

**CITY OF MONROE - GENERAL SERVICES COMMITTEE  
CITY HALL CONFERENCE ROOM  
300 W. CROWELL STREET, MONROE, NC 28112  
Thursday, May 1, 2025 - 4:15 PM**

**AGENDA  
[www.monroenc.org](http://www.monroenc.org)**

1. Minutes of General Services Committee Meeting of April 3, 2025
2. Special Event Permit Request by Our Lady of Lourdes for Eucharistic Procession to be Held June 26, 2025
3. Building Rehabilitation and Improvement and GROW Monroe Downtown Incentive Grants
4. Proposed Relocation of Billy Woods Cemetery Currently Located at 1540 N. Sutherland Avenue to Suncrest Cemetery
5. Resolution Authorizing Disposal by Auction Sale of 2007 Ford 1,000 Gallon-Refueler Truck
6. Miller Street Workforce Housing Subdivision Concept
7. Dowd Center Theatre Private Rental Discussion
8. Special Event Permit Request - Latin Festival
9. Award Contract for Space Needs Analysis for City Hall

Other Items



**CITY OF MONROE  
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room  
300 W. Crowell Street  
Monroe, NC 28112  
April 3, 2025 - 4:15 PM

**MINUTES**

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

Absent: Committee Member Julie Thompson

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; Camden Baucom, Budget Analyst; Lisa Kerner, Grant Administrator; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Donna O'Keefe, Downtown Manager; Sarah McAllister, Director of Engineering; Keri Mandler, Senior Planner; Catherine Mullis, Permit Center Supervisor; Steve Morton, Police Captain I; T J Goforth, Police Captain II; Gabriel Broome, Police Lieutenant II; David McAllister, Police Sergeant I; Monique Holt, Police Lieutenant II; Shannon Huntley, Police Major; Shelby Helms, Police Officer II; Ryan Caldwell, Police Sergeant II; Justin Crump, Police Sergeant III; Patrick Faulkenberry, Police Info Systems Tech II; Nickolaus Brummer, Police Lieutenant II; Jaime Demera, Master Police Officer II; Garrett Mayer, Master Police Officer I; Chase McSheehan, Police Officer I; Richard Eason, Police Officer II; Christian Horne, Police Officer II; Kristopher Westover, Police Lieutenant III; Rhett Bolen, Assistant Chief of Police.

Visitor(s): Tahira Stalberte, Union County Public Schools; Brooks Durheem, Citizen, Dan Shive, Citizen.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on April 3, 2025. A quorum was present. Interim Chairwoman Surluta Anthony presided.

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

The minutes from the March 6, 2025 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 March 6, 2025.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**Item 2. Resolution Approving Fiscal Year 2025 Equipment Installment Financing.**

Ashley Ivey, Assistant Finance Director, presented a report the purpose of which 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.

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 was presented.

Based on the proposals received, staff recommends that the General Services Committee approve the Fiscal Year 2025 Equipment Installment Financing to Bank 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.

Committee Member Anderson made a motion to approve the Fiscal Year 2025 Equipment Installment Financing to Bank of America Public Capital Corporation and forward to City Council for approval and adoption of the Resolution.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**Item 3. Naming of Conference Room at Bobby G. Kilgore Law Enforcement Center as J. Bryan Gilliard as the J. Bryan Gilliard Conference Room.**

Rhett Bolen, Assistant Chief of Police, presented that 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.

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.

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.

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

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**Item 4. Budget Ordinance for Winchester Revitalization Project.**

Jeff Wells, Assistant City Manager, presented that 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.

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.

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.

Committee Member Anderson made a motion to approve the Budget Ordinance for the Winchester Revitalization Project and forward to City Council for final consideration and approval.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**Item 5. Occupancy Tax Discussion**

Lisa Hollowell, Assistant City Manager, presented that the City of Monroe has an occupancy tax of 5%. Staff is asking General Services to consider a request of the Legislature to adjust the occupancy tax to 6% effective passage of a law.

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.

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 6%.

Committee Member Anderson made a motion to seek out requesting additional 1% occupancy tax for City and go through the necessary process.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**Item 6. Resolution Authorizing Disposal by Auction Sale of 2004 Freightliner Dump Truck**

Lisa Strickland, Finance Director, presented that staff requests consideration of disposal of a 2004 Freightliner Dump Truck located at Operations Center.

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.

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.

Committee Member Anderson made a motion to authorization of the disposal of the 2004 Freightliner Dump Truck.

Committee Member Anthony seconded the motion and move it to consent agenda, which unanimously passed with the following votes:

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**Item 7. Special Event Permit-UCPS U Awards Ceremony May 8, 2025**

Catherine Mullis, Permit Center Supervisor, presented that 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.

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.

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.

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 Anderson made a motion to approve the aforementioned approvals, a recommendation will be presented to the City Council for approval of the special event permit.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

### **Item 8. City Hall Advanced Planning**

Lisa Hollowell, Assistant City Manager presented that 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.

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.

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.

Committee Member Anthony made a motion to move it to Strategic meeting that will take place on April 8, 2025.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

### **Item 9. Other Items**

1. Dan Shive presented to Committee information about historical figure Henry Hall Wilson. Dan Shive is requesting a consideration to have a Historical Marker put up in his memory and honor for his historical involvement in the City of Monroe.

Committee Member Anthony made a motion to accept the request and approve the opportunity to present to City Council at Strategic Meeting.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

2. Lisa Strickland, Finance Director, presented for Pete Hovanec, that the City of Monroe has been asked to accept a donation of a butterfly Sculpture from Council Member James Kerr for the addition to the fountain area located near the Bazemore Active Adult Center.

The roughly four-foot tall, cast bronze butterfly sculpture is on a mountable base and was commissioned by Council Member Kerr. North Carolina artist Dumay Gorham crafted the sculpture which will complement the fountain, seating and floral arrangements already located at the site.

Staff recommends that the General Services Committee make a recommendation to City Council to accept the sculpture donation and allow Staff to work with the donor to determine appropriate placement of the sculpture within the designated site.

Committee Member Anthony made a motion to move it to City Council for discussion and approval.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

3. Lisa Kerner, Grant Administrator, presented that staff is seeking approval for an application to the ElectriCities Downtown Revitalization Grant Program.

The ElectriCities Downtown Revitalization Grant program opened on March 27, 2025 and closes on April 18, 2025. Staff is preparing an application for submission ahead of the deadline. The application is requesting \$10,000 for furnishings for the planned Downtown welcome center as part of the American Bank renovation. There is no match required.

The General Services Committee is requested to recommend that City Council allow Staff to continue with the application process.

Committee Member Anthony made a motion to allow to continue with the application process and forward to Council for final consideration and approval.

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

AYES: Committee Member Anderson, Committee Member Anthony

NAYS: None

**There being no further business the meeting adjourned at 5:11 p.m.**

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Committee Chairwoman, Julie Thompson



**STAFF REPORT**

**TO:** General Service Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 1, 2025  
**FROM:** Lisa Stiwinter, Planning and Development Director  
**PREPARED BY:** Catherine Mullis, Permit Center Supervisor  
**SUBJECT:** Special Event Permit – Our Lady of Lourdes June 26, 2025

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**SUMMARY STATEMENT**

General Services Committee is requested to consider a special event permit to be held on June 26, 2025 for Our Lady of Lourdes for a Eucharistic Procession. Our Lady of Lourdes has requested to close W. Park Drive between Elm Street and E. Franklin Street, Elm Street between W. Park Drive and Deese Street, and Deese Street between E. Franklin Street and Elm Street on June 26, 2025 from 6:30 p.m. to 7:45 p.m.

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**REVIEW**

Our Lady of Lourdes has requested to close W. Park Drive between Elm Street and E. Franklin Street, Elm Street between W. Park Drive and Deese Street, and Deese Street between E. Franklin Street and Elm Street on June 26, 2025 from 6:30 p.m. to 7:45 p.m. The applicant is not requesting to close E. Franklin Street during this event. The event will use the sidewalk and church property for the part of the procession near E. Franklin Street.

The applicant is estimating 300 people will attend the event. Since this is a residential area, there are no businesses effected by the event. I have included the application and map 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:**

W. Park Drive from Franklin Street to Elizabeth Avenue, Elm Street from W. Park Drive to Deese Street, and Deese Street from Elm Street to Franklin Street approved to temporarily close.

Applicant to notify all property owners 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 property owners located along the entire route one week prior to the event. Failure to contact all 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.

**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.

**Legal:**

Certificate of Insurance is approved.

**Union County Environmental Health:**

Unable to approve until closer to the event date.

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**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



**SPECIAL EVENT PERMIT APPLICATION**

**SECTION I: GENERAL INFORMATION**

Title of Event: <u>Eucharistic Procession</u>		
Event Website (if applicable): <u>N/A</u>	Event Date/s: <u>6/26/2025</u>	Event Hours: <u>7 - 7:45 PM</u>

**USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED**

<p>Event Category: (please check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assembly</li> <li><input type="checkbox"/> Festival/Outdoor Market</li> <li><input checked="" type="checkbox"/> Run/Walk</li> <li><input type="checkbox"/> Parade</li> <li><input type="checkbox"/> Demonstration</li> <li><input type="checkbox"/> Concert/Performance</li> <li><input type="checkbox"/> Block Party</li> <li><input type="checkbox"/> Educational</li> <li><input type="checkbox"/> Other: _____</li> </ul>	<p>Special Considerations: (please check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alcoholic Beverages</li> <li><input type="checkbox"/> Food Sales</li> <li><input type="checkbox"/> Cooking</li> <li><input type="checkbox"/> Merchandise Sales</li> <li><input type="checkbox"/> Pets/Animals</li> <li><input type="checkbox"/> Sound Amplification</li> <li><input type="checkbox"/> Tents / Inflatables</li> <li><input type="checkbox"/> Fireworks/Pyrotechnics</li> <li><input type="checkbox"/> Portable Restrooms</li> <li><input type="checkbox"/> Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)</li> <li><input checked="" type="checkbox"/> Other: <u>BARRIQUES</u></li> </ul>
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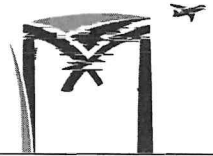
Time Set up Begins: <u>6:30 pm</u>	Time Break Down Ends: <u>7:45 PM</u>
Estimated Event Attendance: <u>300</u>	Estimated # of People at Peak Periods: <u>300</u>
Estimated # of Vehicles: <u>0</u>	Estimated Vehicles at Peak Periods: <u>0</u>

**SECTION II: EVENT ORGANIZATION INFORMATION**

Host Organization: <u>OUR LADY OF LOURDES CHURCH</u>		Applicant Name: <u>DEACON DAVE POWERS</u>	
Address: <u>725 DEESE ST.</u>	City: <u>MONROE</u>	State: <u>NC</u>	Zip: <u>28112</u>
Phone#: <u>(704) 289-2773</u>	Mobile#: <u>(703) 405-0283</u>	Email: <u>DEACONDAVE@OLLMONROE.ORG</u>	
Primary On-Site Contact: <u>DEACON DAVE POWERS</u>		Mobile#: <u>(703) 405-0283</u>	
Other On-Site Contact Info: _____			

**SECTION III: EVENT DETAILS**

Description of the Event: <u>THE CONGREGATION WILL WALK AROUND THE BLOCK OF OUR CHURCH HONORING JESUS IN THE EUCHARIST.</u>	
Location/s of the Event: <u>OUR LADY OF LOURDES CHURCH</u>	Site Capacity: _____



Property Address: 725 DEESE ST., MONROE, NC 28112

Property Owner/s: FATHER BENJAMIN ROBERTS Owner/s Authorized Use: CHURCH ACTIVITIES

**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.

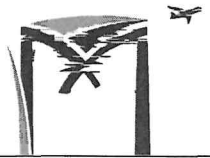
The City shall be named as an additional insured and it is required that coverage be placed with "A" rated insurance companies acceptable to the City. Statement should read "City of Monroe is to be added as an additional insured as evidenced by an endorsement attached to this certificate."

**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: SAFETY OF THOSE WALKING  
 Name of Street to be closed: W. PARK DR. from E FRANKLIN ST to ELIZABETH AVE  
 Additional Street: ~~E PARK DR~~ DEESE ST from E FRANKLIN ST to ELM ST.  
 # of Barricades needed: 4 # of cones needed:        Drop-off location: 725 DEESE ST.  
 Date of Closure: 26 JUN 2025 Start Time: 7 PM to 7:45 AM  
 Additional Comments: WE WILL WALK OFF ROAD FROM THE CHURCH TO W PARK DR, GO TO ELM ST, THEN ON TO ~~E PARK DR~~ AND BACK TO THE CHURCH ENTRANCE. DEESE ST



**Trash/Debris Plan:** N/A

**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

N/A

\* 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: 7 AM End Time: 7:45 pm

Purpose: HONOR THE EUCARIST

**Tents** (Width x Length X Height)  
Dimensions of Tent:

N/A

**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: OUR LADY OF COURAGES Title: CHURCH

Signature: Deas Paul Powers Submission Date: \_\_\_\_\_



## Catherine Mullis

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**From:** Deacon Dave <deacondave@ollmonroe.org>  
**Sent:** Thursday, March 27, 2025 10:40 AM  
**To:** Catherine Mullis  
**Subject:** Re: Permit for Our Lady of Lourdes 26 June 2025

**This Message Is From an External Sender**

This message came from outside your organization.

Report Suspicious

Good morning Catherine,  
No we are not closing Franklin street. Thanks

Deacon Dave  
Director, Faith Formation  
Our Lady of Lourdes Catholic Church  
(704) 283-6463

On Thu, Mar 27, 2025 at 8:52 AM Catherine Mullis <[cmullis@monroenc.org](mailto:cmullis@monroenc.org)> wrote:

Good morning,

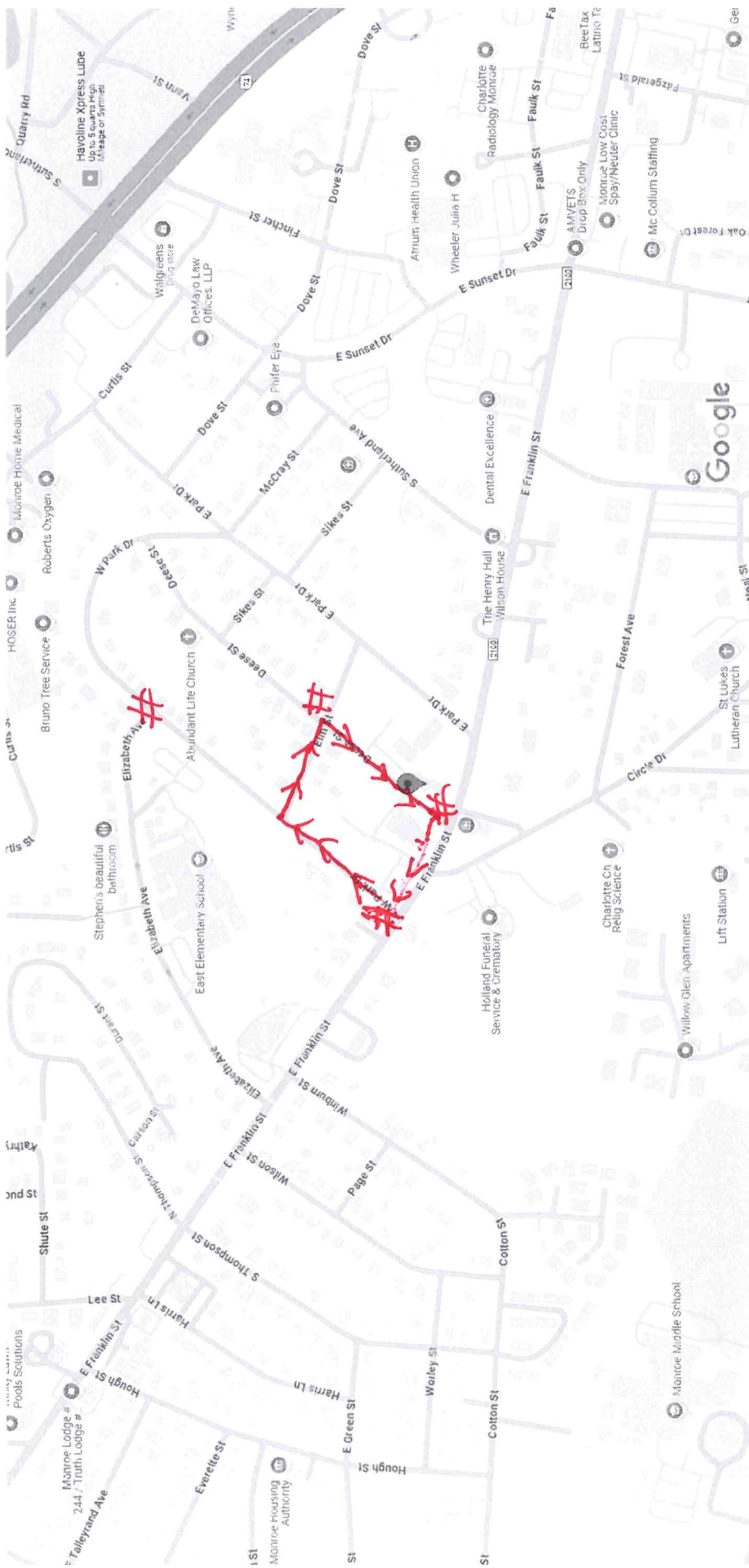
Just to confirm, are you closing Franklin Street?

