

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, February 5, 2026 - 4:15 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of January 8, 2026
2. Donation of Computer Equipment to New Covenant Community Development Center
3. Ordinance Amending Chapter IX Titled Clubhouse 1936 of Fiscal Year 2025-2026 Fee Schedule
4. Downtown Master Plan Update
5. Donation of Starting Blocks to Monroe Aquatics and Fitness Center
6. Parks and Recreation Facility Rental Regulations
7. Resolution to Dispose of 2005 Freightliner Dump Truck
8. Health Plan Recommendations for Fiscal Year 2026-2027
9. DOT/FAA IJJA Competitive Grant Project/Contract Tower Program Application
10. Update of Customer Service Policy
11. Request for Sidewalk Deviation at 1815 N Rocky River Road

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
January 8, 2026 - 4:00 PM

MINUTES

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

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Richard Long Jr., City Attorney; William Hunt, Assistant City Attorney; Lisa Strickland, Director of Finance; Ashley Ivey, Assistance Finance Director; Katrina Myers-Arnold, Accounting Manager; Lisa Kerner, Grant Administrator; Catherine Mullis, Permit Center Supervisor; Teresa Campo, Director of Economic Development; Lisa Stiwinter, Director of Planning and Development; Glenn LeGrande, Risk Manager; William Auret, Land Development Engineering Manager; Vitaliy Chepel, Civil Engineer I; Sarah McAllister, Director of Engineering; Bethany Hawver, Revenue Manager.

Visitor(s): Freddie Gordon, Citizen; Greene Deacon, Lawrence Associates; Clint Lawrence, Lawrence Associates; Allen Morrison, Citizen; Curley Trull, Citizen; Helen Morris, Citizen.

The General Services Committee met in the City Hall Conference Room at 4:00 p.m. on January 8, 2026. A quorum was present. Chairwoman Julie Thompson presided.

Committee Member Anderson arrived at 4:08pm.

Item 1. General Services Committee Meeting Minutes December 4, 2025.

The minutes from the December 4, 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 December 4, 2025.

Chairwoman Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 2. Update to Customer Service Policy to Address Penny Shortage.

Lisa Strickland, Finance Director, 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.

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.

General Services Committee is requested to recommend City Council approval of the revised Customer Service Policy FA-02.

Committee Member Anthony made a motion to approve the recommendation and move to Consent Agenda.

Chairwoman Thompson seconded the motion, which unanimously passed with the following votes:

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 3. Acceptance of SelectSites Readiness Program Grant Funds.

Lisa Kerner, Grant Administrator, presented that staff recommends that the General Services Committee approve the acceptance of \$1,341,205 from the SelectSites Readiness Program, Implementation Phase to be used for site development of the Monroe Expressway Commerce Park Project. Specifically, the funding will be used for water system upgrades (\$292,989) and site clearing (\$1,048,216). Funding was awarded on September 25, 2025 in response to an application submitted on September 3, 2025.

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 2025.

A Budget Ordinance is required to appropriate the \$1,341,205 in SelectSites grant funding to the Monroe Expressway Commerce Park Project.

The SelectSites Readiness Program, managed by the North Carolina Department of Commerce, amended its program guidelines, broadening eligible expenses from only due diligence costs 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 General Services Committee approved the application submission on August 7, 2025, and City Council approved the item as part of the consent agenda at its meeting on August 12, 2025.

Staff recommends the General Services Committee recommend City Council acceptance of the grant award of \$1,341,205 for the Monroe Expressway Commerce Park Project and recommend approval of a Budget Ordinance to appropriate the \$1,341,205 of SelectSites Readiness Program funds to for the Monroe Expressway Commerce Park Project.

Also, Staff recommends that the General Services Committee recommend that City Council authorize City Manager Mark Watson to sign and execute all documents related to the SelectSites grant in the amount of \$1,341,205 for the Monroe Expressway Commerce Park Project

Committee Member Anthony made a motion to accept the grant award and recommend that City Council authorize City Manager Mark Watson to sign and execute all documents related to the grant.

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. Acceptance of ElectriCities Downtown Revitalization Grant Funds.

Lisa Kerner, Grant Administrator, presented that staff recommends the General Services Committee approve the acceptance of \$10,000 in grant funds from ElectriCities. The funding is to be used for the renovation of the American Bank building and furnishings for the planned Downtown welcome center. There is no matching requirement for this grant. Total project costs are approximately \$255,000.

The ElectriCities Downtown Revitalization Grant program opened on September 15, 2025 and closed on September 30, 2025. Staff prepared and submitted an application for submission ahead of the deadline. The General Services Committee approved the application submission on October 2, 2025. City Council approved the application submission and subsequent grant funding at its meeting on October 14, 2025. ElectriCities announced Monroe as a recipient of the grant award on October 14, 2025.

The General Services Committee is requested to provide a favorable recommendation to City Council to approve the acceptance of \$10,000 in grant funding from ElectriCities, approve Budget Ordinance 2026-02, and approve adding this matter to the Consent Agenda for City Council approval on January 13, 2026.

Committee Member Anthony made a motion to accept the grant and approve this matter to the Consent Agenda for City 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 5. Request by Geetha Vallabhaneni and Srinivas Kollipara to Relocate Crook Cemetery Located on Secrest Shortcut Road.

Jeff Wells, Assistant City Manager, presented that the Crook Cemetery is located on Secrest Shortcut Road just north of US Highway 74. There is currently no address for the property. It is identified as Union County parcel # 09216076C and sits just northeast of the shopping center at the intersection of US 74 and Secrest Shortcut Road. The property is 5.5 acres.

The property owners wish to relocate the Crook Cemetery for future development and to provide better protection for the remains by relocating them to a cemetery with perpetual care. Suncrest Cemetery is the desired relocation. Per North Carolina General Statute 65-106, any person, firm, or corporation who owns land which an abandoned cemetery is located must get the consent of the governing body to relocate the remains.

Richard Grubb and Associates was hired by Geetha Vallabhaneni and Srinivas Kollipara to complete the historical investigation and relocate the graves as defined in the North Carolina General Statutes.

The cemetery dates back to 1889. The most recent known burial date is 1975. The estimated number of graves at the site is 24. The cemetery is located in the southwest quadrant of the property. The cemetery area is bounded by a metal chain. A large tree is located within the cemetery area. The cemetery site was assessed for a Local Historic Landmark Evaluation and was found to not meet any of the eligibility requirements.

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

descendants of persons interred in the cemetery. A legal advertisement ran for four successive weeks in the Enquirer-Journal: October 11, 18, 25 and November 1, 2025. Letters were sent to 133 descendants on November 3, 2025. To date, 10 responses have been received.

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

Richard Grubb and Associates will complete the disinterment/re-interment of the 24 estimated graves including:

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

The property owners will be responsible for all costs associated with disinterment and re-interment.

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

If the General Services Committee recommends approval, the request will be placed on the January 13th 2026 City Council Regular Meeting Consent Agenda for action.

Committee Member Anthony made a motion to approve the request and add it to the Consent Agenda for consideration.

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. Request for Sidewalk Deviation at 1815 N Rocky River Road.

Will Auret, Land Development Engineering Manager, presented that General Services Committee is requested to consider a request from Robert E. Moore, Architect, for a deviation from the sidewalk requirements along 1815 N Rocky River Road. The requirements consist of an eight-foot-wide sidewalk along frontage of 1815 N Rocky River Road associated with the proposed addition at 1815 N Rocky River Road.

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 Robert E. Moore, Architect requesting a deviation from the sidewalk requirements along 1815 N Rocky River Road. Reasons for the deviation request cite lack of connectivity to existing sidewalks, excessive grading requirements, interference with drainage patterns, and relocation of some utilities. The proposed site development consists of a 1,116 SF office/warehouse addition.

As proposed, the site addition requires approximately 230 linear feet of eight-foot-wide sidewalk along 1815 N Rocky River Road. 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 Robert E. Moore, Architect requesting the deviation is attached along with the site plan for 1815 N Rocky River Road.

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 1815 N Rocky River Road for the proposed project. Engineering staff will be available for discussion.

Will Auret added that there is a 5-mile stretch along Rocky River Road, starting at the one-road bypass and going all the way to Weddington Road, which is roughly 5 miles that currently has no sidewalk. Only a 230-foot segment is being addressed at this time, with the long-term intent that sidewalks will gradually connect the full stretch as future development.

It has been discussing the complexity of adding the sidewalk, including utilities and alignment challenges. It was mentioned the cost implications and that they didn't have exact figures on hand but could follow up.

Committee Member Anthony made a motion to not consider the request for a deviation.

Chairwoman added a friendly amendment to postpone the decision until the next meeting so they could gather details like expense costs and more information.

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. Budget Amendment and Budget Ordinance for Budgetary Compliance for Fiscal Year 2026.

Lisa Strickland, Finance Director, presented that the budget technical changes and adjustments are proposed to FY 2025-26 Budget to maintain budgetary compliance. All adjustments are outlined below. Budget Amendment for various items as follows:

1. Adjust the financial plan for the Property/Casualty fund to increase the budget for settlements totaling \$122,750. An adjustment is also needed for replacement of a damaged pool dehumidifier and for vehicle replacements for vehicles that were declared a total loss. The total insurance proceeds for the replacement police cars, replacement Water Resources half ton truck, small pickup for the Grounds Maintenance Division and pool dehumidifier was \$331,404.

2. A technical adjustment to the original budget ordinance is necessary for software licensing for the operating program for the Aquatics and Fitness Center Fund. An increase of \$23,750 to their operating expense is necessary.

3. Technical adjustment to the payment schedule for internal borrowings from the Electric Fund for fiscal year 2026.

4. Technical adjustment to the original budget ordinance to increase contract fees for refuse collection by \$155,000. Part of these fees are covered by revenue and part are covered by the Solid Waste Fund Balance.

5. Budget Amendment to appropriate donations for property appraisal (\$600) and park improvements (\$234) from James Kerr.

6. Write off Monroe Housing Authority loan in the amount of \$15,877.96 from 4/7/1981. Promissory note was dated 5/29/1990 to Ammie Rivers at 501 Brown St. Write off Monroe Housing Authority loan in the amount of \$2,190.29 from 12/2/1993. The promissory note was dated 12/2/1993 to Mary Massey at 607 John St. The liens are no longer collectible. These two loans are the only loans remaining from the housing program with the Housing Authority back in the 90's. Staff will be closing this fund and the remaining funds totaling \$38,493.79 will be credited to the City's General Fund.

