

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, April 2, 2026 - 4:15 PM**

**AGENDA
www.monroenc.org**

1. Minutes of General Services Committee Meeting of March 5, 2026

2. America250 Community Mural

3. Welcome to Monroe Gateway Signs

4. Parks and Recreation Facility Rental Policy

5. Special Event Permit Request for U Awards Ceremony Hosted by Union County Public Schools to be Held May 7, 2026

6. North Carolina Department of Transportation Offer to Purchase Real Property and Reimburse for Fence Relocation

7. Fiscal Year 2025-2026 Fee Schedule Amendment to Adopt 2026 Economic Development Grant Factors

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
March 5, 2026 - 4:15 PM

MINUTES

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

Absent: Committee Member Gary Anderson

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Richard Long Jr., City Attorney; William Hunt, Assistant City Attorney; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Katrina Myers-Arnold, Accounting Manager; Camden Baucom, Budget Analyst; Lisa Kerner, Grant Administrator; William Auret, Land Development Engineering Manager; Ashley Howell, Downtown Director; Lisa Stiwinter, Director of Planning & Development; Douglas Britt, Assistant Director of Planning Department; Keri Mendler, Senior Planner; Malcolm Weeks, Airport Director; Robert Miller, General Manager of Electrical and Water Resources; Ryan Jones, Director of Property Manager; Bryson Hester, Transportation Planner;

Visitor(s): Ryan Tyson, Duke's Grill; Matt DeForrest, Union County Community Action, Eric Faulkner, Union County Community Action.

The General Services Committee met in the City Hall Conference Room at 4:15 p.m. on March 5, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 4:25 pm.

Item 1. General Services Committee Meeting Minutes February 5, 2026.

The minutes from the February 5, 2026 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 February 5, 2026.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 2 Lease of Building- Discussion

Lisa Hollowell, City Manager Assistant, presented that as part of the City's ongoing review of City-owned facility utilization needs, operational efficiency, and long-term space planning, it is requested that the General Services Committee discuss and evaluate a lease arrangement with the Union County Community Action Inc.

The City of Monroe currently leases three buildings at the Winchester property to the UCCAC under an existing lease agreement intended to support the delivery of early childhood education and Head Start.

The Lease

The City of Monroe and Union County Community Action, Inc. (UCCAC) renewed a Lease Agreement effective January 1, 2020, for facilities located at the Winchester Neighborhood Facility Center. The lease term runs through December 31, 2029, with either party having the ability to terminate upon ninety (90) days written notice.

The agreement originally included designated space within Building A and the entirety of Buildings C, D, and E, along with non-exclusive use of parking and driveways. However, Building A is no longer part of the lease. As of October 2024, the City resumed possession of Building A and is currently renovating the facility for use by the Monroe Fire Department.

The permitted use under the lease is limited to operation of Early Head Start/Head Start programs or other child development and educational services. If those services cease for 180 consecutive days, the City may terminate the lease.

The rental structure is nominal at \$1.00 per building per year. In addition, the Lessee is required to obtain an independent market rent appraisal every three years, which establishes the value of the City's in-kind contribution for federal program compliance purposes. The last appraisal provided in 2024 to the City states a value of \$800,697.

Utilities, Maintenance, and Insurance

Utility and maintenance responsibilities are divided between the parties. The Lessee is responsible for utilities in Buildings C, D, and E, as well as routine maintenance, janitorial services, and interior systems such as HVAC, plumbing, flooring, and interior finishes in those buildings. The City remains responsible for structural components, exterior maintenance, landscaping, and building shell elements. Most recently in 2024, the City replaced the roof at Building C. The lease includes insurance and indemnification provisions requiring the Lessee to maintain general liability coverage of at least \$1,000,000 per occurrence, workers' compensation coverage, and property insurance on its contents and improvements. The City maintains coverage on the structures, with repair obligations limited to available insurance proceeds in the event of casualty loss.

Sublease

The lease prohibits assignment or subleasing without written consent of the City and provides a 30- day period for noncompliance before termination rights may be exercised.

Status

Building C, which houses the commercial kitchen used for preparation of meals for the students, is currently only being utilized for food preparation purposes, source UCCA, Inc. This information was provided to ACM Hollowell on February 19, 2026, during a meeting at the Winchester complex with Director Eric Faulkner, Contract Administrator Eric Faulkner, and Property Management Director Ryan Jones. There are no students or offices operating within this building; as the Director stated the building may have asbestos and the UCCA, Inc. wanted to conduct remediation before having children inside the building. The commercial kitchen is free of asbestos, per Director Faulkner.

The City is currently evaluating its space needs for municipal operations and requests that the General Services Members review and discuss this lease and its associated terms and arrangements.

Informational Only. No motion needed.

Item 3. Fiscal Year 2026 Audit Contract for City of Monroe.

Ashley Ivey, Assistant Finance Director, presented that The purpose of this report is to provide information regarding the contract for audit services for the City of Monroe to Martin Starnes & Associates, CPA's, P.A. for the year ending June 30, 2026.

A Request for Proposals was done in February 2014 and Martin Starnes & Associates, CPA's P.A. was the firm selected by the Finance Committee's audit selection team. The City first contracted with Martin Starnes & Associates, CPA's P.A. for the fiscal year 2014 audit. A five-year service agreement was approved by City Council in fiscal year 2018 that lasted through fiscal year 2023. A new five-year service agreement was

approved by City Council in fiscal year 2024 that will last through fiscal year 2028. If approved, this will be the thirteenth year with this audit firm. The cost estimates given by the firm for the next three years are as follows:

\$110,000 Fiscal Year 2026
\$121,000 Fiscal Year 2027
\$129,000 Fiscal Year 2028

*The fees listed above include up to 2 major programs for single audit purposes. Additional major programs in excess of 2 will be charged at \$4,000 each. The Assistant Finance Director and auditors have reviewed preliminary grant expenditures and anticipate 4 major programs for single audit purposes in the Fiscal Year 2026 audit. The City will only be charged for the actual, final number of major grant programs audited in Fiscal Year 2026.

There were no disputes or conflicts with the audit firm in the prior year and the City received the audit report and financial statements in a timely manner in order to meet the Local Government Commission's submission deadline of December 31st.

The proposed contract for audit services for the City for the fiscal year ending June 30, 2026 is \$110,000 plus \$8,000 for up to 4 major programs for single audit. This fee reflects maintaining the current level of audit services. This includes testing of internal controls to ensure that the City's financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles, preparation of the annual financial statements and an audit to maintain compliance with single audit act requirements.

Staff recommends and requests approval by the General Services Committee of the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$118,000.

Committee Member Anthony made a motion to approve the audit contract with Martin Starnes & Associates, CPA's, P.A. for \$118,000.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 4. Downtown Building Rehabilitation and Improvement Grant (BRIG) Policy Amendments.

Ashley Nowell, Downtown Director presented that the City Staff has reviewed the current Building Rehabilitation and Improvement Grant available to downtown businesses and property owners. Staff has provided some updates to the grant including setting a maximum award amount and recommending a yearly budget.

Currently, Downtown Monroe operates two incentive grants: Grow Monroe and the Building Rehabilitation and Improvement Grant (BRIG). The Grow Monroe grant supports new or expanding businesses and is a 50/50 matching grant, with amount differing based on identified business clusters. This grant assists with rent, upfit, or expansion expenses.

The BRIG Program is designed to stimulate investment and encourage owners to make physical repairs and improvements to their properties. Currently, it is a 50/50 matching grant with a maximum amount of 10% of the tax value after project completion. This grant includes escalators that added additional incentive if business was in a certain cluster, if a company was relocating or moving to upper-story space, or if housing was added above street level.

City staff would like to better align downtown incentive grants with the economic development incentive policy that is being developed. The city wants to continue to assist with building rehabs and improvements, but set a maximum award amount and a yearly budget. This will help to estimate expenses in the future. Additionally, staff has removed the connection to tax value for this grant program.

Changes have been tracked in the grant documentation and include:

- Detailing the maximum award amount of \$7,500
- Removing award amount connection to tax value
- Removing Incentive Escalators
- Adding some clarifying language
- Proposing a \$50,000 budget for FY27

Additionally, the Downtown Director will be reviewing economic development incentives for larger redevelopment project investment. We'll need to determine the types of projects to incentivize. Incentives will be based on total investment and the increase in property tax value. The goal would be to incentivize vacant properties to redevelop.

The Downtown Advisory Board unanimously recommended approval of changes at their February 18 Board Meeting. Staff recommends the General Services Committee approve Building Rehabilitation and Improvement Grant changes and send to City Council for final approval

Committee Member Anthony made a motion to approve Building Rehabilitation and Improvement Grant Changes and send to City Council for final approval.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 5. Special Event Permit Request for Music Across Main Fridays Hosted by Taproom & Tunes to be Held April 24, 2026, May 15, 2026, June 26, 2026, July 24, 2026, August 28, 2026, September 25, 2026 and October 23, 2026.

Lisa Stiwinter, Planning and Development Director, presented that General Services Committee is requested to consider the special event permits to be held in Downtown Monroe. The Music across Main Fridays for 2026 are proposed to be on the following dates: April 24, May 15, June 26, July 24, August 28, September 25, and October 23, from 6 p.m. to 11 p.m.

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting the special event permit to hold events in Downtown Monroe from April to October. The Music across Main Fridays for 2026 are proposed to be on the following dates: April 24, May 15, June 26, July 24, August 28, September 25, and October 23, from 6 p.m. to 11 p.m. Main Street will be closed from Talleyrand Avenue to Morrow Avenue from 6 p.m. to 11 p.m. for the preparation and tear down of the event. The applicant is estimating 200 people will attend the event with a total of 100 people at peak periods. The events will include music on the front patio of McEwen Funeral Home. There will be no alcohol sales as part of the event as the event is within the social district. The businesses that will be open during the event have all signed in favor of the event on page 14 of their application. I have included the application, map, Event Explanation for your reference.