**Effective immediately, the cut off time to schedule an inspection for the next business day is 3pm.**

**Use the link below to apply for permits online:**

<https://cvportal.monroenc.org/portal>

**Catherine Mullis**





**STAFF REPORT**

**TO:** General Services Committee  
**FROM:** Mark Watson, City Manager  
**VIA:** Lisa Strickland, Finance Director  
**DATE:** May 1, 2025  
**PREPARED BY:** Donna O’Keefe, Downtown Manager  
**SUBJECT:** New Downtown Incentive Grants

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**SUMMARY STATEMENT**

The General Services Committee is requested to consider recommending City Council approve two new Downtown Grant programs to replace our existing Downtown Incentive Grants.

New Downtown Incentive Grants include:

1. BRIG- Downtown Building Rehabilitation and Improvement Grant Program
  2. GROW MONROE – A Grant program to support new or expanding businesses
- 
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**REVIEW**

On March 16, 2025 staff recommended to the Downtown Advisory Board the replacement of our eight existing Downtown Economic Development Incentive Grants with two updated grant programs designed to offer incentives that will stimulate investments and encourages property and business owners to make improvements to their building(s) and/or business operations.

The Downtown Building Rehabilitation and Improvement Grant (BRIG) provides matching grants (50/50) that encourage improvements and/or upgrades to the interior and exteriors of commercial buildings in the Downtown Business District to make them more attractive for new, existing, and expanding businesses and residences.

GROW MONROE is a matching 50/50 incentive grant program that provides financial assistance to new and existing businesses in the Downtown Business District. This grant offers assistance for non-construction expenses associated with the opening of a new business, or expansion of an existing business.

The two new grants would replace these existing grants:

1. Downtown Pronto Grant
2. Blade/Suspension Sign Grant
3. Meet Me Downtown Incentive Grant
4. Mixed-Use Development Incentive Grant
5. Development Incentive Grant
6. Façade Improvement Grant
7. Façade Rehabilitation Grant
8. Residential Development Grant.

The Downtown Advisory Board requested several revisions at their March 19<sup>th</sup> meeting. These revisions were made and a second review of the grant programs took place at the regular Downtown Advisory Board meeting on April 16, 2025.

The Downtown Advisory Board unanimously approved staff's request to recommend the BRIG and GROW Monroe Grants to replace our existing grants to the City Manager and General Services Committee and ask the committee to recommend the proposed grants as written.


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### **RECOMMENDATION**

Staff and Downtown Advisory Board requests General Service's recommend City Council accept the new Downtown Incentive Grant Programs as a replacement to our existing eight incentive grants.

Attachment(s):  
BRIG Grant Draft  
GROW MONROE Grant Draft

	<b>Policy:</b> Downtown Building Rehabilitation and Improvement Grant Program	<b>Effective Date:</b>
		<b>Revision Effective Date:</b>
	<b>Policy Number:</b> DM 09	<b>Page</b> 1 of 7
	_____ Mark Watson <b>City Manager</b>	Donna O’Keefe, Downtown Manager <b>Responsible Party</b>

**Overview:**

The City of Monroe values the commercial buildings in the downtown area and has created the Downtown Building Rehabilitation and Improvement Grant (BRIG) to offer an incentive that stimulates investment and encourages property and business owners to make improvements to their building(s) and/or business operations. This reimbursement grant provides assistance with the significant improvement and rehabilitation of properties in the Downtown Business District. Improvement of these buildings preserves downtown’s unique attributes and promotes economic growth by attracting and retaining residents and businesses, creates jobs, and reduces the deterioration of properties in the downtown district.

The Building Rehabilitation and Improvement Grant (BRIG) program provides matching grants (50/50) that encourage improvements and/or upgrades to the interior and exteriors of buildings in the Business District to make them more attractive for new, existing, and expanding businesses and residences.

Grant applications will be accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements. Work done prior to approval of an application is not eligible for reimbursement.

**Eligible Properties:**

A commercial building located within the Downtown Business District of Monroe. Private dwellings are not eligible unless they originally functioned as commercial buildings and were later converted.

Only one application per year, per property is eligible (Separate addresses within a single building may qualify if there is more than one tenant).The applicant may be either the owner or a tenant of the building (tenant/s will need to have written permission from the owner).



**Downtown Business District Description:**

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

**The Grant:**

This is a 50/50 matching reimbursement grant. Approved applicants are eligible for (50%) of the eligible costs up to a maximum amount of 10% of the tax value (After improvements). Payments will be made upon the completion of the project, review of receipts by a designated member of City Staff and the final approval of City Council.

**Example:**

An applicant submits documentation for \$222,000 in eligible improvements (111,000 50/50) with a tax value (after improvements) of \$880,000. The applicant would qualify for 10% of the new assessed value (per the Union County Tax Assessor Office) or \$88,000 in reimbursement.

**Requirements:**

- Applicants must obtain approval from the Downtown Manager/Director prior to beginning work. Work completed prior to approval will not be eligible for any reimbursement.
- All rehabilitation work must comply with City Zoning and Building Code requirement, historic district requirements (if applicable), and established standards within the designated area.
- All work must meet the guidelines of The Secretary of the Interior’s Standards for Rehabilitation and the Supplementary Requirements for Development in the Central Business District [City of Monroe Code of Ordinances Title XV, Chapter 156.054] will be used as guidelines for awarding project reimbursements.
- Applicant must show proof of ownership or a leasing contract if the property is leased.
- A certificate of occupancy is required upon completion of the project.
- All approved work must be completed within 1 year of the application approval. If a project will require additional time, the applicant will need to make that request in writing before the 1 year limit expires.

**Eligible projects include:**

- Structural Repairs including masonry repair and restoration
- Roofing repair/replacement
- Plumbing, electrical, HVAC and similar elements
- Construction for accessibility, fire code, etc.
- Painting
- Flooring
- Building façade, or building side which faces a public right of way including; Removal of false fronts, cleaning of brick, and/or historic reconstruction.
- Window, front door repair/replacement - the repair of original material that adhere to the Secretary of Interiors standards for Historic Rehabilitation and EPA Guidelines.
- Installation of new pedestrian amenities such as city approved outdoor seating, awnings, and lighting.
- Railing and ironwork repair
- Cornice repair/replacement
- Exterior step repair/replacement
- Equipment repair/replacement
- Energy efficiency upgrades
- Improving restroom facilities
- Improving or re-installing stairways
- Up-fit, replacement, or new installation of an elevator
- Other projects not listed will be considered unless ineligible

*\*Applications can include one or more eligible projects*

*\*Grant awardees are eligible to apply for a new eligible project one year after a prior award is executed.*

**Ineligible projects include:**

- Building and land acquisition
- New building construction
- Interior design services
- Architectural design services
- Demolition expenses
- Fire, flood, or water damage repairs
- Furnishings, equipment, or personal property not part of the building construction repair or replacement
- Legal, zoning, or building permit fees
- Routine maintenance work
- Parking lot repair/resurfacing
- Pest extermination
- Work on an active code compliance citation
- Work begun prior to application submittal meeting or done without required permits

**Application Procedures**

1. Submission of the grant application with all required forms and documents to the Downtown Office.
2. The Downtown Manager/Director will schedule an application review meeting with an applicant (within two weeks of receipt of application).

<b>Application Checklist</b>	
Completed application	
Summary outlining the full extent of work	
A minimum of 2 quotes from licensed, bonded, and insured contractor/s covering full extent of work	
Site plans, elevation plans, drawings	
Photos of existing conditions	
Certificate of Appropriateness, if property is within the Local Historic District	
Copies of all required permit application/s	
Property owner’s written permission, if tenant is applying.	

3. Staff will present the application and documents to the Downtown Advisory Board. Upon their recommendation, staff will request a call for a public hearing. The award recommendation will then be presented to City Council at their next regularly scheduled meeting. If approved, funds will be encumbered and held until the project is completed and a new assessed value is provided by the Union County Tax Assessors office.  
*Note: The approval process will take a minimum of 3-4 months.*
4. An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the downtown office will convey the rejection through email along with the reason for the rejection.

**Application Review and Reimbursement Procedures**

Upon completion of the project in accordance with the approved plan of work and a new tax assessed value is provided by the Union County Tax Assessor, the applicant will submit the following to the Downtown Manager/Director:

- Copy of Certificate of Occupancy
- Copies of paid invoices for total rehabilitation costs (invoices must reflect a zero balance and signed by the contractor on the contracting invoice or letter head).
- Photos of improvements
- New Tax assessed value by the Union County Tax Assessor. This is provided each January to anyone who has applied for a permit. The new assessed value is determined using the last county reevaluation criteria.
- Any remaining documentation requested by the Downtown office.

The improvements will be inspected and approved by Downtown Manger/Director or approved City Staff member. Once completed the Accounting department will issue a check to the applicant. If the site inspection based on the scope of work is not satisfactory, the applicant will be notified and allowed up to thirty working days for correction of unsatisfactory items.

**New Business and Residential Incentive Escalators**

Additional escalators to the BRIG grant have been established to encourage companies, businesses, and investors considering relocating or expanding to or within the Central Business district. These escalators are calculated after the BRIG grant reimbursement has been confirmed.

1. An additional 10% of the total grant award if the company or business is part of one of the approved business clusters (See table below) and creates a minimum of 3 new jobs.
2. An additional 10% of the total grant award if an existing company or business will be relocating or establishing their new business in a vacant space on floors above the street level.

3. An additional 20% of the total grant amount to applicant who is creating residential units in floors above the street level.

**Cluster Business type**

Cluster	Business type
Financial Services and Insurance	Financial Investment and Related Activities
	Credit Intermediation and Related Activities
	Insurance Carriers and Related Activities
Professional Services	Accounting, Bookkeeping and Auditing
	Human Resources and Payroll Services
	Architectural, Engineering, Design and Surveying Services
	Medical, Dental or Optical Services
	Law firms and Legal Services
	Public Relation Services
	Real Estate Services
	Recruitment Services
Information Technology and Industry	Graphic Design Services
	Software Development
	Media, Film and Video Production
	Analytics and Cybersecurity Consulting
Retail Stores	Cybersecurity Consulting
	Art and Craft Supply, Antiques, Vintage, and Collectables, Children and Baby, Bath and Body, Beauty and Cosmetics, Bike, Bookstores, Bridal and Formal Wear, Apparel, Florist, Furniture, Hobby Sports Equipment, Home Décor, Jewelry, Kitchenware, Music and Musical Instruments, Footwear, Printing and Stationery , and Pharmacies.
Restaurants and Food Service	Bakeries, Coffee Stores, Fish Market, Gourmet Food Stores, Ice Cream Shops, Natural Food Stores, Tea Shops, Delicatessens, Ethnic Grocery Stores, Farmers Markets and Butcher Shops
Hospitality	Hotel, Bed and Breakfast, Health and Fitness, Event Spaces, Spas, and Wellness Centers.

*\*Applicants are required to meet performance requirements which may include, but are not limited to job creation, level of capital investment, creation of new residential units.*

**Example:**

An applicant (also the property owner) submits an application to move their existing accounting firm to the second floor of a building in the Central Business district and add 3 new jobs as part of their plan. The building they have purchased has an existing retail business on the street level and 2 vacant upper floors in need of significant renovation. Their application fully outlines the extent of their planned work and they have included: Site plans, drawing, photos of existing conditions, copies of required permit applications along with price quotes from licensed, bonded, and insured contractors. They estimate the work will total \$250,000 in eligible improvements. This will make them eligible for 50% of their final costs up to a maximum amount of 10% of their tax value after improvements or an amount not to exceed \$125,000. Their application is presented at a public hearing and approved by City Council.

After the work is completed the owner submits all of the required documents along with documentation of the new assessed value (after improvements) from Union County of \$880,000. As a result of the new tax value, the applicant would now only qualify for \$88,000 in reimbursement.


Since this applicant is expanding, and adding 3 new jobs, on the second and third floors of an existing building they would qualify for:

1. +10% because their business is in one of the approved clusters, and adding an additional 3 jobs.
2. +10% because they renovating and relocating this business to a vacant 2nd and 3rd floor of an existing building.

**The final reimbursement would be \$104,000.**

<b>Policy No.:</b>	<b>Policy Name:</b>	<b>Page 6 of 7</b>
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<b>Policy No.:</b>	<b>Policy Name:</b>	<b>Page 7 of 7</b>
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	<b>Policy:</b> GROW Monroe Grant program	<b>Effective Date:</b>
		<b>Revision Effective Date:</b>
	<b>Policy Number:</b> DM-10	<b>Page</b> 1 of 7
	Mark Watson <b>City Manager</b>	Donna O’Keefe, Downtown Manager <b>Responsible Party</b>

**Overview:**

The City of Monroe is committed to supporting and promoting new and existing businesses in the Downtown Business District by providing financial assistance through an incentive grant that helps to offset the costs associated opening a new business, or expanding an existing business.

**The Grant:**

The GROW MONROE grant program is a matching 50/50 incentive grant program designed to provide assistance with rental expenses, up-fit expenses, or expansion costs.

Awards are determined using a formula based square footage.

1. **New businesses** are eligible for \$6.00 per sq. foot for retail/office and \$8.00 per square foot for food service/restaurants opening in the Downtown Business District.
2. **Expanding businesses** are eligible for \$4.00 per square foot for retail/office and \$6.00 per square foot for food service/restaurant for increasing the footprint of an existing business in the Downtown Business District. Applicants who have received an incentive award within the prior 5 years are not eligible.

**Requirements:**

Applicants must submit a completed application and obtain approval from the Downtown Manager/Director.

- For new businesses the application must be received within 6 months of opening.
  - For expansions of existing businesses the application and approval will be required prior to beginning the expansion project.
- The new or expanding business must be in one of the approved clusters/business types and create a minimum of 3 new jobs. (See table below)
  - The business must operate their business a minimum of 6 days per week or 40 hours per week, unless otherwise described in the table.
  - Applicants must show proof of ownership or a leasing contract if the property is leased. Business owners who are tenants of a building (minimum three-year lease) must provide written consent from the building owner for all proposed improvements. In addition, the grant application must be signed by the property owner.
  - New businesses will be required to provide a business and marketing plan as well as certificate of occupancy, and all approved permits.
  - Applicants for expansion assistance must be adding to the existing footprint of their business as well as creating 3 new jobs.
  - Existing businesses will be required to provide a detailed description of their expansion plan including: Current footprint and footprint after expansion, cost for all proposed improvements including 2 price quotes from a licensed/bonded and insured contractor, description and cost for new equipment that will be part of the expansion project. Description of marketing plan and cost including estimate. Copies of all approved permits.



