CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Wednesday, July 3, 2024 - 4:00 PM

AGENDA

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1. Minutes of General Services Committee Meeting of June 6, 2024

2. Reimbursement Resolution for Recreation Center Improvements in FY 2025

3. Discussion on limiting the use of city-owned parking lot at the corner of Hayne and Crowell Streets (Kerr request)

4. Dowd Center Theatre Industrial Partner Policy

5. Dowd Center Theatre Strategic Plan

6. Facebook Comments

7. Public Tree Ordinance

8. Blacktop Gives Community Basketball Event and Tournament

Other Items

CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING
City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
June 6, 2024 4:00 PM

MINUTES

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

Absent: Committee Member Surluta Anthony

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant to the City Manager; Ashley Ivey, Assistant Finance Director; Lisa Strickland, Director of Finance; Pete Hovanec, Director of Communication and Tourism; Camden Baucom, Budget Analyst; Ryan Jones, Director of Parks and Recreation; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Angela Carnes, Legal Secretary; Daniel Hailey, Police Officer; Teresa Campo, Community Development Manager; Catherine Mullis, Permit Center Supervisor; Douglas Britt, Assistant Director of Planning and Development; Lisa Stiwinter, Director of Planning and Development; Bradley Lucore, Communication Supervisor

Visitor(s): Robert Burns, Mayor; Greg Moore, Home Brew; Tim Ratliff, Oasis Sandwich Shop; Zach H., Monroe Business Owner; Oscar Martinez, High Octane Coffee; Lisa Boix, Main Street Bistro.

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on June 6, 2024. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from May 2, 2024
The minutes from the May 2, 2024 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anderson moved to approve the minutes of the General Services Committee Meeting of May 2, 2024.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 2. Reimbursement Resolution for Equipment Purchases in FY 2024-2025
Ashley Ivey, Assistant Finance Director, presented that a replacement fire truck and two aircraft fueling trucks are scheduled to be purchased in the fiscal year 2025 budget and were identified as having a funding source of installment financing. A reimbursement resolution is necessary to allow for the reimbursement of expenditures for purchases prior to the closing of the installment financing.

The reimbursement resolution allows the City to purchase a fire truck (replacement of Quint 2) and two aircraft fueling trucks (replacement of the 1,000 gallon Avgas fueling truck and the 3,000 gallon Jet A fueling truck), as indicated in the fiscal year 2025 budget, prior to the execution by the City of installment purchase

contracts. In order to be eligible for reimbursement of the expenditures, the City will enter into installment purchase contracts within one year from the purchase of the fire truck and two aircraft fueling trucks. The City will borrow only funds necessary to cover the actual cost of the fire truck and accessories and two aircraft fueling trucks in an amount not to exceed $2,210,000.

Staff requests that the General Services Committee recommend to City Council approval of the proposed reimbursement resolution with regard to installment financing for fiscal year 2024-2025.

Committee Member Anderson made a motion to approve the proposed reimbursement resolution with regard to installment financing for fiscal year 2024-2025.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 3. Contract Award for Standby Emergency Generator at the Phil Bazemore Active Adult Center.
Ryan Jones, Director of Parks and Recreation, stated that the General Services Committee is requested to consider providing a favorable recommendation to City Council to award a contract for the addition of an emergency standby generator at the Phil Bazemore Active Adult Center.

The Phil Bazemore Active Adult Center serves the senior community of Monroe and Union County by providing multiple resources to that community. The primary objective of the Active Adult Center is to provide centralized services that address the special needs of senior 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. This facility provides the community with a large open area that encourages socialization and fellowship, a group fitness room, several classrooms, a computer lab, woodworking shop, a large ceramics studio, a catering kitchen, and a multi-purpose room open for programming and reservation. This facility also provides a shower in an accessible bathroom adjacent to the large multi-purpose room. The senior community relies on this facility on a daily basis for several programs, including a senior feeding program housed out of the Active Adult Center. In the event that the facility loses power, these important programs are unable to continue which would cause further hardship on particular members of the senior community. Further, in the event of a large-scale emergency where power is not available for an extended time, this facility could be utilized to provide important resources to the community throughout the duration of that emergency that include, but is not limited to, temporary shelter for the community, as well as, lodging for emergency workers. In order for this facility to continue to provide these services without interruption and to utilize this facility during times of largescale emergency, staff recommends the purchase and installation of a natural gas standby generator. Staff is also requesting that funds be utilized from the Monroe Police Station renovation project (GB1901) for the purchase of this item. Funds are available in that account for the purchase and installation of this item.

The following quotes were received for this project:
Kraft Power $118,525.00
Hargett Electric Company $201,860.00

In accordance with Section 34.01-G of the City of Monroe Code of Ordinances, City Council is required to authorize all equipment purchases exceeding $90,000.00.

Staff recommends that the General Services Committee provide a favorable recommendation to City Council to approve the awarding of this contract to Kraft Power and authorize the City Manager to execute any and all necessary documents to execute this contract.

Committee Member Anderson made a motion to approve the awarding of this contract and authorize the City Manager to execute all necessary documents to execute this contract.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 4. Water and Sewer Connection Fee Assistance Program Request.
Lisa Strickland, Finance Director, presented that the purpose of this report is to consider a request for a sewer connection fee waiver from Ms. Lyubov Chernezhenko, 1702 Carson Street through the Water and Sewer Connection Fee Assistance Program.

The purpose of the Water and Sewer Connection Fee Assistance Program is to provide assistance for utility customers that have low to moderate income and are in need to connect to City of Monroe water or sewer service due to a failing well or septic system. The Monroe-Union County Community Development Corporation screens all potential applicants and Isabelle Gillespie recommends Lyubov Chernezhenko be considered for assistance in connecting to City sewer.

Cost to connect:
• 4-inch tap and sewer connection $1,340
• Sewer capacity fee $2,951
Total $4,291

In addition to the City connection fees, Ms. Chernezhenko would be required to have a plumber connect her home to the new sewer connection once it is installed. The Utility Assistance fund has a current balance of $21,881. The balance available after fulfilling this request will be $17,590.

Staff presents this for consideration and approval from the General Services Committee.

Committee Member Anderson made a motion to approve the sewer connection fee waiver for Lyubov Chernezhenko.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 5. Ratify Annual Service Contracts over $200,000
Lisa Strickland, Finance Director, presented that City Council approval is necessary for renewal of reoccurring service and purchase contracts for fiscal year 2025. Details are outlined below.

Chapter 34 of the Monroe Code of Ordinances dictates that it is necessary to seek City Council approval on purchases in excess of $200,000. They are as follows:

FY2025 Services Exceeding $200,000			
Company Name	FY2024 Expenditures	FY2025 Expenditures	Synopsis
Dataprose	$170,348	$207,600	Bill printing services for cycle bills, late notices and tax statements. Postage is included.
Green's Commercial Cleaning	$359,060	$369,862	Cleaning of city facilities. 3% increase from last year
Xylem Tree	$438,520	$422,760	Tree trimming services for electric right of ways.
Traveler's Insurance	$661,092	$760,256	The Property and Liability premium budget for all City Departments for FY2024 was $661,092. The amount indicated is the amount budgeted for FY2025 and will not be exceeded.

Dawn Development	$2,925,626	$3,320,967	Construction services for electric and natural gas line installation. Cost increase due to services to growth and new subdivisions.
Tyler Technologies	$221,385	$211,865	City financial software maintenance and support fees includes API maintenance contract.

The contracts listed above are annual service contracts that reoccur each year. Funds for these contracts are included in the recommended fiscal year 2025 budget.

Staff recommends the General Services Committee forward to City Council for approval of the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2025.

Committee Member Anderson made a motion to approve and forward to City Council for approval of the proposed service contracts.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 6. Various Budget Adjustments for Budgetary Compliance for Fiscal Year 2024 Budget.
Lisa Strickland, Finance Director presented that various budget adjustments are proposed to the fiscal year 2024 budget in order to recognize activity that was unanticipated, make corrections and maintain budgetary compliance. All adjustments are outlined below.

Budget Amendment for various items as follows:

1. Designate and appropriate funds in fiscal year 2024 for a North Carolina Rural Center Authority Economic Development Grant for MBP Acquisition, LLC d/b/a Hamilton Drywall Products. This is a pass-through grant for a Building Reuse Program originally awarded in fiscal year 2022. Grant extensions were approved by the NC Department of Commerce, but unspent appropriations were not rolled forward at the end of fiscal year 2022. Hamilton Drywall Products has met most of the grant requirements and the City has received a portion of the grant to pass-through to them. Any remaining grant funds will be re-appropriated in future years until the grant is fully expended.

2. Adjustment to provide additional funding for bad debt write-offs that were higher than originally budgeted for fiscal year 2024. The increase in the budget needed is $30,475 for Water/Sewer Fund and $6,100 for Solid Waste Fund.

3. Amendment proposed to cover higher than anticipated collections for water and sewer capacity fees in the amount of $2,100,000. Water and sewer capacity fees are required by NC General Statute 162A-207(b) to be used for capital improvements related to new development and are transferred to the capital reserve fund to achieve this requirement.

4. Amendment in the amount of $120,000 to cover repair of fire apparatus that were kept longer due to the long lead times for orders of new apparatus. A large portion of this amount is due to repairs that were made to the transmissions on Quint 10 and Quint 2, suspension and sensor repairs to Quint 4, and repairs to Engine 1.

5. Due to an increase in monitoring fees for bonds, a budget amendment is requested to adjust the expense budgets in various funds in the total amount of $2,195. A technical revision is necessary to installment interest in the aquatic center fund to increase this budget by $107.

6. Due to a shortfall of revenue associated with ticket sales and rental income for the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The General Fund unassigned fund balance will cover the $54,000 shortfall with a transfer.

Budget Ordinance for various items as follows:

7. The finished water pump station #1 motor control switchgear replacement was budgeted in operating capital and was not completed. The funding for $725,930 is requested to be moved into a capital project account until the project can be completed. Project WR2344 has been established to account for this project.

8. The Walkup Avenue 10" Water Main replacement was budgeted in operating capital and was not completed. The funding for $250,000 is requested to be moved into a capital project account until the project can be completed. Project WR23-33 has been established to account for this project.

9. The Water Master Plan project was delayed and funding was used for other critical needs. The remaining funding for $127,000 is requested to be moved into a capital project account for Water Treatment Plant Resiliency (Project WR25-01).

10. Several general fund projects are complete and it is requested that funding be credited/funded back to the General Fund. Projects to be closed at this time are as follows:

- GB1903 $5,854 Monroe Science Center Parking Lot
- GB2102 $33,050 Demolition of 311 Jefferson St
- GB2206 $5,407 Grant Administrative Expenses
- MP2301 $50,560 Downtown Dog Park
- RD2201 $5,407 Charlotte Avenue Parking Lot
- GB2101 ($4,051) Belk Tonawanda Park Phase 1-B (Splash Pad)
- GB2205 ($56,681) Creft Park Playground/Shade Structure

The closures net $39,546 in funding that will be returned to the unassigned General Fund balance.

Staff recommends a favorable recommendation to City Council for approval of the attached Budget Amendment and Budget Ordinance containing various budget adjustments for Fiscal Year 2024.

Committee Member Thompson asked for an update on Dowd Center Theatre. Mark Watson, the City Manager stated that the Dowd Center staff put out a request for firms to do a strategic and business plan for the theatre and they started negotiating with one of the firms. The Council will see that on July agenda.

Committee Member Anderson made a motion to approve the Budget Amendment and Budget Ordinance containing various budget adjustments for Fiscal Year 2024.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 7. Food Truck Discussion

Terry Sholar, Senior Staff Attorney presented that the Staff is recommending to the General Services Committee to consider amending Title XV, Chapter 160, Section 160.03E5 – Downtown Food Truck Ordinance.

At its May 14, 2024 regular meeting, City Council adopted the Downtown Food Truck Ordinance. The ordinance contained general standards for all food trucks including a restriction on locating within one hundred and fifty (150) feet of a restaurant or outdoor dining area except for the Host Business that sponsored the food truck. The exception resulted in confusion regarding the restriction. The original intent was to exempt the Host Business from the restriction but the restriction would apply for other non-Host Businesses at all times.

The purpose of the amendment is to make a technical correction to clarify that the distance restriction applies regarding non-Host Businesses even if the Host Business restriction applies.

The General Services Committee is requested to consider and make a recommendation to City Council to consider adopting the technical amendment clarifying Chapter 160 – Downtown Food Truck Ordinance, Section 160.03E5. Ordinance Amendment O-2024-32

Chairwoman Thompson wanted to take this opportunity to discuss the current food truck ordinance and provide clarity on some issues that were not addressed during the meeting when the current ordinance was voted upon. The objective of this discussion is to deliberate and come to decisions that promote unity and community.

