

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, May 2, 2024 - 4:00 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of April 4, 2024
2. Budget Amendment - GASB 87 Leases & GASB 96 Subscription Based Information Technology Agreements
3. Budget Ordinance to Amend Special Revenue Fund Project Ordinance - American Rescue Plan Act of 2021
4. Resolution to Approve Fiscal Year 2024 Equipment Installment Financing
5. Ordinance Amending Title XV of the Code of Ordinances of the City of Monroe to Establish Downtown District and Add Food Trucks
6. Budget Ordinance for Monroe Rotary Picnic Shelter and Park Naming
7. Resolution for Donation of Golf Cart
8. Budget Ordinance to Accept Grant and Establish Budget for Runway Obstruction Removal and Fencing Construction Administration
9. Approval of Lease Agreement for Copy/Print Devices
10. Relocate Annual 4th of July Celebration Discussion

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

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

MINUTES

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

Absent: Committee Member Gary Anderson

Staff: Mark Watson, City Manager; Richard Long Jr., City Attorney; Lisa Hollowell, Assistant to the City Manager; Ashley Ivey, Assistant Finance Director; Lisa Strickland, Director of Finance; 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; Angela Duncan, Senior Budget Analyst; Ryan Jones, Director of Parks and Recreation; Terry Sholar, Senior Staff Attorney.

Visitor(s): Robert Burns, Mayor

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

Item 1. General Services Committee Meeting Minutes from March 7, 2024

The minutes from the March 7, 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 March 7, 2024.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 2. Resolution to Dispose of the CCTV Camera Rovver X System.

Finance Director, Lisa Strickland requested 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 as defined by G.S. 160A-270 by approving Resolution R-2024-15.

Committee Member Anthony made a motion to accept the request to dispose of a CCTV Camera Rovver X System as defined by G.S. 160A-270.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 3. Ordinance to Amend Monroe Country Club Fee Schedule.

Pete Hovanec, Director of Communication and Tourism, presented 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 \$200,000 revenue a year, 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.

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.

Committee Thompson asked how the staff came up to increase the rates by \$3. Pete Hovanec stated that they analyzed the rates of all other golf courses around the area to see which charges the highest rate from \$85 to \$100 on weekends where the Monroe Golf Course's highest rate is only \$65 on weekends. This rate includes the green fees and the rental cart fees. Pete stated that they do not want to increase the rates too much and too quickly.

Committee Member Anthony made a motion to accept the new rates which shall go in effect on May 1, 2024. The staff will evaluate the increased rates during the six months and will come back with another review

of fees and potential rate increase again.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 4. Monroe Country Club Pro Shop Renovation.

Pete Hovanec, Director of Communication and Tourism, presented that 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.

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.

Staff recommends to approve that staff continue to explore what is needed to complete the renovation and remodel and include the anticipated costs in the departmental budget presentation for fiscal year 2025.

Committee Member Anthony made a motion to accept and include the cost of the renovation of the Monroe Country Club Pro Shop in the FY25 budget.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 5. Latin Festival.

Ryan Jones, the Director of Parks and Recreation, is requesting 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.

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.

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.

Committee Member Anthony made a motion to approve the temporary use permit for the special event held in Downtown Monroe.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 6. Other

Chairwoman Thompson asked for an update on the Dowd Center Theatre. Pete Hovanec brought up that after several meetings with the City Manager and the legal team they came to an agreement that the best course of action is to bring in an outside agency through a strategic planning session to evaluate several phases of what is done at the Dowd Theatre Center. After looking at the current business model, they will put together a report with comments and suggestions for the best use of the facility and will submit a business plan that will be presented to Council for a discussion and further direction. It might take about two to three weeks for the request for proposals to be done. Then it may take four to six months for the strategic plan to be completed.

City Manager, Mark Watson added that there were several items that the staff identified that need to be addressed related to Dowd Center. Some of the discussed items were the rental agreement documents, the policies that were adopted, and the contracts. It was determined that there was no strategic plan for the Dowd Theatre Center. The legal staff, the city administration, and the Dowd Center staff are going to review the rental agreement documents and recommend some basic changes to the new rental agreement documents which will not be truly finished until the strategic plan comes back. A staffing model will be part of the strategic plan. Manager Watson expressed to Committee Members that there was no way to accurately budget for the Dowd at this time until the strategic plan results were reviewed. He wanted them to be expecting a middle of the year budget amendment to fund items that the strategic plan results bring forward.

Committee Member Anthony stated she believed the intent was for it to be a performing arts center. Pete Hovanec commented that staff had been directed that the Dowd Center would be a multiuse facility in order to be financially stable. Committee members stated that they appreciated the update from staff and felt this was a good direction to be headed in at this time.

No action required. For informational purposes only.

There being no further business the meeting adjourned at 4:42 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: May 2, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Budget Amendment – GASB 87 Leases & GASB 96 Subscription Based Information Technology Agreements

SUMMARY STATEMENT

Staff is requesting the General Services Committee consider a budget amendment to designate funds for City lease and/or subscription based information technology agreements in accordance with governmental accounting standards (GASB) 87 and 96.

REVIEW

In accordance with GASB 87 and 96, leases for equipment and certain subscription based information technology agreements must now be treated as capital assets and amortized over the life of the lease or subscription. The monthly lease/subscription payments are considered debt payments, rather than operating expenses as previously shown in the financials. The budget amendment will move the money into the appropriate categories as well as designate funds for the related capital outlay and debt proceeds for compliance with GASB 87 and 96.

RECOMMENDATION

Staff recommends the General Services Committee approve Budget Amendment BA-2024-11 and forward to City Council for their approval.

Attachment: BA-2024-11

**BUDGET AMENDMENT
BA-2024-11**

Amendment necessary to designate funds for City lease and subscription based information technology agreements in accordance with governmental accounting standards (GASB) 87 and 96. An amendment is necessary to designate funds for lease contracts for temporary Fire Station #6, a wide format printer for Energy Services and copiers in compliance with GASB 87. The present value of the lease liabilities is booked as debt proceeds. The lease assets will be capitalized and the liability is to be amortized over the life of the lease agreement. The monthly lease payments are considered debt payments, rather than operating expenses as previously shown in the financials. The following amendment moves the money into the appropriate category as well as designate funds for the related capital outlay and debt proceeds for compliance with GASB 87. An amendment is also necessary to designate funds for subscription based information technology agreements in compliance with GASB 96. The present value of the subscription liabilities is booked as debt proceeds. The subscription assets will be capitalized and the liability is to be amortized over the life of the subscription agreement. The subscription payments made are considered debt payments, rather than operating expenses as previously shown in the financials. The following amendment moves the money into the appropriate category as well as designate funds for the related capital outlay and debt proceeds that will be recorded for GASB 96.