**Downtown Business District Description:**

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

Cluster	Business type
<b>Financial Services and Insurance – Second Floor locations Only</b> Open 5 days per week or 40 hours per week	Financial Investment and Related Activities
	Credit Intermediation and Related Activities
	Insurance Carriers and Related Activities
<b>Professional Services – Second Floor locations Only</b> Open 5 days per week or 40 hours per week	Accounting, Bookkeeping and Auditing
	Human Resources and Payroll Services
	Architectural, Engineering, Design and Surveying Services
	Medical, Dental or Optical Services
	Law firms and Legal Services
	Public Relation Services
	Real Estate Services
	Recruitment Services
<b>Information Technology and Industry– Second Floor locations Only</b> Open 5 days per week or 40 hours Per week	Graphic Design Services
	Software Development
	Media, Film and Video Production
	Analytics and Cybersecurity Consulting
	Cybersecurity Consulting

<b>Retail Stores – Street Level and Upper floor locations</b>  Open 6 days per week or 40 hours per week	Art and Craft Supply, Antiques, Vintage, and Collectables, Children and Baby, Bath and Body, Beauty and Cosmetics, Bike, Bookstores, Bridal and Formal Wear, Apparel, Florist, Furniture, Hobby Sports Equipment, Home Décor, Jewelry, Kitchenware, Music and Musical Instruments, Footwear, Printing and Stationery , and Pharmacies.
<b>Restaurants and Food Service - Street Level and Upper floor locations</b>  Open 6 days per week or 40 hours per week	Bakeries, Coffee Stores, Fish Market, Gourmet Food Stores, Ice Cream Shops, Natural Food Stores, Tea Shops, Delicatessens, Ethnic Grocery Stores, Farmers Markets and Butcher Shops
<b>Hospitality- Street Level and Upper floor locations</b>  Open 6 days per week or 40 hours per week	Hotel, Bed and Breakfast, Health and Fitness, Event Spaces, Spas, and Wellness Centers.

**Eligible Business Up-Fit Expenses**

For a food service business:

- Refrigerators, Freezers, and Coolers
- Oven, Ranges, Grill, and Ventilation
- Fryers and Grease Interceptor, Grease Trap or Receptacle
- Washing equipment
- Safety Equipment
- Point of sale equipment
- Lighting
- Construction of outdoor dining or gathering spaces
- City approved outdoor furniture

For a retail/office business:

- Point of sale equipment
- Lighting
- Permanent fixtures
- Security equipment

**Example:**

A 2200 square food service business would be eligible for \$17,600. The same business spends \$30,000 on eligible expenses, making them eligible for a \$15,000 award. (The business would have to spend \$35,200 to receive the maximum award for their square footage of \$17,600).

Grant applications will be accepted on an ongoing basis. Awards are based on the availability of funds and meeting the programs requirements.

**Eligible Sign Expenses**

- Signage including: Blade Sign, Wall/Attached Sign, Canopy Awning Sign, Window sign, or Sidwalk Sign

Blade Sign	A sign attached directly to a supporting building wall and intersecting the building wall at a right angle. A Projecting/Blade Sign may be used in lieu of a Canopy/Awning sign. Shall not extend above the roof line or the parapet wall. Buildings with two (2) or more stories shall not have a projecting sign located higher
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	than the second story or twenty-four (24) feet, whichever is less.
Wall/Attached	A sign attached directly to a building wall above the entrance, limited to one per façade, per building tenant Awnings
Canopy/Awning Sign	A sign attached to, or affixed to, a canopy/awning. Canopy/awning signs shall have a minimum clearance of nine (9) feet from the surface below and a maximum height of four (4) feet above the clearance.
Window Sign	A sign attached flat, but parallel, to the inside of a window. These signs shall only be placed on the first floor windows and a maximum of 20% of all windows may be covered by a window sign.
Sidewalk Sign	A sidewalk sign (also commonly referred to as a sandwich board sign) allows for the display of a message on the sidewalk. A maximum of one (1) sidewalk sign shall be permitted and located in front of/adjacent to the entrance. Sign area shall be limited to a maximum of eight (8) square feet per side. Sign width is limited to a maximum two (2) feet. Sign height is limited to a maximum four (4) feet. May not be placed in a way that obstructs pedestrian traffic.

*\*Signs must conform to the city of Monroe’s Downtown CBD Sign Ordinance. Signs must be designed, manufactured, and installed by a professional sign company/contractor*

**Rent Subsidy (New businesses only)**

Rent subsidy assistance awards 50% of a new businesses rent for the first 12 months. Funds shall be made by the City of Monroe to approved applicants after their first 6 and again after 12 months. Proof of timely payment of the full amount of rent will be required before Rent Subsidy funds are released.

**Eligible Expansion Projects (Existing businesses)**

This is for businesses expanding the footprint of an existing business within the Downtown District.

- Interior expansion of footprint including walls, electrical, plumbing, ADA improvement, safety improvements and painting.
- Purchase of equipment and fixtures that are part of the expansion project scope of work.
- Construction of outdoor dining or gathering spaces.
- City approved outdoor furniture.

**Example:**

The addition of unfinished space within existing building, or the addition of adjacent outdoor space that is being upgraded.

**Ineligible Expansion Projects**

It is not the purpose of the program to finance ongoing improvements which could be considered part of a building’s routine maintenance and upkeep.

- Expansion projects completed prior to approval by the Downtown Manager or Director will be ineligible.
- Interior furniture or decor
- Administrative, accounting, and legal costs
- Extermination of insects, rodents, vermin, and other pests
- Legal fees, Title reports, and escrow fees
- Refinancing existing debt, or operational costs
- Working capital for businesses
- Environmental assessments
- Nonvisible mechanical equipment (including HVAC, Security Cameras, etc.) and related screening

- Temporary, portable, or non-permanent improvements
- Routine maintenance and repair
- Purchase of tools

**Example:**

An existing restaurant in the Downtown Business District plans to expand their footprint from 1300 to 2300 square feet. As part of their expansion plan, they will be updating some of their kitchen equipment, painting their interior, replace the existing floors and adding city approved outdoor furniture.

Based on the program guidelines they are eligible for \$6.00 per square foot on the expansion square footage of 1000 Sq. ft. or \$6000 max. To reach the maximum reimbursement amount they will have to provide paid invoices for \$12,000 in expenses.

After a full review of documentation the business has provided \$15,050 in eligible expenses. This means they will be awarded the full \$6000 based on their expanded footprint.

**Application Procedures**

1. Submission of the grant application with all required forms and documents to the Downtown Office.

<b>Application Checklist</b>	
Completed application	
Statement of Personal history and experience	
Letter of intent to lease or purchase, or a signed lease/purchase contract (required for rent subsidy)	
Business plan	
Summary detailing the full scope of work and projected expenses	
To ensure efficient use of program funds all proposed project must be submitted with at least two construction or marketing bids/estimates from licensed, bonded, and insured contractor/s or reputable markeing company.	
Photos of existing conditions	
Site plans, elevation plans, drawings, or mock ups	
Copies of all approved permits	
Property owner’s written permission, if tenant is applying.	

2. The Downtown Manager/Director will schedule an application review meeting with an applicant (within two weeks of receipt of application).
3. An approval letter will be mailed, emailed, or given by hand to the applicant upon approval. If an application is not approved, the downtown office will convey the rejection through email along with the reason for the rejection.
4. Staff will present the application and documents to the Downtown Advisory Board. Upon their recommendation, staff will request a call for a public hearing. The award recommendation will then be presented to City Council at their next regularly scheduled meeting. If approved, funds will be encumbered and held until the project is completed.

**Project Review and Reimbursement Procedures**

Upon completion of the project in accordance with the approved application the applicant will submit the following to the Downtown Manager/Director:

- Copies of paid invoices for all eligible costs (invoices must reflect a zero balance and signed by the contractor on the contracting invoice or letter head).
- Photos of expansion or improvements
- Any remaining documentation requested by the Downtown office.
- Current W-9

The scope of work approved in the application will be inspected by Downtown Manager/Director or approved City Staff member. Once completed the Accounting department will issue a check from funds approved through City Council, to the applicant. If the site inspection based on the scope of work is not satisfactory, the applicant will be notified and allowed up to thirty working days for correction of unsatisfactory items.

The City of Monroe reserves the right to waive or increase incentive program requirements and to interpret and/or adjust incentive program eligibility as it deems necessary. The City of Monroe reserves the right to receive, decline, review, and approve/deny application from uses not fitting within the criteria on a case by case basis. The City of Monroe will base its decision on the applicant's anticipated impact on the overall economic health of Downtown Monroe.

**The City of Monroe reserves the right to waive or increase incentive program requirements and to interpret and/or adjust incentive program eligibility as it deems necessary. The City of Monroe reserves the right to receive, decline, review ,and approve/deny application from uses not fitting within the above criteria on a case by case basis. The City of Monroe will base its decisions based on the applicant's anticipated impact on the overall economic healtho of Downtown Monroe.**

<b>Policy No.:</b>	<b>Policy Name:</b>	<b>Page 7 of 7</b>
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**STAFF REPORT**

**TO:** General Services Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 1, 2025  
**FROM:** Jeffrey Wells, Assistant City Manager  
**PREPARED BY:** Jeffrey Wells, Assistant City Manager  
**SUBJECT:** Proposed Relocation of Billy Woods Cemetery Currently Located at 1540 North Sutherland Avenue

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**SUMMARY STATEMENT**

The Billy Woods Cemetery is located at 1540 North Sutherland Avenue in the middle of a 74-acre property owned by the City of Monroe. The proposed relocation of the cemetery will serve two purposes: accommodating the property for future economic development and to provide better protection for the remains by relocating them to a cemetery with perpetual care.

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**REVIEW**

Richard Grubb and Associates was hired to guide the city through the process of removing graves as defined in the North Carolina General Statutes. They completed the historical investigation of the property. The cemetery dates back to 1842. The Helms, Boyte, and Medlin families were buried on the site. The most recent known burial date is 1935. The estimated number of graves at the site is 50. Historical aerial photos show the property cleared in the mid 20<sup>th</sup> century. It is surmised that cattle grazing most likely caused the buried or severely damaged grave markers. As time has passed, the property has transitioned to heavily wooded, further contributing to the current condition of the site while also keeping the cemetery in isolation. The cemetery site was assessed for a Local Historic Landmark Evaluation and was found to not meet any of the eligibility requirements.

Additional work by Richard Grubb and Associates to satisfy NC General Statute 65-106 included

identifying descendants of persons interred in the cemetery. A legal advertisement ran for 4 successive weeks in the Enquirer-Journal and letters were sent to 170 descendants. To date, 14 responses have been received.

Suncrest Cemetery, owned and maintained by the city, is the proposed site for re-interment of the Billy Woods Cemetery. Relocating the remains to Suncrest Cemetery will provide the descendants opportunity to visit the graves and have assurance that the graves are protected and maintained in perpetuity.

Richard Grubb and Associates will complete the disinterment/re-interment of the 50 estimated graves including:

- On-site archeologist
- Equipment needed
- Equipment operator
- Licensed Funeral Director
- Coordination with Health Department
- Preparation of all forms
- Certificate recorded in the Register of Deeds

The city will provide any assistance needed to Richard Grubb and Associates during the disinterment/re-interment and will be responsible for all costs incurred. The anticipated timeline to complete is 3 days. City Council is required to approve the relocation of the cemetery per North Carolina Statutes. Staff is requesting a recommendation from the General Services Committee to City Council.

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### **RECOMMENDATION**

Staff recommends approval of the relocation of Billy Woods Cemetery as defined by North Carolina Statute 65-106.

Staff requests the General Services Committee recommend to City Council the relocation of Billy Woods Cemetery as defined by North Carolina General Statute 65-106.

If the General Services Committee recommends approval, the call for a public hearing will be placed on the May 13<sup>th</sup> City Council regular meeting Consent Agenda. City Council would then conduct the public hearing at the June 10<sup>th</sup> regular meeting and take action.

Attachment:

Historical Investigation for the Billy Woods Cemetery completed by Richard Grubb and Associates

# HISTORICAL INVESTIGATION



## FOR THE PROPOSED RELOCATION OF THE BILLY WOODS CEMETERY

1540 North Sutherland Avenue, Monroe,  
Union County, North Carolina

### PREPARED FOR:

City of Monroe  
300 West Crowell Street  
Monroe, North Carolina 28112

April 2025  
RGA Technical Report No. 2025-070NC



RICHARD  
GRUBB &  
ASSOCIATES

**HISTORICAL INVESTIGATION  
FOR THE PROPOSED RELOCATION OF THE BILLY  
WOODS CEMETERY**

**1540 North Sunderland Avenue, Monroe,  
Union County, North Carolina**

**Principal Investigator:**

Olivia Heckendorf, MA

**Author:**

Olivia Heckendorf, MA

**Prepared by:**

Richard Grubb & Associates, Inc.  
525 Wait Avenue  
Wake Forest, North Carolina 27587

**Prepared For:**

City of Monroe  
300 West Crowell Street  
Monroe, North Carolina 28112

**Date:**

April 2025

**RGA Technical Report No. 2025-070NC**

## TABLE OF CONTENTS

Table of Contents .....	i
Appendices.....	i
1.0 Introduction and Project Background.....	1-1
1.1 Environmental Setting .....	1-1
1.2 Cemetery Context .....	1-4
2.0 Methodology .....	2-1
2.1 Historical Background Research.....	2-1
3.0 Results of Research .....	3-1
3.1 Cemetery Description .....	3-1
3.2 Parcel History/Chain of Ownership.....	3-1
3.3 National Register of Historic Places and Local Historic Landmark Evaluation .....	3-4
4.0 Proposed Relocation of the Billy Woods Cemetery.....	4-1
4.1 Summary of Due Diligence Efforts .....	4-1
4.2 Proposed Reinterment Location.....	4-6
5.0 Summary .....	5-1
6.0 References.....	6-1

## APPENDICES

Appendix A: North Carolina General Statute 65-106

Appendix B: Database Entries for the Billy Woods Cemetery

Appendix C: Legal Advertisement Affidavit and Next-of-Kin Letter

## **1.0 INTRODUCTION AND PROJECT BACKGROUND**

On behalf of the City of Monroe, Richard Grubb & Associates, Inc. (RGA) has completed this historical investigation to inform the request to relocate the Billy Woods Cemetery at 1540 North Sutherland Avenue, Monroe, Union County, North Carolina (Figures 1.1–1.2). This report details the results of the historical background research and documents the steps taken to identify the decedent’s next-of-kin.

The cemetery lies near the center of a 74-acre parcel of land (PIN 09180064A; the subject parcel) which is owned by the City of Monroe. The subject parcel is bounded by North Sutherland Avenue to the north, commercial buildings that front Morgan Mill Road and West Roosevelt Avenue to the east and south, and single-family houses to the west. The City of Monroe is in the process of marketing the property for economic development purposes and there are no development plans for the site at this time.

This report was prepared to inform the request to relocate the Billy Woods Cemetery before Monroe’s City Council. The City of Monroe is requested approval to relocate the graves within the Billy Woods Cemetery to Suncrest Cemetery in Monroe, as allowed by North Carolina General Statute 65-106 Removal of Graves (Appendix A). The purpose of the request is to accommodate the parcel for future economic development purposes and to provide better protection of the remains by relocating them to a cemetery with perpetual care. All expenses related to the disinterment and reinterment of the graves will be borne by the City of Monroe.

The author of this report meets the Secretary of the Interior’s Professional Qualifications for History and Architectural History.

### **1.1 Environmental Setting**

The Billy Woods Cemetery lies in central Union County, approximately 1.25 miles northeast of downtown Monroe. The cemetery is part of a larger 73.89-acre parcel (PIN 09180064A). The cemetery is sited on a high knoll that slopes downwards toward Bearskin Creek to the south. Once heavily wooded with extensive ground cover, including leaf litter and pine duff, the cemetery has been cleared by Monroe, revealing the gravemarkers present.

