

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

**AGENDA
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1. Minutes of General Services Committee Meeting of August 7, 2025

2. Annual Settlement of Tax Collector for 2024

3. Certification of 2025-2026 Tax Base and Charge to Collect

4. Special Event Permit Request for Union County Christmas Parade to be Held November 23, 2025 in Downtown

5. Downtown Furniture Project Phase 2 - Ordinance Amendment for Outdoor Furniture and Approval of Design and Furniture for Franklin Street, Main Street and Hayne Street

6. Budget Amendment for Unspent Appropriations for Fiscal Year 2025

7. Donation of Airport Courtesy Vehicle by Hendrick Cadillac

8. Monroe Arbor Day Proclamation

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
August 7, 2025 - 4:15 PM

MINUTES

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

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Terry Sholar, Senior Staff Attorney; Richard Long Jr., City Attorney; Sarah McAllister, Engineering Director; Pete Hovanec, Director of Park/Rec & Tourism; Rhett Bolen, Chief of Police; Teresa Campo, Strategic Projects Manager; Ryan Jones, Director of Property Management; Malcolm Weeks, Airport Manager; Catherine Mullis, Permit Center Supervisor; TJ Goforth, Assistance Chief of Police; William Auret, Land Development Engineering Manager; Douglas Britt, Assistant Director of Planning and Development; Donna O'Keefe, Downtown Manager; Chad Shoultes, Police Captain I; Leesa Jensen, Director of Human Resources; Barney Malone, Police Lieutenant I; Angela Duncan, Senior Budget Analyst; Camden Baucom, Budget Analyst, Leann Yandle, MAFC Superintendent.

Visitor(s): Jeff Arthur, Home Again Foundation; Rick Gilbert, Home Again Foundation; Eric Thomas, Home Again Foundation; Greg Moore, Home Brew; Jerry Whelan, Mattamy Homes.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on August 7, 2025. A quorum was present. Chairwoman Julie Thompson presided.

Item 1. General Services Committee Meeting Minutes from July 3, 2025.

The minutes from the July 3, 2025 General Services Committee meeting were presented for the Committee's approval.

Committee Member Anthony moved to approve the minutes of the General Services Committee Meeting of July 3, 2025.

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

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

NAYS: None

Item 2. Parks & Recreation Home and Community Care Block Grant.

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

The Parks and Recreation Department has received a grant in the amount of \$18,000 from the Centralina Area Agency on Aging. The purpose of this grant is to improve planning, management and coordination of community based services provided to older adults and to promote the visibility of aging programs at the

local level. These funds will allow our department to provide the opportunity for participants to enjoy programs and facilities at a high quality level that include, but is not limited to, amenities throughout the facility, as well as, funding utilized to pay instructors for our Tai Chi, Zumba Gold and Stiff to Strong programs. There is a 10% match associated with this grant that can be funded through the operational budget of the Active Adult Center.

Staff requests General Services Committee approval to accept funds associated with the Home and Community Care Block Grant funding and approve the budget amendment and forward to City Council Consent Agenda for council approval.

Committee Member Anthony made a motion to accept the funds and approve the budget amendment and forward to City Council Agenda for council approval.

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

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

NAYS: None

Item 3. Code of Ordinance Amendment to Section 33 titled Personnel Policies.

Terry Sholar, Senior Staff Attorney, presented the proposed amendment to Chapter 33 Personnel Policies, Article I General Provisions.

Article I of the Chapter 33 of the Monroe Code of Ordinances establishes the General Provisions regarding City of Monroe Personnel Policies. Article I also outlines the roles of City Council and the City Manager regarding City pay plan, personnel policies, and the responsibilities of each. Existing language in the Ordinance is somewhat contradictory and confusing. The amendment is needed to clarify the duties of each consistent with existing practices of the City of Monroe.

Staff recommends that the General Services Committee approve the proposed amendments and forward to City Council for approval and adoption of an Ordinance formally approving the changes.

Mr. Mark Watson, City Manager, requested this clarification of this ordinance to ensure a clear understanding of what the city council needs to approve and what falls under the city manager's responsibilities. He also mentioned that there are other policies that require revision and cleanup to make it easier for everyone to find information and understand their respective responsibilities.

Committee Member Anthony made a motion to approve the revision to clarify ordinance and forward to City Council for approval and adoption of an Ordinance formally approving the changes.

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. Airport FY2026 Fees Schedule Ordinance Amendment.

Malcolm Weeks, Airport Manager, presented that Staff recommends that General Services support a Fee Schedule Ordinance Amendment to the FY 2025-26 Airport Fee Schedule. This Ordinance amendment provides customer flexibility within the approved fee schedule. Also staff recommends a change for Take-Off Weight designation that should be displayed as Maximum Take-Off Weight (MTOW) for clarification. Finally, we need to reclassify the current Airport Development Fee to Airport Maintenance Fee and publish the Fee Schedule to properly reflect utilization of these funds.

This Ordinance proposes amendments to the FY 2025–26 Fee Schedule in three areas:

1. Airport Fee Schedule includes a Facility Fee that is waived by a minimum fuel purchase. In some instances, aircraft are unable to take the required minimum quantity of fuel to waive the facility fee. In these situations, the Airport prorates the facility fee and fuel totals commensurate with the total fuel purchased.

2. The current Fee Schedule lists "T/O wt" (take-off weight), which should be updated to state "Maximum Take-Off Weight (MTOW)" to avoid potential confusion by customers.
3. Reclassify current Airport Development Fee to Airport Maintenance Fee and publish Fee Schedule to properly reflect utilization of these fees.

These fee adjustments will have minimal fiscal impact, as these fees represent current practice.

Staff recommends General Services Committee recommend and support this request for a Fee Schedule Ordinance Amendment.

Committee Member Anderson made a motion to forward to City Council for 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 5. Mural Guidelines and Ordinance.

Donna O'Keefe, Downtown Director, presented The General Services Committee is requested to consider and approve for recommendation to City Council the Mural Ordinance and accompanying Guidelines for Mural Projects on a Private Building in Downtown Monroe.

The Monroe City Council finds that the painting of art or murals on buildings located in the Downtown District can enhance the quality of life, vitality, and appearance of Monroe's Downtown. Murals are a form of public art in that they are by design intended to be public displays. Therefore, the commissioning, painting, and maintenance of public art as murals in the Monroe Downtown District should be carried out on behalf of the public only by the City of Monroe utilizing a well-designed process involving public input and approval by Monroe City Council.

An original ordinance was created and presented to the Downtown Advisory Board on February 19, 2025 and to City Council on April 8, 2025. The DAB recommended that ordinance to City Council. City Council reviewed the ordinance at their April 8, 2025, regular meeting. City Council did not adopt the Mural Ordinance but did recommended staff come back to council with the Mural Ordinance along with an accompanying guidelines for public and private mural projects.

On July 17, Staff presented the Mural Ordinance, Guidelines for Mural Projects on a Private Building in Downtown Monroe, and Guidelines for a Public Mural Project. The Downtown Advisory Board recommended both the ordinance and the guidelines to the General Services Committee and City Council at their July 17, 2025 regular meeting.

The Downtown Advisory Board and Staff requests the General Services Committee recommend approval of the Mural Ordinance: Title XV, Chapter 160, Section 160.04 and Guidelines for Murals Projects in Downtown District of Monroe to City Council.

Committee Member Anthony made a motion to approve the Mural Ordinance: Title XV, Chapter 160, Section 160.04 and Guidelines for Murals Projects in Downtown District of Monroe to City Council.

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 6. Budget Ordinance and Contract Award for City of Monroe Downtown Master Plan.

Jeff Wells, City Assistant Manager, presented that the General Services Committee is requested to consider and recommend to City Council the selection of Shook Kelley as the consultant to execute the 2026 City of

Monroe Downtown Master Plan and approve a Budget Ordinance to provide funding totaling of \$209,000.00.

The City of Monroe Downtown Master Plan project will begin in the fall of 2025 and run through late summer 2026 and will focus on delivering:

1. A Development Strategy that includes a design-based vision for Downtown.
2. Expanding the study boundary to include additional sub-districts.
3. Separate and unique Place Brand for adjacent sub-districts.

Shook Kelley's approach will include three phases. Each phase will contain public engagement seeking significant community input, including surveys and public outreach.

Project Scope of Work:

Phase 1 - Preliminary Analysis, Vision Statement, and Organizing Principles will include:

- o Mobilization and reconnaissance
- o The creation of a technical committee that includes City and Shook Kelley staff
- o Stakeholder Outreach
- o Establishment of a Project Steering Committee that includes members of the public, such as: property owners, business owners, residents, etc.
- o Stakeholder Interviews

Phase 2 – Alternate Futures and Concept Framework Plan will include:

- o Identification, Scoping, Analysis, and Preparation of Key Plan Components
- o Outline of Selected Key Plan Components and Associated Description/Scope.
- o Identification of Future Scenarios
- o Concept Framework Plan

Phase 3 – Master Plan and Implementation Strategy

- o Draft and final Downtown Master Plan
- o Draft and final Implementation Strategy
- o Draft and final Master Plan Compendium

The city received eleven responses to the Request for Qualifications. Staff interviewed five consulting firms as part of the selection process. This project will provide an important update to the 2008 Downtown Master Plan and serve as a guiding document that outlines the vision and strategies for the future development of Downtown Monroe and its adjacent sub-districts.

Funding for the Downtown Master Plan is requested from the Formal General Fund Balance Assignment for downtown projects. That fund currently has \$1,369,993.00. Approval of a Budget Ordinance to transfer funding totaling \$209,000 is requested.

The Downtown Advisory Board, at their July 16th meeting, recommended approval of the selection of Shook Kelley as the consultant to complete the Downtown Master Plan.

The Downtown Advisory Board and Staff request the General Services Committee recommend approval to City Council the selection of Shook Kelley as the consultant to complete the 2026 Downtown Master Plan project scope of work and to recommend approval of Budget Ordinance BO-2025-14 in the amount of \$209,000.00 to establish a project fund and authorize the City Manager to execute all required documents.

Committee Member Anderson made a motion to forward it to City Council for 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 7. Addition of 457(b) Retirement Benefit.

Leesa Jensen, Human Resources Director, presented that the Human Resources Department seeks approval to implement a 457(b) Deferred Compensation Plan as an optional, supplemental retirement savings vehicle for City employees. A 457(b) plan allows eligible employees to contribute a portion of their salary on a pre-tax or Roth basis, helping them build retirement savings through convenient payroll deductions. The program is entirely voluntary and requires no financial contribution from the City.

This benefit will enhance the City's overall retirement offerings, aligning with standard practices in public sector benefits administration and supporting workforce retention, recruitment, and employee financial wellness.

457(b) Deferred Compensation Plans are specifically designed for State and local government employees. They provide participants with the ability to defer a portion of their salary, either pre-tax or after-tax (Roth), into investment accounts managed by a selected third-party provider. Funds in the plan grow tax-deferred until withdrawal, typically at retirement.

The City has evaluated several qualified plan administrators and selected NC Empower based on their public sector experience, low fees, and comprehensive support services for employees. There is no cost to the City to offer the plan, and administrative responsibilities are minimal. Employees may enroll or opt out at any time, and contributions are fully employee-funded.

This addition complements the existing NC Local Government Employees' Retirement System (LGERS), the City's 401k contributions, and demonstrates the City's commitment to enhancing total rewards for its workforce.

Staff respectfully requests that the General Services Committee recommend City Council approval of the implementation of a 457(b) Deferred Compensation Plan, and further authorize the City Manager or their designee to execute all necessary agreements with the selected plan provider.

Committee Member Anthony made a motion to approve the implementation of a 457(b) Deferred Compensation Plan, and authorize the City Manager or designee to execute all necessary agreements with the selected provider.

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 8. Land Donation-840 Maurice Street-Affordable Housing.

Teresa Campo, Strategic Projects Manager, presented that staff obtained the above mentioned property through the foreclosure process. Staff presented to the General Services Committee in March 2024 to pursue the foreclosure for the purposes of partnering to construct three homes for low to moderate income Monroe's Veterans and/or first responders' households.

The City of Monroe obtained the property located at 840 Maurice Street through foreclosure for affordable housing purposes. The City received a proposal, conceptual plans, housing specifications, and marketing plan to market. The homes will be built on a slab with Hardie Plank siding and built to all applicable codes. Proposed houses are 3 bd./2ba, 1176 sq. ft. livable space and 166 sq. ft. porch. The proposal is from Home Again Foundation is a non-profit housing provider that historically provide services to veterans.

Staff respectfully requests the General Services Committee recommend the land donation to City Council for the property located at 840 Maurice Street, Parcel #09227004 with provisions including but not limited to requiring Home Again to pay and implement all infrastructure and all related costs in the construction of three residential units for the purpose of affordable housing too low to moderate income veteran and/or first responder households at an attainable cost of \$299,000 (+/-). Utility connection costs may be eligible for assistance through the City's program.