General Fund:

Revenues:

Appropriation of Fund Balance	\$48,688
Other Financing Sources – Inception of Lease	\$61,938
Other Financing Sources – Subscriptions	\$97,430

Expenditures:

Capital Outlay - Public Safety	\$61,938
Capital Outlay – General Government	\$97,430
Operating Expense – General Government	(\$69,699)
Debt Service	\$48,688
Debt Service	\$69,699

Downtown Monroe Fund:

Revenues:

Appropriation of Fund Balance	\$121
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Expenditures:

Debt Service	\$121
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Water & Sewer Fund:

Revenues:

Appropriation of Fund Balance	\$1,724
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Expenditures:

Debt Service	\$1,724
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Electric Fund:

Revenues:

Appropriation of Fund Balance \$3,934

Expenditures:

Debt Service \$3,934

Natural Gas Fund:

Revenues:

Appropriation of Fund Balance \$96

Expenditures:

Debt Service \$96

Airport Fund:

Revenues:

Appropriation of Fund Balance \$661

Expenditures:

Debt Service \$661

Aquatics & Fitness Center Fund:

Revenues:

Appropriation of Fund Balance \$2,024

Expenditures:

Debt Service \$2,024

Operating Expense (\$25,180)

Debt Service \$25,180

Adopted this 14th day of May, 2024.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: May 2, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Budget Ordinance to Amend Special Revenue Fund Project Ordinance – American Rescue Plan Act of 2021

SUMMARY STATEMENT

The General Services Committee is requested to consider a budget ordinance to recognize investment earnings and amend funding of specific projects in the Special Revenue Fund Project Ordinance for the American Rescue Plan Act of 2021.

REVIEW

The City was awarded American Rescue Plan Act Funding in 2021 (ARPA). ARPA funds remaining to be spent are \$1,375,000. These funds have previously been designated for the Bearskin Creek Stream Restoration Project. On March 15, 2024 Council approved the change of use of the funds previously associated with the Bearskin Creek Stream Restoration Project to a Water Main Restoration Project in qualified census tracts in order to meet ARPA requirements to have funds obligated by the end of calendar year 2024.

The attached budget ordinance serves to formally reallocate funding to the Water Main Restoration Project in qualified census tracts as well as recognize investment earnings in the project fund of \$45,393.

RECOMMENDATION

Staff requests that the General Services Committee approve Budget Ordinance 2024-08 and forward to Council for their approval on the consent agenda at the regular meeting of May 14, 2024.

Attachments: Budget Ordinance 2024-08

**CITY OF MONROE, NORTH CAROLINA
SPECIAL REVENUE FUND PROJECT BUDGET ORDINANCE
AMERICAN RESCUE PLAN ACT OF 2021
OBLIGATION OF FUNDING FOR SPECIFIC PROJECTS
BO-2024-08**

WHEREAS, the federal government allocated local governments funding in the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021; and

WHEREAS, the City has been allocated funds in the American Rescue Plan Act of 2021 as a non-entitlement municipality; and

WHEREAS, the City has been awarded \$11,326,507.16; and

WHEREAS, the City elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend up to \$10,000,000 of its American Rescue Plan Act funds for the provision of government services;

WHEREAS, the City has identified expenditures that meet grant requirements and obligated funding to the Provision of Government Services – Bearskin Creek Stream Restoration Project at Goulston;

WHEREAS, the City must have obligated all American Rescue Plan Act of 2021 funding received before December 31, 2024;

WHEREAS, the City would like to reallocate the Bearskin Creek Stream Restoration Project at Goulston to a Water Main Restoration Project in Qualified Census Tracts in order to meet the obligation of funds deadline of December 31, 2024:

- Remove portion of allocation of funding for Provision of Government Services – Bearskin Creek Stream Restoration Project (\$48,493)
- Allocate funding for Provision of Government Services – Water Main Restoration Project in Qualified Census Tracts \$48,493
- Remove portion of allocation of funding for Infrastructure – Bearskin Creek Stream Restoration Project (\$1,356,386)
- Allocate funding for Infrastructure – Water Main Restoration Project in Qualified Census Tracts \$1,356,386

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe recognizes investment earnings to date and obligates funding in the special revenue project fund for the projects listed above:

Special Revenue Project Fund:

Revenue:

Investment Earnings \$45,393

Expense:

Bearskin Creek Stream Restoration – ARP014 (\$1,404,879)

Water Main Restoration Project in Qualified
Census Tracts \$1,450,272

Adopted this 14th day of May 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: May 2, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Resolution to Approve Fiscal Year 2024 Equipment Installment Financing

SUMMARY STATEMENT

The purpose of this report is to provide a recommendation for the award of a \$2,135,000 installment financing contract for the qualifying capital equipment purchased during Fiscal Year 2024.

REVIEW

On March 25, 2024, the City of Monroe sent requests for proposals for the 2024 Equipment Installment Financing. The request for proposals was sent directly to seventy-five financial institutions. On April 15, 2024, the City received responses from eight institutions and the tabulation of those proposals is attached.

RECOMMENDATION

Based on the proposals received, staff recommends that the General Services Committee approve the Fiscal Year 2024 Equipment Installment Financing to Banc of America Public Capital Corporation and forward to City Council for approval and adoption of the attached Resolution to incur the indebtedness and authorize the execution of the respective documents.

Attachments: RFP Tabulation
Resolution R-2024-25

Monroe, North Carolina

Installment Financing, Series 2024

Summary of Bids Received

April 15, 2024

Bank	Rate	Total D/S ¹	Prepayment	Bank Fees	Additional Terms
Bank of America	4.3023%	\$2,580,118	In whole on any payment date @ 100% starting 5/1/2029	\$0	Bank requires a payment and performance bond for advance payments to vender prior to delivery Loan proceeds can be deposited in the NCCMT or a bank of the City's choosing Term sheet expires April 22, 2024 Subject to final credit approval
Webster Bank	4.4800%	\$2,603,155	On any date @ 101% from 5/2/27- 5/1/29 and 100% thereafter	\$3,000	Must provide a legal and tax opinion Evidence of insurance must be satisfactory to lender Term sheet expires April 22, 2024 Subject to final credit approval
Huntington	4.5600%	\$2,608,148	In whole @ 102% prior to 5/1/2031 and 100% thereafter	\$0	Term sheet expires April 19, 2024 Subject to final credit approval
JP Morgan	4.5620% 4.8170%	\$2,608,355	Any payment date @ make whole 5/1/2025 @ 100%	\$0	Required performance bond for fire truck Subject to taxable gross up provisions Evidence of insurance must be satisfactory to lender Term sheet expires April 17, 2024
Capital One	4.6800%	\$2,621,394	In whole on any date @ 100% starting 5/1/2028	\$0	Must provide a legal opinion Proceeds are to be held by bank acceptable to Capital One Term Sheet expires April 22, 2024 Subject to final credit approval
South State	4.7500%	\$2,632,851	Not subject to prepayment penalties	\$2,500	
Truist	4.9100%	\$2,646,722	Year 1: 105%; Year 2: 104%; Year 3: 103% ; Year 4: 102%; Thereafter:	\$0	
First National Bank	5.1350%	\$2,671,661	-	\$0	

¹ Assumes a flat \$2.135 million par amount plus bank fees (if any).