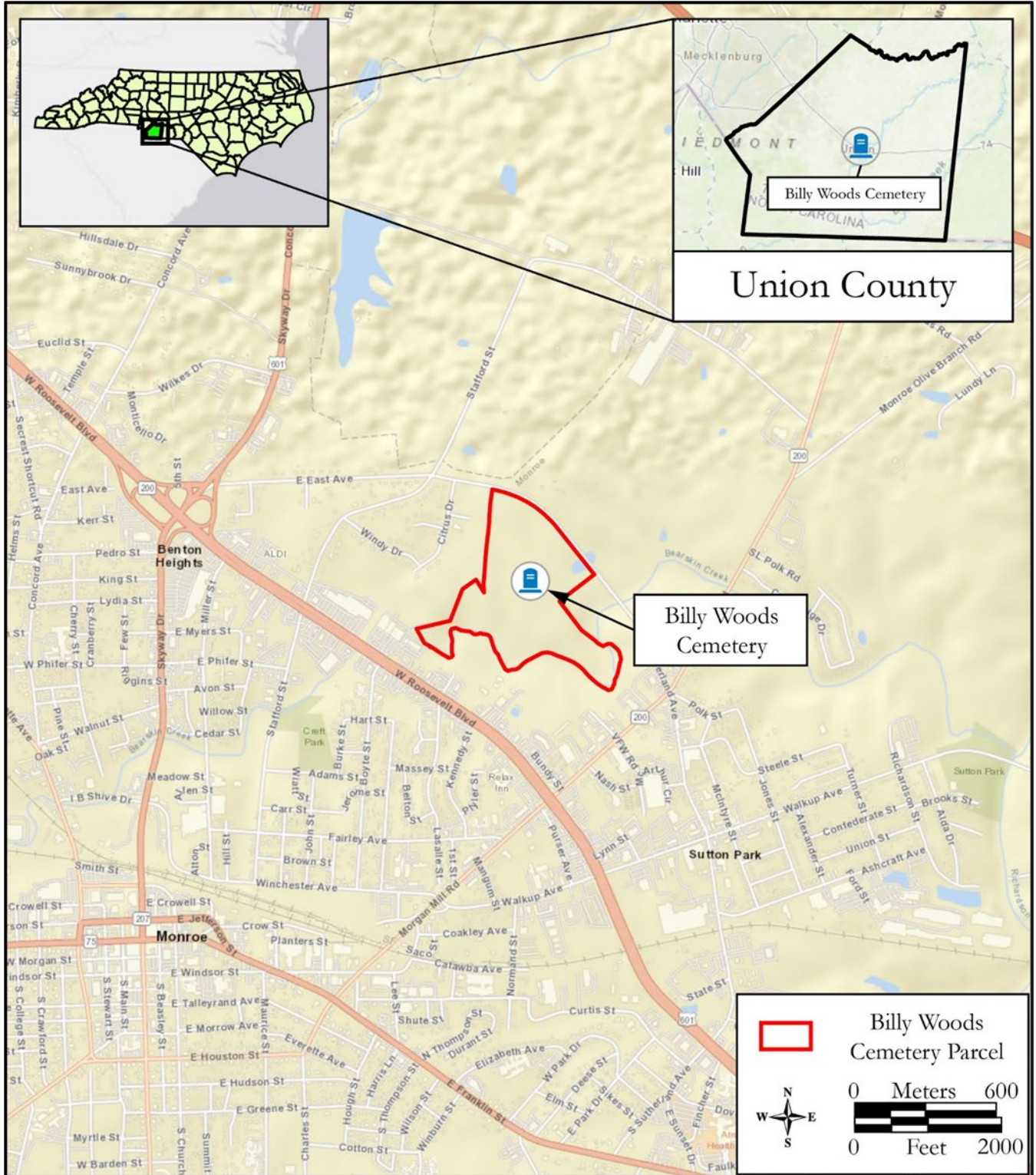


Figure 1.1: Street map showing the location of the Billy Woods Cemetery (Esri 2022a).



Figure 1.2: Aerial map showing the location of the Billy Woods Cemetery (Estri 2022b).

## 1.2 Cemetery Context

Burial places and customs reflect the cultural traditions of their communities. Despite regional variations, most cemeteries throughout North Carolina share common features that are a product of European and Christian burial practices, among them the prevalent east–west orientation of individual graves, with the head to the west. Gravemarkers can be made of wood, clay, stone, or concrete, and can be either handcrafted or commercially produced. Gravemarker types can reflect differences in wealth, literacy, ethnicity, and religion. Unmarked graves may also be present within a cemetery either because they were never marked or due to the ephemeral nature of the original marker. Graves within a cemetery may also be identified through depressions caused by the collapse of the grave shaft over time. In Union County, cemeteries can be divided into three main categories: family or folk cemeteries, church cemeteries, and community cemeteries.

Family cemeteries offered a practical solution for a dispersed, rural population until well into the twentieth century. Transporting a coffin over unimproved roads a substantial distance was not possible for many North Carolinians, making burial close to home a necessity. Burials on family land also reinforced ties of kinship within a community, as multiple generations would be interred in plots that remained under family ownership. Family cemeteries range from informal plots with unmarked graves to fenced or walled cemeteries containing neat rows of marked graves. The Billy Woods Cemetery is an example of a rural family cemetery.

Many family cemeteries were started on family land and were active for a relatively limited period of time. These cemeteries provided a sacred place on family land where cherished family members were laid to rest near the homesite so the family could visit and honor them. Some of these cemeteries were active for years but were abandoned when descendants migrated to other areas and the family land was sold. According to Harvard landscape scholar, John Stilgoe, in small cemeteries, after families stopped maintaining them, “the few small stones were submerged in leaves and humus, and only a low wall or stand of cedars or mimosas announced the land’s former use,” and “Southern burial was always uncertain because the caretakers were likely to move away, but graveyards were carefully respected whether cared for or not” (Stilgoe 1983:229). This seems to be what occurred at the Billy Woods Cemetery.

Church cemeteries can be found in rural, small town, and urban settings. They are characterized by their proximity to their associated churches, with some dating prior to the construction of the church building. Burials are typically arranged in linear fashion and are oriented east–west. Church cemeteries may contain burials spanning over a century, with new interments continuing into the present.

Community cemeteries became more common in the twentieth century, as improved roads and modern mortuary services gave people who no longer owned ancestral land or were not affiliated with a church a place to bury their dead. These types of cemeteries can be privately owned and managed or operated by municipalities. An individual or family plot could be purchased, with the assurance that maintenance would be provided in perpetuity, relieving the family of that burden. Like larger church cemeteries, community cemeteries may grow over many decades, following planned layouts defined by circulation patterns and landscaping.

## 2.0 METHODOLOGY

### 2.1 Historical Background Research

Background research was conducted for the following purposes: to locate previously identified historic properties (buildings and cemeteries) on and around the subject parcel; to attempt to identify individuals interred at the Billy Woods Cemetery and to glean personal information about those interred; and to notify next of kin.

Genealogical research was primarily conducted online. Three electronic cemetery databases ([www.findagrave.com](http://www.findagrave.com), [www.cemeterycensus.com](http://www.cemeterycensus.com), and [www.interment.net](http://www.interment.net)) were consulted. The Find a Grave database includes an entry for the Bill Woods Cemetery (Cemetery ID 2157397). According to the database, Ann Medlin Price noted that the cemetery had been abandoned and many of the gravemarkers were either buried or severely damaged due to cattle grazing within the cemetery. According to Find a Grave, the oldest burial is that of John D. Medlin in 1842, and the most recent burial dates to 1935 for James Sturgis Helms. The complete list of burials in the Billy Woods Cemetery, according to the Find a Grave database, can be found in Appendix B.

Neither Cemetery Census nor Interment.net included database entries for the Billy Woods Cemetery. The Cemetery Survey Reports compiled by the Works Progress Administration (WPA) in the 1930s are available through the North Carolina State Archives digital collections. The Billy Woods Cemetery was not recorded as part of these records.

In June 1980, Charles F. Bivens and Lewis Hicks completed a cemetery survey for Billy Woods Cemetery and the findings are on file at the Dickerson Room of the Union County Public Library. Bivens and Hicks recorded 40 legible names on the gravemarkers (see Appendix B) and noted that at the time of the survey the cemetery was covered with undergrowth and that there were many unreadable slate stones. Upon completing their survey of the Billy Woods Cemetery, Bivens and Hicks filed a North Carolina Cemetery Survey form with the Office of State Archaeology. Additional details about the cemetery include that the cemetery was very hard to access and required the surveyors to crawl through brush. Weeds and vines had overtaken the fence that enclosed the cemetery, and farm animals caused damage to the gravemarkers.

Other sources of information consulted during this investigation included maps and plats, deeds, marriage bonds, U.S. Census data, birth and death certificates, the North Carolina Schedule of Mortality, and newspapers.

## 3.0 RESULTS OF RESEARCH

### 3.1 Cemetery Description

The Billy Woods Cemetery is an example of a rural family cemetery containing folk burials from the nineteenth and twentieth centuries (Figures 3.1–3.3). While the exact number of graves within the Billy Woods Cemetery is not known for certain, extant gravemarkers suggest approximately 50 burials. The cemetery occupies a heavily wooded parcel, where overgrowth and grazing cattle have caused significant damage over time. In the winter of 2025, the City of Monroe cleared the cemetery to assess its extent and document the locations of gravemarkers and potential burials. The cemetery features a variety of gravemarkers, including die-on-base, tab-and-socket, and diamond-shaped markers.

### 3.2 Parcel History/Chain of Ownership

#### The Formation of Union County

Union County was formed in 1842 from portions of Anson and Mecklenburg counties (Corbitt 1987:120). Several of the individuals discussed in the following paragraphs were born before the county’s establishment, complicating the research process by necessitating investigations into the records of two counties. A fire at the Anson County Courthouse in 1868 further complicates the research process as many records were destroyed, including valuable land and probate records.



Figure 3.1: View of the Billy Woods Cemetery following its clearing in winter 2025 (Courtesy of the City of Monroe).



Figure 3.2: An additional view of the Billy Woods Cemetery following its clearing in winter 2025 (Courtesy of the City of Monroe).



Figure 3.3: View of the damage to gravemarkers within the Billy Woods Cemetery (Courtesy of the City of Monroe).

### The Helms Family<sup>1</sup>

Many of the graves within the Billy Woods Cemetery belong to members of the Helms family, who have been associated with the land around Bearskin Creek since at least the mid-eighteenth century (Mecklenburg County Register of Deeds [MCRD] 1796 15:231; *The Monroe Journal*, 11 July 1911:3). According to an article published in *The Monroe Journal*, brothers Tillman Helms (1716–1800) and George Helms (1720–1805) migrated from Pennsylvania to Anson County in 1747 (*The Monroe Journal*, 11 July 1911:3).<sup>2</sup> In 1758, George Helms entered the land on which the present-day city of Monroe is located and obtained a grant from King George II. Around the same time, Tillman Helms purchased a plantation approximately 1.5 miles northwest of present-day Monroe (*The Monroe Journal*, 11 July 1911:3). These two men and their families established the Helms name in the area that would later become Union County and is still a common name in the county today.<sup>3</sup>

William Helms (1820–1900) was born in what was then Mecklenburg County (later part of Union County) to William Helms (1782–1870) and Sarah Hargett (1782–1850), natives of Anson and

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<sup>1</sup> Italicized names are the maiden names of married women.

<sup>2</sup> In 1747, Anson County did not exist, and the land was part of Bladen County.

<sup>3</sup> Due to the prominence and numerous descendants of the Helms family, more than one cemetery in Monroe contains their remains. A large family cemetery, known as Helms Cemetery or Carmel Cemetery, is located at 1711 Plyler Mill Road in Monroe, Union County, North Carolina. According to Find a Grave, this cemetery has at least 64 burials and is purported to be the final resting place of Tillman Helms.

Mecklenburg counties, respectively. He was the great-grandson of Tillman Helms, who had arrived in the area with his brother George in the 1740s. Around 1839, William Helms married Rebecca Hinson (1816–1895), daughter of Jeremiah Hinson (1790–1845) and Sarah Meakes Price (1790–1860).<sup>4</sup> The couple had at least nine children who survived to adulthood: Sarah Ellen (1840–1902), Rhoda Permelia (1842–1898), Jeremiah Wesley (1847–1922), George W. (1850–1920), Martha (1851–1932), Mary Jane (1853–1920), Benjamin G. (1854–1906), Cynthia Alvena (1857–1915), and Thomas Dickey (1860–1901). Of these nine, five have gravemarkers in the Billy Woods Cemetery, along with some of their descendants. These include Sarah Ellen *Helms* Presley, Rhoda Permelia *Helms* Trull, Martha *Helms* Helms, Benjamin G. Helms, and Cynthia Alvena *Helms* Helms.

Throughout his life, William Helms worked as a farmer. In 1850, he owned real estate valued at \$390 (United States Census Bureau [U.S. Census] 1850). By 1860, he had amassed a larger estate, with real estate valued at \$800 and a personal estate worth \$1,000 (U.S. Census 1860).<sup>5</sup> In the first census following the Civil War, William Helms retained \$800 in real estate, though his personal estate dropped to \$600 (U.S. Census 1870). Upon his death in 1900, William Helms's will directed that his property and household goods be sold, and the proceeds divided equally amongst his eight surviving children (North Carolina State Archives [NCSA] 1900). The will and probate records, however, do not provide detailed information about the land or household contents.

Subsequent generations of Helms descendants are believed to have been buried in the cemetery. Of the 40–50 known gravemarkers with inscriptions and recorded in the 1980s, at least 27 are believed to mark the graves of individuals related to the Helms family, either by birth or marriage.

### The Boyte Family<sup>6</sup>

Malcolm McPherson Boyte (1837–1913) was born in North Carolina on August 3, 1837, the son of John Wesley Boyte (circa 1785–1861) and his first wife, Martha Patsy Rooks (1792–1854) (NCSA 1913).<sup>7</sup> The Boyte family migrated to the area from Wayne and Bladen counties during the 1830s and 1840s (U.S. Census 1810, 1830). Malcom Boyte married Barbara D. Long (1828–1911) in Union County in June 1855 (NCSA 1855). Little is known about Barbara's background, except that she was the daughter of Henry Long and Elizabeth Kiker, both of whom were born in North Carolina (NCSA 1911). Malcolm and Barbara had at least seven children who survived to adulthood: Henry Wesley (1857–1932), Flora (1860–1925), Sallie T. (1862–1918), David Adam (1865–1931), Curtis M. (1869–1936), Maggie J. (1871–1968), and Albert Josiah (1872–1959).

Throughout the latter half of the nineteenth century, the Boyte family labored as farmers. Between 1880 and 1900, Malcolm and Barbara moved into their son David's household in Monroe (U.S. Census 1880, 1900). By 1900, both Malcolm and David were recorded as house carpenters, which signifies their transition from agriculture to construction, leaving behind their rural home in Goose Creek Township, Union County (U.S. Census 1900).

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<sup>4</sup> Rebecca's exact birthplace is uncertain. Some census records list South Carolina, while others indicate North Carolina.

<sup>5</sup> William Helms does not appear in either the 1850 or 1860 Slave Schedules of the U.S. Census.

<sup>6</sup> Various spellings of the Boyte surname appear in historical documents, including Boyt, Boyett, Boyette, Boyet, and Boytte. For clarity and consistency, the most common spelling, Boyte, is used throughout the report.

<sup>7</sup> Malcolm McPherson Boyte frequently went by the nickname Mack.

Barbara Long died in Monroe on October 15, 1911, and Malcolm followed two years later in February 1913 (NCSA 1911, 1913). Their respective death certificates indicate that they were buried in the “William Helms Cemetery” (NCSA 1911, 1913).<sup>8</sup> Other Boyte family members believed to be buried in the Billy Woods Cemetery include the three young children of David Adam Boyte (son of Malcolm Boyte and Barabara Long) and Frances E. *Hargett* Boyte: Cecil Oscar (1908–1909), David Wesley (1904–1909), and Ruth (1914–1917). Based on genealogical research, neither Malcom Boyte nor Barabara Long were closely related to members of the Helms family; however, it is possible that the Boytes were close associates of the Helms family.

### The Medlin Family

Two members of the Medlin family are believed to be buried in the Billy Woods Cemetery, though their burials remain unconfirmed. According to a cemetery survey conducted in the 1980s, John D. Medlin (1769–circa 1842) and his wife, Fereby Whitley (1769–circa 1857), are buried in the cemetery. Researching the Medlins is challenging, in part due to the limited and often incomplete records from their lifetimes. This difficulty is compounded by the 1868 fire at Anson County Courthouse, which destroyed many public records. No probate records were located for either individual, and census records could not conclusively identify the correct John Medlin, a relatively common name. Research was further hampered by secondary sources that lacked citations to primary documentation.