Committee Member Anderson made a motion to bring back next month once the legal review is complete.

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 9. Rules of Conduct Monroe Aquatics and Fitness Center.

Leann Yandle, Monroe Aquatics and Fitness Center Superintendent, presented that the Monroe Aquatics and Fitness Center would like to update the current membership rules and code of conduct.

The current rules and code of conduct has not been officially updated since 2007 and there has been a great deal of changes and needs for additional language that makes out any ambiguity and provides members with clear rules and regulations within the center.

The Parks and Recreation Committee approved the new rules and General Services Committee is asked to approve and forward to City Council for approval.

Committee Member Anthony made a motion to approve the new rules and forward to City Council for 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. Special Event Permit for MonroeBerfest to be Held October 4, 2025 in Downtown.

Catherine Mullis, Permit Center Supervisor, presented that General Services Committee is requested to consider a special event permit for an event to be held in Downtown Monroe. The MonroeBerfest to be held October 4, 2025 from 11am – 10pm.

The applicant, Luis Oropesa with Franklin Court Grille is requesting a special event permit to hold an event in Downtown Monroe on October 4, 2025.

The MonroeBerfest will be held Saturday, October 4, 2025 in Downtown Monroe from 11am –10pm. Franklin Street will be closed from Hayne Street to Church Street from 9am – midnight for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 300 people at peak periods. The festival will include an outdoor festival, family entertainment, pop-up market including merchandise sales/vendors, street performers, and music. There will be alcohol sales as part of the event within the social district.

The businesses that will be open during the event have all signed in favor of the event on page 14 of their application.

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

Committee Member Anderson made a motion to move this to City Council for 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 11. Special Event Permit for Fall Fest at Home Brew to be Held October 11, 2025 in Downtown.

Catherine Mullis, Permit Center Supervisor, presented that the General Services Committee is requested to consider a special event permit to be held in Downtown Monroe. The Fall Fest will be held on October 11, 2025 with a rain date of October 12, 2025.

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting a special event permit to hold an event in Downtown Monroe on Saturday, October 11, 2025 with the rain date Sunday, October 12, 2025.

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

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

Committee Member Anthony made a motion to approve the special event permit and forward to City Council for 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 12. SelectSites Readiness Program Grant Application; Implementation Phase

Teresa Campo, Strategic Projects Manager, presented that the staff recommends that the General Services Committee approve an application to the SelectSites Readiness Program, Implementation Phase, requesting up to \$3 million to be used for site development of the Monroe Expressway Commerce Park Project. This is in addition to the City's application to the SelectSites Program, Due Diligence Phase, and the award of \$440,200 in March of this year.

The SelectSites Readiness Program, managed by the North Carolina Department of Commerce, amended its program guidelines, broadening eligible expenses from due diligence costs only, to include costs related to site acquisition; design, planning, and installation of eligible infrastructure (water, gas, sewer, transportation), and on-site preparation. On-site preparation includes clearing, grading, and other related expenses. The maximum grant for the Implementation Phase is \$3 million.

The General Services Committee and Staff recommend City Council allow Staff to continue with the Implementation Phase of the SelectSites Readiness Program application process requesting necessary funding up to \$3 million for the Monroe Expressway Commerce Park Project. The City is submitting its application for review by the NCEDP on September 18, 2025.

Committee Member Anthony made a motion to approve the staff recommendation to continue with the Implementation Phase of the SelectSites Readiness Program and forward to City Council for 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. Resolution Authorizing Equipment Disposal by Auction.

Lisa Strickland, Director of Finance, presented that Staff requests approval for disposal of surplus property Asset 2153-2003 Backhoe, Asset 2464-2009 Bucket Truck, Asset 1582-2000 Dump Truck, Asset 210-1993 Bucket Truck, Asset 2502-2011 Knuckle boom, and Asset 2951-2021 Quest Trailer located at Operations Center.

Equipment is obsolete or no longer needed.

Staff is requesting City Council approval to authorize staff to dispose of various pieces of equipment 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 surplus equipment may be in excess of \$30,000, therefore, staff requests adoption of a Resolution giving authority to dispose of the following items:

- Water Department Asset 2153 2003 Backhoe ID #JJG0376482 – Reserve requirement \$30,000
- Electric Department Asset 2464 2009 Bucket Truck VIN #1HTWNAZT49J159001 –Reserve requirement \$30,000
- Natural Gas Asset 1582 2000 Dump Truck VIN#1GDT7H4C7YJ505160 – Reserve requirement \$20,000
- Electric Department Asset 210 1993 Bucket Truck VIN#1HTSCPEN0PH467477 –Reserve requirement \$20,000
- Electric Department Asset 2502 2011 Knuckle boom VIN#1HTMMAAN3BH358366 –Reserve requirement \$30,000
- Police Department Asset 2951 2021 Quest Trailer VIN#5JX1C2024MD222392 – Reserve requirement \$30,000

Items will be sold on GovDeals.com, an auction site for government equipment. Proceeds from the sale of these assets will be returned to the respective operating funds.

Staff requests a favorable recommendation from General Services Committee to City Council for the approval of the disposal of surplus property Asset 2153-2003 Backhoe, Asset 2464-2009 Bucket Truck, Asset 1582-2000 Dump Truck, Asset 210-1993 Bucket Truck, Asset 2502-2011 Knuckle boom, and Asset 2951-2021 Quest Trailer by approving Resolution R-2025-35

Committee Member Anthony made a motion to approve the Resolution R-2025-35 and forward to City Council for 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 14. Request for Sidewalk Deviation at 201 E Phifer Street.

Will Auret, Land Development Engineering Manager, presented that the General Services Committee is requested to consider a request from Chris Hope, P.E. for a deviation from the sidewalk requirements along E Phifer St and Miller St. The requirements consist of an eight-foot wide sidewalk along E Phifer St and Miller St associated with the proposed change of use/site development at 201 E Phifer St.

The City of Monroe Standard Specifications and Detail Manual, Section 02.02.06 Sidewalk Requirements, requires sidewalk to be provided along existing arterial and collector streets as a development requirement based on definitions in Section 02.01.01. Development Requirements of the Manual. This section requires the eight-foot wide sidewalk along the property frontage. An email is attached from Chris Hope, P.E. requesting a deviation from the sidewalk requirements along E Phifer St and Miller St. Reasons for the deviation request cite lack of current pedestrian traffic and excessive grading requirements. The proposed site development consists of a paved parking lot to accommodate 8 parking spaces and a 2,380 SF addition.

As proposed, the site development requires approximately 150 linear feet of eight-foot wide sidewalk along E Phifer St and 125 linear feet of eight-foot wide sidewalk along Miller St. The intent of the sidewalk policy outlined in the Detail Manual is to allow new development to share in the placement of sidewalk along arterial and collector streets, providing for an alternative means of transportation other than motor vehicle. Over time, this process will allow sections to be completed. Pedestrian friendliness correlates to the livability of the community.

The inclusion of pedestrian facilities meets the NCDOT Complete Streets Policy to consider and incorporate several modes of transportation when building new projects or making improvements to existing infrastructure. Existing pedestrian facilities are taken into consideration during the development of State

Transportation Improvement Program Projects and decreases the costs to the City for their completion. A copy of the email from Chris Hope, P.E. requesting the deviation is attached along with the site and paving plan for 201 E Phifer St.

The General Services Committee is requested to consider the request for a deviation from the City's Standard Specifications and Detail Manual regarding the sidewalk requirements along the property frontage on E Phifer St and Miller St for the proposed project located at 201 E Phifer St. Engineering staff does not recommend the deviation.

Committee Member Anderson made the motion to approve the recommendation and not to allow the deviation.

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 15. Construction Bid Award Monroe Country Club Ballroom.

Pete Hovanec, Parks, Recreation and Tourism Director, presented that the staff has solicited bids for construction and renovation of the Monroe Country Club Ballroom to accommodate the installation and operation of an indoor golf simulator facility.

Staff opened the informal bid process for the Ballroom project on July 21 and bids were due back by 2 p.m. Aug. 2. The attached construction documents outline the proposed renovations. The attached bid sheet outlines the bids received.

Based on the bids received, staff recommends awarding the Ballroom Renovation project to Hoss Contracting in the amount of \$256,800 with a 90-day construction completion from agreed upon start date. Sufficient funding is available in the project account for this contract.

General Services Committee unanimously approved the award and City Council is asked to approve the awarding of the Monroe Country Club Ballroom construction/renovation to Hoss Contracting and authorize the City Manager to execute the contract.

Committee Member Anderson made a motion to authorize the City Manager to execute the contract.

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 16. Charles Street Sidewalk Improvements and Sidewalk Priority List.

Will Auret, Land Development Engineering Manager, presented that staff will be prepared to discuss preliminary estimates for sidewalk improvements on Charles Street. In addition, staff is requesting Council's direction on priorities for new sidewalk projects and maintenance of existing sidewalks.

Council Member McGee asked that this item be brought before the Public Enterprise Committee. Management has advised that future items related to sidewalk should go before the General Services Committee so this item has been placed here well.

City of Monroe Engineering Staff has generated two cost estimates for sidewalk improvements on Charles Street.

- Option 1 – West side of Charles St from Franklin St to Sunset St
- Option 2 – West side of Charles St from Franklin St to Green St

Regarding new sidewalk requests, a copy of the current priority rating system is attached which shows the

different categories for which points are awarded. The objective of the rating system is to eliminate subjectivity in determining sidewalk priorities. The ultimate goal is to fairly distribute and provide an equitable guide for sidewalk construction throughout the City of Monroe. Section I of the Priority Rating System is classified as a "Need Factor". Consideration is given in this rating section as to the proximity to schools, parks, homes, traffic volumes, and worn paths within the project areas. The section attempts to identify the use level and need by our citizens – higher the use, better the rating. Section II balances the "Need Factor" with the "Cost Factor". In this section, cost related factors such as project length, drainage requirements, utility adjustments, and right-of-way requirements are considered. The lower the costs, the higher the rating the proposed improvements receive. The current list of new sidewalk requests with their associated ratings is attached for review.

The current sidewalk project account RD1701 has \$654,780 in it. Council has allocated \$200,000 annually to be used toward sidewalk maintenance. Staff was pursuing a sidewalk assessment survey to better determine the maintenance needs and prioritize repairs. Staff would like the Committee's direction on prioritizing new sidewalk requests versus existing maintenance needs.

Charles St estimates are for general discussion. Staff would like the committee's direction on priorities for new sidewalk projects and maintenance of existing sidewalks.

Committee Member Anderson made a motion to bring more discussion to Council retreat in September.

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 17. Suncrest Cemetery Expansion.

Sarah McAllister, Engineering Director, presented that the General Services Committee is requested to consider expanding the Suncrest Cemetery.

City Management has requested this item to be placed on the agenda. A map is attached showing the proposed area of expansion. Staff will find out what is required to expand and will have more information regarding the projected life span of the cemetery at the meeting.

Staff will be prepared to discuss.

Mr. Mark Watson stated that the Council's direction is needed to determine whether they want to designate the area for cemetery expansion. If that is the case, the staff will begin to manage it accordingly. He recommends officially setting this aside and designating it for cemetery expansion

Committee Member Anthony made a motion to designate the area as expansion for Suncrest Cemetery.

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 18. Budget Ordinance and Contract Award for Renovation Project at 120 North Main Street.

Ryan Jones, Property Management Director, The General Services Committee is requested to consider a recommendation to Council for a Budget Ordinance, the awarding of a contract for the renovation of the city owned property located at 120 North Main Street and the City Manager to execute all necessary documents.

Informal bids have been solicited for the renovation of the facility located at 120 North Main Street. The City currently occupies this facility for office space that include multiple City departments. This renovation includes the renovation of the first floor portion of the building to utilize as the main office for the City of

Monroe's Downtown Department. This space provides excellent opportunity to address space needs that exist within the City's current facilities. The City contracted with Dickerson Architecture in May of 2025 to provide conceptual design and mechanical, architectural and engineering plans for the first floor of this project. Those designs were provided as part of the bid package and will assist in expediting this project.

The following proposals were received:

- D.A.P Contracting - \$140,051.60
- AG Construction - \$140,461.61
- Hoss Contracting, Incorporated - \$291,900.00

The contractor's general scope of work includes the following:

1. Upfit first floor vault to workroom and unisex restroom for employee use.
2. Replace current floor with ¼" underlayment for LVP flooring, including the first floor vault.
3. Wood framed ramp for access to restrooms and work area
4. Aluminum and glass storefront framing and doors for front entrance.
5. Suspended acoustical ceiling grid and panels.
6. All appropriate plumbing, casework and electrical needs not provided by the City.
7. Permits

This project will be completed in conjunction with Property Management staff. Property Management staff will assist with several items related to the project that include, but is not limited to:

1. Metal stud walls, gypsum board and furring.
2. Aluminum and glass storefront framing for offices.
3. HVAC supply ducts and regulators
4. Sound insulation
5. Electrical wiring, receptacles, breakers, switches and cover plates.

