

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

**AGENDA
www.monroenc.org**

1. Minutes of General Service Committee Meeting of June 5, 2025

2. Facility Rental Regulations

3. 106/108 Myers Street - Economic Development Business

4. Discussion of Removal of 2-Hour Parking Signs in Downtown & Revision to Ordinance

5. Removal of Two Parking Spaces Near Morgan-Windsor Alleyway

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
June 5, 2025 - 4:15 PM

MINUTES

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

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Lisa Strickland, Director of Finance; Camden Baucom, Budget Analyst; Lisa Kerner, Grant Administrator; Anna Shova, Accountant II; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Donna O'Keefe, Downtown Manager; Sarah McAllister, Director of Engineering; Pete Hovanec, Director of Park/Rec & Tourism; Ryan Jones, Director of Property Management; Malcolm Weeks, Airport Manager; Shirley Butterick, Purchasing Manager.

Visitor(s): James, Kerr, Council Member; Jean Helms, Lowe County Estates; Jina Lavender, Love County Estates; Casilen Gonzalez, Murphy's on Main.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on June 5, 2025. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from May 1, 2025.

The minutes from the May 1, 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 May 1, 2025.

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

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

NAYS: None

Item 2. Health Promotion Disease Prevention Grant

Pete Hovanec, Parks, Recreation and Tourism Director, presented the Parks and Recreation Department seeks to receive Health Promotion and Disease Prevention Grant for older adults allocation from Centralina Area Agency on Aging in the amount of \$4500.00 and requests a budget amendment.

The Parks and Recreation Department has received a grant in the amount of \$4500.00 from the Centralina Area Agency of Aging. These funds will allow staff the opportunity to equip and provide active adult programs within the community specific to health promotion and disease prevention. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs and facilities at a high quality level that include, but is not limited to, workshops that focus on living healthy with diabetes, living healthy with chronic pain and living healthy with chronic disease. Funds from this grant must

be utilized on materials and supplies, promotional items, participant attendant incentives and volunteer stipends (if applicable) related to these types of classes. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center.

Staff requests the General Services recommendation council approval to accept funds associated with the HPDP grant.

Committee Member Anderson made a motion to accept funds associated with the HPDP grant and move to Council Agenda for their approval.

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

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

NAYS: None

Item 3. Senior Center Operations Grant.

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

The Parks and Recreation Department has received a grant in the amount of \$20,404 from the Centralina Area Agency of Aging. This grant will allow our department the ability to provide members of the community the opportunity to enjoy programs at a high quality level that include, but is not limited to, amenities throughout the facility, as well as, funding utilized to pay instructors for our new Tai Chi, Zumba Gold and strength training programs, offering a variety of special events and improvements to our outdoor area. This funding is allocated to specific Area Agencies of Aging and then distributed to centers within the region that provide full-time programs. These funds are used to support and develop programming and general operations or to construct, renovate or maintain facilities that serve seniors. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center. We have been awarded \$20,404 through this grant. With the match included in the amount of \$2,267, the full amount of funding is \$22,671.

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

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

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

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

NAYS: None

Item 4. Contract Resurfacing Project Account.

Sarah McAllister, Engineering Director, presented that the General Services Committee is requested to consider Budget Ordinance (BO-2025-07) for recommendation to City Council.

City Council has funded a contract resurfacing project annually that includes funding from vehicle tax receipts, General Fund allocations, and Powell Bill allocations. Engineering staff have been unable to spend 100% of the funds allocated each year and in the past, any funds left within the General Fund operating account returned back to the General Fund Balance. For the past few years, Engineering Staff have been requesting unspent resurfacing funds to be rolled forward to the next Fiscal Year. Finance has now created a Capital Project (RD2501) that can be used to place any assigned General Fund contract resurfacing funds into. Any unspent funds within this project account will then remain for use on future resurfacing contracts. Engineering Staff did not advertise a resurfacing contract in 2024 due to being understaffed and consequently, did not spend any of the allocated resurfacing funds in FY25. Therefore, the attached Budget

Ordinance (BO- 2025-07) is for consideration and recommendation to City Council that would appropriate the existing contract resurfacing operating funds into the project account.

Staff recommends approval of the attached Budget Ordinance (BO-2025-07) to move operating funds into the Capital Project Account for Contract Resurfacing. If the General Services Committee is in agreement, the Budget Ordinance recommendation will be placed on the Consent Agenda for the Council meeting on June 10, 2025.

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

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

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

NAYS: None

Item 5. Animal Welfare Committee Initiative Proposal.

This item was not discussed.

No action is required.

Item 6. Foundation for the Carolinas Grant.

Lisa Kerner, Grant Administrator, presented a submission of an application to the Foundation for the Carolinas requesting \$20,000 for use by the Dowd Center Theater.

The Foundation of the Carolinas invited the City of Monroe to apply for a \$20,000 arts/culture grant. The City received the invitation on May 15, 2025, and the grant application period closed on May 30, 2025, at 12 pm. When Staff learned the grant application period had opened and due to the application deadline and timing of meetings, Staff submitted an application. The City will have the opportunity to accept or deny the grant if the City is selected for the award. No matching funds are required. Staff applied for \$20,000 to offset the cost of booking the Marshall Tucker Band for a performance at the Dowd Center Theater. The total cost of the performance exceeds \$30,000.

Staff recommends the General Services Committee approve the application submitted requesting \$20,000 from the Foundation of the Carolinas and bring this matter to City Council for approval at its June 10, 2025 meeting.

