

**CITY OF MONROE
PUBLIC ENTERPRISE COMMITTEE
300 W. CROWELL STREET, MONROE, NC 28112
TUESDAY, FEBRUARY 3, 2026 - 4:00 PM
AGENDA
www.monroenc.org**

1. Public Enterprise Committee Meeting Minutes January 6, 2026
2. Revisions to Storm Drainage Policy
3. Outside City Water Service Request (Residential)

Public Enterprise Committee Minutes
January 6, 2026
City Hall Conference Room
4:00 p.m.

Members Present: Council Member Julie Thompson, Council Member Franco McGee

Staff: Jay Voyles, Rob Miller, Jason Jarrett, Bonnie Fisher, David Lucore, Sarah McAllister, Rich Riser, Glen La Grande, Malcom Weeks, Scott Hunt, Jeff Wells, Lisa Strickland, Bryson Hester, Sandra Slifer, Lisa Hollowell, Terry Sholar, and Mark Watson

Council Member Julie Thompson called the January 6, 2026 Public Enterprise Committee meeting to order at 4:00 p.m.

Item #1: Adoption of Minutes of the December 2, 2025 Meeting

Recommendation:

Council Member Julie Thompson asked if anyone had any questions or concerns about the minutes, if not, if anyone would like to make a motion that the minutes of the December 2, 2025 Public Enterprise Committee be approved.

Motion: Adopt December 2, 2025 meeting minutes

Motion made by: Council Member Julie Thompson

Second: Council Member Franco McGee

Voting: **In Favor** – Council Member Julie Thompson, Council Member Franco McGee

Opposed – None

Action: Motion approved

Item #2: NPDES MS4 Stormwater Permit – Post Construction Measure

Recommendation:

Engineering Staff provided a brief report on one of the key measures of the City’s NPDES (National Pollutant Discharge Elimination System) Phase II MS4 Stormwater permit, “Post Construction” requirements.

Presentation and Discussion:

Bonnie Fisher, Stormwater Engineering Manager explained that under the rules of the Federal Clean Water Act, the City of Monroe was designated a small municipal separate storm sewer system (MS4) and was issued NPDES Permit No. NCS000482. The City is required to address six minimum measures of the permit:

- Public Education and Outreach on Stormwater Impacts
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Stormwater Runoff Control

- Post-Construction Stormwater Management in New Development and Redevelopment
- Pollution Presentation/Good Housekeeping for Municipal Operations

Staff will report on key requirements of the “Post-Construction” measure and how compliance impacts long-term maintenance of SCM’s (Stormwater Control Measures).

No further action necessary as presentation is for informational purposes only.

Item #3: 2025-2026 Insurance Renewals: Excess Workers Compensation and Airport Operations Liability

Recommendation:

Staff submits to the Public Enterprise Committee, the 2025- 2026 Airport Liability and Workers Compensation Excess insurance renewals for review. Staff is requesting approval for payment of renewal premiums as outlined and authorization for the City Manager to execute necessary documents.

Presentation and Discussion:

Glen Le Grande, Risk Manager presented that the City of Monroe purchases insurance coverage for Airport Operations Liability as well as Excess Workers Compensation coverage. The City of Monroe is self-insured for Workers Compensation exposure with a\$ 650K per claim retention. The City purchases excess coverage above the self-insured retention.

Airport Liability:

The City' s Airport Operations Liability coverage is through CHUBB Insurance on ACE Property& Casualty Insurance company paper (AA S& P, A++ BEST). Coverage limits for airport operations liability is\$ 50M each occurrence/ event for bodily injury or property damage. \$ 50M each not" in flight" Hangarkeepers any one occurrence and any one aircraft. Also\$ 50M Non-Owned aircraft liability any one occurrence.

Expiring premium: \$ 56, 584. 00
 Renewal Premium: \$ 57, 999. 00
 2.5% increase from expiring premium

Excess Workers Compensation:

The City' s Excess Workers Compensation coverage is through Midwest Employers Casualty, with an expiring premium of\$ 138, 978. 00, and a specific retention of\$650K including Statutory Limits.

The carrier has presented several options for the renewal. Please see the attached renewal table for specific details relative to the various options. In summary, the options range from 1- year term with split retentions for public safety departments to 2-year term offerings with\$ 650K retention and split retentions for public safety departments.

I would like to focus your attention on options# 1 and# 3 as outlined in the attached premium renewal table.

Option# 1: \$ 650K retention 1- year term at\$ 149, 591. 00.
 Option# 3: \$ 650K retention 2-year term expiring 12/ 1/ 2027 at \$149,591.00(annual billing) for a total of 299, 182. 00 for 2- year term.

Motion: To approve Option #3 for Excess Workers Compensation for a 2-year term and Airport Operations Liability coverage totaling \$357,18.00 and authorize the City Manager to execute the necessary documents.

Motion made by: Council Member Franco McGee

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member Franco McGee and Council Member Julie Thompson

Opposed – None

Action: Motion approved

Item #4: Update to Customer Service Policy to Address Penny Shortage

Recommendation:

Due to the United States Mint halting production of new pennies, staff requests approval of an amendment to the Customer Service Policy FA-02 to provide a procedure for cash payments that are greater than the exact amount due.

Presentation and Discussion:

Lisa Strickland, Director of Finance, presented that due to the United States Mint halting production of new pennies, staff requests approval of an amendment to the Customer Service Policy FA-02 to provide a procedure for cash payments that are greater than the exact amount due. Staff is requesting the addition of the following section to the Customer Service Policy, SECTION 9. PAYMENT REQUIREMENTS FOR UTILITY SERVICES:

B. Cash Payments Not Offered in the Exact Amount

Cash payments offered in an amount greater than the exact amount due may result in rounding up of the amount paid if the proper currency is not available to provide change. The resulting overage collected will be applied to the subsequent bill.

The following procedure will be observed:

1. If the payer presents the exact amount owed, payment will be accepted.
2. If the payer does not have the exact amount in cash and staff does not have pennies available to provide change, staff will offer alternate payment methods such as check, credit card, ACH draft.
3. If the payer still prefers to pay in cash, the payment will be rounded up.
4. The payer's account will always be credited for the entire payment amount and the credit will be applied toward the next bill.

Motion: To recommend City Council approval of the revised Customer Service Policy FA-02.

Motion made by: Council Member Franco McGee

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member Julie Thompson, Council Member Franco McGee.
Action: **Opposed** – None
 Motion approved

Item #5: Purchase of Two (2) 145K V Transmission Line Circuit Breakers

Recommendation:

Energy Services Staff requests Public Enterprise Committee to consider approving the purchase of two (2) GE Vernova 145kV transmission line breakers from Wesco.

Presentation and Discussion:

Rob Miller, General Manager of Energy Services and Water Resources, presented that on September 9th, 2025 City Council approved the purchase of two (2) 145 kV transmission line breakers from GE Vernova. The manufacturer of the equipment required the City to agree to tariff language terms that would violate pre-audit requirements set forth in NC G.S. 159-28(a).

Alternatively, Energy Services staff proposes that the GE Transmission line breakers be purchased through Sourcewell. Sourcewell is a purchasing cooperative that collectively bids specified equipment providing competitive pricing as well as meeting statutory requirements. The vendor (Wesco) and Sourcewell have entered into an agreement (Contract # 091422) for the procurement of said breakers. Wesco has provided a quote to the City for the two (2) required transmission line breakers that meets the requirements of the Sourcewell Contract and is not subject to tariff language terms. The quote breakdown is as follows:

145 kV GE Vernova DT1-145 Line Breaker - \$153,194 per unit – Quantity (2) -----	\$306,388.00
Shipping-----	\$3,480 per unit – Quantity (2) -----\$6,960.00
Taxes-----	\$21,150.99 total – Quantity (1) ----- \$21,150.99
Grand total-----	\$334,498.99

Motion: To approve sending the request to City Council for consideration and approval of two (2) 145kV GE Vernova DT1-145 transmission line breakers in the amount of \$334,498.99 through Sourcewell’s Cooperative Purchasing program. Sufficient funds are budgeted for the acquisition in the Substation Modernization project account. Energy Services Staff requests that this item is placed on the City Council consent agenda.

Motion made by: Council Member Franco McGee
Second: Council Member Julie Thompson
Voting: **In Favor** – Council Member Julie Thompson, Council Member Franco McGee.
Action: **Opposed** – None
 Motion approved

Item #6: NCDOT Utility Construction Request:

- **NCDOT WBS Project 51524**

Recommendation:

The Public Enterprise Committee is requested to consider a Utility Construction Request (UCR) for utility relocation of existing water and sewer facilities at the intersections of Morgan Mill Road / Sutherland Avenue and Morgan Mill Road / Olive Branch Road in coordination with an NCDOT improvement project.