Funding for the Downtown Office Renovation is requested from the Formal General Fund Balance Assignment for downtown projects. That fund currently has \$1,369,993.00. Approval of a Budget Ordinance to transfer funding totaling \$360,000.00 is requested. Funds requested include the contractor costs, as well as, soft costs to include furnishings, access control and other aesthetic items.

Staff requests that the General Services Committee recommend approval to City Council the selection of D.A.P. Contracting as the contractor to complete the Downtown Office Renovation project scope of work and to recommend approval of Budget Ordinance BO-2025-18 in the amount of \$360,000.00 and authorize the City Manager to execute all required documents.

Committee Member Anthony made a motion to approve the staff recommendation.

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 19. Budget Ordinance and Contract Award for Renovation Project at 306 West Sunset Drive.

Ryan Jones, Property Management Director, presented that the General Services Committee is requested to consider a recommendation to Council for a Budget Ordinance, awarding of a contract for the renovation of the city owned property located at 306 West Sunset Drive located within Sunset Park and the City Managers authorization to execute all necessary documents.

The City has solicited bids for the renovation of the city owned facility located at 306 West Sunset Drive commonly referred to as the Sunset Park Field House. The facility had been historically used as the locker room facility for the Central Academy of Technology and Arts football team and as a concession stand. However, the locker room portion of the facility has not been utilized for that purpose in several years. Keys were conveyed to the City for access by UCPS in April of 2025. UCPS was informed that the City would be utilizing this facility for internal operational needs of the City at that time. The facility provides excellent opportunities to address critical space needs that exist within several City Departments. Proposals for this project includes permitting, supervision of project, and architectural design.

The following proposals were received:

The contractor's general scope of work includes the following:

1. Permitting
2. Demolition and removal of existing shower to upfit space for work area.
3. Demolition, removal, replacement of several exterior items including the siding, soffit and fascia.
4. Any necessary masonry work
5. Window installation
6. Flooring – LVP throughout
7. Mechanical work to replace current window units with HVAC.
8. Plumbing work to include installation of tankless water heater
9. Doors and hardware
10. Sheetrock in shower area
11. Painting

This project will be completed in conjunction with Property Management staff. Property Management staff will assist with several items related to the project that include, but is not limited to:

1. Minimal demolition outside of shower area
2. Aluminum and glass storefront framing for offices.
3. HVAC supply ducts and regulators
4. Electrical wiring, receptacles, breakers, switches and cover plates.
5. Furnishings

Funding for the Sunset Park Field House Renovation is requested from the Formal General Fund Balance Assignment for downtown projects. That fund currently has \$1,369,993.00. Approval of a Budget Ordinance to transfer funding totaling \$350,000.00 is requested. Funds requested include the contractor costs, as well as, soft costs to include furnishings, access control and other aesthetic items.

Staff requests that the General Services Committee recommend approval to City Council the selection of D.A.P Contracting as the contractor to complete the Sunset Park Field House Renovation project scope of work and to recommend approval of Budget Ordinance – BO-2025-17 in the amount of \$350,000.00 to establish a project fund and authorize the City Manager to execute all required documents.

Committee Member Anthony made a motion to approve the Budget Ordinance BO-2025-17 and authorize the City Manager to execute all required documents.

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 20. Budget Amendment and Purchase Approval of Night Vision Goggles & Green Visible Lasers.

Police Chief Rhett Bolen, Captain Chad Shoultes, and Lieutenant Barney Malone presented that the Police Department is requesting approval of a budget amendment to appropriate funds and approval of the purchase of thirteen (13) EoTech Night Vision Goggles and twenty (20) Green Visible Lasers.

The Police Department is recommending the purchase of the Night Vision Goggles (NVGs) and Green Visible Lasers using funding from the General Fund Balance. This equipment meets all the needs and specifications for the Police Department through the NJ Cooperative Purchasing Alliance (CPA). NJ CPA is a long-term federal contract that allows commercial companies to sell products and services at fair and reasonable prices. The purpose and advantage to utilizing this contract is that it streamlines the procurement process by offering a pre-negotiated contract with established pricing and terms. This saves time and expense of city staff to competitively solicit and award bids.

The vendor, TOMAHAWK and NJ CPA have entered into contract CK044 for the solicitation of the thirteen (13) EoTech Night Vision Goggles and twenty (20) Green Visible Lasers. Staff recommends purchase of the NVGs and lasers through the NJ CPA contract in the amount of \$194,050.00.

In accordance with North Carolina General Statute 143-129(a), City Council is required to authorize all

equipment purchases exceeding \$90,000. A budget amendment is recommended to appropriate funding from the General Fund Balance for this purchase in the amount of \$194,050.00.

General Services Committee is requested to recommend approval to City Council of a budget amendment to appropriate funds, recommend approval of the purchase of thirteen (13) NVGs and twenty (20) lasers and recommend authorization for the City Manager to execute all documents to facilitate this purchase.

Lisa Strickland mentioned that they are going to proceed with the budget amendment for the entire amount from unassigned funds. Also, she mentioned that they are working on re-appropriating a grant that was initially intended for a drone. However, shortly after the grant was received, the purchase of the drone using federal funding was disallowed. The staff is currently working through the process to repurpose the funds to purchase two pieces of equipment instead.

Committee Member Anderson made a motion to approve, but move it to the regular Council agenda so all Council could see the presentation of the equipment and how it works.

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 21. Fee Schedule Discussion.

Lisa Hollowell, Assistant City Manager and Pete Hovanec, Director of Parks, Recreation and Tourism, presented that the General Services Committee is requested to consider revising Policy PR-01 to ensure that all organizations using City facilities are treated fairly regarding rental payments. The revision also removes the discretion of City staff to waive fees for certain users and that all policy changes be subject to City Manager approval.

Policy PR-01 outlines the Parks and Recreation Department's mission, goals, philosophy, and fee guidelines, with the actual fee schedule established and approved annually by City Council. The policy allows community groups or organizations to request a waiver of fees. Currently, 18 organizations have such waivers in place and do not pay facility rental fees, a practice that has continued for many years. These waivers were initially approved by City staff and have been routinely renewed each year.

Additionally, internal operational policies of City departments are typically created and approved by the City Manager. However, this particular policy requires that any policy change be approved by City Council prior to implementation, which is inconsistent with other internal City policies, where the City Manager has the authority to establish departmental practices and procedures.

Staff respectfully requests that General Services Committee recommend to the City Council removal of section "B. 3 Community groups or organizations holding meetings in facilities may request to have established rental fee waived". This will make all groups subject to the established fee schedule approved by the City Council.

Staff also recommends that the General Services Committee advise Council to revise Section XI, "Evaluation of Policy and Fee Schedule," to remove the requirement for Council approval of the policy itself.

Committee Member Anderson made a motion to approve the recommendation.

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

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

NAYS: None

Other Items.

1. Sarah McAllister presented that the Hyundai dealership underwent renovations last year, and in May 2024, the case was presented to the Public Enterprise Committee and council, which resulted in waiving the sidewalk requirement along I-74. Currently, the dealership is planning another renovation, and legal staff advises that we should revisit the situation to determine if the previous deviation still applies or if we need to submit a new request.

All Committee Members agreed to allow the process to continue.

2. Committee Member, Mayor Pro Tem Anthony inquired whether individual mausoleums could be included in the cemetery policy. Sarah McAllister replied that they are already part of the cemetery policy. The current ordinance allows for up to two people per plot.

There being no further business the meeting adjourned at 5:50 p.m.

Committee Chairwoman, Julie Thompson



CITY OF MONROE

STAFF REPORT

TO: General Services Committee
FROM: Mark Watson, City Manager
VIA: Lisa Strickland, Finance Director
DATE: September 4, 2025
PREPARED BY: Bethany Hawver, Revenue Manager
SUBJECT: Annual Settlement of Tax Collector for Tax Year 2024

SUMMARY STATEMENT

General Services Committee is requested to consider a full settlement for all taxes for collection made for the preceding tax / fiscal year 2024-2025.

REVIEW

N.C.G.S. 105-373(a) states the tax collector shall make full settlement with the governing body of the taxing unit for all taxes in hand for collection for the preceding fiscal year. The settlement, together with the action of the governing body with respect thereto, shall be entered in full upon the minutes of the governing body.

Attached is the “Annual Settlement of Tax Collector for 2024”. This settlement shows the collection rate at 99.57 percent.

RECOMMENDATION

City Staff recommends that General Services Committee recommend approval of the tax settlement as outlined herein and that the settlement be entered in full into the minutes of the Council meeting.

Annual Settlement of Tax Collector for 2024

	<u>Tax</u>	<u>Value</u>
2024 Tax Scroll	27,643,273	5,491,958,940
2024 Certifications	480,086	95,539,479
2024 Discoveries	226,314	38,864,569
Total Taxes Billed	28,349,673	5,626,362,988
Less 2024 Releases	-9,380	-1,685,075
2024 Adjustments	-144	
2024 Tax Levy	28,340,149	5,624,677,913
Total Taxes Collected	28,218,015	5,175,511,526
Taxes to be Collected	122,134	
Total 2024 Levy	28,340,149	
Percent Collected: %	99.57%	
2024 MSD Tax	63,019	32,273,021
2024 MSD Certifications	10,051	5,154,451
2024 Discoveries	849	435,354
Total Taxes Billed	73,920	37,862,826
Less MSD 2024 Releases	-151	-70,190
2024 MSD Adjustments	-11	
2024 MSD Tax Levy	73,758	37,792,636
2024 MSD Collected	73,753	
MSD Tax to be Collected	5	
Total 2024 MSD Levy	73,758	
Percent Collected: %	99.99%	
Taxes released for 2024 under \$5.00 total amount is \$1,708.28.		

City of Monroe Tax Collection History		
	General City of Monroe	Monroe Downtown MSD
2024	99.57%	99.99%
2023	99.35%	99.81%
2022	99.30%	100.00%
2021	99.34%	98.26%
2020	99.33%	99.83%
2019	99.11%	99.25%
2018	99.14%	99.23%
2017	99.02%	99.10%
2016	98.76%	99.23%
2015	98.53%	99.85%
2014	97.91%	98.42%



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: September 4, 2025
FROM: Lisa Strickland, Finance Director
PREPARED BY: Bethany Hawver, Revenue Manager
SUBJECT: Certification of Tax Base and Tax Charge for 2025-2026

SUMMARY STATEMENT

General Services Committee is requested to forward an Order authorizing the Tax Collector to collect the taxes charged in the tax records.

REVIEW

N.C.G.S. 105-321(b) states the municipal governing body shall adopt and enter in its Minutes an Order authorizing the Tax Collector to collect the taxes charged in the tax records and receipts. The Order of Collection shall have the force and effect of a judgement and execution against the taxpayers’ real and personal property.

RECOMMENDATION

City Staff recommends that the General Services Committee forward to City Council authorization for the Tax Collector to collect the 2025-2026 Tax Levy as listed below:

Type	Amount
Property Tax	\$35,369,566.36
Special District Tax	\$81,551.40
Total Late Listings	\$87,822.92
Total Tax Levy	\$35,538,940.68

TO THE TAX COLLECTOR OF THE CITY OF MONROE:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the City of Monroe Finance Division and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the City of Monroe and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 9th day of September 2025.

Robert A. Burns, Mayor



STAFF REPORT

TO: General Service Committee
VIA: Mark Watson, City Manager
DATE: September 4, 2025
FROM: Lisa Stiwinter, Planning and Development Director
PREPARED BY: Catherine Mullis, Permit Center Supervisor
SUBJECT: Special Event Permit in Downtown Monroe – Union County Christmas Parade

SUMMARY STATEMENT

The General Services Committee is requested to consider approval of a Special Event Permit for the 2025 Union County Christmas Parade. This annual event is scheduled to take place in Downtown Monroe on Sunday, November 23, 2025, from 2:00 p.m. to 4:00 p.m.

REVIEW

The applicant, Jamie Hart with Alliance for Children is requesting a special event permit to hold an event in Downtown Monroe on November 23, 2025.

The annual Union County Christmas Parade is planned to be held on Sunday, November 23, 2025 in Downtown Monroe from 2:00 p.m. – 4:00 p.m. The parade route will be closed from 1:00 p.m. – 5:00 p.m. The applicant is estimating over 2,000 people will attend the event with 2,000 people at peak periods. The event will include a stage, floats and trailers, school bands, sports groups, horses and dogs, cars, trucks, and miscellaneous street vendors with treats and toys. The businesses that will be open during the event have all signed in favor of the event.

