

**CITY OF MONROE - GENERAL SERVICES COMMITTEE  
CITY HALL CONFERENCE ROOM  
300 W. CROWELL STREET, MONROE, NC 28112  
Thursday, May 7, 2026 - 4:15 PM**

**AGENDA  
[www.monroenc.org](http://www.monroenc.org)**

1. Minutes of General Services Committee Meeting of March 23, 2026 and April 2, 2026
  
2. Downtown Master Plan Quarterly Update
  
3. Special Event Permit 3<sup>rd</sup> Annual Poker Run Union County Special Olympics to be held on June 6, 2026
  
4. Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 803 Winchester Avenue being Union County Parcel ID 09228114 by Negotiated Offer, Advertisement, and Upset Bids Procedure.
  
5. Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 306 Charles Street being Union County Parcel ID 09231173 by Negotiated Offer, Advertisement, and Upset Bids Procedure.
  
6. Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 0 Wiatt Street being Union County Parcel ID 09228094 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

Other Items



**CITY OF MONROE  
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room  
300 W. Crowell Street  
Monroe, NC 28112  
March 23, 2026 - 3:30 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; Jeffrey Wells, Assistant City Manager; Richard Long Jr., City Attorney; Terry Sholar, Senior Staff Attorney; William Hunt, Assistant City Attorney; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Katrina Myers-Arnold, Accounting Manager; Angela Duncan, Senior Budget Analyst; Lisa Kerner, Grant Administrator
- Visitor(s): None

The General Services Committee met in the City Hall Conference Room at 3:30 p.m. on March 23, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 3:30 pm.

**Item 1. Outside Agency Funding Requests for Fiscal Year 2027 Budget**

Lisa Kerner, Grant Administrator presented that 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 via Zoom 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:

Scoring categories used by staff:

1. Direct Monroe residents served (higher for clear Monroe-only counts and larger service volumes).
2. Alignment with core City priorities/municipal role (housing stabilization, public safety, healthcare access, crisis intervention, food security; highest scores for reducing homelessness/medical instability/domestic violence).
3. Partnership with the City (existing collaboration, referrals, services that reduce City workload).
4. Measurable outcomes/accountability (data-driven reporting vs general statements).
5. Cost efficiency (judgment-based due to inconsistent cost-per-resident data).

### Policy Context

Lisa Hollowell, Assistant City Manager, presented policy context that organizations must be incorporated, operating at least 3 years, in good standing with NC Charitable Solicitation requirements, have a governing board and submit roster, disclose conflicts, meet City accountability/financial reporting.

Audit requirement: requests over \$25,000 require an audit at the agency's expense; under \$25,000 require board financial reports.

Prohibited uses: lobbying/political/fundraising; faith-based orgs are eligible (no discrimination).

Safety requirement: background checks for staff/volunteers; restrictions for violent offenses/registry issues and unsupervised contact with vulnerable populations.

Noted desire to tighten reporting/performance measurement going forward (some agencies did not submit required February reports).

### Budget Context Discussions

Committee flagged growth in outside agency support (example mentioned: \$931k in FY2025 vs \$1.8M currently, depending on what is counted).

Discussion emphasized that City support includes more than checks (facilities use, SRO subsidies, staff time/overtime for events like the Christmas parade).

In-kind support was stated as about \$1.2M (shown on the last page of the packet).

Council's cap: total outside agency support (direct + in-kind) limited to 2% of the tax base/general fund budget per policy.

### Application Participation and Exceptions Discussions

Spreadsheet included both current applicants and some historical entries for agencies that did not apply this cycle.

Staff clarified the list structure as follows:

Agencies with values in the "FY2027 recommended" column submitted an application.

Some agencies attended the Zoom but did not apply (including several new agencies; Ground 40 attended but did not apply; historical info kept).

Three agencies did not attend the Zoom live but were allowed to apply after receiving a recorded session upon request.

Committee general agreement not to make exceptions for those who did not follow required steps.

### Funding Recommendations Discussed and Final Funding Amounts Agreed

Committee decided to walk through direct-funding recipients one-by-one (in-kind line items to be handled separately).

Angel Shoes: requested \$10,000; staff recommended \$6,000; committee agreed.

Common Heart: requested \$25,000; recommended \$15,000; committee agreed.

Community Health Services of Union County (free clinic): requested \$40,000; recommended \$30,000; discussed high Monroe usage (3,000+ Monroe residents) and that healthcare is often a county function; committee agreed.

Community Mom Outreach: requested \$57,500 for ~25 middle school students; not recommended (small

served count; duplication with rec centers; questions about meeting 3-year operation guideline); committee agreed.

Council on Aging: requested \$40,000; recommended \$25,000; committee agreed.

Excel Enrichment: requested \$3,060 (entire budget) for 10–12 students; not recommended (duplication; policy fit); committee agreed.

Food for Families: requested \$10,000; recommended \$10,000; committee supported (existing partner with Parks & Rec; serves 4,000+ families).

Health Quest (Rx for Monroe): requested \$12,150; recommended \$8,000; committee agreed.

HELP Pregnancy Center: requested \$10,000; recommended \$8,000; committee agreed. Council member Anthony discussed the agency's inconsistency with funding requests. In FY 2025 they were approved for \$10,000, FY 2026 they didn't apply for funding and FY 2027 they are requesting \$10,000. Council member Anthony proposed a reduction in funding to \$8,000. Committee unanimously agreed.

Humane Society of Union County: requested \$20,300; staff recommended \$20,300; Council member Thompson recommended reduction to \$10,300 after noting Humane Society's overall \$ 2.3 million budget and this particular program's budget of \$30,000. Committee unanimously agreed.

Kingdom Citizens Outreach: requested \$10,000; not recommended due to significant in-kind support (facility use listed) and donated items; committee agreed.

Lifespan: requested \$20,917 for equipment/renovation; not recommended; committee agreed.

Monroe Union County CDC (housing counseling and eligibility analysis for City utility assistance programs): requested \$25,000; recommended \$25,000; committee agreed (seen as filling a City need and performing work for City programs).

New Covenant Community Development Center (STEM youth programming): requested \$25,000; recommended \$11,800; committee agreed.

Shakers One Hub Radio (two applications; radio station funding concept): not recommended; committee viewed as outside program scope/business-like; encouraged them to keep developing idea.

Turning Point (domestic violence + child abuse triage/interview center work; PD partnership; capital expansion mentioned): requested \$25,000; staff recommended \$20,000; committee increased to full request of \$25,000.

Union County Community Action: requested \$25,000; recommended \$20,000; discussion about utilities/locations and need for clearer proof of Monroe residents served if applying again; recommendation held.

Union County Community Arts Council: requested \$26,800; recommended \$26,800 for July 4th, Music on Main, MLK, Juneteenth events with Parks & Rec; committee agreed.