Presentation and Discussion:

Jason Jarrett, Water Resources Engineer Manager, presented that the NCDOT is in the design and right-of-way acquisition phase of their WBS Project 51524, which involves intersection improvements at the intersections of Morgan Mill Road / Sutherland Avenue and Morgan Mill Road / Olive Branch Road. As part of the NCDOT road improvement project, several City of Monroe water and sewer facilities will be impacted and will require relocation. The Let Date is anticipated for June, 2027.

Due to the nature of NCDOT projects of this sort, it is best to coordinate the design and work for the relocated water and sewer facilities with the NCDOT throughout the project undertaking. This coordination includes utilizing an NCDOT approved engineering firm to do the design as well as having the water and sewer facilities relocation incorporated in the NCDOT contract for the road improvement project. Without this coordination, the City of Monroe would be required to complete the design in conjunction with NCDOT design and obtain the services of a contractor to perform the water and sewer relocation in sequence with the construction activities of the NCDOT contractor.

Currently, according to NCDOT policy, municipalities with utilities encroaching in an NCDOT right-of-way are required to pay a portion of the cost for relocation of the utilities. This portion is based upon population. The City of Monroe, with a population below 50,000 would need to pay 25% of the relocation cost. Once population reaches 50,000 the percentage increases to 50%.

The Utility Construction Request (UCR) is the document produced by NCDOT to allow for government bodies to request such coordination. A copy of this document has been completed and accompanies this Staff Report. Once the plans are finalized and the NCDOT has generated an estimate of cost, an agreement will be executed between the NCDOT and the City of Monroe. This agreement will include an estimated cost, with final cost being based upon actual cost of engineering, right-of-way acquisition and construction. Funding will be appropriated at the time of the agreement.

Motion: To recommend authorization for the City Manager to sign the Utility Construction Request and recommends forwarding to City Council for consideration on the January 13, 2026 consent agenda.

Motion made by: Council Member Franco McGee

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member Julie Thompson, Council Member Franco McGee.

Opposed – None

Action: Motion approved

Item #7: Town of Unionville Water and Wastewater Interlocal Renewal Agreement

Recommendation:

The PEC is requested to consider an Interlocal Renewal Agreement with the Town of Unionville for considering outside city water and sewer service requests for land parcels located in Unionville town limits.

Presentation and Discussion:

Jason Jarrett, Water Resources Engineer Manager, stated that occasionally receives requests for water and sewer service from parcels located outside the city of Monroe limits that are not good candidates for voluntary annexation. All such requests requires both City Council and Union County Board of Commissioner approval pursuant to City Ordinances and the Water and Sewer Master Agreement with Union County. These requests are limited to locations where the city has existing water and/or sewer infrastructure.

The original Town of Unionville Interlocal Agreement was entered upon on or about January 2020 and was valid for five (5) years, expiring on or about January 2025. The Renewal Agreement will be effective for a period of ten (10) years.

Outside city water and sewer customers pay double tap fees and double monthly customer base charges on their city accounts.

Motion: To forward the Town of Unionville Interlocal Renewal Agreement to City Council for consideration on the January 13, 2026 consent agenda.

Motion made by: Council Member Franco McGee

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member Julie Thompson, Council Member Franco McGee.

Opposed – None

Action: Motion approved

Item #8: City of Monroe – Water Supply Update

Recommendation:

Staff will provide an update on the City’s Water Supply and upcoming review.

Presentation and Discussion:

Jay Voyles, Deputy General Manager and Rob Miller, General Manager of Energy Services and Water Resources, will provide an update on the project activities and schedule.

This item will be provided as information only.

Item #9: Budget Ordinance BO 2026-05

Recommendation:

The Public Enterprise Committee is requested to consider approving Budget Ordinance BO 2026- 05, to appropriate funding from Water Resources towards contract street paving efforts.

Presentation and Discussion:

Jay Voyles, Deputy General Manager, presented that the Water Resources has completed the water line replacement project in the Curtis Street area and has temporarily patched all utility cuts within the affected roadways. As part of this project, Water Resources is required to perform substantial pavement restoration where utility work disturbed the roadway.

In coordination with the Engineering Department, staff evaluated options for completing the required paving and determined that a coordinated approach would provide the best outcome. Due to the existing pavement condition of the streets within the project area, even prior to the utility work, staff recommends pooling resources so that the City’s street paving contractor can resurface the full width of the roadway at one time. This approach avoids partial paving by multiple contractors at different times, improves roadway uniformity, and results in overall cost savings

The proposed budget ordinance appropriates \$77,000 from the Water Resources capital project WR2402 Water Main Replacement/Rehabilitation to RD2501 Contract Street Paving. This amount represents Water Resources’ proportional share of the paving work associated with this project.

Motion: To approve sending to City Council for approval of BO 2026-05 and to be placed on the January 13th 2026 Consent Agenda.

Motion made by: Council Member Franco McGee

Second: Council Member Julie Thompson

Voting: **In Favor** – Council Member Julie Thompson, Council Member Franco McGee

Opposed – None

Action: Motion approved

There being no further business, the meeting was adjourned at 5:03 p.m.

James Kerr, Chair

Next Meeting- February 3, 2026.



STAFF REPORT

TO: Public Enterprise Committee

VIA: Mark Watson, City Manager

DATE: February 3, 2026

FROM: Sarah McAllister, P.E., Engineering Director

PREPARED BY: Bonnie Fisher, P.E. – Stormwater Engineering Manager

SUBJECT: Revisions to Storm Drainage Policy

SUMMARY STATEMENT

The Public Enterprise Committee is requested to consider recommended revisions to the *Storm Drainage* Policy.

REVIEW

The intended purpose of the *Storm Drainage* policy is to provide general guidelines for storm drainage systems improvements, define the City of Monroe’s maintenance and operational roles and limits, and prioritize capital and operational needs to ensure public safety and long-term system sustainability.

The current strategy for developing Stormwater construction projects is shifting to better address the needs of an aging storm drainage system. This approach prioritizes repairs, rehabilitation, and maintenance by allowing a reduced level of service design standard where capacity and performance permit, rather than automatically replacing infrastructure to meet new development standards. Project decisions are guided by consideration for public safety and cost-benefit analysis using objective ranking criteria.

The proposed revisions of the policy will also shift focus of the stormwater program from reacting to private drainage complaints to proactively investing in appropriately prioritized public infrastructure. Key revisions to the policy are highlighted below:


- Removes redundant text and sections that are covered in other City documents to make this policy more concise;
- Clarifies criteria for City participation assistance on private property;

- Allows for flexible Level of Service designs storm where capacity and performance permit;
- Redefines project priorities categories;
- Creates a new, stand-alone policy for privately owned pond.

RECOMMENDATION

Staff recommends approval of the revised *Stormwater Drainage Assistance Policy* and the new stand-alone *Drainage Assistance for Privately Owned Ponds*. If the Public Enterprise Committee is in agreement, the item will be placed on the consent agenda for consideration by City Council at the next meeting on February 10, 2026.

Attachments: 2011 Stormwater Drainage Policy with 2026 tracked changes
 2026 Stormwater Drainage Assistance Policy (with changes accepted)
 2026 Drainage Assistance for Privately Owned Ponds

	Policy: Storm Drainage <u>Assistance</u>	Effective Date: November 3, 1998
		Revision Effective Date: Dec. 6 <u>Feb. 10, 2026</u>
	Policy Number: ED-02	Page 1 of 7
	<u>Bobby G. Kilgore</u> <u>Robert Burns</u> , Mayor	<u>Engineering</u> Responsible Part

STORM DRAINAGE ASSISTANCE POLICY

GENERAL PURPOSE

~~The City’s Stormwater Division’s mission includes conveying stormwater through well-maintained drainage systems. The intended purpose of this policy is to provide general guidelines for storm drainage systems improvements, define the City of Monroe’s maintenance and operational roles and limits, and prioritize capital and operational needs to ensure public safety and long-term system sustainability. and procedures for improvements of storm drainage systems within the City of Monroe’s jurisdiction. Additionally, the City seeks to define its responsibilities and limitations in relation to the maintenance and operation of storm drainage systems.~~

INTRODUCTION

~~The City of Monroe is responsible for all maintenance of storm drainage systems within city-maintained rights-of-way and city-maintained storm drainage easements. All other storm drainage systems are the responsibility of private property owners, North Carolina Department of Transportation, or the CSX Railroad. its legal right-of-way. The City, however, does not have the authority to mandate storm drainage controls on private property beyond State and Federal laws.~~

~~The City may participate in the replacement or improvement of storm drainage systems outside of the City’s responsibility in order to protect the traveling public or to benefit the City Storm Drainage System.~~