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

Fire Department:

1. Monroe Fire Department approves permit pending an approved fire inspection. Applicant Must Call Monroe Fire Department 24hrs. in advance to schedule fire inspection at 704-282-4726.

Police Department:

This event has been approved pending compliance/understanding of Policy 59.

Officer Availability

Requests for officers are not guaranteed. Officers volunteer for extra duty assignments and are not required to accept any or all requests. All Monroe Police Department personnel are subject to call-out and must respond to any high-priority event or any event related to their normal duty assignment. Employers are only responsible for payment of the time the officer worked prior to leaving an extra duty assignment due to call-out.

Advance Notice Requirement

Employers must notify EDS at least 36 hours in advance of the requested date of service. Requests made within 36 hours of the requested date will be subject to the Premium Rate.

Alcohol Establishments

Alcohol establishments hiring officers for security are required to hire a minimum of two (2) officers per shift. Officers shall not be placed in a position to intimidate or coerce patrons for the benefit of the business. Officers will be positioned in the parking lot and must be able to respond inside promptly upon request for law enforcement action.

Events and Crowd Size Requirements

For events involving large crowds or the potential for large crowds, staffing levels are as follows:

- 0–75 attendees: 1 officer
- 75–175 attendees: 2 officers
- 175–300 attendees: 3 officers
- For every additional 100 attendees, one additional officer is required

Supervisory Requirement

When four (4) or more officers are required for an event, a supervisor must also be assigned (e.g., 4 officers + 1 supervisor). One supervisor is required for every four officers (e.g., 8 officers + 2 supervisors). An acting supervisor may be used and must be appointed by the Secondary Employment Liaison.

Cancellation

A. If an employer cancels or withdraws an extra duty request within 24 hours of the scheduled assignment, the employer is required to compensate each officer scheduled to work for a minimum of three (3) hours.

B. If an employer cancels or withdraws an extra duty request more than 24 hours prior to the scheduled assignment, no compensation is due to the officer(s) scheduled to work.

Engineering Department:

1. Main Street approved to temporarily close between Morrow Ave and Talleyrand Ave.
2. Applicant to notify all businesses/property owners opened or closed within and adjacent to the closure and provide them with their contact information for questions/concerns prior to the closure.
3. Applicant is responsible for placing and removing the barricades on the days of the closures. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours.
4. Applicant is responsible for removal of all trash and debris generated by the event.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.

a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.

2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9:

Special Use Permit.

Downtown:

The event is approved, with these requests:

1. The is responsible for notifying downtown businesses and residents of street closures. Street closure maps and notification must also be sent to the Downtown Director (anowell@monroenc.org).
2. The applicant will need to provide off duty police officers and supervisors as recommended by the Monroe Police Department.
3. The applicant will be responsible for managing trash throughout the event period and area, including emptying the city-owned trash cans.

Union County Environmental Health:

Review not required. No vendors permitted for this event series.

Legal:

Review pending COI submittal.

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

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 6. Special Even-Duke's Grill 75th Anniversary Celebration

Lisa Stiwinter, Planning and Development Director presented that General Services Committee is requested to consider a special event permit to be held on April 18, 2026 for Duke's Grill's 75th Anniversary Celebration.

The applicant, Ryan Tyson with Duke's Grill, is requesting a special event permit for Saturday, April 18, 2026. Duke's Grill has applied to hold a Classic Car Cruise-In to be held on Saturday, April 18, 2026 from 10am – 2pm. Phifer Street will be closed from Concord Avenue to Cherry Street from 8am – 5pm for the preparation and tear down of the event. The applicant is estimating 500 people will attend the event with a total of 500 people at peak periods. The event will include a Classic Car Cruise-in with music and food. There will be no alcohol sales as part of the event. There are no affected businesses on the street closure route. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

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

Fire Department:

Monroe Fire Department Approves Permit Pending an Approved Fire Inspection. Applicant Must Call Monroe Fire Department 24hrs in Advance to Schedule Fire Inspection at 704-282- 4726. Applicant must allow for Emergency Apparatus if needed during the event.

Police Department:

This event has been approved pending compliance/understanding of Policy 59.

Officer Availability

Requests for officers are not guaranteed. Officers volunteer for extra duty assignments and are not required to accept any or all requests. All Monroe Police Department personnel are subject to call-out and must respond to any high-priority event or any event related to their normal duty assignment. Employers are only responsible for payment of the time the officer worked prior to leaving an extra duty assignment due to call-out.

Advance Notice Requirement

Employers must notify EDS at least 36 hours in advance of the requested date of service. Requests made within 36 hours of the requested date will be subject to the Premium Rate.

Alcohol Establishments

Alcohol establishments hiring officers for security are required to hire a minimum of two (2) officers per shift. Officers shall not be placed in a position to intimidate or coerce patrons for the benefit of the business. Officers will be positioned in the parking lot and must be able to respond inside promptly upon request for law enforcement action.

Events and Crowd Size Requirements

For events involving large crowds or the potential for large crowds, staffing levels are as follows:

- 0–75 attendees: 1 officer
- 75–175 attendees: 2 officers
- 175–300 attendees: 3 officers
- For every additional 100 attendees, one additional officer is required

Supervisory Requirement

When four (4) or more officers are required for an event, a supervisor must also be assigned (e.g., 4 officers + 1 supervisor). One supervisor is required for every four officers (e.g., 8 officers+ 2 supervisors). An acting supervisor may be used and must be appointed by the Secondary Employment Liaison.

Cancellation

A. If an employer cancels or withdraws an extra duty request within 24 hours of the scheduled assignment, the employer is required to compensate each officer scheduled to work for a minimum of three (3) hours.

B. If an employer cancels or withdraws an extra duty request more than 24 hours prior to the scheduled assignment, no compensation is due to the officer(s) scheduled to work.

Engineering Department:

1. Phifer Street approved to temporarily close between Concord Avenue and Cherry Street between 10 am and 2 pm.

2. Applicant to notify all property owners/residents within the closure one week prior to the event and provide them with their contact information for questions/concerns before or during the event. Failure to contact all property owners/residents and provide event information can and will affect future approvals.

3. Applicant is responsible for placing and removing barricades on the day of the event per the attached map. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours.

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

5. Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, weights, or other means for stabilization.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.

a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.

2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

Union County Environmental Health:

A permit from Union County Environmental Health will not be required for this event.

Legal:

No COI submitted at this time. The COI must be submitted and approved by Legal before the permit can be issued.

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

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 7. Special Event in Downtown Monrow-Spring Fest at Home Brew

Lisa Stiwinter, Planning and Development Department Director, presented that General Services Committee is requested to consider a special event permit to be held in Downtown Monroe. The Spring Fest will be held on April 11, 2026 with a rain date of April 12, 2026.

The applicant, Greg Moore with Home Brew Taproom & Tunes is requesting a special event permit to hold an event in Downtown Monroe on Saturday, April 11, 2026 with the rain date Sunday, April 12, 2026.

Spring Fest:

The Spring Fest at Home Brew event will be held Saturday, April 11, 2026 in Downtown Monroe from 11am – 5pm. Main Street will be closed from Franklin Street to Morrow Avenue from 8am – 10pm for the preparation and tear down of the event. The applicant is estimating 2,000 people will attend the event with a total of 800 people at peak periods. The festival will include food sales, food trucks, merchandise sales/vendors, and music. There will be no alcohol sales as the event is within the social district. The businesses that will be open during the event have all signed in favor of the event on page 14 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

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

Fire Department:

Monroe Fire Department Approves Permit Pending an Approved Fire Inspection. Applicant Must Call Monroe Fire Department 24hrs in Advance to Schedule Fire Inspection at 704-282-4726. For Every 7th Tent, a 12ft. Break is Required.

Police Department:

This event has been approved pending compliance/understanding of Policy 59.

Officer Availability

Requests for officers are not guaranteed. Officers volunteer for extra duty assignments and are not required to accept any or all requests. All Monroe Police Department personnel are subject to call-out and must respond to any high-priority event or any event related to their normal duty assignment. Employers are only responsible for payment of the time the officer worked prior to leaving an extra duty assignment due to call-out.

Advance Notice Requirement

Employers must notify EDS at least 36 hours in advance of the requested date of service. Requests made within 36 hours of the requested date will be subject to the Premium Rate.

Alcohol Establishments

Alcohol establishments hiring officers for security are required to hire a minimum of two (2) officers per shift. Officers shall not be placed in a position to intimidate or coerce patrons for the benefit of the business. Officers will be positioned in the parking lot and must be able to respond inside promptly upon request for law enforcement action.

Events and Crowd Size Requirements

For events involving large crowds or the potential for large crowds, staffing levels are as follows:

- 0–75 attendees: 1 officer
- 75–175 attendees: 2 officers
- 175–300 attendees: 3 officers
- For every additional 100 attendees, one additional officer is required

Supervisory Requirement

When four (4) or more officers are required for an event, a supervisor must also be assigned (e.g., 4 officers + 1 supervisor). One supervisor is required for every four officers (e.g., 8 officers + 2 supervisors). An acting supervisor may be used and must be appointed by the Secondary Employment Liaison.

Cancellation

A. If an employer cancels or withdraws an extra duty request within 24 hours of the scheduled assignment, the employer is required to compensate each officer scheduled to work for a minimum of three (3) hours.

B. If an employer cancels or withdraws an extra duty request more than 24 hours prior to the scheduled assignment, no compensation is due to the officer(s) scheduled to work.