Committee Member Anthony made a motion to approve the application and move to City Council for approval.

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

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

NAYS: None

Item 7. Resolution Authorizing Disposal by Auction of (2) Street Sweepers and (1) Dump Truck.

Lisa Strickland, Finance Director, presented that the staff requests consideration of disposal of (2) 2018 Street Sweepers Asset 2296 VIN#1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 located at Operations Center.

Staff is requesting consideration from General Services Committee to authorize staff to dispose of (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 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 (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940.

Staff recommends City Council authorization of the disposal of (2) 2018 Street Sweepers Asset 2296 VIN #1FVACXFC9JHJW1430 and Asset 2297 VIN #1FVACXFC0JHJW1428 and (1) 1999 Dump Truck Asset 965 VIN#4VHJCABE1XN864940 as defined by G.S. 160-270A by approving Resolution R-2025-24.

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

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

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

NAYS: None

Item 8. Vintage Day Market Event- November 1, 2025.

Donna O'Keefe, Downtown Manager, presented that General Services is requested to consider recommending a temporary use permit for a new special event, Vintage Day, to be held in Downtown Monroe, on Saturday November 1, 2025.

The Downtown Manager is requesting approval of a new special event, Vintage Day to be held Downtown on Saturday November 1, 2025 from 9 am until 5 pm.

Vintage Day

Vintage Day is an antique street market that is being organized by a group of business owners and property owners' downtown. The organizers hope to secure 50 – 60 antique and vintage vendors that will sell their items on Main Street between Windsor and Franklin Streets. Downtown is estimating 500 people throughout the day with approximately 400 at peak periods. There will be no alcohol or food sales as part of the event within the social district.

The Downtown office and manager are supporting this event by obtaining the event permit and printing flyers to market the event. This event will encourage the attendance of antique and vintage collectors, encourage partnership between our downtown retail businesses, and provide a new opportunity to increase awareness of our downtown retail businesses.

The event organizers include: The owners of Lowe Country Estate and Vintage & Re-Imagined Designs, Tina Lavender and her sister Jean along with Cassie Gonzales owner of Murphy's on Main.

Event Set up – 7:00 am – 9:00 am

- The Downtown Manager and event organizers, will set up Trash Bins, Barricades for crowd management, and mark vendor spaces.
- The event organizers, owners of Lowe Country Estate and Vintage & Re-Imagined Designs and owner of Murphy's on Main, will coordinate and provide 2 Porta Johns and 22 temporary trash cans.
- Trash management during the event and after the event will be the responsibility of the event organizer.

Police:

The event organizers will also be responsible coordinating and hiring 4 off duty police officers and 1 supervisor through Extra-Duty Solutions. Officer Hailey will work with the event organizers to secure officers with an estimated cost of \$1640.

Street Closure:

- The Event will close Main Street between Franklin Street and Windsor Street.
- The Downtown Manager and Event Organizers will notify all businesses/ property owners opened or closed along the entire length of Main Street one week prior to the event.

- The Event Organizers will be responsible for placing and removing barricades on day of event per the attached map Vintage Day Barricades and 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;

Event Clean Up: 5:00 pm – 6:00 pm

- Event organizer is responsible for removal of all trash and debris generated by the event. The area should be cleaned on Saturday after the event is completed.
- 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

Staff requests the General Services Committee approve and recommend to City Council a special event permit to Downtown Monroe Manager and Vintage Day Event Organizer's to hold the first annual Vintage Day Market event on November 1, 2025 in Downtown Monroe.

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

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

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

NAYS: None

Item 9. T-Mobile Hometown Grants Program.

Lisa Kerner, Grant Administrator, presented a submission of an application to the T-Mobile Hometown Grants Program requesting \$50,000 to support the Downtown Visitors Center project.

The T-Mobile Hometown Grants Program is accepting applications through June 26, 2025. This grant program funds projects to build, rebuild, or refresh community spaces that help foster local connections in towns with populations of less than 50,000 people. No matching funds are required. Examples of funded projects include adaptive uses of older and historic buildings into community gathering spaces. The Downtown Visitors Center project repurposes a former bank building. This project is also in process, making it a good fit for the T-Mobile Hometown Grants Program opportunity.

Staff recommends the General Services Committee approve an application requesting \$50,000 from the T-Mobile Hometown Grants Program and bring this matter to City Council for approval at its June 10, 2025 meeting.

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

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

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

NAYS: None

Item 10. Budget Ordinance to Establish Economic Development Program Project Fund.

Lisa Strickland, Finance Director, presented that City Council is requested to adopt a Budget Ordinance to establish a project for future expenses for the Economic Development activities.

The City of Monroe previously entered into an inter-local agreement with Union County for the purpose of Economic Development and formed a Commission named Monroe-Union County Economic Development

Commission (the Commission). In November, the Commission voted to dissolve the Commission and begin the dissolution process. On February 20, 2025 the Commission voted to appoint trustees and begin the dissolution process. On May 14, 2025 the board accepted and authorized the Trustee's Plan of Dissolution that included a reserve of \$25,000.97 for planned expenses and authorized the equal distribution of the remaining funds. The City received a distribution check in the amount of \$181,064. The City is requesting the funds be transferred to a project account called Economic Development Program for Economic Development expenses that are needed as the City continues our Economic Development activities.