**RESOLUTION APPROVING THE INCURRENCE BY
THE CITY OF MONROE OF UP TO \$2,135,000 INDEBTEDNESS FROM
BANC OF AMERICA PUBLIC CAPITAL CORP
TO FINANCE EQUIPMENT ACQUISITIONS**

R-2024-25

WHEREAS, the City of Monroe (“City”) has previously determined to purchase a fire department vehicle, a leaf collection truck and golf carts (the “Equipment”), and the Director of Finance has now presented a proposal for the financing of the Equipment.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the acquisition of the Equipment through Banc of America Public Capital Corp (the “Lender”), in accordance with the Lender’s proposal dated April 12, 2024 (the "Proposal"). The amount financed shall not exceed \$2,135,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 4.3023%, and the financing term shall not exceed ten (10) years from the date of closing.

2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms and the terms of the Proposal. All officers and employees of the City are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Equipment as contemplated by the Proposal and this resolution.

3. The Finance Officer of the City is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by City officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of any such Financing Document’s final form.

4. The City shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations.

5. The City intends that the adoption of this resolution will be a declaration of the City’s official intent under Section 1.150-2 of the Treasury Regulations promulgated under the Internal Revenue Code of 1986, as amended, to reimburse expenditures for the acquisition of the Equipment that is to be financed from the proceeds of the financing from the Lender described above. The City intends that funds that have been advanced, or that may be advanced, from the City’s general fund, or any other City fund related to the Equipment, for costs of the Equipment may be reimbursed from the proceeds of the Lender financing.

6. All prior actions of City officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this 14th day of May, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: May 2, 2024

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Title XV, Chapter 160 - Downtown Food Truck Ordinance

SUMMARY STATEMENT

Staff is recommending to the General Services Committee to consider adopting Title XV, Chapter 160 – Downtown Food Truck Ordinance.

REVIEW

Food trucks have been operating in Downtown Monroe pursuant to a pilot program adopted by City Council several years ago. City staff has received input from the public regarding continuing to permit food trucks in the Downtown District and the restrictions needed to reduce impacts on Downtown activity and existing businesses. Additionally, the Downtown Advisory Board received public input and made recommendations on the continued operation of food trucks.

The recommendations are to adopt an ordinance which would require a Food Truck permit to operate a food truck in City owned parking lots and within a public street right of way Downtown. The ordinance would define hours of operation, distance restrictions from existing restaurant, standards for sanitation, and other use standards required. In addition, the ordinance sets penalties and enforcement procedures to violations of the ordinance.

RECOMMENDATION

The General Services Committee is requested to provide a favorable recommendation to City Council to consider adopting Chapter 160 – Downtown Food Truck Ordinance.

Attachment(s): Ordinance Amendment O-2024-19

**AN ORDINANCE AMENDING
TITLE XV OF THE
CODE OF ORDINANCES
OF THE CITY OF MONROE
O-2024-19**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT
TITLE XV OF THE MONROE ORDINANCES CREATE AND ADD CHAPTER 160:**

TEXT AMENDMENT

Section 1. Create new Title XV, Chapter 160 – Downtown District to read as follows:

CHAPTER 160: DOWNTOWN DISTRICT

160.01 DOWNTOWN DISTRICT ESTABLISHED.

The Downtown District is hereby established within the City of Monroe and is encompassed within the following boundary:

Beginning at the CXS Railroad Right of Way and Charlotte Ave to Lancaster Ave. Lancaster Ave. to Morrow Ave., Morrow Ave. to Church St., Church St. to Windsor St., Windsor St. to Franklin St., Franklin St. to Jefferson St., Jefferson St. to Church St., Church St. to the CXS Railroad Right of Way, the CXS Railroad Right of Way to Charlotte Ave., the place of beginning.

160.02 PURPOSE.

Downtown is a vital business, social, cultural, and historic component of the City of Monroe. The downtown business district is identified as the hub and center of the City's identity. A viable and thriving downtown is essential for the continued prosperity of the City. The City hereby establishes the Downtown District to provide for orderly growth and development in the downtown area.

160.03 FOOD TRUCKS. Food Trucks are permitted in the Downtown District as follows:

A. Definitions. The following definitions shall apply in this Section:

1. Food Truck – A motorized vehicle or mobile food unit designed and equipped to serve food and beverages with a valid motor vehicle registration issued by the State of North Carolina or other state.
2. Food Truck Owner – Owner of a licensed Food Truck as identified on the vehicle DMV Registration issued to a Food Truck and is responsible for the operation of a Food Truck at all times even if not the Food Truck Operator.

3. Food Truck Operator – Person in charge of and operating a Food Truck while located in Downtown whether or not the Food Truck Owner.
4. Food Truck Permit – Permit issued by the City of Monroe upon application to the Monroe Permit Center to operate a Food Truck in the Downtown District at a particular time and location.
5. Host Business – Any business with a physical location in the Downtown District that is permitted, has a certificate of occupancy, and is actively operating Downtown.

B. Application. A Food Truck Owner, or agent on behalf of a Food Truck Owner, must complete and submit to the City of Monroe Permit Center an application to locate and operate a Food Truck in the Downtown District. The application must be accompanied by a copy of the current valid Food Truck Registration issued by DMV or other appropriate agency and a copy of the current valid permit issued by the Union County Environmental Health. A completed application must be received no less than five (5) days prior to first day the Food Truck intends to operate. The Food Truck Permit is issued to the Food Truck Owner who shall remain responsible for the operation and activities of the Food Truck at all times.

C. Private Property. Food trucks on private property are permitted on lots in the Downtown District and are subject to the following:

1. Must obtain a Food Truck Permit from the City of Monroe, be located on private property, and obtain written permission from the property owner.
2. To locate on a property in the Downtown District, the property must have a Primary Use. A Primary Use is property on which is located a building in active use or an improved stand-alone parking lot. An unimproved grass or dirt lot is not permissible.

