

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, April 3, 2025 - 4:15 PM**

**AGENDA
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1. Minutes of General Services Committee Meeting of March 6, 2025
2. Resolution Approving Fiscal Year 2025 Equipment Installment Financing
3. Naming of Bobby G. Kilgore Law Enforcement Center Conference Room
4. Budget Ordinance for Winchester Revitalization Project Brownfield Survey and Environmental Testing
5. Occupancy Tax Discussion
6. Resolution Authorizing Disposal by Auction Sale of 2004 Freightliner Dump Truck (2186)
7. Special Event Permit for U Awards Ceremony by Union County Public Schools to be Held May 8, 2025 in Downtown
8. City Hall Advanced Planning

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
March 6, 2025 - 4:15 PM

MINUTES

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

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst; Lisa Kerner, Grant Administrator; Nathan Miracle, Accountant II; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Ryan Jones, Director of Property Management; Lisa Stiwinter, Director of Planning and Development; Douglas Britt, Assistant Director of Planning and Development; Donna O'Keefe, Downtown Manager; Sarah McAllister, Director of Engineering and Streets; Catherine Mullis, Permit Center Supervisor; Leann Yandle, MAFC Superintendent; Peter Hovanec, Director of Park/Rec & Tourism; John Miller, Golf Course Head Golf Pro; David McCallister, Police Sergeant I; Steve Morton, Police Captain I; T J Goforth, Police Captain II; William Bolen, Assistant Chief of Police.

Visitor(s): Melissa McKowen, Community Shelter of Union County; Ginger Walley, Heart for Monroe; Tripp Helms, Citizen.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on March 6, 2025. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from February 6, 2025.

The minutes from the February 6, 2025 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anthony moved to approve the minutes of the General Services Committee Meeting of February 6, 2025.

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

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

NAYS: None

Item 2. Fiscal Year 2025 Audit Contract for City of Monroe.

Ashley Ivey, Assistant Finance Director, presented information regarding the contract for audit services for the City of Monroe to Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2025.

A Request for Proposals was done in February 2014 and Martin Starnes & Associates, CPA's P.A. was the firm selected by the Finance Committee's audit selection team. The City first contracted with Martin Starnes & Associates, CPA's P.A. for the fiscal year 2014 audit. A five-year service agreement was approved by City Council in fiscal year 2018 that lasted through fiscal year 2023. A new five-year service agreement was approved by City Council in fiscal year 2024 that will last through fiscal year 2028. If approved, this will be the twelfth year with this audit firm. The cost estimates given by the firm for the next four years are as follows:

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

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

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

The proposed contract for audit services for the City for the fiscal year ending June 30, 2025 is \$103,000. This fee reflects maintaining the current level of audit services. This includes testing of internal controls to ensure that the City's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, preparation of the annual financial statements and an audit to maintain compliance with single audit act requirements.

Staff recommends and requests approval by the General Services Committee of the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$103,000.

Committee Member Anthony made a motion to approve the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$103,000 and forward to City Council for their approval.

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

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

NAYS: None

Item 3. Budget Amendment-GASB 87 Leases & GASB 96 Subscription-Based Information Technology Agreements.

Ashley Ivey, Assistant Finance Director, presented that staff is requesting the General Services Committee consider a budget amendment to designate funds for City lease and/or subscription-based information technology agreements in accordance with governmental accounting standards (GASB) 87 and 96.

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

Staff recommends the General Services Committee approve Budget Amendment BA-2025-03 and forward to City Council for their approval.

Committee Member Anthony made a motion to approve the Budget Amendment BA-2025-03 and forward to City Council for their approval.

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

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

NAYS: None

Item 4. Special Event in Downtown Monroe- Spring Fest at Home Brew

Catherine Mullis, Permit Center Supervisor, presented that General Services Committee is requested to consider a special event permit to be held in Downtown Monroe. The Spring Fest will be held on April 12, 2025 with a rain date of April 13, 2025.

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting a special event permit to hold an event in Downtown Monroe on Saturday, April 12, 2025 with the rain date Sunday, April 13, 2025.

Spring Fest:

The Spring Fest at Home Brew event will be held Saturday, April 12, 2025 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 10pm for the preparation and tear down of the event. The applicant is estimating 3,000 people will attend the event with a total of 1,500 at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 13 of their application.

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

Fire Department:

Monroe Fire Department Approves Permit Pending an Approved Fire Inspection. Applicant Must Call Monroe Fire Department 24hrs in Advance to Schedule Fire Inspection at 704-282-4726. For Every 7th Tent, a 12ft. Break is required.

Police Department:

Greg Moore has agreed to hire Monroe Police Officers (through Extra-Duty Solutions) as security for this event.

Engineering Department:

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

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.

a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.

2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

3. 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.

4. 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.

Union County Environmental Health:

Unable to approve until closer to the event date.

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

Committee Member Anthony made a motion to accept the aforementioned approvals and forward it to City Council for approval of the special event permit.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 5. Special Event in Downtown Monroe- Music on Main Fridays for Home Brew.

Catherine Mullis, Permit Center Supervisor, presented that General Services Committee is requested to consider the special event permits to be held in Downtown Monroe. The Music on Main Fridays for 2025 are proposed to be on the following dates: April 25, May 16, June 27, July25, August 22, September 26, and October 24, from 6 p.m. to 11 p.m.