Staff recommends a favorable recommendation by the General Services Committee to send to the City Council Consent Agenda on June 10, 2025 for approval of the attached budget ordinance to establish an Economic Development Program project fund.

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

Committee Member Anderson seconded the motion and took a minute to thank Economic Development Chair Council Kerr for all the work that has been done and for being stronger than ever, which unanimously passed with the following votes:

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

NAYS: None

Council Kerr also expressed gratitude to everyone, emphasizing that without their contributions, nothing would have been achieved.

Item 11. Budget Ordinance to Close/Adjust Capital Projects

Lisa Strickland, Finance Director, presented that a budget ordinance is necessary to amend the fiscal year 2025 budget in order to close and/or adjust various projects.

Capital projects have been completed and are ready to be closed. Projects are as follows:

- GB1703 Gateway Canopy/Skyway Corridor \$100,000
- GB1704 Correll St Parking Lot Modifications (277)
- GB1801 Senior Center Renovation (123,774)
- GB1901 Police Headquarters 778,009
- GB1903 Monroe Science Center Parking 876
- GB2302 Remodel Fire Admin Offices 202,525
- AP1702 Corp Hangar Site Development 37,724
- AP1802 Corp. Community Hangar 6,001
- OT1601 Monroe Science Center Building 3,912
- OT1901 Science Center Exhibits (3,194)

The above listed amounts will be netted against the General Fund Unassigned Fund balance for GB accounts, the Occupancy Tax Fund Balance for OT projects and the airport projects (AP) will be returned to the General Fund Assigned Fund Balance for airport use.

The following projects are transferring their remaining balance and are being repurposed as follows:

- Transfer \$93,952 from GB2201 – Fire Station 1, 2 and 5 Renovation to GB2503 –Concrete Apron/Pad Replacements at Station #1 and #2.

- Transfer \$12,758 from GB2301 – Temporary Fire Station 6 to GB2503 – Concrete Apron/Pad Replacements at Station #1 and #2.

- Transfer \$70,500 from GB2302 – Remodel Fire Admin Offices to GB2504 – Training Ground Improvements (\$30,000 for fencing and \$40,500 for shower trailer improvements)

- Transfer \$80,993 from MP2001 – Hillcrest Cemetery Fence to GB2505 – Sunset Cemetery Gate.

- Transfer \$139,354 from RD1901 – Asphalt Paving Ops Center to AP2501 – Airport Parking Lot Resurfacing

Water Resources Staff has requested adjustments to the funding of the following projects:

- Transfer \$300,000 from SR1727 – Richardson Creek Outfall to WR2402 – Water Main Replacements/Rehab
- Transfer \$725,000 from WR2302 – Replace Nelson Heights Tank to SR2506 – Clarifier Rehab 2
- Transfer \$725,930 from WR2302 – Replace Nelson Heights Tank to WR2344 – Water Pump Station #1 Switchgear Replacement

Staff recommends that the General Services Committee forward to full Council the recommendation for approval of the proposed budget ordinance to close projects or transfer balances for Fiscal Year 2025.

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

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

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

NAYS: None

Item 12. Ratify Annual Service Contracts over \$200,000.

Lisa Strickland, Finance Director, presented that City Council approval is necessary for renewal of reoccurring service and purchase contracts for fiscal year 2026. Details are outlined below.

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

FY2026 Services Exceeding \$200,000			
Company Name	FY2025 Expenditures	FY2026 Expenditures	Synopsis
Dataprose	\$207,600	\$239,720	Bill printing services for cycle bills, late notices and tax statements. Postage is included.
Green's Commercial Cleaning	\$369,832	\$336,981	Cleaning of City facilities. Decrease from FY25 reflects removal of city hall service
Xylem Tree	\$422,760	\$436,000	Tree trimming services for electric right of ways
Arthur J. Gallagher Risk Management Services	\$760,256	\$1,082,450	The Property and Liability premium budget for all City Departments for FY2025 was \$760,256. The amount indicated is the amount budgeted for FY2026 and will not be exceeded. Amount for FY26 includes new cyber security policy, airport insurance, air show insurance, environmental liability policy and finance officer bond.
Dawn Development	\$3,320,967	\$3,500,000	Construction services to install lines to expand services for electric and natural gas.
Tyler Technologies	\$211,865	\$226,150	City financial software maintenance and support fees contract

The contracts listed above are annual service contracts that reoccur each year. Funds for these contracts are included in the recommended fiscal year 2026 budget.

Staff recommends the General Services Committee forward to City Council for approval of the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2026.

Committee Member Anthony made a motion to approve the proposed service contracts and authorize the manager to execute necessary contracts for fiscal year 2026 and forward to City Council for their approval.

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

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

NAYS: None

Item 13. Various Budget Adjustments for Budgetary Compliance.

Lisa Strickland, Finance Director, presented that various budget adjustments are proposed to the fiscal year 2025 budget in order to recognize activity that was unanticipated, make corrections and maintain budgetary compliance. All adjustments are outlined below.