~~The ongoing policy of the City of Monroe is to endorse sound stormwater management practices and encourage responsible development. Stormwater management involves slowing, detaining, and/or controlling the amount and flow rate of runoff from “major” storm events ranging from a 2 to 25-year statistical storm frequency (i. e. storms that correspond to 50-, 10- and 4% chance of an event in any given year, respectively). In general, a properly functioning system transmits stormwater downstream in a reasonable time, in a safe manner, and with no permanent property damage; all with respect to the nature of the storm event. The City of Monroe further acknowledges that yard flooding is a necessary part of storm drainage events. The City of Monroe recognizes the fact that all stormwater control structures are subject to their own operating parameters, but should function in such a manner to achieve required stormwater quantity and/or quality standards.~~

~~The City of Monroe generally seeks to improve drainage systems/ways only when there are existing unsafe conditions, recurring erosion, or property damage, as determined by the Engineering Director in accordance with this Policy. Where possible, the City will strive to maintain the system so as to address both roadway and offsite drainage as well as water quality. Property owners are, at all times, expected to maintain the system for which they are a part. The City, to the extent reasonable and practical, will provide assistance for drainage improvements on private property that~~

~~receive runoff from a publicly maintained street right-of-way and are deemed necessary by the Engineering Director.~~

~~NEW CONSTRUCTION~~

~~All construction activity must take into account the drainage across the entire site and the effects of land disturbance to adjacent and downstream properties. Current City standards and design practices as outlined in the City of Monroe Standard Specifications and Detail Manual require drainage structures on collector type systems to safely pass a 10-year design storm, with major street crossings able to pass a 25-year storm. All engineering calculations should be based on full upstream build-out (from zoning requirements), commonly accepted design methods (ideally, those for which the engineer is most experienced), and has any necessary supporting material to enable the City to properly review and approve, as required. In accordance with the Stormwater Management Ordinance, the engineer or landscape architect of record shall provide a certification that the development or redevelopment will not cause increased off-site flooding, drainage, or erosion problems.~~

~~POST-CONSTRUCTION~~

~~The purpose of the Stormwater Management Ordinance, Chapter 159 of the City of Monroe Code of Ordinance, is to protect, maintain and enhance the public health, safety, environment and general welfare by establishing minimum requirements and procedures to control the adverse effects of increased post-construction stormwater runoff and non-point source pollution associated with new development and redevelopment. It has been determined that proper management of construction-related and post-construction stormwater runoff will minimize damage to public and private property and infrastructure, safeguard the public health, safety, and general welfare, and protect water and aquatic resources. Outlet protection from land disturbance leaving the site shall meet the requirement of Chapter 158, Section 8 Stormwater Outlet Protection of the Erosion and Sedimentation Control Ordinance.~~

~~After construction, proper operation and maintenance of stormwater structures/features are important in controlling stormwater drainage. The City of Monroe Stormwater Management Ordinance requires that annual inspections and reports are completed to ensure that stormwater facilities are properly functioning. The City also requires that the owner or owners repair and if necessary, reconstruct the stormwater structure if it is not properly working. Storm drainage systems in any new subdivision outside of the street right-of-way accepted for municipal maintenance shall be the sole responsibility of the property owner or homeowners' associations, as the case may be.~~

~~EXISTING STORM DRAINAGE SYSTEMS~~

~~The City of Monroe will take any action reasonably necessary to mitigate the effects of storm drainage within the municipally maintained street right-of-way onto adjacent property. All storm drainage structures shall prevent erosion and property damage to the degree that the Engineering Director deems appropriate to the conditions. Whenever necessary, the City will seek to make repairs, improvements, and/or perform maintenance on public right-of-ways under its authority to ensure that drainage pathways are free of obstructions and can properly convey stormwater runoff.~~

~~The North Carolina Department of Transportation is responsible for maintenance of drainage facilities within their maintained right-of-ways.~~

~~The property owner shall be responsible for maintenance, repair, and/or replacement of the storm drainage system outside the public City or State maintained street right-of-way. The City may participate in the replacement or improvement of storm drainage systems/ways outside of the public City or State maintained street right-of-way, subject to the Criteria for City Participation on Private Property and to the extent that funds and resources are available.~~

DRAINAGE ASSISTANCE POLICY

~~The Drainage Assistance Policy may be provided to owners of stormwater drainage systems outside of the City's responsibility, subject to the Criteria for City Participation on Private Property and to the extent that funds and resources are available. Stormwater Engineering staff will assess determine program eligibility, categorize qualifying drainage conditions, and prioritize storm drainage operations, maintenance, and improvements based on the guidance below. The Drainage Assistance Policy shall be provided to help property owners within the corporate limits resolve ponding, erosion, safety, and/or qualifying maintenance issues. For storm drainage improvements outside of public City or State maintained street right-of-way that are deemed necessary and meet the City's criteria, the City of Monroe may provide assistance at no cost to the property owner(s). However, the City will only be responsible for the expenses associated with the installation of storm drainage structures and/or systems with day-to-day maintenance being the responsibility of the property owner. The Drainage Assistance Policy is as follows:~~

~~The City of Monroe offers citizen's assistance with drainage improvements on private property when public waters are involved and meeting criteria for the City participation by furnishing all labor and City owned equipment at no cost to the property owner. The City will also incur the cost of materials for improvements that have been determined necessary and impact the public drainage system. Property owners requesting upgrades beyond the improvements the City has determined is minimally required must cover the cost difference including but not limited to labor, equipment and material cost.~~

~~The City may also assist with driveway pipe replacement for residential properties by providing the necessary labor and equipment. The property owner shall be responsible for the cost of materials and any additional expenses associated with this work. The City shall not provide the labor, equipment or materials for work required as a result of decorative headwall installation or repair.~~

~~The property owner(s) involved must also donate the necessary easements. The property owner(s) will be responsibility for:~~

- ~~◆ Relocation of any building, shed, fence or other structure;~~
- ~~◆ Locating as well as relocating any irrigation system if required that will be impacted by the proposed drainage improvements; and~~
- ~~◆ Removal of any tree(s) as well as associated debris removal prior to City Stormwater Maintenance crew mobilizing to perform the proposed drainage improvements.~~

~~This policy shall apply to existing developed properties only. No proposed or under construction commercial or residential developments are included. Yard improvements that are considered landscaping in natural, including French drain installation, and other minor flow improvements are not covered by the Policy on Stormwater Drainage.~~

CRITERIA FOR CITY PARTICIPATION ON PRIVATE PROPERTY

To be eligible for assistance, the following requirements must all be met:

- The drainage condition must be caused by stormwater runoff from a City-maintained street (during a storm event equal to or less than the design storm event).
- The drainage condition must be part of the City Stormwater Drainage System or addressing the drainage condition must hydraulically or structurally benefit the City Stormwater Drainage System.
- The drainage condition must meet one of the following:
 - Failing stormwater drainage system (indicators include, but are not limited to: visible holes/cavities, active erosion, active settlement), excluding on a channel,
 - Flooding (must fail the desired level of service described in the City's "Level of Service Design Guidance" document.
 - Active erosion along a natural or engineered channel that is within the Qualifying Zone of Influence (see Figure 2) of a roadway, sidewalk, Principal Structure, Accessory Structure, or Primary Driveway, or
 - 25% or more silt or permanent blockage of a catch basin or pipe.

If the drainage concern meets the minimum requirements, it is evaluated on its risk to the traveling public. Factors considered within the evaluation include maintenance responsibility, condition, capacity, and performance of the stormwater drainage system. City staff uses evaluation results of the drainage conditions to identify and prioritize future storm drainage improvements. The City reserves the right to reevaluate and review drainage assistance projects at any time.

~~The City of Monroe may address drainage problems on private property under certain circumstances. The criteria for City participation of drainage improvements outside the maintained public street right-of-way are outlined as follows:~~

- ◆ ~~The drainage system on private property must convey runoff from a publicly maintained street right-of-way or publicly owned property and be in need of repair/replacement and/or upgrade;~~
- ◆ ~~For newly constructed houses, the owner must have received a certificate of occupancy at least two years before requesting assistance;~~
- ◆ ~~The Engineering Department determines that the drainage problem causes flooding in the dwelling or otherwise threatens the structural integrity of the dwelling; causes severe erosion of the drainage way; threatens to deny access to property that would be otherwise accessible; impedes the flow of water due to fallen brush and vegetative debris or involves the repair/improvement of existing storm drainage conveyance systems;~~

- ◆ ~~All work must be performed by City of Monroe personnel or a contractor of the City. The City will not furnish materials to the property owner for installation by his/her contractor;~~
- ◆ ~~All affected property owners must sign a petition form prescribed by the City outlining the work to be performed and giving permission to enter their property for that purpose;~~
- ◆ ~~All such property owners shall agree to hold the City and its agents or employees harmless from any and all liability of any nature for personal injury, property damage, or any other form of damage arising from the work performed on the owner's property;~~
- ◆ ~~The property owner(s) must grant the City, where necessary, an easement to provide maintenance to the drainage system.~~