### Recent History

An aerial photograph from 1938 shows a portion of the property where the Billy Woods Cemetery is located (USDA 1938; Figure 3.4). At that time, much of the parcel was cleared, and at least three buildings were present on the site, one of which appears to be a large barn (USDA 1938). When compared to its appearance in 1993, little had changed over the course of 55 years; however, between 1993 and 1998, trees began to grow across the property, gradually filling in the previously open area. Today, the parcel is heavily wooded. The parcels forest growth coincides with a series of land sales. In 1995, the Wilson-Yard family sold a portion of the property to the Concrete Supply Company, and the rest of the parcel was placed in two LLCs: the Yard Family LLC and Billy Place LLC (Union County Register of deeds [UCRD] 1995, Deed Book 794:864; UCRD 2002, Deed Book 1885:66; UCRD 2009, Deed Book 5159:95).

## **3.3 National Register of Historic Places and Local Historic Landmark Evaluation**

### *National Register Evaluation*

The National Register Criteria for Evaluation are the guidelines by which properties are assessed for the National Register of Historic Places (NRHP). Criteria used in the evaluation process are specified in the Code of Federal Regulations, Title 36, Part 60, National Register of Historic Places (36 CFR 60.4). Historic properties may include districts, structures, objects, or sites that are at least 50 years of age and meet at least one of the National Register criteria. Cemeteries are in a small category of properties that are not usually considered for listing in the NRHP unless they meet a special requirement, Criteria Consideration D for Cemeteries, in addition to meeting at least one of the regular Criteria (A–D below). To be eligible for inclusion in the NRHP, a historic property, or cemetery, must possess significance in American history, architecture, archaeology, or culture, and:

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<sup>8</sup> It is unclear from available research which generation of William Helms the cemetery refers to.

- (A) be associated with events that have made a significant contribution to the broad patterns of our history, or
- (B) be associated with the lives of persons significant in our past, or
- (C) embody the distinct characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components lack individual distinction, or
- (D) yielded, or may be likely to yield, information important in pre-history or history (36 CFR 60.4).

The Billy Woods Cemetery was not found to be associated with locally significant historical events or trends. The cemetery is an example of a family burial ground, a type of cultural resource that is found throughout North Carolina. Therefore, the Billy Woods Cemetery is recommended not eligible for listing in the NRHP under Criterion A.

The identified individuals buried in the Billy Woods Cemetery were not demonstrated to be of transcendent importance to the local, state, or national community. Therefore, the Billy Woods Cemetery is recommended not eligible for listing in the NRHP under Criterion B.

The extant gravemarkers within the Billy Woods Cemetery are not distinctive examples of funerary art or craftsmanship. As an entity, the Billy Woods Cemetery does not possess the requisite “distinctive design values” to be eligible for the NRHP. Therefore, the Billy Woods Cemetery is recommended not eligible for the NRHP under Criterion C.

It is unlikely that additional study of the Billy Woods Cemetery would yield any unretrieved data related to history or prehistory not discoverable through informant interviews and documentary sources. Therefore, the Billy Woods Cemetery is recommended not eligible for the NRHP under Criterion D.

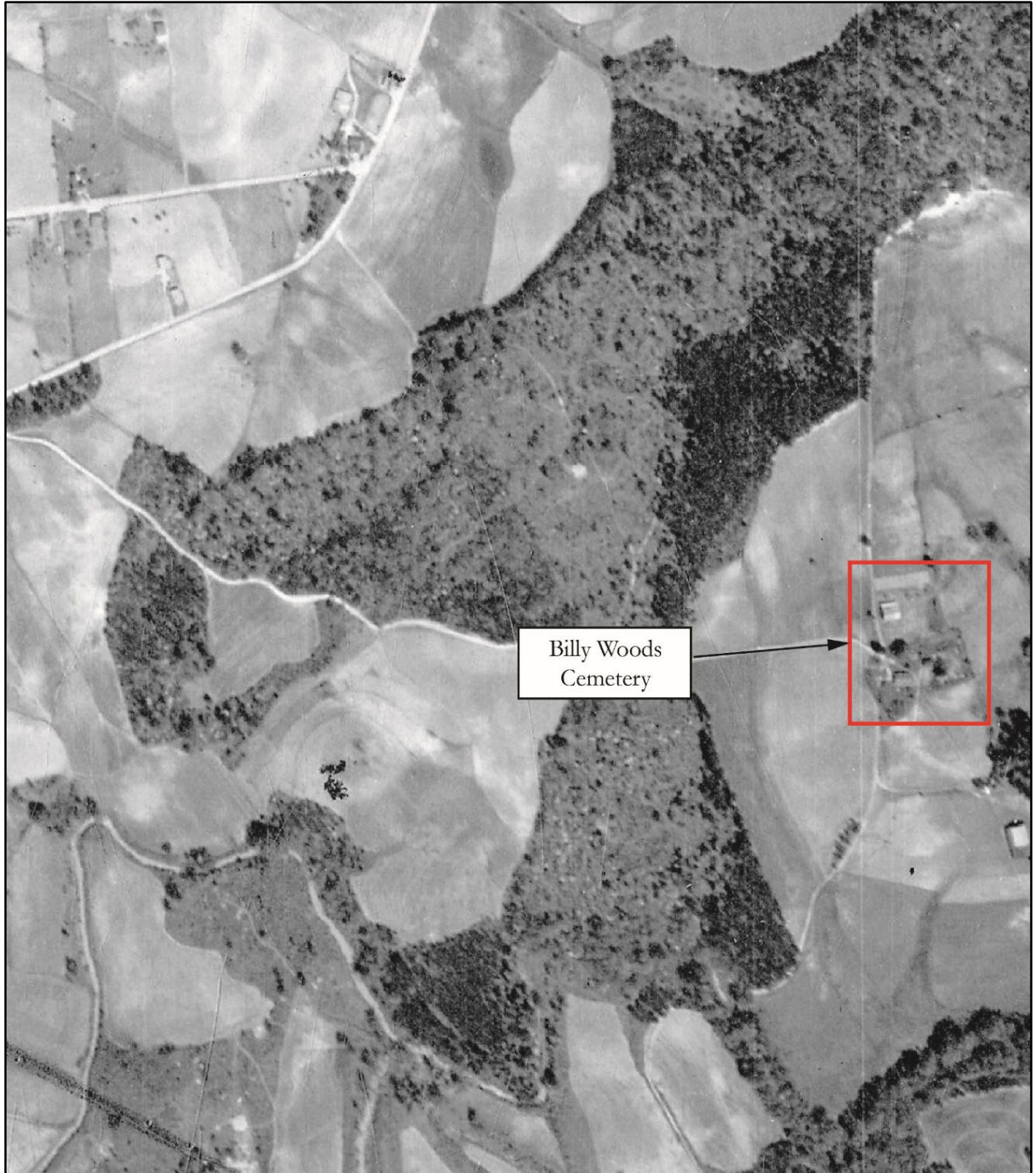


Figure 3.4: 1938 USDA aerial showing the approximate location of the Billy Woods Cemetery (USDA 1938).

## **4.0 PROPOSED RELOCATION OF THE BILLY WOODS CEMETERY**

The City of Monroe is marketing the property at 1540 North Sutherland Avenue (PIN 09180064A), Monroe, Union County, North Carolina for economic development purposes. The purpose of this grave relocation request is to accommodate future development and construction and to provide better protection of the remains by relocating them to a cemetery with perpetual care. The City of Monroe will bear expenses associated with the disinterment and reinterment of the graves. The three most common planning options for graves in the path of development are: 1) preservation in place; 2) relocation on site; and 3) relocation off site to another cemetery.

There are no development plans for the parcel at this time; however, the City of Monroe would like to market the property for future economic development purposes. For this reason, the preservation of the Billy Woods Cemetery in place is not an option (Option 1), nor is it feasible to relocate the cemetery on site (Option 2). Relocation of the Billy Woods Cemetery graves to Suncrest Cemetery in Monroe is the preferred option (Option 3). Suncrest Cemetery provides perpetual care so the graves will be maintained in perpetuity. To date, 14 next of kin have come forward, with one descendant expressing opposition to the relocation.

### **4.1 Summary of Due Diligence Efforts**

It can be challenging to identify the individuals buried in abandoned family cemeteries, particularly when these cemeteries contain neglected and damaged gravemarkers, uninscribed gravemarkers, and unmarked graves; such is the case with the Billy Woods Cemetery. The cemetery survey conducted by Charles F. Bivens and Lewis Hicks in June 1980 heavily informed the genealogical research conducted in order to identify descendants of the deceased. In addition, property records can identify historic property owners who may be associated with the cemetery; however, it is important to note that rural cemeteries in the South may contain the remains of enslaved persons, tenant farmers, or sharecroppers who occupied the land but did not own it. While the remains of all the individuals interred at the Billy Woods Cemetery are likely members of the Helms and Boyte families and those that married into the family (Helms, Alexander, Bennett, Bivens, Broome, Harrell, Jones, Medlin, Moser, Privette, Starnes, and Trull), it is possible others are buried within the cemetery.

To identify the descendants of those interred at the Billy Woods Cemetery, a legal advertisement was placed in *The Enquirer* on March 15, 22, and 29 and April 4, 2025 (Appendix C). This notification was placed to comply with NC GS 65-106 (b) and to identify next of kin of the interred and persons with interest in or knowledge about the graves contained within the Billy Woods Cemetery. No responses to the legal advertisement were received.

Potential descendants of William Helms and Rebecca Hinson and Malcolm McPherson Boyte and Barbara D. Long were identified through searches on Ancestry.com and obituaries through Newspapers.com. Internet Google searches and property records were used to obtain descendant addresses. Letters describing the location of the cemetery and its proposed relocation were sent to 106 descendants of William Helms and Rebecca Hinson and 64 descendants of Malcolm McPherson Boyte and Barbara D. Long on April 7, 2025, as required by NC GS 65-106 (b) (Tables 4.1–4.2). To date, fourteen responses have been received.

Table 4.1: Descendants of William Helms (1820–1900) and Rebecca Hinson (1816–1895) notified by letter.

Name	Relationship	Response
Karen Grubbs Turner	4th great-granddaughter	None to date
Teresa F. Thompson	4th great-granddaughter	None to date
Debbie D. Frye	4th great-granddaughter	None to date
Kelly Robert Fitch	4th great-grandson	None to date
Priscilla Funderburk McLamb	3rd great-granddaughter	<b>No opposition to relocation</b>
Erica Johnson Bixler	5th great-granddaughter	None to date
Wade H. Funderburk	3rd great-grandson	None to date
Tammi Faile Kimbrell	4th great-granddaughter	None to date
Harold Duane Funderburke	4th great-grandson	None to date
Stephen S. Funderburke Jr.	4th great-grandson	None to date
Sharon Funderburke Gibson	3rd great-granddaughter	None to date
Debra Funderburk Caskey	3rd great-granddaughter	None to date
Regina A Funderburk Horton	3rd great-granddaughter	None to date
James C. Haywood	4th great-grandson	None to date
Misty Haywood Laney	4th great-granddaughter	None to date
Philip Dwayne Funderburk	4th great-grandson	None to date
Teresa Brown Keesee	4th great-granddaughter	<b>No opposition to relocation</b>
Randy M. Funderburk	3rd great-grandson	None to date
Marie Funderburk	3rd great-granddaughter	None to date
Dale Funderburk	3rd great-grandson	None to date
Barbara Gibson Bagwell	4th great-granddaughter	None to date
Debbie Minors Greenleaf	4th great-granddaughter	None to date
Janet Minors Hinson	5th great-granddaughter	None to date
Linda D. Pollock Vona	4th great-granddaughter	<b>No opposition to relocation</b>
Dennis E. Pollock	4th great-grandson	None to date
Andrew Carl Small III	4th great-grandson	<b>No opposition to relocation; Requested a minister be present for reinterment</b>
Wade Jones Jr.	4th great-grandson	None to date
Christopher Jones	4th great-grandson	None to date
Jonathan Jones	4th great-grandson	None to date
Cynthia Chesser Miller	4th great-granddaughter	None to date
Leslie Dawn Wiedeman Rogers	4th great-granddaughter	None to date
Paul W. Wiedeman Jr.	4th great-grandson	None to date
Amy Hatley Hilberath	4th great-granddaughter	<b>No opposition to relocation</b>
Linda Hatley Prevo	4th great-granddaughter	None to date
Gina Robinson Cochran	4th great-granddaughter	None to date

<b>Name</b>	<b>Relationship</b>	<b>Response</b>
Susanne Smith Miller	4th great-granddaughter	None to date
Richard Yandle	3rd great-grandson	None to date
Matthew D. Yandle	4th great-grandson	None to date
Donna Helms Pressley	4th great-granddaughter	None to date
Billy M. Helms	3rd great-grandson	None to date
Tana Goodwin Vanderbilt	3rd great-granddaughter	None to date
Lou Ann Goodwin Hinson	3rd great-granddaughter	None to date
William R. Goodwin	3rd great-grandson	None to date
Gerald E. Trull	3rd great-grandson	<b>UPDATE</b>
Michael C. Trull	4th great-grandson	None to date
William Chucky Trull	3rd great-grandson	None to date
Kimberly Beatty Abernathy	4th great-granddaughter	None to date
Tonya Arrowood Porter	5th great-granddaughter	None to date
Teresa Arrowood Whitlock	5th great-granddaughter	None to date
Debra Trull Coleman	4th great-granddaughter	None to date
Robin Trull McGlothlin	4th great-granddaughter	None to date
Robert E. Thompson	4th great-grandson	None to date
Lisa Carpenter Reed	3rd great-granddaughter	None to date
Danielle N. Carpenter	4th great-granddaughter	None to date
Danny W. Jones	4th great-grandson	None to date
Carol Hamrick Austin	3rd great-granddaughter	None to date
John R. Hamrick	3rd great-grandson	None to date
Leonard D. Summey	3rd great-grandson	<b>No opposition to relocation</b>
Lisa Summey Daly	3rd great-granddaughter	None to date
Kendrick S. Breakfield	4th great-grandson	None to date
Savonnia Frazier Nagel	3rd great-granddaughter	None to date
Delores Frazier Coleman	3rd great-granddaughter	None to date
Hallas Lake Gibson III	4th great-grandson	None to date
Dale A. Roberts	3rd great-grandson	None to date
Andrea Roberts Lackey	3rd great-granddaughter	None to date
Kenneth W. Childers	3rd great-grandson	None to date
Leslie Triplett Stewart	3rd great-granddaughter	None to date
Karin Deree Rorie Martin	4th great-granddaughter	None to date
Hope Pressley Medlin	3rd great-granddaughter	None to date
Scott R. Hyatt	3rd great-grandson	None to date
William J. Hyatt	2nd great-grandson	None to date
Deborah Romeo Korner	3rd great-granddaughter	None to date
Rebecca Romeo Santangelo	3rd great-granddaughter	None to date
Worth M. Helms III	3rd great-grandson	None to date
Jerry W. Helms	3rd great-granddaughter	None to date

Name	Relationship	Response
Angelika Helms Beck	3rd great-granddaughter	None to date
Linda Kay Helms	3rd great-granddaughter	None to date
Sylvia Helms McCracken	3rd great-granddaughter	None to date
Kathy Helms Liles	4th great-granddaughter	None to date
Leigh Helms Lail	4th great-granddaughter	None to date
Jeffrey Stanley	4th great-grandson	None to date
Charles W. Helms	3rd great-grandson	<b>No opposition to relocation</b>
Julie Helms Smith	3rd great-granddaughter	None to date
Steven E. Helms	3rd great-grandson	None to date
Tate Brantley	4th great-grandson	None to date
Cynthia Brantley Henderson	3rd great-granddaughter	None to date
Steven E. Brantley	4th great-grandson	None to date
Steven M. Brantley	3rd great-grandson	None to date
Theresa Brantley Kindley	3rd great-granddaughter	None to date
Alice Brantley Harwell	3rd great-granddaughter	None to date
Andrea Brantley Faw	3rd great-granddaughter	None to date
Laura Brantley Haneline	3rd great-granddaughter	None to date
Cynthia Moser Mical	3rd great-granddaughter	None to date
Melinda Thomas Mackay	4th great-granddaughter	None to date
Charles F. Bivens Jr.	3rd great-grandson	None to date
Sandra Broome Holland	3rd great-granddaughter	None to date
Beth Simpson Fisher	3rd great-granddaughter	None to date
Mark S. Simpson	3rd great-grandson	None to date
Jan Simpson Plattenberger	3rd great-granddaughter	None to date
Susan Rowell Pittman	3rd great-granddaughter	None to date
Brian B. Rowell	3rd great-granddaughter	<b>No opposition to relocation</b>
Bryan A. Wentz	3rd great-grandson	None to date
Jewel Couick Gause	3rd great-granddaughter	None to date
Tommy Neil Fields	3rd great-granddaughter	None to date
Terry W. Privette	2nd great-grandson	None to date
Shirley Privett Baucom	2nd great-granddaughter	None to date

Table 4.2: Descendants of Malcolm McPherson Boyte (1837–1913) and Barbara D. Long (1828–1911) notified by letter.