Union County Community Shelter: requested \$55,000; staff recommended \$35,000 (utilities limited to shelter portion); committee restored to full request of \$55,000 due to role as City's official cooling/warming shelter and lack of alternatives.

Union County Crisis Assistance Ministry: requested \$30,000; recommended \$30,000; committee agreed (utility/eviction crisis case management and close coordination with City customer service).

#### Final Direct Funding Amounts

Angel Shoes \$6,000

Common Heart \$15,000

Community Health Services \$30,000  
Council on Aging \$25,000  
Food for Families \$10,000  
Health Quest \$10,000  
HELP Pregnancy Center \$8,000  
Humane Society \$10,300  
Monroe Union County CDC \$25,000  
New Covenant \$11,800  
Turning Point \$25,000  
Union County Community Action \$20,000  
Arts Council \$26,800  
Community Shelter \$55,000  
Crisis Assistance Ministry \$30,000

Noted operational changes: City plans to occupy Ellen Fitzgerald building at end of July, renovate, and consolidate City engineering there (may affect some in-kind arrangements).

In-kind/SRO cost discussion highlighted significant unreimbursed amounts (e.g., UCPS SRO costs shown as \$319,000 unreimbursed; South Piedmont \$56,447; Union Academy \$28,498 unreimbursed) and interest in making total costs more transparent.

Request made for staff to review UCPS land lease timeline (approx. 1.2 acres leased since 2021/2022) and provide notice if coming due because City needs storage space.

Request made to update SRO accounting to include a prorated share of supervisory roles (2 sergeants and a lieutenant) if not already captured.

#### Funding Related to FY27 Budget

Ashley Ivey, Assistant Finance Director, presented details as to how funding relates to the budget.

Staff finance recap (page 26): prior-year general fund budget FY2026 = \$68.6M; 2% maximum = \$1.3M.

Updated FY2027 total direct + estimated in-kind = \$1,581,640; now \$208,110 over the policy maximum.

Updated cash funding level = \$307,900.

20% per-agency cash cap: \$61,580; no recommended agency exceeds the cash cap.

Net cash increase from meeting changes: +\$13,000 vs original staff recommendation.

#### Suggested Action Items

Review and propose policy enhancements to strengthen reporting requirements and performance measurement for funded agencies.

Confirm which agencies failed to submit required February reports and establish an enforcement/withholding process tied to compliance.

Decide formally whether agencies that did not attend the mandatory workshop (live vs recorded) should be eligible in future cycles and clarify policy language.

Verify UCPS lease end date for the 1.2-acre equipment storage site and determine whether to give notice and reclaim the property for City use.

Produce an updated SRO cost report that includes (or clearly excludes) prorated supervisory staffing (2 sergeants + lieutenant) and clarify other municipalities' /school system participation arrangements.

Prepare a brief, council-ready overview of the process, totals (cash + in-kind), cap overage, and the

committee's recommended award list for the upcoming strategic meeting.

Committee voted to move forward with recommendations to full City Council for overview and consideration, then incorporated to the manager's budget.

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

NAYS: None

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

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Committee Chairwoman, Julie Thompson



**CITY OF MONROE  
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room  
300 W. Crowell Street  
Monroe, NC 28112  
April 2, 2026 – 4:15 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; Jeffrey Wells, Assistant City Manager; Richard Long Jr., City Attorney; Terry Sholar, Senior Staff Attorney; William Hunt, Assistant City Attorney; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director; Katrina Myers-Arnold, Accounting Manager; Ron Fowler, Fire Department Chief; Rob Miller, General Manager of Energy Services & Water Resources; Pete Hovanec, Parks, Recreation & Tourism Director; Ashley Nowell, Downtown Director; Doug Britt, Assistant Director of Planning & Development; Catherine Mullis, Permit & Development Administrator

Visitor(s): Tahira Stalberte, Union County Public Schools

The General Services Committee met in the City Hall Conference Room at 4:16 p.m. on April 2, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 4:16 pm.

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

The minutes from the March 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 March 5, 2026.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

**Item 2. America 250 Community Mural**

Ashley Nowell, Downtown Director, presented a proposed mural installation on the Lee Building (near North Main & Franklin) to be mounted on the north side of the building. Timeline for completion would be 4-6 weeks to ship with a projected start date of summer (May/early June) with installation in the fall once all tiles are painted. The projected lifespan of the mural is 8-10 years.

Cost of the mural would be \$7500, plus mounting. Funding is budgeted in the FY26 budget.

The Downtown Advisory Board previously reviewed the mural in the March meeting and recommended approval.

Community engagement plan consists of pop-ups at downtown events, outreach to school, and 600 tiles to be painted as a large community project. Tiles will be distributed/managed through the downtown office as well as tracking who has each tile and ensuring all are returned with no missing pieces.

Theme/image: America 250; tiles will function like "paint by number" each tile packaged only with its required colors.

Planning for community engagement logistics for the distribution/collection of the 600 mural files (pop-ups, schools, staff paint day) and a coordination of plaque/event for installation. Plans to add a plaque acknowledging the project and involvement with a celebratory even anticipated when the mural is mounted.

Committee Member Anderson made a motion to approve mural be forwarded to City Council for the final approval.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

### **Item 3. Welcome to Monroe Gates Signs**

Jeffrey Wells, Assistant City Manager, presented background of city beautification ideas from the 2025 council retreat and council expressed interest in upgrading gateway signage at the November 2025 meeting. Focus on "Welcome to Monroe" gateway signs being installed on main transportation corridors; currently 18 signs.

Proposal to replace 16 signs around the city perimeter/corridors; remove 2 signs on US-74 due to redundancy with existing city limit signage and refurbished brick monument signs.

Recommended design direction to align with city branding/wayfinding and monument signage; "concept two" preferred. Preferred mounting: single silver pole, breakaway style to meet DOT encroachment requirements and reduce damage risk

"Welcome to Monroe" gateway signage replacement project in FY27 budget deliberations, estimated to cost \$150,000; design selection (concept two) to be confirmed along with final sign. This should include locations/removals. Monroe gate signs to be considered during upcoming budget process.

Information only. No motion needed.

### **Item 4. Parks and Recreation Facility Rental Policy**

Pete Hovanec, Parks, Recreation & Tourism Director and Terry Sholar, Senior Staff Attorney, presented a draft for clearer policy on rentals (especially around nonprofits and advertising).

New policy clarifies two rental types:

1. Private rentals: for a defined set of invitees; no fundraising; cannot advertise to the public.
2. Charitable nonprofit rentals: may host public events; may advertise/invite the public; may fundraise (including ticket sales).

Nonprofit "bright line" definition for eligibility: IRS 501(c)(3) designation or registered with NC Secretary of State as an organization authorized to solicit charitable funds.