D. City-Owned Parking Lots.

1. For purposes of this ordinance, Food Trucks are only allowed in designated areas of the following city-owned parking lots: intersection of Franklin Street and Main Street, intersection of Main Street and W. Talleyrand Avenue, intersection of Hayne Street and Windsor Street, and intersection of N. Church Street and E. Franklin Street.
2. Food Trucks within the Downtown District can locate in designated areas of City-Owned Parking Lots upon compliance with all of the following:
 - a. Apply and receive a Food Truck Permit from the City of Monroe.

- b. A Host Business with a physical location in the Downtown District is required to sponsor a Food Truck to receive a Food Truck Permit issued by the City. The Host Business shall be located and actively operating in the Downtown District.

E. Public Right-of-Way. Food Trucks in the public right-of-way can locate on any street within the Downtown District upon compliance with the following:

1. No Food Truck Operator may utilize the right-of-way to serve customers without obtaining a Food Truck Permit from the City of Monroe.
2. A Host Business with a physical location in the Downtown District is required to sponsor and join in signing the application for a Food Truck to receive a Food Truck Permit. The Host Business shall be located in the Downtown District and be actively operating.

F. Standards For All Food Trucks on City Property.

1. No single Food Truck Owner shall occupy or operate more than one Food Truck at any given time in the Downtown District.
2. There shall be no more than four (4) Food Trucks operating in the Downtown District at any given time including both the City-owned parking lots and within the public right-of-way.
3. Food Trucks may only dispense and sell food and beverages between the hours 6:00 pm and 2:00 am from Monday to Sunday. Food Trucks may only set up and prepare to dispense and sell food and beverages beginning at 5:30 pm.
4. A Food Truck may only be permitted in the Downtown District to operate a maximum of three days in any weekly period and may not be permitted for consecutive weekly periods.
5. Food Trucks may not be located within one hundred and fifty (150) feet from the main entrance of any restaurant or outdoor dining area except that Food Trucks may locate with one hundred and fifty (150) feet of the Host Business that sponsored the Food Truck.
6. All Food Trucks must be located so there is at least five (5) feet of unobstructed space for pedestrians on sidewalks, pedestrian paths and other locations intended primarily for pedestrian travel. If any applicable law, including American with Disability Act regulations, shall require a greater distance, the greater distance shall apply.

7. Food Trucks must be located at least five (5) feet from any utility box, utility vault, handicapped ramp, or emergency call box and not allowed within fifteen (15) feet of any fire hydrant.
8. The minimum distance requirements are measured in a straight line from the closest point of the proposed Food Truck location to the closest point of the buffered object, or in the case of a restaurant, measured from the closest point of the restaurant's main entrance.
9. Food Truck Owners are responsible for the proper disposal of waste and trash associated with the operation. Food Truck Operators shall remove all waste and trash from their location at the end of each day or as needed to maintain proper health and safety for the public. City receptacles may not be utilized for this purpose. The Food Truck Operator shall keep all areas within ten (10) feet of the truck clean of grease, trash, paper, cups or cans associated with Food Truck operation. No liquid waste or grease is to be disposed into the tree pits, storm drains or onto the sidewalks, streets or other public place. Under no circumstances shall grease be released into or disposed of in the City's sanitary sewer or storm water drainage system.
10. There shall be no amplified sound, music, or similar device.
11. No Food Truck shall be parked in a location that prohibits or restricts access to a private property. A minimum of five (5) feet of spacing is required from any driveway, measured from the driveway apron. Street sight distances shall not be blocked.
12. Advertising consisting of business name, logo, and items available for sale may be displayed on the Food Truck. No other form of advertising is permitted including stand-alone signs, banners, pennants, flags, balloons, and/or any other advertising.
13. All Food Trucks must have a duly issued and valid permit issued by Union County Environmental Health at all times. If Union County Environmental Health revokes the permit for the Food Truck, the City's Food Truck Permit shall immediately and automatically be revoked as well, and the Host Business and the Food Truck Operator are subject to civil penalties and other enforcement measures provided herein.
14. The Food Truck Operator shall not utilize tables, chairs, free-standing signage, or audio amplification in conjunction with the Food Truck. All equipment shall be contained within or on the Food Truck.

15. By signing the application, the Food Truck Owner and Host Business agree to hold the City, its officers, agents, and employees harmless and indemnify them for any loss, liability, damage, costs, and expenses arising from its operations.
16. Food Trucks shall not impede, endanger, or interfere with pedestrian or vehicular traffic.
17. The Food Truck Owner must possess a valid general liability insurance policy through an insurance carrier authorized or eligible to do business in the State of North Carolina for any damage to the public right-of-way and for any damages for which the City might incur the liability because of property damage or personal injury arising out of the use of the public right-of-way. The minimum liability limit to the policy shall be one million dollars (\$1,000,000.00). The City of Monroe shall be listed as an additional insured on the Certificate of Insurance issued for the Food Truck Owner and attached to the application submitted for a City permit.
18. The City reserves the right to require any permit holder to cease part or all of its operation, or remove the Food Truck from the permitted parking space in order to allow for construction, maintenance or repair of any street, curb, gutter, sidewalk, storm drain inlet and any other similar municipal utility without notice due to health, safety, and/or other emergency.
19. The Food Truck Owner/Operator must comply with all other local, state, and federal applicable laws and regulations.
20. The City may temporarily suspend the Food Truck Permit when the street is closed for a special event.
21. If at any time evidence of the improper disposal of liquid waste or grease or other waste is discovered, the Food Truck Permit will be rendered null and void and the Food Truck operation will be suspended and required to cease operation immediately and be subject to other civil penalties including but not limited to health and safety and/or environmental clean-up.