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting the special event permits to hold events in Downtown Monroe from April to October. The Music on Main Fridays for 2025 to be on the following dates: April 25, May 16, June 27, July25, August 22, September 26, and October 24, from 6 p.m. to 11 p.m. Main Street will be closed from Talleyrand Avenue to Morrow Avenue from 6 p.m. to 11 p.m. for the preparation and tear down of the event. The applicant is estimating 100 people will attend the event with a total of 80 at peak periods. The events will include music on the front patio of McEwen Funeral Home. There will be no alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 14 of their application.

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

Fire Department:

Monroe Fire Department approves permit pending an approved fire inspection. Applicant Must Call Monroe Fire Department 24hrs. in advance to schedule fire inspection at 704-282-4726.

Police Department:

Greg Moore's application for the dates listed are approved. We understand the dates coincide with Music on Main Street dates for 2025. I have contacted Lieutenant. Hower had confirmed that her squad is working these events and I will be there also. We will cover both Music on Main Street and Mr. Moore's events.

Engineering Department:

- 1) Main Street approved to temporarily close between Morrow Ave and Talleyrand Ave.
- 2) Applicant to notify all businesses/property owners opened or closed within and adjacent to the closure and provide them with their contact information for questions/concerns prior to the closure.
- 3) Applicant is responsible for placing and removing the barricades on the days of the closures. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours.
- 4) Applicant is responsible for removal of all trash and debris generated by the event.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.

a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.

2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

Downtown:

Home Brew was awarded closure of Lane Street on Friday and Saturday nights through June. It was determined at that time that we would use this period to see if a more permanent solution could be determined for Lane street. The property owner has not pursued an alternative drive or parking lot and as a result Mr. Moore's request to close Lane street after June will also need to be revisited. At the time those discussions, Mr. Moore expressed serious concerns about the safety of patrons on Lane street. This request only seeks the closure of Main street from Morrow to Talleyrand. Music on Main will not be closing Talleyrand, Windsor or Main street between Windsor and Morrow. Mr. Moore's request leaves Main street open between Talleyrand and Windsor (in front of the Dowd, Sorella's, and Main Street Bistro). Given events in the U.S. and around the world this request could create confusion and leave pedestrians vulnerable. I will only lend my support to this request upon the recommendations of Engineering and Police. The safety of our citizens is a top priority.

Union County Environmental Health:

Unable to approve until closer to the event date.

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

Committee Member Anderson made a motion to accept the aforementioned approvals and forward it to City Council for approval of the special event permit.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 6. Budget Amendment for additional CityView Software Licenses

Catherine Mullis, Permit Center Supervisor, presented that General Services Committee is requested to consider recommending City Council approve a budget amendment for the purchase of twelve additional CityView Software Licenses.

The Planning & Development Department requests a budget amendment to purchase twelve additional

CityView Software licenses. The Planning & Development Department recommends increasing the amount of licenses in the CityView software from the current seventeen to twenty-nine licenses. Since the implementation of the CityView software in 2020, there has been an increase in staff using the software for various reviews and inspections. Based on the recommendations during the Development Review Process by Assistant City Manager, Jeff Wells, staff will be able to have additional users access CityView at one time with the purchase of twelve additional licenses.

The Planning & Development Department recommends the purchase of twelve additional licenses at a cost of \$1,000 per license with an annual maintenance fee of \$250 per license. The total cost is \$12,000 with an annual maintenance increase of \$3,000 that will be taken from the restricted fund balance for building permit revenues.

Staff is recommending the General Service Committee consider a budget amendment in the amount of \$15,000 for the purchase of twelve additional CityView licenses and maintenance and authorize the City Manager to execute the CityView Software Maintenance Agreement Amendment.

Committee Member Anthony made a motion to approve the Budget Amendment in the amount of \$15,000 for the purchase of twelve additional CityView licenses.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 7. Budget Ordinance for Pro Shop Renovation.

Pete Hovanec, Parks & Recreation and Tourism Director, presented that Staff is requesting City Council approve a budget ordinance to amend the project budget in the amount of \$60,000. This will cover the additional construction costs for the renovation of the Monroe Country Club Ballroom and provide funding for the purchase of a new sales counter and associated furniture. The increase is needed as bids exceeded staff and the architect's expectations.

City Council previously approved the allocation of \$350,000 for the pro shop renovations which include renovations to interior as well as the construction of a new restroom outside and a new covered area. Large counters, deteriorating carpets, dated fixtures and overall limited functionality of the building not only hampers operations but also does not allow for quality customer experiences. The facility also has challenges meeting ADA accessibility standards with the current restrooms, which will be remodeled.

Staff engaged Architect John Dickerson and after subtracting fees for architectural drawings and project management there was only \$309,580 left in the account for the construction and furnishings.

Staff placed the project out for informal bids to three companies. Staff received two bids, one from Hoss Construction for \$389,390 and one from H.C. Rummage in the amount of \$455,700. The third company did not provide a bid. Staff reached out to the low bidder, Hoss with some cost saving measures and was able to bring the bid down to \$349,675 (see attached). Staff is willing to wait on, or complete the work internally to save costs.

Staff is confident the additional \$60,000 will cover any additional expenses and allow staff to properly furnish the interior of the pro shop.

Committee Member Anthony made a motion to approve the budget ordinance in the amount of \$60,000 for the pro shop renovation and award the contract to Hoss Construction.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 8. Budget Amendment for Senior Center General Purpose Funding.