STORMWATER REPAIR OBJECTIVES:

~~The City of Monroe Engineering Department objective is to provide a storm drainage system that is safe, clean, and cost-effective. To accomplish that goal the Engineering Department will:~~

- ◆ ~~Remove fallen trees and large debris from creeks when those obstructions create a qualifying drainage problem;~~
- ◆ ~~Clean storm drain pipes, catch basins and culverts;~~
- ◆ ~~Repair, replace and/or upgrade broken storm drainage pipes;~~
- ◆ ~~Control severe creek bank erosion when necessary to protect water quality and adjacent properties;~~
- ◆ ~~Repair sinkholes that occur over the drainage pipe system.~~

~~Drainage or flooding problems that typically do not qualify for assistance from the City include:~~

- ◆ ~~Yard flooding;~~
- ◆ ~~Drainage problem caused by landscaping or yard grading;~~
- ◆ ~~Standing water or flooded area due to underground spring(s), wetlands or groundwater conditions;~~
- ◆ ~~Standing water in drainage ditch/channel due to ineffective grades;~~
- ◆ ~~Roof/gutter drainage system problems;~~
- ◆ ~~Runoff from adjacent properties;~~
- ◆ ~~Vacant properties;~~
- ◆ ~~Clean up of sticks, leaves or other debris left on private property after a heavy rain or flooding event;~~

~~Repair or replacement of private property that is damaged by stormwater runoff or flooding (ex. air conditioner, heating units, fences, walls, garden, lawns, shrubs, dog house):~~

- ◆ ~~Mowing of storm drainage easement(s) on private property;~~
- ◆ ~~Clearing of incidental debris from creeks and drainage ditches such as trash, leaves, grass clipping or small tree branches. The property owner is expected at all times to maintain the drainage system for which they are a part;~~
- ◆ ~~Clear cutting of vegetation along creek banks as part of routine maintenance;~~
- ◆ ~~Flooding of structure(s) located in regulated floodplain as indicated on the latest FEMA maps;~~

- ◆ ~~Maintenance and/or repairs of stormwater Best Management Practices (BMPs) installed to meet water quantity and/or water quality requirements for planned development;~~
- ◆ ~~Maintenance and/or repair of pipe spillway system serving decorative pond(s); and~~
- ◆ ~~Re-seed a storm drainage project work area after site has been stabilized.~~

PROJECT PRIORITY CATEGORIES:

The City shall prioritize eligible drainage based on the risk and extent of work required.

Critical Projects:

Critical projects require repairs to the City Stormwater Drainage System located within the City streets, right-of-way and acquired easements. Resources are assigned as available to design and construct these projects as soon as practical due to elevated risk conditions. These projects address visible holes/cavities, erosion, and active settlement that create a hazard for the traveling public within:

- The back-of-curb, edge of pavement, or asphalt on a City-maintained street (see Figure 1),
or
- The City-maintained right-of-way or acquired easement that:
 - Compromises or is within the Qualifying Zone of Influence (See Figure 2) of a Principal Structure (foundation or integrity of the structure),
 - Results in the Primary Driveway being impassable (no alternative passage available),
 - Results in the sidewalk being impassable (no alternative passage available),
 - Compromises the embankment of a high hazard dam.

Major/Minor Projects:

Major and Minor Storm Drainage Improvement Projects (SDIPs) require repairs and/or improvements to the City Stormwater Drainage System to address eligible conditions. Major and Minor projects are identified and prioritized by City staff using asset risk scores. Minor SDIPs are typically less complex and smaller in scope and size than Major SDIPs.

Routine Maintenance and Operations:

Routine operations in the City-maintained right-of-way or acquired easement that meet eligibility requirements may include:

- Replacing missing stormwater drainage structure frames, grates, or covers
- Cleaning catch basin or pipe
- Re-grading of ditches
- Repairing or replacing of pipe
- Repairing or replacing stormwater drainage structures
- Removing debris from channels that could compromise the condition or function of a pipe system or could flood a city-maintained street or a structure.
- Incidental and minor repairs.

The City shall prioritize drainage improvements based on the potential for being a safety hazard or causing damage and the nature of the problem. Drainage concerns will be generally grouped into one of four categories.

First Priority Requests:

- ◆ ~~Flooding of living space, building workspace or nonresidential structures;~~
- ◆ ~~Prolonged street flooding;~~
- ◆ ~~Collapsed headwall or imminent danger of failure;~~
- ◆ ~~Structure failures of catch basins, drop inlets, manholes, and junction boxes;~~
- ◆ ~~Blowout or severe erosion that poses an imminent threat to permanent structures (within approximately 10 feet of a house or roadway);~~
- ◆ ~~Public safety hazard that poses an immediate danger (ex. missing grates/manhole covers); and~~
- ◆ ~~Storm drain failures at sidewalk and driveways.~~

Second Priority:

- ◆ ~~Blowouts or sinkholes away from any permanent structure (approximately 10 feet from house or roadway);~~
- ◆ ~~Structure failures of catch basins, drop inlets, manholes, and junction boxes that do not impact public safety;~~
- ◆ ~~Crawlspace flooding; and~~
- ◆ ~~Blockage of storm drain outfalls or buried inlet that are causing or could cause a qualifying problem and do not pose an immediate threat to public safety.~~

Third Priority:

- ◆ ~~Severe erosion away from permanent structures and not impacting public safety;~~
- ◆ ~~Excessive sediment build up at outlet of pipe or in flow line of ditch;~~
- ◆ ~~Excessive debris or trash impeding stormwater flow;~~
- ◆ ~~Localized flooding of yards, driveways, and accessory structures;~~
- ◆ ~~Minor structural cracking or leaning headwall; and~~
- ◆ ~~All other incidental repairs.~~

Not Eligible for Assistance (Does Not Qualify):

Assistance on private property is only considered where minimum eligibility requirements are met as defined above. DNQ conditions include, but are not limited to:

- Non-City Stormwater Drainage System conditions that do not impact the City Stormwater Drainage System
- Drainage conditions within NCDOT right-of-way
- Properties with a certificate of occupancy for two years or less
- Flooding or ponding water within FEMA-regulated floodplain
- Flooding that does not fail the desired level of service in Level of Service Design Guidance document
- Flooding of sheds smaller than 150 square feet
- Yard flooding, standing water, or ponding.
- Drainage issues caused by landscaping, clearing, or yard grading.
- Areas of wetness or ponding due to underground springs, wetlands, or groundwater seepage.
- Routine maintenance tasks (mowing grass, weed-eating, removing debris or litter in driveway pipes, swales, ditches, or channels).

- Erosion along a channel that does not compromise the structural integrity of a roadway, sidewalk, Principal Structure, Accessory Structure, or Primary Driveway.
- Erosion caused by sheet flow due to lack of established vegetation
- Mitigation/stream restoration projects completed by others
- Roof/gutter drainage systems; private pipe and inlet systems
- Nuisance wildlife issues (e.g., insects, snakes, beaver dams).
- Any ordinance required drainage facility or system that the property owner is required to maintain.
- Pipe and/or spillways for private ponds
- Bury pits /spoil areas
- Aesthetic improvements
- Proposed or under-construction commercial or residential developments.
- Vacant Properties (non-developed property).
- Localized flooding or ponding on undisturbed property caused by natural occurrences.
- Stormwater runoff that accumulates onto a property and/or flows from an adjacent private property is considered "private" stormwater runoff and does not qualify for City services.
- New construction or new development

Does Not Qualify:

- ◆ ~~Flooding of structure(s) located in regulated floodplain as indicated on the latest FEMA maps;~~
- ◆ ~~Ground water or seepage;~~
- ◆ ~~Yard flooding;~~
- ◆ ~~Localized flooding or ponding on undisturbed property caused by natural occurrence;~~
- ◆ ~~Drainage problem caused by landscaping;~~
- ◆ ~~Pipe spillway for private pond(s);~~
- ◆ ~~Roof drainage system problems; and~~
- ◆ ~~Nuisances (insects, snakes, etc.).~~

PRIVATELY OWNED PONDS/LAKES:

- ◆ ~~Maintenance of the dam, pipe spillway system and pond of privately owned wet ponds/lakes (including decorative ponds) is the responsibility of the private property owner(s);~~
- ◆ ~~Dam structures subject to the State Dam Safety Law are under the purview of the North Carolina Department of Environmental and Natural Resources; and~~
- ◆ ~~The control issues such as algae, mosquitoes, fish kills, and trash removal is not a public benefit that qualifies for maintenance or improvements through the stormwater maintenance program.~~

~~The following conditions as evaluated by the Engineering Director must be met in order to qualify for consideration of City funding for pond improvements:~~

- ◆ ~~The pond/lake must provide, or be able to provide, a significant flood control, pollution control, and/or safety benefit downstream of the structure, that represents cost avoidance to the City in construction and maintenance of drainage infrastructure;~~
- ◆ ~~The pond/lake is part of a larger, comprehensive watershed management plan or water quality plan;~~

- ~~◆ The pond/lake is not a regulatory requirement associated with planned development; and/or~~
- ~~◆ The pond/lake is not receiving a stormwater fee credit.~~

REQUEST FOR SERVICE

The City of Monroe Stormwater Engineering Department is responsible for investigating drainage concern/problems and responding to drainage questions from citizens and businesses. ~~Upon~~ After receiving a request to investigate a citizen's or business's request to resolve ~~investigate~~ a drainage ~~problem~~ concern, ~~the Engineering Department~~ Stormwater staff will perform a site inspection to determine the nature of the problem, ~~preliminary solution options, and properties involved.~~ If the drainage condition meets the minimum eligibility requirements for assistance, it is evaluated and classified based upon risk and the extent of work required based upon this Policy.