Name	Relationship	Notes
James M. Boyte	3rd great-grandson	None to date
Kevin A. Boyte	3rd great-grandson	None to date
Beverly Boyte Patterson	3rd great-granddaughter	None to date
Myrna Boyte Moorefield	3rd great-granddaughter	None to date

Name	Relationship	Notes
Debra Boyte Dubois	3rd great-granddaughter	None to date
Garry Tudor	3rd great-grandson	None to date
Kellie Boyte Jones	3rd great-granddaughter	None to date
Rebecca Boyte Cipriani	3rd great-granddaughter	None to date
Darnell Boyte Stewart	3rd great-granddaughter	None to date
Franklin D. Boyte	3rd great-grandson	None to date
Denise Haynes Walker	3rd great-granddaughter	None to date
Michael Haynes	3rd great-grandson	None to date
Linda E. Haynes	2nd great-granddaughter	None to date
Helga Haynes Gillespie	2nd great-granddaughter	None to date
Charles W. Scott	3rd great-grandson	None to date
Ronald P. Scott	3rd great-grandson	None to date
Gary W. Scott	3rd great-grandson	None to date
Judy Scott Rowland	3rd great-granddaughter	None to date
Kenneth R. Boyte	3rd great-grandson	None to date
Cory P. Boyte	3rd great-grandson	None to date
Jonathan L. Boyte	3rd great-grandson	None to date
Timothy N. Boyte	3rd great-grandson	None to date
Tamara Boyte Theis	3rd great-grandson	None to date
David P. Boyte	3rd great-grandson	None to date
Archie C. Peele, Jr.	3rd great-grandson	None to date
Gary M. McKenzie	3rd great-grandson	None to date
Patricia McKenzie McCormick	3rd great-granddaughter	None to date
Rodney W. Marsh	3rd great-grandson	None to date
Gail Marsh Danley	3rd great-grandson	None to date
Ronald G. McGinnis	3rd great-grandson	None to date
Lisa Avery Dabe	3rd great-granddaughter	None to date
Tammy Spangler Miller	3rd great-granddaughter	<b>Received email from cousin, Joanna Boyte Nache; No opposition to relocation</b>
Nancy Whitlock Centner	2nd great-granddaughter	None to date
Jill Whitlock McInnis	3rd great-granddaughter	None to date
Joseph Whitlock	3rd great-grandson	<b>Received email from cousin, Joanna Boyte Nache; No opposition to relocation</b>
Frederick T. Boyte	2nd great-grandson	<b>Received email from sister, Joanna Boyte Nache; No opposition to relocation</b>
Kitty June Boyte Maholick	2nd great-granddaughter	None to date
Deborah Gupton Van Zijl	3rd great-granddaughter	None to date
John B. Gupton	3rd great-grandson	None to date

Name	Relationship	Notes
Bertram W. Coffey Jr.	3rd great-grandson	None to date
Jeffrey W. Privette	3rd great-grandson	None to date
Laura Privette West	3rd great-granddaughter	None to date
Clayton M. Smith Jr.	3rd great-grandson	None to date
Tamara Williams Brooks	3rd great-granddaughter	None to date
Wanda Kay Forbis Howe	2nd great-granddaughter	None to date
Robert D. Avin	2nd great-grandson	None to date
Thomas F. Wilkes	2nd great-grandson	None to date
Harold E. West Jr.	2nd great-grandson	None to date
Phillip B. Boyette	2nd great-grandson	None to date
Steven Douglas Boyette	2nd great-grandson	None to date
Ann Hoyt Janosik	2nd great-granddaughter	None to date
Glenn Knowles	3rd great-grandson	<b>Opposition to relocation</b>
Mack Thomas Boyte	2nd great-grandson	None to date
Marion Shaw McDonald Jr.	3rd great-grandson	None to date
Linda Boyette Coats	2nd great-granddaughter	<b>No opposition to relocation</b>
Judith Boyette Stewart	2nd great-granddaughter	None to date
Julie Tyson Selkregg	3rd great-granddaughter	None to date
Paul E. Boyette	2nd great-grandson	None to date
Donald E. Deese	2nd great-grandson	None to date
Donna Deese Griffin	2nd great-granddaughter	None to date
Shelby Musselwhite Keziah	2nd great-granddaughter	None to date
Charlene Musselwhite Bailey	2nd great-granddaughter	None to date
Joyce Hargett Mullis	2nd great-granddaughter	None to date
Kathy Musselwhite McClain	2nd great-granddaughter	None to date

#### 4.2 Proposed Reinterment Location

Suncrest Cemetery is the proposed site for reinterment of the Billy Woods Cemetery. Suncrest Cemetery is located at the intersection of Bickett Street and Johnson Street (PIN 09235097) in Monroe. As required by state law, the removal and reinterment of the graves shall be performed by a funeral director licensed by the State of North Carolina (see Appendix A). The removal and reinterment of the graves will be scheduled so that the Union County Public Health Department staff will observe the removal of the remains. The funeral director or their designee will file a disinterment/reinterment form with the Union County Register of Deeds after the work is completed. The City of Monroe will place an engraved group gravemarker at the reinterment site.

## 5.0 SUMMARY

This technical report was prepared by RGA on behalf of the City of Monroe. The City of Monroe is in the process of marketing the property at 1540 North Sutherland Avenue (PIN 09180064A) for economic development purposes. This report provides supporting documentation for the Monroe City Council to consider this request to relocate the graves within the Billy Woods Cemetery to Suncrest Cemetery in Monroe, Union County, North Carolina, as allowed by North Carolina General Statute 65-106 Removal of Graves.

This report summarizes the historical background research conducted at the Billy Woods Cemetery, and documents efforts to identify next of kin. Based on a survey completed in June 1980 by Charles Bivens and the recent clearing of the cemetery, the Billy Woods Cemetery is estimated to contain 50 burials for members of the Helms, Boyte, Alexander, Bennett, Bivens, Broome, Harrell, Jones, Medlin, Moser, Privette, Starnes, and Trull. The identities of individuals interred in graves with uninscribed gravemarkers and unmarked graves remain unknown. Based on historical background research, it is plausible that the cemetery contains the remains of other members of the Helms and Boyte families.

### Conclusions:

- The Billy Helms Cemetery contains the remains of members of the Helms, Boyte, Alexander, Bennett, Bivens, Broome, Harrell, Jones, Medlin, Moser, Privette, Starnes, and Trull families, most of whom are related to one another through marriage. The identities of any individuals buried in unmarked graves (if present) are unknown.
- The total number of graves present is estimated to be 50; however, the number of unmarked graves is unknown.
- Letters to 170 descendants of William Helms and Rebecca Hinson and Malcolm McPherson Boyte and Barbara D. Long were mailed on April 7, 2025. Fourteen responses have been received at this time.
- The Billy Woods Cemetery is recommended not eligible for the National Register of Historic Places.
- The legal advertisement ran in *The Enquirer* on March 15, 22, and 29 and April 5, 2025. The affidavit is included as an Appendix to this report.

## 6.0 REFERENCES

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**Appendix A: North Carolina General Statute 65-106**

#### Part 4. Removal of Graves.

### **§ 65-106. Removal of graves; who may disinter, move, and reinter; notice; certificate filed; reinterment expenses; due care required.**

(a) The State of North Carolina and any of its agencies, public institutions, or political subdivisions, the United States of America or any agency thereof, any church, electric power or lighting company, or any person, firm, or corporation may effect the disinterment, removal, and reinterment of graves as follows:

- (1) By the State of North Carolina or any of its agencies, public institutions, or political subdivisions, the United States of America or any agency thereof, when it shall determine and certify to the board of county commissioners in the county from which the bodies are to be disinterred that such removal is reasonably necessary to perform its governmental functions and the duties delegated to it by law.
- (2) By any church authority in order to erect a new church, parish house, parsonage, or any other facility owned and operated exclusively by such church; in order to expand or enlarge an existing church facility; or better to care for and maintain graves not located in a regular cemetery for which such church has assumed responsibility of care and custody.
- (3) By an electric power or lighting company when it owns land on which graves are located, and the land is to be used as a reservoir.
- (4) By any person, firm, or corporation who owns land on which an abandoned cemetery is located after first securing the consent of the governing body of the municipality or county in which the abandoned cemetery is located.

(b) The party effecting the disinterment, removal, and reinterment of a grave containing a decedent's remains under the provisions of this Part shall, before disinterment, give 30 days' written notice of such intention to the next of kin of the decedent, if known or subject to being ascertained by reasonable search and inquiry, and shall cause notice of such disinterment, removal, and reinterment to be published at least once per week for four successive weeks in a newspaper of general circulation in the county where such grave is located, and the first publication shall be not less than 30 days before disinterment. Any remains disinterred and removed hereunder shall be reinterred in a suitable cemetery.

(c) The party removing or causing the removal of all such graves shall, within 30 days after completion of the removal and reinterment, file with the register of deeds of the county from which the graves were removed and with the register of deeds of the county in which reinterment is made, a written certificate of the removal facts. Such certificate shall contain the full name, if known or reasonably ascertainable, of each decedent whose grave is moved, a precise description of the site from which such grave was removed, a precise description of the site and specific location where the decedent's remains have been reinterred, the full and correct name of the party effecting the removal, and a brief description of the statutory basis or bases upon which such removal or reinterment was effected. If the full name of any decedent cannot reasonably be ascertained, the removing party shall set forth all additional reasonably ascertainable facts about the decedent including birth date, death date, and family name.

The fee for recording instruments in general, as provided in G.S. 161-10(a)(1), for registering a certificate of removal facts shall be paid to the register of deeds of each county in which such certificate is filed for registration.

(d) All expenses of disinterment, removal, and acquisition of the new burial site and reinterment shall be borne by the party effecting such disinterment, removal, and reinterment, including the actual reasonable expense of one of the next of kin incurred in attending the same, not to exceed the sum of two hundred dollars (\$200.00).

(e) The Office of Vital Records of North Carolina shall promulgate regulations affecting the registration and indexing of the written certificate of the removal facts, including the form of that certificate.

(f) The party effecting the disinterment, removal, and reinterment of a decedent's remains under the provisions of this Part shall ensure that the site in which reinterment is accomplished shall be of such suitable dimensions to accommodate the remains of that decedent only and that such site shall be reasonably accessible to all relatives of that decedent, provided that the remains may be reinterred in a common grave where written consent is obtained from the next of kin. If under the authority of this Part, disinterment, removal, and reinterment are effected by the State of North Carolina or any of its agencies, public institutions, or political subdivisions, the United States of America or any agency thereof, any electric power or lighting company, then such disinterment, removal, and reinterment shall be performed by a funeral director duly licensed as a "funeral director" or a "funeral service licensee" under the provisions of Article 13A of Chapter 90 of the General Statutes.

(g) All disinterment, removal, and reinterment under the provisions of this Part shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board for the county where the disinterment, removal, and reinterment take place. If reinterment is effected in a county different from the county of disinterment with the consent of the next of kin of the deceased whose remains are disinterred, then the disinterment and removal shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board for the county of the disinterment, and the reinterment shall be made under the supervision and direction of the county board of commissioners or other appropriate official, including the local health director, appointed by such board for the county of reinterment.

Due care shall be taken to do said work in a proper and decent manner, and, if necessary, to furnish suitable coffins or boxes for reintering such remains. Due care shall also be taken to remove, protect, and replace all tombstones or other markers, so as to leave such tombstones or other markers in as good condition as that prior to disinterment. Provided that in cases where the remains are to be moved to a perpetual care cemetery or other cemetery where upright tombstones are not permitted, a suitable replacement marker shall be provided.

(h) Nothing contained in this Part shall be construed to grant or confer the power or authority of eminent domain, or to impair the right of the next of kin of a decedent to remove or cause the removal, at his or their expense, of the remains or grave of such decedent. (1919, c. 245; C.S., ss. 5030, 5030(a); Ex. Sess. 1920, c. 46; 1927, c. 23, s. 1; c. 175, s. 1; 1937, c. 3; 1947, cc. 168, 576; 1961, c. 457; 1963, c. 915, s. 1; 1965, c. 71; 1971, c. 797, s. 1; 1977, c. 311, s. 1; 2001-390, s. 3; 2007-118, s. 1.)

## Appendix B: Database Entries for the Billy Woods Cemetery

Name <sup>1</sup>	Birth Date	Death Date
Frances Carlyle Alexander	7 Oct 1916	9 Apr 1918
Eliza Ellen Bennett	-	-
Callie Bivens	14 Jul 1910	10 Nov 1914
Carrie Bivens	14 Jul 1910	14 Jul 1914
Barbara D. <i>Long</i> Boyte	4 Mar 1828	15 Oct 1911
Cecil Oscar Boyte	12 Nov 1908	12 Nov 1909
David Wesley Boyte	26 Nov 1904	12 Nov 1909
Malcolm McPherson Boyte	3 Aug 1837	2 Feb 1913
Ruth Boyte	11 Oct 1914	16 Nov 1917
Joseph Alexander Broome	2 Nov 1903	9 May 1922
Cynthia Alvena <i>Helms</i> Eudy	6 Jan 1857	12 Aug 1915
Louetta Harrell	1 Jun 1915	2 Apr 1917
Adam Helms	1850	8 Sep 1920
Amanda Helms	20 Sep 1859	22 Mar 1893
Annie Mae Helms	21 Feb 1906	29 Aug 1924
Archibald E. Helms	1 May 1827	20 Aug 1905
Benjamin G. Helms	19 Aug 1854	23 Dec 1906
Bright Helms	16 May 1915	17 Jan 1916
Bright E. Helms	4 Dec 1918	10 Sep 1922
Cynthia <i>Helms</i> Helms	25 Dec 1860	1918
Elizabeth <i>Bennett</i> Helms	20 Aug 1856	2 Sep 1935
Frank Helms	1884	21 Apr 1934
Gracie Helms	10 Jun 1909	3 Aug 1911
Infant Son Helms	26 Jun 1923	27 Jun 1923
J. B. Helms	16 May 1915	17 Jun 1916
James Sturgis Helms	20 Sep 1856	9 Sep 1935
Julia Helms	-	-
Lemuel A. Helms	7 Feb 1898	21 Jun 1925
Martha <i>Hinson</i> Helms	8 Aug 1833	16 Dec 1905
Martha E. <i>Helms</i> Helms	8 Feb 1866	9 Feb 1926
Mary Helms	Jan 1829	11 Mar 1920
Rebecca <i>Hinson</i> Helms	24 Apr 1816	22 Nov 1895
Samuel Helms	-	-
Vina Helms	-	-
Walker Helms	11 Apr 1816	18 Mar 1900
William Helms	15 Feb 1820	16 Feb 1900
William M. Helms	24 Sep 1857	21 Jul 1909
William T. Helms	28 Mar 1862	2 Jul 1896
William T. Helms Sr.	1856	1900
Annie Mae <i>Helms</i> Jackson	21 Feb 1906	24 Aug 1924
James Elgin Jones	10 Mar 1851	13 Feb 1913
Ellen <i>Helms</i> Medlin	-	5 Oct 1851

Name	Birth Date	Death Date
Fereby <i>Whitley</i> Medlin	1769	1857
Alexander Moser	1847	21 Aug 1921
Lonnie Moser	18 Jan 1884	15 Jul 1905
Martha <i>Helms</i> Moser	17 Feb 1851	27 Oct 1932
Hettie Viola Nash	11 Jan 1915	19 Jul 1915
Sarah Ellen <i>Helms</i> Presley	2 Sep 1840	25 Jul 1902
Joseph Privette	27 Ap 1852	30 Oct 1898
Roberta Privette	16 Dec 1883	10 Dec 1905
J. Hurley Starnes	14 Aug 1896	14 Mar 1914
Eliza Ellen <i>Bennett</i> Sturgis	23 Oct 1858	2 Sep 1935
Charles Evans Trull	1838	22 Nov 1909
Rhoda Permelia <i>Helms</i> Trull	24 Oct 1842	22 Aug 1898

<sup>1</sup> Italicized text indicates a women's maiden name.