Require documentation when nonprofit status is not already known/obvious.

Facilities covered: community rooms, multipurpose rooms, community centers, park picnic shelters; Fire Station community room included for consistency.

Facilities excluded (separate policies): Dowd Center, Science Center, Clubhouse 1936.

Athletic fields included but restricted: fields may only be rented/used for their designated athletic purpose (e.g., soccer for soccer fields; baseball for baseball fields).

Staff noted separate internal work underway to tighten rules/regulations for outdoor areas (e.g., inflatables) and address security/occupancy; staff can enforce occupancy limits and shut down events violating rules.

Discussion item: Winchester parking lot is not currently included as a rentable facility; staff could add it if council desires.

Noted ongoing enforcement challenge: public using non-designated city land (now part of Sunset Cemetery) as an athletic field due to old signage; request to post clear signage and update online field designations.

Finalize and publish updated Parks & Recreation facility rental policy; prepare staff process for verifying nonprofit documentation.

Post/refresh signage at cemetery-designated property (formerly interpreted as athletic field) to prevent unauthorized organized use.

Update the city website with clear, current athletic field designations, numbering, locations, and permitted uses.

Coordinate with Police Chief on enforcing no-use at cemetery-designated property for the upcoming Wednesday track gathering; share flyer with relevant staff/council.

Committee agreed to forward the rental policy to Council on the consent agenda.

Committee Member Anthony made a motion to approve the Parks and Recreation facilities rental policy updates.

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

Catherine Mullis, Permit & Development Administrator, presented a special event permit for Union County Schools Public awards ceremony to be held on May 7, 2026.

Event to be held at the Dowd Center Theater with street closure to allow for dinner/social time before the 6:00 pm theater program with no changes from last year. All reviewing departments approved.

Committee Member Anthony made a motion to approve the special event permit and move to Council.

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

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

NAYS: None

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

William Hunt, Assistant City Attorney, presented offer from NCDOT for the right-of-way purchase & fence relocation (Old Camden Rd near Lake Twitty Dam).

NCDOT acquiring ~0.25 acres plus 0.082 acres temporary construction easement for bridge replacement project (anticipated ~2 years out).

Fence relocation required; city provided full replacement estimate (~\$17K+).

NCDOT increased offer from \$7,025 to \$24,059 total; staff recommended acceptance.

Water resources reviewed; no concerns raised regarding dam/security or permits.

Budget ordinance included to fund fence replacement using NCDOT reimbursement.

Proceed with NCDOT right-of-way acquisition/fence replacement acceptance paperwork and associated budget ordinance steps.

Committee Member Anderson made a motion to approve NCDOT offer be moved forward to council.

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

Lisa Strickland, Finance Director, presented fiscal year 2025-2026 Fee Schedule Amendments adopting 2026 Economic Development Grant factors.

Required by the revised economic development grant policy approved March 24.

Factors calculated using current ad valorem tax rate (\$0.44) and assessed value ratios; example discussed: level 2 incentive based on 75% of taxes paid

Add economic development grant factors to the FY25-26 fee schedule via consent agenda ordinance.

Committee Member Anderson made a motion to approve the fee schedule amendment be moved forward to Council.

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

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

NAYS: None

**There being no further business the meeting adjourned at 4:54 p.m.**

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Committee Chairwoman, Julie Thompson



**STAFF REPORT**

**TO:** General Services Committee  
**DATE:** May 7, 2026  
**FROM:** Jeff Wells, Assistant City Manager  
**PREPARED BY:** Ashley Nowell, Downtown Director  
**SUBJECT:** Downtown Master Plan Update

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**SUMMARY STATEMENT**

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

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**REVIEW**

The Downtown Master Plan is moving along, with a public input workshop in February, a completed market analysis, several steering committee meetings, and 2 public surveys.

Staff will recap the meetings, surveys, and workshops that have occurred in the last quarter, and preview upcoming ways to be involved.

**RECOMMENDATION**

This item is for discussion.



**STAFF REPORT**

**TO:** General Service Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 7, 2026  
**FROM:** Lisa Stiwinter, Planning and Development Director  
**PREPARED BY:** Catherine Mullis, Permit & Development Administrator  
**SUBJECT:** Special Event Permit – 3<sup>rd</sup> Annual Poker Run – Union County Special Olympics

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**SUMMARY STATEMENT**

General Services Committee is requested to consider a special event permit for the 3<sup>rd</sup> Annual Poker Run for the Union County Special Olympics at the American Legion Post 27. The applicant is requesting to close Steele Street from Sutherland Avenue to McIntyre Street on June 6, 2026 from 12:00 p.m. to 7:00 p.m.

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**REVIEW**

The American Legion Post 27 has requested to close Steele Street from Sutherland Avenue to McIntyre Street on Saturday, June 6, 2026 from 12:00 p.m. to 7:00 p.m. The event will be the 3<sup>rd</sup> Annual Poker Run for the Union County Special Olympics. The Poker Run is a community-driven fundraising event benefiting the Special Olympic athletes in Union County.

The applicant is estimating 150 people will attend the event. There will be no alcohol sales as part of the event. There are no businesses open during the event. 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. No fire inspection required.

### Police Department:

Approved.

### Engineering Department:

Event has been approved with the following conditions:

1. Steele Street approved to temporarily close between Sutherland Avenue and McIntyre Street between 12 pm and 6:30 pm.
2. 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.
3. 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.
4. 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.

### Legal:

Certificate of Insurance is approved.

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## **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 & Map
2. Barricade Map

received  
2-25-26



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: 3<sup>rd</sup> Annual Poker Run for Union County Special Olympics Athletes

Event Website (if applicable): Event Date/s: 6-6-2026 Event Hours: 12pm - 7pm

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

<p>Event Category: (please check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assembly</li> <li><input type="checkbox"/> Festival/Outdoor Market</li> <li><input type="checkbox"/> Run/Walk</li> <li><input type="checkbox"/> Parade</li> <li><input type="checkbox"/> Demonstration</li> <li><input type="checkbox"/> Concert/Performance</li> <li><input type="checkbox"/> Block Party</li> <li><input type="checkbox"/> Educational</li> <li><input checked="" type="checkbox"/> Other: For parking of motorcycles</li> </ul>	<p>Special Considerations: (please check all that apply)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alcoholic Beverages</li> <li><input type="checkbox"/> Food Sales</li> <li><input type="checkbox"/> Cooking</li> <li><input type="checkbox"/> Merchandise Sales</li> <li><input type="checkbox"/> Pets/Animals</li> <li><input type="checkbox"/> Sound Amplification</li> <li><input type="checkbox"/> Tents / Inflatables</li> <li><input type="checkbox"/> Fireworks/Pyrotechnics</li> <li><input checked="" type="checkbox"/> Portable Restrooms</li> <li><input type="checkbox"/> Fire Watch/Crowd Manager (if deemed necessary by Fire Marshall)</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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Time Set up Begins: 12pm on 6-6-2026	Time Break Down Ends: 6:30pm on 6-6-2026
Estimated Event Attendance: 70 - 150	Estimated # of People at Peak Periods: 150
Estimated # of Vehicles: 40 - 75	Estimated Vehicles at Peak Periods: 75 - 80

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: American Legion Post 27	Applicant Name: Samuel Gonzalez		
Address: 700 N Sutherland Ave	City: Monroe	State: NC	Zip: 28110
Phone#:	Mobile#: 704-771-3988	Email: scable.dawg@gmail.com	
Primary On-Site Contact: Sam Gonzalez	Mobile#: 704-771-3988		
Other On-Site Contact Info: Felix (AL) Roldan 704-320-7275			

SECTION III: EVENT DETAILS

Description of the Event: The poker run is a community-driven fundraising event benefiting Special Olympics athletes in Union County. This event brings together local businesses, riders, veterans, and community members for a great cause. Every registration, sponsorship and donations help athletes to develop confidence, physical fitness, and leadership skills.

Location/s of the Event: 700 N Sutherland Ave. Site Capacity: Building - 153 / outside 100



Property Address: 700 N Sutherland Ave Monroe NC 28110

Property Owner/s: American Legion

Owner/s Authorized Use: Samuel Gonzalez

### SECTION IV: INSURANCE REQUIREMENTS

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

**A COPY OF POLICY MUST BE PROVIDED WITH THE APPLICATION.**

**CITY OF MONROE MUST BE LISTED AS "ADDITIONAL INSURED" PARTY.**

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

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

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

### SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

Reason for Street Closure: To have extra parking for vehicles

Name of Street to be closed: Steele St from 12pm to 7pm

Additional Street: N/A from \_\_\_\_\_ to \_\_\_\_\_

# of Barricades needed: 4 # of cones needed \_\_\_\_\_ Drop-off location: 700 N Sutherland Ave

Date of Closure: 6-6-2026 Start Time: 12pm to 7pm

Additional Comments: \_\_\_\_\_



- Trash/Debris Plan:** The location with will have trash cans and will handle that part.

**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: 12pm End Time: 12 7pm

Purpose: Parking

**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:

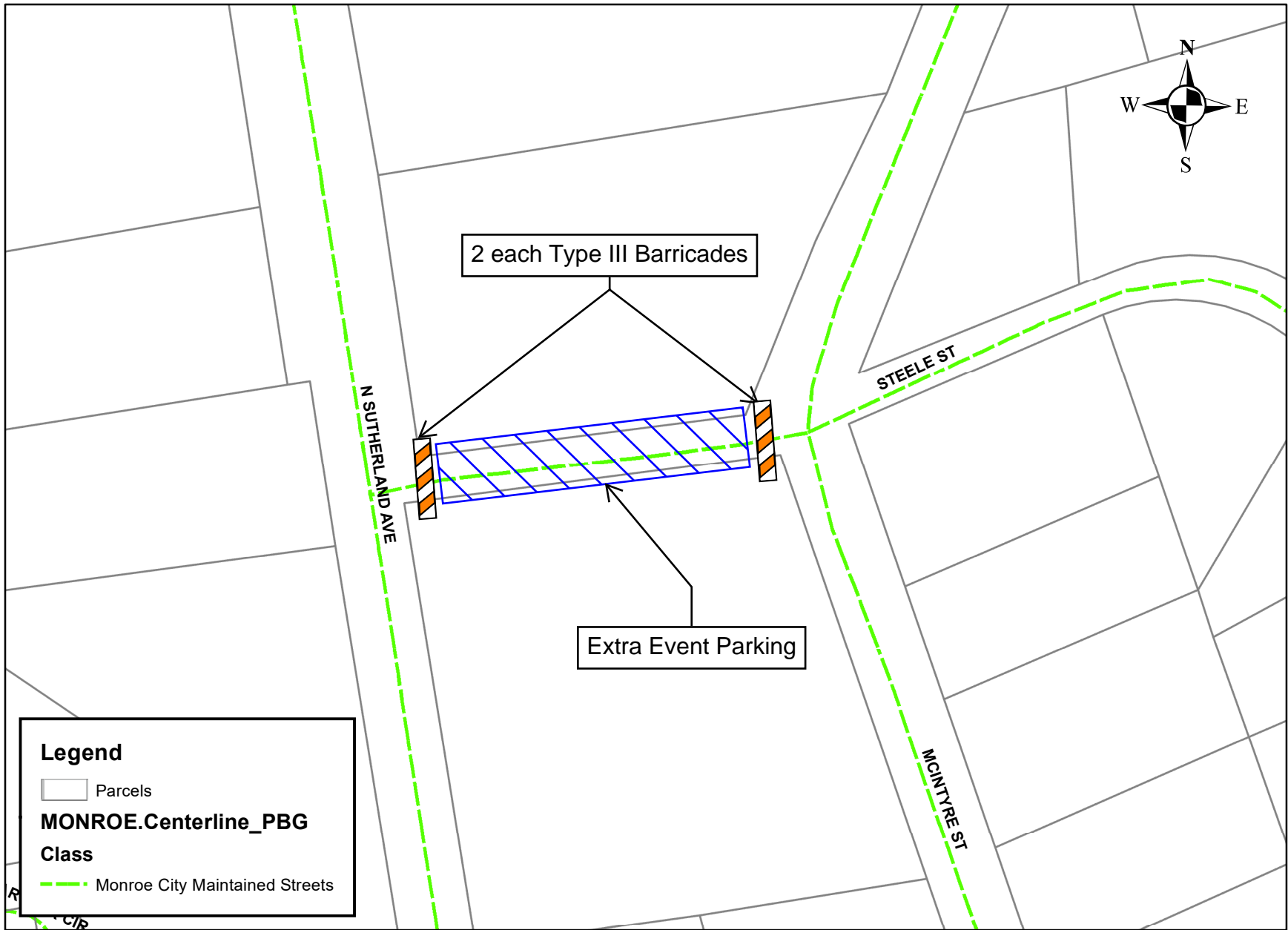
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand 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: Samuel Gonzalez Title: Commander

Signature: *Samuel Gonzalez* Submission Date: \_\_\_\_\_









**STAFF REPORT**

**TO:** General Services Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 7, 2026  
**FROM:** Jeff Wells, Assistant City Manager  
**PREPARED BY:** Jeff Wells, Assistant City Manager  
**SUBJECT:** Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 803 Winchester Avenue being Union County Parcel ID 09228114 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

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**SUMMARY STATEMENT**

Staff requests the General Services Committee review and consider an offer to purchase property owned by the City, located at 803 Winchester Avenue. Red Cedar Homes is the interested party.

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**REVIEW**

803 Winchester Avenue is one of the parcels in the city owned property inventory. The city currently owns 240 parcels. Each parcel has been evaluated on its purpose and categorized accordingly. The subject parcel has been categorized “No strategic reason the keep.”

803 Winchester Avenue is located on the north side of Winchester Avenue between PE Bazemore Drive and Boyte Street. It is 0.172 acres and is currently zoned RMD, Residential Medium Density.

The property was recently appraised to determine its market value. The property appraised for \$57,000, and is the city’s asking price. To sell this property, the city is utilizing the negotiated offer, advertisement, and upset bid process defined in North Carolina General Statute 160A-269. Red Cedar Homes, based in Charlotte, has submitted the required 5% deposit to initiate the upset bid process.

North Carolina Statute 160A-269: Negotiated offer, advertisement, and upset bid is described as follows:

“A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)”

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### **RECOMMENDATION**

Staff feels there is no strategic reason to keep 803 Winchester Avenue in the city parcel inventory. It is a good opportunity for residential fill-in of the vacant parcel while adding another new home to the Winchester community.

Staff recommends approval of Resolution 2026-26 to initiate the negotiated offer, advertisement, and upset bid process for 803 Winchester Avenue as defined by state statute.

If the General Services Committee recommends approval, the item will be placed on the May 12<sup>th</sup> City Council meeting for consideration.

Attachments:      Resolution 2026-26  
                            Red Cedar Homes Letter of Intent Purchase  
                            Legal Notice  
                            Map

**Marcus Anderson**  
Red Cedar Homes  
1710 Camden Road  
Charlotte, NC 28203

April 30, 2026

Jeffrey D. Wells  
Assistant City Manager  
City of Monroe  
City Hall  
300 W Crowell Street  
Monroe, NC 28112

**Re: Letter of Interest - 803 Winchester Avenue**

Dear Mr. Wells:

Please accept this letter as Red Cedar Homes' formal expression of interest in purchasing the property located at 803 Winchester Avenue, Monroe, North Carolina, Parcel ID 9228114. Red Cedar Homes is prepared to purchase the property at the City of Monroe's asking price of \$57,000.

We understand that a 5% deposit in the amount of \$2,850 is required to begin the City's process. We are prepared to provide the deposit in accordance with the City's instructions.

Please let us know the next steps for delivering the required deposit and moving this matter forward. We appreciate your time and consideration and look forward to working with the City of Monroe.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Anderson', written over a horizontal line.

Marcus Anderson  
Red Cedar Homes

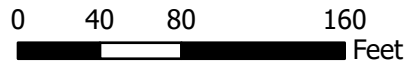


- Legend
- Address Points
  - Parcels
  - Highways
  - Road Centerlines
  - County
  - Municipalities
    - Fairview
    - Hemby Bridge
    - Indian Trail
    - Lake Park
    - Marshville



Date Printed: 4/30/2026

# 803 Winchester Avenue



Scale: 1:1,128  
Page 24 of 38

Note: This map does not replace a survey



**NOTICE OF OFFER TO PURCHASE REAL PROPERTY  
OWNED BY CITY OF MONROE AND  
REQUEST FOR INCREASED/UPSET BIDS**

As authorized by Resolution adopted by the Monroe City Council on May 12, 2026, the City of Monroe hereby publishes notice, pursuant to the provisions of N.C.G.S. 160A-269, of an upset bid summarized below, to purchase real property owned by the City of Monroe. The offeror has already made a deposit in the amount of five percent (5%) of the respective bid with the City Clerk, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by City Council and the bidder fails to follow through with the purchase of the property through no fault of the City.

<u>Bid Received From</u>	<u>Offer Amount</u>	<u>Property Address</u>	<u>PIN</u>
Red Cedar Homes, LLC	\$57,000	803 Winchester Avenue Deed Book 375 Page 626	09228114

The terms of the said offer to purchase are payment at closing in the full amount of the offer in cash, cashier's check, or certified check. The property will be transferred in its current condition, **AS IS**. Notice is hereby given that within ten (10) days of the date of publication of this notice, any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid is one that raises the existing offer to an amount not less than \$59,900.00. Persons wishing to upset the offer that has been received shall submit a bid with their offer to the office of the City Clerk at Monroe City Hall within ten (10) days of the date of this publication notice. Once a qualifying higher bid has been received, that bid will become the new offer. A qualifying increased/upset bid must be accompanied by a deposit in the amount of five percent (5%) of the total increased bid, either in cash, cashier's check, or certified check, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase of the property through no fault of the City, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until no further qualifying upset bids are received. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. They city will apply the deposit of the final high bidder to the purchase price at closing. The City Council decide whether to accept the final high offer and approve the sale within sixty (60) days after the final upset bid period has passed with no new bids.

The Monroe City Council may at any time reject any and all offers.



By Order of the City Council

*Bridgette H. Robinson*

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Bridgette H. Robinson, City Clerk

Run Date: May 16<sup>th</sup>, 2026

**RESOLUTION AUTHORIZING PUBLICATION OF  
OFFER TO PURCHASE CITY-OWNED REAL PROPERTY  
LOCATED AT 803 WINCHESTER AVENUE  
BY NEGOTIATED OFFER, ADVERTISEMENT AND UPSET BIDS PROCEDURE  
R-2026-26**

**WHEREAS**, the City of Monroe currently owns property located at 803 Winchester Avenue, Monroe, N.C. and further identified as Parcel Identification Number 09228114, for which the City has no use and would like to sell to the highest bidder; and

**WHEREAS**, the City of Monroe has received and proposes to accept an offer in the amount of FIFTY SEVEN THOUSAND DOLLARS (\$57,000.00) made by Red Cedar Homes, LLC to purchase the above described real property, subject to advertisement and increased/upset bids; and

**WHEREAS**, the required five percent (5%) deposit has been provided by Red Cedar Homes, LLC to the City Clerk to initiate the negotiated offer, advertisement, and upset bid process; and

**WHEREAS**, the required five percent (5%) deposit is a nonrefundable payment to offset the expenses of the required advertisement of the offer in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase through no fault of the City; and

**WHEREAS**, pursuant to the provisions of N.C.G.S. 160A-269, the City of Monroe plans to sell the described real property in its current as-is condition and has received an offer as described above and the City Council proposes to accept said offer or any valid increased/upset bid received as provided by law, and to sell the property to the highest bidder.

**NOW, THEREFORE, BE IT RESOLVED** that the City Clerk is hereby authorized to publish a notice of the said offer as required by N.C.G.S. 160A-269. Persons wishing to raise the offer that has been received shall submit a qualifying upset bid to the City Clerk and a deposit of five percent (5%) of the increased bid amount to the city clerk as required by N.C.G.S. 160A-269 within ten (10) days after the notice of sale is published. The city clerk shall then readvertise the offer at the increased bid. This process shall continue until a ten (10) day period has passed without any qualifying upset bid having been received.

**BE IT FURTHER RESOLVED** that the City of Monroe may at any time reject any and all offers.

Adopted this 12<sup>th</sup> day of May, 2026.

Attest:

\_\_\_\_\_  
Robert A. Burns, Mayor

\_\_\_\_\_  
Bridgette H. Robinson, City Clerk



**STAFF REPORT**

**TO:** General Services Committee  
**VIA:** Mark Watson, City Manager  
**DATE:** May 7, 2026  
**FROM:** Jeff Wells, Assistant City Manager  
**PREPARED BY:** Jeff Wells, Assistant City Manager  
**SUBJECT:** Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 306 Charles Street being Union County Parcel ID 09231173 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

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**SUMMARY STATEMENT**

Staff requests the General Services Committee review and consider an offer to purchase property owned by the City, located at 306 Charles Street. Red Cedar Homes is the interested party.

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**REVIEW**

306 Charles Street is one of the parcels in the city owned property inventory. The city currently owns 240 parcels. Each parcel has been evaluated on its purpose and categorized accordingly. The subject parcel has been categorized “No strategic reason the keep.”

306 Charles Street is located at the intersection of Charles Street and Everette Street. It is 0.233 acres and is currently zoned RMD, Residential Medium Density.

The property was recently appraised to determine its market value. The property appraised for \$82,500, and is the city’s asking price. To sell this property, the city is utilizing the negotiated offer, advertisement, and upset bid process defined in North Carolina General Statute 160A-269. Red Cedar Homes, based in Charlotte, has submitted the required 5% deposit to initiate the upset bid process.

North Carolina Statute 160A-269: Negotiated offer, advertisement, and upset bid is described as follows:

“A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)”

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### **RECOMMENDATION**

Staff feels there is no strategic reason to keep 306 Charles Street in the city parcel inventory. It is a good opportunity for residential fill-in of the vacant parcel.

Staff recommends approval of Resolution 2026-27 to initiate the negotiated offer, advertisement, and upset bid process for 306 Charles Street as defined by state statute.

If the General Services Committee recommends approval, the item will be placed on the May 12<sup>th</sup> City Council meeting for consideration.

Attachments:      Resolution 2026-27  
                             Red Cedar Homes Letter of Intent Purchase  
                             Legal Notice  
                             Map

**Marcus Anderson**  
Red Cedar Homes  
1710 Camden Road  
Charlotte, NC 28203

April 30, 2026

Jeffrey D. Wells  
Assistant City Manager  
City of Monroe  
City Hall  
300 W Crowell Street  
Monroe, NC 28112

**Re: Letter of Interest - 306 Charles Street**

Dear Mr. Wells:

Please accept this letter as Red Cedar Homes' formal expression of interest in purchasing the property located at 306 Charles Street, Monroe, North Carolina, Parcel ID 9231173. Red Cedar Homes is prepared to purchase the property at the City of Monroe's asking price of \$82,500.

We understand that a 5% deposit in the amount of \$4,125 is required to begin the City's process. We are prepared to provide the deposit in accordance with the City's instructions.

Please let us know the next steps for delivering the required deposit and moving this matter forward. We appreciate your time and consideration and look forward to working with the City of Monroe.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Anderson', with a long horizontal flourish extending to the right.

Marcus Anderson  
Red Cedar Homes

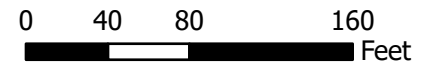


- Legend
- Address Points
  - Parcels
  - Highways
  - Road Centerlines
  - County
  - Municipalities
    - Fairview
    - Hemby Bridge
    - Indian Trail
    - Lake Park
    - Marshville



Date Printed: 4/30/2026

# 306 Charles Street



Scale: 1:1,128  
Page 30 of 38

Note: This map does not replace a survey



**NOTICE OF OFFER TO PURCHASE REAL PROPERTY  
OWNED BY CITY OF MONROE AND  
REQUEST FOR INCREASED/UPSET BIDS**


As authorized by Resolution adopted by the Monroe City Council on May 12, 2026, the City of Monroe hereby publishes notice, pursuant to the provisions of N.C.G.S. 160A-269, of an upset bid summarized below, to purchase real property owned by the City of Monroe. The offeror has already made a deposit in the amount of five percent (5%) of the respective bid with the City Clerk, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by City Council and the bidder fails to follow through with the purchase of the property through no fault of the City.

<u>Bid Received From</u>	<u>Offer Amount</u>	<u>Property Address</u>	<u>PIN</u>
Red Cedar Homes, LLC	\$82,500	306 Charles Street Deed Book 524 Page 461	09231173

The terms of the said offer to purchase are payment at closing in the full amount of the offer in cash, cashier's check, or certified check. The property will be transferred in its current condition, **AS IS**. Notice is hereby given that within ten (10) days of the date of publication of this notice, any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid is one that raises the existing offer to an amount not less than \$86,675.00. Persons wishing to upset the offer that has been received shall submit a bid with their offer to the office of the City Clerk at Monroe City Hall within ten (10) days of the date of this publication notice. Once a qualifying higher bid has been received, that bid will become the new offer. A qualifying increased/upset bid must be accompanied by a deposit in the amount of five percent (5%) of the total increased bid, either in cash, cashier's check, or certified check, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase of the property through no fault of the City, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until no further qualifying upset bids are received. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. They city will apply the deposit of the final high bidder to the purchase price at closing. The City Council decide whether to accept the final high offer and approve the sale within sixty (60) days after the final upset bid period has passed with no new bids.

The Monroe City Council may at any time reject any and all offers.



By Order of the City Council  
  
 \_\_\_\_\_  
 Bridgette H. Robinson, City Clerk

Run Date: May 16<sup>th</sup>, 2026

**RESOLUTION AUTHORIZING PUBLICATION OF  
OFFER TO PURCHASE CITY-OWNED REAL PROPERTY  
LOCATED AT 306 CHARLES STREET  
BY NEGOTIATED OFFER, ADVERTISEMENT AND UPSET BIDS PROCEDURE  
R-2026-27**

**WHEREAS**, the City of Monroe currently owns property located at 306 Charles Street, Monroe, N.C. and further identified as Parcel Identification Number 09231173, for which the City has no use and would like to sell to the highest bidder; and

**WHEREAS**, the City of Monroe has received and proposes to accept an offer in the amount of EIGHTY TWO THOUSAND FIVE HUNDRED DOLLARS (\$82,500.00) made by Red Cedar Homes, LLC to purchase the above described real property, subject to advertisement and increased/upset bids; and

**WHEREAS**, the required five percent (5%) deposit has been provided by Red Cedar Homes, LLC to the City Clerk to initiate the negotiated offer, advertisement, and upset bid process; and

**WHEREAS**, the required five percent (5%) deposit is a nonrefundable payment to offset the expenses of the required advertisement of the offer in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase through no fault of the City; and

**WHEREAS**, pursuant to the provisions of N.C.G.S. 160A-269, the City of Monroe plans to sell the described real property in its current as-is condition and has received an offer as described above and the City Council proposes to accept said offer or any valid increased/upset bid received as provided by law, and to sell the property to the highest bidder.

**NOW, THEREFORE, BE IT RESOLVED** that the City Clerk is hereby authorized to publish a notice of the said offer as required by N.C.G.S. 160A-269. Persons wishing to raise the offer that has been received shall submit a qualifying upset bid to the City Clerk and a deposit of five percent (5%) of the increased bid amount to the city clerk as required by N.C.G.S. 160A-269 within ten (10) days after the notice of sale is published. The city clerk shall then readvertise the offer at the increased bid. This process shall continue until a ten (10) day period has passed without any qualifying upset bid having been received.

**BE IT FURTHER RESOLVED** that the City of Monroe may at any time reject any and all offers.

Adopted this 12<sup>th</sup> day of May, 2026.

Attest:

\_\_\_\_\_  
Robert A. Burns, Mayor

\_\_\_\_\_  
Bridgette H. Robinson, City Clerk



**STAFF REPORT**

**TO:** General Services Committee

**VIA:** Mark Watson, City Manager

**DATE:** May 7, 2026

**FROM:** Jeff Wells, Assistant City Manager

**PREPARED BY:** Jeff Wells, Assistant City Manager

**SUBJECT:** Resolution Authorizing Publication of Offer to Purchase City-Owned Property located at 0 Wiatt Street being Union County Parcel ID 09228094 by Negotiated Offer, Advertisement, and Upset Bids Procedure.

**SUMMARY STATEMENT**

Staff requests the General Services Committee review and consider an offer to purchase property owned by the City, located at 0 Wiatt Street. Red Cedar Homes is the interested party.

**REVIEW**

0 Wiatt Street is one of the parcels in the city owned property inventory. The city currently owns 240 parcels. Each parcel has been evaluated on its purpose and categorized accordingly. The subject parcel has been categorized “No strategic reason the keep.”

0 Wiatt Street is located at the intersection of Wiatt Street and John Street. It is 0.25 acres and is currently zoned RMD, Residential Medium Density.

The property was recently appraised to determine its market value. The property appraised for \$64,000, and is the city’s asking price. To sell this property, the city is utilizing the negotiated offer, advertisement, and upset bid process defined in North Carolina General Statute 160A-269. Red Cedar Homes, based in Charlotte, has submitted the required 5% deposit to initiate the upset bid process.

North Carolina Statute 160A-269: Negotiated offer, advertisement, and upset bid is described as follows:

“A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)”

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### **RECOMMENDATION**

Staff feels there is no strategic reason to keep 0 Wiatt Street in the city parcel inventory. It is a good opportunity for residential fill-in of the vacant parcel.

Staff recommends approval of Resolution 2026-28 to initiate the negotiated offer, advertisement, and upset bid process for 0 Wiatt Street as defined by state statute.

If the General Services Committee recommends approval, the item will be placed on the May 12<sup>th</sup> City Council meeting for consideration.

Attachments:      Resolution 2026-28  
                            Red Cedar Homes Letter of Intent Purchase  
                            Legal Notice  
                            Map

**Marcus Anderson**  
Red Cedar Homes  
1710 Camden Road  
Charlotte, NC 28203

April 30, 2026

Jeffrey D. Wells  
Assistant City Manager  
City of Monroe  
City Hall  
300 W Crowell Street  
Monroe, NC 28112

**Re: Letter of Interest - 0 Wiatt Street**

Dear Mr. Wells:

Please accept this letter as Red Cedar Homes' formal expression of interest in purchasing the property located at 0 Wiatt Street, Monroe, North Carolina, Parcel ID 9228094. Red Cedar Homes is prepared to purchase the property at the City of Monroe's asking price of \$64,000.

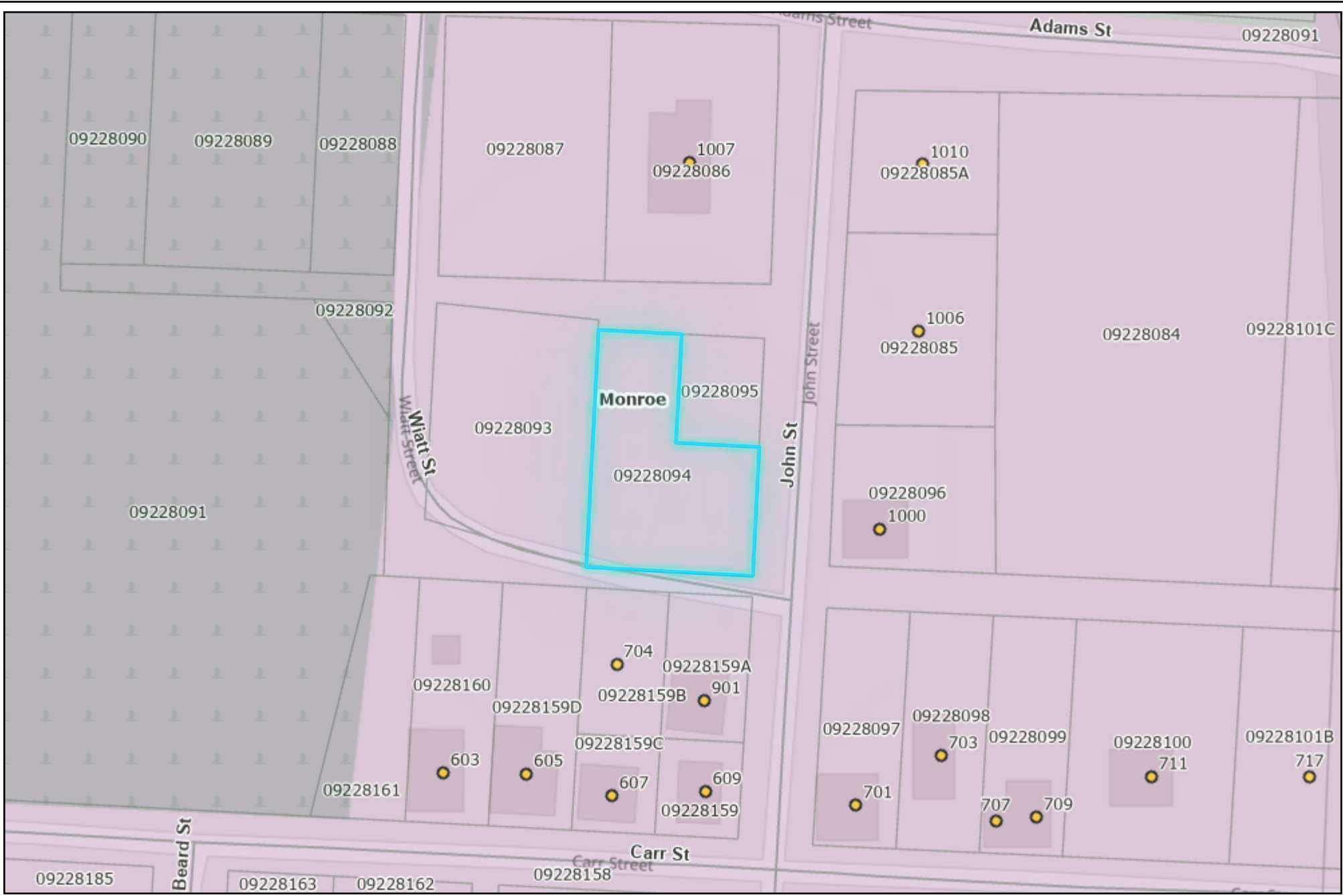
We understand that a 5% deposit in the amount of \$3,200 is required to begin the City's process. We are prepared to provide the deposit in accordance with the City's instructions.

Please let us know the next steps for delivering the required deposit and moving this matter forward. We appreciate your time and consideration and look forward to working with the City of Monroe.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Anderson', with a long horizontal flourish extending to the right.

Marcus Anderson  
Red Cedar Homes



- Legend
- Address Points
  - Parcels
  - Highways
  - Road Centerlines
  - County
  - Municipalities
  - Fairview
  - Hemby Bridge
  - Indian Trail
  - Lake Park
  - Marshville



Date Printed: 4/30/2026



Scale: 1:1,128  
Page 36 of 38

Note: This map does not replace a survey



**NOTICE OF OFFER TO PURCHASE REAL PROPERTY  
OWNED BY CITY OF MONROE AND  
REQUEST FOR INCREASED/UPSET BIDS**


As authorized by Resolution adopted by the Monroe City Council on May 12, 2026, the City of Monroe hereby publishes notice, pursuant to the provisions of N.C.G.S. 160A-269, of an upset bid summarized below, to purchase real property owned by the City of Monroe. The offeror has already made a deposit in the amount of five percent (5%) of the respective bid with the City Clerk, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by City Council and the bidder fails to follow through with the purchase of the property through no fault of the City.

<u>Bid Received From</u>	<u>Offer Amount</u>	<u>Property Address</u>	<u>PIN</u>
Red Cedar Homes, LLC	\$64,000	0 Wiatt Street Deed Book 253 Page 673	09228094

The terms of the said offer to purchase are payment at closing in the full amount of the offer in cash, cashier's check, or certified check. The property will be transferred in its current condition, **AS IS**. Notice is hereby given that within ten (10) days of the date of publication of this notice, any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. A qualifying higher bid is one that raises the existing offer to an amount not less than \$67,250.00. Persons wishing to upset the offer that has been received shall submit a bid with their offer to the office of the City Clerk at Monroe City Hall within ten (10) days of the date of this publication notice. Once a qualifying higher bid has been received, that bid will become the new offer. A qualifying increased/upset bid must be accompanied by a deposit in the amount of five percent (5%) of the total increased bid, either in cash, cashier's check, or certified check, which deposit shall be nonrefundable in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase of the property through no fault of the City, and the Clerk shall re-advertise the offer at the increased bid amount. This procedure will be repeated until no further qualifying upset bids are received. The City will return the deposit on any bid not accepted, and will return the deposit on an offer subject to upset if a qualifying higher bid is received. They city will apply the deposit of the final high bidder to the purchase price at closing. The City Council decide whether to accept the final high offer and approve the sale within sixty (60) days after the final upset bid period has passed with no new bids.

The Monroe City Council may at any time reject any and all offers.



By Order of the City Council  
  
 \_\_\_\_\_  
 Bridgette H. Robinson, City Clerk

Run Date: May 16<sup>th</sup>, 2026

**RESOLUTION AUTHORIZING PUBLICATION OF  
OFFER TO PURCHASE CITY-OWNED REAL PROPERTY  
LOCATED AT 0 WIATT STREET  
BY NEGOTIATED OFFER, ADVERTISEMENT AND UPSET BIDS PROCEDURE  
R-2026-28**

**WHEREAS**, the City of Monroe currently owns property located at 0 Wiatt Street, Monroe, N.C. and further identified as Parcel Identification Number 09228094, for which the City has no use and would like to sell to the highest bidder; and

**WHEREAS**, the City of Monroe has received and proposes to accept an offer in the amount of SIXTY FOUR THOUSAND DOLLARS (\$64,000.00) made by Red Cedar Homes, LLC to purchase the above described real property, subject to advertisement and increased/upset bids; and

**WHEREAS**, the required five percent (5%) deposit has been provided by Red Cedar Homes, LLC to the City Clerk to initiate the negotiated offer, advertisement, and upset bid process; and

**WHEREAS**, the required five percent (5%) deposit is a nonrefundable payment to offset the expenses of the required advertisement of the offer in the event the bidder's offer is ultimately accepted by the City Council and the bidder fails to follow through with the purchase through no fault of the City; and

**WHEREAS**, pursuant to the provisions of N.C.G.S. 160A-269, the City of Monroe plans to sell the described real property in its current as-is condition and has received an offer as described above and the City Council proposes to accept said offer or any valid increased/upset bid received as provided by law, and to sell the property to the highest bidder.

**NOW, THEREFORE, BE IT RESOLVED** that the City Clerk is hereby authorized to publish a notice of the said offer as required by N.C.G.S. 160A-269. Persons wishing to raise the offer that has been received shall submit a qualifying upset bid to the City Clerk and a deposit of five percent (5%) of the increased bid amount to the city clerk as required by N.C.G.S. 160A-269 within ten (10) days after the notice of sale is published. The city clerk shall then readvertise the offer at the increased bid. This process shall continue until a ten (10) day period has passed without any qualifying upset bid having been received.

**BE IT FURTHER RESOLVED** that the City of Monroe may at any time reject any and all offers.

Adopted this 12<sup>th</sup> day of May, 2026.

Attest:

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Robert A. Burns, Mayor

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Bridgette H. Robinson, City Clerk