For qualifying drainage improvements, the property owner will be notified in writing of recommended best management practice options, potential drainage easement requirements, their associated costs (if applicable), and information regarding any neighboring properties that may be involved in project participation. The property owner will also be forwarded *the Private Property Agreement Form* which will serve as the contract for the proposed improvements.

Upon receipt of the Private Property Agreement Form(s) for a drainage improvement, the project will be placed in queue based upon its risk assessment score and assigned to Engineering staff for further evaluation. Project improvements will be completed based upon ranked priority and availability of funds. ~~and scheduled by the Street Division. First Priority requests will receive precedence over Second and Third Priority requests. To preclude environmental impacts and damage to properties, some projects may be delayed to allow for drier conditions within the project area.~~

CONTRACTUAL OBLIGATIONS

The *Private Property Agreement Form* stipulates the terms of each party's obligations. The scope of work outlined must be agreed to by the affected property owner(s) for policy participation by the City.

City Responsibilities:

- Provide materials, labor, equipment, and resources as needed to construct the drainage improvements to meet City standards for design and construction.
- Perform work by City personnel or an approved City contractor.
- Provide survey and mapping necessary for easement recordation with the Union County Register of Deeds.
- Obtain necessary permits.
- Restore site conditions after construction.

Property Owner Responsibilities:

- Sign Private Property Owner Agreement detailing the work to be performed and consenting to property access by City personnel.

- Grant the necessary permanent and temporary easements for the drainage improvements prior to disturbance of the property within the dedicated easement limits. Reference Municipal Code Section 58-12, City Unified Development Ordinance Section 7.5, and “Storm Drainage Easements” document for more information on drainage easements.
- Agree to hold the City and its agents harmless from any liability (personal injury, property damage, tree/shrub damage, etc.) arising from the work.
- Communicate and coordinate with neighbors to receive Private Property Agreement Forms, if applicable.
- Relocate or remove any impacted buildings, sheds, fences, trees, landscaping, debris, irrigation systems, or other structures out of the designated easement/work zone.

~~The City is responsible for insuring the improvement options offered provide adequate performance for the conditions, i.e., pipes are sized properly for existing and future conditions and downstream impacts are mitigated. The owner executes his part of the agreement by signing and dating the form, then submitting the material cost if required. If any costs are required for a project from the property owner(s), the City must receive these costs from all participating parties prior to beginning any work on the project. If the scope of work involves neighboring properties, the party requesting the improvements will be responsible for coordinating *Private Property Agreement Form* approvals with his neighbors before the City can participate. Depending upon the nature of the work required and its location, special permits may be required before work can commence. These permits will be obtained by the City and may affect the scheduling of the repairs.~~

~~The *Private Property Agreement Form* stipulates that the property owner is required to inform the neighboring owner(s) directly downstream of the proposed improvements. It also stipulates that the City will remain harmless from damage to trees and shrubbery affected in the course of work. Costs for initial restoration following construction are included in the scope. The property owner is expected to maintain the system as required in the future and the policy will not be offered again should lack of proper maintenance cause system deterioration~~

POLICY APPEALS PROCESS

~~Determinations by the Engineering Director may be appealed by the property owner(s) to the Environment and Water Resources Committee for additional review, if the request is found to be outside the provisions of the policy or the scope of work requested by the property owner(s) is deemed unreasonable by the Engineering Director. The complaining parties must formally submit their concerns in writing to the Engineering Director who will then be responsible for scheduling the complaint at the next available meeting of the Environment and Water Resources Committee.~~

DEFINITIONS

Accessory Structure – Structures that are customarily or typically subordinate to and serve a Principal Use or Principal Structure, is clearly subordinate in area, extent, or purpose to the Principal Use or Principal Structure served; and is located on the same lot as the Principal Use or Principal Structure. Examples of Accessory Structures may include, but are not limited to, detached garages, sheds that are 150 square feet or larger, furnace/boiler rooms, pump houses, attached decks, and in-ground swimming pools.

City Stormwater Drainage System – Portions of the stormwater drainage system (may include but are not limited to, pipes, channels, and culverts) described as the city’s responsibility in Monroe Code Sec. 58-12, Limitations of responsibility, as follows:

A) The city shall be responsible only for the portions of the stormwater drainage system which are in city-maintained street rights-of-way and permanent storm drainage easements conveyed to and accepted by the city in accordance with the terms of those easements. Repairs and improvements to the drainage system shall be in accordance with established standards, policies, and schedules.

B) The city’s acquisition of storm drainage easements and/or the construction or repair by the city of drainage facilities does not constitute a warranty against stormwater hazards, including, but not limited to, flooding, erosion, or standing water.

Non-City Stormwater Drainage System – Portions of any stormwater drainage system not otherwise described as the City’s under the Monroe City Code Sec. 58-12.

Primary Driveway – Access area to a property where no other access is available. This does not include area used solely for parking.

Principal Structure – Buildings or structures which support or propose to support the Principal Use of a lot. Principal Structures may include but are not limited to, houses, condominiums, townhomes, industrial, commercial and office buildings, and manufactured homes. Accessory Structures are not included in this definition.

Principal Use – The primary purpose or zoned function that a lot serves or is proposed to serve.

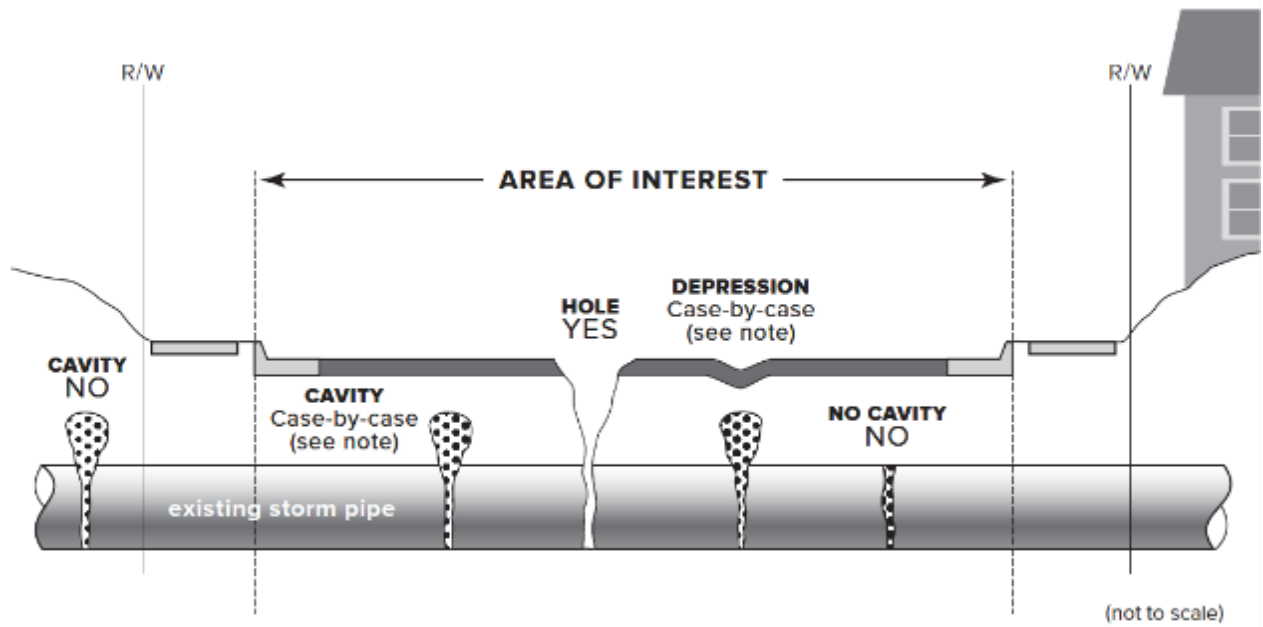
Private Property Agreement Form - Stipulates the terms of each party's obligations and serves as the Contract for the proposed drainage improvements.