A Budget Ordinance is needed for the following item:

1. Budget Ordinance to close out the following projects:

- MP2202 Pinedell Ave Culvert Replacement \$520,000
- MP2101 Morgan-Windsor Alley (\$2,777)
- MP2501 Downtown Furniture \$231

and transfer the net amount totaling \$517,454 to the General Fund unassigned fund balance.

Staff recommends approval of the attached budget amendment and budget ordinance containing various budget adjustments for Fiscal Year 2025-26.

Committee Member Anderson made a motion to approve the attached budget amendment and budget ordinance containing various budget adjustments for Fiscal Year 2025-26.

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

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

NAYS: None

Item 8. Special Event Permit for Dr. Martin Luther King Jr. Parade.

Catherine Mullis, Permit and Development Administrator, presented that the General Services Committee is requested to consider a special event permit for an event to be held in Downtown Monroe. The annual Dr. Martin Luther King Jr. Parade will be held on January 18 2026 from 3:00 pm – 5:00 pm.

The applicant, Curley Trull with the Dr. Martin Luther King Jr Committee, Inc. is requesting a special event permit to hold an event in Downtown Monroe on January 18, 2026.

The annual Dr. Martin Luther King Jr. Parade is planned to be held on Sunday, January 18, 2026 in Downtown Monroe from 3:00 pm – 5:00 pm. The parade route will be closed from 1:00 pm –5:00 pm. The applicant is estimating over 100 people will attend the event. The event will include floats and trailers, school bands, and sports groups. The businesses that will be open during the event have all signed in favor of the event.

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 Anthony made a motion to approve the special event permit and send it 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 9. Approval of Insurance Renewals for Workers Compensation and Airport Operations Liability.

Glenn LeGrande, Risk Manager, presented that staff submits to the General Services 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.

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" Hangar- keepers 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.

Staff request a favorable recommendation to City Council 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.

Committee Member Anderson made a motion to approve the recommendation and authorize the City Manager to execute the necessary documents.

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.

Mark Watson shared an observation from a recent meeting with two residents who live near the lake and its dam, which is currently undergoing repairs. They reported seeing up to 12 bald eagles feeding daily in the shallow waters of the lake. The eagles have been observed catching fish and eating along the shoreline, which the speaker noted is a remarkable and fortunate sign of a healthy wildlife population. Mark Watson suggested that Jason Puckett, the Communication Supervisor, and his staff might be interested in visiting the site and take some pictures of this activity.

There being no further business the meeting adjourned at 4:55p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services
VIA: Mark Watson, City Manager
DATE: February 5, 2026
FROM: Lisa Hollowell, Assistant City Manager
PREPARED BY: Lisa Hollowell, Assistant City Manager
SUBJECT: Donation of Computer Equipment

SUMMARY STATEMENT

The City of Monroe replaces employee computer equipment on a regular cycle and anticipates replacing desktops and laptops in 2026. City staff is requesting Council approval to donate 25 surplus desktop and/or laptop computers to the New Covenant Community Development Center (NCCDC), a 501(c)(3) nonprofit organization.

REVIEW

The City of Monroe regularly replaces desktop and laptop computers as part of its ongoing technology refresh cycle. This equipment is typically processed and sold on Gov Deals or disposed of if at the end of its useful life. Surplus computer equipment generally fetches an average of less than \$75 per computer. City staff is requesting City Council approval to donate 25 surplus desktop and/or laptop computers and all accessories to the New Covenant Community Development Center. The type of devices will be determined based upon replacement and condition at the time of replacement. All equipment will be provided at no cost to New Covenant Community Development Center. This donation supports local educational and community initiatives while allowing the City to responsibly repurpose surplus technology that is no longer needed for municipal operations. This donation has an estimate value of less than \$2,000.

North Carolina General Statute 160A-280 allows Cities to donate surplus equipment to a nonprofit organization with the approval of a Resolution. A Resolution is attached for Council consideration. Per the statute, a public notice will be published on the City’s website and outside bulletin board no less than 5 days prior to the February 10, 2026 council meeting.

RECOMMENDATION

City staff requests City Council approval Resolution 2026-05 to donate 25 surplus desktop and laptop computers to the New Covenant Community Development Center in 2026, with an estimated value of less than \$2,000.

Attachment: Resolution R-2026-05
Formal Request from NCCDC

**RESOLUTION AUTHORIZING DONATION OF
COMPUTERS AND ACCESSORIES TO
NEW COVENANT COMMUNITY DEVELOPMENT CENTER
R-2026-05**

WHEREAS, the City replaces computer equipment on a regular cycle and anticipates replacing desktops and laptops in the current year; and

WHEREAS, a non-profit organization has requested a donation of 25 surplus computers and accessories to be used for academic enrichment and instructional activities.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and donates used computer equipment and accessories pursuant to North Carolina General Statute §160A-280 valued at less than \$2,000 to New Covenant Community Development Center (NCCDC).

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to take any and all action necessary regarding the donation of said property to NCCDC.

Adopted this the 10th day of February, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



New Covenant Community Development Center

January 6, 2026

Dear Mark Watson and City of Monroe Leadership,

On behalf of the New Covenant Community Development Center (NCCDC), I would like to formally request the donation of 25 surplus desktop computers or laptop computers, including all necessary components (power cords, monitors where applicable, keyboards, and mice), that are no longer in active use by the City of Monroe.

NCCDC is a 501(c)(3) nonprofit organization dedicated to empowering youth through education, mentorship, and workforce readiness. We recently launched the NCCDC STEM Learning Center, where students from our community engage in hands-on learning experiences in science, technology, engineering, and mathematics. These computers would be used directly by students to support academic enrichment, coding, research, digital literacy, and other STEM-based instructional activities.

Access to reliable technology is critical to preparing students for success in today's digital economy. A donation of surplus equipment from the City of Monroe would have an immediate and meaningful impact on the students we serve, many of whom come from underserved backgrounds with limited access to technology at home.

NCCDC would be happy to coordinate pickup, complete any required documentation, and formally acknowledge the City of Monroe for its support. All donated equipment will be used solely for educational purposes within our STEM Learning Center.

Thank you for your continued commitment to the youth and families of Monroe. We appreciate your consideration of this request and welcome the opportunity to discuss it further.

Respectfully,

Osco E. Gardin, Jr.
NCCDC, Executive Director



STAFF REPORT

TO: General Services Committee

FROM: Pete Hovanec, Parks and Recreation Director

VIA: Mark Watson, City Manager

DATE: Feb. 5, 2026

PREPARED BY: Pete Hovanec, Parks and Recreation Director

SUBJECT: Fee Schedule Clubhouse 1936

SUMMARY STATEMENT

Clubhouse 1936, the indoor golf simulator facility at Monroe Country Club, is close to being ready to open for business. Construction is slated to be complete some time in mid to late February and hopefully staffing will be in place to begin simulator operations by mid-March.

REVIEW

Clubhouse 1936 will offer guests the opportunity to purchase time in one of five digital golf hitting bays. Each bay will be offered to reserve for an hour at a time with the option to purchase additional time if that bay is not reserved by another individual.

Staff has compared similar facilities in the region and has determined the following proposed fee schedule for use of the hitting bays:

Day	Time	1 hour fee	Extra 30 Min	Time	1 hour fee	Extra 30 Min
Tuesday	10 a.m. - 3 p.m.	\$40	\$20	3 p.m. - 9 p.m.	\$50	\$25
Wednesday	10 a.m. - 3 p.m.	\$40	\$20	3 p.m. - 9 p.m.	\$50	\$25
Thursday	10 a.m. - 3 p.m.	\$40	\$20	3 p.m. - 9 p.m.	\$50	\$25
Friday	10 a.m. - 3 p.m.	\$50	\$25	3 p.m. - 9 p.m.	\$60	\$30

Saturday	10 a.m. - 3 p.m.	\$50	\$25	3 p.m. - 9 p.m.	\$60	\$30
Sunday	10 a.m. - 3 p.m.	\$50	\$25	3 p.m. - 9 p.m.	\$60	\$30

Staff is also proposing the private rental cost of \$200 per hour with a minimum of three hours for a private rental. Additional hours over the three will be assessed a \$150 per hour fee.

	Three Hour Minimum Rental	Each Additional Hour
Three Hour Rental	\$600	\$150

Staff is also proposing \$10 per bay, per hour fee for the use of Clubhouse 1936 rental clubs.

RECOMMENDATION

Approve the proposed fee schedule for Clubhouse 1936 hourly, club rental, and private rental fees and send to City Council for approval.

**ORDINANCE TO AMEND
FISCAL YEAR 2025-2026 CITY OF MONROE FEES SCHEDULE
O-2026-03**

BE IT ORDAINED BY THE CITY OF MONROE COUNCIL THAT THE FISCAL YEAR 2025-2026 CITY OF MONROE FEE SCHEDULE IS HEREBY AMENDED AS FOLLOWS:

Section 1. Amend CHAPTER IX. MONROE COUNTRY CLUB to remove the current ARTICLE B. FACILITY RENTAL.

ARTICLE B. FACILITY RENTAL

	City Resident	Non-City Resident	Approved Non-Profit Rentals	Full Time City Employee Rate (Limit 1 Rental per Year)
Daily Rate	\$1,100	\$1500	50% discount off regular rate *	50% discount off regular rate**
Hourly Rate	\$140	\$165	NA	50% discount off regular rate**
Rental in conjunction with Golf Tournament:				
Mon.—Thurs.	\$350	\$350	NA	NA
Fri.—Sun.	\$500	\$500	NA	NA
China/Crystal/ Flatware	\$100	\$150		
Security Officer Fee†	\$35	\$35	\$35	\$35
Refundable Damage Deposit◆	½ Rental Fee	½ Rental Fee	½ Rental Fee	½ Rental Fee

*Approved Non-Profit rental rate not valid on Saturdays or during the month of December. Limited to one rental per year. All other rentals will be at regular pricing. Discount is only provided for Non-Profits located and operating in Union County.

**Employee discount not valid for Saturdays or during the month of December.

***Hourly rate limited to Monday—Thursday rentals.

†All rentals allowing alcohol must pay security officer fees.

◆ Damage deposits will be refunded in their entirety if all rental agreement rules and regulations are met.

Effective July 1, 2023.

Section 2. Amend CHAPTER IX. MONROE COUNTRY CLUB to add the new ARTICLE B. CLUBHOUSE 1936

ARTICLE B. CLUBHOUSE 1936

Hourly Rental

Day	Time	1 hour fee	Extra 30 Min	Time	1 hour fee	Extra 30 Min
Tuesday - Thursday	10 a.m. - 3 p.m.	\$40	\$20	3 p.m. - 9 p.m.	\$50	\$25
Friday - Sunday	10 a.m. - 3 p.m.	\$50	\$25	3 p.m. - 9 p.m.	\$60	\$30

Private Rental

	Three Hour Minimum Rental	Each Additional Hour
\$200 per Hour	\$600	\$150

**Additional fee of \$10 per bay, per hour for use of the Clubhouse 1936 rental clubs.

Effective March 1, 2026

Section 3. This Ordinance shall be effective March 1, 2026.