Committee Member Anderson took a moment to thank all the business owners for their input in the City of Monroe community and mentioned that the intention of the food truck ordinance was not to hurt local business owners and it could be reviewed and amended as many times as needed to get it right.

Chairwoman Thompson opened the discussion on the following items from the current ordinance:

C. Private Property
Lisa Stiwinter, Director of Planning and Development stated that current food truck ordinance in the Section C number 2, does require the private property to get a permit for each time they have a food truck on their property. Food truck operator is now required to submit and sign application along with the host business and their signature. One of the concerns is that some of the food truck operators are not local and it is hard for them to physically sign the permit. If the ordinance will be revised to an annual permit, it will still require the food truck to submit DMV documents, Insurance Certificate, etc.

Chairwoman Thompson and Committee Member Anderson recommended to revise the ordinance and to go back to $100 for each food truck on private property.

Chairwoman Thompson commented that the number 2 in the Section C addresses vacant lots and should stay the same as it is in the current ordinance.

E. Public Right of Way
Chairwoman Thompson asked if a food truck is allowed to be parked in front of the entrance of a business if it is not hosted by the business. Terry Sholar, Senior Staff Attorney, stated that Public right of way is addressing the public space on the side of the street. Food trucks should be parked only on a private property or somewhere along the street.

F. Standard for All Food Trucks
Chairwoman Thompson and Committee Member Anderson recommendation on number 3 from section F. is to narrow the timeframe, Monday to Friday from 6:00 pm to midnight, and on Saturday to Sunday from 7:00am to 11:00am and from 5:00pm to midnight. If any adjustments might be necessary, continue to make updates based on local business owners concerns.

Chairwoman Thompson and Committee Member Anderson agreed on number 5 from section F. to update it as it is recommended by legal staff and 150ft restriction should always apply.

G. Enforcement
Chairwoman Thompson and Committee Member Anderson agreed to leave the fees as they are and not to raise them.

Chairwoman Thompson asked Terry Sholar to revise the Ordinance based on all the recommendations and suggestions discussed during the meeting and move it forward to City Council for final recommendations and decisions.

There being no further business the meeting adjourned at 5:04 p.m.

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Committee Chairwoman, Julie Thompson

STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: July 3, 2024

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Reimbursement Resolution for Recreation Center Improvements in FY 2025

SUMMARY STATEMENT

The fiscal year 2025 budget included recreation center improvements and improvements at the Monroe Country Club pro shop. The funding source of these improvements is planned to be a tax exempt, installment financing. A reimbursement resolution is necessary to allow for the reimbursement of expenditures for improvements prior to the closing of the installment financing.

The reimbursement resolution allows the City to make recreation center improvements and improvements to the Monroe Country Club pro shop, as indicated in the fiscal year 2025 budget, prior to the execution by the City of installment purchase contracts. The following upgrades are planned at the City's various recreation community centers:

Winchester Community Center - Replacing bleachers, redesign of the sunroom, flooring, painting, repair push-bar alarm, window tint and replacing the bleachers.

J Ray Shute Community Center – Replace flooring, window tint and gym floor

Sutton Park Community Center – Replace flooring, window tint and gym floor

Old Armory Community Center – Replace flooring and repair windows

Dickerson Community Center – Replace gym floor

General up-fits and painting is planned at all of these facilities to modernize the facilities inside. The construction of outdoor Pickleball Courts, improvements at Pinedell Avenue Lake and renovation of the Pro Shop at the Golf Course is also planned.

In order to be eligible for reimbursement of the expenditures, the City will enter into installment purchase contracts within three years from date the expense was paid for the improvements. The City will borrow only funds necessary to cover the actual cost of the improvements in an amount not to exceed $1,500,000.

RECOMMENDATION

Staff requests that the General Services Committee recommend to full Council approval of the proposed reimbursement resolution with regard to installment financing for improvements to recreation centers and the Monroe Country Club pro shop for fiscal year 2025.

Attachment: R-2024-45

REIMBURSEMENT RESOLUTION
WITH REGARD TO TAX EXEMPT FINANCING
R-2024-45

AUTHORIZING CITY OF MONROE, NORTH CAROLINA TO UNDERTAKE CERTAIN EXPENDITURES WITH RESPECT TO REMODELING RECREATION CENTERS INCLUDING THE MONROE COUNTRY CLUB PRO SHOP PRIOR TO THE ISSUANCE OF TAX-EXEMPT DEBT THE CITY FOR SUCH PURPOSES IN AN AMOUNT NOT TO EXCEED $1,500,000.

WHEREAS, the City of Monroe, North Carolina (*"City"*) intends to finance the costs of improvements to the City's recreation centers and to the Monroe Country Club pro shop (the *"Project"*);

WHEREAS, the City presently intends, at one time or from time to time, to finance all or a portion of the costs of the Project with proceeds of tax-exempt obligations and reasonably expects to execute and deliver its tax-exempt obligations (the *"Obligations"*) to finance, or to reimburse itself for, all or a portion of the costs of the Project; and

WHEREAS, the City desires to proceed with the Project and will incur and pay certain expenditures in connection with the Project prior to the date of execution and delivery of the Obligations (the *"Original Expenditures"*), such Original Expenditures to be paid for originally from a source other than the proceeds of the Obligations, and the City intends, and reasonably expects, to be reimbursed for such Original Expenditures from a portion of the proceeds of the Obligations to be executed and delivered at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Monroe as follows:

Section 1. ***Official Declaration of Intent.*** The City presently intends, and reasonably expects, to reimburse itself for the Original Expenditures incurred and paid by the City on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Obligations. The City reasonably expects to execute and deliver the Obligations to finance all or a portion of the costs of the Project and the maximum principal amount of Obligations expected to be executed and delivered by the City to pay for all or a portion of the costs of the Project is $1,500,000.

Section 2. ***Compliance with Regulations.*** The City adopts this Resolution as a declaration of official intent under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the City's intent to reimburse itself for the Original Expenditures from proceeds of the Obligations.

Section 3. ***Itemization of Capital Expenditures.*** The City's Finance Officer, with advice from the City's bond counsel, is hereby authorized, directed and designated to act on behalf of the City in determining and itemizing all of the Original Expenditures incurred and paid by the City in connection with the Project during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of execution and delivery of the Obligations. The reimbursement allocation must be made not later than 18 months after the later of the date the Original Expenditure is paid or the date the project is either placed in service; provided, however in no event may the reimbursement allocation be made more than 3 years after the date the Original Expenditure is paid.

Section 4. ***Effective Date.*** This Resolution is effective immediately on the date of its adoption.

Adopted this 9th day of July, 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: July 3, 2024

PREPARED BY: Peter Hovanec, Communications and Tourism Director

SUBJECT: Dowd Center Theatre Industrial Partner Policy

SUMMARY STATEMENT

Staff has developed a proposed policy that engages local corporate and industrial partners for opportunities to use the Dowd Center Theatre for trainings and business related opportunities. The proposed policy would only be applicable to non-retail business or industry located within the City of Monroe corporate boundaries that employs more than 75 people.

The Center Theatre is a multifunctional space that can accommodate small meetings and trainings in the gallery/lobby and seats roughly 550 people in the auditorium for speakers, movies, music, presentations and various other uses.

The City of Monroe recognizes the importance and contribution to the economy, quality of life, and the City industries and significant corporate employers. In appreciation of such contributions, the City of Monroe considers its industries and significant employers Partners in the community, and in recognition, would like to join with Industrial Partners by joining and co-sponsoring their use of the Dowd Center Theater for their corporate use and enhancement.

REVIEW

Staff has developed a policy that sets forth parameters for the use of the theatre for events and activities as a partnership with City of Monroe for corporate/industrial companies (see definitions) located within the city limits for the purpose of, but not limited to, the following activities:

Staff training	Team building	Employee appreciation
Leadership training	Executive meetings	Motivational speakers

This corporate/industrial partnership will promote, enhance and support local economic development within the City of Monroe. The City of Monroe is committed to supporting local economic development and providing the Dowd Center Theatre as an option for existing companies, which will assist in strengthening corporate relationships and helping to bring business to the Downtown area.

RECOMMENDATION

No action is needed at this time.

Attachment(s):

Dowd Center Theatre Corporate/Industry Partnership Usage For 2024

PURPOSE:

The City of Monroe owns, operates, and staffs the Dowd Center Theatre as an entertainment venue in Downtown Monroe. The Center Theatre is a multifunctional space that can accommodate small meetings and trainings in the gallery/lobby and seats roughly 550 people in the auditorium for speakers, movies, music, presentations and various other uses.

The City of Monroe recognizes the importance and contribution to the economy, quality of life, and the City industries and significant corporate employers. In appreciation of such contributions, the City of Monroe considers its industries and significant employers Partners in the community, and in recognition, would like to join with Industrial Partners by joining and co-sponsoring their use of the Dowd Center Theater for their corporate use and enhancement.

This policy sets forth parameters for the use of the theatre for events and activities as a partnership with City of Monroe for corporate/industrial companies (see definitions) located within the city limits for the purpose of, but not limited to, the following activities:

Staff training
Team building
Employee appreciation
Leadership training
Executive meetings
Motivational speakers

DEFINITIONS**:**

Corporate/Industrial Company: A non-retail business or industry located within the City of Monroe corporate boundaries that employs more than 75 people.

Fees: Industrial Partners are expected to share in the cost of their use of the facility. Their share of the expenses they are expected to pay are determined based on the date scheduled, day of the week, time of day, the exact nature of the event, the anticipated attendance, and the Industrial Partner's requirements.

Availability: All use by Industrial Partners will be subject to the availability of the theatre and theatre staff. Initial contact should be through the dowdcentertheatre.com website and the use inquiry form.

GUIDELINES FOR DETERMINING ELIGIBILITY:

City of Monroe staff will evaluate each request to ensure it falls within the specified requirements for usage including the determination of the corporate/industrial entity, date availability and cost. Staff will work with the requestor to ensure the event setup and specifics are within the capability of the theatre and follow staff's recommendation and direction regarding setup and all the specifics pertaining to the proposed event.

Based on the specifics of the proposed event, staff will determine the cost. These costs are located in detail within the Theatre's posted fee schedule, which has been approved by Monroe City Council. The Dowd Center Theatre reserves the right to adjust its use policies and fees depending on the requirements and needs of the event.

ADMINISTRATION:

The Communications and Tourism Department, Dowd Center Theatre Division, is responsible for the administration of this process. Each user must adhere to the established rules and requirements as it pertains to cleaning, security and child protection as found on the Dowd Center Theatre's website and enter into a Corporate/Industry Partnership Agreement with the City of Monroe

Management reserves the right to refuse a use request if the event is not appropriate to the mission of the theatre or if the event conflicts with any other event planned by the theatre.

CONCLUSION:

This corporate/industrial partnership will promote, enhance and support local economic development within the City of Monroe. The City of Monroe is committed to supporting local economic development and providing the Dowd Center Theatre as an option for existing companies, which will assist in strengthening corporate relationships and helping to bring business to the Downtown area.

STAFF REPORT

TO: General Services Committee

FROM: Mark Watson, City Manager

VIA: Lisa Strickland, Finance Director

DATE: July 3, 2024

PREPARED BY: Peter Hovanec, Communications and Tourism Director

SUBJECT: Dowd Center Theatre Strategic Plan

SUMMARY STATEMENT

Staff solicited RFP's for a strategic plan to assist in future planning, event management and overall planning for the operation of the Dowd Center Theatre. Nine proposals were submitted ranging in price from $25,000 to more than $140,000. Staff evaluated each proposal based on meeting the objectives outlined as well as various factors including cost, staff time involved, overall time to complete the project and experience with similar venues.

Staff unanimously selected Webb Management based on meeting the criteria outlined in the RFP as well as the period detailed to complete the project. Webb's proposal was $42,500 and fell within the lower mid-point of the submissions.

Staff has had initial contact with Webb and in the process of developing a detailed timeline for the strategic plan development.

REVIEW

Within the parameters of Webb's strategic plan process, there will be significant stakeholder participation as well as information gathering from the community that will play a vital role in the overall direction of the Center Theatre moving forward.

Once the overall plan is completed, it will be presented to not only the Tourism Development Authority, but also the Monroe City Council for additional input or clarification, before final adoption. Once City Council adopts the strategic plan, staff will have a written roadmap to follow for the operation of the theatre as well as execution of policies and procedures associated with the operation.