Qualifying Zone of Influence – The area from the point of interest to the limits of potential failure (see Figure 2).

Routine Operations – Activity that restores the functionality of a drainage system or feature and returns the system to the original performance design intent. Routine Operations are limited to City Stormwater Drainage Systems located within a city-maintained right-of-way or city-maintained easement; no relocations, upsizing or adding of new systems; and no survey, easements, permits, or utility relocations needed (with the exception of water and sewer line adjustments and replacements).

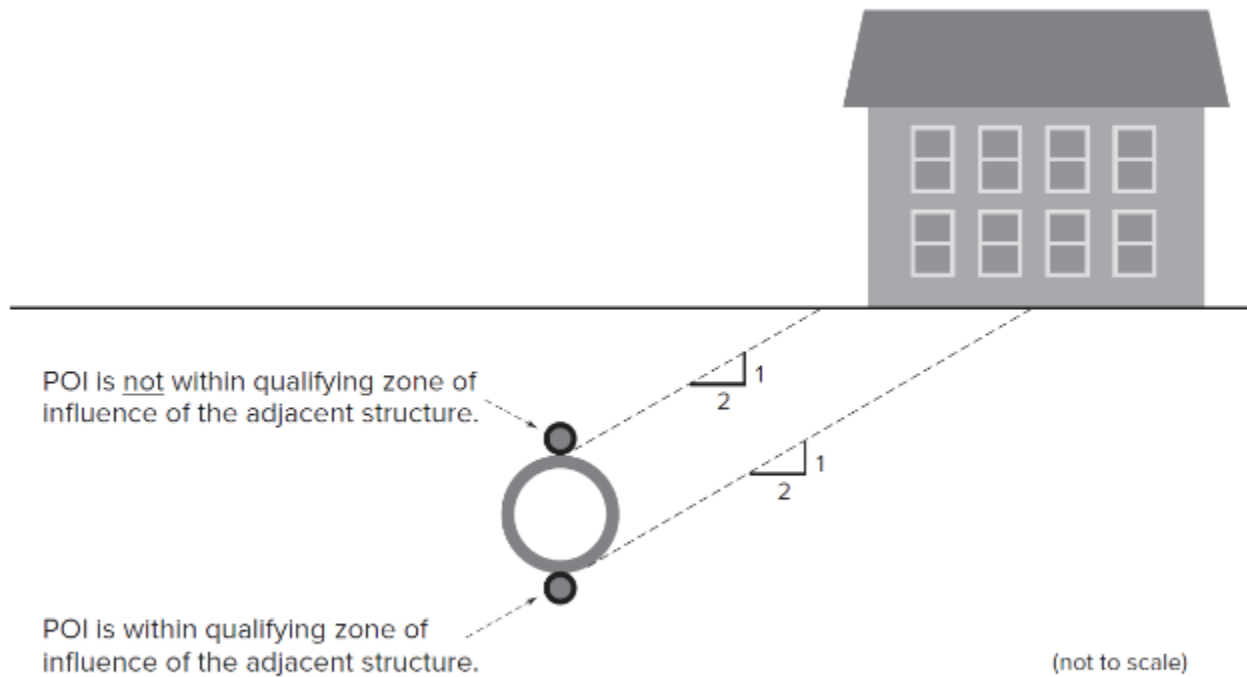
END OF SECTION

Figure 1: Critical Project Classification Conditions




Note: Cavities, holes and depressions that are created by a storm system failure within this area of interest and create a hazard for the traveling public is considered a **Critical Project**.

Figure 2: Qualifying Zone of Influence



Note: The Point of Interest (POI) should be selected based on the observed location of the drainage condition. The location of the pipe defect, the structure defect, or the bottom of the sinkhole could all be considered POIs depending on the situation. This figure does NOT determine the need for Foundation Protection during construction.

	Policy: Storm Drainage Assistance	Effective Date: November 3, 1998
		Revision Effective Date: Feb. 10, 2026
	Policy Number: ED-02	Page 1 of 7
	_____ Robert Burns, Mayor	_____ Engineering Responsible Part

STORM DRAINAGE ASSISTANCE POLICY

GENERAL PURPOSE

The City’s Stormwater Division’s mission includes conveying stormwater through well-maintained drainage systems. The intended purpose of this policy is to provide general guidelines for storm drainage systems improvements, define the City of Monroe’s maintenance and operational roles and limits, and prioritize capital and operational needs to ensure public safety and long-term system sustainability.

The City of Monroe is responsible for all maintenance of storm drainage systems within city-maintained rights-of-way and city-maintained storm drainage easements. All other storm drainage systems are the responsibility of private property owners, North Carolina Department of Transportation, or the CSX Railroad.

The City may participate in the replacement or improvement of storm drainage systems outside of the City’s responsibility in order to protect the traveling public or to benefit the City Storm Drainage System.

DRAINAGE ASSISTANCE POLICY

The Drainage Assistance Policy may be provided to owners of stormwater drainage systems outside of the City’s responsibility, subject to the Criteria for City Participation on Private Property and to the extent that funds and resources are available. Stormwater Engineering staff will assess determine program eligibility, categorize qualifying drainage conditions, and prioritize storm drainage operations, maintenance, and improvements based on the guidance below.

CRITERIA FOR CITY PARTICIPATION ON PRIVATE PROPERTY

To be eligible for assistance, the following requirements must all be met:

- The drainage condition must be caused by stormwater runoff from a City-maintained street (during a storm event equal to or less than the design storm event).
- The drainage condition must be part of the City Stormwater Drainage System or addressing the drainage condition must hydraulically or structurally benefit the City Stormwater Drainage System.
- The drainage condition must meet one of the following:
 - Failing stormwater drainage system (indicators include, but are not limited to: visible holes/cavities, active erosion, active settlement),
 - Flooding (must fail the desired level of service described in the City’s “Level of Service Design Guidance” document).

- Active erosion along a natural or engineered channel that is within the Qualifying Zone of Influence (see Figure 2) of a roadway, sidewalk, Principal Structure, Accessory Structure, or Primary Driveway, or
- 25% or more silt or permanent blockage of a catch basin or pipe.

If the drainage concern meets the minimum requirements, it is evaluated on its risk to the traveling public. Factors considered within the evaluation include maintenance responsibility, condition, capacity, and performance of the stormwater drainage system. City staff uses evaluation results of the drainage conditions to identify and prioritize future storm drainage improvements. The City reserves the right to reevaluate and review drainage assistance projects at any time.

PROJECT PRIORITY CATEGORIES:

The City shall prioritize eligible drainage based on the risk and extent of work required.

Critical Projects:

Critical projects require repairs to the City Stormwater Drainage System located within the City streets, right-of-way and acquired easements. Resources are assigned as available to design and construct these projects as soon as practical due to elevated risk conditions. These projects address visible holes/cavities, erosion, and active settlement that create a hazard for the traveling public within:

- The back-of-curb, edge of pavement or asphalt on a City-maintained street (see Figure 1), or
- The City-maintained right-of-way or acquired easement that:
 - Compromises or is within the Qualifying Zone of Influence (See Figure 2) of a Principal Structure (foundation or integrity of the structure),
 - Results in the Primary Driveway being impassable (no alternative passage available),
 - Results in the sidewalk being impassable (no alternative passage available),
 - Compromises the embankment of a high hazard dam.

Major/Minor Projects:

Major and Minor Storm Drainage Improvement Projects (SDIPs) require repairs and/or improvements to the City Stormwater Drainage System to address eligible conditions. Major and Minor projects are identified and prioritized by City staff using asset risk scores. Minor SDIPs are typically less complex and smaller in scope and size than Major SDIPs.

Routine Maintenance and Operations:

Routine operations in the City-maintained right-of-way or acquired easement that meet eligibility requirements may include:

- Replacing missing stormwater drainage structure frames, grates, or covers
- Cleaning catch basin or pipe
- Re-grading of ditches
- Repairing or replacing of pipe
- Repairing or replacing stormwater drainage structures

- Removing debris from channels that could compromise the condition or function of a pipe system or could flood a city-maintained street or a structure.
- Incidental and minor repairs.