Adopted this 10th day of February, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
DATE: February 5, 2026
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Ashley Nowell, Downtown Director
SUBJECT: Downtown Master Plan Update

SUMMARY STATEMENT

Staff will provide the General Services Committee with an update on the status of Monroe’s Downtown Master Plan.

REVIEW

The Master Plan Steering Committee held its first meeting on Monday, December 8 with the Shook Kelley consulting team and city staff. The group reviewed the role of the steering committee, discussed master plan branding, and share initial public input concepts and communications.

Staff has scheduled the first public input workshop for Wednesday, February 18 from 4-7 p.m. at the Dowd Center Theatre. The City’s Communications Team has launched the [Master Plan webpage](#) and will use this page to communicate progress. Communications regarding the plan will go live on the City’s communication channels (Facebook, Instagram, website, email, etc.) in late-January along with an initial short survey. We will also plan to create posters, banners, and a-frame signs to share the plan.

RECOMMENDATION

This item is for discussion.



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks and Recreation Director
VIA: Mark Watson, City Manager
DATE: Feb. 5, 2026
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Donation of Starting Blocks to Monroe Aquatics and Fitness Center

SUMMARY STATEMENT

Monroe Aquatics and Fitness Center seeks to accept the donation of six starting blocks from Union Academy Charter School.

REVIEW

Monroe Aquatics and Fitness Center (MAFC) and Union Academy Charter School (UA) have a long-term partnership whereas MAFC serves as the home practice facility for the UA Swim Team. UA would like to donate six starting blocks to MAFC, enabling the center to host swim meets locally instead of requiring students to travel outside of the county. In return, MAFC will waive meet and practice fees for UA for a duration of five school years. The addition of starting blocks will also allow MAFC to generate additional revenue by hosting competition meets for other schools and organizations. This collaboration promises significant benefits for both MAFC and UA. A proposed Memorandum of Agreement, drafted by Terry Sholar, Senior Attorney, has been prepared, and both parties are in agreement with its terms.

RECOMMENDATION

The General Services Committee is requested to provide a favorable recommendation to City

Council to approve the acceptance of six starting blocks in accordance with the proposed agreement.

Attachments: Memorandum of Agreement
Quote for Blocks and Installation

MEMORANDUM OF AGREEMENT

THIS MEMORANDUM OF AGREEMENT (this “Agreement”) is made and entered into as of the _____ day of _____, 2026, by and between the **CITY OF MONROE** (“Monroe”), and **UNION ACADEMY CHARTER SCHOOL** (“UA”).

- A. WHEREAS, Monroe owns and operates the Monroe Aquatics and Fitness Center (MAFC) located at 2325 Hanover Drive, Monroe, North Carolina 28110 (the “Facility”); and
- B. WHEREAS, UA operates a charter school located within the City of Monroe which includes a swim program and swim team; and
- C. WHEREAS, UA desires to utilize the MAFC pool for the UA Swim Teams and host Swim Meets at the MAFC pool for a period of five (5) years; and
- D. WHEREAS, Monroe is willing to provide its pool facilities for use by the UA Swim Teams for the five year period upon the terms and conditions specified in this Agreement.

NOW, THEREFORE, for and in consideration of the promises, covenants and agreements contained herein, and for other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. Union Academy Charter School agrees to provide the following:

- a. UA agrees to acquire at its sole cost, deliver, install, and pay all applicable taxes directly to the supplying vendor for the purchase and installation of six starting blocks identified as Paddock EZ Set II – 304L – Dual Post, 4909, Powder Coating, Custom Logo Package.
- b. The Starting Blocks described above will be installed at the MAFC pool, and UA will work with the supply vendor and MAFC Aquatics Division Supervisor to establish an appropriate installation location, date, and time.
- c. Upon expiration or termination of this Agreement, the starting blocks shall remain the exclusive property of Monroe.
- d. UA will name MAFC as the official home of the UA Swim Teams
- e. Upon the expiration or termination of this agreement, UA will resume payment for practices and meet fees based on the schedule of fees established in the Monroe Fee Schedule.
- f. UA will secure the officials and is responsible for the payment of their wages.
- g. UA will secure and schedule the opposing teams, timers, and other volunteers as needed to operate the meet.
- h. UA is responsible for the collection and retention of spectator entry fees.
- i. UA will prepare and supply Swim Meet heat sheets along with any other programs or material provided to spectators.
- j. UA will ensure meets are limited to a maximum of 100 swimmers, including both home and opposing teams.
- k. Team members, staff, and spectators will adhere to MAFC Rules of Conduct at all times.

2. Monroe agrees to provide the following:

- a. Monroe agrees accept the donation of and allow the installation of the above described starting blocks at the sole expense of UA.
- b. UA High School and Middle School swim teams may practice at MAFC, with no charge, during the school year swim seasons of 2026/27, 2027/28, 2028/29, 2029/30, 2030/31 while this Agreement remains in effect.
- c. MAFC will provide up to three lap lanes during practice times. Practice times will be established and scheduled in advance at the beginning of each swim season between the Aquatics Division Supervisor and UA Swim Coach.
- d. During practice times, MAFC will provide UA ~~exclusive-the~~ use of three showers, dressing facility, and family locker room. Students are not allowed in the adult side of the locker rooms during normal facility operations and UA will be responsible for monitoring and supervision of activities within these facilities while in use by UA.
- e. MAFC will provide the use of the pool area and locker rooms for up to six (6) swim meets per school year with the following conditions:
 - i. Swim meets will be held on Friday evenings. The dates and times are to be scheduled in advance.
 - ii. Should a weeknight date, excluding Friday, be requested, the decision will rest with the sole discretion of the Aquatics Division Supervisor and Facility Superintendent, provided there are no conflicting events or programming at MAFC that would negatively impact membership.
 - iii. Meet nights may be used for middle or high school UA teams.
 - iv. UA will not be charged a fee as the home team during meets while this 5-year agreement remains in effect.
 - v. Opposing teams are responsible for paying \$100 per team, per meet to MAFC.
 - vi. Meet dates are not exclusive to UA, but UA will have first choice of dates. All other dates and any date passed on by UA may be booked by other schools/organizations.
 - vii. Warm-ups will start at 5:30pm, meets begin at 6:00pm.
 - viii. Water temperature will be decreased to at least 82°F for meets (temperature may fluctuate $\pm 1^\circ\text{F}$). Water temperature during practices will remain the standard temperature as normal MAFC operations of 84°F.
 - ix. MAFC will provide at least two lifeguards for all practices and meets.
 - x. MAFC will provide at least one front desk attendant to monitor facility entry excluding collection of entry fees.
 - xi. MAFC will provide at least one full-time employee to be on-site throughout the duration of the event.
 - xii. MAFC will provide use of a starter timing system.
 - xiii. MAFC will provide lap counters, stop watches, and clipboards for timers.
 - xiv. MAFC will set up one table and one chair for starting table and clerk of course for Swim Meets.
 - xv. MAFC will provide use of locker rooms, showers, and dressing areas for the duration of the meet for swimmers, but UA will be responsible for monitoring and supervision of Swim Meet participants' use such facilities.
 - xvi. MAFC will provide restrooms for spectators in the front lobby restrooms.
 - xvii. MAFC will provide a hospitality room for officials, but UA will be responsible for providing any refreshments or snacks for the hospitality room.
 - xviii. MAFC will provide spectator seating on benches of pool deck.
- f. MAFC reserves the right to increase meet fees during this 5-year agreement, if deemed necessary.

3. **Insurance.** Each party agrees to maintain adequate liability insurance covering the services provided by such party hereunder or to self-insure for the same. Each party shall require any independent contractors providing services hereunder to have adequate liability insurance coverage in effect.
4. **Waiver and Release.** To the maximum extent allowed by law, each Party Waives, Releases, and Discharges on behalf of itself, its employees, agents, and assigns the other Party, its officers, agents, employees, and assigns from any and all claims, losses, or cause of action including but not limited to personal injury or property damages, where caused by the negligence, misconduct, or intentional acts of the releasing Party.
5. **Indemnification.** To the maximum extent allowed by North Carolina law, UA agrees to defend, indemnify, and save harmless the City of Monroe, its agents, officers, and employees, from and against all charges, costs, expenses, or other liability that may arise in any manner from any claims, damages, or losses in connection with, or arising out of this Agreement except for claims, damages, or losses caused by the negligence of the City its agents, officers, or employees.
6. **E-Verify Requirement.** UA shall comply with the requirements of Article 2 of Chapter 64 of the General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the General Statutes.
7. **General Provisions.**
 - a. This Agreement contains the entire agreement and understanding of the parties relating to the matters referred to herein. Neither party may waive, modify, alter or amend anything in this Agreement, except by another written instrument signed by the parties. Each party has the authority to enter into this Agreement.
 - b. This Agreement shall not be assigned by either party without prior written consent of the other party.
 - c. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
 - d. Nothing contained in this Agreement shall be deemed or construed so as to in any way estop, limit, or impair Monroe from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.
 - e. This contract is intended for the benefit of the Monroe and UA and not any other person.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers effective the day and year first above written.

[SIGNATURES ON FOLLOWNG PAGE]

CITY OF MONROE:

By: _____
William Mark Watson, City Manager

Date: _____

UNION ACADEMY CHARTER SCHOOL:

By: _____
Name and Title

Date: _____



**PurAqua Products, Inc. DBA
Aqua Management Partners**
1880 Langston Street
Rock Hill SC 29730
United States

Quote

#QUO2179

01/08/2026

Bill To

Accounts Payable
City of Monroe
P.O. Box 69
Monroe NC 28111-0069
United States
Attn:

TOTAL

\$23,092.81

Expires: 04/08/2026

Expires	Exp. Close	Job	Shipping Method
04/08/2026	01/08/2026		

Quantity	Item	Rate	Amount
6	Paddock EZ Set II Starting Platform, 304L, Dual Post; 4909	\$2,639.00	\$15,834.00
6	Paddock Starting Platform Powder-Coating, Custom Logo Package; Complete (PER)	\$705.60	\$4,233.60
1	Installation and Labor (Standard) per Scope of Work	\$1,565.00	\$1,565.00

DESCRIPTION: Updated pricing for (QTY: 6) Paddock EZ Set II starting platforms, with 304 finish, and powder-coating and custom logo add-on, for address below.

Scope of Work includes installation and setting of new Paddock starting platforms, reusing existing dual post anchors*; thorough cleaning and coring of anchors prior to install; and haul-off of old platforms, if requested.

* In event no underlying bond wire present, continuity testing must be performed and additional bonding will need to be completed. Additional charge will apply.

FACILITY ADDRESS:

Monroe Aquatics & Fitness Center
2325 Hanover Drive
Monroe, NC 28110
ATTN: Sophia Williams

Subtotal	\$21,632.60
Shipping Cost	\$0.00
Tax Total (%)	\$1,460.21
Total	\$23,092.81

Customer Message:

Thank you for the opportunity to provide an estimate for parts or service; we look forward to working with you on your project!

Estimate subject to change in the event of pre-existing conditions or expedited deadline.

If tax exempt, please submit exemption certificate to contact@aquamanagementpartners.com.

Visa, Mastercard and Amercian Express accepted for an additional 3% processing fee.





STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks and Recreation Director
VIA: Mark Watson, City Manager
DATE: Feb. 5, 2026
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Parks and Recreation Facility Rental Regulations

SUMMARY STATEMENT

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

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

REVIEW

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

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

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

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

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

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

RECOMMENDATION

Staff requests the General Services recommendation for Council approval to modify the Community Center Use Application and Park Shelter Use Application and subsequent Facility Rental Regulations.

Attachments: Community Center Use Application
Park Shelter Use Application



Phil Bazemore
Active Adult Center

COMMUNITY CENTER USE APPLICATION

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

Type of Event _____ # Attending _____

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

Contact Person _____ City Resident ___ Non-City Resident ___

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

Name of Group/Event/Company _____

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

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

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

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

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

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

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

Today's Date _____ Signature _____

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

8/16/2023

FACILITY FEES AND REGULATIONS***

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

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

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

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

Facility Rental Regulations

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

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

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

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

Do any of the following items pertain to your request?

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

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

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



PARK SHELTER USE APPLICATION

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

Type of Event _____ # Attending _____

Park Shelter Requested (Circle one): **Belk Tonawanda Park** **Don Griffin Park** **Creft Park**
Sherrod Park (Old Armory) **Dickerson Park** **Sutton Park**

Contact Person _____ City Resident ___ Non-City Resident ___

Address _____ City/State _____ Zip _____

Email Address _____ Driver's License # _____

Home Phone _____ Cell Phone/Business Phone _____

Name of Group/Event/Company _____

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

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

Shelter \$ _____
 Community Center Shelter \$ _____
 Total Amount Paid \$ _____
 Total Amount Due \$ _____

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

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

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

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

Today's Date _____ Signature _____

ADMINISTRATIVE USE ONLY: Permit#: _____ Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____ Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____
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PARK SHELTER FEES AND REGULATIONS*

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Park Shelter	75	Daily (8 hours)	\$75.00	\$95.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

* Entire Park rentals are not available to the public. All rentals must be considered private events and are not available as events open to the public.

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

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

8/16/2023

- 13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
- 14. Use of alcohol and tobacco products are strictly prohibited.
- 15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
- 16. Reservations cannot be made outside of a year in advance.

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

Do any of the following items pertain to your request?

The use of amusement attractions including inflatables: YES NO

Large items of equipment, including rental equipment: YES NO

Fee associated with reservation?:* YES NO
 *(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

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



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 5, 2026

FROM: Lisa Strickland, Director of Finance

PREPARED BY: Monica Bulos, Purchasing Assistant

SUBJECT: Authorization to Dispose of (1) 2005 Freightliner Dump Truck

SUMMARY STATEMENT

Staff requests approval for disposal of surplus property (1) 2005 Freightliner Dump Truck located at Operations Center.

REVIEW

Staff is requesting City Council approval to authorize staff to dispose of the following piece 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:

- (1) 2005 Freightliner Dump truck 2218 C05043 VIN #1FVHC5CV95HU67803

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.

RECOMMENDATION

Staff requests a favorable recommendation from General Services Committee to City Council for the approval of the disposal of surplus property (1) 2005 Freightliner Dump Truck by approving Resolution R-2026-09.

Attachment(s): Resolution R-2026-09

RESOLUTION AUTHORIZING DISPOSAL BY AUCTION SALE
2005 Freightliner Dump Truck
R-2026-09

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

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

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

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

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

WHEREAS, title and possession of the property will be transferrable at the auction’s close on February 13, 2026 at 10:00AM EST when the sale is completed and payment is made; and

WHEREAS, the buyer will pay the full amount of his or her bid at the conclusion of the auction, either by card or wire transfer. Failure to make payment on or before February 18th 2026 cancels the buyer’s bid.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby declares surplus and authorizes staff to dispose of by auction sale the following asset:

- (1) 2005 Freightliner Dump truck 2218 C05043 VIN #1FVHC5CV95HU67803 pursuant to G.S. §160A-270.

BE IT FURTHER RESOLVED THAT the City Manager is hereby authorized to take any and all action necessary regarding the disposal of the Assets listed above.

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

Adopted this the 10th day of February 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: February 5, 2026

FROM: Leesa Jensen, Director of Human Resources
Lisa Strickland, Director of Finance

PREPARED BY: Leesa Jensen, Director of Human Resources
Lisa Strickland, Director of Finance

SUBJECT: Health Plan Recommendations for Fiscal Year 2026-2027

SUMMARY STATEMENT

Staff will present the Fiscal Year 2026-2027 health plan recommendations for Fiscal Year 2026-2027.

REVIEW

Staff will present the Fiscal Year 2025-2026 health plan recommendations, which includes health and dental administration and coverage, pharmacy benefits, stop loss insurance, flex plan administration and other cost associated with the operation of the City’s plan.

RECOMMENDATION

Staff recommends that the General Services Committee provide feedback regarding the Fiscal Year 2026-2027 plan recommendations. Options will be presented by Mark III and staff at the February 10, 2026 Strategic Council Meeting.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: February 5, 2026
FROM: Lisa Strickland, Finance Director
PREPARED BY: Lisa Kerner, Grant Administrator
SUBJECT: DOT/FAA IIJA Competitive Grant Project/Contract Tower Program Application

SUMMARY STATEMENT

Staff recommends the General Services Committee approve an application to the DOT/FAA IIJA Competitive Grant Project/Contract Tower Program requesting \$11,824,000 to fund the planning and design of a contract airport tower at the Charlotte-Monroe Executive Airport. There is no matching requirement for this grant. Total project costs are \$17,824,000. The City of Monroe has secured \$6 million for the project from the State of North Carolina.

REVIEW

The grant application period opened on December 8, 2025 and closed on January 15, 2026. Staff prepared and submitted an application on January 15, 2026.

RECOMMENDATION

Staff recommends that the General Services Committee approve the submission of the grant application to the DOT/FAA IIJA Competitive Grant Project/Contract Tower Program requesting \$11,824,000 to fund the planning and design of a contract airport tower at the Charlotte-Monroe Executive Airport, and approve this matter for the Consent Agenda for approval by City Council on February 10, 2026.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: February 5, 2026
FROM: Lisa Hollowell, Assistant City Manager
PREPARED BY: Lisa Strickland, Finance Director
SUBJECT: Update to Customer Service Policy to Update Billing Adjustments

SUMMARY STATEMENT

Section 9(1) of the Customer Service Policy addresses adjustments to prior billings. An update is necessary to this section to remove the one-year limitation on adjustments for non-residential accounts.

REVIEW

Section 9(1) of the Customer Service Policy addresses adjustments to prior billings. An update is necessary to this section to remove the one-year limitation on adjustments for non-residential accounts. Currently any adjustment for overcharges or undercharges are adjusted on a customer account retroactively for a period of one year. An update to the policy will leave this one-year period in place for residential accounts, but remove it for non-residential accounts. The update is as follows:

SECTION 9. PAYMENT REQUIREMENTS FOR UTILITY SERVICES

1. Adjustments to Prior Billings

If the City has inadvertently overcharged or undercharged for utility service, the City will notify the active customer of the error and a billing adjustment will be made as follows:

- A. Amount will be refunded or billed to the customer for the period of overcharge or undercharge. The amount of the adjustment to be billed shall be limited to a maximum of one year for the residential billing class only.

- B. Usage and demand will be estimated if exact usage cannot be determined.
 - C. The reimbursement to the City resulting from underpayments may be paid out no longer than over the same period of time that the underpayment occurred.
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RECOMMENDATION

General Services Committee is requested to recommend City Council approval of the revised Customer Service Policy FA-02.

Attachment: Customer Service Policy FA-02


	Policy: Customer Service Policy	Effective Date: June 15, 1999
	Policy Number: FA-02	Revision Effective Date: September 21, 1999; June 5, 2001;
		June 19, 2001; September 18, 2001; March 5, 2002; June 4, 2002; November 5, 2002, September 16, 2003; July 19, 2005; August 16, 2005, January 3, 2006, August 21, 2007, November 6, 2007, June 3, 2008, August 19, 2008, December 1, 2009, July 20, 2010, September 21, 2011, October 20, 2015, January 8, 2026
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	<u>Robert Burns, Mayor</u> Robert Burns, Mayor	<u>Finance and Administration</u> Responsible Party

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CUSTOMER SERVICE POLICY

City of Monroe Service Strategy

The goal of the City of Monroe is to provide reliable, responsive, quality services to the Community at the lowest reasonable costs to be accomplished through courteous, personal service to meet customers' unique needs while making Monroe a better place to work and live.

Customer Service Department Service Strategy

The goal of the City of Monroe Customer Service Department is to provide quality customer service by administering friendly, flexible service as well as mastering problem solving skills that will give the customer a positive, memorable experience.

SECTION 1. PURPOSE OF CUSTOMER SERVICE POLICY

The purpose of this Customer Service Policy ("Policy") is to inform our customers of the manner in which the City will provide utilities service to them, and to outline our responsibilities in providing these services. This Policy is not meant to be all-inclusive, but is intended to offer direction and guidance to the City and its customers. The Policy also outlines the responsibilities and duties of the customer, recognizing the need to treat all customers in a fair and indiscriminate manner.

The Policy is not meant as a substitute for personal initiative on the part of City employees. It is to serve as a guide for reasonable response to customer needs while meeting the requirements of good business practices on the part of the City.

This Policy may be revised, amended, supplemented, or otherwise changed from time to time by action of the City Council.

Specific policies and procedures related to each utility and its operation are contained in the respective Utility's Service Policy. Copies of each Utility's Service Policy are available at Customer Service and at the City's Utilities Operations Center.

SECTION 2. RESPONSIBILITIES OF CITY AND CUSTOMER

1. Responsibilities of City:
 - A. To treat each customer fairly and equally.
 - B. To review the needs of each customer and provide service that best suits the customer's needs.

- C. To respond to customer complaints and concerns promptly and courteously.
 - D. To provide information on a customer's account when requested by the customer.
 - E. To be respectful of the customer's property.
2. Responsibilities of Customer:
- A. To be responsible in paying their account in a prompt manner each month.
 - B. To provide information requested for provision of service by the City.
 - C. To be respectful and cooperative in dealing with City personnel.
 - D. To safeguard City property that is installed on the customer's property to provide for delivery and metering of service.
 - E. To bring inaccuracies or errors in billing to the City's immediate attention.
 - F. To notify the City of any extenuating circumstances pertaining to the customer's account.

These responsibilities are not intended to be all-inclusive, but are expressed as general guidelines to be followed in the relationship between the City and its customers.

SECTION 3. DEFINITIONS

Applicant. Any person, group of persons, association, partnership, firm or corporation requesting from the City electricity, natural gas, water, solid waste disposal, or waste water services.

City. The City of Monroe, North Carolina.

Customer. Any person, group of persons, association, partnership, firm or corporation provided utilities services by the City.

Delivery Point. The point where the City's lines for supplying utilities are connected to the customer's lines for receiving utilities, unless otherwise specified in the agreement with the customer for the purchase of utilities.

Deteriorates. To pass from a high to a lower condition; worsen, depreciate.

Lines. The City's conduits (i.e. wire, pipe, etc.) for supplying and/or the customer's conduits (i.e. wire, pipe, etc.) for receiving utilities.

Owner. The person, persons, association, partnership, firm, corporation, or other legal entity having legal title to the premises to be served.

Tenant. The person, persons, association, partnership, firm, corporation, or other legal entity lawfully occupying the premises to be served.

Utilities. One or more of the following services: electricity, natural gas, water, solid waste disposal, or wastewater.

SECTION 4. APPLICATION FOR UTILITY SERVICES

Only the Owner(s) or Tenant(s) can apply for utility service with the City. The City requires proof that the applicant is the owner or tenant of the premises to be served. The following procedures apply with regard to application for utilities services:

1. A residential applicant requesting utility services with the City must make application to the City for desired services and provide two forms of identification. The following types of non-expired, picture identification will be accepted as a primary form of identification: any official State or government issued driver's license or identification card, alien registration identification card, government passport, permanent resident card,. Secondary forms of identification could be any of the forms of identification listed above or a social security card, employer or taxpayer identification number, a Medicaid or Medicare card, a paycheck stub, an insurance card, a birth certificate, vehicle registration card, veteran's identification card or an employee identification badge. However, for customers that refuse to allow us to make a copy of their two forms of identification, an office visit is required and the two forms of identification are to be shown at the time of the application.
2. A commercial applicant requesting utility services with the City must make application to the City for desired services and provide two forms of identification as specified above. Or a person other than an individual (such as a corporation, partnership, or trust) must show documents showing the existence of the entity, such as certified articles of incorporation, a government-issued business license, a partnership agreement, a trust instrument, a certificate of incumbency or a written statement on company letterhead authorizing the applicant to conduct business on behalf of the company.
3. Application for existing services (connects and/or disconnects) will be completed within 72 hours. Please reference Schedule of Fees and Charges for appropriate charges.
4. The customer shall pay an application fee as set forth in Schedule of Fees and Charges. This charge is to be collected whether there is one or multiple services established at such address. Only one application fee per location shall be charged, and the fee may be added to the customer's first utility bill.
5. On previous accounts receivable, the City will search its records to determine if a previous account existed for new applicants. If an account did previously exist, and it contains a

balance due the City, the balance must be settled in full prior to establishing a new account, or arrangements made to settle an old account.

- 6. All unpaid account balances on inactive accounts will be transferred to an active account and should be paid in full by the next cutoff date to avoid interruption in utility services at the active location.
- 7. Pursuant to North Carolina General Statute §160A-32(a)(6b) we are to notify all electric customers that they may be entitled to choose another electric supplier to provide electric service. Although the notice is provided to all customers, customer choice only applies to certain new customers and not to existing customers.

Forms of application (service agreement), contract, schedules, rates and copies of service regulations are available at the City of Monroe Customer Service Building located at 201 E. Windsor Street and will be furnished to the customer on request. The City’s mailing address is Post Office Box 69, Monroe, North Carolina 28111-0069 and the telephone number is (704) 282-4511.

All agreements and contracts for service between the City and its customers, including the rate schedules and these service regulations, are subject to such changes and modifications as may be made and approved by City Council, or otherwise imposed by lawful authority.

SECTION 5. DEPOSITS

A. Commercial/Non-Profit/Industrial Customer Deposits

- 1. Commercial and industrial customers shall, at the time of application for service, pay a deposit as specified in the Schedule of Fees and Charges.
- 2. In lieu of cash deposit, commercial and industrial customers may provide the City with an irrevocable bank letter of credit or with a surety bond in the amount of the specified deposit valid for a period of 24 months from date of issuance, issued by an insurance company or bank authorized to do business in North Carolina. The City may require that the letter of credit or surety bond be renewed after the initial 24 months if a customer’s credit history is determined to be “not good” as defined in the residential customer deposit section.
- 3. The deposit may be waived for Commercial/Non-Profit/Industrial customers based on credit worthiness as determined by third party reporting agencies or their payment history from a comparable utility. The fee(s) associated with the determination of credit worthiness shall be paid by the customer in accordance to the Schedule of Fees and Charges.
- 4. If the owner of the business has had previous service with the City under another business name or comparable consumption level as a residential customer, and has

had a “good” utility payment history, the customer may request a waiver from this requirement. However, if at any time the payment record for the business deteriorates, a security deposit shall be required for continued utility service. *(Amended June 19, 2001.)*

- 5. If at any time payment record of a commercial/industrial deteriorates to “not good,” a security deposit shall be required according to the City of Monroe Fees Schedule.
- 6. Non-profit organizations are considered as commercial customers and require a deposit for service as specified above for commercial customers.
- 7. The deposit may be refunded after 24 continuous months of good payment history. The City reserves the right to hold a deposit for longer than 24 months if it deems necessary.

B. Deposit and Service Disconnect

- 1. Any customer whose payment history becomes “not good” as defined above shall pay such deposit as required in the Schedule of Fees and Charges to protect the City from loss of revenue. Within ten days of written notice, any customer who fails to make required deposits or provide surety bonds when specified shall be subject to disconnection of service.
- 2. Any present customer without a deposit on file, or whose deposit is less than the deposit required thereunder, and whose service is involuntarily terminated for either non-payment, returned check, meter tampering or other such reason, will be required to pay a deposit or update existing deposit as specified above prior to re-connection of service.

C. Deposit Requirement

The City may require the customer to make an initial deposit, based on the current Schedule of Fees and Charges, as a guarantee of the payment for utilities used. In some cases, the City will allow customers to provide proof of credit worthiness in place of the required deposit. Proof of customer credit worthiness may also be obtained by the City through information provided to it by third-party credit reporting agencies.

D. Residential Customer Deposit

- 1. Residential Customers of the premises to be served may not be required to provide an initial deposit at the time of application for service if their credit history is determined to be classified as “good.” However, if the applicant’s payment history on prior utilities is determined to be “not good,” the initial deposit shall be required.
- 2. A customer’s credit history shall be classified as “not good” if the customer has two credit offenses of being subject to disconnection for non-payment or having a check

returned to the City for insufficient funds or a combination of the two, during the preceding thirteen month period.

3. If a customer has been classified as “good” for the five consecutive years immediately preceding two credit offenses they will not be classified as “not good” until their third credit offense.
4. If at any time the payment record of a Residential Customer deteriorates to “not good,” a security deposit shall be required according to the City of Monroe Fees Schedule. Payment arrangements for additional deposits of up-to six months may be made when customers are required to pay deposits due to deteriorated credit.
5. The deposit may be refunded after 24 continuous months of good payment history. The City reserves the right to hold a deposit for longer than 24 months if it deems necessary.
6. A deposit will be refunded automatically when service is voluntarily discontinued. All outstanding amounts on the final bill will be deducted from the deposit amount. The remaining deposit amount will be refunded to the customer.
7. Residential customers moving into rented dwellings, houses, apartments, or manufactured homes shall pay an initial deposit at the time of application for service, as defined in the Schedule of Fees and Charges. Customers who can provide a letter of credit reference from their previous utility provider or who have a previous good utility payment history with the City may request a waiver from this requirement. However, as with owner-occupants, if a customer’s payment record deteriorates, a security deposit may be required for continued utility service.
8. In order to provide an additional incentive to offer prospective teachers recruited to teach in the schools located in the City, Council has waived the initial deposit for eligible, new full-time teachers recruited by Union County Public School for teaching jobs in the public schools within the corporate limits of the City. *(Amended April 17, 2007.)*
9. In an effort to assist our military applicants, Council has waived the initial deposit for active duty military applicants. They are required to provide a copy of their active duty papers and if their credit history deteriorates, a security deposit shall be required according to the City of Monroe Fees Schedule. *(Amended August 19, 2008.)*

SECTION 6. SELECTION OF RATES

1. The City, through consultation with the customer, will select the appropriate rate schedule of those available, under which the customer will be billed for each utility service. Copies

of the City's rate schedules may be obtained from the Customer Service Department or at the City's Utilities Operations Center.

2. When the customer notifies the City in writing of changes in the customer's operating conditions or other factors that may affect the selection of the rate schedule, an investigation will be made by the City and the customer will be advised if a change in the rate schedule is appropriate. Any customer who feels he/she is being billed under an inappropriate rate schedule may appeal to the Customer Service Manager.

SECTION 7. METERING AND METER READING

1. When meters are installed by the City to measure utility services used by its customers, all charges for units consumed, except certain minimum charges, shall be calculated from the readings of such meters.

It is the City's policy to read every utility meter each month. The reading dates are scheduled to fall within the same weekly period each month. The City will strive to maintain a billing cycle of no less than 25 days nor more than 35 days in the billing period. When a connection of service has been made within ten days of reading date, a bill will not be rendered until the following month.

The City reserves the right to estimate usage when extenuating circumstances prevail. However, it is the policy of the City not to estimate an account for two consecutive months, unless unavoidable. Because the metering system is based on "continuous read" meters, estimating consumption for one month will not affect total consumption over a two month period.

If a customer requests a rereading of the meter, a meter reread charge will be levied in accordance with Schedule of Fees and Charges. If it is determined that the initial reading was accurate the fee shall be retained. If it is determined the reading was in error, the fee will be credited to the customer's account.

2. All metering devices installed for the purpose of metering utility service shall be located on the exterior of structures, easily and safely accessible by City personnel, so that they will be accessible for reading and servicing. If metering devices are made inaccessible, the City has the right to disconnection of service, after proper notification by the City.

There are currently a number of meters inside dwellings and businesses. If the meter reader cannot gain entry, the meter is automatically estimated. In case any authorized employee is refused admittance to the premises by the tenant or owner or is hindered by the tenant or owner from making an examination of the meters, the City reserves the right to disconnect utility services until free access is granted to an authorized employee.

When a customer remodels, improves, or makes other alterations to a structure with an external meter, the customer bears all costs associated with the relocation of the meter to

an alternative location so as not to render the meter inaccessible for reading and servicing. Large commercial or industrial customers may be exempt from this requirement.

When a dwelling or business with utility metering devices currently installed inside structures becomes vacant, or is altered, repaired, or renovated, the owner shall cause any interior utility meter or meters to be relocated to the exterior in order to continue to receive utility service.

The City may make reasonable exceptions to this meter location policy when it is mutually determined that it would be in the best interests of the City and the customer to do so.

3. The City will test each of the customer's meters for accuracy upon request once per calendar year. These tests will be charged to the customer based on the Schedule of Fees and Charges. Should the meter be found to be more than two percent (2%) fast because of incorrect calibration, the meter testing fee will be refunded as a credit on the next bill following meter test completion. Meters currently in service may be also be randomly tested by the City at any time.

Upon request, a written report of the results of the test will be made to the customer within ten days after the completion of the test.

SECTION 8. METER TAMPERING OR UNAUTHORIZED/UNSAFE CONNECTION TO UTILITY SYSTEM

Any customer whose service has been disconnected because the meter, lines, or other apparatus serving their residence or business has been tampered with in any manner shall pay such deposit as required to protect the City from loss of revenue, in addition to penalties and re-connection fees as defined in the Schedule of Fees and Charges. Customer may also be subject to any civil or criminal penalties as may be imposed by City, State, or Federal regulations.

Tampering with utility meters is expressly prohibited by North Carolina General Statute §14-151.1 and is punishable by fines and/or imprisonment. For purposes of this Policy, load management devices are considered to be the same as meters and will be treated in the same manner.

Any customer or outside party who makes an unauthorized, unsafe or unmetered connection to any City utility system shall be subject to the penalties and fees as defined in the Schedule of Fees and Charges.

SECTION 9. PAYMENT REQUIREMENTS FOR UTILITY SERVICES

1. Adjustments to Prior Billings

If the City has inadvertently overcharged or undercharged for utility service, the City will notify the active customer of the error and a billing adjustment will be made as follows:

A. Amount will be refunded or billed to the customer for the period of overcharge or undercharge. The amount of the adjustment to be billed shall be limited to a maximum of one year for the residential billing class only.

B. Usage and demand will be estimated if exact usage cannot be determined.

C. The reimbursement to the City resulting from underpayments may be paid out no longer than over the same period of time that the underpayment occurred.

2. A. Application of Payment

The City reserves the right to apply any payment or payments made by the customer in whole or in part to any account due the City by the customer in connection with the furnishing of 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.

3. Billing Procedures

Utility charges shall begin when the utility is installed and the service line is connected to the premises. Service charges will commence 90 days after the tap is installed, or when meter is installed (if service was pre-installed by a developer), if the service line to the premises has not been installed.

Utility bills are mailed to each customer once each month and are due upon receipt. Bills are considered delinquent if not paid by the “current charges past due date” as shown below, and a service fee is assessed.

Example for September bill cycles:

Bill Cycle	Current Charges Past Due After	Bank Draft Date	Subject to Disconnection Date
September 7	October 3	September 28	October 13
September 14	October 10	October 6	October 20
September 21	October 17	October 13	October 27
September 28	October 24	October 20	November 3

Unless payment is made, service will be subject to disconnection on the cutoff date as listed above. When the delinquent date falls on a weekend or holiday, the next working day will be considered as the delinquent date.

The City shall use the United States Postal Service to distribute utility bills. Any customer who fails to receive a billing is not relieved of payment responsibility and should contact the City to determine the amount of said billing prior to the delinquent date. If payment is received past the close of business on the delinquent date, a penalty according to rates established in the Schedule of Fees and Charges will be applied.

4. Payment Arrangements and Waiver of Penalties

- A. Only questions of proper billing or billed deposits will be considered for payment arrangement. Any customer disputing the correctness of the bill shall have the right to a hearing as stated in Section 15.
- B. Requests for delay or waiver of penalties will not be considered except under the requirements specified in Section 15.

5. Payment Arrangements by Social Service Agencies

The City recognizes that, due to financial hardship or other circumstances, customers may sometimes require the assistance of Social Service agencies to pay their utility bills. The City reserves the right to modify the above payment requirements so that Social Service agencies or other recognized community service agencies may be allowed to assist customers.

6. Payment Extension Agreement

Contact with a City customer service representative prior to disconnection is always more favorable than making arrangements after service is involuntarily interrupted. Payment options may be available prior to disconnection that will save the customer from additional higher deposit amounts and additional fees.

A. Residential

An extension will be made on utility payments if the customer has made arrangements with the City and has signed a Payment Extension Agreement and Promissory Note, approved by the Customer Service Representative. All requests must be made by the tenant of record or the owner. No more than three payment extensions will be granted in a 12-month period. These extensions cannot be consecutive. The City has the right to grant more than three extension requests if it determines it would be in the City’s interest to do so.

Each customer’s credit history shall determine the terms of extension that can be granted, based on the customer’s 12-month credit history. In no instance will the extension be greater than ten calendar days from disconnection date, unless in the City’s judgment extenuating circumstances apply.

If payment is not made as agreed to in the Payment Extension Agreement and Promissory Note, service will be discontinued without further notice, and all payments, including any disconnect and reconnect charges, will have to be received by the City before reconnecting service.

B. Commercial/Non-Profit/Industrial

An extension will be made on utility payments if the customer has made arrangements with the City and has signed a Payment Extension Agreement and Promissory Note approved by the Customer Service Manager. All requests must be made by an authorized representative of the company. No more than three payment extensions will be granted in a 12-month period. The City has the right to grant more than three extensions request if it determines it would be in the City's interest to do so.

Each customer's credit history shall determine the terms of the extension that can be granted, based on the customer's 12-month credit history.

If payment is not made as agreed to in the Payment Extension Agreement and Promissory Note, service will be discontinued without further notice, and all payments, including any disconnect and reconnect charges, will have to be received by the City before reconnecting service.

7. Place of Payment

Bills are payable at the City Collections Office or to any agent or agency authorized by the City. When service has been discontinued due to nonpayment, payment must be made at the City Collections Office. Payments shall be made without regard to any offset.

SECTION 10. CREDIT HISTORY

1. The City will maintain a credit record on all customers based on historical payment of utility bills.
2. The cut-off list will be prepared by the City for each billing cycle from customers who fail to pay utility accounts by the subject to disconnection date.
3. The City will furnish information regarding a customer's credit history only upon the written request of the customer.

SECTION 11. RETURNED CHECKS

1. When a customer's check is returned by the bank on which it is drawn because the bank will not honor it, for any reason, the customer will be notified that the check was not honored and that service will be terminated on a specified date unless the check is made good. A returned check can be made good by presenting cash, money order or certified funds. The returned check will not be re-deposited nor will another check be accepted for the returned check.
2. When a customer has a check returned, a service charge will apply in addition to any other charges and fees (*See Schedule of Fees and Charges*).
3. The City reserves the right to require a customer to pay utility bills in cash when two or more returned checks are received during the previous thirteen month period.

SECTION 12. ALTERNATIVE FORMS OF PAYMENT

1. Budget Billing Program
 - A. The purpose of Budget Billing is to spread the cost of utility services evenly, on a monthly basis, over an annual period. This program is designed for those customers who wish to ease the impact of seasonal billings and level their monthly payments. Budget Billing does not raise or lower the annual utility billings; it does allow the customer to plan ahead by establishing a fixed-monthly payment amount. (*Adopted September 18, 2001.*)
 - B. This program is available only to residential customers with good credit payment history and 12 consecutive months of service at the current location. Due to the seasonal nature of utility billings, customers may enter the program in the billing month of May only. Both outstanding and current balances must be paid before the first Budget Billing due date. (*Adopted September 18, 2001.*)
 - C. The City will monitor each account and reserves the right to adjust the Budget Billing amount, should actual billings differ substantially from estimated billings. (*Adopted September 18, 2001.*)
 - D. The 12th month of the Budget Billing is settlement billing month. This month's billing will reflect either an additional payment or credit issued to the account to balance all billings for the year to all payments. Should the required payment be more than the Budget Billing payment, the customer must pay the additional amount. Should Budget Billing payments exceed annual billings, the excess (credit) will be refunded to the customer. (*Adopted September 18, 2001.*)
 - E. The City reserves the right to adjust the Budget Billing amount to reflect rate increases approved by City Council. (*Adopted September 18, 2001.*)

- F. A customer may discontinue use of the Budget Billing program by written request at any time. Settlement of additional amounts due or credit for the current billing year shall be made at the time of discontinued use of the program. *(Adopted September 18, 2001.)*
- G. Should a Budget Billing account become delinquent, the entire balance may be declared due and payable, and the account no longer eligible for the program. *(Adopted September 18, 2001.)*

2. Credit/Debit Card

The City provides a convenient program to allow for a customer’s utility bill to be charged to his/her credit/debit card. This relieves the customer from having the possibility of lost or late payments or the cost of an envelope and stamp. At the customer's option, the City will charge his/her credit/debit card for the amount of his/her bill. The customer still receives a copy of the bill for his/her review.

By allowing the credit/debit card to be charged, a customer does not forego his/her right to contest a bill or to have a correction for a billing error. The correction would be made in the form of a refund, a credit, or a charge to the account. If the credit/debit card charge is revoked for any reason, the same remedies the City has under Section 11 regarding returned checks shall apply.

3. Direct Draft

The City provides a convenient program to allow for a customer’s utility bill to be drafted from his/her checking account. This relieves the customer from having the possibility of lost or late payments and saves a trip to Customer Service or the cost of an envelope and stamp. At the customer’s option, the City will draft his/her bank account each month for the amount of his/her bill. The draft will occur 22 days after the billing date. The customer still receives a copy of the bill for his/her review.

By allowing the draft, a customer does not forego his/her right to contest a bill or to have a correction for a billing error. The correction would be made in the form of a refund, a credit, or a charge to the account. If the draft is returned due to insufficient funds, the same remedies the City has under Section 11 regarding returned checks shall apply.

