Transportation (NCDOT)-maintained street closures will be a one-hundred and twenty (120) day deadline submittal.

PERMIT PROCESS OVERVIEW:

Once the Permit Center has received your completed temporary use permit application, necessary documentation and fees, it will be routed to various City department and agencies for review and to assess the needs of your event. As we begin processing your application and event materials, the Permit Center will contact you with questions, updates and requests to facilitate the approval process.

All temporary use permits for special events that propose street closures are required to receive a recommendation from the City of Monroe General Service Committee and Final decision by City Council prior to event approval. The temporary use permit will be required to be reviewed and approved by all City departments prior to being scheduled to be placed on the City's General Service Committee. This process can take several months to complete, which is one of the reasons why it is critical that you meet the above deadlines for processing for your event.



EVENT INFRASTRUCTURE:

Street Closings:

This section will help the applicant better understand procedures relating to proposed closure request/s.

- All street events (including street closings) must be approved by City Council.
 - City Council cannot approve closing of roads or streets that are part of NC Department of Transportation (NCDOT); NCDOT does however require support from the City of Monroe before they will allow street closures within their system. Applicants must provide proof of NCDOT approval to the City of Monroe permit center before the event takes place. There may be additional charges by NCDOT for such requests. Please contact NCDOT directly to obtain a street closure permit for any roads within the State system:

NC Department of Transportation, Highway Division
716 W. Main Street. Albemarle, NC 28001
(704) 983-4400

- Applicants can contact the City of Monroe Engineering Department at (704) 282-5795 to find out if proposed road closures are under the authority of NCDOT or the City of Monroe. If applicant obtains a NCDOT street closure approval, the applicant is still required to obtain a temporary use permit from the City of Monroe as well.

City of Monroe Engineering Department
300 West Crowell Street, Monroe, NC 28112
(704) 282-5795

- All proposals must be reviewed by the Police and Fire Departments to ensure public safety will not be compromised. This will be done internally once an application is submitted; you will not need to do this before submitting the application.
- The application for closing streets must be made in advance of a minimum of ninety (90) days for City streets and one hundred and twenty (120) days for NCDOT streets prior to the requested event. City Council must take action on street closures and therefore adequate time is needed to place such requests. NCDOT may have other time limitations that applicants would need to contact them directly to inquire.
- Fees for any required barricades and/or detour signage will be charged in accordance with the current Fee Schedule Chapter VII, Engineering/Public Works, Section 3. Temporary Street Closings.



Amplified Sound:

The City has a noise ordinance that prohibits unreasonably loud noises from 9:00 p.m. to 9:00 a.m. including any noises from construction, garbage/recycling trucks, lawn mowers, mechanical, sound-producing equipment, etc. All special events will need to comply with Chapter 92: Noise Control of the City of Monroe Code of Ordinances.

Food:

The sale or preparation of food at a special event may require a Temporary Food Establishment (TFE) permit from Union County Environmental Health Department. The organizer is solely responsible for submitting applications on behalf of any food vendors they are allowing at their event.

Union County Environment Health
500 North Main Street, Suite 47
Monroe, NC 28112
704-283-3553
tfe@unioncountync.gov

Waste Management Plan:

Event spaces must be thoroughly cleaned during and following each event. It is imperative that event organizers have a detailed plan of how they intend to manage and dispose of trash and recyclables, and a general plan to not only clean up after the event, but to ensure a clean space throughout the duration of the event. Event organizers may use volunteers or professional cleaning or contracted companies for these services, but all materials must be removed completely from the site and all trash and recycling receptacles must be emptied after the event. Any and all costs associated with trash collection are the responsibility of the applicant. Local vendors include the following companies in which the applicant would be responsible for contacting directly to coordinate delivery and pick up of trash containers.

Waste Pro USA-Charlotte South: 704-821-7578

Waste Connections of Monroe: 704-708-5872

Waste Management: 704-982-1224

Trash Control: 704-389-0740

Active Waste Solutions: 704-626-7400



Restrooms:

Event organizers are required to provide restroom facilities for participants and attendees, with at least 5% (and at least one) being ADA compliant. The minimum requirement is one toilet per every 300 attendees. Event organizers can meet this minimum either by renting portable toilets or by attaining written permission to use the facilities of adjacent businesses. Local vendors include the following companies in which the applicant would be responsible for contacting directly to coordinate delivery or pick up of portable toilets if needed:

Waste Pro USA-Charlotte South: 704-821-7578

A Stevens Portable Toilets: 704-776-9598

United Rentals: 704-252-5480

Duanes Portable Toilet Rental: 704-946-5037

Fire Department Permits:

Tents, inflatables, and flame-related activities are regulated and enforced by the City of Monroe Fire Department. The City of Monroe Fire Marshal will conduct an on-site inspection of any tent, inflatable or flame-related activity requiring a permit. Questions related to these structures should be directed to:

City of Monroe Fire Department
Kevin Philemon, City of Monroe Fire Marshal
(704) 282-4706
kphilemon@monroenc.org

A permit shall be obtained for all tents, inflatables and flame-related activities if it involves:

- A tent over 800 square feet.
- Any inflatable that persons will enter, such as a bouncy house, that is over 400 square feet in size or that requires constant motorized inflation.
- An amusement building, such as a fun house or haunted house.
- Firework displays.
- Pyrotechnics or fire performance.
- Bonfires, luminaires, or any other use of open flame (sky lanterns are always prohibited).



Alcohol:

The City of Monroe and North Carolina State Law regulates the possession, sale, and consumption of alcoholic beverages. Special permits and licensing are required for the sale and consumption of alcoholic beverages at any outdoor or special event by the ABC Commission of North Carolina. Any request to allow alcohol sales must be identified within the temporary use permit application for special events and proper permits must also be obtained directly from the ABC Commission.

ABC Commission of North Carolina

4307 Mail Service Center, Raleigh, NC 27699-4307

(919) 779-0700

<http://abc.nc.gov/>

The possession, consumption, sell, and distribution of alcoholic beverages is permissible at special events with a temporary use permit and ABC permit approval and shall comply with the following standards:

- Business Owners with proper Alcohol Permits and Liquor Liability Insurance will be able to sell, serve, and possess alcohol during Special Events.
- Applicants must obtain and provide all the appropriate State and local permits needed for the possession, consumption, sell, or distribution of alcoholic beverage upon receiving approval within their temporary use permit for special event application. ABC Commission requires applicants to submit special event approval from the City of Monroe first.
- Designated areas where alcohol will be served must be identified as a part of the application process.
- Event organizers are responsible for all aspects of their alcohol permit and they should ensure that patrons comply with relevant policies.
- Sworn Police Officers are required for all special events in the City that serve alcohol. During the event permitting process, the City of Monroe Police Department (MPD) will review each application and provide recommendations on the number of officers.

NOTE: Permits may be revoked after approved for any of the following reasons: false or misrepresentation of information is found on the application; the event is creating a public nuisance or hazard to public health, safety, or welfare; sidewalks, streets, and right-of-ways are not clean and free of trash; applicant failed to maintain and health, business, or other permit or license as required by law; failure to provide ABC permits after approval; or if the applicant fails to maintain the amount and type/s of insurance required for the permit.



EVENT SAFETY AND SECURITY:

Safety Barricades:

Events involving the closure or obstruction of a public street will require safety barricades, variable message boards, and/or hiring sworn law enforcement officers. The number and placement of barricades is determined by the City of Monroe Engineering Department. The applicant will be responsible for setting up the barricades at the designated time. City staff will drop barricades off before designated time in the general vicinity of the proposed street closure location/s. Questions regarding the number of barricades or fees, please contact:

City of Monroe Engineering Department

Sarah McAllister, Director of Engineering
300 W. Crowell Street, Monroe, NC 28112
704-282-4532
smcallister@monroenc.org

Weather Conditions:

It is the responsibility of the event organizer to track and monitor the weather and ultimately make the call on the potential cancellation of an event. The only exception to this is in times of major crisis or an occurrence that is a direct threat to public health and safety, in which case City staff reserves the right to cancel the event.

Security:

Off-duty City of Monroe Police Officers are the preferred method of security at special events in the City. During the event permitting process, the City of Monroe Police Department (MPD) will review each application and provide a recommendation on the number of officers or other security needed for your event. To hire off-duty officers, the event organizer will need to contact the following:

City of Monroe Police Department

450 W. Crowell Street, Monroe, NC 28112
704-282-4700



PUBLIC NOTIFICATION:

Event organizers must notify all affected community members – including residents, businesses, schools and places of worship – about their event, associated road closures and other impacts. Any establishment that will be blocked, detoured, or heavily inconvenienced must be notified.

All Applicants must provide documentation that they have notified any and all affected business owners within the proposed area to be closed off from public access. Attached to this manual is a “Business Notification Form” that shall be used for this purpose. If your event is proposing a street closure that may potentially affect access of a business, those business owners must be notified of proposed event to include the following information:

Each notification must include the following:

- Name of event
- Sponsoring organization
- Date and timeframe of event
- Description of road closures (locations and times)
- Information and timeframe for noise impacts (such as music)
- Organizer’s name, phone number and email
- Website/Facebook associated with event

Sufficient documentation must accompany the application and display the following: date and time affected business was notified about the street closure; person in which the applicant notified at each business; the person in which the applicant designated to notify each business owner; whether they were in favor or against the proposed street closure; and a signature of notification of the person notified (if possible).



TEMPORARY USE PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: Latin Festival

Event Website (if applicable):

Event Date/s: 6/23/24

Event Hours: 12p-7p

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)

- ☐ Assembly
- ☒ Festival/Outdoor Market
- ☐ Run/Walk
- ☐ Parade
- ☐ Demonstration
- ☒ Concert/Performance
- ☐ Block Party
- ☐ Educational
- ☐ Other: _____

Special Considerations: (please check all that apply)

- ☐ Alcoholic Beverages
- ☒ Food Sales
- ☐ Cooking
- ☒ Merchandise Sales
- ☐ Pets/Animals
- ☒ Sound Amplification
- ☒ Tents / Inflatables
- ☐ Fireworks/Pyrotechnics
- ☒ Portable Restrooms
- ☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)
- ☐ Other: _____

Time Set up Begins: 7am

Time Break Down Ends: 9pm

Estimated Event Attendance: 2000

Estimated # of People at Peak Periods: 500

Estimated # of Vehicles: 500

Estimated Vehicles at Peak Periods: 200

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: City of Monroe

Applicant Name: Ryan Jones

Address: 500 W. Jefferson Street

City: Monroe

State: NC

Zip: 28112

Phone#: 704-282-4659

Mobile#: 828-308-3566

Email: rjones@monroenc.org

Primary On-Site Contact: Ryan Jones

Mobile#: 828-308-3566

Other On-Site Contact Info:

SECTION III: EVENT DETAILS

Description of the Event:

Event will include live music, inflatables and vendors

Location/s of the Event: Main Street

Site Capacity:

Property Address: Main Street, Downtown Monroe

Property Owner/s: City of Monroe

Owner/s Authorized Use:



SECTION IV: INSURANCE REQUIREMENTS

[REQUIRED FOR STREET CLOSURE (CITY OR NC-DOT), IF ON CITY OF MONROE PROPERTY, OR IF FIREWORKS OR ALCOHOL BEING REQUESTED]

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

COVERAGE	MINIMUM LIMITS
Workers' Compensation	Statutory Limits
Employers' Liability	\$500,000
General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Professional Liability (E & O)	\$1,000,000 per occurrence/\$2,000,000 aggregate

Applicant shall provide the City with a Certificate of Insurance for review prior to the issuance of any permit. This should be an ACORD form. All Certificates of Insurance will require thirty (30) days written notice by the insurer or applicant's agent in the event of cancellation, reduction or other modifications of coverage. In addition to the notice requirement above, Applicant shall provide the City with immediate written notice of cancellation, reduction, or other modification of coverage of insurance. Upon failure of the Applicant to provide such notice, Applicant assumes sole responsibility for all losses incurred by the City for which insurance would have provided coverage. The insurance certificate shall be for the initial contract period of one (1) year and shall be renewed by the applicant for each subsequent renewal period of the contract.

The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

- ☒ **Street Closures** (map of proposed closing and route must be provided with application)
NOTE: ALL NCDOT ROADS MUST BE APPROVED BY NCDOT

Reason for Street Closure: Festival set up

Name of Street to be closed: Main from Franklin to Talleyrand

Additional Street: Windsor from Bayne to Stewart

of Barricades needed: 8 # of cones needed: 25 Drop-off location: per site map

Date of Closure: 6/23/24 Start Time: 7a to 9p

Additional Comments: _____

- ☒ **Trash/Debris Plan:** City will provide additional receptacles.
All trash will be removed at conclusion of event.



SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

☐ **Alcoholic Beverages*** (check all that apply)

- ☐ Free/Host Alcohol
- ☐ Alcohol Sales (ABC Permit must accompany)
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Wine
- ☐ Beer and Wine
- ☐ Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- ☒ Site Map of All Activities
- ☒ Parking Plan
- ☐ Security Plan
- ☐ General Liability Insurance
- ☐ ABC Permit
- ☐ Alcohol Beverage Designated Area Map
- ☐ Proof of 501C Status
- ☐ Application Fee
- ☐ Property Owner Authorization
- ☐ Business Notification Form

☐ **Parade/Run/Walk/Procession/Demonstration** (map of route required)

- ☐ Open Sidewalks only
- ☐ Streets w/ temporary traffic interruptions
- ☐ Street Closures
- ☐ Sidewalk Closures

Start Time: _____ End Time: _____

Purpose: _____

☒ **Tents** (Width x Length X Height)

Dimensions of Tent:

10' x 10'

Tents greater than 400 square feet require an additional \$40 permit fee

☒ **Inflatables** (Width x Length X Height)

Dimensions of Inflatable:

15' x 15'

☐ **Cooking or Warming Food?** (Circle One)

Method of Heat: _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Temporary Use under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: Ryan Jones Title: Director

Signature [Signature]

Submission Date: 3/25/24

Trash

Stage

VENDORS

Trash

Trash

Trash

Trash

VENDORS

FOOD TRUCKS

Union
EMS

Barricades 2 Barrels 2
--

Fire Truck

*KIDS
ZONE
BOUNCE
HOUSES*

**MORGAN
STREET**

Arts Council

Kids Korner

	WINDSOR STREET
Barricades 2	Barrels 2

Barricades 2 Barrels 2

Costu
me
Store

PARKING

TALLEYRAND

Old Belk
Building

MORGAN STREET
Barricades 2
Barrels 2

Barricades
2
Barrels
2

*PORTA JOHNS
4 AND 2
ACCESSIBLE*

Parking

WINDSOR STREET

Barricades
2
Barrels
2

Barricades 2 Barrels 2

M-
Bellish

TALLEYRAND

*Parking also provided in public parking lots downtown and on the street outside of the festival area.

Trash cans provided in addition to cans already existing