### Union County Cemetery Survey

Name <sup>1</sup>	Birth Date	Death Date	Notes
Martha A. Helms	8 Feb 1866	9 Feb 1926	
Archibald Helms	1 Mar 1828	20 Aug 1905	
Martha Helms	8 Aug 1833	16 Dec 1905	Wife of Archibald Helms
John D. Medlin	-	-	
R. H. D.	-	19/1847	
Manda Helms	20 Sep 1859	22 May 1893	
M. Rebecca Helms	24 Apr 1816	22 Nov 1895	
William Helms	15 Feb 1820	16 Feb 1900	
Ellen Helms	2 Sep 1840	24 Jul 1902	
Rhoda Trull	24 Oct 1842	22 Aug 1898	
Wm. M. Helms	24 Sep 1857	21 Jul 1909	
Walker Helms	1815	1891	
E. Medlin	-	5 Oct 1851	
Rhobirt Privett	16 Dec 1883	10 Dec 1905	Daughter of Martin & H. E. Privett
Joseph F. Privett	26 May 1853	30 Oct 1898	
Samuel Helms	-	-	Infant son of T. D. & L. E. Helms
Julia Helms	-	-	
W. T. Helms	-	-	Father; Age 56 years
C. A. Helms	-	-	Mother; Age 58 years
Vina Helms	-	-	Age 70 years
W. T. Helms	28 Mar 1862	2 Jul 1896	
Lim S. Helms	7 Feb 1898	21 Jun 1925	Son of W. A. & Elsie Helms
Lonie Moser	18 Jan 1884	15 Jul 1905	
Benjamin G. Helms	19 Aug 1854	23 Dec 1906	
Eliza Ellen Bennett	20 Sep 1856	2 Sep 1935	Mother
James E. Jones	14 May 1851	13 Feb 1913	
M. F. Boyte	3 Aug 1837	2 Feb 1913	

<b>Name</b>	<b>Birth Date</b>	<b>Death Date</b>	<b>Notes</b>
Barbara D. Boyte	4 Mar 1828	15 Oct 1911	Wife of M. F. Boyte
Ruth Boyte	11 Oct 1914	16 Nov 1917	Daughter of C. M. & M. J. Boyte
David Wesley Boyte	26 Nov 1906	26 Dec 1909	Son of D. A. & F. E. Boyte
Cecil Oscar Boyte	12 Nov 1908	12 Nov 1909	Son of D. A. & F. E. Boyte
Bright E. Helms	16 May 1915	17 Jun 1916	Daughter of H. B. & Lizzie Helms
J. B. Helms	16 May 1915	17 Jun 1916	Son of H. B. & Lizzie Helms
Louetta Harrell	1 Jun 1915	20 Apr 1917	
J. Hurley Starnes	14 Aug 1896	14 Mar 1914	Son of C. E. & J. A. Starnes
Hetty Viola Nash	11 Jan 1915	19 Jul 1915	Daughter of Cull & Nettie Nash
Annie Mae Helms	21 Feb 1906	28 Aug 1924	Daughter F. L. & Dora Helms
Carrie Jane Biven	14 July 1910	13 Nov 1910	
Callie Louise Biven	14 July 1910	10 Nov 1914	
Gracie Helms	10 June 1909	3 Aug 1911	

<sup>1</sup> Italicized text indicates a women's maiden name.

## Appendix C: Legal Advertisement Affidavit and Next-of-Kin Letter

AFFP

In the matter of the proposed

**Affidavit of Publication**

STATE OF NC }  
COUNTY OF } *Union* SS

Kimberly Cook, being duly sworn, says:

That she is Billing Clerk of the The Enquirer Journal, a daily newspaper of general circulation, printed and published in Monroe, County, NC; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

March 15, 2025, March 22, 2025, March 29, 2025, April 05, 2025

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

*Kimberly Cook*  
\_\_\_\_\_  
Billing Clerk

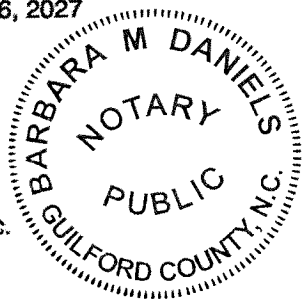
Subscribed to and sworn to me this 5th day of April 2025.

*Barbara M Daniels*  
\_\_\_\_\_  
Barbara M Daniels, Notary, Guilford, County, NC

My commission expires: March 06, 2027

70134548 71186795

Richard Grubb & Associates, Inc.  
525 Wait Avenue  
Wake Forest,, NC 27587



In the matter of the proposed removal and reinterment of approximately 50 graves at the BillyWoods Cemetery located at 1540 North Sutherland Avenue (PIN 09180064A) Union County, NC.

A request for removal and reinterment (North Carolina General Statute Section 65-106 [Removal of Graves]) by the City of Monroe is anticipated to go before the Monroe City Council in Spring 2025. The cemetery is believed to contain approximately 50 burials. The surnames of the interred include Alexander, Bennett, Bivens, Boyte, Broome, Harrell, Helms, Jones, Broome, Harrell, Helms, Jones, Medlin, Moser, Privette, Star-nes, and Trull. Anyone having information about these graves or the next of kin, please contact Olivia Heckendorf at oheckendorf@rgaincorporated.com or 262-305-0055.

**March 15, 22, 29, April 5, 2025**



April 7, 2025

[FIRST NAME LAST NAME]  
[ADDRESS]  
[CITY, STATE ZIP]

Dear [MR./MS. NAME]:

Richard Grubb & Associates, Inc. (RGA) is researching the history of the Billy Woods Cemetery, also known as the Helms Cemetery, located at 1540 North Sutherland Avenue (PIN 09180064A), Monroe, Union County, North Carolina (see attached map). This work is being done on behalf of the City of Monroe, which is in the process of marketing the property for economic development purposes. Pursuant North Carolina General Statute Section 65-106 (Removal of Graves), the City of Monroe will request approval to relocate the graves at a future meeting of the Monroe City Council. This meeting is not yet scheduled but is anticipated to occur in late spring or early summer 2025. In accordance with the process outlined in the General Statute, a 30-day written notice of intention must be given to the next of kin of the deceased (if known) before the disinterment, relocation, and re-interment of any graves occurs. Suncrest Cemetery, located at the intersection of Bickett Street and Johnson Street (PIN 09235097), is the proposed cemetery for reinterment. The costs of the proposed grave relocation will be 100% covered by the City of Monroe.

The Billy Woods Cemetery is a family cemetery located in a wooded area between West Roosevelt Boulevard and North Sutherland Avenue, near the center of an approximately 74-acre parcel. There are a variety of gravemarkers in various states of disrepair that were damaged by cattle that were allowed to graze within the cemetery (see Photos). Some of these gravemarkers are inscribed and others are not. In total, there are approximately 50 marked burials. The Billy Woods Cemetery was recorded by Charles F. Bivens and Lewis Hicks in 1980 and the names on gravemarkers were recorded. The surnames of the interred include Alexander, Bennett Bivens, Boyte, Broome, Harrell, Helms, Jones, Medlin, Moser, Privette, Starnes, and Trull. We are seeking descendants of those interred at the Billy Woods Cemetery to inform them of the request for relocation. Our research indicates you may be related to [William Helms (1820–1900) and Rebecca Hinson (1820–1895) OR Malcolm McPherson Boyte (1837–1913) and Barbara D. Long (1828–1911)].

If you believe you may have family interred at the Billy Woods Cemetery or have any questions about the proposed relocation of the cemetery, please contact me at [heckendorf@rgaincorporated.com](mailto:heckendorf@rgaincorporated.com) or 262-305-0055. Letters can be sent to the following address:

Richard Grubb & Associates, Inc.  
525 Wait Avenue  
Wake Forest, NC 27587

Thank you,

Olivia Heckendorf  
Architectural Historian  
RGA, Inc.



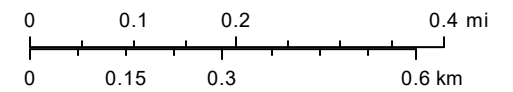
Photos



# Billy Woods Cemetery Location



 Parcel



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



**STAFF REPORT**

**TO:** General Services Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 1, 2025  
**FROM:** Lisa Strickland, Director of Finance  
**PREPARED BY:** Karen Penegar, Purchasing Manager  
**SUBJECT:** Authorization to Dispose of a 2007 Ford 1000 Gallon Refueler Truck (2346)

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**SUMMARY STATEMENT**

Staff requests consideration of disposal of a 2007 Ford 1000 Gallon Refueler Truck located at Operations Center.

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**REVIEW**

Staff is requesting consideration from General Services Committee to authorize staff to dispose of a 2007 Ford 1000 Gallon Refueler 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 2007 Ford 1000 Gallon Refueler Truck.

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**RECOMMENDATION**

Staff recommends City Council authorization of the disposal of the 2007 Ford 1000 Gallon Refueler Truck as defined by G.S. 160-270A by approving Resolution R-2025-22.

Attachment(s): Resolution R-2025-22

**RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE  
2007 FORD 1000 GALLON REFUELER TRUCK  
R-2025-22**

**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 May 14, 2025 at 10:00AM 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 May 19, 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 2007 Ford 1000 Gallon Refueler 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 2007 Ford 1000 Gallon Refueler 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 13<sup>th</sup> day of May 2025.

Attest:

\_\_\_\_\_  
Robert A. Burns, Mayor

\_\_\_\_\_  
Bridgette H. Robinson, City Clerk



**STAFF REPORT**

**TO:** General Services Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 1, 2025  
**FROM:** Jeff Wells, Assistant City Manager  
**PREPARED BY:** Jeff Wells, Assistant City Manager  
**SUBJECT:** Miller Street Workforce Housing Subdivision Concept

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**SUMMARY STATEMENT**

Planning staff, at the request of Manager Watson, has developed a concept for a workforce housing subdivision on city owned property. The location is the northern area of Don Griffin Park. The subject area encompasses just under 3 acres.

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**REVIEW**

The city owned property is the northern area of Don Griffin Park. The approximate 3-acre property is bounded by Miller Street to the east, Holly Street to the west, Avon Street to the north, and Cedar Street to the south. The property currently has a small shelter and parking lot, playground, and multi-purpose ball field.

The concept subdivision depicts a proposed 6 lot subdivision that complies with the existing zoning designation of the property. The concept is a pilot project idea and gives the General Services Committee an impression of what the property could look like with 6 single family housing units.

Staff would draft a program to incentivize the property to be developed for workforce housing. Housing that service workers can afford is a subject that many municipalities discuss with varied success. Staff believes there is an opportunity to improve this underutilized city asset while still maintaining some features of the park that can serve as open space for the subdivision and immediate area.

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**RECOMMENDATION**

Staff requests the General Services Committee consider the merits of the subdivision concept and, if comfortable with the concept, staff will develop a proposed program then present to City Council at a Strategic Meeting this summer.

Attachment: Map of Subdivision Concept



Parcel Info 09-229-014  
Lot size: 2.9 acres  
Density: 2.07  
Open Space Required: 20% = .58 acres  
Open Space Provided: .6

RMD Lot Standards  
Minimum Lot Size: 12,000 sqft  
Minimum Lot Width: 75-ft

Lot 1  
Size: 15,797  
Width: 75'

Lot 2  
Size: 15,937  
Width: 76'

Lot 3  
Size: 14,720  
Width: 77'

Lot 4  
Size: 13,552  
Width: 75'

Lot 5  
Size: 12,169  
Width: 75'

Lot 6  
Size: 12,086  
Width: 84'



**STAFF REPORT**

**TO:** General Services Committee  
**FROM:** Mark Watson, City Manager  
**VIA:** Lisa Strickland, Finance Director  
**DATE:** May 1, 2025  
**PREPARED BY:** Pete Hovanec, Parks, Recreation and Tourism Director  
**SUBJECT:** Dowd Center Theatre Private Rental Discussion

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**SUMMARY STATEMENT**

Monroe City Council enacted a pause in private rentals at the Dowd Center Theatre in March of 2024. Staff has been working with a consultant, as well as the mayoral Dowd Center Theatre Committee to determine best use of the theatre as well establishing more specific rules and regulations regarding private rentals.

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**REVIEW**

Based on the recommendation from consultant Webb Management, staff is proposing to offer 10 private rental dates for non-profit organizations to use the theatre between July 1, 2025 and June 30, 2026. These 10 dates will be put out to the public by staff and will be dates determined by staff when no other theatre activities are scheduled.

Additional parameters for the private rentals will include: Marquee will designate “private event; pipe and drape will be used in front of class windows; age restriction policy will be enforced; no obscene material as defined in General Statutes; only one event per non-profit; security deposits will be collected; and concessions will be handled by the Dowd.

There are other specific requirements related to use, staffing, deposits, fees and scheduling that will be defined in the contract with each potential renters.

By allowing the 10 private rental dates, the City of Monroe will receive roughly \$20,000 in revenue and meet the community need/request for use of the space.

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**RECOMMENDATION**

Review the requirements for private rental use of the Dowd Center Theatre to allow 10 private rentals at the Dowd Center Theatre from July 1, 2025 to June 30, 2026. Make any recommended changes that will then be presented to Dowd Center Theatre Committee in May and go before City Council in June for council approval.



**STAFF REPORT**

**TO:** General Services Committee  
**FROM:** Mark Watson, City Manager  
**VIA:** Lisa Strickland, Finance Director  
**DATE:** May 1, 2025  
**PREPARED BY:** Donna O’Keefe, Downtown Manager  
**SUBJECT:** Special Event Permit Request – Latin Festival

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**SUMMARY STATEMENT**

General Services is requested to consider temporary use permits for a special event to be held in Downtown Monroe. The Latin Festival is requested to be held on Sunday, June 8, 2025

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**REVIEW**

The Monroe Parks and Recreation Department and the Downtown Manager are requesting a temporary use permit to hold a special event on Sunday, June 8,2025.

**Latin Festival**

The Latin Festival will be held Sunday, June 8, 2025 in Downtown Monroe from 12:00 PM – 9:00 PM. Main Street will be closed from Franklin Street to the intersection of Lancaster Avenue and West Morrow Avenue beginning at 7:00 AM and will reopen at 10:00 PM for preparation and tear down of the event.

The Parks and Recreation Department and Downtown are estimating 6,000 people throughout the day with approximately 4000 at peak periods. The event will include 2 bounce houses, 16 food trucks, 70 merchandise sales/vendors, and stage for music during the event. There will be no alcohol sales as part of the event within the social district.

The Downtown Manager coordinated with the Union County Chamber of Commerce to provide the event organizers with 20 Porta Johns and 62 Cardboard event trash boxes. The City of Monroe Parks and Recreation Department will be providing an 18 yard dumpster to assist the event organizer with trash management. Trash management during the event and after the event

will be the responsibility of the event organizer Wow Supermarket. The City of Monroe Parks and Recreation Department is also providing 2 bounce houses with attendants for the event.

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

The City of Monroe Police Department and Fire Department will have tents set up in the event area. The Fire department will be providing a first aid tent. The Police department is requiring the event organizer to hire 6 officers and 1 supervisor at their expense through Extra Duty Solutions to provide safety and security for this event.

The City of Monroe Tourism is providing T shirts to event volunteers and staff for the event.

The event organizers are responsible for coordinating volunteers to serve the event.

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### **RECOMMENDATION**

Staff requests the General Services Committee recommendation for City Council approval to provide a temporary use permit to the Parks and Recreation Department to hold a special event, Latin Festival, on June 8, 2025 in Downtown Monroe.