Budget Amendment for various items as follows:

1. Amendment necessary to designate funds for salary-related payments in accordance with governmental accounting standards (GASB) 101 Compensated Absences. An amendment is necessary to designate funds for increases in accumulated sick and vacation leave in compliance with GASB 101.
2. A technical revision is necessary to installment principal and interest in the general fund, parks and recreation fund and golf course fund to increase this budget by \$275,526.
3. In order to align the budget with activity in the current fiscal year, a budget amendment is needed for the Dowd Center Theatre. The General Fund unassigned fund balance will transfer \$235,000 to the Theatre Fund.
4. A technical adjustment to the vehicle maintenance line items for Street Department, Police Department, Fire Department and Fleet Maintenance Division for internal labor in the amount of \$220,000 is proposed.
5. In order to align the budget with activity, an adjustment is needed to cover bank service charges for cash processing and for investment safekeeping in the amount of \$20,000.
6. In order to align the budget with activity, a budget amendment is needed for the Charlotte-Monroe Executive Airport. The General Fund unassigned fund balance will transfer \$38,000 to the Airport Fund.

Staff recommends a favorable recommendation to City Council for approval of the attached Budget Amendment containing various budget adjustments for Fiscal Year 2025.

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

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

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

NAYS: None

Item 14. Ordinance Amending Fiscal Year 2025-2026 Fee Schedule for Charlotte-Monroe Executive Airport.

Malcolm Weeks, Airport Manager, presented that staff recommends that General Services approve an amendment to the FY 2025-26 Airport Fee Schedule to align with industry standards at comparable general aviation (GA) airports. This amendment ensures that the Airport's fees are competitive and reflective of the services provided, supporting the airport's financial sustainability and operational effectiveness.

This Amendment revises the FY 2025–26 Fee Schedule in two areas:

1. Transient Single-Engine Piston Aircraft Facility Fees:

The facility fee for transient single-engine piston aircraft is adjusted to \$15 per day. This fee may be waived with the purchase of 10 gallons of fuel. Additionally, the overnight parking fee will be set at \$15, replacing the previous \$50 facility fee and \$25 overnight fee structure.

2. Airport Conference Room Rental Rates:

The daily rental fee for the airport conference room will be amended as follows:

o Base Customers: \$50 per hour (2 hours – no charge) or \$300 for a full day.

o Transient Customers: \$50 per hour (minimum 2 hours) or \$400 for a full day.

These amendments replace the previous rates of \$100 per hour (after 2 hours at no

charge) or \$500 for a full day for base customers, and \$100 per hour (minimum 2 hours) and \$600 for a full day for transient customers.

These fee amendments are new for FY2025-2026 and have no fiscal impact, as these are new fees.

Staff recommends General Services Committee recommend and support this amendment to the Airport Fees for FY 2025-26.

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

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

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

NAYS: None

15. Budget Amendment for ACE Academy Grant 2025.

Malcolm Weeks, Airport Manager, presented that staff recommends that City Council approve a Budget Amendment for a \$5,000 grant from NC Division of Aviation awarded to Charlotte-Monroe Executive Airport. The funds will be used to conduct a week-long program the week of June 23rd to teach children about aviation and careers in the industry.

This grant is awarded each year to NC Airports by NC Division of Aviation to help promote aviation to the youth. These funds will help offset the costs associated with the activities planned for the children during the week. Charlotte-Monroe Executive Airport conducted an ACE Academy in 2024 which had great response from those involved. We expect to have 24 youth from Monroe between the ages of 9-14 participate in a fun-filled week learning about aviation.

Staff recommends that General Services Committee provide a favorable recommendation for City Council to accept the NC Division of Aviation grant in the amount of \$5,000 and adopt a Budget Amendment appropriating the funds.

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: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

Other Items.

1. Approval of FY 2025-2026 Property and Casualty Program Contract with Travelers Insurance.

Lisa Hollowell, Assistant City Manager, presented that Staff submits to the General Services Committee, the FY 2025-2026 Property and Casualty program Analysis for review. Staff is requesting approval of a contract with Travelers Insurance for property and liability coverage and authorization for the City Manager to execute necessary documents.

The Travelers Insurance Company has insured the City for property damage and liability exposures since July 1, 2023. During this renewal cycle, Travelers presented the City with two insurance plan options for consideration. The options presented are deductible levels at \$50K and \$25K for the liability insurance lines as part of the package insurance program.

Option 1: \$50K/occurrence deductible level for all liability related insurance lines. The liability insurance lines include automobile liability, general liability, law enforcement liability, public official's liability, and employment practices liability. This is the current expiring program option contingent upon signing of a deductible agreement along with an escrow deposit of \$15K to cover claim payments made on the City's behalf within the \$50K deductible level. The deductible agreement and the required escrow deposit is a change from the FY 2024-2025 expiring program.

The property and liability premium quote for \$50K/occurrence deductible plus \$15K escrow deposit is \$841,659.00.

Option 2: \$25K/occurrence deductible level for automobile and general liability lines, with \$50K deductible level on all other liability lines. Option 2 will eliminate the need for a deductible agreement and required escrow deposit. Since a most of the City's reported claims are automobile and general liability exposures, the lower deductible at \$25K/occurrence will lower the City's per claim exposure and ultimately lower the total cost of risk related to automobile and general liability claims.

The property and liability premium quote for \$25K/occurrence deductible is \$849, 204.00. This option minimizes the City's risk and is recommended by Staff.

Staff recommends the General Services Committee to approve renewal of the contract for the FY 2025-2026 Property and Casualty Program to Travelers Insurance in the amount of \$849,204.00 and authorize the City Manager to execute the necessary documents.

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: Chairwoman Thompson, Committee Member Anderson, Committee Member Anthony

NAYS: None

2.Pilot Parking Program.

Councilman Kerr attended the General Services meeting with a request to reconsider the previously discontinued parking lot program. He noted that there are individuals interested in all 18 parking spots in that lot, each willing to pay \$500 annually for a spot. This would generate an additional \$9,000 in revenue for the City.