DEPARTMENT REVIEWS

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

Fire Department:

Approved.

Police Department:

Approved.

Engineering Department:

Approved pending submittal of NCDOT Special Event Request Form.

Street closings from 1:00 p.m. to 5:00 p.m. per application.

Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5913 after hours and during the event.

Planning and Development Department:

Approved.

Downtown:

Plans should be coordinated around 8000-9000 attendees, according to the Placer Data.

1) The applicant is responsible for notifying all retail and restaurants doing business on the parade route or any that will be affected by the events street closures. The Downtown office can work with the event organizers to obtain contact information for these businesses.

The signature page does contact the businesses that need to be notified.

2) The applicant is responsible for providing temporary trash cans/trash bags along the parade route and for maintaining both the temporary trash cans and city trash cans throughout the event route.

3) The applicant will be responsible for bringing all of the accumulated event trash to the Joffre lot dumpster. Event trash should not be placed in the Shute Parking lot dumpster, dumpster in the Hayne/Windsor lot, or the Main/Stewart street dumpsters or left on the ground within the dumpster corrals.

4) The applicant is responsible for providing adequate restroom facilities for the expected # of attendees.

Union County Environmental Health:

No permit required from Union County Environmental Health.

Legal:

Certificate of Insurance Approved.

RECOMMENDATION

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

Attachments:

1. Application
2. Barricade Map
3. Parade Map
4. O-2025-47



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: <small>Union County Christmas Parade</small>		
Event Website (if applicable):	Event Date/s: <small>11-23-25</small>	Event Hours: <small>2-4 PM</small>

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Assembly <input type="checkbox"/> Festival/Outdoor Market <input type="checkbox"/> Run/Walk <input checked="" type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Block Party <input type="checkbox"/> Educational <input type="checkbox"/> Other: _____ 	Special Considerations: (please check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Alcoholic Beverages <input checked="" type="checkbox"/> Food Sales <input checked="" type="checkbox"/> Cooking <input checked="" type="checkbox"/> Merchandise Sales <input checked="" type="checkbox"/> Pets/Animals <input checked="" type="checkbox"/> Sound Amplification <input type="checkbox"/> Tents / Inflatables <input type="checkbox"/> Fireworks/Pyrotechnics <input checked="" type="checkbox"/> Portable Restrooms <input type="checkbox"/> Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall) <input type="checkbox"/> Other: _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Time Set up Begins: <small>1 pm</small>	Time Break Down Ends: <small>5 pm</small>
Estimated Event Attendance: <small>2000+</small>	Estimated # of People at Peak Periods: <small>2000</small>
Estimated # of Vehicles: <small>500</small>	Estimated Vehicles at Peak Periods: <small>500</small>

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: <small>Alliance for Children</small>	Applicant Name: <small>Jamie Hart</small>		
Address: <small>2661 W. Roosevelt Bld.</small>	City: <small>Monroe</small>	State: <small>NC</small>	Zip: <small>28110</small>
Phone#: <small>704-226-1407</small>	Mobile#: <small>980-328-7863</small>	Email: <small>parade@theallianceforchildren.org</small>	
Primary On-Site Contact: <small>Jamie Hart</small>		Mobile#: <small>980-328-7863</small>	
Other On-Site Contact Info: <small>Trinisha Dean, 704-957-1907</small>			

SECTION III: EVENT DETAILS

Description of the Event: <u>Union County Christmas Parade</u>	
Location/s of the Event: <small>Downtown Monroe (see parade route map)</small>	Site Capacity:



Property Address:

Property Owner/s: Owner/s Authorized Use:

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

A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.
CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.

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

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

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

SECTION V: SPECIAL CONSIDERATION DETAIL
(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

Reason for Street Closure: parade route
Name of Street to be closed: see map from _____ to _____
Additional Street: see map from _____ to _____
of Barricades needed: _____ # of cones needed _____ Drop-off location: see attached
Date of Closure: 11-23-25 Start Time: 1pm to 5pm
Additional Comments: Barricade map and street closure map attached



Trash/Debris Plan: _____

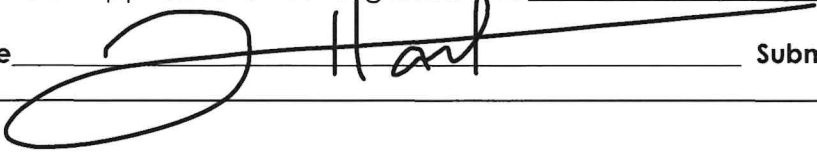
SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

<p><input type="checkbox"/> Alcoholic Beverages* (check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free/Host Alcohol <input type="checkbox"/> Alcohol Sales (ABC Permit must accompany) <input type="checkbox"/> Host and Sale Alcohol <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Beer and Wine <input type="checkbox"/> Liquor <p>* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.</p>	<p>Additional Permit Attachments Required:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Site Map of All Activities <input type="checkbox"/> Parking Plan <input type="checkbox"/> Security Plan <input checked="" type="checkbox"/> General Liability Insurance <input type="checkbox"/> ABC Permit <input type="checkbox"/> Alcohol Beverage Designated Area Map <input checked="" type="checkbox"/> Proof of 501C Status <input type="checkbox"/> Application Fee <input type="checkbox"/> Property Owner Authorization <input type="checkbox"/> Business Notification Form
<p><input checked="" type="checkbox"/> Parade/Run/Walk/Procession/Demonstration (map of route required)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Open Sidewalks only <input type="checkbox"/> Streets w/ temporary traffic interruptions <input checked="" type="checkbox"/> Street Closures <input type="checkbox"/> Sidewalk Closures <p>Start Time: <u>2pm</u> End Time: <u>4pm</u></p> <p>Purpose: _____ _____</p>	<p><input type="checkbox"/> Tents (Width x Length X Height) Dimensions of Tent: _____</p> <p>Tents greater than 400 square feet require an additional \$40 permit fee</p> <p><input type="checkbox"/> Inflatables (Width x Length X Height) Dimensions of Inflatable: _____</p> <p><input type="checkbox"/> Cooking or Warming Food? (Circle One) Method of Heat: _____</p>

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: Jamie Hart on behalf of Alliance for Children Title: Community Education Coordinator

Signature  Submission Date: 7-30-25



Business Notification Form
(FOR PRIVATE SPONSORED EVENTS)

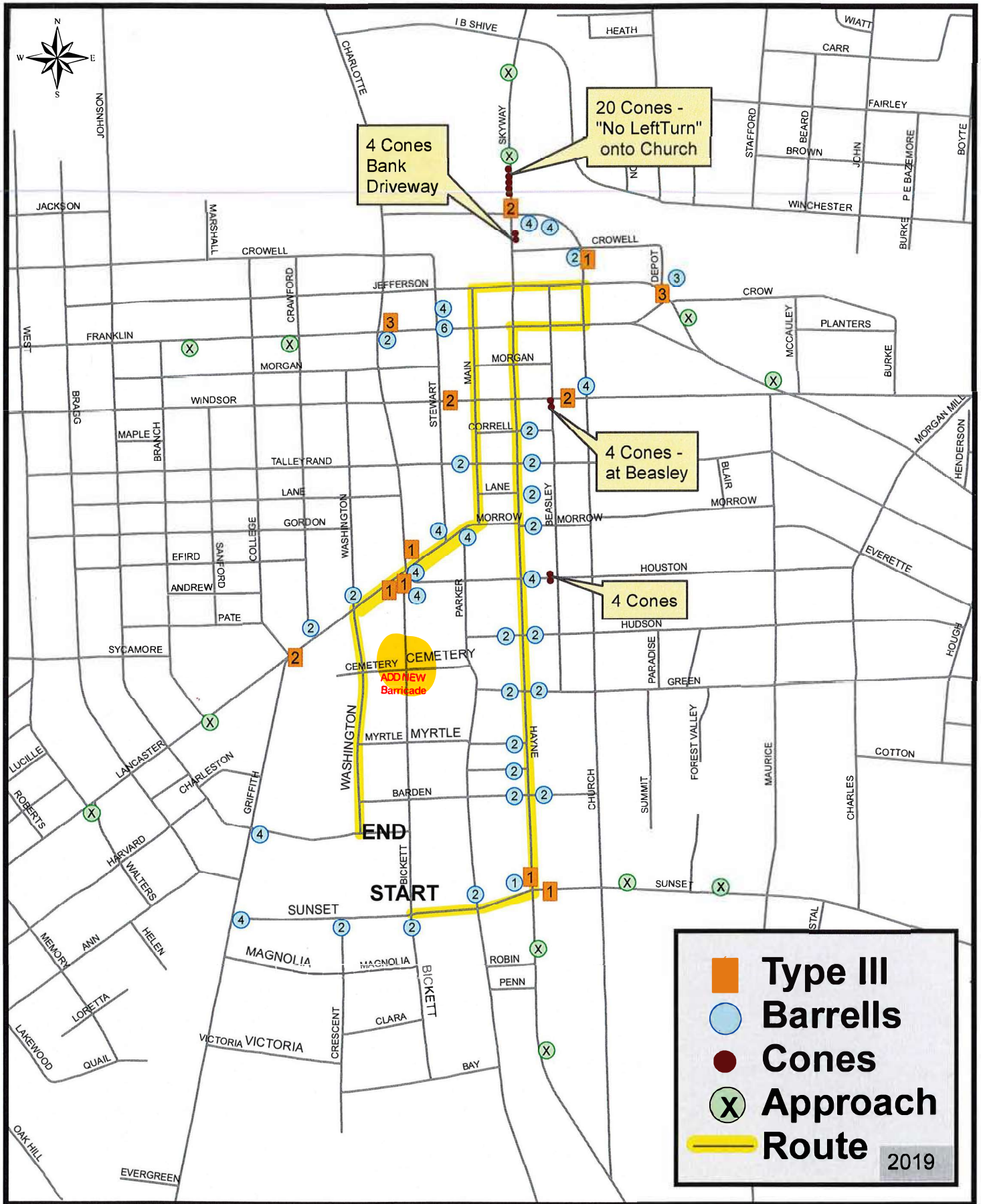
Proposed Event Title and Nature of Event:
Union County Christmas Parade

Date of Proposed Event: 11-23-25 Times of Proposed Event: 2-4

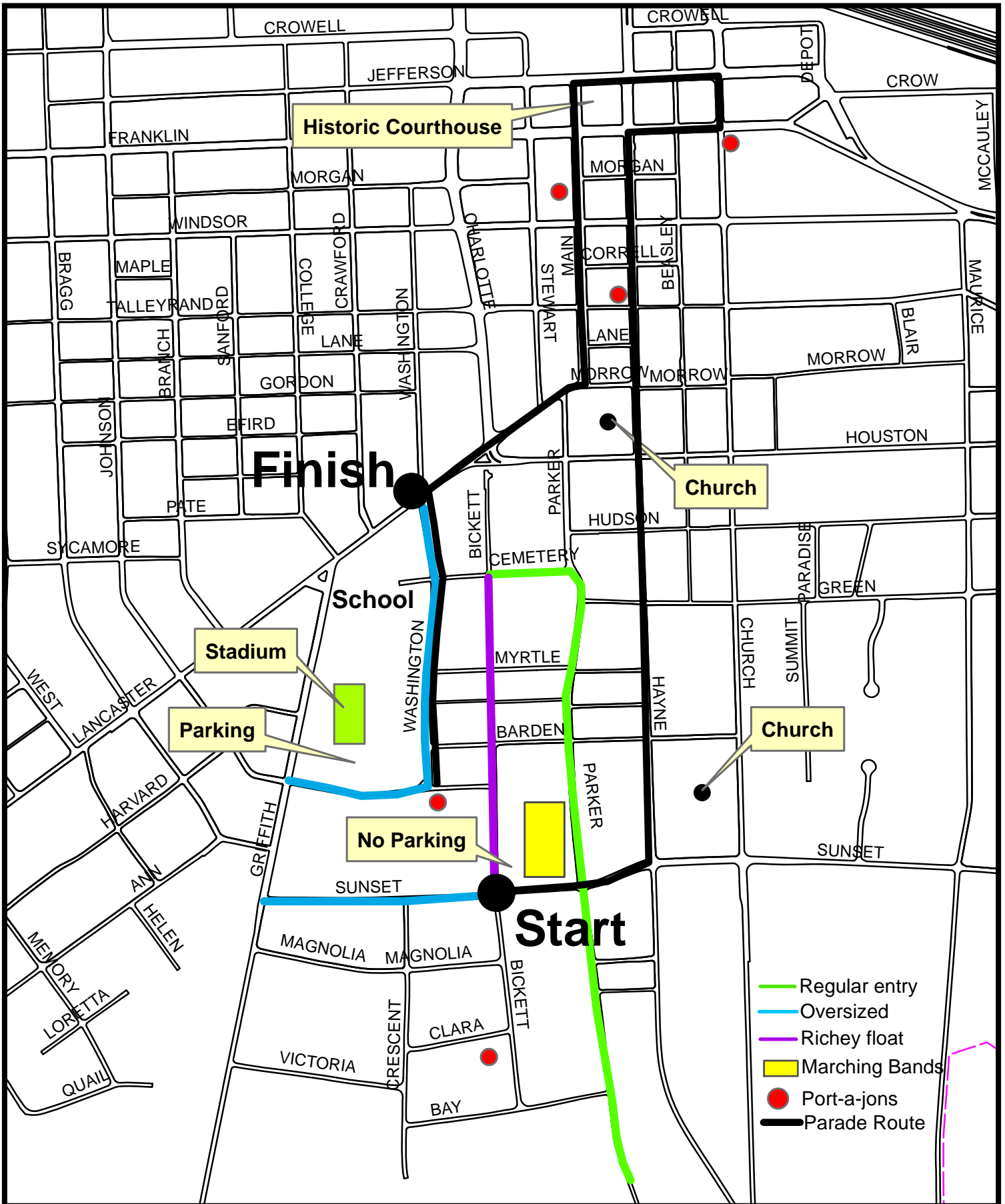
Streets Proposed to be closed or Partially Closed:

Businesses Notified

Business Name	Date of Notification	Time of Notification	Person Notified	Favor/Against	Signature (if possible)
Sorella Coffee	7-17-25	10:04 am	Turner W	Favor	<i>[Signature]</i>
Sedona Law	7-17-25	10:06 am	Jacqueline A	Favor	<i>[Signature]</i>
Dragon-Fitzgerald Law Tate Helms Zach Jackson Alex Woodyard	7/17		Lara Caldwell	Favor	Lara Caldwell
Zina Lawmeh	7/17	10:11	Long County Estates	Yes	<i>[Signature]</i>
Alice Jiles	7/17	10:12	Ken Miller	Favor	<i>[Signature]</i>
Collins Family Law	7/17	10:14	Tom Riggins	Favor	Tom Riggins
SILVER LINING	7/17	10:15	C Chambers	Favor	C. Chambers
Halb Salon + Spa	7/17/25	10:20	Casper Parker	Favor	Casper Parker
Zachary Dew Susan Caldwell	7/17/25	10:25	Zachary Dew Susan Caldwell	Favor	<i>[Signature]</i>
Freedom Street	7-17-25	10:35	Sarah Thayer	F	<i>[Signature]</i>
Burnshaw Firm	7/17/25	10:30	Mary Ann Burns	F	<i>[Signature]</i>
Victory Shoe Shop	7-17-25	10:31	N. Moore	F	N. Moore
JAMZ Pizza + Wings	7-17-25	10:33	M. Fay	F	M. Fay
Boutique on Main	7-17-25	10:34	Kelsey Hixson	F	Kelsey Hixson
SUPERIOR	7-17-25	10:37			Marvin N. Steven
The Directors' Cut	7-17-25	10:39	Edmon J. Horton	Favor	<i>[Signature]</i>
The Oasis	7-17-25	10:42	Bailey Howell	F	Bailey Howell
So Much More To This	7-17-25	10:44	Emilia M	F	<i>[Signature]</i>
The Petal Shoppe	7-17-25	10:48	Jordan Hill	F	Jordan Hill
On Main	7-17-25	11:00	Crystal Hilbert	F	<i>[Signature]</i>
Sports To You	7-17-25	10:55	Jesslyn Parke	Favor	<i>[Signature]</i>
Bingham Girl	7-17-25	10:59	Sue King	Favor	<i>[Signature]</i>
Patty + The Dogs	7-17-25	11 am	Matthew Wilson	Favor	<i>[Signature]</i>
Peddler's Paradise	7-17-25	11:05 am	Hannah Aubrey	Asst	<i>[Signature]</i>
Manroe Florist	7/17/25	11:10	Shelby Smith	F	Shelby Smith



CHRISTMAS PARADE BARRICADES



CHRISTMAS PARADE LINE UP

**ORDINANCE TO TEMPORARILY CLOSE CERTAIN
STATE-MAINTAINED ROADS FOR SPECIAL EVENT
ORGANIZED BY CITY OF MONROE, NORTH CAROLINA
UNION COUNTY CHRISTMAS PARADE TO BE HELD NOVEMBER 23, 2025
O-2025-47**

WHEREAS, North Carolina General Statute 20-169 authorizes local authorities to regulate by Ordinance the use of a highway within their jurisdiction by processions, assemblages, or anything that may be construed as a procession or assemblage; and,

WHEREAS, the City of Monroe will consult with the local North Carolina Department of Transportation (NCDOT) Division office to verify that a proposed event will not 1) interfere with other planned special events and 2) impact or be impacted by planned maintenance or other activities; and

WHEREAS, the Alliance for Children is coordinating the 2025 Union County Christmas Parade event that will involve the participation of several municipal departments on Sunday, November 23, 2025; and

WHEREAS, this event will require the temporary closure of the following streets:

- Hayne Street (NC 207) between Sunset Drive (SR 2180) and Church Street (SR 3521)
- Lancaster Avenue (SR 3515) between College Street and Charlotte Avenue (SR 3515)
- Franklin Street (SR 2100) between Charlotte Avenue (SR 2139) and Windsor Street
- Sunset Drive (SR 2180) between Griffith Road (SR 2139) and Hayne Street (NC 207)

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. City Council approves and authorizes the temporary closure the above-listed streets for a special event per the attached map;
2. City Council hereby authorizes the City Manager to take any actions necessary to effect the provisions of this Ordinance; and,
3. This Ordinance shall be effective as of the date of adoption.

Adopted this 9th day of September, 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Lisa Strickland, Finance Director
Jeff Well, Assistant City Manager

DATE: September 5, 2025

FROM: Donna O’Keefe, Downtown Manager

PREPARED BY: Donna O’Keefe, Downtown Manager

SUBJECT: Amendment to Title XV City of Monroe Ordinance, adding Section 160.10 Outdoor Furniture and Phase II- Downtown Street Furniture Project.

SUMMARY STATEMENT

Staff is returning to the General Services Committee to present the Phase II Downtown Furniture design plan and to seek a recommendation for the purchase of the Phase II Downtown Furniture from and for the addition of Section 160.10 to Title XV of the Monroe Ordinances to City Council. There are sufficient funds in FY 26 budget for this purchase.

The Downtown Manager originally presented the Phase 1 and Phase 2 Downtown Furniture Project to the General Services Committee on February 6, 2025. The General Services Committee recommended Phase 1 of the project be presented to City Council in a public hearing. At the same meeting, the committee recommended Phase 2 of the project be pursued in FY 26 if funding was available through the budget process.

The Phase II Downtown Furniture Project focuses on the replacement of sidewalk furniture in front of the Dine, Eat, and Meet businesses on Main Street, Franklin Street and Hayne Streets. It ensures that outdoor furniture conforms within the Restricted Areas in the Downtown District. The Outdoor Furniture ordinance provides guidelines and procedures for businesses who wish to purchase a business owned approved umbrella, pole and base to be used within the Downtown District. The ordinance also provides guidelines for the location and standards for umbrellas in a Restricted Area.

REVIEW

Phase 1: Downtown Furniture Project

Sister Bay was selected as the manufacturer for the Morgan/Windsor Alley furniture project. The Phase 1 design plan was presented to City Council on February 8, 2025 and received full support. The cost of Phase 1 was \$77,231.85 and was completed in May of 2025. A ribbon cutting was held on May 9th at a Special Meeting of City Council.

Phase 2: Downtown Furniture Project -Design and Purchase

The downtown businesses on Franklin Street, Hayne Street, and Main Street have been expanding their outdoor seating over the last several years. The addition of this sidewalk furniture has led to over crowded sidewalks that have negatively impacted the walkability of downtown sidewalks. The current mismatched furniture is also often in poor condition and negatively impacts the aesthetics of our downtown.

The Phase II Downtown Furniture Project will address these two issues by focusing on the replacement of sidewalk furniture in front of the following businesses:

1. Courthouse Pour – Hayne Street side and Franklin Street (3 umbrellas are designated, 3bases will be required)
2. Peddlers Paradise Bartique – Franklin Street (2 umbrellas’ are designated)
3. Oasis – Main Street (2 umbrellas’ are designated, 0 bases will be required)
4. Local Logic – Main Street (No Umbrellas are designated due to awning)
4. JamZ Pizza and Wings - Main Street (2 umbrellas’ are designated, no bases are required)
5. Patty and the Dogs – Hayne Street (2 umbrellas’ are designated, 1 will require a base)
6. Gingham Girls- Hayne Street (1 umbrellas’ are designated, 0 bases are required)
7. East Frank Superette – Franklin Street (4 umbrellas’ are designated, 4 bases are required)
8. Jin Jin – Franklin Street (1 umbrellas is designated, 0 bases are required)
9. Bursting Bob Tea (2 umbrellas’ are designated, no bases are required)

**Americana’s furniture will remain*

The Sister Bay furniture is an HDPE Recycled Lumber that is durable, weather-resistant, low maintenance, non-porous, eco-friendly product made from fully recyclable materials. Sister Bay furniture is approximately 30% heavier than its competitors and made in the USA. The selected styles have mass appeal and compliment Monroe’s Downtown aesthetic. The cost of Phase II is \$79442.80 and includes 2 additional trash cans.

The umbrella selected by the city is available from Outdoor Living on HWY 74 in Laurel Hill, NC. It is 7 ½” commercial grade pop up umbrella with pin. The city approved umbrella will have a champagne frame and pole and has a cost of \$330. Businesses can select from Royal Navy or Khaki. The city approved base is 80 lb. concrete filled 20 1/2 “diameter base and has a cost of \$139. The property/business owner will be responsible for purchasing City approved umbrella and will be responsible for installation, use, and maintenance of the umbrella as well as all liability associated with the use of the umbrella.

RECOMMENDATION

It is the recommendation of the Downtown Advisory Board and Staff, that the General Services Committee recommend Phase 2 of the Downtown Furniture replacement plan for the Franklin Street, Main Street, and Hayne Street. Funds have been budgeted for this purchase.

**AN ORDINANCE AMENDING
TITLE XV OF THE
CODE OF ORDINANCES
OF THE CITY OF MONROE
O-2025-31**

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

TEXT AMENDMENT

Section 1. Create new Section 160.10 Outdoor Furniture to read as follows:

160.10 OUTDOOR FURNITURE.

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

1. Outdoor Furniture – All furnishing including tables, chairs, benches, trash receptacles, umbrellas, etc. associated with a business, residence, or building located within the Downtown District.
2. Restricted Area – All public sidewalks, alleys, parking lots, entries to buildings, etc. exposed to view from the public streets or sidewalks within the Downtown District.

B. Conforming Outdoor Furniture. All Outdoor Furniture placed within a Restricted Area within the Downtown District must conform, match, and be constructed of the same materials and colors as those acquired and placed in public spaces by the City of Monroe or otherwise approved by the City. No Outdoor Furniture may be located in a Restricted Area unless it conforms to the standards required in the Section. However, any Outdoor Furniture existing in the Restricted Area at the time of the effective date of this ordinance may remain as a non-conformity (grandfathered). To maintain its non-conforming status, any such existing Outdoor Furniture must be maintained in good, functional, and orderly condition and must be replaced with Conforming Outdoor Furniture when no longer in good condition.

C. Umbrellas. No umbrellas may be used in the restricted area except as follows:

1. Umbrellas must be used in conjunction with Outdoor Furniture in compliance with Paragraph B above.
2. Umbrellas must conform, match, be approved by the City of Monroe Downtown Director.

3. Property/business owner is responsible for purchasing City approved umbrellas and they shall also be responsible for the installation, use, and maintenance of the umbrellas as well as all liability associated with the use of the umbrella.

D. Location of Outdoor Furniture. All Outdoor Furniture must be located within a Restricted Area in such a way as to not impede or restrict the intended purpose of the Restricted Area including access, pedestrian use, vehicular traffic, or other intended use.

E. Injuring or Damaging Outdoor Furniture. No person shall damage, injure, destroy, paint, write, or carve on any Outdoor Furniture within the Restricted Area.

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

First Citation	\$100.00
Second Citation For Same or Similar Violation	\$250.00
Third Citation For Same or Similar Violation	\$500.00

Upon Notice of Violation of Subsection 160.10B, the violator will have up to thirty days to remove the violating Outdoor Furniture. Upon failure to remove within the time allowed, Monroe City Manager (or Agent) is authorized to summarily remove and abate the violation and add the cost of abatement to the amount of civil penalty assessed.

Notices of violation of this ordinance shall be in writing and may be served by personal delivery to the violator by an Enforcement Agent duly appointed to enforce this ordinance, or served by US Mail addressed to the address of the violator. Service is complete upon personal delivery or depositing the notice by first class United States Postal Services mail.

Appeal. A Notice of Violation of this ordinance may be appealed for a hearing by the violator upon written notice to the City of Monroe with ten (10) days of receipt of the Notice of Violation. Upon receipt of a notice of appeal, the City Manager and/or their designed Hearing Officer shall schedule a hearing to be held within thirty (30) days of receipt of the notice of appeal. The City Manager and/or their designated Hearing Officer shall conduct the hearing during which the violator shall be given an opportunity to offer evidence or testimony regarding the violation. After conclusion of the hearing, the City Manager and/or their designed Hearing Officer shall make a written determination and provide copies to the violator. The written decision of the City Manager and/or their designed Hearing Officer is final and no additional

administrative appeals are available. Appeal of any of the summary Violations issued pursuant to paragraph B or C above stays or delays removal of the Outdoor Furniture required in paragraph B or C above.

Section 2. This ordinance shall be effective upon adoption.

Robert A. Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk

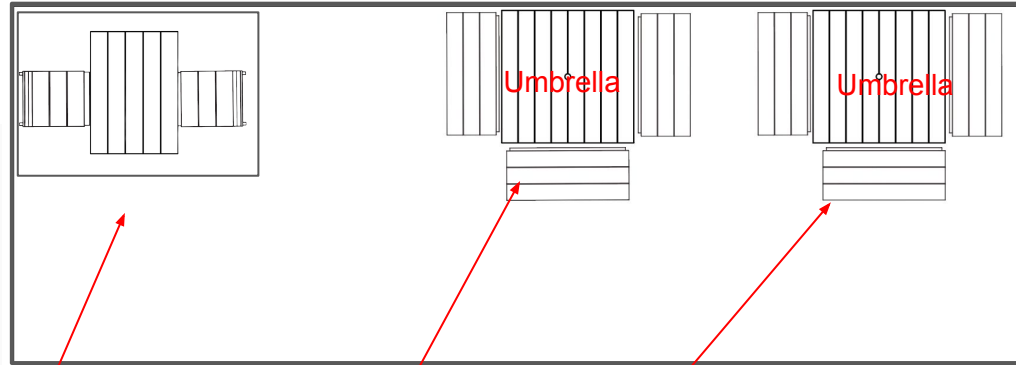


SISTER BAY
FURNITURE CO.

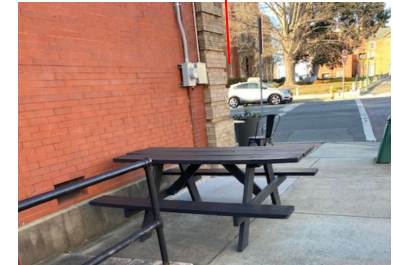
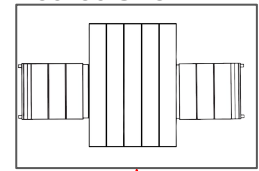
DESIGNER OUTDOOR FURNITURE BUILT FOR LONGEVITY



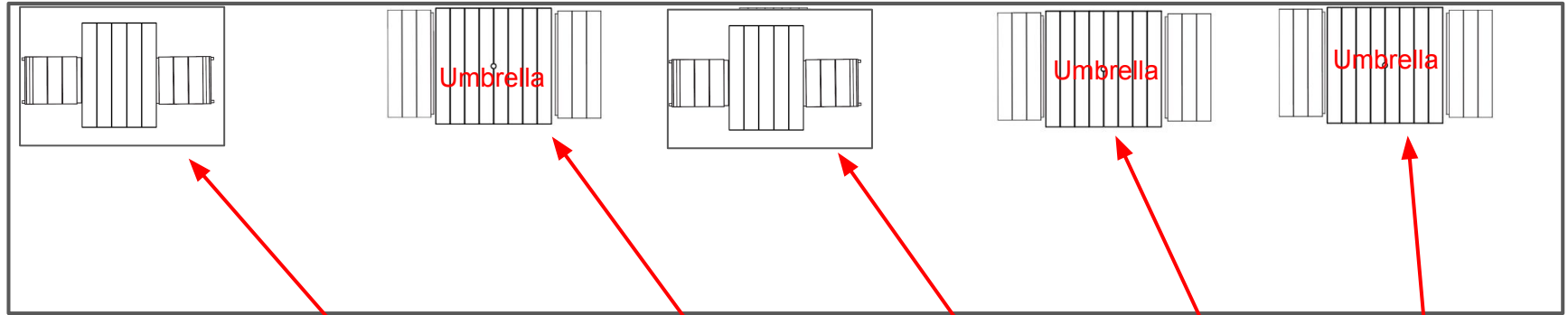
Hayne Street approaching Franklin Street



30x36 Size



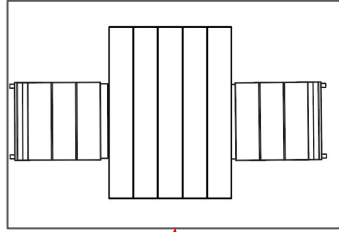
Hayne Street approaching Franklin Street II



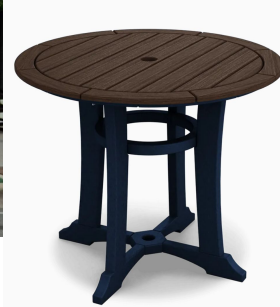
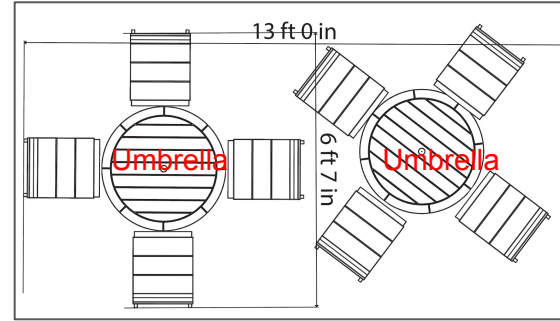
30x36 Size



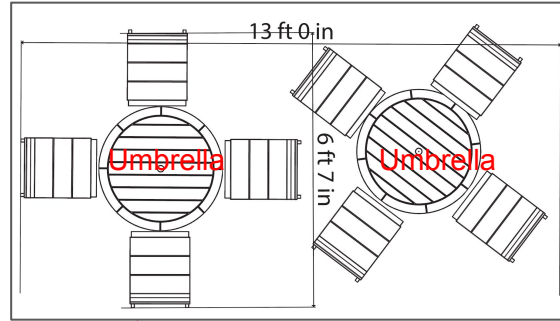
Main Street at Oasis



30x36 Size



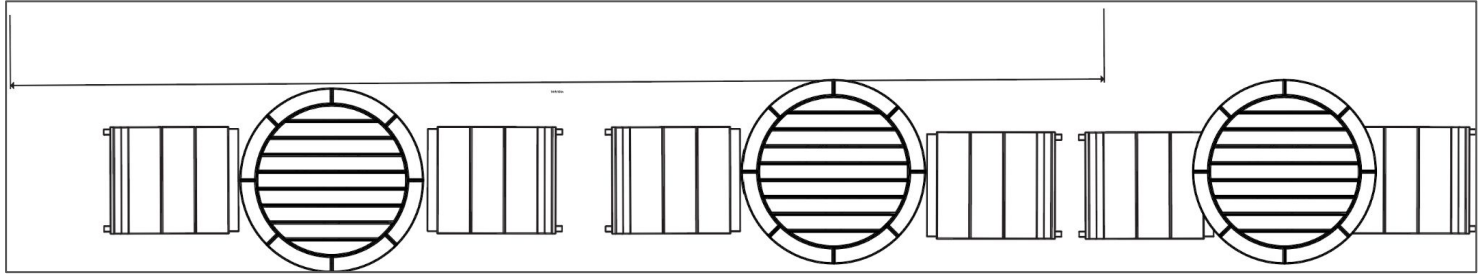
Main Street at Jamz



No Umbrella base needed



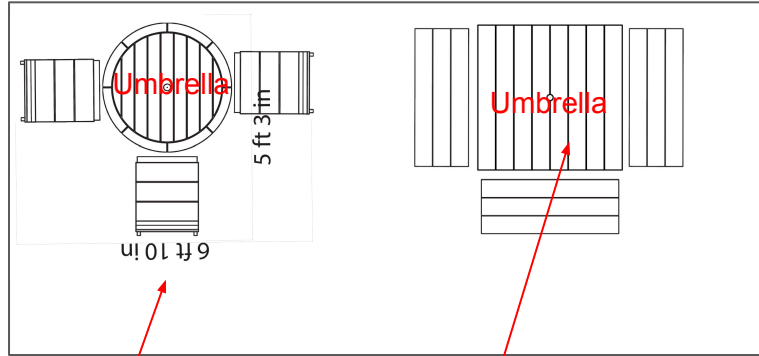
Main Street at Local Logic



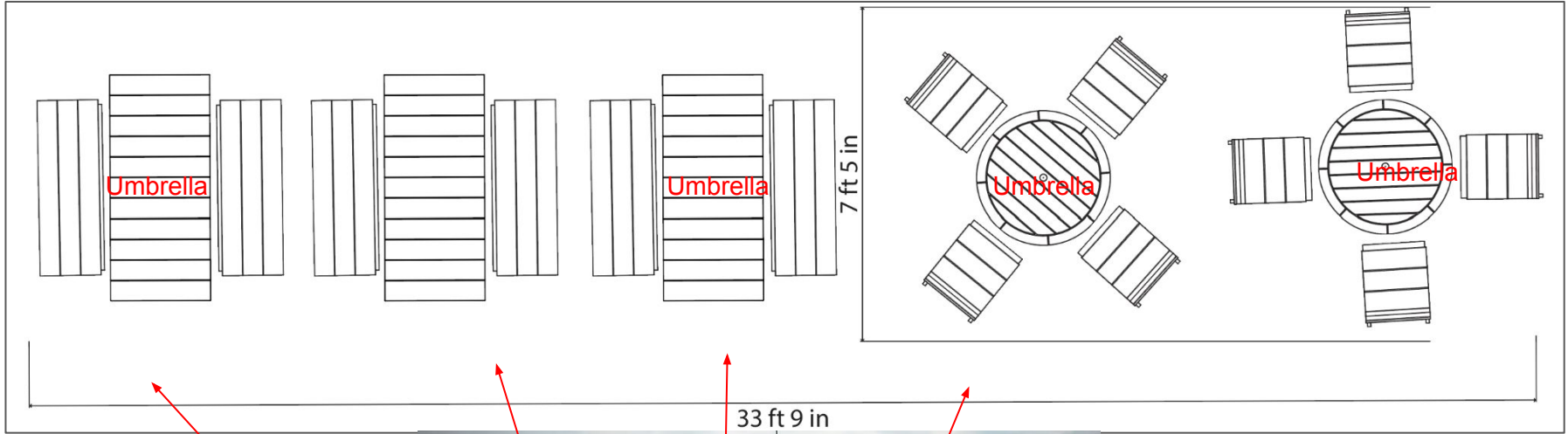
Hayne Street at Gingham Girls/Patty & The Dogs



No Umbrella base needed



East Franklin between N. Beasley & N. Church

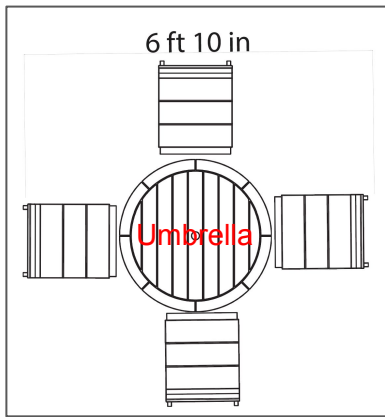


No Umbrella base needed

Jin Jin
East Franklin between N. Beasley & N. Church



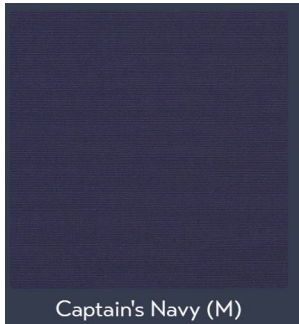
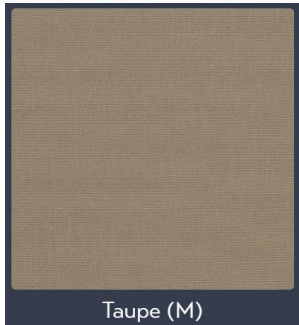
No Umbrella base needed



Lucaya In-Table Umbrella

Umbrella Fabric Color

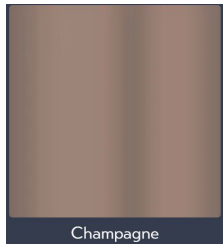
Marine Grade Fabric



Umbrella Size Options 8' Octagon - Push-Up & Pin

Umbrella Pole Finish Color

Aluminum Pole



Order in Champagne to match pole.