Peter Hovanec, Parks, Recreation and Tourism Director, presented that the Parks and Recreation Department seeks to accept a grant from Centralina Area Agency on Aging and requests a budget amendment.

The Parks and Recreation Department has received a grant in the amount of \$5,007.00 from the Centralina Area Agency on Aging. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs and facilities at a high quality level that include, but is not limited to, amenities throughout the facility, as well as, funding utilized to pay instructors for our Tai Chi and Zumba Gold programs. Participation for both new programs has been outstanding. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center.

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

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

Committee Member Anderson made a motion to accept the funds associated with the Senior Center General Purpose funding and approve the budget amendment.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 9. Budget Amendment for Vaccine Mini Grant.

Pete Hovanec, Parks, Recreation and Tourism Director, presented that the Parks and Recreation Department seeks to accept a grant from Centralina Area Agency on Aging and requests a budget amendment.

The Parks and Recreation Department has received a grant in the amount of \$1,500.00 from the Centralina Area Agency on Aging. These funds were allocated to Centralina Area Agency on Aging from the Aging and Disability Collaborative and were then awarded to our department to provide vaccine clinics to participants ages 55 and older. There is no match for this funding. Vaccines will include flu vaccine.

Staff requests the General Services recommendation council approval to accept funds associated with the Vaccine Mini Grant and approve the budget amendment.

Committee Member Anderson made a motion to accept funds associated with the Vaccine Mini Grant and approve the budget amendment.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 10. Outside Agency Funding Requests for Fiscal Year 2026 Budget.

Ashley Ivey, Assistant Finance Director and Lisa Strickland, Finance Director, requested to consider outside agency funding requests for the fiscal year 2026 budget.

Outside agency applications for funding requests for the fiscal year 2026 budget were due on February 7, 2025. Eligible applicants must be a non-profit organization that provides a service for the Monroe community. In order to be considered, the applicants were required to attend a mandatory workshop that was held on November 19, 2024 and submit an application.

A Committee comprised of three staff members has reviewed the documentation that has been submitted to ensure a public purpose eligibility, fiscal and programmatic compliance. The General Services Committee is requested to review the funding requests and staff recommendations and make recommendations to City Council for funding. All funding is based on City Council approval of the FY 2026 budget.

Staff requests that the General Services Committee consider funding requests and make recommendations to City Council for the fiscal year 2026 budget.

Committee Member Anderson suggested to add \$5,000 for the Council of Aging of Union County and \$5,000 for Community Health Services of Union County, Inc. Lisa Strickland, Finance Director, pointed out that by increasing the funds by \$5,000 for these organizations, they will be only \$150 from exceeding the maximum cash funding allowance based on the policy.

Committee Member Anthony made a motion to approve funding request and make recommendations to City Council for the fiscal year 2026 budget.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 11. Budget Amendment for Various Budget Adjustments.

Lisa Strickland, Finance Director, presented that budget technical changes and adjustments are proposed to FY 2024-25 Budget to maintain budgetary compliance. All adjustments are outlined below.

Budget Amendment for various items as follows:

1. Designate and appropriate funds in fiscal year 2025 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 2024. Hamilton Drywall Products has met the grant requirements and the City has received a portion of the grant to pass-through to them. The remaining grant funds totaling \$80,998 will be re-appropriated in order to process the final amount left on the grant.

2. The Juice Bar at the Monroe Aquatics and Fitness Center expenses are over budget due to increased sales. A budget adjustment in the amount of \$30,000 to increase sales and the related expenses for merchandise purchases is recommended.

3. The Snack Bar at the Monroe Country Club expenses are over budget due to increased sales. A budget adjustment in the amount of \$18,000 to increase sales and the related expenses for merchandise purchases is recommended.

4. Two vehicles were declared a total loss and insurance proceeds have been received. An appropriation to provide funding to replace the vehicles is necessary. The amount needed above the insurance proceeds will come from fund balance. The utility billing vehicle will be purchased from Electric, Gas and Water Resources. The police vehicle will be funded from unassigned fund balance. Vehicles as follows:

	Insurance	Replacement Cost
Utility Billing Truck	\$15,338	\$35,000

Police 2023 Interceptor	\$37,659	\$72,000
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5. An adjustment for salary expense and associated benefits for increased salaries and operating hours at the Monroe Aquatics and Fitness Center is needed for this fiscal year. The total needed for this adjustment is \$496,772 and will be funded from increased revenue due to increased memberships and programming at the Center.

Staff recommends approval of the attached budget amendment containing various budget adjustments for Fiscal Year 2024-25.

Committee Member Anthony made a motion to approve the budget amendment containing various budget adjustments for Fiscal Year 2024-25 and forward it to City Council for their approval.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 12. Discussion of Request from Heart for Monroe for a Community Garden on City Property.

Mark Watson, City Manager, introduced Ginger Walley from Heart for Monroe who came to the General Services Committee with a request.

Ginger Walley, presented that for the last 8 years, Heart for Monroe, had partnered with First Presbyterian Church on a piece of property that is across from the Union County Public Library which was used for the Community Garden. The purpose of the Community Garden is to grow fresh fruits and vegetables for vulnerable families and for some ministries in the community. It came to the Heart for Monroe attention that First Presbyterian Church is working on selling that land.