SECTION 13. DISCONTINUANCE OF SERVICE

1. Circumstances Beyond Customer’s Control

If, during the term of agreement for furnishing utilities to a customer, the customer is unable to operate his/her facilities in whole or in part, because of accident, act of God, or fire occurring at the location where utilities are supplied, the charge for units during the

period reasonably necessary to correct any such conditions may, in the City's discretion, be reasonably adjusted in accordance with all pertinent facts and conditions.

2. Customer's Rights Prior to Discontinuance of Service

- A. It is the policy of the City to discontinue utility service to customers by reason of nonpayment of bill only after proper notice and a meaningful opportunity has been given to be heard on disputed bills.
- B. If any customer disputes the accuracy of his/her bill, they have a right to a hearing at which they may be represented in person or by any other person of their choosing and may present, orally or in writing, their complaint and contentions.
- C. Any customer desiring a hearing should contact the Customer Service Office located in the Customer Service Building, 201 E. Windsor Street, Monroe, North Carolina. The Customer Service Manager is authorized to make a final determination of the complaint and has the authority to order that service not be discontinued.

3. Involuntary Discontinuance of Service

- A. The City reserves the right to discontinue furnishing utility services to a customer, at any time without notice, upon the occurrence of any one or more of the following events:
 - 1) Whenever the City has reasonable cause to believe that the customer is receiving utilities without paying for them, or that the City's meters, lines, or other apparatus have in any manner been tampered with.
 - 2) Whenever, in the City's opinion, the condition of the customer's lines, equipment and/or appliances are unsuitable for receiving services, or pose potential safety or health hazards to City property, City personnel, the customer, or to the public.
 - 3) Whenever the City determines that the customer's use of utilities or equipment interferes with or may be detrimental to the City's utilities systems or to the supply of utilities by the City to any other customer, including the violation of any City ordinances regarding the use of any utilities.
 - 4) Whenever the customer has denied an authorized City representative access to the City's meters, lines, or other apparatus installed on the customer's premises.
 - 5) Whenever it is necessary to prevent fraud upon the City.

- B. The City will discontinue the supply of utilities to a customer whenever requested by any public authority having jurisdiction.
- C. The City reserves the right to discontinue the supply of utilities under any of the above conditions irrespective of any claim of a customer pending against the City, or any amounts of money on deposit with the City as required in Section 5.
- D. Whenever the supply of utilities is discontinued in accordance with this policy, the City shall not be liable for any damages, direct or indirect, that may result from such discontinuance or reconnection.
- E. As a general rule, the City will not disconnect a customer’s utility service after 1:00 p.m. on a Friday, on the day before a holiday, or on a weekend or holiday. However, in certain instances in which a service presents a hazardous, life threatening, or otherwise undesirable condition or in instances of meter tampering, the City reserves the right to discontinue utility service at any time (as stipulated earlier in this section).
- F. As a general rule, the City will not disconnect a residential customer’s service if the predicted heat index for the day of disconnection is in excess of 100° Fahrenheit, or the predicted wind chill index for the day of disconnection is below 32° Fahrenheit. This delay in disconnection for nonpayment will not preclude the City from disconnection at a future date, and does not change a customer’s liability for payment of all bills and fees. *(Amended July 20, 2010.)*

4. Voluntary Discontinuance of Service

In order to insure discontinuation of services at a time requested by the customer, notice to the City in advance is required. When a customer desires to discontinue service, notice must be given to the City at least 24 hours in advance on a workday. The customer will be responsible for all services consumed up until the time the services are disconnected by the City.

SECTION 14. RECONNECTION OF UTILITY SERVICES

- 1. If utility services have been discontinued for any of the reasons covered by Section 13, “Discontinuance of Service,” the City shall have two working days to reconnect the customer’s service after the conditions causing discontinuance have been corrected.
- 2. If utilities have been discontinued because of improper use, or if in the City’s opinion its meters or lines or other apparatus have been tampered with, the City may refuse to reconnect the customer’s service until the customer has done the following:
 - A. Paid all utility charges currently owed.

- B. Paid to the City an amount estimated by the City to be sufficient to cover the utilities used but not recorded by metering devices and not previously paid for, plus a special reconnection charge (*see Schedule of Fees and Charges*), plus any actual cost for damages to City apparatus.
 - C. Made such changes in lines or equipment as may, in the opinion of the City, be proper for the City’s protection.
 - D. Achieved compliance with Ordinances or regulations on utility use when disconnected for violation thereof.
3. If utility service has been discontinued by the City at the request of any public authority having jurisdiction, the customer’s service will not be reconnected until authorization to do so has been obtained from the public authority.
 4. When it becomes necessary for the City to discontinue utility service for any reason, service will be reinstated only after payment of all past due utility bills and any deposit that may be required by Section 5. Applicable reconnect charges are summarized in the Schedule of Fees and Charges. Applicable penalties and any reconnection fee in effect at the time of discontinuance of service must also be paid before service will be restored.
 5. In the event the customer’s premises are destroyed by fire or other casualty, or the operation of its plant is shut down because of strike, fire, or other causes beyond customer’s control, causing a complete cessation of the use of service, upon written notice by the customer to the City within 30 days thereafter, advising that the customer intends to resume service as soon as possible, any minimum charge or guarantee for which the customer may be liable will be waived during the period of such cessation, and the term of the contract shall be extended for a corresponding period; otherwise, the agreement for service shall immediately terminate.

SECTION 15. REVIEW PROCESS

1. Any customer who believes an error has been made in an account balance or the amount of a bill shall be able to appeal a decision, based on the following order of sequence:

First Review:	To the Customer Service Representative.
Second Review:	To the Customer Service Supervisor.
Third Review:	A scheduled appointment with the Director of Finance.
Final Review:	A written request to the City Manager or Director of Finance.

2. The City Manager or his/her designee may establish payment arrangements or provide a waiver of penalties for cases of billing error resulting from improperly programmed computers, malfunctioning meters, where proper notice was not given, procedures were

not followed by City employees, or any other similar errors not caused by the fault of the customer.

SECTION 16. RESPONSIBILITIES WITH REGARD TO PROVISION OF SERVICES

1. The customer shall be responsible at all times for the safekeeping of all City property installed on the customer’s premises, and to that end, shall give no one except authorized City employees access to such property.
2. The customer shall be liable for the cost of repairs or damage to the City property on the customer’s premises resulting from the negligence or misuse by other than City employees.
3. Utilities are supplied by the City and purchased by the customer upon the express condition that once utilities pass the delivery point they become the property of the customer to be used only as herein provided. The City shall not be liable for loss or damage to any person or property whatsoever, resulting directly or indirectly from the use, misuse, or presence of said utility after it passes the delivery point or for any loss or damage resulting from the presence, character or condition of the lines, or equipment of the customer, or for the inspection or repair thereof.
4. The City agrees to use reasonable diligence in providing for regular and uninterrupted utilities services. The City shall in no case be liable to any customer for any defect in quality, quantity, pressure, interruption or the discontinuance of any of these utility services in the event of any natural disaster, strike, accident, adverse legal proceeding or action, act of God, or other circumstances beyond the control of the City.
5. The customer shall be responsible for the maintenance and repair of the customer’s lines and equipment. Should the customer report trouble with the supply of utilities, the City will respond to such call with the purpose only of correcting such trouble as may be in the City’s equipment supplying the customer. If the trouble appears to be in the customer’s line or appliances, the City’s employees may, if requested by the customer, make such inspection of the customer’s lines or equipment as the City’s employees are prepared to make, but any inspection of the customer’s lines or equipment by the City’s employees is made upon the express condition that the customer assumes the entire and sole risk, liability and responsibility for all acts, omissions and negligence of the City’s employees. The City retains all responsibility only with respect to the action of its employees in connection with property owned by the City.

SECTION 17. PRIVACY OF BILLING DATA POLICY

All billing data is the property of the City of Monroe.

1. Commercial Accounts

Billing and account information will not be disclosed to the media, other businesses, agency or individuals without the expressed written consent of the individual business account holder on a form provided authorizing the City to release the information.

2. Residential Accounts

Billing and account information will not be given to the media, business, agency or individual not included on the account without the expressed written permission of the account holder on a form provided authorizing the City to release the information. Current billing information may be released (without any account history) when it is deemed in the best interest of the city and the individual account holder in order to aid the account holder in paying the current bill.

Information may be shared at the discretion of the city with another governmental agency that is included under the limitation of the privacy legislation and any information shared shall be used solely for the benefit of said agency and upon written consent that all information provided shall not be disclosed to any other individual or entity.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: February 5, 2026
FROM: Sarah McAllister, P.E., Engineering Director
PREPARED BY: Will Auret, P.E., Land Development Engineering Manager
SUBJECT: Request for Sidewalk Deviation at 1815 N Rocky River Road

SUMMARY STATEMENT

The General Services Committee is requested to consider a request from Robert E. Moore, Architect, for a deviation from the sidewalk requirements along 1815 N Rocky River Road. The requirements consist of an eight-foot-wide sidewalk along frontage of 1815 N Rocky River Road associated with the proposed addition at 1815 N Rocky River Road.

REVIEW

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 Robert E. Moore, Architect requesting a deviation from the sidewalk requirements along 1815 N Rocky River Road. Reasons for the deviation request cite lack of connectivity to existing sidewalks, excessive grading requirements, interference with drainage patterns, and relocation of some utilities. The proposed site development consists of a 1,116 SF office/warehouse addition.

As proposed, the site addition requires approximately 230 linear feet of eight-foot-wide sidewalk along 1815 N Rocky River Road. 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 Robert E. Moore, Architect requesting the deviation is attached along with the site plan for 1815 N Rocky River Road.

At the meeting on January 8, 2026, the General Services Committee requested a total cost estimate to install a sidewalk along the frontage of Dawn Development as well as recent history of sidewalk deviations for this area on Rocky River Rd.

1. The most recent project located at 2000 N Rocky River Road is approx. 1,200 feet from Dawn Development. This project had sidewalk shown in their plans dated April 7, 2025, but for unknown reason Road Wizards Inc. decided not to develop at this time.
2. Union Power Cooperatives requested a sidewalk deviation due to liability concerns during snow and ice events and the lack of nearby existing sidewalk. Union Power Cooperatives project located at 1525 N Rocky River Road is approx. 2,600 feet from Dawn Development. Public Enterprise Committee approved this deviation on January 15, 2019 and City Council approved it on February 5, 2019.
3. O'Reilly Auto Parts developed a parcel in 2009 located at 2511 N Rocky River Road and is approx. 5,500 feet from Dawn Development. O'Reilly installed a 5' wide sidewalk along the property frontage.
4. Shiloh Baptist Church requested a sidewalk deviation due to no existing sidewalk nearby and would create no pedestrian benefit. Shiloh Baptist Church located at 2301 N Rocky River Road is approx. 3,700 feet from Dawn Development. Transportation Committee approved sidewalk deviation on September 10, 2007 and City Council approved it on October 2, 2007.