Council Member Anderson pointed out that currently, all the spots are being utilized without providing any benefit to the City. He emphasized that the program should be reconsidered, especially given the interest from 18 individuals and the potential for additional revenue.

Council Member Anderson also mentioned that all emails from interested customers should be given to Jeff Wells to address any concerns and to explore the possibility of restarting this program.

3. At risk children and their reading levels.

Councilman Kerr presented that since the school has transitioned to a traditional academic year, there has been a significant decline in reading and math mastery among children from economically challenged backgrounds. A proposed solution is to partner with the City of Monroe community centers that can provide locations and some funding for the school system to offer tutoring services. The goal is for these community centers to serve as the city's contribution to this initiative.

Pete Hovanec, Director of Park/Rec & Tourism, mentioned that they can review the proposed idea. While proving the space is one aspect, securing the funds of \$5,000 to \$10,000 for those tutors needs to be discussed by the Council. This is something that can be addressed in the discussions for next year.

3. Swimming lessons for kids from economically disadvantaged backgrounds

Councilman Kerr proposed the idea of having Red Cross certified instructors offer free swimming lessons for children from vulnerable economic backgrounds at the Aquatic Center before the outdoor pool opens for the summer.

Pete Hovanec mentioned that the Aquatic Center generates significant revenue for the city through swimming lessons. Last year, a low-cost program was implemented targeting those from lower socioeconomic backgrounds who could not afford swimming lessons. He agrees that teaching children how to swim should be a priority and is willing to discuss potential solutions to make this happen.

Jeff Wells, Assistant City Manager, suggested taking time to explore the proposed ideas and determine what can be accomplished for next year.

All Committee Members have reached a consensus on this proposal.

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

NAYS: None

There being no further business the meeting adjourned at 5:10 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks and Recreation Director
VIA: Mark Watson, City Manager
DATE: July 3, 2025
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Facility Rental Regulations

SUMMARY STATEMENT

The Parks and Recreation Committee is requesting modifications to the Community Center Use Application and subsequent Facility Rental Regulations.

The committee is asking for consideration of deleting language specific to the promotion and use of city owned facilities and parks.

REVIEW

Parks and Recreation staff oversee the city’s community centers and park shelters that are available for public rentals. The Parks and Recreation Committee recently reviewed the regulations specifically with regards to the differentiation of public and private events.

The Parks and Recreation Committee specifically requests the following language be taken out of the Facility Use Application and the Facility Rental Regulations:

**** Community Centers are not available for events that are open to the public.*

4. Parks and Recreation Facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.

The Parks and Recreation Committee specifically requests the following language be reviewed or clarified in the Facility Use Application and the Facility Rental Regulations:

5. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.

RECOMMENDATION

Staff requests the General Services recommendation council approval to modify the Community Center Use Application and subsequent Facility Rental Regulations.

Attachment: Facility Use Application



Phil Bazemore
Active Adult Center

COMMUNITY CENTER USE APPLICATION

Date of Event _____ Time of Event _____ am pm until _____ am pm

Type of Event _____ # Attending _____

Facility Requested (Circle one): J. RAY SHUTE WINCHESTER DICKERSON
 OLD ARMORY (OACC) SUTTON PARK BAZEMORE ACTIVE ADULT (PBAAC)

Contact Person _____ City Resident ___ Non-City Resident ___

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

Name of Group/Event/Company _____

Internal Organization Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Meeting Room	\$ _____
Multi-Purpose Room (OACC and PBAAC)	\$ _____
Hourly Fee	\$ _____
Community Center Shelter	\$ _____
Total Amount Due	\$ _____

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.

The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.

Today's Date _____ Signature _____

ADMINISTRATIVE USE ONLY: Permit#: _____ Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____ Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____
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8/16/2023

FACILITY FEES AND REGULATIONS***

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Meeting Room	50	Daily (4 hours)	\$50.00	\$75.00
Meeting Room	50	Hourly (After 4 hours)	\$10.00	\$20.00
Multi-Purpose*	135	Daily (6 hours)	\$400.00	\$500.00
Multi-Purpose*	135	½ Day (4 hours)	\$300.00	\$400.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

* Multi-Purpose Rooms are located at the Old Armory Community Center and the Phil Bazemore Active Adult Center

** Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

*** Community Centers are not available for events that are open to the public.

Facility Rental Regulations

1. Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
2. Any flyers advertised for any private event cannot contain the City of Monroe Logo.
3. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
4. Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
5. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.
6. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
7. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
8. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
9. Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
10. All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE

APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.

- 11. Renter must have a copy of the approved permit at the time of their event.
- 12. Person listed on Usage Application must be present at the facility for the duration of their rental.
- 13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
- 14. Use of alcohol and tobacco products are strictly prohibited.
- 15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
- 16. Reservations cannot be made outside of a year in advance.

Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.

Do any of the following items pertain to your request?

The use of amusement attractions including inflatables:	YES	NO
Will concessions be made available:	YES	NO
Large items of equipment, including rental equipment:	YES	NO
Fee associated with reservation?:*	YES	NO

*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

ADMINISTRATIVE USE ONLY:			
Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature _____	Date _____		



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: July 3, 2025
FROM: Teresa Campo, Strategic Projects Manager
PREPARED BY: Teresa Campo, Strategic Projects Manager
SUBJECT: 106/108 Myers Street – Parcel ID 09226127 Land Sale and Request for call for Public Hearing

SUMMARY STATEMENT

The General Services Committee is requested to review proposal regarding the land sale and conveyance and recommend the request for a call for a public hearing.