G. Enforcement. The Monroe City Manager is authorized to appoint and designate one or more Enforcement Agent(s) to enforce the provisions of this ordinance. Any Food Truck operating in the Downtown District observed violating any provision of this ordinance and upon written notice by a duly appointed City of Monroe Enforcement Agent is subject to the following civil penalty in the following amounts:

First Citation	\$100.00
Second Citation For Same or Similar Violation	\$500.00

In addition to the above civil penalty, violations are subject to the following:

1. Upon issuance of a first offense for violation of this ordinance, the Food Truck Owner shall be ineligible to receive a City issued Food Truck Permit for a period of one (1) year from the date of the violation;
2. Upon issuance of a first offense for violation of this ordinance, the Host Business that sponsored the Food Truck cited for the violation shall be ineligible to host or sponsor a Food Truck or a period of one (1) year from the date of the violation.
3. Upon issuance of a second offense for violation of this ordinance within a five-year (5) period, the Food Truck Owner shall be ineligible to receive a City issued Food Truck Permit;
4. Upon issuance of a second offense for violation of this ordinance within a five (5) year period, the Host Business that sponsored the Food Truck Operator cited for the violation shall be ineligible to host or sponsor a Food Truck;
5. The Permit for any Food Truck operating in the Downtown District shall immediately and summarily be suspended and ordered to immediately cease and desist operating in Downtown upon Notice of Violation of any of the following:
 - a. Failure to be duly permitted as required by this ordinance.
 - b. Failure to obtain, or suspension of, any permit required by Union County Environment Health.
 - c. A Food Truck found to impede, endanger, or interfere with pedestrian or vehicular traffic.
 - d. When the operation of a Food Truck poses an eminent threat to public health, safety, or welfare.

Notices of violation of this ordinance shall be in writing and may be served by personal delivery to the Owner and/or Operator, as agent of the Owner, of a Food Truck by an Enforcement Agent duly appointed to enforce this ordinance, or served by US Mail addressed to the address of the Food Truck Owner as shown on the City of Monroe Permit or to the address of the Food Truck Owner as shown on the DMV registration. Service is complete upon personal delivery or depositing the notice by first class United States Postal Services mail.

Appeal. A Notice of Violation of this ordinance may be appealed for a hearing by the Food Truck Owner or Host Business upon written notice to the City of Monroe with ten (10) days of receipt of the Notice of Violation. Upon receipt of a notice of appeal, the City Manager and/or their designed Hearing Officer shall schedule a hearing to be held within thirty (30) days

of receipt of the notice of appeal. The Food Truck Owner and the Host Business shall each receive written notice of the date and time of the hearing. The City Manager and/or their designated Hearing Officer shall conduct the hearing during which the Food Truck Owner and Host Business shall be given an opportunity to offer evidence or testimony regarding the violation. After conclusion of the hearing, the City Manager and/or their designated Hearing Officer shall make a written determination and provide copies to the Food Truck Owner and Host Business. The written decision of the City Manager and/or their designated Hearing Officer is final and no additional administrative appeals are available. Appeal of any of the summary Violations issued pursuant to paragraph 5 above does not stay or delay the immediate suspension of a permit or immediate cessation of operation of a Food Truck.

H. Special Events. Food Trucks participating in permitted temporary special events sponsored by the City or private sponsor in the Downtown District are permitted pursuant to the City's Temporary Use Permit and are exempt from the requirements of this ordinance except Sections 160E 10, 14, and 22.

Section 2. This ordinance shall be effective upon adoption

Robert A. Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

FROM: Mark Watson, City Manager

VIA: Lisa Strickland, Finance Director

DATE: May 2, 2024

PREPARED BY: Pete Hovanec, Communications and Tourism Director

SUBJECT: Monroe Rotary Picnic Shelter and Park Naming

SUMMARY STATEMENT

Staff has received a partnership inquiry from the leadership of the Monroe Rotary Club. The inquiry involves the donation of funds for the construction of a picnic shelter on the grass parcel adjacent to the Monroe Science Center (see attached map). The total anticipated cost of the shelter is \$135,000 with Rotary agreeing to donate \$65,000 and the remaining costs to be covered from the Monroe Tourism Development Authority capital fund.

As part of the partnership, Rotary requests the City consider naming the area where the shelter will be constructed to “Monroe Rotary Garden” commemorating the financial contribution by Monroe Rotary.

REVIEW

Staff has discussed options for the property directly across from the Science Center and the need for that property to be used for the benefit of the community and for guests of the Science Center. Currently the property is not used, contains no amenities, and is in need of landscape maintenance.

The potential partnership with Monroe Rotary presents an excellent opportunity to maximize the use of the property and transforming it into a more usable and aesthetically pleasing entranceway to Downtown Monroe and the Science Center.

The shelter would be similar to other shelters constructed throughout city of Monroe parks and recreation centers and will contain a walkway from the sidewalk and picnic tables. Staff

anticipates the cost of the shelter to be roughly \$135,000 based on the size and preparation work needed for the site.

Rotary plans to make a first year \$25,000 donation and then contribute \$8,000 annually for the following five years until the \$65,000 donation is fulfilled. The Monroe Tourism Development Authority approved the budget ordinance expenditure of \$135,000 at its April meeting with the condition of the approval of general services and city council. Tourism will cover the entire amount of the shelter while the funds are being raised and donated yearly by Rotary to ensure the project moves forward.

The city attorney has generated a memorandum of agreement outlining the terms associated with the donation of funds and the naming of the parks which has been signed by both co-presidents of the organization.

RECOMMENDATION

Approve the memorandum agreement with Monroe Rotary and approve the capital budget ordinance and forward to City Council for approval at the May 14 City Council meeting.

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
ROTARY PICNIC SHELTER PROJECT
BO-2024-10**

WHEREAS, the Rotary Club wishes to partner with the City of Monroe to construct a picnic shelter near the Monroe Science Center for school groups to have a place to eat lunch at; and

WHEREAS, an agreement has been arranged where the Rotary Club has committed to donating money toward the cost of the picnic shelter; and

WHEREAS, the Monroe Tourism and Development Commission has voted in favor of this project using tourism capital project funds; and

WHEREAS, the City wishes to establish a capital project called “Rotary Picnic Shelter Project” for the purpose of constructing a picnic shelter.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe establishes a capital project titled “Rotary Picnic Shelter Project” and appropriates the following tourism capital funds as follows:

Occupancy Tax Capital Project Fund:

Revenue:

Transfer from Unassigned Project Funds	\$70,000
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Donation from Rotary Club	\$65,000
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Expense:

Rotary Picnic Shelter Project	\$135,000
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Adopted this 14th day of May, 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: May 2, 2024

PREPARED BY: Pete Hovanec, Communications and Tourism Director

SUBJECT: Golf Cart Transfer and Donation

SUMMARY STATEMENT

The City of Monroe and the Monroe Country Club recently traded in the majority of its daily play and staff golf carts for a new fleet of staff and daily play golf carts. The Country Club has a surplus of three golf carts which were not part of the trade-in and desires to transfer two of the carts to other departments within the city and donate one golf cart to a local nonprofit organization.

REVIEW

One cart would be transferred to the Monroe Police Department for use around the new police complex as well as off site as needed during events and police activities. One cart would be transferred to parks and recreation to be used at various parks and recreation facilities as well as during events and activities sponsored by Parks and Recreation.

The last cart would be donated to the Monroe Athletic Foundation.

From the Foundation:

Our mission is to help the local school athletic department and to help as many kids as possible to play sports. In doing so, selling concessions at the high school games is one of the ways that we fundraise. A donation of a golf cart would help us with working out the logistics of moving around between concession stands.

The Monroe Athletic Foundation is a 501 c (3).

The estimated value of each of the carts is roughly \$1,000.

RECOMMENDATION

Approve the recommendation of transferring two surplus golf carts to city departments at no costs to those departments, and approve Resolution 2024-26 for the donation of one cart to the Monroe Athletic Foundation at no cost. Approve forwarding the recommended transfer and donation of golf carts to Monroe City Council for approval.

Attachment:
R-2024-26

**RESOLUTION TO DONATE SURPLUS VEHICLE
TO MONROE ATHLETIC FOUNDATION
R-2024-26**

THAT WHEREAS, the City of Monroe has a used golf cart that has been declared surplus property; and,

WHEREAS, the Monroe Athletic Foundation has expressed the need for a vehicle to be used for agency purposes; and,

WHEREAS, pursuant to Monroe Code of Ordinances Section 34.02 surplus property can be donated to an individual or an organization by Monroe City Council.

NOW, THEREFORE, BE IT RESOLVED that the City of Monroe hereby adopts this Resolution to donate a used, surplus vehicle.

Adopted this the 14th day of May, 2024.

Attest:

Robert Burns, Mayor

Bridgette H. Robinson, City Clerk

Monroe Athletic Foundation

April 8, 2024

City of Monroe
Attention: Peter Hovanec
P O Box 69
Monroe NC 28111

Subject: Monroe Athletic Foundation Golf Cart Donation

Hello Mr. Hovanec:

Our mission is to help the local school athletic department and to help as many kids as possible to play sports. In doing so, selling concessions at the high school games is one of the ways that we fundraise. A donation of a golf cart would help us with working out the logistics of moving around between concession stands.

Our federal identification number is 58-1474106. We are registered as 5013C.

Thank you for your consideration,

Purnell Sowell
Monroe Athletic Foundation-President
Purnell.sowell@netscape.com
704.562.4949



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: May 2, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Budget Ordinance to Establish Budget for the Runway 05-23 Tree Obstruction Removal and Fencing Construction Administration, authorize a NC Department of Transportation Grant and Award Contract to Talbert, Bright and Ellington, Inc.

SUMMARY STATEMENT

Staff is requesting City Council approve a budget ordinance to authorize establishing the budget for construction administration for the Runway 05-23 Tree Obstruction Removal and Fencing project, authorize grant funding and authorize the contract in the amount of \$408,768.29 with Talbert, Bright & Ellington, Inc.

REVIEW

On January 18, 2024, the City approved a grant award in the amount of \$1,125,000 in State funds from NC Department of Transportation for the Airport's project for Runway 05-23 Tree Obstruction Removal and Fencing. The City approved a budget ordinance to provide the required 10% matching funds in the amount of \$125,000. The bid for this work was awarded to JB Preslar Trucking Company in the amount of \$1,111,240 for all three phases of work.

The City has also been notified that NC Department of Transportation has approved a grant award in the amount of \$270,009 in federal funds for this same project. There is no match for this grant. Talbert, Bright & Ellington, the engineer of record for the Charlotte-Monroe Executive Airport has submitted a contract for construction administration in the amount of \$408,768.29. With the

balance of \$138,760 from the grant that was adopted in January and this federal grant, it is requested that this contract be authorized and the City Manager be granted authority to execute. A budget ordinance is proposed to establish the budget for the federal grant award in the project entitled “Runway 05-23 Tree Obstruction Removal and Fencing”.

RECOMMENDATION

With concurrence of the Airport Commission, staff is requesting that the General Services Committee provide a favorable recommendation to City Council for the following:

- Approve the budget ordinance for the construction administration for this project;
- Authorize NC Department of Transportation Federal Grant;
- Authorize the contract with Talbert, Bright and Ellington Inc., and
- Authorize the City Manager to execute any and all documents.

Attachment(s):
NC Dept. of Transportation Request for Aid
BO 2024-09

Airport Name	Charlotte-Monroe Executive	Application Number	1000021320
Airport ID	EQY	Vendor ID	1000001897
Project Request	00004764	WBS	36237.17.20.1
Description	RUNWAY 5-23 APPROACH OBSTRUCTION REMOVAL & FENCE		
Long Description	This project includes three (3) schedules of work Runway 23 Approach Obstruction Removal and new perimeter security fencing around the northern boundary of the Runway 23 end Airport property.		

Request For Aid

Sponsor	Name of Agency	CITY OF MONROE		
	Contact Person	Mark Watson		
	Address	CHARLOTTE- MONROE EXECUTIVE AIRPORTPO Box 69 MONROE, NC 28111-0069		
	Telephone Number	+1 (704) 282-4500	Email	mwatson@monroenc.org
Accounting	Name of Budget Official *	Lisa Strickland		
	Title *	Finance Director		
	Address *	300 W Crowell Street Monroe, NC 28112		
	Telephone Number *	(704) 282-4534	Email *	lstrickland@monroenc.org
Consultant	Name of Firm	Talbert, Bright & Ellington, Inc.		
	Project Manager	Patrick Turney, P.E., P.L.S.		
	Address	3525 Whitehall Park Drive, Suite 210 Charlotte, NC 28273		
	Telephone Number	(704) 426-6070	Email	pturney@tbeclt.com

Certification of Local Funds and Accounting Information

☐ STATE AID AIRPORTS PROJECT

☐ STATE MATCH/AIP GRANT

☒ FEDERAL BLOCK GRANT PROGRAM

Approved Project Cost	\$270,009	Compute Local Matching:	Based on Percentage
Local Matching Funds Required:	\$0.00	representing a	0.00000% local share of the project
If this is a Federal Aid (AIP) Project indicate Federal Project Number			

WORK ELEMENTS AND FUNDS REQUESTED (round funds to the nearest dollar)

Work Element	State Aid Requested	FAA Funds Proposed	Local Funds Committed	Total Estimated Cost
RUNWAY 5-23 APPROACH OBSTRUCTION REMOVAL & FENCE		\$270,009.00		\$270,009.00
TOTALS		\$270,009.00		\$270,009.00

Airport Name	Charlotte-Monroe Executive	Application Number	1000021320
Airport ID	EQY	Vendor ID	1000001897
Project Request	00004764	WBS	36237.17.20.1
Code & Category of Expenditure			Estimated Cost
Remaining Amount (Informational Only)			\$0.00
A101 - Administrative Expense			
A102 - Preliminary Eng.,Planning,Testing			
A103 - Land Acq.,Str./Utility Relocation			
A104 - Engineering Services Basic Fees			\$104,701
A105 - Project Inspection, QA, Testing			\$165,308
A106 - Const. & Project Improvement Cost			
A107 - Equipment(i.e.nav aids, Fire Truck			
A108 - Miscellaneous(specify)			
A109- In-Kind			
Expenditure & In-Kind Total			\$270,009

☒ Billable
 ☐ Non-Billable

Estimated Project Funding	Percent	Project Req Amt	Amount
FEDERAL	100.00000%	\$270,009.00	\$270,009.00
STATE	0.00000%	\$0.00	\$0.00
LOCAL	0.00000%	\$0.00	\$0.00

Cash Flow						
Year(s) YYYY	1st Quarter <i>July 1 - Set. 30</i>	2nd Quarter <i>Oct. 1 - Dec. 31</i>	3rd Quarter <i>Jan. 1 - Mar. 31</i>	4th Quarter <i>April 1 - June 30</i>	Total	Add
2 0 2 5	\$50,000	\$40,000	\$10,009	\$0	\$100,009	Remove
2 0 2 4	\$0	\$0	\$0	\$170,000	\$170,000	Remove
Total	\$50,000	\$40,000	\$10,009	\$170,000	\$270,009	

Application Request Certifications

Airport Name	Charlotte-Monroe Executive	Application Number	1000021320	
Airport ID	EQY	Vendor ID	1000001897	
Project Request	00004764	WBS	36237.17.20.1	
☒	I hereby certify that the local matching share for this project has been officially approved, placed into the budget of the Sponsoring local governmental unit and will be available for expenditure upon execution of the State Aid to Airports Grant Agreement and start of this project. I further certify that the authority of the Sponsoring local governmental unit to enter into contracts with the state of North Carolina has been reviewed by the governmental attorney and, in his opinion, the Sponsoring local governmental unit is duly authorized to commit the Sponsor to an Agreement with the North Carolina Department of Transportation. I further certify that all expenditures of this project will be accounted for in a manner consistent with the requirements of the State Auditor, that the Sponsor has made appropriate arrangements to have its accounts audited on an annual basis in conformance with the Single Audit Act of the State of North Carolina, and that each annual Single Audit will contain the required information about this project.			
☒	I certify that, to the best of my knowledge, the estimated costs shown above were derived from careful analysis of the project , include all anticipated project expenses, and represent the intended budget of the Sponsor for this project.			
☒	I acknowledge the above DBE/MBE/WBE goal and certify that it was used in the bid documents for the project according to applicable federal law CFR Title 49 Part 26 and state statutes GS 136-28.4; EO 106: GS 143-48; GS 136-28.10.			
	Name	Title	Pin	Date
Sponsor/Representative Authorization				

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
CHARLOTTE-MONROE EXECUTIVE AIRPORT
RUNWAY 05-23 TREE OBSTRUCTION REMOVAL AND FENCING
BO-2024-09**

WHEREAS, the Talbert, Bright & Ellington is the engineer of record at the Charlotte-Monroe Executive Airport; and

WHEREAS, the City desires to remove trees and install a fence at the Charlotte-Monroe Executive Airport; and

WHEREAS, the City desires to utilize \$270,009 from the identified federal block grant funds the NC Department of Transportation has programmed to fund this project; and

WHEREAS, the City previously approved funding for this project and awarded the construction contract, and

WHEREAS, the City wishes to award the contract for construction administration for this project to Talbert, Bright & Ellington in the total amount of \$408,768.29.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe applies these grant funds toward the capital project titled ‘Tree Obstruction Removal and Fencing’:

Airport Capital Project Fund:

Revenue:		
	Restricted Intergovernmental	\$270,009
Expense:		
	Capital Project for Obstruction Removal & Fencing	\$270,009

Adopted this 14th day of May, 2024.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: May 2, 2024

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Karen Penegar, Purchasing Manager

SUBJECT: Approval of Lease Agreement for Copy Print Devices

SUMMARY STATEMENT

Staff requests consideration of the approval of a lease agreement for copy print devices with Visual Edge IT.

REVIEW

Staff is requesting consideration from General Services Committee to recommend City Council execute a lease agreement with Visual Edge IT for copy print devices. Staff requested proposals from vendors who provide print copy services in February. Seven vendors responded to this request including Systel, Dex Imaging, Canon Solutions America, Visual Edge IT, Konica/Minolta, Sharp and Kelly Office.

The proposals were evaluated by a panel and Visual Edge IT was selected as a partner for the City. Factors that were considered in this evaluation were best overall price, quality and performance of device, availability of service and supplies and general reputation and performance capabilities of vendor. The panel came to a consensus that Visual Edge IT possessed demonstrated strengths in all of these areas and the City would benefit from a partnership with them.

Staff recommends the City pursue a 48-month term lease agreement with Visual Edge IT for copy print devices City wide at the cost of \$4,514.27 invoiced monthly for an annual cost of \$54,171.24 and a total lease amount of \$216,684.96. The City's cost on the expiring lease is \$4,655.50 monthly.

RECOMMENDATION

Staff recommends General Service Committee forward approval of this recommendation for approval of a 48-month lease agreement for copy print devices with Visual Edge IT and authorize the City Manager to execute the lease agreement.



STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: May 2nd, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: 4th of July Celebration

SUMMARY STATEMENT

General Services is requested to consider relocating the annual 4th of July celebration from Belk Tonawanda Park to Downtown Monroe on Main Street.

REVIEW

The Monroe Parks and Recreation Department is requesting to modify the location of the 4th of July celebration that takes place annually from Belk Tonawanda Park to Main Street in Downtown Monroe. Relocating this event is recommended for the following reasons:

1. Provides a more accessible event to the community by providing more walkable access to attractions.
2. Promotes a safer environment for participants by dispersing the crowd throughout the city.
3. Promotes further patronage of downtown merchants during the 4th of July celebration.

Traditionally, this event has been held in Belk Tonawanda Park, however, due to parking constraints, safety and accessibility staff recommends that the event portion of this event be relocated to Main Street in Downtown Monroe. This event will include live music and food trucks. The stage for live music will be located at the intersection of Main Street and Franklin Street with food trucks located at the intersection of Main Street and Lancaster Highway. The relocation will require the closure of Main Street beginning at 3:00 pm on Thursday, July 4th and

will reopen at 11:00 pm with partial closure for stage set up beginning at 12:00 pm. The partial closure will affect Main Street from the Morgan Alley to Franklin street to allow safe stage set up. Food trucks will be available beginning at 5:00 pm with the concert beginning at 6:00 pm. Fireworks will be staged for the display show at Don Griffin Park. Belk Tonawanda Park will remain open for the public to utilize to view the show. However, all events, including live music and food trucks will take place on Main Street.

RECOMMENDATION

Staff requests the General Services recommendation for council approval to modify the this event to include relocation of the 4th of July celebration from Belk Tonawanda Park to Main Street in Downtown Monroe.

Attachment: Site Map – 4th of July – Main Street
Submitted Application for permit



TEMPORARY USE PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: <u>4th of July Celebration</u>		
Event Website (if applicable):	Event Date/s: <u>7/4/24</u>	Event Hours: <u>5p - 10p</u>

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)	Special Considerations: (please check all that apply)
☐ Assembly ☒ Festival/Outdoor Market ☐ Run/Walk ☐ Parade ☐ Demonstration ☐ Concert/Performance ☐ Block Party ☐ Educational ☐ Other: _____	☐ 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: <u>12:00p</u>	Time Break Down Ends: <u>11:00p</u>
Estimated Event Attendance: <u>4000</u>	Estimated # of People at Peak Periods: <u>4000</u>
Estimated # of Vehicles: <u>N/A</u>	Estimated Vehicles at Peak Periods: <u>N/A</u>

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: <u>City of Monroe</u>		Applicant Name: <u>Ryan Jones</u>	
Address: <u>500 W. Crowell St.</u>	City: <u>Monroe</u>	State: <u>NC</u>	Zip: <u>28112</u>
Phone#: <u>704-282-4459</u>	Mobile#: <u>828 308 3566</u>	Email: <u>RJones@monroenc.org</u>	
Primary On-Site Contact: <u>Ryan Jones</u>		Mobile#: <u>828 308 3566</u>	
Other On-Site Contact Info: _____			

SECTION III: EVENT DETAILS

Description of the Event: <u>4th of July celebration to include stage w/ live music and food trucks. Firework display staged at Don Gritten Park</u>	
Location/s of the Event: <u>Main St. Downtown Monroe</u>	Site Capacity: _____
Property Address: <u>Main Street Downtown Monroe</u>	
Property Owner/s: _____	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: Event & Event set up
Name of Street to be closed: Main from Franklin to Lancaster
Additional Street: Windsor & Talleyrand from Hayne to Stewart
of Barricades needed: 12 # of cones needed: _____ Drop-off location: _____
Date of Closure: 7/4 Start Time: 12:00 pm to 11:00 pm
Additional Comments: _____

- ☒ **Trash/Debris Plan:** City staff will provide additional trash cans and will remove all trash at end 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 → *will be provided*
- ☐ 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:

24' x 24' w/ stage

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

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

Dimensions of Inflatable: _____

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

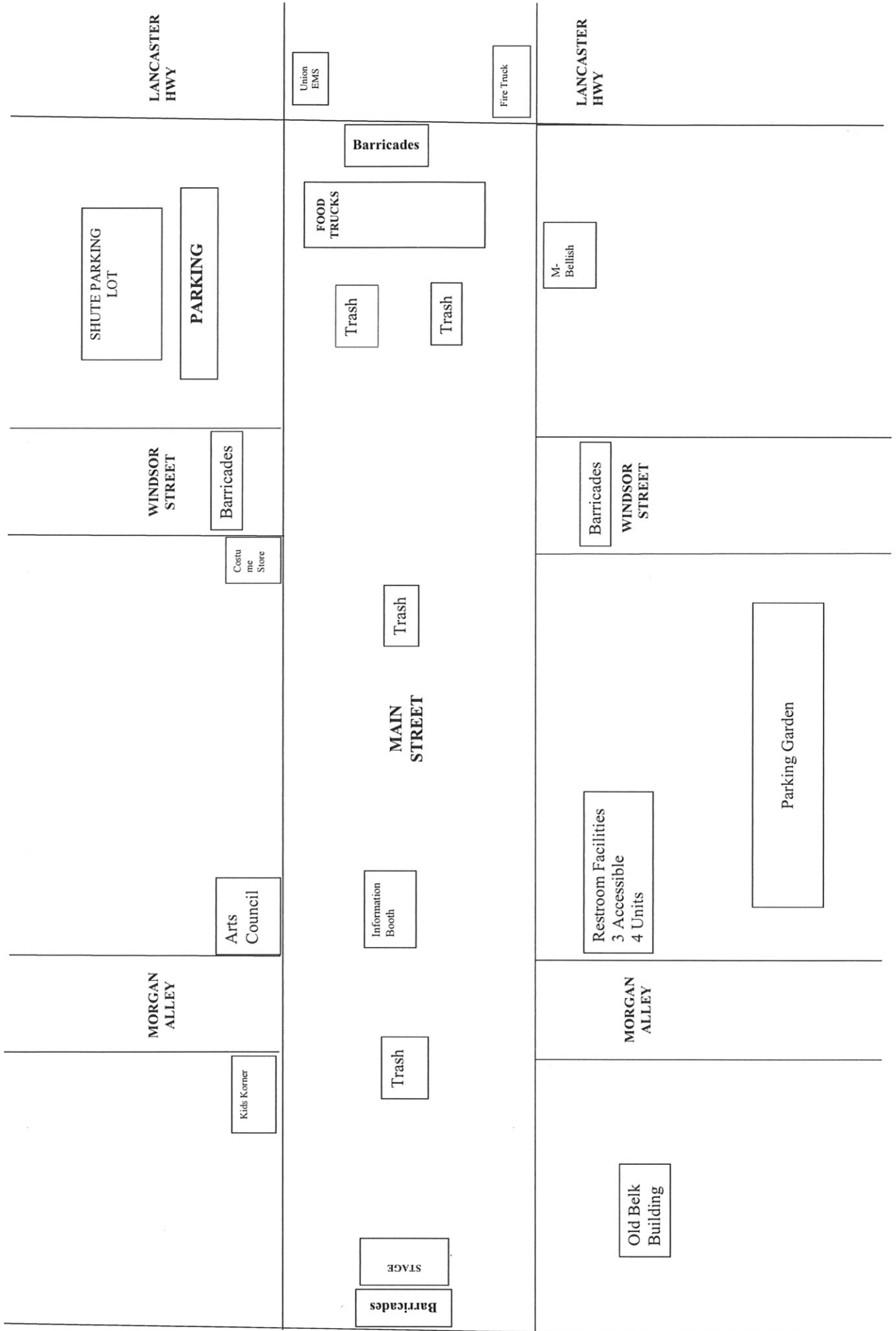
Method of Heat: _____

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: _____

Submission Date: 4/25/20



Franklin St.