Not Eligible for Assistance (Does Not Qualify):

Assistance on private property is only considered where minimum eligibility requirements are met as defined above. DNQ conditions include, but are not limited to:

- Non-City Stormwater Drainage System conditions that do not impact the City Stormwater Drainage System
- Drainage conditions within NCDOT right-of-way
- Properties with a certificate of occupancy for two years or less
- Flooding or ponding water within FEMA-regulated floodplain
- Flooding that does not fail the desired level of service in Level of Service Design Guidance document
- Flooding of sheds smaller than 150 square feet
- Yard flooding, standing water, or ponding.
- Drainage issues caused by landscaping, clearing, or yard grading.
- Areas of wetness or ponding due to underground springs, wetlands, or groundwater seepage.
- Routine maintenance tasks (mowing grass, weed-eating, removing debris or litter in driveway pipes, swales, ditches, or channels).
- Erosion along a channel that does not compromise the structural integrity of a roadway, sidewalk, Principal Structure, Accessory Structure, or Primary Driveway.
- Erosion caused by sheet flow due to lack of established vegetation
- Mitigation/stream restoration projects completed by others
- Roof/gutter drainage systems; private pipe and inlet systems
- Nuisance wildlife issues (e.g., insects, snakes, beaver dams).
- Any ordinance required drainage facility or system that the property owner is required to maintain.
- Pipe and/or spillways for private ponds
- Bury pits /spoil areas
- Aesthetic improvements
- Proposed or under-construction commercial or residential developments.
- Vacant Properties (non-developed property).
- Localized flooding or ponding on undisturbed property caused by natural occurrences.
- Stormwater runoff that accumulates onto a property and/or flows from an adjacent private property is considered "private" stormwater runoff and does not qualify for City services.
- New construction or new development

REQUEST FOR SERVICE

The City of Monroe Stormwater Engineering Department is responsible for investigating drainage concern/problems and responding to drainage questions from citizens and businesses. After receiving a request to investigate a drainage concern, Stormwater staff will perform a site inspection

to determine the nature of the problem. If the drainage condition meets the minimum eligibility requirements for assistance, it is evaluated and classified based upon risk and the extent of work required based upon this Policy.

For qualifying drainage improvements, the property owner will be notified in writing of recommended best management practice options, potential drainage easement requirements, and information regarding any neighboring properties that may be involved in project participation. The property owner will also be forwarded *the Private Property Agreement Form* which will serve as the contract for the proposed improvements.

Upon receipt of the Private Property Agreement Form(s) for a drainage improvement, the project will be placed in queue based upon its risk assessment score and assigned to Engineering staff for further evaluation. Project improvements will be completed based upon ranked priority and availability of funds.

CONTRACTUAL OBLIGATIONS

The *Private Property Agreement Form* stipulates the terms of each party's obligations. The scope of work outlined must be agreed to by the affected property owner(s) for policy participation by the City.

City Responsibilities:

- Provide materials, labor, equipment, and resources as needed to construct the drainage improvements to meet City standards for design and construction.
- Perform work by City personnel or an approved City contractor.
- Provide survey and mapping necessary for easement recordation with the Union County Register of Deeds.
- Obtain necessary permits.
- Restore site conditions after construction.

Property Owner Responsibilities:

- Sign Private Property Owner Agreement detailing the work to be performed and consenting to property access by City personnel.
- Grant the necessary permanent and temporary easements for the drainage improvements prior to disturbance of the property within the dedicated easement limits. Reference Municipal Code Section 58-12, City Unified Development Ordinance Section 7.5, and "Storm Drainage Easements" document for more information on drainage easements.
- Agree to hold the City and its agents harmless from any liability (personal injury, property damage, tree/shrub damage, etc.) arising from the work.
- Communicate and coordinate with neighbors to receive Private Property Agreement Forms, if applicable.
- Relocate or remove any impacted buildings, sheds, fences, trees, landscaping, debris, irrigation systems, or other structures out of the designated easement/work zone.

DEFINITIONS

Accessory Structure – Structures that are customarily or typically subordinate to and serve a Principal Use or Principal Structure, is clearly subordinate in area, extent, or purpose to the Principal Use or Principal Structure served; and is located on the same lot as the Principal Use or Principal Structure. Examples of Accessory Structures may include, but are not limited to, detached garages, sheds that are 150 square feet or larger, furnace/boiler rooms, pump houses, attached decks, and in-ground swimming pools.

City Stormwater Drainage System – Portions of the stormwater drainage system (may include but are not limited to, pipes, channels, and culverts) described as the city's responsibility in Monroe Code Sec. 58-12, Limitations of responsibility, as follows:

A) The city shall be responsible only for the portions of the stormwater drainage system which are in city-maintained street rights-of-way and permanent storm drainage easements conveyed to and accepted by the city in accordance with the terms of those easements. Repairs and improvements to the drainage system shall be in accordance with established standards, policies, and schedules.

B) The city's acquisition of storm drainage easements and/or the construction or repair by the city of drainage facilities does not constitute a warranty against stormwater hazards, including, but not limited to, flooding, erosion, or standing water.

Non-City Stormwater Drainage System – Portions of any stormwater drainage system not otherwise described as the City's under the Monroe City Code Sec. 58-12.

Primary Driveway – Access area to a property where no other access is available. This does not include area used solely for parking.

Principal Structure – Buildings or structures which support or propose to support the Principal Use of a lot. Principal Structures may include but are not limited to, houses, condominiums, townhomes, industrial, commercial and office buildings, and manufactured homes. Accessory Structures are not included in this definition.

Principal Use – The primary purpose or zoned function that a lot serves or is proposed to serve.

Private Property Agreement Form - Stipulates the terms of each party's obligations and serves as the Contract for the proposed drainage improvements.

Qualifying Zone of Influence – The area from the point of interest to the limits of potential failure (see Figure 2).

Routine Operations – Activity that restores the functionality of a drainage system or feature and returns the system to the original performance design intent. Routine Operations are limited to City Stormwater Drainage Systems located within a city-maintained right-of-way or city-maintained easement; no relocations, upsizing or adding of new systems; and no survey, easements, permits, or utility relocations needed (with the exception of water and sewer line adjustments and replacements).

Figure 1: Critical Project Classification Conditions

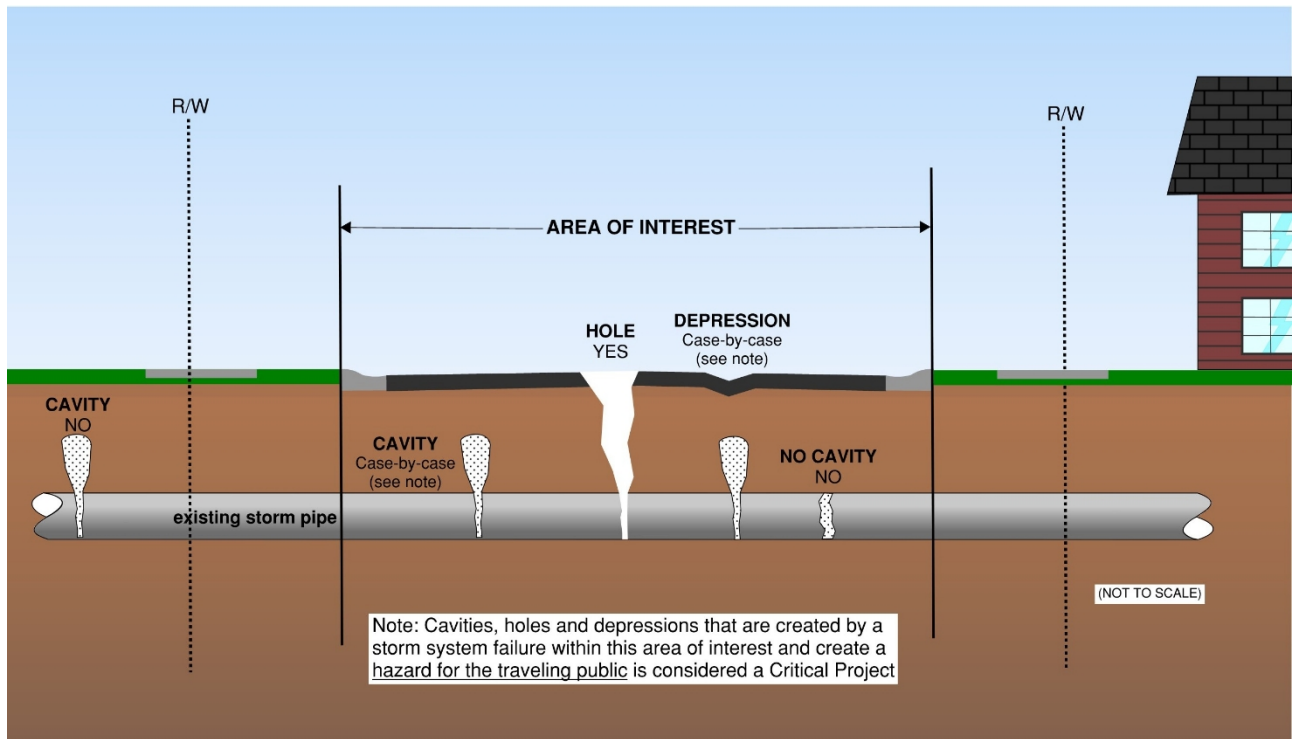
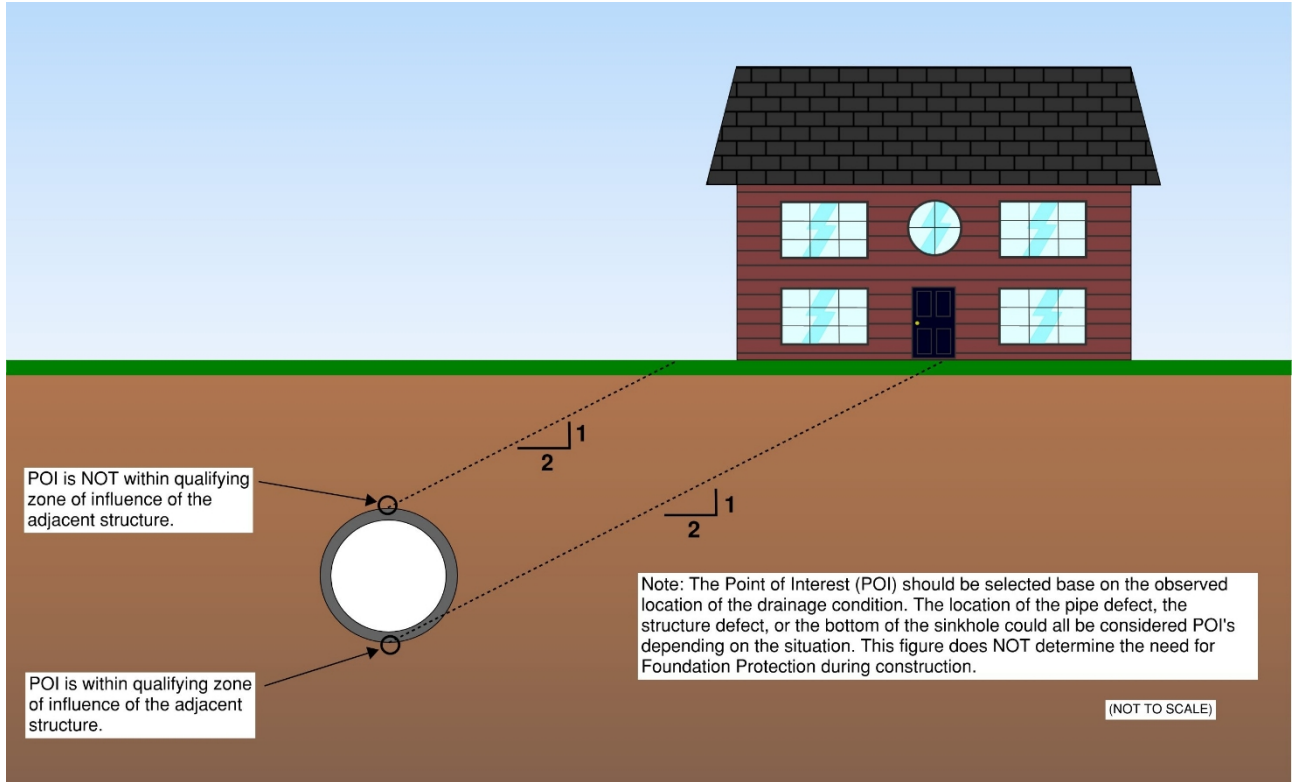