REVIEW

The City of Monroe property located at 106/108 Myers Street was acquired through foreclosure for economic development purposes. We have received a proposal to sale the property at the current tax value of \$36,400. The proposal includes the sale of the property with contingencies to develop the site and build a 3,000 square foot building to suit for an agency to carry out workforce training and development activities. The buyer will be responsible for all improvements, infrastructure, and compliance with local, county, state and other requirements. The proposed tenant is seeking a ten year lease and has seven existing positions and seeks to create an additional three positions for this site. The buyer has provided a timeline that includes a 90 day start from closing with approximately 9 months to complete the construction and develop the site. The property will be returned to tax revenue status.

RECOMMENDATION

Staff respectfully requests the General Services Committee to move forward the recommendation request for a call for public hearing to sale of the property located at 106/108 Myers Street, Parcel # 09226127.

Attachments: David Miller and Associates, Letter of Intent
Conceptual Plans

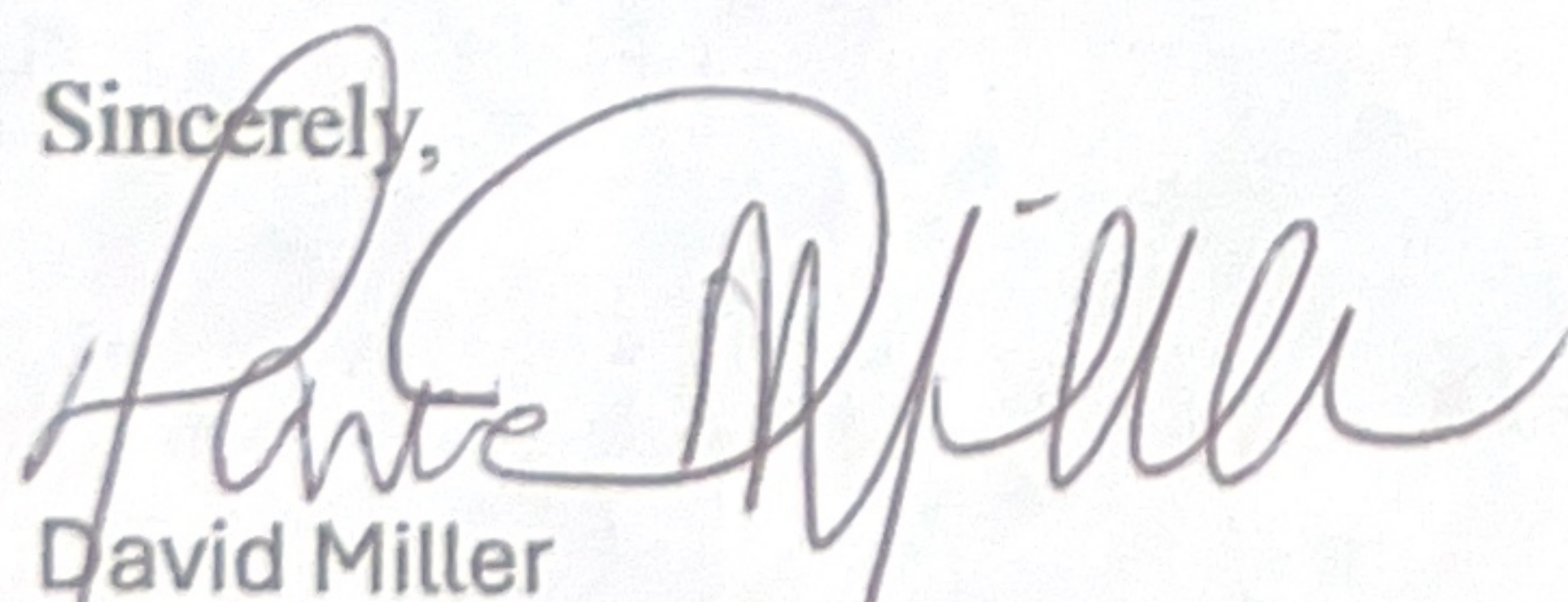
David & Associates LLC
13420 Reese Boulevard, West
Huntersville, NC 28078

David Miller & Associates LLC respectfully requests your consideration in the purchase of the property located at **106/108 Myers Street (Parcel ID: 09226127)**. The intent is to develop a build-to-suit facility for a tenant located in Monroe. It is our desire to work with a non-profit and/or a similar agency to create a job training center, that includes a 'dress for success' store and/or other permitted services. The facility will be designed and constructed by David Miller & Associates LLC as demonstrated on the attached plans.