Engineering Department:

1. Main Street approved to temporarily close between Franklin Street and Morrow Avenue.
2. Applicant to notify all businesses/ property owners opened or closed within and adjacent to the event and provide them with their contact info for questions/concerns before or during the event. Applicant shall notify ALL businesses located along the entire length of Main Street one week prior to the event. This is in addition to the proof of notification already provided. Failure to contact all businesses/ property owners and provide event information can and will affect future approvals;
3. Applicant is responsible for placing and removing barricades on day of event per the attached map Spring Fest Barricades. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours;
4. Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned on Saturday after the event is completed.
5. Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.
 - a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.
2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

Union County Environmental Health:

Pending their approval before permit issuance.

Downtown:

This event is approved, with the following comments:

1. The applicant is responsible for notifying downtown businesses and residents of street closures. Street closure maps and notification must also be sent to the Downtown Director (anowell@monroenc.org).
2. The applicant will need to provide off duty police officers and supervisors as recommended by the Monroe

Police Department.

3. The applicant will need to rent a dumpster to handle additional trash needs. The Downtown office has contact for dumpster rental and trash pick-up services, if needed.

Legal:

No COI submitted at this time. The COI must be submitted and approved by Legal before the permit can be issued.

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

Committee Member Anthony made a motion to approve the recommendation and sent it to City Council for final decision.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 8. Second Amendment to Offer to Purchase and Contract of Property to Pure Power Contractors, LLC for Project Power Up.

William Hunt, Assistant City Attorney, presented that the General Services Committee is asked to consider an amendment to the Purchase and Sale Contract of City owned real property to Pure Power Contractors, LLC in the Monroe Corporate Center on Gold Mine Road.

City Council approved and on December 3, 2025 the City entered into a Purchase and Sale Contract to sell approximately 18.52 acres in the Monroe Corporate Center on Gold Mine Road. The property is identified as Parcel Number 09-399-002. At the time the Parties entered into the Purchase and Sale Contract, Union County GIS showed the parcel containing 18.52 acres which included a strip of land from the parcel to Phil Hargett Court. Subsequent ALTA surveys obtained by the Buyer for the closing indicate the City did not own the strip of land attached to the parcel. As a result, the actual acreage of the tract being acquired was reduced from 18.52 acres to 15.305 acres. Based on the same price per acre price, the sale price should be reduced from \$1,400,000 to \$1,156,966. The Second Amendment to the Purchase and Sale Contract amends the sale price to coincide with the true acreage being sold.

Staff recommends approving the Second Amendment to the Purchase and Sale Contract amending the sale price to \$1,156,966.00 to adjust for the accurate acreage being sold.

Committee Member Anthony made a motion to approve the Second Amendment to the Purchase and Sale Contract amending the sale price and send to City Council for approval.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 9. Fee Schedule Update for Encroachment Fees.

William Auret, Land Development Engineering Manager; presented that the General Services Committee is requested to approve a change to the City of Monroe Fee Schedule that will add a review fee for Encroachment Reviews at a rate of \$0.40 per linear foot plus a flat fee of \$500.

Over the course of the year 2025, between three companies doing large scale fiber installation, there has been a total of 648,321 linear feet of fiber optic cable approved for installation within the City limits on City maintained streets. (This does not include approvals on NCDOT maintained streets.) City staff can spend a significant number of hours in a week on encroachments alone between review, inspection, and assisting customers with issues from the work, including damages to utilities, roadways and sidewalks, and yards and driveways. Given this time spent, particularly time spent addressing utility damages, staff has looked at how other municipalities are handling encroachments and are proposing instituting a fee. Engineering looked at the fee schedules of other counties and municipalities in the U.S. to decide on a reasonable fee. Staff would like to propose something similar to the City of Raleigh's and the Town of Waxhaw's fee schedules that combines a flat fee (\$500) with a fee per linear foot of work (\$0.40/ft). At that rate, the City would have collected a total of \$372,830 in permit fees in 2025.

The spreadsheet of fee comparisons from other counties and municipalities is attached along with a summation of the total fees that could have been collected from approved encroachments in 2025 using the proposed fees. In addition to the proposed encroachment fee structure, Engineering is actively collaborating with the Utilities Department's Damage Prevention Division to develop a revised master encroachment agreement. This agreement will be required for all excavators and installers operating within the public right-of-way and will clearly define responsibilities related to utility damages, workmanship standards, restoration requirements, customer communication expectations, and associated penalties or fees for non-compliance. This framework is currently under development and will be presented to the Committee for review and consideration at a future meeting.

Engineering, Water Resources and Energy Services recommend implementation of encroachment permit review fees.

Committee Member Anthony made a motion to approve the implementation of encroachment and forward it to City Council for approval.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 10. Monroe Land Use Map.

Jeff Wells, Assistant City Manager, presented based on direction from the City Manager, staff has developed an updated land use map for the city.

The land use map is categorized into residential and non-residential uses and shows the percentage of each. This will be represented to Council in a Strategic Meeting after the QA/QC will be completed

Item is information only.

Item 11. Outside Agency Funding Request for Fiscal Year 2027 Budget.

Lisa Kerner, Grant Administrator, presented that this is a request to consider outside agency funding requests for the fiscal year 2027 budget.

Outside agency applications for funding requests for the fiscal year 2027 budget were due on January 20, 2026. Eligible applicants must be a non-profit organization that provides a service for the Monroe community. In order to be considered, the applicants were required to attend a mandatory workshop that was held on December 1, 2025 and submit an application.

A Committee comprised of four staff members has reviewed the documentation that has been submitted to ensure compliance using the following scoring categories:

1. Direct Monroe Residents Served (0–15 Points)

Evaluates the number of Monroe residents directly served, based on reported figures. Higher scores were assigned to agencies that provided Monroe-specific counts and demonstrated larger service volumes. Where Monroe-only data was not clearly identified, scores were moderated accordingly.

2. Alignment with Core City Priorities (0–25 Points)

Does COM have responsibility for this activity as a municipality? Measures how closely the program supports housing stabilization, public safety, healthcare access, crisis intervention, and food security. Programs directly reducing homelessness, medical instability, or domestic violence received the highest scores. Enrichment, event-based, or startup initiatives received lower scores under this category due to reduced direct stabilization impact.

3. Partnership with the City – (0-25)

Good partner. Work with the City in various programs, referrals, and basic assistance with COM residents.

4. Measurable Outcomes and Accountability (0–20 Points)

Assesses the degree to which agencies provided documented service data, outcome measures, or performance tracking. Where outcome reporting was general rather than data- driven, scores reflected that limitation.

5. Cost Efficiency / Gap need - Cost Per Resident (0–15 Points)

Considers the relative City investment compared to reported service levels and tradeoff of the City not having to do the service. Because full cost-per-Monroe-resident calculations were not consistently available, this category reflects proportional judgment rather than audited financial ratios.

Each agency was also categorized into a funding tier as follows:

Tier 1 – Core Stabilization

Includes agencies that provide essential housing stabilization, healthcare access, domestic violence response, and core safety-net services. These programs directly reduce homelessness, medical crises, and public safety strain within the City of Monroe.

Tier 2 – Support Services

Includes agencies that provide important supplemental health, food security, and community support services. These programs serve Monroe residents and contribute to overall community stability, though they are not primary crisis stabilization providers.

Tier 3 – Youth/Targeted

Tier 3 includes youth development, targeted programming, and community enrichment services. These programs provide meaningful long-term benefit but serve smaller populations or are more specialized in scope.

The General Services Committee is requested to review the funding requests and staff recommendations and make recommendations to City Council for funding. All funding is based on City Council approval of the FY 2027 budget.

Staff requests that the General Services Committee consider funding requests and make recommendations to City Council for the fiscal year 2027 budget

Mark Watson, the City Manager, suggested to schedule a dedicated work session to review FY 2027 outside agency funding requests and related budget before final recommendation.

Item. 12 Airport Fuel Charges-Workshop

Lisa Hollowell, Assistant City Manager, presented that Staff has completed a review of fuel sales at the Charlotte-Monroe Executive Airport, focusing on the current pricing structure, service costs, and legacy fuel agreements. As the Airport's primary revenue source, fuel sales must be structured equitably and sustainably. The review identified inconsistencies that result in uneven treatment among customers, and this discussion outlines the planned changes to implement a fair, consistent, and financially sound fuel revenue framework moving forward.

Fuel sales represent the largest revenue source supporting Airport operations. During calendar year 2025, the Airport dispensed approximately 636,777 gallons of fuel and collected \$1.7 million dollars in FY 2024-25. The Airport operates daily from 7:00 a.m. to 9:00 p.m., requiring consistent staffing, equipment readiness, and fuel system maintenance to serve both Airport-based and transient customers.

Cost to Pump and Serve Fuel Direct jet fueling operations typically require two linemen and approximately 25–30 minutes per aircraft to marshal, position, fuel, and return the aircraft to service. Based on the current average hourly compensation of approximately \$33.95, two-person operations, and annual throughput levels, the estimated direct labor cost per fueling event is meaningful when allocated across gallons dispensed.

In addition to labor, fueling operations require ongoing maintenance and upkeep of fuel trucks, pumps, hoses, meters, filtration systems, and the basic fuel farm infrastructure. Recent and recurring maintenance activity, including approximately \$75,000 in fuel system-related work in 2025, reflects the continued wear and tear associated with fueling activity.

When labor and equipment-related costs are allocated across total gallons dispensed, the estimated cost to pump and serve fuel is approximately \$0.60-\$0.90 per gallon (when including one-time maintenance expenses). This estimate excludes the cost of purchasing fuel for resale and does not allocate broader airport administrative or facility overhead.