Attachment: Application – Latin Festival  
Map and Barricade Map – Latin Festival  
Event Summary  
Event Ownership Detail

## WOW Latin Festival (Private Event)

June 8, 2025

Noon – 9 PM

**Street closure :**

Stage set up will begin aprox. 3 am on June 7<sup>th</sup> between Franklin and Windsor  
 7 – 9 am Street closure will be main street Franklin to Morrow. Franklin will be closed to traffic,  
 Jefferson and Morrow will remain open to traffic.  
 Morgan/Windsor Alley will be closed

**Set Up:**

9 am Food Trucks  
 9:30 – 11 Vendor set up  
 Bounce House Set up 10:30 – 11:30.

WOW		Entertainment Vendors Food Trucks Sound and Stage Required Additional security Event Insurance Event Clean up	
Sponsors	City of Monroe	Temporary Trash Can set up Trash removal after event Kids Bounce Houses (2) Police Tent Fire Department First Aid Tent Complete event permits Street Closure Street Plan Save the date and other marketing and community notices Plan and mark Vendor spots Pavement marking for vendors Street Parking notice	Facilities Facilities Parks and Rec Police Fire Permitting Engineering Downtown Public Communication  Downtown Downtown Downtown
	City of Monroe Tourism	Pete Hovanac	T Shirts (for volunteers and for sale)
	Union County Arts Council	Melanie Miller	\$5000 dollar toward one of the performers (to be paid to performer directly)
	Union County Chamber	Pat Kahle	Identify an item that the chamber can pay for Portable bathrooms
	Sodoma Law	Martina Williamson 704-220-6500 <a href="mailto:mwilliamson@sodomalaw.com">mwilliamson@sodomalaw.com</a>	TBD
Volunteers	Unison	Maria Lander, Ed.D. 'info@ourfutureinunison.org' 980-552-1007	Volunteer Coordinator

**Street Closure:** *The City of Monroe (Engineering and Streets) is coordinating the setup of street closing barricades.*

After reviewing the requirement of a permit by the DOT, the event organizer has opted to close only Morrow to Franklin. Franklin and Jefferson will remain open to vehicular traffic.

**\*\*The cost for meeting the police requirements for barricades is \$9,300. The City of Monroe Engineering Department will this cost for 2025 only.**

**Permits:** *The City of Monroe (Downtown Manager and Permitting Supervisor) will complete the event map and required event permit on behalf of the event organizers.*

**\*\*Catherine and I will meet next week to complete the required permits. I will update you next week on this.**

**Fire:** *The City of Monroe is coordinating*

1. The Fire Department will provide First Aid Tent at the event
2. There will be no tents greater than 800 Square feet.
3. The organizers understand that there cannot be any cooking within or near a tent. I am waiting for a response on the distance a tent can be from a food truck.
4. The stage planned is 20x20 or 400 square feet. The stage will need to be inspected before the event begins. I will need to have an in dated Stage Certification.
5. There will be two tents for police staff and 2 tents for Fire staff. As soon as the event map is finalized I will provide everyone with copies.
6. We will keep Windsor open for emergency vehicle Ingress and Egress but closed to vehicular traffic

UPDATED Fire –

1. We were required to eliminate 1 vendor tent for every 7 to allow room in the event of an emergency. This which means that 6 tents had to be eliminated. 3 tents on each side of main Street This reduces the number of vendors you will be able to accommodate from **70 to 64 total**. Additionally, any Food Vendors that use open flame, fire, heat, or any flammable or combustible liquid, gas, charcoal or cooking device are not allowed inside a tent open to the public.
2. Tents used for seating near a food truck must be 10' away from any/all food truck. Main Street is approximately 50 feet wide. There is not enough room for seating tents on Main Street with food trucks planned on each side of the street.
3. We had to move the Bounce houses closer to the sidewalk to allow them power without drop cords. This will eliminate any trip hazard and allow emergency vehicle to pass in the event of an emergency.
4. The porta johns at Talleyrand had to be moved. They were relocated to Lane Street.

**Police:** *Event Organizer will be responsible*

A recommended agency was provided to the event organizer at the 3/20 meeting.

1. Police will require 2 supervisors at \$45 per hour on site from Noon until 9 pm. (David McAllister will serve as one of the supervisor)
2. Police will require 6 officers at \$40 per hour on site from noon until 9 pm.

**Vendor Tents:** *The City of Monroe (Downtown Manager) will plan, plot and mark the spots along Main Street. The event organizer will provide a final list to the Downtown Manager by no later than June 2.*

1. After assessing the reduced event footprint, and the required 12' break per 7 tents, there is space for 60 vendor tents.
2. Tents were also eliminated near the bounce house.
3. Site map is not completed yet but will be forwarded as soon as it is available. There is 380 ft. from Talleyrand to Windsor with each tent 10' and 2' min between each tent.

**Bounce House:** *The City of Monroe (Parks and Rec) will coordinate, pay for, the bounce houses.*

1. Tents have been removed as requested from the bounce house location.  
**\*\* We are working to determine if event volunteers will need to be provided. Pete will follow up on this item.**

**Stage:** *The event organizer will be responsible for a 20x20 stage, set up, removal, and permitting requirements.*

**T Shirts:** *The City of Monroe (Tourism) will be providing 100 bright colored T shirts to be worn be provided to Event Organizer for staff and volunteers at the event.*

**\*\* Pete has your logo and will be providing these.**

**Trash:** *The City of Monroe (Facilities) will provide and set up 60 cardboard trash cans with trash liners, dumpster prior to the event.*

1. **\*\*** The event organizers will be responsible for management of trash throughout the event and at the end of the event.
2. Additional Trash cans have been added to the concert/stage area as requested.
3. The City of Monroe has offered to coordinate a 18 yard dumpster to be placed in an existing street parking spot on Windsor Ave.

**WastePro Detail:**

**Standard Portable Restrooms, Count 18: \$66.28 each** 5 on Lane Street 13 Belk building sidewalk  
**ADA Compliant Portable Restrooms, Count 2: \$82.77 each** 1 on Lane Street 1 on Belk Side walk  
**Handwashing Stations, Count, Count 5: \$61.75 each** 1 at Lane Street porta johns, 1 at Belk side walk, and 3 in the center of Main Street between Talleyrand and Morrow.

**Cardboard Event Boxes, Count 62: \$8.55 each** left on Windsor Street near the temporary dumpster

**Volunteers:** *Event Organizer*

1. Volunteers are the responsibility of the Event Organizer. (Maria Lander)

**Clean Up:** *Event Organizer to be completed by 10 pm*

1. Volunteers will need to be coordinated

**Food Trucks:** *Event Organizer will identify and work with food truck owners to get permits through Union County Environmental Health. There is a little confusion on this item. Ryan Jones said you had 6 food trucks last year.*

*You requested 16. Please keep in mind that food vendors are prohibited from cooking under a tent. They can have a tent for seating, but not for cooking per the fire department.*

1. 16 food trucks have been planned with 20' spaces each as requested. Ryan Jones expressed concern about this amount and strongly suggested that you consider reducing the # of food trucks.

**Porta Johns *Event organizer will work with the Chamber (The city will help the Chamber identify a vendor)***

1. Min of 20 Porta Johns (3 ADA) will be required
2. 5 handwashing stations were also recommended

**UPDATED**

The Chamber will assist with these expenses as our sponsorship of the 2nd Annual Latin Festival. What is the best way to handle the finances on your end? For us, we'll need a copy of the invoice from Waste Pro to send a check directly to them or have an invoice sent from the City and we can cut a check payable to the City of Monroe.

Detail:

- Standard Portable Restrooms, Count 18: \$66.28 each
- ADA Compliant Portable Restrooms, Count 2: \$82.77 each
- Handwashing Stations, Count, Count 5: \$61.75 each
- Cardboard Event Boxes, Count 62: \$8.55 each

Total: \$2,197.43

Malinda Barkley

Regional Director of Government Affairs

[mabarkley@wasteprousa.com](mailto:mabarkley@wasteprousa.com)<mailto:mabarkley@wasteprousa.com>

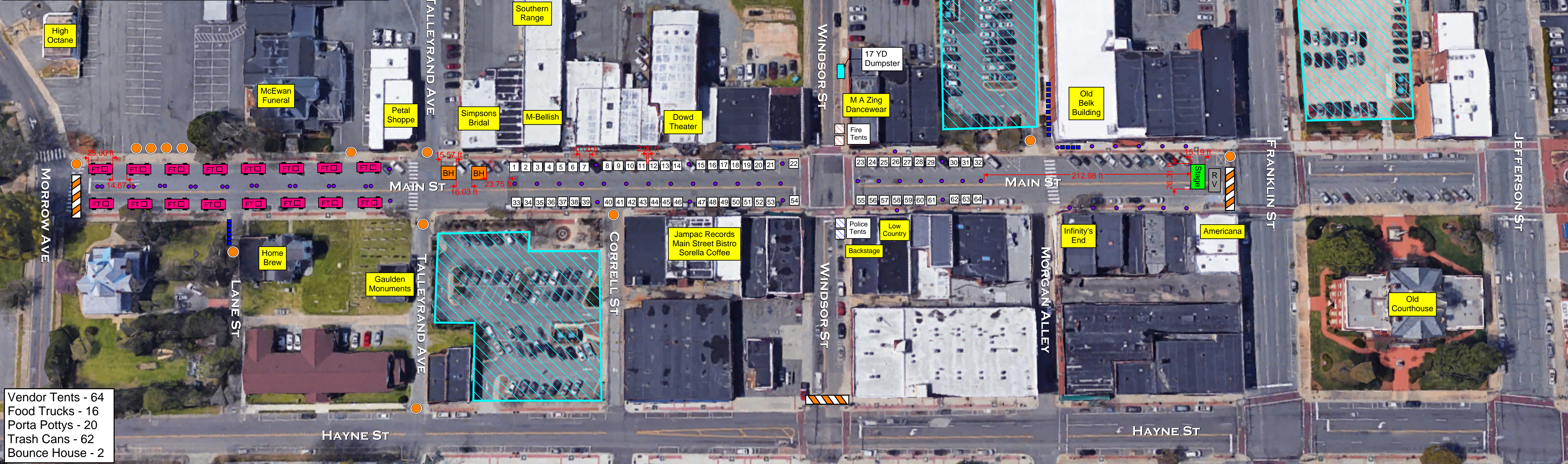
Cell: (704) 793-8543

Trash and Trash Management Chamber of Commerce	Trash and Trash Management Event Organizer
<p>Detail:</p> <ul style="list-style-type: none"> <li>• Standard Portable Restrooms, Count 18: \$66.28 each <b>5 on Lane Street 13 Belk building sidewalk</b></li> <li>• ADA Compliant Portable Restrooms, Count 2: \$82.77 each <b>1 on Lane Street 1 on Belk Side walk</b></li> <li>• Handwashing Stations, Count, Count 5: \$61.75 each <b>1 at Lane Street porta johns, 1 at Belk side walk, and 3 in the center of Main Street between Talleyrand and Morrow.</b></li> <li>• Cardboard Event Boxes, Count 62: \$8.55 each</li> </ul> <p><b>Total: \$2,197.43 (deliver to loading dock at Dowd Theater)</b></p> <p><b>Rebecca Gaddy will invoice the Chamber directly. Delivery is scheduled for Friday, June 6th. Several deliveries will occur throughout the day, and removals will begin on Monday, June 9th, and wrap up on Tuesday, June 10th.</b></p> <p><b>Dumpster located on Windsor will be delivered on Friday and picked up Monday afternoon.</b></p>	<p>Set up Cardboard boxes</p> <p>Maintain all trash cans and boxes throughout the event.</p> <p>Empty all trash cans at the end of the event be sure that no event trash bags are left around downtown dumpster locations at</p> <ul style="list-style-type: none"> <li>• Hayne and Windsor lot at Sports to You</li> <li>• Belk Lot</li> <li>• Joffre Lot</li> </ul>
City Of Monroe	Event Organizer
<p><b>Downtown Manager</b></p> <ul style="list-style-type: none"> <li>• Food Truck submission to Union County Environmental Health May 19<sup>th</sup>.</li> <li>• Mark and number vendor spots per map</li> <li>• Street Parking Notice</li> </ul> <p><b>Parks and Recreation</b> - Bounce House and attendant</p> <p><b>Tourism</b> – T Shirts</p> <p><b>Police</b> - Police Tent</p> <p><b>Fire Department</b> - First Aid Tent</p> <p><b>Permitting</b> - Event Permit</p>	<p><b>All food truck vendor information due by noon on May 19<sup>th</sup>.</b></p> <p><b>Food Truck must provide:</b></p> <p>Each food truck will need to give you the following information</p> <ol style="list-style-type: none"> <li>1. Name of Mobile Food Unit</li> <li>2. Contact Person for Mobile Food Unit</li> <li>3. Phone number</li> <li>4. Email</li> <li>5. County of Operation (This is the county the MFU is permitted from)</li> <li>6. Permit ID Number or Most recent inspection</li> </ol> <p><b>Temporary Food Establishment Vendor (Non-meat no heat) must provide:</b></p> <p>Any non-meat no heat food vendor will need to provide you with the following information</p> <ol style="list-style-type: none"> <li>1. Name of Booth</li> <li>2. Owner or Operator name</li> </ol>

<p><b>Engineering</b></p> <p>Street closure and barricades- Stage set up will begin aprox. 3 am on June 7th between Franklin and Windsor</p> <p>7 – 9 am Street closure will be main street Franklin to Morrow. Franklin will be closed to traffic, Jefferson and Morrow will remain open to traffic. Morgan/Windsor Alley will be closed</p>	<ol style="list-style-type: none"> <li>3. Phone number</li> <li>4. Email</li> <li>5. General Menu</li> <li>6. Copy of email from The Department of Agriculture Food Compliance Officer.</li> </ol> <p><i>**If the temporary food vendor has not established their food business they will need to:</i></p> <ol style="list-style-type: none"> <li>1. <i>Contact the Department of Agriculture at 984-236-4820 and ask to speak to a food compliance officer. They will confirm that your food group is under their jurisdiction. They will provide you with an email. If you already have an email provide a copy complete this Temporary Food Establishment Application. Complete <a href="https://lfportal.unioncountync.gov/Forms/EH_TempFoodEst">https://lfportal.unioncountync.gov/Forms/EH_TempFoodEst</a> . It is a 7 page form and costs \$75.</i></li> </ol>
	<p><b>Volunteer will be provided and coordinated by the Event Organizer</b></p> <p>Set Up:  9 am Food Trucks  9:30 – 11 Vendor set up  Bounce House Set up 10:30 – 11:30.</p>

**Legend**

Local Business	Trash Can	Bouncy House	Traffic Barrels
Food Truck	Porta Potty	Stage	Type III Barriers
Parking Area	Vendor Tent	RV	



Vendor Tents - 64  
 Food Trucks - 16  
 Porta Pottys - 20  
 Trash Cans - 62  
 Bounce House - 2



## STAFF REPORT

**TO:** General Services  
**VIA:** Mark Watson, City Manager  
**DATE:** 5/1/2025  
**FROM:** Lisa Hollowell, Assistant City Manager  
**PREPARED BY:** Ryan Jones, Director of Property Management  
**SUBJECT:** Award of Contract for Space Needs Analysis

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### SUMMARY STATEMENT

The General Services Committee is asked to advance to City Council the award of a contract for space needs analysis for City Hall and facilities plan to Creech and Associates in the amount of \$48,000.00.

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### REVIEW

At the City Council Strategic Meeting on April 8, 2025, the Council discussed the need for a space needs analysis for City Hall and the development of a facilities master plan. Following the discussion, City Manager Mark Watson directed Staff to issue a Request for Qualifications (RFQ) to select a consultant for the project.

The RFQ was released on April 14, 2025, and remained open until April 23, 2025. Two firms responded: Creech and Associates and K2M Design. A staff review panel evaluated and scored the proposals, with Creech and Associates receiving a unanimous perfect score. This eliminated the need for interviews or further review.

Creech and Associates previously conducted the City's 2012 space needs analysis, which led to the construction of the new Police Department, Fire Station #4, and proposed uses for new Energy Services building. Their extensive experience in the region and deep familiarity with the City's facilities further supported their selection.

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### RECOMMENDATION

Staff respectfully requests that the General Services Committee recommend Council approval of a contract with Creech and Associates to conduct a space needs analysis for City Hall and assess opportunities to repurpose existing space for other municipal uses in the amount of \$48,000.00 and



authorize the City Manager to execute any and all necessary documents related to this contract. Funds are available within the capital project, GB2207.