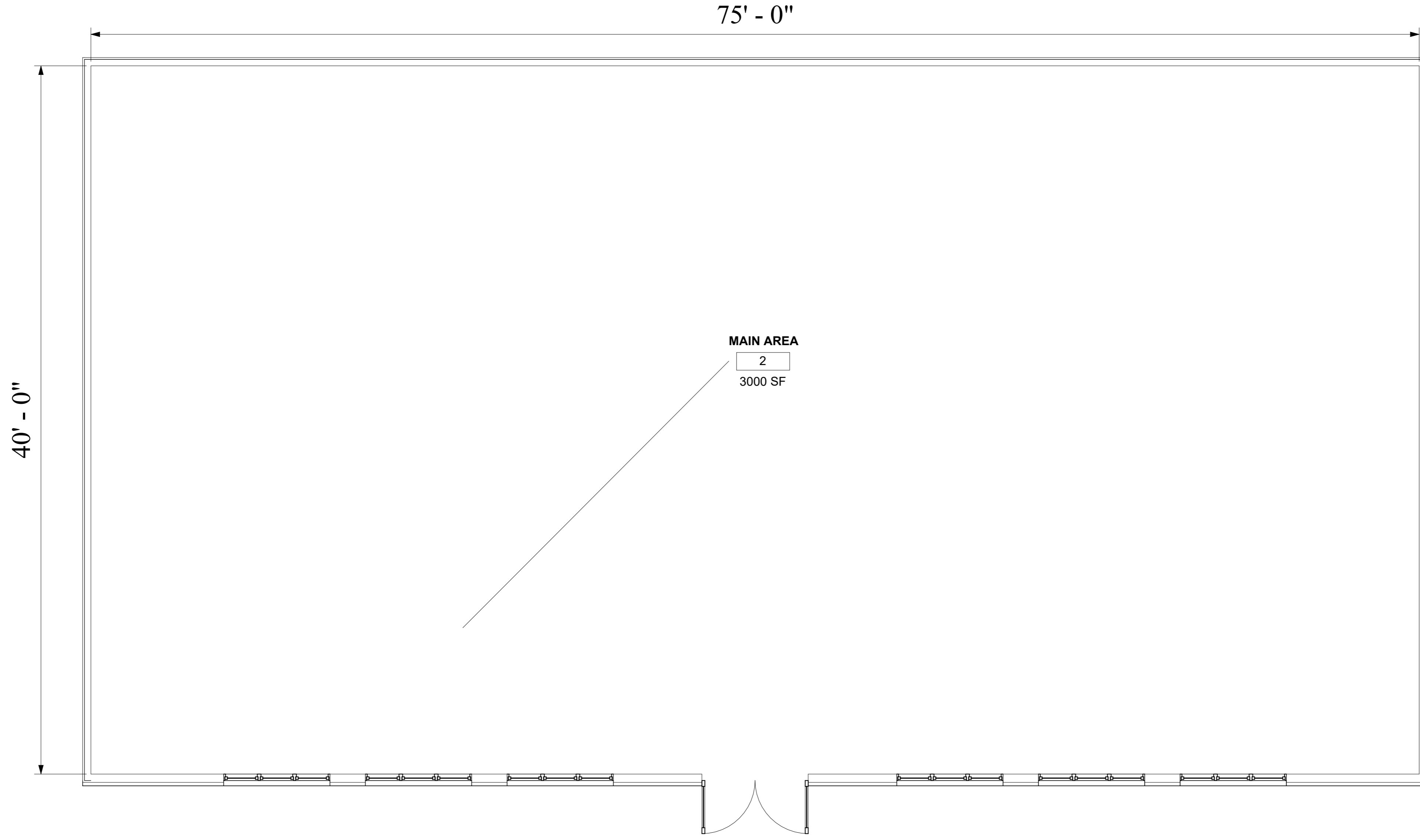
David Miller & Associates has been in business for over eight years, initially established as a financial consulting firm. The company later expanded into lending services, providing funding and loan servicing for private lenders focused on residential and commercial fix-and-flip investments. In partnership with Nex Gen Construction Inc., David Miller & Associates has further evolved to include residential and commercial construction capabilities. This strategic joint venture allows the company to manage and deliver high-quality development projects from concept to completion.

We appreciate your consideration and look forward to the opportunity to contribute to the growth and development of this location.

Sincerely,



David Miller
David Miller & Associates LLC
704-605-9891



① FIRST FLOOR
1/4" = 1'-0"

**DAVID MILLER &
ASSOCIATES LLC**

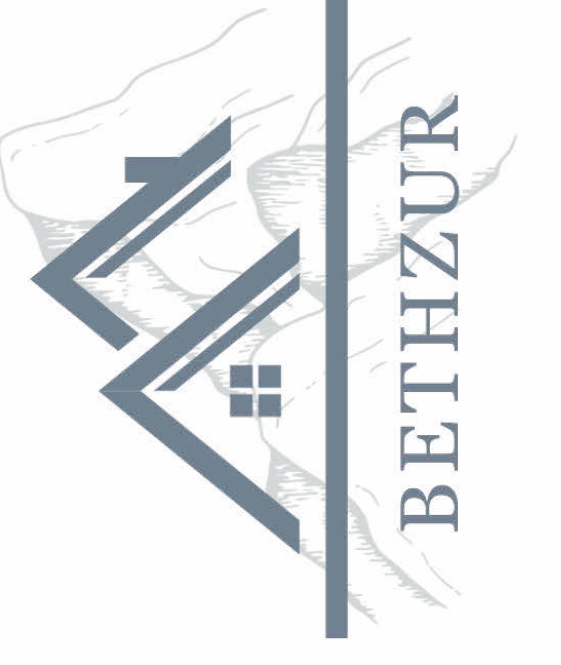
106/108 Myers Street, Monroe NC 28110

KALEB@BETHZURDESIGNS.COM (980) 248 - 3722

A1.01

Date: 6.23.25
Drawn by: KALEB BANKS
FLOOR PLAN





**DAVID MILLER &
ASSOCIATES LLC**

106/108 Myers Street, Monroe NC 28110

KALEB@BETHZURDESIGNS.COM (980) 248 - 3722

② 3D2

A0.00

6.23.25

Author

Date

Drawn by

RENDERINGS



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: July 3, 2025
FROM: Sarah McAllister, P.E. – Engineering Director
PREPARED BY: Sarah McAllister, P.E. – Engineering Director
SUBJECT: Two Hour Parking Restriction Discussion

SUMMARY STATEMENT

The General Services Committee is requested to consider removing the two hour parking restriction downtown.