Umbrella Features:

Fabric:

-**Solution dyed acrylics** manufactured by industry leading mills – Sunbrella

-**Marine Grade fabrics** have a tight weave, are stiff to the touch, abrasion-resistant and are a heavier weight than Furniture Grade material.

The benefits of these high quality acrylics are that they hold up to the harshest weather for years, are colorfast, don't stretch or lose their shape, and are stain-, mold-, and mildew-resistant.

Construction:

-**Flexible fiberglass ribs** with molded nylon joints, hubs, and end tips

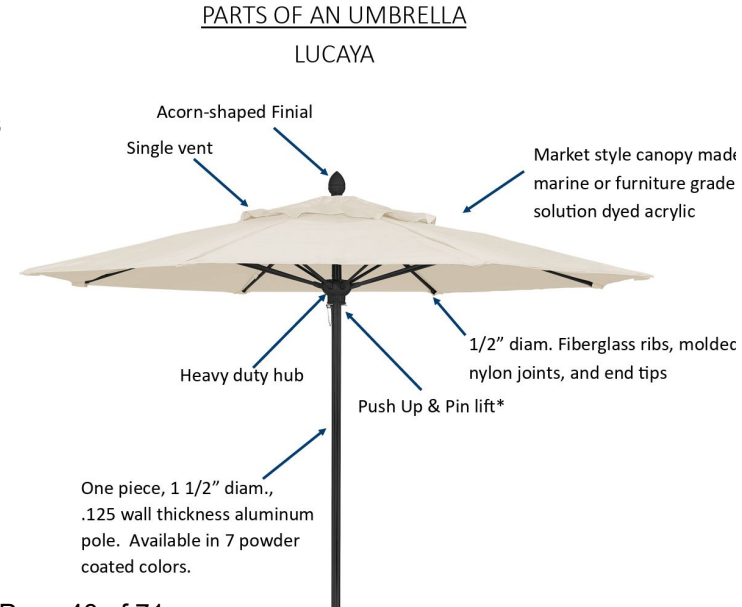
-**Powder-coated finishes**

-**Pole is One piece, 1 1/2" diam aluminum, .125 thickness**

-All ribs, finials and hub colors coordinate with the pole's finish color

-Push Up & Pin means no mechanical parts to break

-Single vent canopies standard with vent ties and storage ties



Lucaya Umbrella Warranty

- **5-Year Warranty**

Applies to fiberglass ribs on umbrellas.

Not Covered:

This warranty does not cover:

- Umbrella poles, cranks, or tilts (*The Lucaya does not have a crank or tilt option*)
- Normal fabric fading or finish wear
- Chemical stains
- Damage from misuse, abuse, vandalism, or acts of God

Usage & Maintenance Requirements:

To ensure warranty coverage:

- Umbrellas must be properly secured with weighted bases that meet or exceed our Base Weight Chart recommendations.
- Installations in high-wind or elevated areas (e.g., rooftops, balconies, or wind tunnels) require appropriate umbrella models, upgraded base weights, and through-bolting.
- For wind-prone locations, we recommend double vented or Aruba vented canopies for enhanced wind management.
- Umbrellas must be closed during high winds or storms.
- Damaged umbrellas should be taken out of service immediately.



WHAT CAN YOU EXPECT NEXT?

DOWN PAYMENT

If a down payment is required, our Accounting team will send you an invoice within 3-5 business days of approving your order confirmation. You will need to make any necessary payments at that time. Prompt response and payment will help ensure timely completion of your order. Down payments are typically required when

- You're A New Customer
- You're An Existing Customer That Has Not Ordered in 5 Years
- The Terms Are Not Net 30
- The Order is Over \$5,000

RELEASED TO PRODUCTION

Your order will be added to our production schedule after approvals are final, including payment, if terms apply. Status updates are available upon request throughout the production process.

**Revisions or cancellations made after final approval must be submitted in writing, and additional fees may apply.*

DISCUSSING THE DETAILS

Please reach out to your Sales Rep or Customer Success Specialist to clarify shipping terms or best determine your location's delivery needs.

SHIPPED WITH CARE

Freight is routinely delivered on a 53' long trailer. Urban areas, residential neighborhoods, or schools typically require transferring to a smaller delivery truck for final delivery. Depending upon the size of your order and the capabilities of your receiving location, different delivery options may be necessary. Limited Access \$75

- Volume shipments are typically contact-less, wherein you are responsibly for removing your products from the truck.
- LTL (less than truckload) shipments are typically offloaded by the driver.

All shipping methods may experience unplanned delays (weather, local/government events, acts of god). The Prestwick Group will try to account for possible delays, but cannot provide guarantees and are not responsible for late deliveries.

SCHEDULING DELIVERY

Our third-party carries will call to confirm their estimated delivery window. If you require a specific date and time for delivery, please notify your Sales Rep or Customer Success Specialist. **If a delivery appointment or phone notification is NOT needed, please specify receiving hours.**

- Call Ahead - Included at No Charge
- Delivery Appointment - \$75
- Liftgate (motorized platform on the back of the truck) - \$100
- Driver Assistance (includes liftgate and driver offload) - \$190

**Additional services, such as inside delivery, unpacking, placement, etc., may be available for an additional premium.*

SHIPMENT & NOTIFICATION

Once your items are ready for shipment, we will provide you with tracking information. All items are dispatched from our headquarters in Sussex, WI. The estimated transit time is approximately 2-4 days, depending on the destination.

Please note any rips, holes, or damages to the packaging on the carrier's paperwork when signing for the shipment. **Report shipping damage within 48 hours** of accepting delivery to your Customer Success Team or Sales Rep.

- Postponing expressed on-site requests may result in storage fees.
- Returned orders will have associated shipping fees assessed upon reshipment.
- Addition of services after shipment or inability to reach noted contact may result in storage fees with the carrier and delayed receipt.



Scan or go to prestwick-group.com/faq/ for answers to frequently asked questions, care & maintenance recommendations, and brief shipping info. Please reach out to our Customer Success team for assistance. We're always happy to help!



QUOTE: 82388 - Phase 2 with Custom 2.1 2025 (199677)

Account Name	City of Monroe-NC	Ship Via	-	Rep	2J
Contact Name	Donna OKeefe	Terms	Net 30	Created By	Kelly Fiedler
Phone	+17042921705	PO Number	-	Created Date	7/17/25
Email	dokeefe@monroenc.org	Tracking Email	dokeefe@monroenc.org	Expiration Date	8/16/25

Bill To: - City of Monroe-NC 300 W Crowell Street Monroe, North Carolina 28112 United States	Ship To: City of Monroe-NC 339 East Franklin Street Monroe, North Carolina 28112 United States	Shipping Contact Information: Full Name Donna OKeefe Phone Number -
-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------

Qty.	Product	Short Description – Full details outlined on product spec sheets when applicable	Unit Price	Line Total
5	HUDSON 30" DINING TABLE	(25-1-1017-X554) HUDSON 30" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS - MODIFIED TO HAVE A 30X36 TABLE TOP	\$1,421.00	\$7,105.00
6	MILANO 44" DINING TABLE	(33-1-1017) MILANO 44" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,989.00	\$11,934.00
3	LAGUNA 36" DINING TABLE	(28-1-1716) LAGUNA 36" DINING TABLE - BRAZILIAN WALNUT BASE AND TOP PERIMETER WITH BIRCHWOOD TABLE TOP SLATS	\$1,150.00	\$3,450.00
7	LAGUNA 36" DINING TABLE	(28-1-12-1017) LAGUNA 36" DINING TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP - SOLID TOP	\$1,150.00	\$8,050.00
3	LAGUNA 30" DINING TABLE	(27-1-1716) LAGUNA 30" DINING TABLE - BRAZILIAN WALNUT BASE AND TOP PERIMETER WITH BIRCHWOOD TABLE TOP SLATS	\$823.00	\$2,469.00
3	MILANO 60" COUNTER COCKTAIL TABLE	(31-2-1017) MILANO 60" COUNTER COCKTAIL TABLE - NAVY BASE WITH BRAZILIAN WALNUT TABLE TOP SLATS	\$1,986.00	\$5,958.00
6	HUDSON 47" COUNTER BENCH	(19-2-1010) HUDSON 47" COUNTER BENCH - NAVY	\$988.00	\$5,928.00
37	HUDSON SIDE CHAIR	(12-1-1010) HUDSON SIDE CHAIR - NAVY	\$546.00	\$20,202.00
15	HUDSON 42" DINING BENCH	(113-1-1010) HUDSON 42" DINING BENCH - NAVY	\$748.00	\$11,220.00
18	HUDSON SIDE CHAIR	(12-1-1616) HUDSON SIDE CHAIR - BIRCHWOOD	\$601.00	\$10,818.00

Company Address W248N5499 Executive Drive
Sussex, Wisconsin 53089
USA

Phone (800) 505-7926
Organization (Fax) 888-868-7184

2	WASTE RECYCLE	[X-192012] CUSTOM WASTE RECYCLE BIRCHWOOD DOOR, NAVY PANELS	\$1,841.00	\$3,682.00
Subtotal				\$90,816.00
	SBF Disc	SISTER BAY CUSTOMER DISCOUNT - CONTINGENT ON MEETING THE PAYMENT TERMS		-\$18,163.20
	S/H	SHIPPING & HANDLING - **ADDITIONAL SERVICES AVAILABLE UPON REQUEST (CHARGES MAY APPLY)**		\$6,790.00
Grand Total				\$79,442.80

Per US tax law, we're required to collect sales tax in the majority of states. If applicable, sales tax will be applied upon invoice.

My signature on this quote verifies that I have approved this order and all information is accurate.

SIGNATURE

DATE

Spec Sheet For (25-1-1017-X554) Hudson 30" Dining Table

City of Monroe-NC | Qty: 5 | \$1,421.00 Each | \$7,105.00 Total

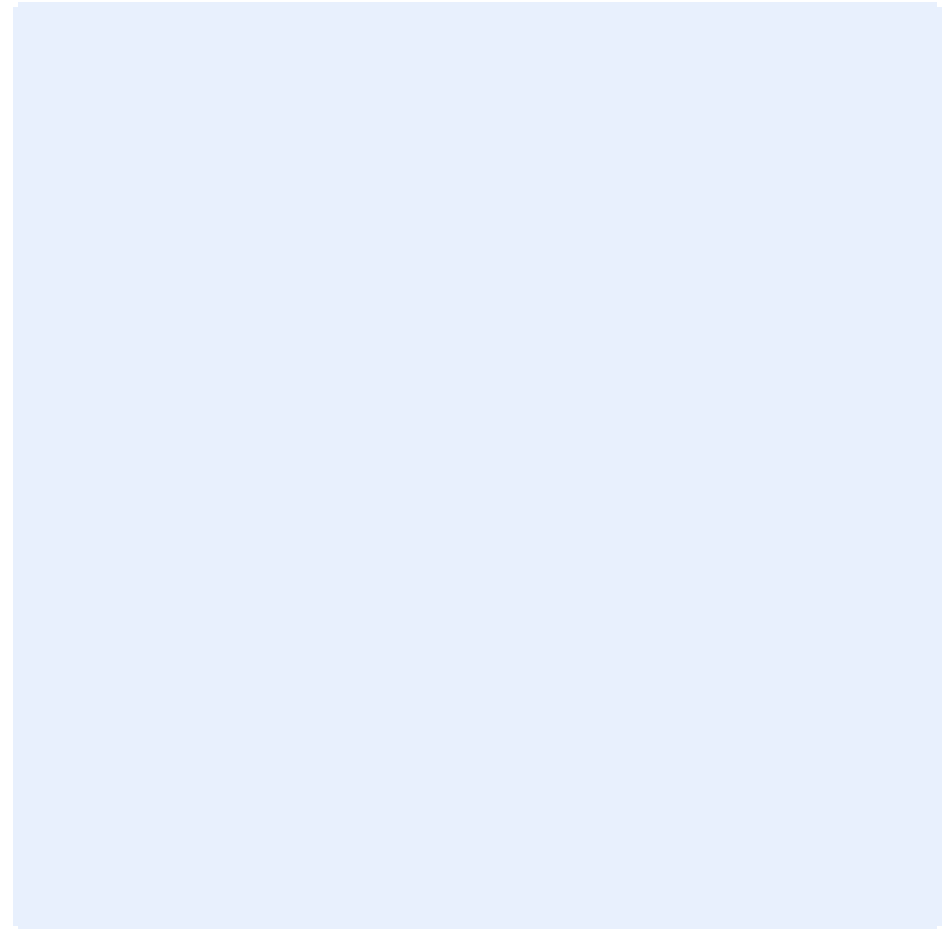
Table Top Slats	Brazilian walnut
Base	Navy
Custom Request	MODIFIED TO HAVE A 30X36 TABLE TOP
Approximate Assembly Time	15-30 minutes
Product Weight	45 lbs
Packaged Weight	50 lbs