Fuel Margin and Operating Sustainability the Airport's retail fuel margin is estimated at about \$2.40 per gallon (this varies depending upon the customer class); Council sets the minimum margin through the annual Fee Schedule which is currently \$2.10. That margin not only covers the direct cost of pumping fuel but also

contributes to staffing, utilities, facility maintenance, administrative allocations, insurance, and infrastructure upkeep required to operate the Airport as a public-use facility. Fuel is the largest source of revenue generated to operate the Airport.

While not all airport operating costs should be recovered exclusively through fuel sales, fuel revenue is the Airport's largest funding mechanism and is essential to maintaining long-term financial sustainability without increasing reliance on other revenue sources. Beginning in 2023, the Airport's business model shifted from the City borrowing funds to construct hangars for lease to house aircraft to instead leasing Airport land for private investment to develop hangars. Under this model, private entities finance and construct the hangars, while the City retains land ownership and benefits from property tax revenue on both real and personal property, increased fuel sales to tenants, and the collection of an Airport Maintenance Fee to support facility upkeep. This approach allows the Airport to expand capacity and economic activity without incurring additional municipal debt, thereby reducing financial risk and protecting City of Monroe taxpayers.

Review of Existing Fuel Agreements Staff has reviewed certain legacy fuel arrangements (implemented prior to 2023) that differ from the standard retail structure. The Airport stores fuel for customers; the customer purchases it, the Airport receives it, stores it, and distributes it to the customer; as well as provide quality control and safety precautions. The City is reviewing and considering the following: standardize fuel pricing under a uniform retail and volume-based structure; implementing a high-volume discount policy available to all qualifying Airport-based customers; terminating legacy agreements; all to maintain sufficient fuel margin to support Airport infrastructure and capital needs.

Direct fueling service costs are estimated at approximately \$0.60 - \$.90 cents per gallon; however, sustainable operations require margins that also support staffing, facilities, and infrastructure. Staff is presenting a thorough review to provide Committee and Council with a clear understanding of the Airport's fuel revenue structure and to inform and hear from Council on proposed adjustments that promote long-term financial sustainability and fairness across Airport users.

It is recommended that the General Services Committee receive this presentation for both educational and policy discussion purposes. The information is intended to provide a clearer understanding of the Airport's fuel sales operations, cost structure, and revenue model, with particular emphasis on establishing an equitable, consistent, and transparent framework for all Airport users. This discussion will allow the Committee to raise questions, concerns, or areas of interest, and provide feedback to ensure the fuel structure supports fairness among customers while maintaining the Airport's long-term operational and financial sustainability goals.

Informational Only. No motion needed.

There being no further business the meeting adjourned at 5:55 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee
DATE: April 2, 2026
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Ashley Nowell, Downtown Director
SUBJECT: America 250 Mural

SUMMARY STATEMENT

To celebrate America’s 250th Anniversary, staff is proposing to add a community mural on the side of the Lee Building. DAB unanimously supported the mural design at the March 18 meeting and has forwarded to General Services for their review.

REVIEW

As a part of Monroe’s America250 Celebrations, our committee has found a mural kit concept and selected the design below from Mural Mosaic. Each of the squares shown is painted individually and assembled together to create the full image. More than 600 tiles will make up the full mural.

Once ordered, Mural Mosaic will take about 4-6 weeks to prep and ship. Each tile includes its own paint kit with two brushes, a custom palette, instructions, and access to an online learning portal. We’ll plan to do community paint events during special events throughout the year. All ages and skill levels are welcome to participate in the collaborative art piece.

The mural will be installed on the north facing wall (on Franklin Street) of the Lee Building. The city’s attorneys are working on a mural easement for installation and maintenance of the mural. Mural Mosaic provides a guidebook and consults regarding assembly and installation. The tiles are made of aluminum and are primed. Outdoor murals are expected to last for 8-10 years. For more information, you can visit www.muralmosaic.com.

The mural will be \$7,500 to purchase the design and supplies. Install costs are expected to be \$1,000. These costs are included in the FY26 Budget.

Monroe’s Mural Ordinance outlines that public murals “should be carried out of behalf of the public only by the City of Monroe utilizing a well-designed process involving public input and approval by Monroe City Council.” The Downtown Advisory Board made a unanimous recommendation in support to the General Services Committee.



RECOMMENDATION

Staff and the Downtown Advisory Board recommends that General Services Committee approve the America250 Mural Design and places it on the Consent Agenda for the April 14 City Council Meeting.



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: April 2, 2026
FROM: Jeff Wells, Assistant City Manager
PREPARED BY: Jeff Wells, Assistant City Manager
SUBJECT: Welcome to Monroe Gateway Signs

SUMMARY STATEMENT

During the September 2025 Council retreat, ideas were developed for enhancing city roadside beautification efforts. At the November 2025 Strategic meeting, Council indicated interest in upgrading gateway signage. Staff has developed a signage plan for inclusion in the FY27 budget.

REVIEW

There are 18 “Welcome to Monroe” signs along the city’s major roadway corridors. They look like the signs below:



Staff proposes to replace 16 of these signs with gateway signage that match current city branding. Staff proposes to remove the 2 signs located on US 74.

The concept of the new gateway signs:



RECOMMENDATION

Item is information only. \$150,000.00 is proposed in the FY27 budget to complete the project.



STAFF REPORT

TO: General Services Committee
FROM: Pete Hovanec, Parks and Recreation Director
VIA: Mark Watson, City Manager
DATE: April 2, 2026
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Parks and Recreation Facility Rental Regulations

SUMMARY STATEMENT

The Parks and Recreation Committee requested a policy change to the Facility Rental Policy. The committee asked for consideration of deleting language specific to the promotion and use of City-owned facilities and parks.

REVIEW


Per discussion at the City Council meeting of February 10, 2026, staff attorneys drafted a Facility Rental Policy to address rental uses that are available to the public so such rentals will be consistently and equitably applied to users requesting a rental.

At its March 17, 2026 meeting, the Parks & Recreation Commission unanimously recommended the policy be presented to City Council for approval and adoption.

RECOMMENDATION

Staff requests the General Services recommendation for City Council approval and adoption of Facility Rental Policy PR-03.

Attachments: Facility Rental Policy PR-03 Draft

	Policy: Facility Rental Policy	Effective Date:
		Revision Effective Date:
	Policy Number: PR-03	Page 1 of 2
	_____	Parks and Recreation _____
	City Manager	Responsible Party

I. PURPOSE

This policy addresses rental and use of the City’s Park and Community Center facilities by the public. The City of Monroe owns and operates a number of parks, community centers, and other facilities for the use and enjoyment by the public. Generally, City of Monroe parks and park facilities are open to the public at large and available for the use and enjoyment of the public during established hours. The parks themselves are not subject to private exclusive rental by the public. However, certain facilities such as certain community center meeting rooms, multi-purpose rooms, and park shelters are available for private rental with certain regulations necessary to maintain the facilities and allow for safe and secure use of City facilities. This policy outlines the types of rental uses that are available to the public so such rentals will be consistently and equitably applied to users requesting a rental.

II. DEFINITIONS

Charitable Non-Profit Organization (“CNO”): A not-for-profit corporation, organization, or entity registered by the State of North Carolina pursuant to Section 131F of the North Carolina General Statutes or expressly exempt from such registration. Also, any entity determined to be tax exempt pursuant to Section 501(c)(3) by the Internal Revenue Service. Such organizations may be required to provide documentation of Registration with the North Carolina Secretary of State and/or a determination letter by the Internal Revenue Service as part of the rental application process.

Private Rental: Rentals for limited use which is not open to the general public or promoted to the general public by way of advertisement, flyers, social media, etc. Private rentals are intended for private use for family events and organizational purposes intended for defined and limited attendees which do not involve fundraising activities.

III. APPLICATION

The following facilities are available for rentals pursuant to this policy:

Community Center Meeting Rooms and Multi-purpose Rooms¹

1. J. Ray Shute Center
2. Winchester Center
3. Dickerson Center
4. Old Armory Center
5. Sutton Park Center
6. Bazemore Active Adult Center
7. Fire Station Four Community Room

Park Picnic Shelter

1. Creft Park
2. Sunset Park
3. Belk Tonawanda Park
4. Don Griffin Park
5. Picnic Shelters located at above listed Community Centers

¹ Rentals at the Dowd Center Theatre, the Monroe Science Center, and Clubhouse 1936 are addressed in separate, site-specific policies.

IV. POLICY

- A. City of Monroe owned parks and park facilities are open for the use and enjoyment by the citizens of Monroe and the public in general during normal operating hours. Other than the picnic shelter, Belk Tonawanda Park is not available for private rental.
- B. Section III facilities are available for Private Rentals as defined above. Such events are not open to the general public, may not be advertised to the public, and may not provide for ticket sales for admission at the door or for entry. Such events are by invitation only and no concession sales are allowed.
- C. Section III facilities may be rented by CNO's for fundraising events and other events open to the public. Such CNO events may be advertised via media, flyer, social media, etc. and may provide ticket sales at the door. Occupancy limits for facilities will be strictly enforced at all times by City staff up to and including stopping an event if occupancy limits are exceeded.
- D. Athletic fields or athletic facilities are available for Private Rentals but may only be used for the athletic activities for which the facility was designed and intended.



STAFF REPORT

TO: General Service Committee
VIA: Mark Watson, City Manager
DATE: April 2, 2026
FROM: Lisa Stiwinter, Planning and Development Director
PREPARED BY: Catherine Mullis, Permit & Development Administrator
SUBJECT: Special Event Permit – UCPS U Awards Ceremony May 7, 2026

SUMMARY STATEMENT

General Services Committee is requested to consider a special event permit to be held in Downtown Monroe. Union County Public Schools has requested to close Main Street between Windsor Street and Correll Street on May 7, 2026 from 5:00 p.m. to 7:00 p.m.