Ginger Walley, mentioned that the Community Garden is very important for many people in the community. Heart for Monroe requests for a partnership and a property that City of Monroe would let Heart for Monroe use as a Community Garden to continue growing and provide fresh produce to families in need in the community.

Mark Watson, City Manager, requests the General Services recommendation to partner with Heart for Monroe on a Community Garden.

Committee Member Anderson made a motion to partner with Heart for Monroe and to authorize City Manager to work with them on finding an appropriate location for Community Garden on City Property.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Item 13. Historical Marker to Chief James Franklin Sutton.

Ryan Jones, Property Management Director presented that The General Services Committee is requested to consider information pertaining to a historic marker to honor Chief James Franklin Sutton and to provide Staff feedback regarding the sign wording and location.

It has been requested by the community to provide a historical marker to honor former City of Monroe Chief of Public Safety James Franklin Sutton. Chief Sutton was born in Monroe in 1940 and lived in the Quality Hills neighborhood. After graduating from Winchester High School, he enlisted in the United States Army and joined the 82nd Airborne Paratrooper Division. While he served in Okinawa, Japan, he was assigned to the Military Police. He was promoted to Staff Sergeant after completing Raider training and was deployed to the Dominican Republic for Operation Power Pack in 1965.

After his honorable discharge from the military, Chief Sutton studied criminology at Central Piedmont Community College, police training at Charlotte Police Academy, and police supervisor courses at North Western University. He was trained in Fire Safety when the police and fire department became one entity, the Public Safety Department, in the 1970s. Chief Sutton joined the Monroe Police Department in 1967 as a patrolman and was promoted to Sergeant, Lieutenant, Captain, Commander and Assistant Chief. In September of 1996 he was appointed as Chief of Public Safety and retired in 1997. He was Monroe's first African American Chief in Public Safety.

He was a trailblazer and a pillar in the Monroe community for decades. He was also a devoted husband and father of four.

A map is provided identifying Chief Sutton's residence at 106 South Branch Street. This site is the recommended site for installation.

A sample of the historical marker is provided based on past historical markers approved.

Staff has also provided proposed verbiage for the historical marker that includes:

"Chief James Franklin Sutton was hired as a patrolman with the Monroe Public Safety Department in 1967 after his dedicated service in the United States Army. During his 30-year tenure with the City of Monroe, he was promoted to Sergeant, Lieutenant, Captain, Assistant Chief and in September of 1996, he was appointed to Chief of Public Safety. Chief Sutton was the first African American Chief in Monroe and was a trailblazer and pillar in the Monroe community for decades. Chief Sutton was born in Monroe in 1940 and grew up in the Quality Hills neighborhood. Chief Sutton was a graduate of Winchester High School and resided at 106 South Branch Street."

Staff recommends that the General Services Committee provide feedback regarding the verbiage and the location of the historical marker to be installed at 106 South Branch Street and to provide a favorable recommendation to City Council regarding the location and verbiage. Upon approval of the verbiage, staff will complete the order of the historical marker and schedule the installation. Funds are available within the Property Management budget for purchase.

Committee Anthony and Chairwoman Thompson, suggested to make some wording adjustments regarding the graduation of Winchester High School.

Committee Member Anderson made a motion to move it forward to the City Council regular agenda.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

Other Items.

Pete Hovanec, Parks, Recreation and Tourism Director, presented that the Ballroom received the golf simulators but they need funds for construction and architect work to move forward with that.

Pete Hovanec, requests an allocation of \$450,000 from Golf Course fund balance and/or General Fund to cover the costs of the Ballroom renovations and for purchasing the furniture that is needed in order to open the Golf Simulators facility and begin generating revenue.

Committee Member Anthony made a motion to approve the request and forward to Council for their approval.

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

AYES: Chairwoman Thompson, Committee Member Anderson, Committee Anthony

NAYS: None

There being no further business the meeting adjourned at 5:26 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: April 3, 2025

FROM: Lisa Strickland, Finance Director

PREPARED BY: Ashley Ivey, Assistant Finance Director

SUBJECT: Resolution to Approve Fiscal Year 2025 Equipment Installment Financing

SUMMARY STATEMENT

The purpose of this report is to provide a recommendation for the award of a \$2,210,000 installment financing contract for the qualifying capital equipment purchased during Fiscal Year 2025.

REVIEW

On February 24, 2025, the City of Monroe sent requests for proposals for the 2025 Equipment Installment Financing. The request for proposals was sent directly to seventy-two financial institutions. On March 17, 2025, the City received responses from eight institutions and the tabulation of those proposals is attached.

RECOMMENDATION

Based on the proposals received, staff recommends that the General Services Committee approve the Fiscal Year 2025 Equipment Installment Financing to Banc of America Public Capital Corporation and forward to City Council for approval and adoption of the attached Resolution to incur the indebtedness and authorize the execution of the respective documents.

Attachments: RFP Tabulation
Resolution R-2025-17

Monroe, North Carolina

Installment Financing, Series 2025

Summary of Bids Received

March 18, 2025

Bank	Rate	Total D/S ¹	Prepayment	Bank Fees	Additional Terms
Bank of America	3.9323%	\$2,719,674	In whole on any payment data @ 100% after the first half of the term has elapsed	\$0	Must be accepted by March 26, 2025 Subject to taxable gross up provisions due to actions or inactions of the City May require insurance satisfactory to Bank of America Loan proceeds can be deposited in the NCCMT May require a payment and performance bond for any advance payment prior to delivery Subject to final credit, legal and investment approval
Webster Bank	4.1400%	\$2,754,543	Year 2: 102%; Year 3: 101%; 100% thereafter	\$3,500	Term sheet expires March 21, 2025 Webster to provide documentation Evidence of insurance must be satisfactory to Webster May be funded into an escrow account held at a bank of the City's choice Must provide a legal and tax opinion Subject to final credit approval
Huntington	4.3400%	\$2,776,336	Year 4 @ 102%; 100% thereafter	\$0	Must be accepted by March 25, 2025 Monroe to provide insurance Huntington to provide documentation Escrow account required and can be held at a bank of the City's choice Subject to final credit approval
Truist	4.3900%	\$2,782,861	Year 1: 105%; Year 2: 104%; Year 3: 103%; Year 4: 102%; Thereafter: 101%	\$0	Term sheet expires April 9, 2025 Subject to taxable gross up provisions Truist to provide documentation Annual audit within 270 days of fiscal year end
JP Morgan	4.4200%	\$2,786,776	Any payment date @ fixed rate / "make-whole" Prepay without a fixed fee after 12 months +0.24% on the interest rate	\$0	Must be accepted by March 19, 2025 Required performance bond for fire truck JP Morgan can adjust pricing if major negative changes affect their expected profits Evidence of insurance must be satisfactory to JP Morgan JP Morgan to provide documentation Escrow account required and can be held at a bank of the City's choice Subject to final credit approval
South State	4.5000%	\$2,804,340	No prepayment penalties	\$2,500	
Bancorp	4.5157%	\$2,800,754	After 13 months @ 103%	N/A	
First National Bank	5.1250%	\$2,885,179	Not provided	\$0	

¹ Assumes a flat \$2.21 million par amount plus bank fees (if any).

**RESOLUTION APPROVING THE INCURRENCE BY
THE CITY OF MONROE OF UP TO \$2,210,000 INDEBTEDNESS FROM
BANC OF AMERICA PUBLIC CAPITAL CORP
TO FINANCE EQUIPMENT ACQUISITIONS**

R-2025-17

WHEREAS, the City of Monroe (“City”) has previously determined to purchase a fire truck, and two refueler trucks (the “Equipment”), and the Director of Finance has now presented a proposal for the financing of the Equipment.

BE IT THEREFORE RESOLVED, as follows:

1. The City hereby determines to finance the acquisition of the Equipment through Banc of America Public Capital Corp (the “Lender”), in accordance with the Lender’s proposal dated March 17, 2025 (the "Proposal"). The amount financed shall not exceed \$2,210,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.9323%, and the financing will mature no later than May 1, 2035.

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

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

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

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

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

Adopted this 8th day of April, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: April 3, 2025

FROM: William “Rhett” Bolen, Assistant Chief of Police
P. Gabriel Broome, Police Lieutenant

PREPARED BY: Angie Rangolan, Administrative Services Supervisor

SUBJECT: Naming of Conference Room at Bobby G. Kilgore Law Enforcement Center as J. Bryan Gilliard Conference Room

SUMMARY STATEMENT

Staff seeks approval to name the conference room at the Bobby G. Kilgore Law Enforcement Center in honor of Chief Gilliard as the J. Bryan Gilliard Conference Room.

REVIEW

On August 24, 2023, the Bobby G. Kilgore Law Enforcement Center celebrated its grand opening. Chief J. Bryan Gilliard worked tirelessly and provided significant contribution to the Bobby G. Kilgore Law Enforcement Center. Chief Gilliard was born and raised in Union County and began his career with the City in 1993 as a telecommunicator. He served in various capacities, rising to the rank of Captain in 2007, Assistant Chief in 2010, Interim Police Chief in 2013, and finally Police Chief in 2014.

Chief Gilliard has led the department through many challenges, changes, and accomplishments, including the following:

- Advancing the use of law enforcement technology and community engagement to improve public safety within the City
- Planning, construction, and opening of the Bobby G. Kilgore Law Enforcement Center

- Earning national accreditation and re-accreditation(s) from the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA) since 2007
- Provided opportunities for law enforcement skills and leadership training that prepared Monroe Police Officers to grow their careers and advance in rank
- Improved retention of experienced Police Officers by providing educational incentives, addressing competitive pay policies, and updating recruiting practices
- Advocated for improvements in officer protective equipment and a modernized vehicle fleet

Chief Gilliard takes pride and honor in his job. He proudly and humbly serves the community in all aspects of his life and has honorably worked to better serve the citizens of Monroe for 32 years.

Chief Gilliard maintains a positive and professional approach to any situation, and is an unrivaled example for others to follow. It is my honor and privilege to request that the conference room at the Bobby G. Kilgore Law Enforcement Center be named in honor of Chief Gilliard as the J. Bryan Gilliard Conference Room.

RECOMMENDATION

Staff requests that the General Services Committee recommend Council approval to name the conference room at the Bobby G. Kilgore Law Enforcement Center in honor of Chief Gilliard and his significant contributions to the City of Monroe and the Monroe Police Department, as the J. Bryan Gilliard Conference Room. If approved to move forward, this matter will be placed on the Regular section of the City Council Regular Meeting Agenda to allow any public comment to the naming request.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: April 8, 2025

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Jeff Wells, Assistant City Manager

SUBJECT: Budget Ordinance for Winchester Revitalization Project

SUMMARY STATEMENT

Staff is proposing a Budget Ordinance to progress the Winchester revitalization project. In order to redevelop the Winchester site, the City will need to further advance and comply with the Brownfield site mitigation process. Work required is additional environmental testing and a site brownfield survey that must be recorded in the Register of Deeds. The additional environmental work includes completing a work plan, environmental management plan, and soil/gas assessments.

REVIEW

Administration and Finance staff have identified the Downtown Parking Improvements Fund RD2202 to draw from to fund this segment of the Winchester Revitalization Project. The Downtown Parking Improvements Fund currently has \$519,946 available.

The Budget Ordinance would transfer \$169,946 from the Downtown Parking Improvements Fund RD2202 to the Winchester Redevelopment Fund GB2001 to make funds available to complete the Winchester Revitalization Project brownfield survey and environmental testing.

RECOMMENDATION

Staff recommends that General Services Committee approve the Budget Ordinance for the Winchester Revitalization Project and forward to City Council for final consideration and approval.

Attachment: Budget Ordinance BO-2025-08

**CAPITAL PROJECT BUDGET ORDINANCE
WINCHESTER REVITALIZATION PROJECT
BO-2025-08**

WHEREAS, the City previously approved the Winchester Revitalization Project (GB2001) to focus on neighborhood redevelopment; and

WHEREAS, the City needs to fund the brownfield survey and assessment for the Winchester site; and

WHEREAS, the City would like to provide funding from the Downtown Parking Project (RD2202) that was previously funded.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe adjusts the following adjustments to the funding in capital projects and for purposes listed above:

Capital Project Fund:

Revenue:

Transfer from General Cap Project (GB2001)	\$169,946
--	-----------

Expenses:

Project Costs (GB2001-Winchester Revitalization)	\$169,946
Transfer to General Cap Project (RD2202)	\$169,946
Project Costs (RD2202-Downtown Parking)	\$169,946

Adopted this 8th day of April, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: April 3, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager

SUBJECT: Occupancy Tax Discussion

SUMMARY STATEMENT

The City of Monroe has an occupancy tax of 5%; Staff is asking General Services to consider a request to the Legislature to adjust the occupancy tax to 6% effective passage of a law.

REVIEW

The authority for local governments to collect an occupancy tax comes from the North Carolina General Assembly. SL 2001-439 authorized the City of Monroe to collect 5% on the gross receipts from the rental of any room, lodging, or accommodation by a hotel, motel, inn, etc. within the City. The law directed proceeds to be used at 2/3rds for tourism related activities, 1/3rd for promotion of travel and tourism for the first 10 years. Thereafter, the funds are to be used 2/3rds for promotion and 1/3rd for tourism-related activities. Additionally, funds may be used for administration and accounting by the Finance Department at 3% of the first \$500k and 1% above this level.

The City of Monroe has used the funds for the acquisition of property for the Science Center and exhibits, Dowd Theatre renovations, purchase of “Tinker Belle” a C-46 Military Aircraft (bought in 2011 and sold in 2023), providing operating funds for the Science Center and funds for the promotion of travel and tourism.

The anticipated fiscal impact of increasing the rate from 5% to 6% is an additional \$184,500 in revenue, as each 1% generates \$184,500 in the current fiscal year. The City of Monroe collected \$848,193.12 in FY 2023-24 and is projected to collect around \$922,000 in FY 2024-25, reflecting an 8.75% growth over the previous year. Additional funds are needed to support the City's promotional efforts and sustain the operations of the Science Center as it works towards achieving full revenue self-sufficiency.

RECOMMENDATION

The City Manager is seeking direction from the General Services Committee on whether to request Council to seek an adjustment of the occupancy tax to 5%.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: April 3, 2025

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Karen Penegar, Purchasing Manager

SUBJECT: Authorization to Dispose of a 2004 Freightliner Dump Truck (2186)

SUMMARY STATEMENT

Staff requests consideration of disposal of a 2004 Freightliner Dump Truck located at Operations Center.

REVIEW

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a 2004 Freightliner Dump Truck as defined by G.S. 160-270A. Pursuant to G.S. 160-270A and Title III, Chapter 34 of the City of Monroe Code of Ordinances staff is required to seek board approval when the fair market value of surplus personal property is believed to exceed \$30,000. It is staff's belief that the potential proceeds of this apparatus may be in excess of \$30,000. Therefore, staff requests adoption of a Resolution giving authority to dispose of the 2004 Freightliner Dump Truck.

RECOMMENDATION

Staff recommends City Council authorization of the disposal of the 2004 Freightliner Dump Truck as defined by G.S. 160-270A by approving Resolution R-2025-14.

Attachment(s): Resolution R-2025-14

**RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE
2004 FREIGHTLINER DUMP TRUCK
R-2025-14**

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

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

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

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

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

WHEREAS, title and possession of the property will be transferrable at the auction’s close on April 9, 2025 at 8:00AM EST when the sale is completed and payment is made; and

WHEREAS, the buyer will pay the full amount of his or her bid at the conclusion of the auction, either by card or wire transfer. Failure to make payment on or before April 15, 2025 cancels the buyer’s bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and authorizes staff to dispose of by auction sale the 2004 Freightliner Dump Truck pursuant to G.S. §160A-270.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to take any and all action necessary regarding the disposal of the 2004 Freightliner Dump Truck.

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

Adopted this the 8th day of April, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Service Committee

VIA: Mark Watson, City Manager

DATE: April 3, 2025

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Catherine Mullis, Permit Center Supervisor

SUBJECT: Special Event Permit – UCPS U Awards Ceremony May 8, 2025

SUMMARY STATEMENT

General Services Committee is requested to consider a special event permit to be held in Downtown Monroe. Union County Public Schools has requested to close Main Street between Windsor Street and Correll Street on May 8, 2025 from 5:00 p.m. to 7:00 p.m.

REVIEW

Union County Public Schools has requested to close Main Street between Windsor Street and Correll Street on May 8, 2025 from 5:00 p.m. to 7:00 p.m. The event will be held in the Dowd Center Theater in Downtown Monroe for the announcement and recognition for Union County Public Schools Teacher of the Year, Beginning Teacher of the Year, Principle of the Year, and Assistant Principle of the Year.

The applicant is estimating 200 people will attend the event. There will be no alcohol sales as part of the event as it is within the social district. The businesses open during the event have all signed in favor of the event on page 13 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

DEPARTMENT REVIEWS

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

Fire Department:

Monroe Fire Department approves the event. No fire inspection required.

Police Department:

Monroe Police Department approves the event.

Engineering Department:

Main Street approved to temporarily close between Windsor Street and Correll Street.

Applicant to notify all businesses/ property owners opened or closed within and adjacent to the event and provide them with their contact info for questions/concerns before or during the event. Applicant shall notify ALL businesses located along the entire length of Main Street one week prior to the event. This is in addition to the proof of notification already provided. Failure to contact all businesses/ property owners and provide event information can and will affect future approvals.

Applicant is responsible for placing and removing barricades on day of event per the attached map. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours.

Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned after the event is completed.

Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

Downtown:

Approved.

Legal:

Certificate of Insurance is approved.

Union County Environmental Health:

Unable to approve until closer to the event date.

RECOMMENDATION

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

Attachments:

1. Application
2. Map
3. Barricade Map



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: **UCPS U Awards Ceremony**

Event Website (if applicable):

Event Date/s: **May 8, 2025**

Event Hours: **5:00 - 7:00 PM**

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply)

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

Special Considerations: (please check all that apply)

- ☐ Alcoholic Beverages
- ☐ Food Sales
- ☐ Cooking
- ☐ Merchandise Sales
- ☐ Pets/Animals
- ☐ Sound Amplification
- ☐ Tents / Inflatables
- ☐ Fireworks/Pyrotechnics
- ☐ Portable Restrooms
- ☐ Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)
- ☒ Other: street closure in front of theatre from (4:00-6:00 pm)

Time Set up Begins: **4:00 PM**

Time Break Down Ends: **7:00 PM**

Estimated Event Attendance: **200**

Estimated # of People at Peak Periods: **200**

Estimated # of Vehicles: **Wherever parking is available**

Estimated Vehicles at Peak Periods: **According to Availability**

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: **Union County Public Schools**

Applicant Name: **Union County Public Schools**

Address: **400 North Church Street**

City: **Monroe**

State: **NC**

Zip: **28112**

Phone#: **704-296-5221**

Mobile#: **704-221-6727**

Email: **shirlene.leaks@ucps.k12.nc.us**

Primary On-Site Contact: **Tahira Stalberte**

Mobile#: **704-361-6893**

Other On-Site Contact Info: **Shirlene Leaks 704-221-6727**

SECTION III: EVENT DETAILS

Description of the Event: _____

Announcement and recognition ceremony for Union County Public Schools Teacher of the Year, Beginning Teacher of the Year, Principal of the Year and Assistant Principal of the Year

Location/s of the Event: **Dowd Center Theatre Downtown Monroe**

Site Capacity: **560**



Property Address: 120 S. Main Street Monroe, NC 28112

Property Owner/s: City of Monroe

Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS

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

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.

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

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

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

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

SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

Reason for Street Closure: Parking, event festivities and social hour

Name of Street to be closed: Main St. between W. Correll & Windsor from 5:00 PM to 7:00 PM

Additional Street: *In front of Dowd Center Theatre from 5:00 PM to 7:00 PM

of Barricades needed: 4-6 # of cones needed 8 Drop-off location: Corners of Main/Windsor (2) & Main/Correll (2)

Date of Closure: Thursday, May 8, 2025 Start Time: 5:00 PM to 7:00 PM

Additional Comments: _____



☐ **Trash/Debris Plan:** Trash to be discarded inside Theatre, City of Monroe outside trash cans and use of dumpster behind Dowd Theatre

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: _____

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

☐ **Inflatables** (Width x Length X Height)
Dimensions of Inflatable: _____

☐ **Cooking or Warming Food?** (Circle One)
Method of Heat: _____

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed 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: Union County Public Schools Title: Communications Dept.

Signature

Shirley Leard

Submission Date: 2/26/2025



Union County Public Schools 4 Awards

Date of Proposed Event: May 8, 2025

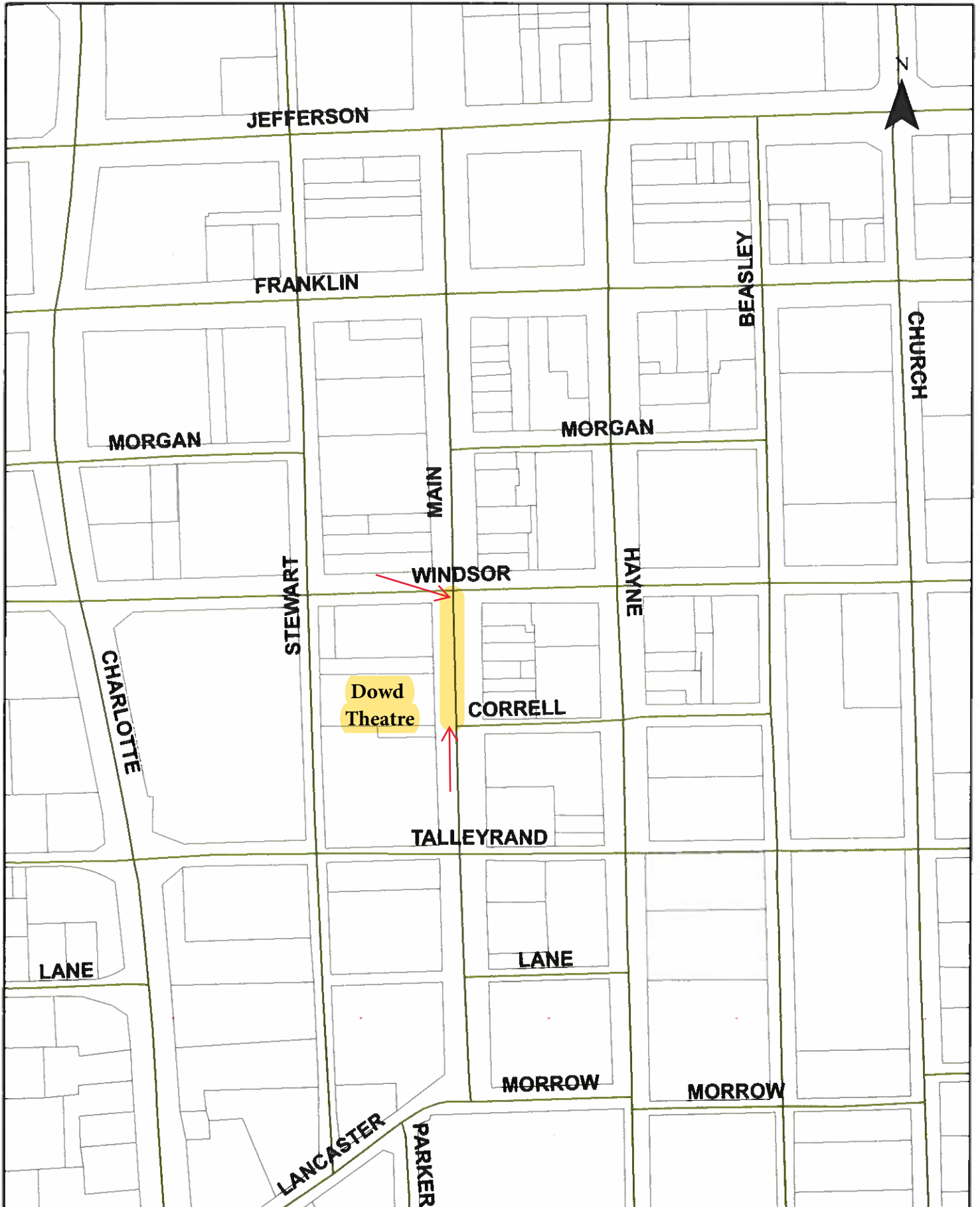
Times of Proposed Event: 5:00 pm - 7:00 pm

Main St. between W. Carroll and Windsor St

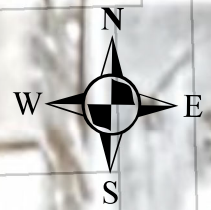
Businesses Notified

[illegible]

Map of Downtown



Barricade Layout
for UCPS Event -
May 8th, 2025



N MAIN ST

W WINDSOR ST



Dowd Theater

S MAIN ST



W CORRELL ST

Breakdown

Type III Barricades x 4
Barrels x 6



STAFF REPORT

TO: General Services

VIA: Mark Watson, City Manager

DATE: April 3, 2025

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager

SUBJECT: City Hall Space Needs Analysis Update

SUMMARY STATEMENT

The City Manager and Staff are sharing information on the update of the space needs analysis for a new City Hall to keep City Council members, the residents of Monroe, and other stakeholders informed about the project's objectives, progress, and potential impacts on the community.

REVIEW

In 2012, Creech and Associates conducted a space needs analysis that recommended several capital projects, some of which have since been completed or are currently under contract, including the construction of a new Police Department and the Energy Services Building. However, projects such as the replacement of City Hall and the construction of a Fire Department Headquarters have not yet been initiated.

As the Council has identified the replacement of City Hall as a top priority for 2025, City staff has reached out to Creech and Associates for an updated space needs analysis. A scope of work has been received, and the City plans to contract with Creech and Associates to conduct the analysis which will begin by May 2025.

RECOMMENDATION

The City Manager is providing regular updates on this upcoming project to ensure the City Council is well-informed about its progress, key milestones, and any significant developments. No action by General Service or Council is necessary.