Spec Sheet For (33-1-1017) Milano 44" Dining Table

City of Monroe-NC | Qty: 6 | \$1,989.00 Each | \$11,934.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	15-30 minutes
Product Weight	95 lbs
Packaged Weight	102 lbs



Spec Sheet For (28-1-1716) Laguna 36" Dining Table

City of Monroe-NC | Qty: 3 | \$1,150.00 Each | \$3,450.00 Total

Table Top Slats	Birchwood
Base and Top Perimeter	Brazilian walnut
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	20-40 minutes
Product Weight	54 lbs
Packaged Weight	59 lbs



Spec Sheet For (28-1-12-1017) Laguna 36" Dining Table

City of Monroe-NC | Qty: 7 | \$1,150.00 Each | \$8,050.00 Total

Table Top Slats	Brazilian walnut
Base and Top Perimeter	Navy
Solid Top	Yes
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	20-40 minutes
Product Weight	54 lbs
Packaged Weight	59 lbs



Spec Sheet For (27-1-1716) Laguna 30" Dining Table

City of Monroe-NC | Qty: 3 | \$823.00 Each | \$2,469.00 Total

Table Top Slats	Birchwood
Base and Top Perimeter	Brazilian walnut
Approximate Assembly Time	15-30 minutes
Product Weight	40 lbs
Packaged Weight	45 lbs



Spec Sheet For (31-2-1017) Milano 60" Counter Cocktail Table

City of Monroe-NC | Qty: 3 | \$1,986.00 Each | \$5,958.00 Total

Table Top Slats	Brazilian walnut
Base	Navy
Umbrella Hole	Yes
Note	Scene image may not correctly portray umbrella hole selection
Approximate Assembly Time	25-45 minutes
Product Weight	120 lbs
Packaged Weight	125 lbs



Spec Sheet For (19-2-1010) Hudson 47" Counter Bench

City of Monroe-NC | Qty: 6 | \$988.00 Each | \$5,928.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Approximate Assembly Time	15-30 minutes
Product Weight	55 lbs
Packaged Weight	60 lbs



Spec Sheet For (12-1-1010) Hudson Side Chair

City of Monroe-NC | Qty: 37 | \$546.00 Each | \$20,202.00 Total

Seat/Back	Navy
Frame	Navy
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs



Spec Sheet For (113-1-1010) Hudson 42" Dining Bench

City of Monroe-NC | Qty: 15 | \$748.00 Each | \$11,220.00 Total

Seat/Back	Navy
Frame/Footrest	Navy
Approximate Assembly Time	15-30 minutes



Spec Sheet For (12-1-1616) Hudson Side Chair

City of Monroe-NC | Qty: 18 | \$601.00 Each | \$10,818.00 Total

Seat/Back	Birchwood
Frame	Birchwood
Approximate Assembly Time	10-20 minutes
Product Weight	20 lbs
Packaged Weight	25 lbs





Spec Sheet For Waste and Recycling DISABLEX-192012

City of Monroe-NC | Qty: 2 | \$1,841.00 Each | \$3,682.00 Total

Custom Request: BIRCHWOOD Door, Navy Panels

Collection	Panel Design	Loading Orientation	Top Style	Header Board
Verde	Border	Front Load	Curved	None
Material Option	Trim Style	Door Pulls	Casters	Header Graphics
All Plastic	Enclosed Arches	None	None	None
Color Option	Panel Color	Trim Color	Top Color	Brand Label
Uniform Sections	Navy	Birchwood	Navy	Max R

Section 1

Capacity	38
Opening Shape	Max Size - Short Door
Opening ID: Text	Trash
Opening ID: Type - Color	Engraved - White
Front Graphic	logo mark
Front Graphic: Type - Color	Engraved - PMS 654 C (CUST. BLUE). PMS 370 C (CUST. GREEN)

Terms of Use, Liability and Design Disclaimer

1. General Product Use and Performance

All products manufactured and sold by The Prestwick Companies and its brands, including Sister Bay Furniture, are designed for use in commercial, municipal, and hospitality settings under normal conditions, with proper installation and care. While we take great pride in our craftsmanship, no product is guaranteed to be free from failure due to misuse, improper application, or unforeseen environmental or structural conditions.

2. Custom Products and Design Modifications

Custom-built products—including furniture, furnishings, or accessories that vary from our standard specifications in size, material, structural elements, finishes, or integrated features—are created based on input provided by the customer and/or the sales representative. Due to the one-off and often experimental nature of custom units:

- There is an inherently increased risk of product failure or unexpected performance limitations.
- The customer assumes responsibility for reviewing and approving all drawings, materials, and design elements prior to production.
- Sales representatives are expected to clearly communicate to the customer that any deviation from a standard offering may impact product durability, structural integrity, or compatibility with installation and usage environments.
- The Prestwick Companies and Sister Bay Furniture are not liable for failure, aesthetic variations, or performance issues that result from customer-requested design modifications, deviations from standard use, or environmental conditions outside of our testing scope.



NEED HELP? [Check our FAQ](https://prestwick-companies.com/faq)
(prestwick-companies.com/faq)

3. Standard Products

Products listed in our catalogs or quoted as standard offerings are tested and validated for performance within typical commercial use. However, all products—standard or custom—are subject to limitations and should not be used outside of their intended design purpose. Failures may occur due to, but not limited to:

- Overloading
- Excessive exposure to moisture, UV, or chemicals
- Vandalism or improper handling
- Failure to follow care and maintenance guidelines
- Incorrect or incomplete installation

4. Acknowledgement of Terms

By accepting a quote or placing an order, you acknowledge that:

- You have reviewed and approved the design specifications provided
- You understand the limitations and care requirements associated with your product(s)
- You accept responsibility for product performance when based on requested customizations or installation outside standard conditions

5. Warranty Limitations

Our limited warranty does not cover:

- Product failures caused by customer-directed design changes
- Improper installation or handling by a third party
- Normal wear and tear or cosmetic aging
- Use in conditions not appropriate for the materials selected
- Damage from misuse, neglect, or non-compliance with care instructions



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: September 4, 2025
FROM: Lisa Strickland, Finance Director
PREPARED BY: Lisa Strickland, Finance Director
SUBJECT: Approve Budget Amendment for Unspent Appropriations

SUMMARY STATEMENT

A budget amendment is necessary to the fiscal year 2026 budget in order to re-appropriate incomplete items from fiscal year 2025. Details are outlined below.

REVIEW

It is necessary to re-appropriate items that have been approved, but are not complete at the end of the fiscal year. The nature of these items is projects that are only partially complete, grants that have not been spent in their entirety and unspent drug seizure money. Incomplete items from fiscal year 2025 are as follows:

General Fund:

- \$17,590 Water & Sewer Connection Fee Assistance – program approved by Council to assist low-income families with utility connection fees
- 9,094 Down payment Assistance – program approved by Council to assist low-income families with house purchase
- 67,706 State Equitable Sharing – Money received from seizures – restricted to law enforcement expenditures.
- 13,044 Explorer Program - Police (Donations)

25,459	US DOJ Bureau of Justice Grant
49,494	Bureau of Justice Assistance Grant – Edward Byrne Memorial - Police
939	Youth Programs – Fire (Donations)
134,834	Regional Economic Development Reserve Grant (State) – Fire Grant For HazMat materials and Swift Water Rescue supplies
9,504	ARPA funding for Senior Center

\$327,664 Total General Fund

Downtown Monroe Fund:

\$26,753 Downtown Incentive Program

\$26,753

Police Department Forfeiture Fund:

\$210,865	U S Justice - Federal Equitable Sharing– Money received from seizures – restricted to law enforcement expenditures.
<u>(112,744)</u>	U S Treasury – Federal Equitable Sharing– Money received from seizures – restricted to law enforcement expenditures.

\$98,121

RECOMMENDATION

Staff requests General Services Committee recommendation for approval of the proposed budget amendment for appropriation of unspent items from Fiscal Year 2025 to Fiscal Year 2026.

Attachment: BA-2025-29

**CITY OF MONROE
BUDGET AMENDMENT
BA-2025-29**

1. Amendment necessary to designate and appropriate funds in fiscal year 2026 for incomplete projects, unspent grants and unspent seizure funds in fiscal year 2025.

General Fund:

Revenues:		
Appropriation of Fund Balance	\$	108,373
Restricted Revenue	\$	219,291
Expenditures:		
General Government	\$	26,684
Public Safety	\$	291,476
Parks & Recreation	\$	9,504

Downtown Monroe Special Revenue Fund:

Revenues:		
Appropriation of Fund Balance	\$	26,753
Expenditures:		
Economic & Physical Development	\$	26,753

Police Department Forfeiture Special Revenue Fund:

Revenues:		
Appropriation of Fund Balance	\$	98,121
Expenditures:		
Public Safety	\$	98,121

Adopted this the 9th day of September, 2025.

Robert Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: September 4, 2025
FROM: Lisa Strickland, Finance Director
PREPARED BY: Shirley Butterick, Purchasing Manager
SUBJECT: Donation of Airport Courtesy Vehicle by Hendrick Cadillac

SUMMARY STATEMENT

The Airport seeks to accept the donation of an SUV to be used as a courtesy vehicle at the Airport.

REVIEW

The Airport is asking to receive a donated 2025 Cadillac XT5 SUV from Hendrick Cadillac to be used as a courtesy vehicle by visiting flight crews. The vehicle is valued at \$52,615, and the City will hold title to and provide insurance for this vehicle.

RECOMMENDATION

Staff requests a favorable recommendation from the General Services Committee for approval from Council to accept this vehicle donation. This item will be placed on the City Council consent agenda.

Attachment: Resolution R-2025-43

**RESOLUTION ACCEPTING VEHICLE DONATION
AIRPORT COURTESY VEHICLE
R-2025-43**

WHEREAS, the City of Monroe (hereinafter, “City”), has been offered a donation from Hendricks Cadillac of Monroe of a 2025 Cadillac XT5, with an estimated value of \$52,615; and

WHEREAS, the donated vehicle will be used as a courtesy vehicle for visiting flight crew members at the Charlotte-Monroe Executive Airport; and

WHEREAS, providing a courtesy vehicle will enhance the customer service experience at the Airport and support continued growth in aviation services; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the donation of a 2025 Cadillac XT5, VIN 1GYKNCR42SZ112650, valued at \$52,615, for use as a courtesy vehicle for visiting flight crew members at the Charlotte-Monroe Executive Airport, pursuant to G.S. §160A-12.

BE IT FURTHER RESOLVED THAT the City Manager and City Staff are authorized to take any and all actions necessary to accept said donation and place the vehicle into service at the Airport.

Adopted this the 9th day of September 2025.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks, Recreation and Tourism Director
VIA: Mark Watson, City Manager
DATE: Sept. 4, 2025
PREPARED BY: Pete Hovanec, Parks, Recreation and Tourism Director
SUBJECT: Monroe Arbor Day Proclamation

SUMMARY STATEMENT

Staff is requesting Council adopt the attached resolution supporting “Monroe Arbor Day” celebration to be held Oct. 11, 2025.

REVIEW

Staff received a request through the parks and Recreation Committee to have Monroe City Council support a resolution calling for a proclamation of support for a “Monroe Arbor Day Celebration” to be held Oct. 11, 2025 at Dickerson Community Center property.

Parks and Recreation Staff is working with Property Management Staff and Trees Union to support the event.

Trees Union will supply all the trees for planting and Property Management will approve all tree planting locations with support from Parks and Recreation Staff.

RECOMMENDATION

Staff requests General Services approve the “Monroe Arbor Day Celebration” proclamation and forward to City Council.

**PROCLAMATION OBSERVING
MONROE ARBOR DAY
OCTOBER 11, 2025
P-2025-09**

WHEREAS, the City of Monroe is dedicated to the preservation and celebration of the importance of trees to the vibrancy and overall health of the community; and

WHEREAS, the City of Monroe and its citizens are aware of trees ability to reduce the erosion of our topsoil, lower our heating and cooling costs; moderate temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, the City of Monroe and Trees Union have partnered to plant trees and educate the community through educational event called Monroe Arbor Day Celebration at the Dickerson Community Center property on October 11, 2025; and

WHEREAS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community. Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood product; and

NOW, THEREFORE, the City Council of the City of Monroe does hereby proclaim and observe October 11, 2025 as **MONROE ARBOR DAY** in the City of Monroe, and urge all citizens to celebrate Monroe Arbor Day and to support efforts to protect our trees and woodlands, and urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Monroe to be affixed this the 9th day of September, 2025.

Attest:

Robert Burns, Mayor

Bridgette H. Robinson, City Clerk