REVIEW

Union County Public Schools has requested to close Main Street between Windsor Street and Correll Street on May 7, 2026 from 5:00 p.m. to 7:00 p.m. The event will be held in the Dowd Center Theater in Downtown Monroe for the announcement and recognition for Union County Public Schools Teacher of the Year, Beginning Teacher of the Year, Principle of the Year, and Assistant Principle of the Year.

The applicant is estimating 200 people will attend the event. There will be no alcohol sales as part of the event as it is within the social district. The businesses open during the event have all signed in favor of the event on page 13 of their application. I have included the application, map, and barricade map (created by the Engineering Department) for your reference.

DEPARTMENT REVIEWS

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

Fire Department:

Monroe Fire Department approves the event. Access must be provided in the event emergency apparatus need access. No fire inspection required.

Police Department:

Pending Police Approval.

Engineering Department:

1. Main Street approved to temporarily close between Windsor Street and Correll Street.
2. Applicant to notify all businesses/ property owners opened or closed within and adjacent to the event and provide them with their contact info for questions/concerns before or during the event. Applicant shall notify ALL businesses located along the entire length of Main Street one week prior to the event. This is in addition to the proof of notification already provided. Failure to contact all businesses/ property owners and provide event information can and will affect future approvals;
3. Applicant is responsible for placing and removing barricades on day of event per the attached map. Applicant is responsible for ensuring barricades are maintained in place throughout the event. Barricades should be delivered by the Street Division 24 hours prior. Report issues or concerns to the Street Division at 704-282-4533 during normal business hours and to the Street Division Standby at 704-226-5916 after hours;
4. Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned after the event is completed.
5. Tents and other temporary structures are allowed within the street right-of-way provided no pegs are driven into the pavement. Please use sandbags, concrete weights or other means for stabilization.

Planning and Development Department:

Special Events. A special event includes, but is not limited to arts and craft shows, cultural events, musical events, concerts and stage shows, celebrations, festivals, fairs, carnivals, circuses, or outdoor civic, religious or non-profit events.

1. No premise shall be the site of a special event exceeding a collective total of twenty (20) days or, three (3) individual weekends, or both, within any one (1) calendar year. In this context, a weekend shall constitute three (3) consecutive days.
 - a. A special event sponsored by the City, a county or the State shall be allowed to extend beyond the collective total of twenty (20) days or, three (3) individual weekends, or both within one (1) calendar year.
2. A special event not exceeding the collective total of days and weekends shall receive a temporary use permit. Special events exceeding the collective total of days and weekends shall receive a Special Use Permit from the Board of Adjustment in accordance with Section 3.4.9: Special Use Permit.

Downtown:

Approved with the following comments:

Event organizers must manage any trash produced and dispose of it off-site.

Legal:

Certificate of Insurance is approved.

Union County Environmental Health:

Pending their approval closer to the event.

RECOMMENDATION

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

Attachments:

1. Application
2. Map
3. Barricade Map



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: UCPS 2026 U Awards Ceremony		
Event Website (if applicable):	Event Date/s: May 7, 2026	Event Hours: 5:00 - 7:00PM

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Assembly <input type="checkbox"/> Festival/Outdoor Market <input type="checkbox"/> Run/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Block Party <input checked="" type="checkbox"/> Educational <input type="checkbox"/> Other: _____ 	Special Considerations: (please check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Alcoholic Beverages <input type="checkbox"/> Food Sales <input type="checkbox"/> Cooking <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Pets/Animals <input type="checkbox"/> Sound Amplification <input type="checkbox"/> Tents / Inflatables <input type="checkbox"/> Fireworks/Pyrotechnics <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall) <input checked="" type="checkbox"/> Other: <u>street closure in front of theatre from (4:00-6:00 pm) for social hour</u>
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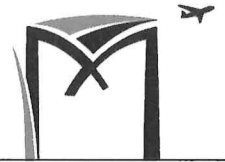
Time Set up Begins: 4:00 PM	Time Break Down Ends: 7:00 PM
Estimated Event Attendance: 200	Estimated # of People at Peak Periods: 200
Estimated # of Vehicles: wherever parking is available	Estimated Vehicles at Peak Periods: According to Availability

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: Union County Public Schools		Applicant Name: Union County Public Schools	
Address: 400 North Church Street		City: Monroe	State: NC Zip: 28112
Phone#: 704-296-5221	Mobile#: 704-221-6727	Email: shirlene.leaks@ucps.k12.nc.us	
Primary On-Site Contact: Tahira Stalberte		Mobile#: 704-361-6893	
Other On-Site Contact Info: Shirlene Leaks 704-221-6727			

SECTION III: EVENT DETAILS

Description of the Event: _____ Announcement and recognition ceremony for Union County Public Schools Teacher of the Year, Beginning Teacher of the Year, Principal of the Year and Assistant Principal of the Year	
Location/s of the Event: Dowd Center Theatre Downtown Monroe	Site Capacity: 560



Property Address: 120 S. Main Street Monroe, NC 28112	
Property Owner/s: City of Monroe	Owner/s Authorized Use:

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

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

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

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

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

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

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

Reason for Street Closure: Parking, event festivities and social hour

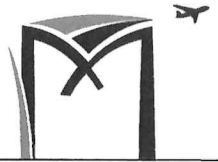
Name of Street to be closed: Main St. between W. Correl & Windsor from 5:00 PM to 7:00 PM

Additional Street: * In front of Dowd Center Theatre from 5:00 PM to 7:00 PM

of Barricades needed: 4-6 # of cones needed 8 Drop-off location: Corners of Main/Windsor (2) & Main/Correll (2)

Date of Closure: Thursday, May 7, 2026 Start Time: 5:00 PM to 7:00 PM

Additional Comments: _____



Trash/Debris Plan: Trash will be discarded inside Theatre, City of Monroe outside trash cans and dumpster behind Dowd Theatre

SECTION V: SPECIAL CONSIDERATION DETAIL (Continued)

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

Alcoholic Beverages* (check all that apply)

- Free/Host Alcohol
- Alcohol Sales (ABC Permit must accompany)
- Host and Sale Alcohol
- Beer
- Wine
- Beer and Wine
- Liquor

* Applicant must provide a map of proposed designated area with this application. Right to modify area is reserved by the City.

Additional Permit Attachments Required:

- Site Map of All Activities
- Parking Plan
- Security Plan
- General Liability Insurance
- ABC Permit
- Alcohol Beverage Designated Area Map
- Proof of 501C Status
- Application Fee
- Property Owner Authorization
- Business Notification Form

Parade/Run/Walk/Procession/Demonstration (map of route required)

- Open Sidewalks only
- Streets w/ temporary traffic interruptions
- Street Closures
- Sidewalk Closures

Start Time: _____ End Time: _____

Purpose: _____

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

Tents greater than 400 square feet require an additional \$40 permit fee

Inflatables (Width x Length X Height)
Dimensions of Inflatable: _____

Cooking or Warming Food? (Circle One)
Method of Heat: _____

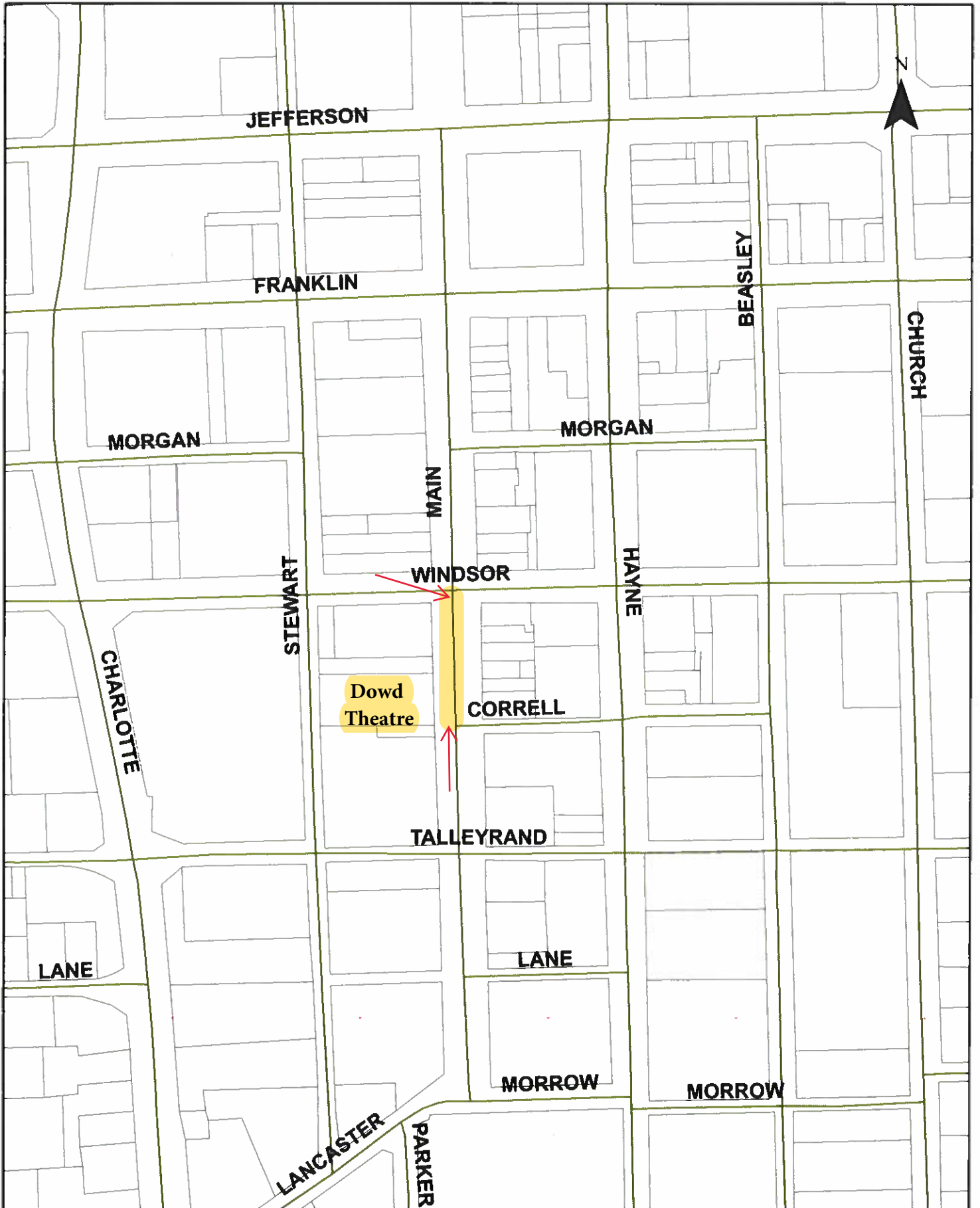
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council and/or City Manager or City Manager's designee. Applicant agrees to comply with all other requirements by the City, County, State, and Federal Government, and any other applicable entity which may pertain to the use of the Event venue and the conduct of the Event. I agree to abide by these rules, and further certify that I, on behalf of the host organization, am also authorized to commit that organization, and therefore the host organization agrees to be financially responsible for any costs, fees, and damages, that may be incurred by or on behalf of the Event to the City of Monroe. I understand the application fee is non-refundable and due at the time of application submittal. The submission of this application is not an automatic approval or guarantee. No City of Monroe logo or seal may be used on any promotional material or advertisement.

Print Name of Application/Host Organization: Union County Public Schools Title: Communications Dept.

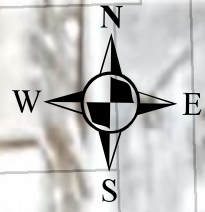
Signature Jahira Helbert

Submission Date: 2/6/2024

Map of Downtown



Barricade Layout
for UCPS Event -
May 8th, 2025



N MAIN ST

W WINDSOR ST



Dowd Theater

S MAIN ST



W CORRELL ST

Breakdown

Type III Barricades x 4
Barrels x 6



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: April 2, 2026
FROM: W. Scott Hunt, Staff Attorney
PREPARED BY: W. Scott Hunt, Staff Attorney
SUBJECT: North Carolina Department of Transportation Offer to Purchase Real Property Due to the Acquisition of Right of Way and Damages for Property Near Lake Twitty Dam

SUMMARY STATEMENT

This item addresses an Offer to Purchase Real Property Due to the Acquisition of Right of Way and Damages received from the North Carolina Department of Transportation (“NCDOT”) with respect to real property owned by the City (parcel no. B-5376 002) (the “Real Property”) located adjacent to the bridge over Stewart’s Creek on SR 1681 (Old Camden Road), which is below the Lake Twitty Dam. NCDOT is offering \$24,059.00 to acquire 0.25 acres of the Real Property in fee simple for highway right of way, to acquire a temporary construction easement over an additional 0.082 acres, to pay damages for removal/relocation of a fence located on the Real Property and approve a Budget Ordinance to provide funding for the fence re-location.

REVIEW

NCDOT is working on a project to replace the bridge over Stewart’s Creek on SR 1681. NCDOT currently owns right of way on either side of the bridge but as part of this project seeks to increase the size of the right of way it owns by acquiring an additional 0.25 acres in fee simple out of the adjacent Real Property owned by the City. This would effectively move the existing right of way line closer to the Lake Twitty Dam. Additionally, a temporary construction easement consisting of 0.082 acres is sought which would provide access to an additional 7-11 feet beyond the newly proposed right of way line in the direction of the dam. There is an existing chain link fence topped with barbed wire owned

by the City, approximately 380-400 feet of which would be in the newly proposed right of way area. The fence is necessary to provide security and control access to the dam and would be relocated outside of the right of way area.

The Real Property was staked to show the location of the proposed taking. Water Resources Department staff walked the Real Property with NCDOT officials to determine where the fence could be permanently re-located. Following this investigation, staff is comfortable that the additional right of way, temporary construction easement, proposed construction activities, and new location for the fence do not pose an unreasonable risk to the dam or security of the area. Additionally, the City's NPDES permit does not require downstream sampling as a result of the proposed activities. Water Resources staff obtained an estimate to re-locate the fence in the amount of \$17,034.00. A Budget Ordinance is included to appropriate the funding for the re-location. NCDOT hopes to acquire the right of way by May 2026 and tentatively plans to begin construction in January 2028, with a targeted construction completion of September 2028.

NCDOT obtained an appraisal of the fair market value for the proposed right of way, temporary construction easement, and damages for the fence located in the right of way. That appraisal was the basis for NCDOT's initial offer of \$7,025.00. After obtaining the estimate for the fence, we negotiated with NCDOT to obtain a settlement offer of \$24,059.00.

RECOMMENDATION

It is recommended that the General Services Committee recommend accepting the offer of \$24,059.00 from NCDOT to acquire 0.25 acres of Real Property owned by the City in fee simple for the right of way, to acquire a temporary construction easement over 0.082 acres of the Real Property, and as compensation for the fence re-location. A Budget Ordinance is recommended for approval to appropriate the reimbursement from NCDOT for the fence re-location. It is also recommended that the City Manager or his designee be authorized to execute all documents consistent with same and necessary to complete same, including but not limited to, a deed for highway right of way and vendor registration form, subject to Council approval. If recommended, this item will be placed on the April 14, 2026 City Council regular meeting consent agenda.

Attachments:

Map

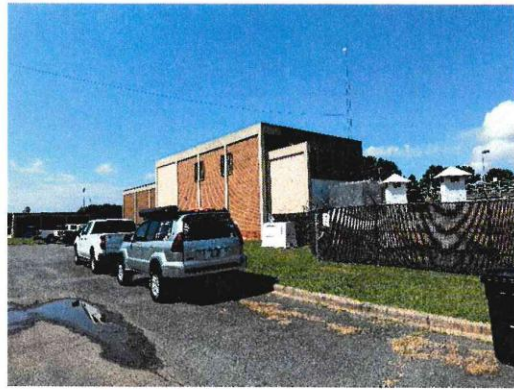
Site photos

Preliminary Plan drawing

Resolution R-2026-16

Budget Ordinance BO-2026-08

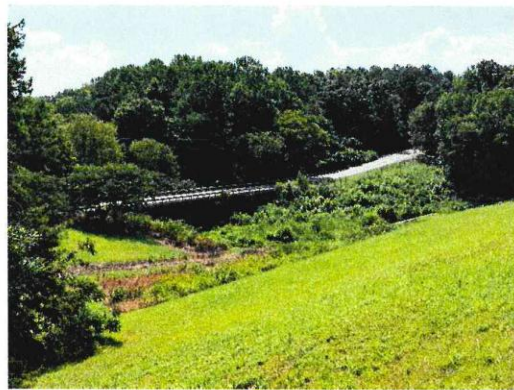
SUBJECT PHOTOS



PUMP HOUSE FACING SW



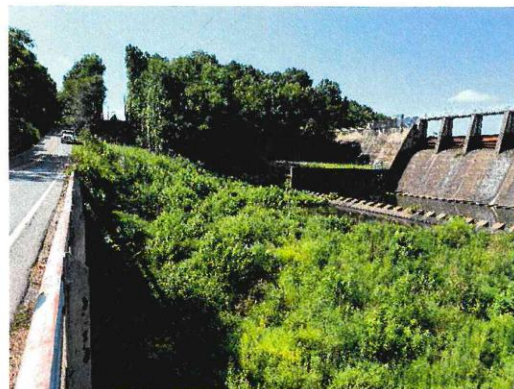
PARKING LOT & BUILDING FACING WEST



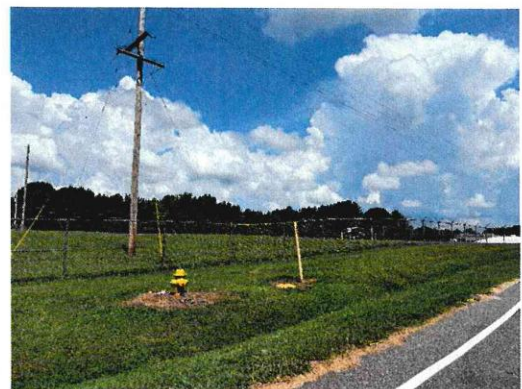
STEWARTS CREEK AREA & BRIDGE
OVER OLD CAMDEN ROAD FACING SE



SUBJECT & DAM AREA FACING SOUTH FROM
NORTH SIDE OF STEWARTS CREEK

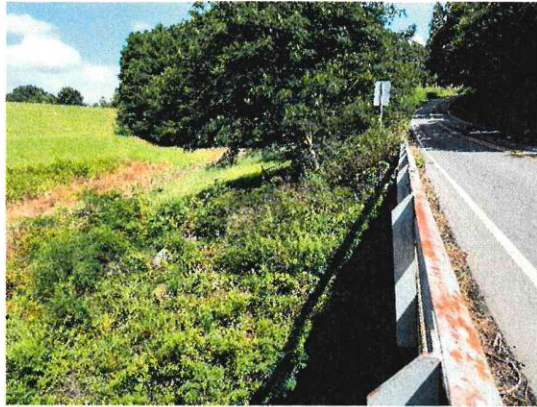


STEWART CREEK & DAM AREA
FACING SOUTH

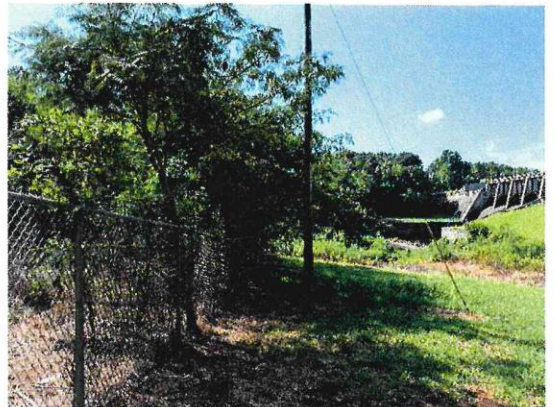


SUBJECT FACING NORTH FROM SOUTHERN
END ON OLD CAMDEN ROAD

PHOTOS OF IMPACTED AREAS



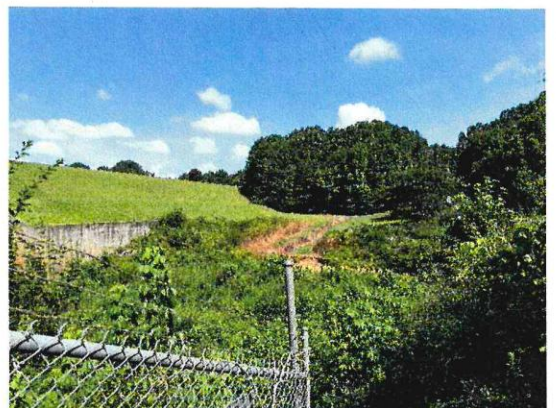
TAKE AREA & TCE FACING NORTH
NORTH OF STEWARTS CREEK



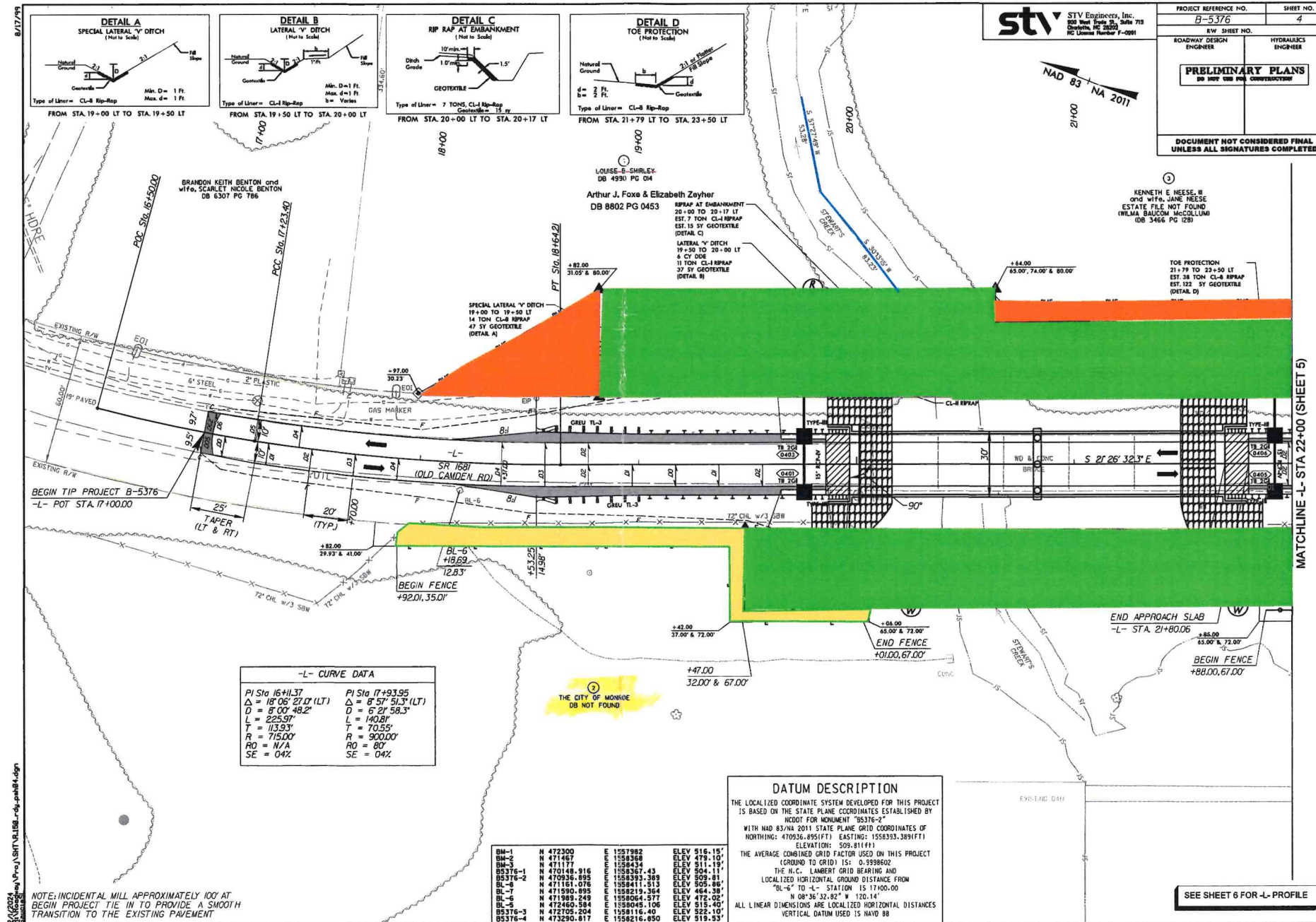
TAKE AREA & TCE FACING SOUTH
NORTH OF STEWARTS CREEK



TAKE AREA & TCE FACING SOUTH
SOUTH OF STEWARTS CREEK



TAKE AREA & TCE FACING NORTH
SOUTH OF STEWARTS CREEK



8/17/19
 P:\2019\B-5376\Drawings\Plan\B-5376-4.dwg
 2019/08/17 10:58:11 AM
 STV

NOTE: INCIDENTAL MILL APPROXIMATELY 100' AT
 BEGIN PROJECT THE IN TO PROVIDE A SMOOTH
 TRANSITION TO THE EXISTING PAVEMENT

-L- CURVE DATA

PI Sta 15+11.37	PI Sta 17+93.95
$\Delta = 18^{\circ}06'27.0"$ (LT)	$\Delta = 6^{\circ}57'51.3"$ (LT)
$D = 8^{\circ}00'48.2"$	$D = 6^{\circ}27'58.3"$
$L = 225.9'$	$L = 140.8'$
$T = 133.9'$	$T = 70.55'$
$R = 715.00'$	$R = 900.00'$
$RO = N/A$	$RO = 80'$
$SE = 04\%$	$SE = 04\%$

BM-1	N 472300	E 1527982	ELEV 916.15'
BM-2	N 471467	E 1528368	ELEV 478.10'
BM-3	N 471177	E 1528434	ELEV 911.19'
BS376-1	N 470148.916	E 1528367.43	ELEV 504.11'
BS376-2	N 470936.895	E 1528393.389	ELEV 809.81'
BL-8	N 471161.076	E 1528411.513	ELEV 505.86'
BL-7	N 471590.895	E 1528219.364	ELEV 464.30'
BL-6	N 471989.249	E 1528064.577	ELEV 472.02'
BL-5	N 472460.584	E 1528045.106	ELEV 515.40'
BS376-3	N 472705.204	E 1528116.40	ELEV 522.10'
BS376-4	N 473290.817	E 1528216.850	ELEV 519.53'

DATUM DESCRIPTION

THE LOCALIZED COORDINATE SYSTEM DEVELOPED FOR THIS PROJECT
 IS BASED ON THE STATE PLANE COORDINATES ESTABLISHED BY
 NCDOT FOR MONUMENT "BS376-2"
 WITH NAD 83/NA 2011 STATE PLANE GRID COORDINATES OF
 NORTHING: 470936.895(FT) EASTING: 1528393.389(FT)
 ELEVATION: 509.81(FT)

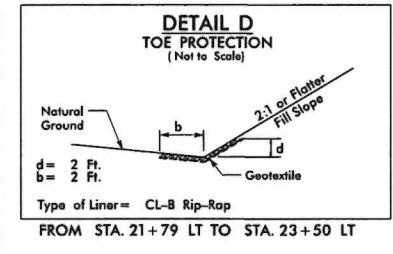
THE AVERAGE COMBINED GRID FACTOR USED ON THIS PROJECT
 (GROUND TO GRID) IS: 0.9998602
 THE N.C. LAMBERT GRID BEARING AND
 LOCALIZED HORIZONTAL GROUND DISTANCE FROM
 "BL-6" TO "-L-" STATION IS 17400.00
 N 08°36'32.02" W 120.14'

ALL LINEAR DIMENSIONS ARE LOCALIZED HORIZONTAL DISTANCES
 VERTICAL DATUM USED IS NAVD 88

SEE SHEET 6 FOR -L- PROFILE

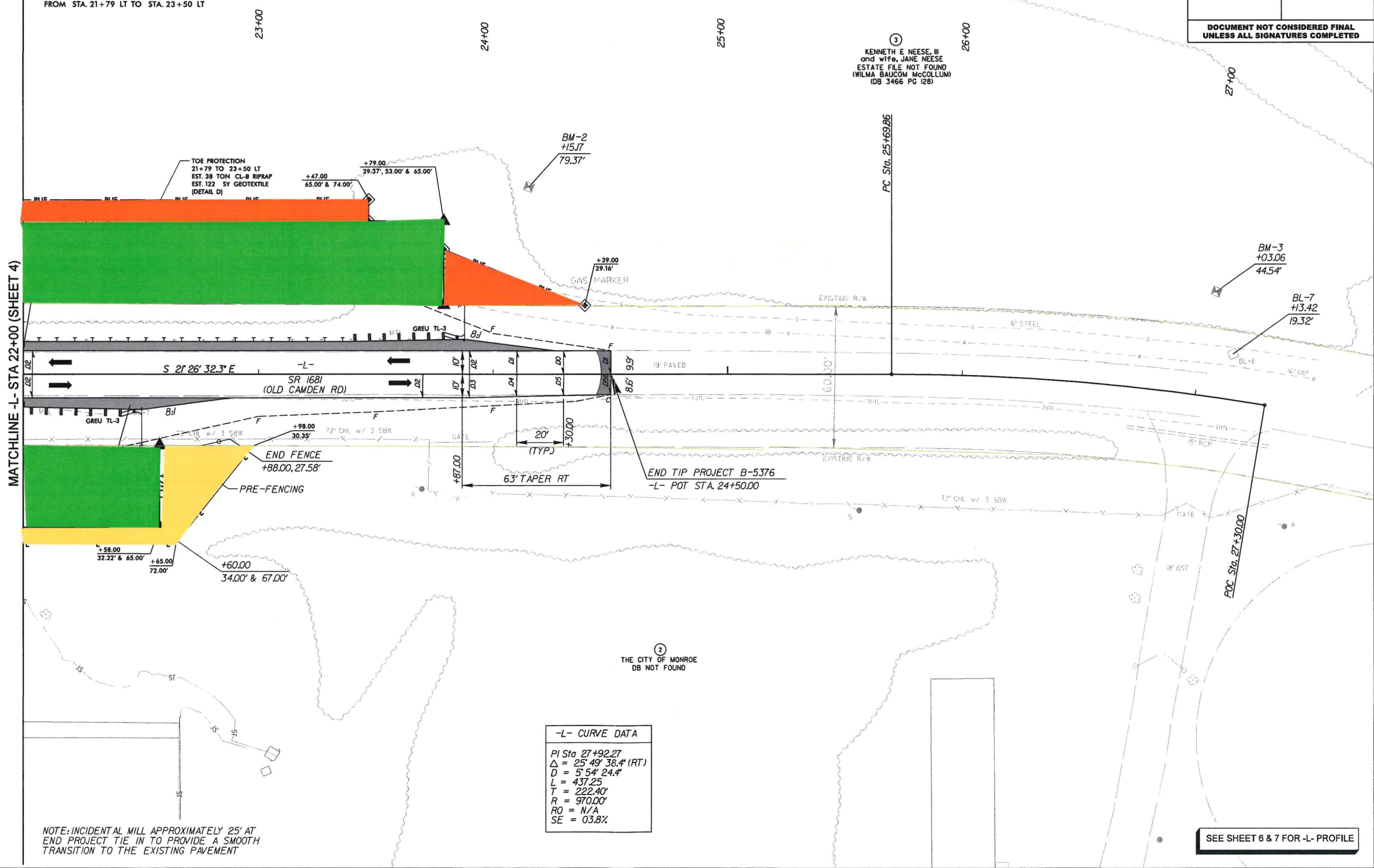
MATCHLINE -L- STA. 22+00 (SHEET 5)

8/17/99
 2/1/2024
 R:\Roadway\VP-co\ASHT\1.R.150_rdy_psh05.dgn



stv STV Engineers, Inc.
 900 West Trade St., Suite 715
 Charlotte, NC 28202
 NC License Number F-0991

PROJECT REFERENCE NO. B-5376	SHEET NO. 5
ROADWAY DESIGN ENGINEER	HYDRAULICS ENGINEER
PRELIMINARY PLANS DO NOT USE FOR CONSTRUCTION	
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED	



-L- CURVE DATA

PI Sta	27+92.27
Δ	25° 49' 38.4" (RT)
D	5' 54" 24.4"
L	437.25
T	222.40'
R	970.00'
RO	N/A
SE	03.8%

NOTE: INCIDENTAL MILL APPROXIMATELY 25' AT END PROJECT TIE IN TO PROVIDE A SMOOTH TRANSITION TO THE EXISTING PAVEMENT

SEE SHEET 6 & 7 FOR -L- PROFILE



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 50 ft

**RESOLUTION OF MONROE CITY COUNCIL
TO AUTHORIZE THE LAND SALE TO – NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION
R-2026-16**

WHEREAS, the North Carolina Department of Transportation, hereinafter ‘NCDOT’, approached the City of Monroe, hereinafter ‘City’, to express their interest in purchasing a portion of City owned property Parcel # B-5376002, hereinafter ‘Real Property’, consisting of approximately 0.25 acres, a temporary construction easement on the Real Property consisting of an additional 0.082 acres, and paying damages for necessary relocation of the City’s fence on said Real Property for \$24,059.00 (Twenty Four Thousand Fifty Nine Dollars);

WHEREAS, NCDOT submitted an Offer to Purchase Real Property Due to the Acquisition of Right of Way and Damages dated October 28, 2025, and subsequently raised its offer in settlement on February 27, 2026, hereinafter ‘Offer’, and Council makes the following findings with respect to said Offer:

1. NCDOT makes the Offer in connection with its bridge replacement project over Stewart’s Creek on SR 1681 (Old Camden Road).
2. The amount of the Offer adequately compensates the City for the value of the Real Property acquired, the temporary construction easement acquired, and the damages incurred as a result by the City with respect to its fence on the Real Property.

WHEREAS, based on the above findings and other documentation in the file, the City Council concludes that the land sale should be approved; and,

WHEREAS, the City of Monroe anticipates entering into a deed, temporary construction easement, and other documents necessary to effectuate the items described above,

NOW THEREFORE BE IT RESOLVED THAT the land sale be approved subject to entry of satisfactory documents to effectuate same. Staff is hereby authorized to negotiate and proceed with the closing documents for the land sale, and the City Manager is authorized to execute on behalf of the City all necessary documents.

Adopted this _____ day of _____, 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk

**CITY OF MONROE, NORTH CAROLINA
CAPITAL PROJECT BUDGET ORDINANCE
SOURCE WATER ASSET MANAGEMENT - FENCE RELOCATION
BO-2026-08**

WHEREAS, project WR2502 was established to provide funding for source water asset management; and

WHEREAS, the North Carolina Department of Transportation NCDOT is working on a bridge replacement project on SR1681 near the Lake Twitty Dam and needs to increase the right-of-way by 0.25 acres; and

WHEREAS, NCDOT is reimbursing the City for the land and the cost of relocating the City's chain link security fence that is located on this land; and

WHEREAS, funding received from NCDOT for the fence relocation will be appropriated in project WR2502 – Source Water Asset Management.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Monroe appropriates funding to provide funding in project WR2502 for Source Water Asset Management for fence relocation.

Water/Sewer Capital Project Fund:

Revenue:

Miscellaneous Reimbursement \$17,034

Expense:

Project Costs (WR2502-Source Water Asset Mgmt.) \$17,034

Adopted this 14th day of April, 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: April 2, 2026

FROM: Lisa Strickland, Finance Director

PREPARED BY: Lisa Strickland, Finance Director

SUBJECT: Fiscal Year 2025-2026 Fee Schedule Amendment to Adopt 2026 Economic Development Grant Factors

SUMMARY STATEMENT

Approval of Ordinance O-2026-16 is recommended to amend the Fiscal Year 2025-2026 Fee Schedule and add a section to adopt the Economic Development Grant Factors for the current fiscal year.

REVIEW

City Council approved revisions to the Economic Development Grant Policy on March 24, 2026. The new grant policy requires that a schedule of Grant Factors will be adopted and published each year as part of the City’s Fee Schedule. Approval of Ordinance O-2026-16 is recommended to amend the Fiscal Year 2025-2026 Fee Schedule and add a section to adopt the Grant Factors for the current fiscal year as follows:

<u>Levels</u>	<u>Investment Thresholds</u>	<u>Grant Factor</u>
Level I	\$3,000,000-\$4,999,999	1.10%
Level II	\$5,000,000-\$14,999,999	1.65%
Level III	\$15,000,000-\$ 29,999,999	1.75%
Level IV	\$30,000,000 and greater	1.87%

The Grant Factors were determined by using the Fiscal Year 2026 ad valorem tax rate of \$0.0044 (0.44%). The grants are designed to calculate an incentive based on the assessed value ratios as follows:

- Level I = \$3,000,000 to \$4,999,999 = 50%
- Level II = \$5,000,000 to \$14,999,999 = 75%
- Level III = \$15,000,000 to \$29,999,999 = 80%
- Level IV = \$30,000,000 to Unlimited = 85%

RECOMMENDATION

Staff requests a favorable recommendation from the General Services Committee for approval from Council to amend the Fiscal Year 2025-2026 Fee Schedule. This item will be placed on the City Council consent agenda.

Attachment: Ordinance O-2026-16

**ORDINANCE TO AMEND
FISCAL YEAR 2025-2026 CITY OF MONROE FEES SCHEDULE
O-2026-16**

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 I. ADMINISTRATIVE, ARTICLE A. MISCELLANEOUS** to add **Economic Development Grants Levels and Factors** as follows:

Section 12. Economic Development Grants

Minimum Capital Investment Levels (“Grant Levels”) and Grant Factors

<u>Levels</u>	<u>Investment Thresholds</u>	<u>Grant Factor</u>
Level I	\$3,000,000-\$4,999,999	1.10%
Level II	\$5,000,000-\$14,999,999	1.65%
Level III	\$15,000,000-\$ 29,999,999	1.75%
Level IV	\$30,000,000 and greater	1.87%

The Grant Factors were solved using the FY 26 tax rate, \$0.0044 (0.44%). The annual Grant Factors are set by the City each fiscal year and will change depending on the applicable ad valorem tax rate each year.

Effective April 14, 2026

This Ordinance shall be effective April 14, 2026.

Adopted this 14th day of April, 2026.

Attest:

Robert A. Burns., Mayor

Bridgette H. Robinson, City Clerk