The complete Webb proposal is attached for reference to the scope of work being proposed.

RECOMMENDATION

No action is needed at this time.

Attachment(s):

Dowd Center Theatre RFP Proposal Score Sheet

Company Name	*Pete Hovanec*	*James Vesce*	*Alison Nichols*	*Lisa Strickland*	*Total Score Average*	*Rank*	*Cost*
Building Beloved Communities	7	3.71	8	6.14	6.21	7	$56,000
Webb Management	8.85	9.14	9.85	9.43	9.28	1	$42,500
Flourish Leadership Consulting	5.42	3.85	5.7	5.14	5.02	9	$25,000
Keen Independent Consulting	8.42	7	9.42	8.57	8.35	2	$79.995
Moss Adams	6.71	2.71	7.57	7.14	6.03	8	$60,000+
AMS Planning & Research	7.71	4.42	8.85	8.71	7.27	4	$80,000
Armstrong McGuire	6	5.42	6.42	7.43	6.31	6	$25,000
Territory	8	3.85	7	6.57	6.35	5	$143,359
Theatre Projects	8.71	3.42	9.28	9.29	7.67	3	$140,000+

building creativity

Proposal

Strategic Planning for the City of Monroe's Dowd Center Theatre

April 30, 2024

CONTACT

Duncan Webb
800 West End Ave Ste 11A
New York, NY 100250
212 929 5040
duncan@webbmgmt.orgg

webbmgmt.org

Firm Profile

Webb Mgmt is a leading provider of advisory services for the development and operation of cultural facilities, organizations, agencies, and districts. Our 500+ clients include municipalities, colleges and universities, nonprofit arts organizations, community and private foundations, commercial developers, economic development agencies, and various friends of the arts.

Our work is not intended to sit on a bookshelf, but rather to provide direction, a detailed roadmap, and, oftentimes, a fundraising tool for those charged with turning project concepts into reality. Our firm has provided planning and analysis for arts and cultural projects across North America for over 25 years. Our team, headed by principal Duncan Webb, has training in arts administration, programming, business, finance, and research.

We value:

- A sound research process that leads to **achievable and sustainable strategies** for every assignment, organization, and community.
- The **integrity to pursue the right answer** as opposed to the easy answer.
- A commitment to **collaboration and partnerships.**
- A belief in the positive and **beneficial impacts of the arts and creative industries** on people, communities, and society.

Services

CULTURAL FACILITY DEVELOPMENT & OPERATIONS

One side of our practice is focused on the development and operation of arts, cultural, and entertainment facilities.

Needs Assessment: Studies that consider whether and what facilities should be developed or expanded based on market conditions and opportunities.

Business Planning: Plans for the operation of arts and cultural facilities that address how they should be programmed, operated, and sustained.

Facilities Strategic Planning: Comprehenive strategic plans for arts, cultural, and entertainment facilities that inform long-term planning, addressing capacity building, audience development, earned revenue growth, capitalization, organizational evolution, staff re-organization, and board development.

CULTURAL RESEARCH & PLANNING

The other side of our practice provides research and advisory services to the arts sector.

Sector Assessment: Comprehensive analysis of the cultural ecologies of cities, counties, and districts. Stakeholder engagement, data compilation and analysis, and recommendations on strategies to foster thriving, authentic arts sectors.

Organizational Strategic Planning: Collaboration with board and staff of nonprofit organizations to develop sustainable, actionable multi-year plans driven by organizations' vision and values.

Cultural District Planning: Studies that evaluate the need and opportunity for the development of cultural districts, addressing market conditions, the built environment, branding and identity, district management, and funding strategies.

Relevant Experience

1 Dowd Center Theatre

MONROE, NC | 2016

Starting in 2013, the City of Monroe worked with the Center Theatre Development Group to reanimate the community's historic Center Theatre. The facility had opened as a movie theater in 1940, but closed in 1991 due to declining attendance. With multiple community and city-driven efforts to revitalize Monroe's downtown underway, the City hired Webb Management Services to assess the feasibility of rehabilitating the former theater.

Our two-phase study paid particular attention to growth projections for the City of Charlotte and used ticket buyer data from local arts groups to
determine a potential market area for the renovated Center Theatre. We then inventoried local and regional performance, film, and meeting and event facilities and their programming to determine where there might be gaps for a new facility. This research, combined with an assessment of potential user demand, allowed us to conclude that there was a case for the redevelopment of the Center Theatre.

We then moved on to develop a business plan for the building. This work suggested that the City of Monroe own and operate the Center Theatre, working in close collaboration with the Center Theatre Foundation. It also suggested that, in order to maximize facility use, partnerships be developed with the local community college, the Union Symphony Orchestra, and Union County Public Schools. The venue re-opened during the COVID-19 pandemic as the Dowd Center Theatre.

2 The Glove Theatre

GLOVERSVILLE, NY | 2023 **[SEE EXAMPLE REPORT]**

The Gloversville Theatre Corporation hired Webb Mgmt in 2023 to identify community needs and market opportunities for the historic Glove Theatre in order to guide the development of a comprehensive renovation plan for the venue.

The study looked at the resident and tourist segments of the market, cataloged competitive facilities, interviewed possible users, and considered how the renovated venue might support the broader goals of the Gloversville and the surrounding county. As part of efforts, we also conducted research on a series of comparable venues in the region, searching for appropriate benchmarks and best practices that would inform programming and marketing strategies.

The study concluded with a series of recommendations on how and for what purposes the theatre should be renovated, specifying elements of the building that should be improved, and how those various elements should be prioritized.

3 The Keene Colonial Theatre

KEENE, NH | 2010-2024

Webb Mgmt has been a guiding partner to the Colonial Theatre Group (CTG) in Keene, NH since 2010 when we were engaged to consult on the potential renovation of the original 1924 theatre.

In 2022, CTG engaged Webb Mgmt to develop a new strategic plan. At the time, the organization, having completed a $12.5 million capital campaign, was in the process of renovations to existing facilities and the opening of a new, smaller venue that was one of the recommendations of our prior feasibility study.

Work with CTG began with a board retreat where critical issues and goals were established. That was followed by internal and external assessments, including audience mapping, survey analysis, a financial review, interviews with key stakeholders, and a review of broader forces and trends in the sector.

Using our work as a foundation, the theatre's strategic planning committee has articulated strategic goals for the next five years. Still to come is the implementation phase of our work, which will have us working closely with staff and leadership to map out tasks and initiatives for the next five years, also projecting the impacts of the plan on the operating budget and developing targets and measures to help the organization track progress for the coming five years.

4 Goshen Theater

GOSHEN, IN | 2022-2024 **[SEE EXAMPLE REPORT]**

Webb Mgmt was engaged by the Gosh Theater's Board of Directors to support a five-year visioning and strategic planning process for this recently renovated historic theater. Members of the community raised $5 million toward the renovation, which was also supported by the City of Goshen. The theater opened its doors in January 2020, only to close for more than 18-months due to the COVID-19 pandemic. Under the leadership of a new Executive Director, the theater re-opened and focused on establishing itself as an asset for the community and a leading performing arts venue in the region.

Webb Mgmt began the process with a retreat for the planning committee. This resulted in articulated goals for the process that our team used in designing our research and community engagement process. Our SWOT analysis suggested that the best way for the theater to build visibility and engage community members was through a focus on a small number of strategic partnerships and investment in arts education offerings to serve learners of all ages.

We then moved into the implementation phase, determining human and financial resources needed to reach the goals articulated in our five-year plan. Earlier this year, we presented them with key recommendations to chart a path forward that will allow them to take advantage of the opportunity to purchase an adjacent building that would increase programmatic space and revenue.

Project Team

Duncan Webb

PRESIDENT
DUNCAN@WEBBMGMT.ORG

Duncan Webb founded Webb Mgmt to provide consulting services to the arts and cultural industries and has led the firm since 1997, completing over 500 assignments for the advancement of cultural communities, organizations, and facilities.

Duncan's career in the arts began onstage in a 1969 production of Gilbert and Sullivan's *Patience*. After college, he became a banker, spending seven years in commercial lending and international finance. After many years of volunteer work in the arts, he came into the field as a producer of experimental, industrial, and commercial theatre, with such credits as the Canadian premieres of *Changing Bodies*, *Blood Brothers*, *Orphans*, *Marshall Bravestarr* and *Barbie and the Rockers*. He also developed marketing and sponsorship programs for the Canadian premiere of *Les Miserables*.

A Certified Management Consultant (CMC), Duncan is an active speaker and published writer on arts management and the development and operation of arts facilities.

500+ Completed Cultural Planning Projects

40 Years of Experience in Arts Administration and Cultural Research and Planning

Education

Bachelor's Degree in Economics, University of Western Ontario

Master's Degree in Business Administration, University of Toronto

Key Project Experience

Cultural Facilities Master Plan & Covid-19 Arts Stabilization Plan for the City of Arlington, TX

Cultural Infrastructure & Creative Spaces Implementation Strategy, Mississauga, ON

Feasibility Study for Fairfax City Center West Performing Arts Center, VA

Cultural Planning for the City of Lee's Summit, MO

Stacey Cooper McMath

SENIOR CONSULTANT
STACEY@WEBBMGMT.ORG

Stacey Cooper McMath is an expert in public sector policy, grantmaking, cultural research, and strategic initiatives. She specializes in facilitation, strategic planning, and advisory services for local arts agencies and funders. In 2020 she was named a Women in Power Leadership Fellow by the Belfer Center for Innovation at the 92nd Street Y.

Prior to joining Webb Mgmt in 2022, Stacey served for eight years as Director of the Programs Unit in the New York City Department of Cultural Affairs. She led the agency's grantmaking team in a full equity audit of the $28M Cultural Development Fund and implemented improvements to New York's competitive funding process. In her policy work she supervised two demographic studies of the cultural workforce in New York City, two reports on the impact of COVID-19 on the agency's constituents, and a data-driven analysis of $300M in grant funding. Stacey has taught in the theater departments at Marymount Manhattan College and Barnard College.

20 Years of Experience in Arts Administration

16 Years of Experience in Cultural Policy, Research, and Initiatives

Education

Bachelor of Arts in American History, Barnard College

Master of Fine Arts in Theatre Management & Producing, Columbia University

Key Project Experience

Strategic Plan for the Clemente Cultural & Educational Center New York, NY

Lease Assessment and Equity Audit, San Diego Cultural Plan, San Diego, CA

Grantmaking Strategic Redesign and Implementation Plan for ArtsinStark, Canton, OH

Study Brief

The Dowd Center Theatre opened in downtown Monroe in 2020 and has slowly ramped up operations, starting with live programming and then adding film. Though the venue has been a success in many respects, there are still operating challenges and differing opinions about how the venue should be programmed.

Based on our review of the situation, we propose a study rooted in the following questions:

- How does the city define success for the theatre, and what does that mean in terms of how it is programmed, operated and sustained?
- What staff, skills, tools, and other resources are needed for the venue to pursue success?
- How can the views and interests of the community, and in particular City Council, be reflected and honored in regards to the programming and operations of the Dowd Center Theatre?

Our study can and will address these issues, leading to specific recommendations on the governance and operation of the Dowd Center Theatre. We will do so with a comprehensive and inclusive process to ensure that all perspectives are heard and are informed by best industry practices.

Scope of Work

PHASE ONE: INTERNAL ASSESSMENT

This first component of the process is the collection of data, viewpoints, and experiences that lead to a clear picture of the past and present of the Dowd Center Theatre buildng and organization.

Stakeholder Interviews: We will work with the City of Monroe staff to organize and conduct a comprehensive set of online interviews with Dowd Center Theatre staff, board members, volunteers, partners, and funders. In these meetings, we will collect information to understand the strengths, opportunities, and specific challenges associated with the current Dowd Center Theatre organization, facilities, programs, capacity, and goals. We will set a rough target of thirty completed interviews to inform our work.

Organizational Assessment: Building on the interviews, we will collect and analyze additonal information to examine the history and operations of the Dowd Center Theatre, including the following components:

- **Mission, Vision, & Values:** Consider the current mission statement and other work on vision and values that should influence future programming and operations of the theatre.
- **Activity & Financial Review:** Review all activity and financial performance of the venue since opening, based on data provided by the theatre's management. Address how the presenting and rental programs are designed and executed, and how goals are set for those programs.
- **Marketing & Communications:** Review the process and resources used to promote the Dowd Center Theatre, addressing practices around audience development, communications, community engagement, and outreach efforts.
- **Operating Policies & Practices:** Consider the policies and procedures used to manage operations of the organization and its spaces, including scheduling, rental rates, ticketing, safety and security, food and beverage operations, and policies related to diversity, equity, inclusion, and accessibility.
- **Staffing & Leadership:** Review and assess current staff and volunteer resources, identifying both strengths and gaps in skills and resources that should have a bearing on programming and operations.
- **Facility & Infrastructure:** Review Dowd Center Theatre's facilities and infrastructure in terms of opportunities and constraints, suggesting improvements where appropriate and programming strategy that takes best advantage of the venue as it exists today.

PHASE TWO: BENCHMARKING, BEST PRACTICES, FORCES, AND TRENDS

Comparable Organization Benchmarking: We will benchmark the Dowd Center Theatre's governance structure, activity, staffing, earned and contributed income, expenses, and other metrics against at least three organizations/ facilities of comparable size, position, activity, and mission.

Best Practices: We will conduct additional interviews with managers of comparable regional facilities to collect best practices in such areas as how shows and events are booked, rental policies, and how government owners of theaters can and should influence operations.

Forces & Trends: Identify and explore broader issues that may have a bearing on the future of Dowd Center Theatre and its programs, such as changing views on the role of live performance, technology and the world of virtual entertainment, and trends in consumer behavior.

PHASE THREE: RECOMMENDATIONS

We will present recommendations to City of Monroe designed to move the organization forward, including:

Mission, Vision, & Values: Suggest revisions to mission and the additional development of a vision statement and/or statement of values that should guide future operations.

Programming Policy & Practices: Suggest revised or additional policies on how the Dowd Center Theatre is programmed, including parameters for presented events and rental programs. Also make recommendations on how programming and operating policies and practices are shared with city leadership on an ongoing basis.

Staffing & Leadership Plan: Recommend additions and/or changes to the Dowd Center Theatre's human resource structure to support the goals and initiatives outlined in the plan. We will set compensation ranges or fees for any new or modified positions or contractors and recommend hiring dates.

Pro-forma Operating Budget: Using Dowd Center Theatre's existing financial model as a base, we will develop a multi-year pro-forma operating budget that starts with the current year and reaches forward a minimum of five years, incorporating specific goals, initiatives, and plans as noted above.

Workshop & Final Strategic Plan: We will deliver a draft strategic plan and then meet with venue and city leadership to review the plan and collect feedback. We will incorporate those comments (and any provided after full review and reflection) and deliver a final plan to be reviewed and considered for ratification by the City of Monroe. We also will participate in meetings and discussions related to the review and approval of the final strategic plan.

Timeline & Fee Proposal

We are ready to begin work as soon as notice to proceed is received. We anticipate a project duration of three months to complete the work described in this proposal. As is always the case, the project duration will depend on our ability to access the resources and people needed, schedule meetings, and collect feedback in a timely manner.

We propose professional fees of $39,500 plus expenses to complete the services described in this proposal. For expenses, we estimate an allowance of $3,000 based on two, one-person trips at $1,500 per trip.

We bill fees monthly based on the progress of the study. Expenses will be billed monthly as incurred with no mark-up. This proposal is valid for a period of sixty days from the date of issue.

STAFF REPORT

TO: General Services Committee

FROM: Mark Watson, City Manager

VIA: Lisa Strickland, Finance Director

DATE: July 3, 2024

PREPARED BY: Peter Hovanec, Communications and Tourism Director

SUBJECT: Facebook Comments

SUMMARY STATEMENT

The City of Monroe currently operates a Facebook account as an official page for the City of Monroe, North Carolina, as designated by City Council. The purpose of operating and maintaining this account is the following:

1. Public Communication and Information Dissemination
2. Engagement and Interaction
3. Promotion of Services and Programs
4. Crisis Communication During Emergencies
5. Civic Education
6. Recruitment
7. Economic Development and Tourism

By default, Facebook allows users to post comments under each social media post. When a government account allows comments, it has essentially created an open forum for members of the public to express their ideals and beliefs, and that post then becomes bound by traditional First Amendment principles when regulating the speech of the commenters. In other words, once permitted, comments cannot be "hidden" or "deleted" based on the content, unless they violate the City's community standards for social media use.

However, the government can assert its own ideas and messages without being subject to First Amendment claims through one-way government speech. In other words, the government has the right to control its own speech without creating a public forum. This occurs on Facebook by disabling comments for all users on the City's posts at the time of posting.

REVIEW

The City of Monroe Communications Department oversees the City's social media and sees value in the ability to allow followers the make comments, ask questions and generally share feelings regarding City posts.

Adversely, the communications department has seen many posts with comments that have nothing to do with the original post, are borderline with regard to content, and at times turn into an online argument about something irrelevant to the original post.

The department oversees as many as 20 City social media posts per week. These posts are informative regarding upcoming events and activities as well as information sharing about past, present and future events, activities and general goings-on around the City of Monroe. These posts are an excellent way to reach large numbers of people and serve as an inexpensive and effective means of advertising and marketing.

With each post, there is an inherent risk of someone "hijacking" the post for a personal agenda, and staff truly has no way to know which posts that will be affected and to what extent. Staff does monitor posts to ensure they fall within the established community guidelines, but it can be a large undertaking, especially when a post goes sideways.

While staff does have the ability and authority to turn off comments completely for each post, it does hinder staff's ability to schedule posts for later times due to the manual nature of disabling comments.

RECOMMENDATION

There are pros and cons for both positions. Staff is seeking direction/input from the committee on how to proceed.

Attachment(s):

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: General Services Committee

VIA: Mark Watson

DATE: July 3, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Public Tree Ordinance – O-2024-39

SUMMARY STATEMENT

The General Services Committee is requested to consider a recommendation to City Council for approval of the ordinance to amend City of Monroe Code of Ordinances Title IX: General Regulation; Chapter 97: Tree Ordinance.

REVIEW

The City of Monroe promotes the enhancement of the quality of life and the present and future health, safety, and welfare of all residents. Trees are an integral part of the community's infrastructure and quality of life. Staff would like to ensure proper planting and care of trees on public property by establishing practices governing the planting and care of trees as well as the appropriate provisions for the emergency removal of trees under certain conditions. Trees benefit the City through improved control of soil erosion, moderation of storm water runoff and improved water quality, interception of airborne particulate matter and the reduction of air pollutants, enhanced habitat for wildlife, reduction of noise and glare, climate moderation, definition of exterior spaces, increased property value, promotion of energy conservation through shading and cooling effects, reduction in the need for watering vegetation, maintenance of the visual character of the community and the psychological health benefits derived from natural vegetation and open spaces. In addition, the City of Monroe hosts several Arbor Day celebrations at local community centers and parks.

Public street right of ways and public utilities including the Monroe Energy Services and Water Resources are vital infrastructure for the citizens of Monroe. The City's current practices of maintaining and trimming trees and vegetation along street right of ways and public utility easements are vital to provide essential

services necessary to maintain the integrity of public utilities and streets and should be exempt from the provisions of this ordinance.

An adopted Public Tree Ordinance assists the City with and allows the City the opportunity to renew the Tree City USA designation as part of the application.

The Parks and Recreation Commission provided a favorable recommendation to adopt the Public Tree Ordinance as written on May 21, 2024.

The Public Tree Ordinance will provide staff with a consistent standard of care related to the maintenance, addition and removal of trees on public property. Standard care will be in line with ANSI standards.

RECOMMENDATION

Staff requests a favorable recommendation to City Council to adopt the Public Tree Ordinance O-2024-39.

Attachment(s): Ordinance (O-2024-39)
Parks and Recreation Commission Meeting Minutes – May 21, 2024
ANSI Standards of Tree Care

ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE IX: GENERAL REGULATION
CHAPTER 97: TREE ORDINANCE
O-2024-39

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MONROE THAT TITLE IX, CHAPTER 97 OF THE MONROE ORDINANCES IS HEREBY ADDED AS FOLLOWS:

Section 1. Add new Chapter 97 to read as follows:

CHAPTER 97
ORDINANCE TO PROVIDE CARE AND MAINTENANCE TO TREES ON PUBLIC PROPERTY

97.01. Purpose. The City of Monroe promotes the enhancement of the quality of life and the present and future health, safety, and welfare of all residents. Monroe City Council finds that trees are an integral part of the community's infrastructure and quality of life. The City of Monroe desires to ensure proper planting and care of trees on public property by establishing practices governing the planting and care of trees as well as the appropriate provisions for the emergency removal of trees under certain conditions. Trees benefit the City through improved control of soil erosion, moderation of storm water runoff and improved water quality, interception of airborne particulate matter and the reduction of air pollutants, enhanced habitat for wildlife, reduction of noise and glare, climate moderation, definition of exterior spaces, increased property value, promotion of energy conservation through shading and cooling effects, reduction in the need for watering vegetation, maintenance of the visual character of the community and the psychological health benefits derived from natural vegetation and open spaces. In addition, the City of Monroe hosts several Arbor Day celebrations at local community centers and parks.

Public street right of ways and public utilities including the Monroe Energy Services and Water Resources are vital infrastructure for the citizens of Monroe. The Monroe City Council finds that the City's current practices of maintaining and trimming trees and vegetation along street right of ways and public utility easements are necessary to provide essential services necessary to maintain the integrity of public utilities and streets and should be exempt from the provisions of this ordinance.

97.02. Tree Advisory Board.

A. Creation. City Council hereby creates the "Tree Advisory Board" and designates the Monroe Parks and Recreation Committee as the "Tree Advisory Board".

B. Duties. The Board shall act in an advisory capacity to the Parks and Recreation Director and shall:

1. Coordinate and promote Arbor Day Activities;
2. Review and update a five-year plan to plant and maintain trees on city property;
3. Support public awareness and education programs relating to trees;
4. Review city department concerns relating to tree care;
5. Assist with the annual application to renew the Tree City USA designation;
6. Recommend a list of tree species for planting on city property, and a list of prohibited species; and
7. Other duties that may be assigned.

97.03. Definitions.

A. Street Trees – defined as trees, shrubs, bushes and all other woody vegetation on land lying between property lines on either side of all streets, avenues or ways within the city.

B. Public Trees – defined as any tree on public property including rights-of-way, and includes street trees.

97.04 Cutting, injuring, wounding, damaging or removing public tree. No person, firm, or corporation shall remove, destroy, break, cut, deface, trim or in any way injure or interfere with any tree, bush, shrub or plant growing on public property including street right of ways and public utility easements except by written permit of the City Manager. Provided, however, that nothing in this section shall be construed to apply to the removal, cutting, pruning, or topping of trees and vegetation in the usual and customary manner necessary for the installation, maintenance, and operation of public streets, right of ways, and utility easements.

97.04. Obstructing air or water to tree. No person, firm, or corporation except with written permit from the City Manager or his designee shall place or maintain in a public street right of way or park any impervious material or substance in such a manner as may obstruct the free access of air and water to the roots of any tree, plant, or shrub. There must be maintained about the base of the trunk of each tree in such public street or parkway at least nine square feet of ground for a tree three inches in diameter plus for every two inches of such diameter over three inches an additional least one square foot of open ground except as otherwise required by City ordinance or detail manual.

97.05. Attaching wire, rope or sign to tree. No person, firm, or corporation shall fasten or attach any wire, rope, sign, handbill or other item to any tree, bush, shrub or plant growing on public property, within a City right of way, or within a public utility easement.

97.06. Street Tree Spacing.

a. Sidewalk - The distance trees may be planted from sidewalks will be in accordance with the three size classes identified in the Union County species list.

i. Small trees – 2 feet
ii. Medium trees – 3 feet
iii. Large trees – 4 feet

b. Curb - The distance trees may be planted from the curb should be 7 feet per the Monroe Detail Manual.

c. Street corners and fire hydrants - No street tree shall be planted within 35 feet of any street corner, measured from the point of nearest intersecting curbs or curb-lines. No street tree shall be planted within 10 feet of any fire hydrant.

d. Underground utilities - No street trees other than those species listed as small trees in item 8(a)(i) of this ordinance may be newly planted within 10 lateral feet of any overhead utility wire, or over or within 5 lateral feet of any underground water line, sewer line, natural gas, transmission line or other utility. Street trees may not be newly planted within the distance required for underground communication lines specified in the Monroe Detail Manual.

e. Overhead utilities – No street tree may be planted under an overhead utility wire unless it is utility-line compatible (small size tree).

97.07. Public Tree Care. The City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the right of way of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The City of Monroe may remove, cause, or order the removal of any tree or part thereof located in a public right of way which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is damaged or diseased. This item does not prohibit the planting of Street Trees by adjacent property owners providing that the selection and location of said trees is in accordance with item 97.06 above.

97.08. Tree Topping. No person, firm, or city department shall, as a normal practice, top any street tree, park tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the trees crown to such a degree as to remove the normal canopy. Trees severely damaged by storms or other causes so that other pruning practices are impractical may be exempted from this ordinance upon application and approval by the Tree Advisory Board on a case-by-case basis. Energy Services tree trimming program will be coordinated with the City Manager, but not require approval from the "Tree Advisory Board". All planting and maintenance of trees shall confirm the ANSI A300 Tree Care Standards.

97.09. Pruning for Clearance. The owner of any tree overhanging any street or right-of-way within the City shall prune the branches so that such branches shall not obstruct the light from any street lamp or obstruct the view of any street intersection or sight triangle and so that there shall be a clear space of fourteen feet (14') above the surface of the street or eight feet (8') above the surface of the sidewalk. Said owners shall remove all dead, diseased or dangerous trees, or broken or decayed limbs which constitute a hazard to the safety of the public or obstructs the view of motorists. The City shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a street light or interferes with visibility of any traffic control device or sign or obstructs the sight distance at an intersection.

97.10. Trees Endangering Public Safety. Upon finding any tree or part thereof on public or private property impacting public property deemed to be in an unsafe condition, hazardous, damaging to public utilities or other improvements, or diseased or infested with injurious insects, or other pests, the City of Monroe, by and through its authorized agent, may:

i. Order the removal of any tree declared to be unsafe to the public;
ii. Order necessary treatment or removal for any tree which is infested by any injurious disease, insect, or other pests when it determines such action is necessary to abate the endangering tree.

97.11. Maintenance and Trimming of Utility Easements. The trimming and cutting of trees within a utility easement including overhead power lines are exempt from this ordinance as long as such maintenance is performed in the usual and customary manner in keeping with best management practices for utility lines.

97.12. Enforcement. In addition to other sanctions authorized by N.C. General Statute 160A-175 and §10.19 and §10.99 of the Monroe Code of Ordinances, any person engaged in any activity in violation of this Section shall be subject to the following Civil Penalties:

First Citation	$50.00
Second Citation for Same or Similar Violation	$100.00
Third and Subsequent Citations for Same or Similar Violations	$500.00

The person or entity violating this ordinance will be issued a civil citation which shall include the immediate assessment of the appropriate civil penalty indicated above. In addition, if the City engages the services of a professional arborist to provide a professional opinion regarding the health or integrity of a tree, such costs will be assessed against the violator in addition to the civil penalty imposed.

Any person or entity issued a civil citation or other action by the City of Monroe pursuant to this section shall have the right to appeal any such action upon written notice to the City Manager and upon deposit with the City the amount of any civil penalty assessed by the City. Upon receipt of notice of appeal and deposit of required funds, the City Manager shall schedule a hearing time and place for a hearing and provide the appellant notice of the hearing. The City Manager, or his designee, shall conduct the hearing during which the aggrieved party will be given an opportunity to be heard. The decision of the City Manager shall be final administrative decision.

Section 3. This Ordinance shall be effective upon adoption.

Attest:

_____
Robert A Burns., Mayor

_____
Bridgette H. Robinson, City Clerk

CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
MAY 21, 2024
MINUTES

The Parks and Recreation Commission of the City of Monroe, North Carolina met in the Phil Bazemore Active Adult Center, 500 W. Jefferson Street, Monroe, North Carolina at 6:00PM on May 21, 2024.

Members Present: Chairman/Council Member Franco McGee, Debbie Dillion, John Thomasson

Staff Present: Ryan Jones, Tyson Carrier, Darren Baucom, Kellie Corcoran-Walters, Aleshia Holland, Thomas Latimer and Angie Sustar

Guests: Dr. Joe Milner

Chairman/Council Member McGee called the meeting to order at 6:05PM and welcomed everyone in attendance.

Parks and Recreation Director Ryan Jones prepared a PowerPoint presentation to provide information and assist with the flow of the meeting. The said presentation is hereby incorporated as a part of these Minutes as "Exhibit A".

Item No. 1. Approval of Minutes from March 19, 2024

Motion: Member Dillion moved to approve the minutes of the March 19, 2024 meeting.
Second: Member Thomasson
Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: **Members Dillion and Thomasson and Chairman/Council Member McGee**
NAYS: **None**

Item No. 2. Action Item – Public Tree Ordinance Recommendation

Parks and Recreation Director Ryan Jones advised the Public Tree Ordinance (PTO) document was presented to members at the April 16, 2024 meeting for review. Mr. Jones addressed several questions regarding Section 97.12. He advised that the fees associated with section 97.12 regarding enforcement is in addition to any other sanctions authorized by the N.C. General Statute 160A-175 and §10.19 and §10.99 of the Monroe Code of Ordinances. The additional sanctions would address any other approaches to enforcement.

Member Dillion made a motion to accept the Public Tree Ordinance as written and recommend the Ordinance to City Council for approval. Member Thomasson seconded the motion, which passed unanimously with the following votes:

Motion: Member Dillion made a motion to accept the Public Tree Ordinance as written and recommend the Ordinance to City Council for approval.
Second: Member Thomasson

Action: The motion to accept the Public Tree Ordinance as written and recommend the Ordinance to City Council for approval passed unanimously with the following votes:

AYES: **Members Dillion and Thomasson and Chairman/Council Member McGee**
NAYS: **None**

Member Thomasson left the meeting at 6:13 p.m.

Item No. 3. Divisional Program Updates (MAFC, Parks Maintenance, Recreation, Active Adult Center)

Parks Maintenance:
Parks Maintenance Superintendent Darren Baucom provided an update on projects that are currently underway including:

- Inspections: Splash Pad passed and Winchester Pool is scheduled for May 22, 2024.
- Bathroom construction: Sunset Park project is near completion.

Mr. Baucom shared that the Dedication of the Hunter Presson Field at Sunset Park took place earlier today.

Monroe Aquatics and Fitness Center:
MAFC Superintendent Kellie Corcoran-Walters provided an update on programs currently underway including:

- "Purses with Purpose" – Collection dates May 1st – 31st. MAFC is collecting purses that are filled with personal care items, toiletries, feminine hygiene products, and other necessities to distribute to women in need and survivors of domestic violence. Please choose a new or gently used purse and fill it with the requested products, benefiting those who seek refuge through Turning Point of Monroe.
- Volleyball – We have extended volleyball hours to Thursdays from 5pm – 9pm in Gymnasium Court B. (MAFC members age 14 & older)
- Holiday Craft Show – Vendor registration is open June 1st -15th.
- Swim Lesson Registration – June 8th beginning at 8am at the Front Desk. There are two summer sessions to choose from beginning June 17th & July 8th. Lessons will run 3 days a week for 2 weeks. (MAFC members beginning at 6 months of age)
- Outdoor Lap Swimming at the Water Park – Beginning June 14th (8:00am – 9:30am) This time is reserved for lap swimmers only. Swim at your own pace or utilize our "coach" we will have during this time for those who are looking for a more challenging workout.

CAMPS

- Summer Day Camp – June 17th – August 16th - 7am – 6pm. $175/week for ages 5 – 13. (must have completed Kindergarten) Register at the front desk.
- Kenny Gattison Basketball Camp – June 10 – 14 (ages 7 – 17 years) Open to members and non-members. Former Charlotte Hornets NBA star, Kenny Gattison, and other trained coaches will lead campers through age-appropriate skills, drills, basketball IQ, and fundamentals to improve their game. Register at the front desk.

Special Events:
Mr. Jones provided an update of upcoming Special Events:

- Car Cruise In – Friday, June 14th
- Juneteenth Festival – Saturday, June 15th – Belk Tonawanda Park
- Latin Festival – Sunday, June 23rd – Downtown Monroe
- Music On Main – Legacy Motown Revue – Friday, June 28th – Downtown Monroe
- 4th of July Celebration – Thursday, July 4th – Downtown Monroe

Athletics:
Athletics/Special Event Supervisor Tyson Carrier provided a brief update on youth athletic programs.

- Flag Football registration begins in July
- Track and Field is underway with 120 participants
- Summer Camps
  - Kenny Gattison basketball clinics offered at Dickerson and Winchester Community Centers. Registration opens this week.
  - Her Time to Play girls' basketball clinic at Winchester Community Center on June 20th.
  - Skills and Drills off-season training program for baseball locations (?) and basketball will be hosted at Winchester Community Center
  - All sports camp at Sunset Park on August 5th – 6th

Active Adult Center:
Bazemore Active Adult Center Supervisor Aleshia Holland provided an update of programs currently underway:

- BAAC one-year anniversary event is scheduled for June 6th
- Young at Heart Summer Camp - June 3rd – 7th
- Extended trip to Savanah, GA - May 28th – 30th
- Your Care Your Choice Class – May 30th (assistance with living wills, power of attorney, etc.)
- Alzheimer's awareness month special event - June 21st

Recreation Updates:
Community Center Supervisor Thomas Latimer provided an update of programs being offered:
Winchester Community Center

- Health is Wealth mini camp

Old Armory Community Center

- Cooking with Love mini camp
- Making Music by Back Spinz

Dickerson Community Center

- Summer Camp Day Camp - begins June 3rd

J Ray Shute Community Center

- Block Party – will be held in July

Mr. Jones shared information on ACE Academy, a new aviation camp offered to children at our community centers. This camp is held the last week of June.

Bearskin Greenway Phase III Project Update:
Mr. Jones advised that this greenway connector would connect Creft Park to the downtown area and

eventually Union Academy. Currently surveying the area and then will put together a conceptual design. Mr. Jones will present that to the committee once finalized.

Item No. 4. New Initiatives

Mr. Jones provided a follow up on ideas shared by members for new projects and initiatives. He also shared updates on the Pinedell Avenue Property Lake Minehaha pond repair project and the MAFC retention pond cleaning.

Innovation Initiatives:

- Posting QR codes at parks to obtain feedback from park visitors
- Check-in process for community centers
- Posting QR codes at picnic shelter for visitors to check shelter availability
- Received donation of two SmartFit training tools for MAFC and BAAC (beneficial for those with cognitive impairments)

Chairman/Council Member McGee asked if there were plans to install pickleball courts.
Mr. Jones responded there are plans for new courts but the locations have not been determined. He advised that there are currently pickleball courts at Dickerson Tennis Courts and Winchester gymnasium.

Item No. 5. Other Business

Mr. Jones expressed his sincere appreciation for all in attendance.

There being no further business, Member Dillion made a motion to adjourn the meeting.

Motion: Member Dillion made a motion to adjourn the meeting.
Second: Chairman / Council Member McGee
Action: Motion to adjourn passed unanimously with the following votes:

AYES: **Member Dillion and Chairman/Council Member Franco McGee**
NAYS: **None**

The meeting adjourned at 7:08 p.m.

_____
Franco McGee, Chairman

Attest:

_____
Angie Sustar, Clerk

Contents

Foreword

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Annex
A. Reference publications

Forward

(This foreword is not part of American National Standard A300 Part 1-2001.)

An industry-consensus standard must have the input of the industry that it is intended to affect. The Accredited Standards Committee A300 was approved June 28, 1991. The committee includes representatives from the residential and commercial tree care industry, the utility, municipal, and federal sectors, the landscape and nursery industries, and other interested organizations. Representatives from varied geographic areas with broad knowledge and technical expertise contributed.

The A300 standard can be best placed in proper context if one reads its Scope, Purpose, and Application. This document presents performance standards for the care and maintenance of trees, shrubs, and other woody plants. It is intended as a guide in the drafting of maintenance specifications for federal, state, municipal, and private authorities including property owners, property managers, and utilities.

The A300 standard stipulates that specifications for tree work should be written and administered by a professional possessing the technical competence to provide for, or supervise, the management of woody landscape plants. Users of this standard must first interpret its wording, then apply their knowledge of growth habits of certain plant species in a given environment. In this manner, the user ultimately develops their own specifications for plant maintenance.

ANSI A300 Part 1 – Pruning, should be used in conjunction with the rest of the A300 standard when writing specifications for tree care operations.

Suggestions for improvement of this standard should be forwarded to: NAA300 Secretary, c/o National Arborist Association, 3 Perimeter Rd. - Unit 1, Manchester, NH 03103, USA or Email: naa@natlarb.com.

This standard was processed and approved for submittal to ANSI by Accredited Standards Committee on Tree, Shrub, and Other Woody Plant Maintenance Operations – Standard Practices, A300. Committee approval of the standard does not necessarily imply that all committee members voted for its approval. At the time it approved this standard, the A300 committee had the following members:

Tim Johnson, Chair (Artistic Arborist, Inc.)
Bob Rouse, Secretary (National Arborist Association, Inc.)

Organizations Represented	Name of Representative
American Forests	Staff (Observer)
American Nursery and Landscape Association	Craig J. Regelbrugge
American Society of Consulting Arborists	Andrew Graham
	Donald Blair (Adviser)
	Beth Palys (Adviser)
American Society of Landscape Architects	Ron Leighton
Asplundh Tree Expert Company	Geoff Kempter
Associated Landscape Contractors of America	Preston Leyshon
	Jeff Bourne (Alt.)
The Davey Tree Expert Company	Joseph Tommasi
	Dick Jones (Alt.)
	Richard Rathjens (Adviser)
The F.A. Bartlett Tree Expert Company	Peter Becker
	Dr. Thomas Smiley (Alt.)
International Society of Arboriculture	Ed Brennan
	Sharon Lilly (Alt.)
National Arborist Association	Ronald Rubin
Tom Mugridge (Alt.) National Park Service	Robert DeFeo
Professional Grounds Management Society	Kevin O'Donnell
Society of Municipal Arborists	Andrew Hillman
U.S. Forest Service	Ed
Macie_	Mike Galvin (Alt.)
	Philip D. Rodbell (Alt.)
Utility Arborist Association	Jeffery Smith
	Matt Simons (Alt.)

American National Standard for Tree Care Operations –

Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices

(*Pruning*)

1 ANSI A300 standards

1.1 Scope
ANSI A300 standards present performance standards for the care and maintenance of trees, shrubs, and other woody plants.

1.2 Purpose
ANSI A300 standards are intended as guides for federal, state, municipal and private authorities including property owners, property managers, and utilities in the drafting of their maintenance specifications.

1.3 Application
ANSI A300 standards shall apply to any person or entity engaged in the business, trade, or performance of repairing, maintaining, or preserving trees, shrubs, or other woody plants.

1.4 Implementation
Specifications for tree maintenance should be written and administered by an arborist.

2 Part 1 – Pruning standards

2.1 Purpose
The purpose of this document is to provide standards for developing specifications for tree pruning.

2.2 Reasons for pruning
The reasons for tree pruning may include, but are not limited to, reducing risk, maintaining or improving tree health and structure, improving aesthetics, or satisfying a specific need. Pruning practices for agricultural, horticultural production, or silvicultural purposes are exempt from this standard.

2.3 Safety

2.3.1 Tree maintenance shall be performed only by arborists or arborist trainees who, through related training or on-the-job experience, or both, are familiar with the practices and hazards of arboriculture and the equipment used in such operations.

2.3.2 This standard shall not take precedence over arboricultural safe work

practices.

2.3.3 Operations shall comply with applicable Occupational Safety and Health Administration (OSHA) standards, ANSI Z133.1, as well as state and local regulations.

3 Normative references

The following standards contain provisions, which, through reference in the text, constitute provisions of this American National Standard. All standards are subject to revision, and parties to agreements based on this American National Standard shall apply the most recent edition of the standards indicated below.

• ANSI Z60.1, Nursery stock
• ANSI Z133.1, Tree care operations - Pruning, trimming, repairing, maintaining, and removing trees, and cutting brush - Safety requirements
• 29 CFR 1910, General industry 1)
• 29 CFR 1910.268, Telecommunications 1)
• 29 CFR 1910.269, Electric power generation, transmission, and distribution 1)
• 29 CFR 1910.331 - 335, Electrical safety-related work practices 1)

4 Definitions

4.1 **anvil-type pruning tool:** A pruning tool that
has a sharp straight blade that cuts against a flat metal cutting surface, in contrast to a hook-and-bladetype pruning tool (4.21).

4.2 **apical dominance:** Inhibition of growth of lateral buds by the terminal bud.

4.3 **arboriculture:** The art, science, technology, and business of commercial, public, and utility tree care.

4.4 **arborist:** An individual engaged in the profession of arboriculture who, through experience, education, and related training, possesses the competence to provide for or supervise the management of trees and other woody plants.

4.5 **arborist trainee:** An individual undergoing on-the-job training to obtain the experience and the competence required to provide for or supervise the management of trees and other woody plants. Such trainees shall be under the direct supervision of an arborist.

4.6 **branch bark ridge:** The raised area of bark in the branch crotch that marks where the branch and parent meet.

4.7 **branch collar:** The swollen area at the base of a branch.

4.8 **callus:** Undifferentiated tissue formed by the cambium around a wound.

4.9 **cambium:** The dividing layer of cells that forms sapwood (xylem) to the inside and inner bark (phloem) to the outside.

4.10 **cleaning:** Selective pruning to remove one or more of the following parts: dead, diseased, and/ or broken branches (5.6.1).

4.11 **climbing spurs:** Sharp, pointed devices affixed to a climber's boot used to assist in climbing trees. (syn.: gaffs, hooks, spurs, spikes, climbers)

4.12 **closure:** The process of woundwood covering a cut or other tree injury.

4.13 **crown:** The leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree.

4.14 **decay:** The degradation of woody tissue caused by microorganisms.

4.15 **espalier:** The combination of pruning, supporting, and training branches to orient a plant in one plane (5.7.2).

4.16 **establishment:** The point after planting when a tree's root system has grown sufficiently into the surrounding soil to support shoot growth and anchor the tree.

4.17 **facility:** A structure or equipment used to deliver or provide protection for the delivery of an essential service, such as electricity or communications.

4.18 **final cut:** A cut that completes the removal or reduction of a branch or stub.

4.19 **frond:** A leaf of a palm.

4.20 **heading:** 1. Cutting a currently growing, or a 1-year-old shoot, back to a bud. 2. Cutting an older branch or stem back to a stub in order to meet a defined structural objective. 3. Cutting an older branch or stem back to a lateral branch not large enough to assume apical dominance in order to meet a defined structural objective. Heading may or may not be an acceptable pruning practice, depending on the application.

4.21 **hook-and-blade-type pruning tool:** A pruning tool that has a sharp curved blade that overlaps a supporting hook; in contrast to an anvil-type pruning tool (4.1). (syn.: by-pass pruner)

4.22 **interfering branches:** Crossing, rubbing, or upright branches that have the

potential to damage tree structure and/or health.

4.23 **internodal cut:** A cut located between lateral branches or buds.

4.24 **lateral branch:** A shoot or stem growing from a parent branch or stem.

4.25 **leader:** A dominant or co-dominant, upright stem.

4.26 **limb:** A large, prominent branch.

4.27 **lion's tailing:** The removal of an excessive number of inner, lateral branches from parent branches. Lion's tailing is not an acceptable pruning practice (5.5.7).

4.28 **mechanical pruning:** A utility pruning technique where large-scale power equipment is used to cut back branches (5.9.2.2).

4.29 **parent branch or stem:** A tree trunk, limb, or prominent branch from which shoots or stems grow.

4.30 **peeling:** For palms: The removal of only the dead frond bases at the point they make contact with the trunk without damaging living trunk tissue. (syn.: shaving)

4.31 **petiole:** A stalk of a leaf or frond.

4.32 **phloem:** Inner bark conducting tissues that transport organic substances, primarily carbohydrates, from leaves and stems to other parts of the plant.

4.33 **pollarding:** The maintenance of a tree by making internodal cuts to reduce the size of a young tree, followed by the annual removal of shoot growth at its point of origin (5.7.3).

4.34 **pruning:** The selective removal of plant parts to meet specific goals and objectives.

4.35 **qualified line-clearance arborist:** An individual who, through related training and on-thejob experience, is familiar with the equipment and hazards in line clearance and has demonstrated the ability to perform the special techniques involved. This individual may or may not be currently employed by a line-clearance contractor.

4.36 **qualified line-clearance arborist trainee:**
An individual undergoing line-clearance training and who, in the course of such training, is familiar with the hazards and equipment involved in line clearance and has demonstrated ability in the performance of the special techniques involved.

This individual shall be under the direct supervision of a qualified line-clearance arborist.

4.37 **raising:** Selective pruning to provide vertical clearance (5.6.3).

4.38 **reduction:** Selective pruning to decrease height and/or spread (5.6.4).

4.39 **remote/rural areas:** Locations associated with very little human activity, land improvement, or development.

4.40 **restoration:** Selective pruning to improve the structure, form, and appearance of trees that have been severely headed, vandalized, or damaged (5.7.4).

4.41 **shall:** As used in this standard, denotes a mandatory requirement.

4.42 **should:** As used in this standard, denotes an advisory recommendation.

4.43 **stub:** An undesirable short length of a branch remaining after a break or incorrect pruning cut is made.

4.44 **thinning:** Selective pruning to reduce density of live branches (5.6.2).

4.45 **throwline:** A small, lightweight line with a weighted end used to position a climber's rope in a tree.

4.46 **topping:** The reduction of a tree's size using heading cuts that shorten limbs or branches back to a predetermined crown limit. Topping is not an acceptable pruning practice (5.5.7).

4.47 **tracing:** The removal of loose, damaged tissue from in and around the wound.

4.48 **urban/residential areas:** Locations, such as populated areas including public and private property, that are normally associated with human activity.

4.49 **utility:** An entity that delivers a public service, such as electricity or communications.

4.50 **utility space:** The physical area occupied by a utility's facilities and the additional space required to ensure its operation.

4.51 **vista pruning:** Selective pruning to allow a specific view (5.7.5).

4.52 **watersprouts:** New stems originating from epicormic buds. (syn.: epicormic shoots)

4.53 **wound:** An opening that is created when the bark of a live branch or stem is penetrated, cut, or removed.

4.54 **woundwood:** Partially differentiated tissue responsible for closing wounds. Woundwood develops from callus associated with wounds.

4.55 **xylem:** Wood tissue. Active xylem is sapwood; inactive xylem is heartwood.

4.56 **young tree:** A tree young in age or a newly transplanted tree.

5 Pruning practices

5.1 Tree inspection

5.1.1 An arborist or arborist trainee shall visually inspect each tree before beginning work.

5.1.2 If a condition is observed requiring attention beyond the original scope of the work, the condition should be reported to an immediate supervisor, the owner, or the person responsible for authorizing the work.

5.2 Tools and equipment

5.2.1 Equipment and work practices that damage living tissue and bark beyond the scope of the work should be avoided.

5.2.2 Climbing spurs shall not be used when climbing and pruning trees.
Exceptions:
-when limbs are more than throwline distance apart and there is no other means of climbing the tree;
-when the bark is thick enough to prevent damage to the cambium;
-in remote or rural utility rights-of-way.

5.3 Pruning cuts

5.3.1 Pruning tools used in making pruning cuts shall be sharp.

5.3.2 A pruning cut that removes a branch at its point of origin shall be made close to the trunk or parent limb, without cutting into the branch bark ridge or collar, or leaving a stub (see Figure 5.3.2).

5.3.3 A pruning cut that reduces the length of a branch or parent stem should bisect the angle between its branch bark ridge and an imaginary line perpendicular to the branch or stem (see Figure 5.3.3).

5.3.4 The final cut shall result in a flat surface with adjacent bark firmly attached.

5.3.5 When removing a dead branch, the final cut shall be made just outside the collar of living tissue.

5.3.6 Tree branches shall be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property. Branches too large to support with one hand shall be precut to avoid splitting of the wood or tearing of the bark (see Figure 5.3.2). Where necessary, ropes or other equipment shall be used to lower large branches or portions of branches to the ground.

5.3.7 A final cut that removes a branch with a narrow angle of attachment should be made from the outside of the branch to prevent damage to the parent limb (see Figure 5.3.7).

5.3.8 Severed limbs shall be removed from the crown upon completion of the pruning, at times when the tree would be left unattended, or at the end of the workday.

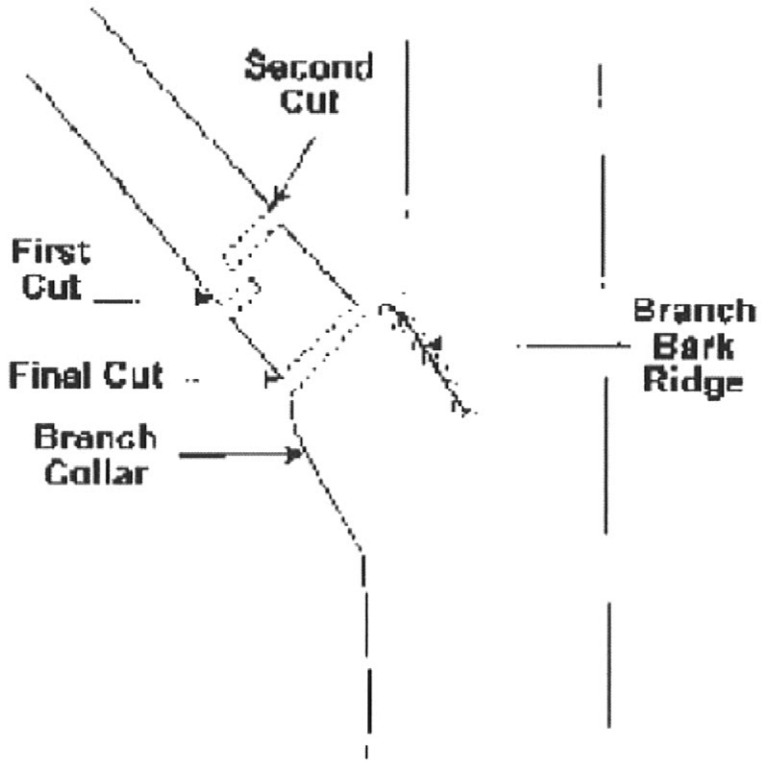

Figure 5.3.2. – A pruning cut that removes a branch at its point of origin shall be made close to the trunk or parent limb, without cutting into the branch bark ridge or collar, or leaving a stub. Branches too large to support with one hand shall be precut to avoid splitting of the wood or tearing of the bark.

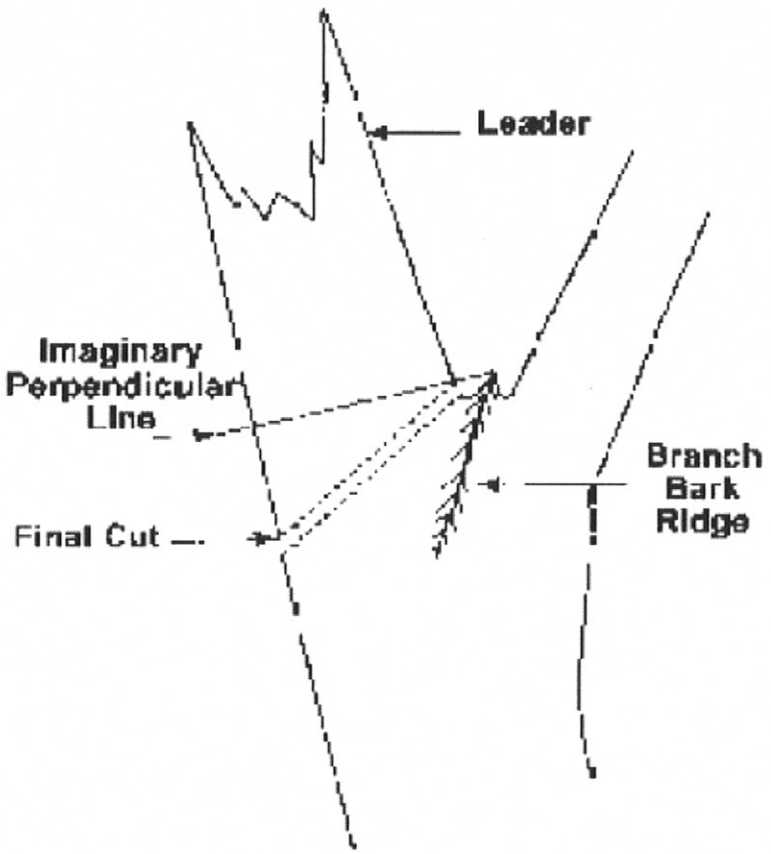

Figure 5.3.3. – A pruning cut that reduces the length of a branch or parent stem should bisect the angle between its branch bark ridge and an imaginary line perpendicular to the branch or stem .

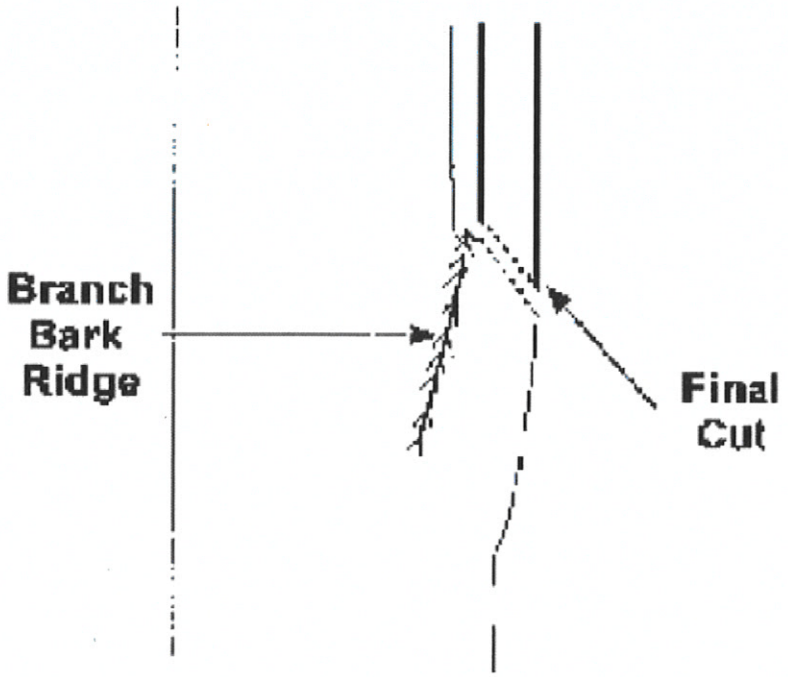

Figure 5.3.7. – A final cut that removes a branch with a narrow angle of attachment should be made from the outside of the branch to prevent damage to the parent limb.

5.4 Wound treatment

5.4.1 Wound treatments should not be used to cover wounds or pruning cuts, except when recommended for disease, insect, mistletoe, or sprout con trol, or for cosmetic reasons.

5.4.2 Wound treatments that are damaging to tree tissues shall not be used.

5.4.3 When tracing wounds, only loose, damaged tissue should be removed.

5.5 Pruning objectives

5.5.1 Pruning objectives shall be established prior to beginning any pruning operation.
To obtain the defined objective, the growth cycles and structure of individual

species and the type
of pruning to be performed should be considered.

5.5.3 Not more than 25 percent of the foliage should be removed within an annual growing season. The percentage and distribution of foliage to be removed shall be adjusted according to the plant's species, age, health, and site.

5.5.4 Not more than 25 percent of the foliage of a branch or limb should be removed when it is cut back to a lateral. That lateral should be large enough to assume apical dominance.

5.5.5 Pruning cuts should be made in accordance with 5.3 Pruning cuts.

5.5.6 Heading should be considered an acceptable practice for shrub or specialty pruning when needed to reach a defined objective.

5.5.7 Topping and lion's tailing shall be considered unacceptable pruning practices for trees.

5.6 Pruning types

Specifications for pruning should consist of, but are not limited to, one or more of the following types:

5.6.1 Clean: Cleaning shall consist of selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches.
5.6.1.1 Location of parts to be removed shall be specified.
5.6.1.2 Size range of parts to be removed shall be specified.

5.6.2 Thin: Thinning shall consist of selective pruning to reduce density of live branches.
5.6.2.1 Thinning should result in an even distribution of branches on individual limbs and throughout the crown.
5.6.2.2 Not more than 25 percent of the crown should be removed within an annual growing season.
5.6.2.3 Location of parts to be removed shall be specified.
5.6.2.4 Percentage of foliage and size range of parts to be removed shall be specified.

5.6.3 Raise: Raising shall consist of selective pruning to provide vertical clearance.
5.6.3.1 Vertical clearance should be specified.
5.6.3.2 Location and size range of parts to be removed should be specified.

5.6.4 Reduce: Reduction shall consist of selective pruning to decrease height and/or spread.

5.6.4.1 Consideration shall be given to the ability of a species to tolerate this type of pruning.
5.6.4.2 Location of parts to be removed and clearance should be specified.
5.6.4.3 Size range of parts should be specified.

5.7 Specialty pruning

Consideration shall be given to the ability of a species to tolerate specialty pruning, using one or more pruning types (5.6).

5.7.1 Young trees

5.7.1.1 The reasons for young tree pruning may include, but are not limited to, reducing risk, maintaining or improving tree health and structure, improving aesthetics, or satisfying a specific need.
5.7.1.2 Young trees that will not tolerate repetitive
pruning and have the potential to outgrow their space should be considered for relocation or removal.
5.7.1.3 At planting
5.7.1.3.1 Pruning should be limited to cleaning (5.6.1).
5.7.1.3.2 Branches should be retained on the lower trunk.
5.7.1.4 Once established
5.7.1.4.1 Cleaning should be performed (5.6.1).
5.7.1.4.2 Rubbing and poorly attached branches should be removed.
5.7.1.4.3 A central leader or leader(s) as appropriate should be developed.
5.7.1.4.4 A strong, properly spaced scaffold branch structure should be selected and maintained.
5.7.1.4.5 Interfering branches should be reduced or removed.

5.7.2 Espalier

5.7.2.1 Branches that extend outside the desired plane of growth shall be pruned or tied back.
5.7.2.2 Ties should be replaced as needed to prevent girdling the branches at the attachment site.

5.7.3 Pollarding

5.7.3.1 Consideration shall be given to the ability of the individual tree to respond to pollarding.
5.7.3.2 Management plans shall be made prior to the start of the pollarding process for routine removal of watersprouts.
5.7.3.3 Internodal cuts shall be made at specific locations to start the pollarding process. After the initial cuts are made, no additional internodal cut shall be made.
5.7.3.4 Watersprouts growing from the cut ends of branches (knuckles) should be removed annually during the dormant season.

5.7.4 Restoration

5.7.4.1 Restoration shall consist of selective pruning to improve the structure,

form, and appearance of trees that have been severely headed, vandalized, or damaged.
5.7.4.2 Location in tree, size range of parts, and percentage of watersprouts to be removed should be specified.

5.7.5 Vista pruning
5.7.5.1 Vista pruning shall consist of selective pruning to allow a specific view.
5.7.5.2 Size range of parts, location in tree, and percentage of foliage to be removed should be specified.

5.8 Palm pruning

5.8.1 Palm pruning should be performed when fronds, fruit, or loose petioles may create a dangerous condition.

5.8.2 Live healthy fronds, initiating at an angle of 45 degrees or greater from horizontal, with frond tips at or below horizontal, should not be removed.

5.8.3 Fronds removed should be severed close to the petiole base without damaging living trunk tissue.

5.8.4 Palm peeling (shaving) should consist of the removal of only the dead frond bases at the point they make contact with the trunk without damaging living trunk tissue.

5.9 Utility pruning

5.9.1 General
5.9.1.1 The purpose of utility pruning is to prevent the loss of service, comply with mandated clearance laws, prevent damage to equipment, avoid access impairment, and uphold the intended usage of the facility/utility space.
5.9.1.2 Only a qualified line clearance arborist or line clearance arborist trainee shall be assigned to line clearance work in accordance with ANSI Z133.1, 29 CFR 1910.331 – 335, 29 CFR 1910.268 or 29 CFR 1910.269.
5.9.1.3 Utility pruning operations are exempt from requirements in 5.1 Tree Inspection:
5.1.1 An arborist or arborist trainee shall visually inspect each tree before beginning work.
5.1.2 If a condition is observed requiring attention beyond the original scope of the work, the condition should be reported to an immediate supervisor, the owner, or the person responsible for authorizing the work.
5.9.1.4 Safety inspections of the work area are required as outlined in ANSI Z133.1 4.1.3, job briefing.

5.9.2 Utility crown reduction pruning

5.9.2.1 Urban/residential environment

5.9.2.1.1 Pruning cuts should be made in accordance with 5.3, Pruning cuts. The following requirements and recommendations of 5.9.2.1.1 are repeated from 5.3 Pruning cuts.

5.9.2.1.1.1 A pruning cut that removes a branch at its point of origin shall be made close to the trunk or parent limb, without cutting into the branch bark ridge or collar, or leaving a stub (see Figure 5.3.2).

5.9.2.1.1.2 A pruning cut that reduces the length of a branch or parent stem should bisect the angle between its branch bark ridge and an imaginary line perpendicular to the branch or stem (see Figure 5.3.3).

5.9.2.1.1.3 The final cut shall result in a flat surface with adjacent bark firmly attached.

5.9.2.1.1.4 When removing a dead branch, the final cut shall be made just outside the collar of living tissue.

5.9.2.1.1.5 Tree branches shall be removed in such a manner so as not to cause damage to other parts of the tree or to other plants or property. Branches too large to support with one hand shall be precut to avoid splitting of the wood or tearing of the bark (see Figure 5.3.2). Where necessary, ropes or other equipment shall be used to lower large branches or portions of branches to the ground.

5.9.2.1.1.6 A final cut that removes a branch
with a narrow angle of attachment should be made from the bottom of the branch to prevent damage to the parent limb (see Figure 5.3.7).

5.9.2.1.2 A minimum number of pruning cuts should be made to accomplish the purpose of facility/utility pruning. The natural structure of the tree should be considered.

5.9.2.1.3 Trees directly under and growing into facility/utility spaces should be removed or pruned. Such pruning should be done by removing entire branches or by removing branches that have laterals growing into (or once pruned, will grow into) the facility/utility space.

5.9.2.1.4 Trees growing next to, and into or toward facility/utility spaces should be pruned by reducing branches to laterals (5.3.3) to direct growth away from the utility space or by removing entire branches. Branches that, when cut, will produce watersprouts that would grow into facilities and/or utility space should be removed.

5.9.2.1.5 Branches should be cut to laterals or the parent branch and not at a pre-established clearing limit. If clearance limits are established, pruning cuts should be made at laterals or parent branches outside the specified clearance zone.

5.9.2.2 Rural/remote locations – mechanical pruning

Cuts should be made close to the main stem, outside of the branch bark ridge and branch collar. Precautions should be taken to avoid stripping or tearing of bark or excessive wounding.

5.9.3 Emergency service restoration

During a utility-declared emergency, service must be restored as quickly as possible in accordance with ANSI Z133.1, 29 CFR 1910.331 – 335, 29 CFR 1910.268, or 29 CFR 1910.269. At such times it may be necessary, because of safety and the urgency of service restoration, to deviate from the use of proper pruning techniques as defined in this standard. Following the emergency, corrective pruning should be done as necessary.

Annex A (informative)

Reference publications

International Society of Arboriculture (ISA). 1995. Tree Pruning Guidelines . Savoy, IL: International Society of Arboriculture (ISA).

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: July 3, 2024

FROM: Ryan Jones, Parks and Recreation Director

PREPARED BY: Ryan Jones, Parks and Recreation Director

SUBJECT: Blacktop Gives Community Basketball Event and Tournament

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SUMMARY STATEMENT

The General Services Committee is requested to consider providing a favorable recommendation to City Council to approve a new event, Blacktop Gives, at Sunset Park on Saturday, August 10, 2024 from 10:00 a.m. – 7:00 p.m.

REVIEW

The Monroe Parks and Recreation Department is requesting approval of a new special event, Blacktop Gives at Sunset Park on Saturday, August 10, 2024. Staff was approached by the 501c3 organization, New Life CDC, in 2023 to partner with the Parks and Recreation Department to host an outdoor basketball focused special event that provides opportunities for the community to engage in a positive manner through an outdoor basketball tournament, youth clinic and special event. This organization provides, partners and promotes outdoor/street basketball events to communities nationwide in an effort to foster positive relationships within the community.

Sunset Park has seen substantial improvements throughout FY24. These improvements include a dog park, addition of accessible sidewalks, a new restroom, a park shelter and the renovation and improvement of the outdoor basketball courts located at the park. The purpose of this event is to bring the community together through the influence and attraction of outdoor basketball. Event highlights are as follows:

1. Community Engagement: The event will encourage the power of community and is committed to fostering positive relationships within the Monroe community with a focus on basketball and engaging activities on site.
2. Opportunity and Excitement: This event will provide opportunities for members of the community to win prizes and the chance to be selected to participate in the national Blacktop event in New York City to play in the grand finale.
3. Free Event: This free event will allow local amateur basketball players the opportunity to showcase their skills, make new friends and create unforgettable memories.

Staff requests City Council approval to host this event at Sunset Park on Saturday, August 10, 2024 from 10:00 a.m. – 6:00 p.m. Event set up will begin at 7:00 a.m. The requested itinerary of activities relative to this event include:

7:00 a.m. – 10:00 a.m.

Event Set Up

Staff will provide the following items for event logistics and attractions. Please see attached site map for attraction placement:

a. Trash Bins
b. Port a Johns
c. Food Vendor Set-Up
d. Bounce Houses
e. Directional Signs for Parking and Attractions
f. Informational Tents and Community Vendors
g. Barricades for crowd control
h. Bleachers for spectators

10:00 a.m. – 12:00 p.m.

Free Basketball Clinic for Youth

Community youth will be provided a free basketball clinic on the outdoor courts at Sunset Park. Staff and partners will host this clinic with a focus on skill development, basketball drills and mini games aimed at youth aged 8 – 16 years old.

12:00 p.m. – 1:00 p.m.

Event Kick Off

The event will be introduced and guest speakers will discuss the importance of community engagement through sports and the positive impact sports, particularly basketball, can have on the community and its citizens. Participants will be able to win prizes through short competitions that include a half-court shot challenge, game of horse, around the world and a countdown challenge.

1:00 p.m. – 3:30 p.m.

Blacktop Gives "52" Tournament – First Round

Players and teams will begin the first round of the tournament through a single elimination format. Teams will register through the parks and recreation department. Teams will be members of the community and will compete to win prizes as the City of Monroe Blacktop Gives Community Champion.

4:00 p.m. – 5:00 p.m.

All-Star Challenge

Participants will provided the opportunity to play against current and former And1 outdoor basketball players and will participate in a dunk contest, three-point shoot-out and a game of knock out for prizes.

5:00 p.m. – 6:00 p.m.

Blacktop Gives "52" Tournament – Second Round

The second round of the tournament will begin. The winner of the event will be provided with prizes and an opportunity to be selected to participate in the national spotlight at the Blacktop Gives tournament in New York City.

Amenities and attractions throughout the event include the following:

1. Hydration Station
2. Kidz Zone – Bounce Houses
3. Food Vendors and Community Information Vendors
4. EMS on site
5. Police
6. Fire

This event is a celebration of community, positivity and the love of the game. The event provides opportunities for individuals of all ages and backgrounds to come together, showcase their skills and enjoy a day filled with excitement and fellowship.

RECOMMENDATION

Staff requests the General Services Committee recommendation to City Council approval to provide a temporary use permit to the Parks and Recreation Department to host the Blacktop Gives Community Event on Saturday, August 10, 2024.

Attachment: Application – Blacktop Gives Community Event
Site Maps – Blacktop Gives Community Tournament

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

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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. Special Event Permits are required for all public events that propose street closures. Events held on private property require a Temporary Use Permit and shall be coordinated with the City of Monroe Permit Center. The use of City park facilities or Community Centers do not require a special event 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 special event 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.

Special Event 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 special event 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 special event permits for 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 special event 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 special events that include 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 special event 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 specials 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 special event 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 special event 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 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).

SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: Blacktop Gives Community Event

Event Website (if applicable):

Event Date/s: 8/10/24

Event Hours: 10a-6p

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: Basketball Event

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: 7:00 am

Time Break Down Ends: 8:00 pm

Estimated Event Attendance: 500

Estimated # of People at Peak Periods: 500

Estimated # of Vehicles: 150

Estimated Vehicles at Peak Periods: 150

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: City of Monroe

Applicant Name: Ryan Jones

Address: 300 West Crowell

City: Monroe

State: NC

Zip: 28112

Phone#: 704-282-4695

Mobile#: 8283083566

Email: rjones@monroenc.org

Primary On-Site Contact: Thomas Latimer

Mobile#: 646-217-2117

Other On-Site Contact Info:

SECTION III: EVENT DETAILS

Description of the Event: Community event focused on outdoor basketball tournament, youth clinic and other activities including food vendors and amusements.

Location/s of the Event: Sunset Park

Site Capacity: N/A

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Property Address: 306 West Sunset Drive Monroe NC 28110

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 loses 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: site control

Name of Street to be closed: S. Johnson St. from Griffith to Bickett

Additional Street: Bickett @ S. Johnson St. from ____ to ____

# of Barricades needed: 6 # of cones needed ____ Drop-off location: Per site map

Date of Closure: 8/10/24 Start Time: 7:00 am to 8:00 pm

Additional Comments: ____

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☒ **Trash/Debris Plan:** City staff will place appropriate cans and will control trash during event and after.

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: _____

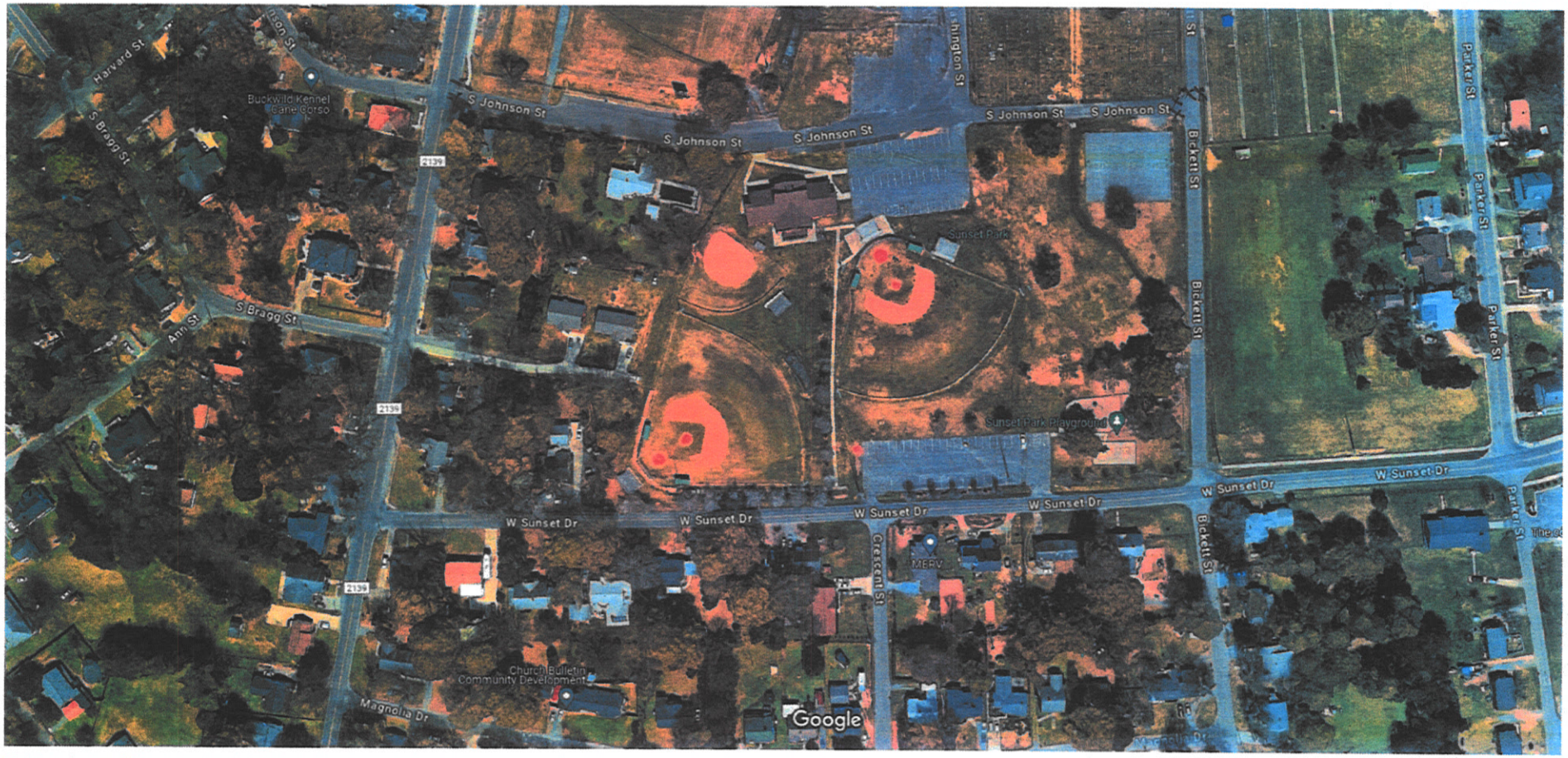
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand 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: Tylan Jones Title: Director - P&R

Signature _____ **Submission Date:** 6/26/24

Site Map - Blackstone Acres Community Event

Blacktop Gives Community Event



Imagery ©2024 Google, Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 100 ft

Barricade Map

Site Map - Bladator Gives Community Event

Blacktop Gives Community Event

Imagery ©2024 Google, Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 100 ft

Barricade Map