The total estimated cost to install an 8' wide sidewalk along Dawn Development frontage is \$19,000.

RECOMMENDATION

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 1815 N Rocky River Road for the proposed project.

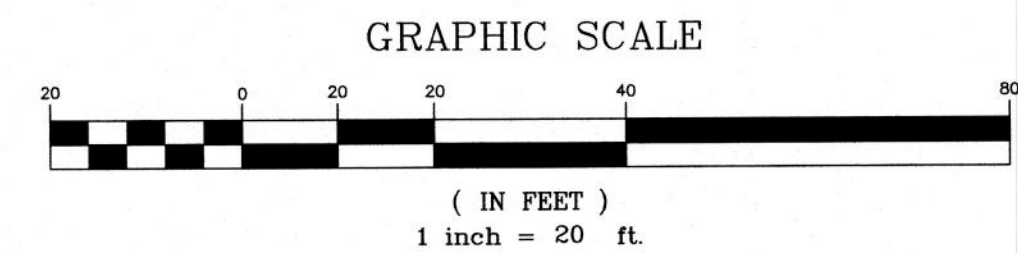
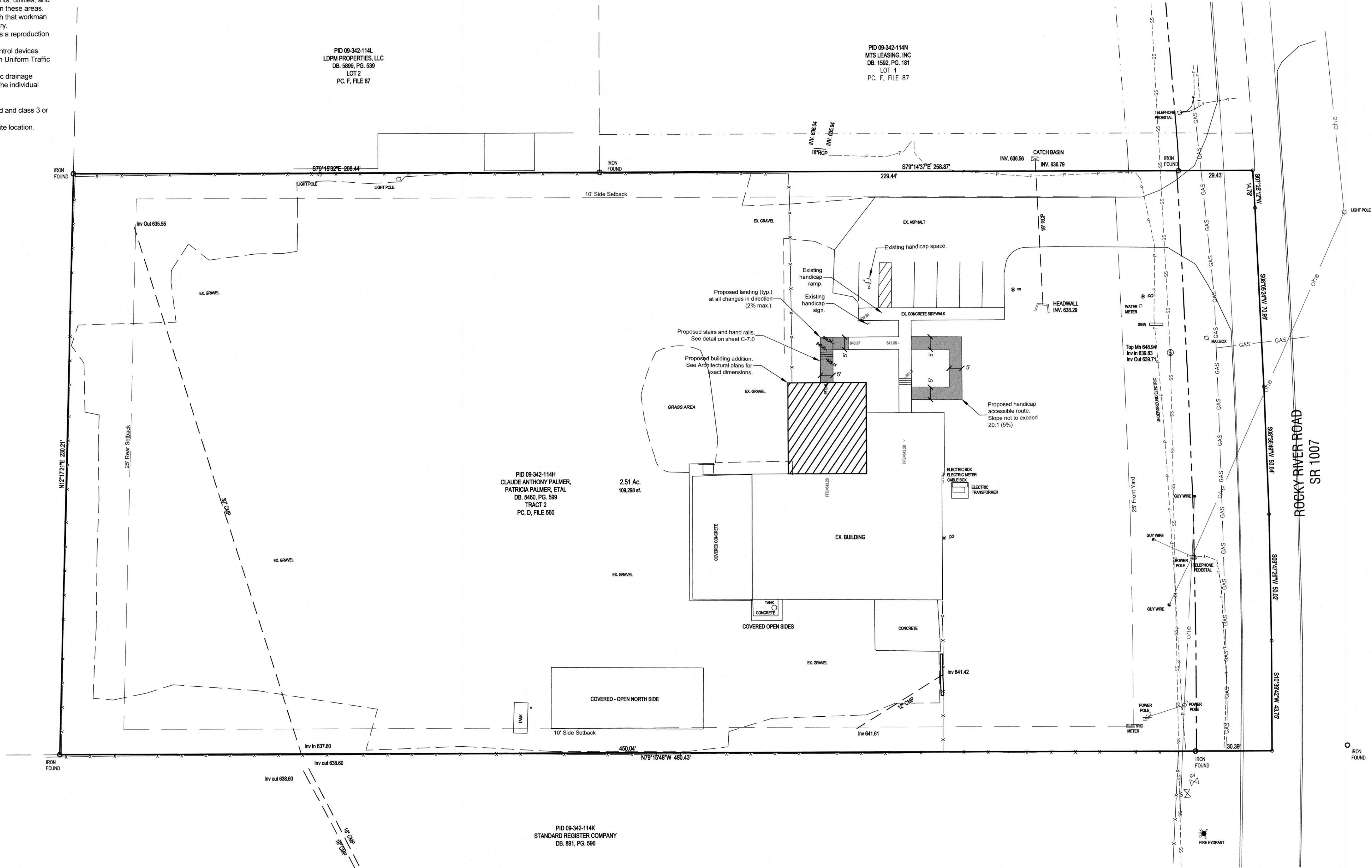
Attachments:
Email of Request for Sidewalk Deviation

dated December 17 2025 from Robert E.
Moore, Architect
1815 N Rocky River Road Site Plan

Site Notes:

- 1) All boundary and topographic information was taken from a survey by Lawrence Associates, PA.
- 2) All improvements and construction shall be in accordance with state and local standards.
- 3) All pavement markings shall be four (4) inch white lines unless indicated otherwise on the drawings.
- 4) Any discrepancies found in the field shall be called to the attention of the owner prior to proceeding with the work.
- 5) Prior to beginning construction, the contractor shall verify that all required permits and approvals have been obtained from all regulatory authorities.
- 6) The contractor shall contact all owners of easements, utilities, and right-of-ways, public and private, prior to working in these areas. Contractor shall maintain the site in a manner such that workman and the general public shall be protected from injury.
- 7) Do not scale drawing for actual dimensions, as it is a reproduction and subject to distortion.
- 8) All signs, pavement markings, and other traffic control devices shall conform to the latest edition of the Manual on Uniform Traffic Control Devices.
- 9) Pipe systems and/or channels located within public drainage easements are the maintenance responsibility of the individual property owner.
- 10) Refer to sheets C-3.0 for grading and drainage.
- 11) All storm drainage pipe must be NCDOT approved and class 3 or greater.
- 12) All debris is to be disposed of at an approved offsite location.

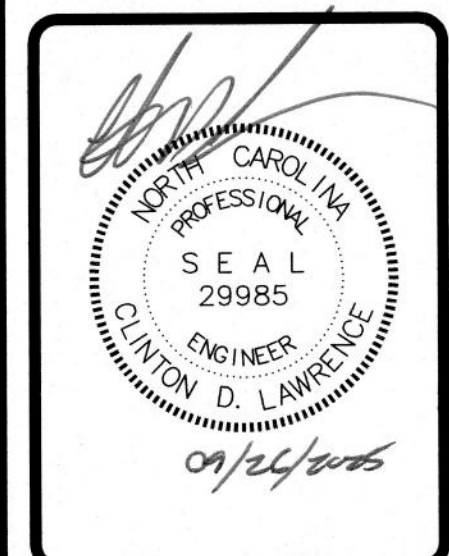
Development Summary:
 1) Owner: Anthony Claude Palmer & etals
 1815 N Rocky River Road
 Monroe, NC 28110
 2) Site Acreage: 2.51 Acres Total
 3) Parcel Number: 09342114H
 4) Current Zoning: GI
 5) Soils: CmB & BdB2
 6) Disturbed Area: 0.12 Acres (5,195 SF)
 7) Setbacks: 25' Front
 10' Side
 25' Rear
 8) Site drains to Dry Fork Creek



NO.	DATE	BY	ISSUE

Dawn Development
 Jencan Builders
 Carroll Jenkins
 1501 N. Charlotte Ave
 Monroe, NC 28110
 704-323-4058
 carrolljenkins@jencanbuilders.com

LAWRENCE ASSOCIATES
 115 N. Church St.
 Monroe, North Carolina 28112
 P 704-289-1013
 www.lawrenceassoc.com
 Firm License Number: C-2856



Site Plan

DESIGNED BY	DWG	DATE	SCALE
DWG	DWG	09/25/25	1" = 20'

CHECKED BY	DWG	DATE	SCALE
DWG	DWG	09/25/25	1" = 20'

CDL	NO.
CDL	4411

C-2.0



City Council
General Services Committee
City of Monroe
300 West Crowell Street
Monroe NC

Re: Request for Zoning Variance – Sidewalk Installation Requirement
Property Address: 1815 N Rocky River Road Monroe, NC 28110
Parcel Number: 09342114H

**ROBERT E. MOORE
ARCHITECT**

Dear Members of the City Council and the General Services Committee,

I am writing to respectfully request a zoning variance from the requirement to install a sidewalk along the frontage of property owned by Dawn Development Inc. located at 1815 N Rocky River Road Monroe, NC 28110.

The requirement to install a sidewalk would create an undue hardship due to cost disproportionate to benefit, and the lack of connectivity to existing sidewalks.

At present, there are no existing sidewalks on adjacent or nearby properties, and installing a sidewalk at this location would not meaningfully improve pedestrian connectivity or safety. In fact this would be the only sidewalk along N Rocky River Road from the Monroe Bypass to Weddington Road. A stretch of over 5 miles. Most of the property along this road is already developed and unlikely to ever have sidewalks installed.

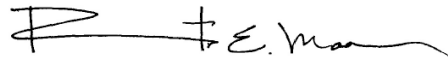
In addition, the proposed sidewalk would likely require significant grading,, interference with drainage patterns, and relocation of some utilities.

Granting this variance would not adversely affect neighboring properties or the public welfare, as pedestrian traffic in this area is minimal and the existing roadway safely accommodates current use. The requested variance represents the minimum relief necessary while maintaining the intent of the zoning ordinance.

For these reasons, I respectfully request that the Board approve this variance. I appreciate your time and consideration and am happy to provide any additional information or attend a hearing to answer questions.

100 N Sutherland Ave.
Monroe, NC 28110
phone. 704.283.1196
fax. 704.289.4422
rmoore@remarchitect.com

Sincerely yours,
ROBERT E. MOORE.ARCHITECT

A handwritten signature in black ink, appearing to read "R. E. Moore". The signature is fluid and cursive, with a large initial "R" and a distinct "E" and "Moore" following.

Robert Moore, AIA
NC Architectural License #4892