Figure 2: Qualifying Zone of Influence



	Policy: Drainage Assistance for Privately Owned Ponds	Effective Date: November 3, 1998
		Revision Effective Date: Feb. 10, 2026
	Policy Number: ED-08	Page 1 of 2
	<hr/> Robert Burns , Mayor	<u>Engineering</u> Responsible Part

DRAINAGE ASSISTANCE FOR PRIVATELY OWNED PONDS

GENERAL PURPOSE

The intended purpose of this policy is to outline when the City of Monroe may offer limited maintenance or operational assistance for privately owned ponds, subject to available resources and the Criteria for City Participation on Private Property listed below.

DRAINAGE ASSISTANCE POLICY

When stormwater from public right of way flows into a private pond (also refers to “lakes” in this policy), the property owner is solely responsible for the pond’s maintenance and operation. The City assumes no responsibility for private pond maintenance or related downstream impacts, regardless of the runoff source.

After investigating a request from a private pond owner for drainage assistance, Stormwater Engineering staff will determine program eligibility based on the guidance below.

CRITERIA FOR CITY PARTICIPATION ON PRIVATE PROPERTY

The following conditions as evaluated by the City Engineer must be met in order to qualify for consideration of City funding for pond improvements:

- The pond must provide, or have the potential to provide, a significant flood control, pollution control, or public safety benefit that represents cost avoidance to the City in construction and maintenance of drainage infrastructure;
- The pond is part of a larger, comprehensive watershed management plan or water quality plan;
- The pond is not a regulatory requirement associated with planned development; and/or
- The pond is not receiving a stormwater fee credit.

Water quality control issues such as algae, mosquitoes, fish kills, beavers, and trash removal are not a public benefit that qualifies for maintenance or improvements through the Drainage Assistance policy.

Policy No.: ED-xx	Policy Name: : Storm Drainage Assistance for Privately Owned Ponds	Page 2 of 3
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DAM STRUCTURES

Dam structures subject to the State Dam Safety Law are under the purview of the North Carolina Department of Environmental Quality.

REQUEST FOR SERVICE

The City of Monroe Stormwater Engineering Division is responsible for investigating drainage concerns from property owners. After receiving an assistance request for private pond improvements, Engineering staff will perform a site inspection to determine existing conditions and the nature of the request. If the pond condition meets the minimum eligibility requirements, it is evaluated and classified based upon risk and benefit to the City.

For qualifying improvements, the property owner will be notified in writing of recommended best management practice options. The property owner will also be forwarded the Private Property Agreement Form which will serve as the contract for the proposed improvements.

CONTRACTUAL OBLIGATIONS

The Private Property Agreement Form stipulates the terms of each party's obligations. The scope of work outlined must be agreed to by the affected property owner(s) for policy participation by the City.

City Responsibilities:

- Provide materials, labor, equipment, and resources as needed to construct the drainage improvements to meet current industry standards for design and construction.
- Perform work by City personnel or an approved City contractor.
- Provide Right of Entry documentation to affected owners
- Provide survey and mapping necessary for easement recordation.
- Manage necessary permits.
- Restore site conditions after construction.

Property Owner Responsibilities:

- Sign Private Property Owner Agreement detailing the work to be performed and consenting to property access by City personnel.
- Donate the necessary permanent and temporary easements for the drainage improvements. Dedicated easements shall be recorded with the Union County Register of Deeds.
- Agree to hold the City and its agents harmless from any liability (personal injury, property damage, tree/shrub damage, etc.) arising from the work.
- Provide payment for any upgrade costs to the City.
- Communicate and coordinate with neighbors
- Relocate any impacted buildings, sheds, fences, or other structures out of the designated easement/work zone.
- Remove trees, landscaping, and debris before City stormwater crews begin work.

Policy No.: ED-xx	Policy Name: : Storm Drainage Assistance for Privately Owned Ponds	Page 3 of 3
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POLICY APPEALS PROCESS

Determinations by the City Engineer may be appealed by the property owner(s) to the Public Enterprise Committee for additional review if (1) the drainage condition is found to be outside the provisions of the policy or (2) the scope of work requested by the property owner(s) is deemed unreasonable by the City Engineer. The complaining parties must formally submit their concerns in writing to the City Engineer who will then be responsible for scheduling the complaint at the next available meeting of the Public Enterprise Committee.



STAFF REPORT

TO: Public Enterprise Committee
VIA: Mark Watson, City Manager
DATE: February 3, 2026
FROM: Robert Miller, General Manager of Energy Services and Water Resources
PREPARED BY: Jason Jarrett, PE, Engineering Manager of Water Resources
SUBJECT: Outside City Water Service Request (Residential)

SUMMARY STATEMENT

Public Enterprise Committee (PEC) is requested to consider an outside city water service request as described below.

REVIEW

The Water Resources Department requests that the Public Enterprise Committee consider an outside city water service request as shown on the attached exhibit and as follows:

1. Timothy Ploshnik is requesting city water service for the below referenced parcel located at 1806 Willis Long Road.
 - a. PIN 08-303-016D (2.69 AC)

All outside city service requests require both City Council approval, and Union County Board of Commissioner (UCBC) approval pursuant to City Ordinances and the Water and Sewer Master Agreement with Union County. The UCBC approved this request at their January 12, 2026 meeting.

As a matter of policy, outside city water and sewer customers pay double tap fees and double monthly customer base charges on their city accounts.

RECOMMENDATION

It is the recommendation of Water Resources Staff that Public Enterprise Committee take the following action:

Water Resources staff recommends a motion to approve the request for outside city water service to the parcel located at 1806 Willis Long Road (PIN: 08-303-016D) and forward to City Council for consideration on the February 10th, 2026 consent agenda.

Attachment(s):

- Water Service Map

1806 Willis Long Rd. Location Map