REVIEW

Council Members James Kerr and Julie Thompson have requested this item be placed on the General Services Committee agenda for discussion of removing the two hour parking restriction for on-street parking downtown. A sample ordinance amendment is attached.

RECOMMENDATION

Staff will be prepared to discuss.

Attachment:
Ordinance Amendment O-2025-30

**ORDINANCE TO AMEND CITY OF MONROE CODE OF ORDINANCES
TITLE VII: TRAFFIC CODE
CHAPTER 76: PARKING SCHEDULES
O-2025-30**

BE IT ORDAINED by the City of Monroe Council that Title VII: Traffic Code, Chapter 76 – Parking Schedules, of the City of Monroe Code of Ordinances be amended as follows:

Section 1. Delete the following:

SCHEDULE II. PARKING RESTRICTED

TWO HOUR PARKING

Street	Side	To	From
Franklin	South	25 feet west of Church	179 feet west of Church
Franklin	South	25 feet west of Beasley	179 feet west of Beasley
Franklin	South	25 feet west of Main	179 feet west of Main
Franklin	South	25 feet west of Stewart	179 feet west of Stewart
Franklin	North	25 feet west of Stewart	106 feet west of Stewart
Franklin	South	25 feet west of Hayne	179 feet west of Hayne
Franklin	North	20 feet west of Main	152 feet west of Main
Franklin	North	133 feet west of Stewart	173 feet west of Stewart
Franklin	North	25 feet west of Church	91 feet west of Church
Franklin	North	119 feet west of Church	163 feet west of Church
Franklin	North	22 feet west of Hayne	176 feet west of Hayne
Franklin	North	23 feet west of Beasley	177 feet west of Beasley
Hayne	West	12 feet south of Correll	75 feet south of Correll
Hayne	West	93 feet south of Windsor	161 feet south of Windsor
Hayne	West	126 feet south of Correll	168 feet south of Correll
Hayne	West	22 feet south of Morgan	158 feet south of Morgan
Hayne	West	20 feet south of Franklin	174 feet south of Franklin
Hayne	West	86 feet south of Talleyrand	152 feet south of Talleyrand
Hayne	West	25 feet south of Talleyrand	62 feet south of Talleyrand
Hayne	East	20 feet south of Morgan	175 feet south of Morgan

Street	Side	To	From
Hayne	West	27 feet south of Jefferson	181 feet south of Jefferson
Hayne	East	20 feet south of Franklin	174 feet south of Franklin Street
Hayne	East	141 feet south of Windsor	161 south of Windsor
Hayne	East	24 feet south of Windsor	104 feet south of Windsor
Hayne	East	35 feet south of Correll	187 feet south of Correll
Jefferson	South	20 feet west of Church	160 feet west of Church
Jefferson	South	62 feet east of Church	19 feet east of Church
Jefferson	South	252 feet east of Church	186 feet east of Church
Jefferson	South	356 feet east of Church	292 feet east of Church
Jefferson	South	161 feet east of Church	95 feet east of Church
Jefferson	South	34 feet west of Stewart	144 feet west of Stewart
Jefferson	South	25 feet west of Main	179.5 feet west of Main
Jefferson	South	25 feet west of Hayne	179 feet west of Hayne
Jefferson	South	149 feet west of Beasley	171 feet west of Beasley
Jefferson	South	22 feet west of Beasley	110 feet west of Beasley
Jefferson	North	176 feet west of Hayne	196 feet west of Hayne
Jefferson	North	108 feet west of Stewart	31 feet east of Charlotte
Jefferson	North	25 feet west of Church	157 feet west of Church
Jefferson	North	103 feet west of Beasley	169 feet west of Beasley
Jefferson	North	21 feet west of Beasley	65 feet west of Beasley
Jefferson	North	69 feet west of Hayne	137 feet west of Hayne
Jefferson	North	17 feet west of Stewart	61 feet west of Stewart
Jefferson	North	218 feet east of Church	23 feet east of Church
Jefferson	North	324 feet west of Hayne	376 feet west of Hayne
Main	East	27 feet south of Talleyrand	47 feet south of Talleyrand
Main	East	78 feet south of Talleyrand	153 feet south of Talleyrand
Main	West	24 feet south of Talleyrand	42 feet south of Talleyrand
Main	East	12 feet south of Correll	79 feet south of Correll
Main	East	25 feet south of Jefferson	179 feet south of Jefferson

Street	Side	To	From
Main	East	21 feet south of Windsor	182 feet south of Windsor
Main	East	22 feet south of Franklin	190 feet south of Franklin
Main	East	16 feet south of Morgan	174 feet south of Morgan
Windsor	North	30 feet west of Hayne	190 feet west of Hayne
Windsor	South	42 feet west of Church	174 feet west of Church
Windsor	South	25 feet west of Beasley	157 feet west of Beasley

Section 2. This Ordinance shall become effective upon adoption.

Adopted this 8th day of July, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk