

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

**AGENDA
www.monroenc.org**

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

2. Resolution to Appoint Deputy Finance Officers

3. Monroe Aquatics and Fitness Center HVAC Contract Change Order

4. Special Event Permit in Downtown Monroe – MonroeBerfest

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
June 5, 2026 – 1:00 PM

MINUTES

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

Absent: None

Staff: Mark Watson, City Manager; Lisa Hollowell, Assistant City Manager; Jeffrey Wells, Assistant City Manager; Richard Long Jr., City Attorney; William Hunt, Assistant City Attorney; Teresa Campo, Director of Economic Development; Sarah McAllister, Director of Engineering; Lisa Strickland, Director of Finance; Katrina Myers-Arnold, Accounting Manager; Lisa Kerner, Grant Administrator; Angela Duncan, Senior Budget Analyst; Pete Hovanec, Director of Parks, Recreation & Tourism; Lisa Stiwinter, Director of Planning & Development; Douglas Britt, Assistant Director of Planning & Development; Ryan Jones, Director of Property Management; Police Chief William Bolen, Police Lieutenant TJ Goforth, Glenn LeGrande, Risk Manager

Visitor(s): None

The General Services Committee met in the City Hall Conference Room at 1:00pm. on June 5, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 1:04pm.

Item 1. Minutes of General Services Committee Meeting of May 7, 2026

The minutes from the May 7, 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 May 7, 2026.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 2. Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 803 Winchester Avenue being Union County Parcel ID 09228114 by Negotiated Offer, Advertisement, and Upset Bids Procedure

Jeff Wells, Assistant City Manager, presented resolution for the sale of city-owned 803 Winchester Avenue for \$57,000, the full appraisal value. No upset bids were received during the advertising period.

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent

Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 3. Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 306 Charles Street being Union County Parcel ID 09231173 by Negotiated Offer, Advertisement, and Upset Bids Procedure

Jeff Wells, Assistant City Manager, presented resolution for the sale of city-owned 306 Charles Street for \$82,500, the full appraisal value. No upset bids were received during the advertising period.

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 4. Resolution Accepting Bid and Authorizing Sale of City-Owned Property located at 0 Wiatt Street being Union County Parcel ID 09228094 by Negotiated Offer, Advertisement, and Upset Bids Procedure

Jeff Wells, Assistant City Manager, presented resolution for the sale of city-owned 0 Wiatt Street for \$64,000, the full appraisal value. No upset bids were received during the advertising period.

Committee Member Anthony made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anderson

NAYS: None

Item 5. Intern and Apprentice Programs

Jeff Wells, Assistant City Manager, presented that staff are reviewing current intern/apprentice opportunities offered by the City to determine viability of a revamped program. Administration has been approached by Councilmembers McGee and Dotson at separate times inquiring about the city's intern/apprentice programs.

The results of staff research and potential opportunities will be presented to Council at the Fall retreat for direction.

Informational only. No motion needed.

Item 6. Ratify Annual Service Contracts over \$200,000

Lisa Strickland, Finance Director, presented annual service contracts exceeding \$200,000 for ratification, including Matrix Imaging for bill printing (\$254,220), Green's Commercial Cleaning (\$291,943), Xylem Tree trimming (\$446,000), Dawn Development for line construction (\$4,000,000), and Tyler Technologies for financial software maintenance (\$237,344).

Per Chapter 34 of the Monroe Code or Ordinance, City Council must approve purchases over \$200,000.

Committee Member Anthony made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 7. Draft Travel Policy Updates

Lisa Strickland, Finance Director, and Katrina Myers-Arnold, Accounting Manager, recommended updates to the City's travel policy:

- Travel advances will only be provided when over \$200 or when no city issued purchasing/credit card is available and check is not accepted by the vendor;
- For air travel – the cost of preferred seating will not be reimbursed by the City and the City will only pay or reimburse for one item of luggage that weighs 50 lbs or less;
- Guidance is provided for the use of shuttles, ride share, taxis, public transportation;
- Per diems will be based upon the standard General Services Administration (GSA) rates for the destination and no longer use %'s for each meal. These per diem rates include an allowance for tips and incidentals so no further payment or reimbursement for these items will be allowed;
- Meals included in the conference or paid by others should not be included in per diems requested;
- Third part lodging i.e. VRBO, Airbnb are allowable if documentation can be shown of savings to the City. The City strictly prohibits such rentals from family members and/or entities where the traveler has a conflict of interest;
- Parking fees may be reimbursed at the lowest available rate. i.e. if only valet parking is available that is reimbursable; however, if self-parking is available at a cheaper rate that is what may be reimbursed by the City;
- Reasonable accommodations will be provided for documented disabilities or special needs when such accommodations are necessary for safe and effective travel. i.e. extra baggage fees, special seating accommodations, curbside check in, etc.;
- Travel authorizations must have proper approvals before any reservations are made:
 - Employee – Approved by Department Head or Supervisor
 - Department Head – Approved by Assistant City Manager and/or City Manager
- Travel authorizations should be completed and submitted 10 days prior to travel and travel expense/reimbursement forms should be submitted within 10 days after return from travel with all supporting documentation;
- Travel Authorization and Expense/Reimbursements Forms have been updated to fillable PDF forms rather than Excel for ease of use and modernization

The committee discussed the inclusion of tips in per diem.

Committee Member Anderson made a motion to place employee travel policy updates on the City Council Consent Agenda while deferring the council-specific travel policy to a future summer workshop.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 8. Extension for Police Department Secure Parking Lot

Police Chief William Bolen presented a proposal to expand the secure parking lot at the Monroe Police Department. The department has outgrown its current 66 spots for 125 personnel. The project would add 45-48 spots by extending the existing fence, and cost \$21,529.63. Funds are currently available in the department budget.

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 9. Budget Amendment and Budget Ordinance for Budget Adjustments

Lisa Strickland, Finance Director, presented budget adjustments required for compliance with governmental accounting standards.

Amendments

1. Staff will be closing the Community Development Fund and the remaining funds totaling \$18,069 will be credited to the City's General Fund. This fund was used for the scattered site housing program which is no longer available.
2. A budget amendment to cover higher than anticipated natural gas purchases due to cold weather in the amount of \$6,200,000 is requested. The offset for this adjustment is the natural gas fee revenue.
3. A budget amendment to cover higher than anticipated airport fuel purchases due to increased sales the amount of \$500,000 is requested. The offset for this adjustment is the fuel sales revenue.
4. A technical adjustment for payment in lieu of taxes for the Electric Fund is needed in the amount of \$126,636.
5. A technical adjustment for bond administration fees for the Occupancy Tax Fund is needed in the amount of \$89.
6. A budget amendment to designate funds for City lease and subscription-based information technology agreements in accordance with governmental accounting standards in the amount of \$318,430 is necessary. Adjustment is needed for a lease contract for copiers and a location intelligence and foot traffic data subscription-based information technology agreement.
7. A budget amendment for \$20,000 is needed to provide emergency repair funding for the Community Maintenance vehicle. Funding is available in the Community Development division.

Projects to Close

- CR2202 Housing/Cur Public/Private Partners \$779,188
- GC2501 Pro Shop Renovation (\$17,754)
- GC2502 Ballroom Renovation (\$62,219)
- GB2203 Planning Lobby COVID Compliance \$669
- GB2506 Sunset Fieldhouse Renovation \$1,314

Transfers

- Transfer \$247,360 from project PR1401 - Greenway Reserve Fund to project PR1602 - Greenway Construction
- Transfer airport funding in the amount of \$800,000 that was intended for the grant match for the apron rehabilitation project in the fiscal year 2026 budget. This amount can be transferred to a new project account AP2602 – Apron Rehab so funding will be available when the project moves forward

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 10. US 74/601 Interchange Enhancements and Skyway Drive Streetscape Project Update

Lisa Stiwinter, Director for Planning and Development, provided an update on the US 74/601 interchange and Skyway Drive streetscape project. The project includes replacing bridges, constructing roundabouts, and adding multi-use paths and decorative lighting. The department is seeking a 2026 discretionary grant from the Charlotte Regional Transportation Planning Organization (CRTPO), which requires a minimum 20% match. The total projected cost for the streetscape design and right-of-way acquisition is approximately \$3.05 million.

Committee Member Anderson made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 11. Discount to City Employees Clubhouse 1936

Pete Hovanec, Parks, Recreation & Tourism Director, proposed a discount for city employees at Clubhouse 1936.

Richard Long, City Attorney, noted that current City policy prohibits such discounts and raised concerns regarding tax reporting (1099) and consistency across other facilities like the Aquatic Center.

The item was withdrawn so the Legal Department could draft a revised policy for future consideration.

Item 12. Home and Community Care Block Grant

Pete Hovanec, Parks, Recreation & Tourism Director, requested approval to accept Home and Community Care Block Grant from the Centralina Area Agency on Aging in the amount of \$39,678, which requires a budget amendment. The grant aims to improve the planning, management, and coordination of community-based services for older adults while promoting the visibility of local aging programs. These funds will support the Active Adult Center by enhancing facility amenities, printing monthly outreach newsletters, and funding instructors for center programming. The required 10% local match of \$4,409 will be funded through the Active Adult Center's existing operational budget.

Committee Member Anthony made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 13. Property and Cyber Liability Insurance Renewal

Glenn LeGrand, Risk Manager, presented the 2026-2027 City of Monroe Property & Liability insurance renewal along with Cyber Liability options for review. While the overall rate increase was 5.5%, the total premium rose

to \$994,646 due to increased vehicle values. It was recommended the City purchase Cyber Liability insurance for \$32,151 with Tokyo HCC to cover risks like social engineering and funds transfer fraud.

Risk Management to conduct an asset inventory of vehicles and heavy equipment in the 2026-2027 fiscal year to refine insurance schedules.

Risk Management and Purchasing to coordinate on cleaning up the 'statement of values' list to potentially lower premiums.

Committee Member Anthony made a motion to approve moving the resolution to the City Council Consent Agenda.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

There being no further business the meeting adjourned at 2:13 p.m.

Committee Chairwoman, Julie Thompson



STAFF REPORT

TO: General Services Committee
VIA: Mark Watson, City Manager
DATE: July 2, 2026
FROM: Lisa Strickland, Director of Finance
PREPARED BY: Ashley Ivey, Assistant Finance Director
SUBJECT: Resolution to Appoint Deputy Finance Officers

SUMMARY STATEMENT

City Council is requested to appoint certain individuals as Deputy Finance Officers.

REVIEW

Certain designations are required by N.C. General Statutes in order to authorize individuals to perform financial transactions on behalf of the City of Monroe. A Resolution is attached which will update the Appointment of Deputy Finance Officers. Changes have been made to update the title of Accounting Manager to Assistant Finance Director and to remove the Human Resources Director as a Deputy Finance Officer for the sole purpose of executing the pre-audit certificate on personnel action forms. This is no longer a required pre-audit certification under N.C. General Statutes and the resolution should be updated to reflect these changes.

RECOMMENDATION

Staff requests that the General Services Committee recommend City Council adoption of Resolution R-2026-40 appointing certain individuals as Deputy Finance Officers to perform financial transactions on behalf of the City.

Attachment: Resolution R-2026-40

**RESOLUTION
CITY COUNCIL OF MONROE
APPOINT DEPUTY FINANCE OFFICERS
R-2026-40**

WHEREAS, N.C.G.S. Chapter 159-28 requires that before an obligation of the City may be incurred, the Finance Officer or Deputy Finance Officer must:

- Check to see if there is an appropriation in the budget ordinance or project ordinance for the amount that is expected to be paid this fiscal year;
- Check to see if sufficient funds remain in the appropriation to cover the amount that is expected to be paid this fiscal year;
- Put the contract in writing; and
- Affix (and sign) a preaudit certificate to the writing that evidences a contract; and

WHEREAS, N.C.G.S. 159-28 also requires that the Deputy Finance Officers be appointed by City Council.

NOW, THEREFORE, BE IT RESOLVED that the City’s Assistant Finance Director is appointed as a Deputy Finance Officer and the City’s Purchasing Manager is hereby appointed as a Deputy Finance Officer for the sole purpose of executing the certificate included on the face of purchase orders issued as required by N.C.G.S. 159-28.

Effective July 14, 2026.

Adopted this 14th day of July, 2026.

Robert A. Burns, Mayor

ATTEST:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee
VIA: William Mark Watson, City Manager
DATE: July 2, 2026
FROM: Pete Hovanec, Parks, Recreation, and Tourism Director
PREPARED BY: Leann Yandle, MAFC Superintendent
SUBJECT: Monroe Aquatics and Fitness Center HVAC Contract Change Order

SUMMARY STATEMENT

Staff submits to the General Services Committee the contract change order to Hoffman Mechanical Solutions for repairs to the Dectron HVAC unit. Staff is requesting authorization of the change order by the City Manager.

REVIEW

In July 2025, MAFC encountered a power outage brownout situation which caused significant damage to the Aquatics Dectron unit responsible for air dehumidification in the pool area. An insurance claim was filed and necessary repair costs were disbursed to the City of Monroe from Traveler’s Insurance and is currently being held in the Property Damages GL account (#8202515-452500). A change order to the current Hoffman Mechanical Solutions contract in the amount of \$78,050.00, plus applicable taxes, authorized by the City Manager, is necessary for payment.

RECOMMENDATION

The General Services Committee is requested to recommend to City Council approval of the change order to the current Hoffman Mechanical Solutions contract in the amount of \$78,050.00 plus applicable taxes.



STAFF REPORT

TO: General Service Committee
VIA: Mark Watson, City Manager
DATE: July 2, 2026
FROM: Lisa Stiwinter, Planning and Development Director
PREPARED BY: Catherine Mullis, Permit & Development Administrator
SUBJECT: Special Event Permit in Downtown Monroe – MonroeBerfest

SUMMARY STATEMENT

General Services Committee is requested to consider a special event permit for an event to be held in Downtown Monroe. The MonroeBerfest to be held October 3, 2026 from 11am – 10pm.

REVIEW

The applicant, Luis Oropesa with Franklin Court Grille is requesting a special event permit to hold an event in Downtown Monroe on October 3, 2026.

The MonroeBerfest will be held Saturday, October 3, 2026 in Downtown Monroe from 11am – 10pm. Franklin Street will be closed from Hayne Street to Church Street from 8am – midnight for the preparation and tear down of the event. The applicant is estimating 1,000 people will attend the event with a total of 300 people at peak periods. The festival will include an outdoor festival, family entertainment, pop-up market including merchandise sales/vendors, street performers, and music. There will be alcohol sales as part of the event within the social district. The businesses that will be open during the event have all signed in favor of the event on page 14 of their application. I have included the application, street closure 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 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 is approved and off-duty officers will be compensated by the "Downtown Fund".

Engineering Department:

1. The event shall start at 8:00 a.m. and conclude no later than 12:00 a.m.
2. A minimum of one week prior to the event, applicant shall notify all businesses/property owners opened or closed within and adjacent to the event on Franklin Street and provide them with their contact info for questions/concerns before or during the event.
3. The Street Division will close the roadway initially and ensure the detour signs are in place per the attached map on the day of the event. Report issues or concerns to the Street Division at 704-282-4667 during normal business hours and to the Street Division Standby at 704-226-5916 on the day of the event. Barricades and signs will be delivered on the Friday before the event.
4. Applicant is responsible for having volunteers monitor the barricades throughout the event to ensure they remain in place for the duration. Should motorists attempt to move or drive around any barricades, the volunteers should contact the Police Department for assistance.
5. Applicant is responsible for removing the barricades and signage at the end of the event. The barrels at Franklin St/Church St and Jefferson St/Beasley St should be removed first and placed on the sidewalk. The barrels and type III barricades on Franklin St at Hayne St should be removed next and placed on the sidewalk. Finally, the approach and detour signage should be removed and/or turned so that they are on the sidewalk and their message is no longer visible to on-coming traffic.
6. 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.
7. Applicant is responsible for removal of all trash and debris generated by the event. The area should be cleaned once all festivities are completed.

Downtown:

Approved.

Legal:

Pending Certificate of Insurance Approval.

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:

No permit required from Union County Environmental Health.

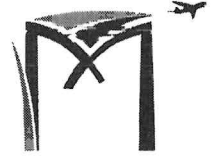
RECOMMENDATION

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

Attachments:

1. Application
2. Map
3. Barricade Map

received
4-28-26



SPECIAL EVENT PERMIT APPLICATION

SECTION I: GENERAL INFORMATION

Title of Event: <u>MONROE BOYFEST</u>		
Event Website (if applicable): <u>N/A</u>	Event Date/s: <u>10/3/2026</u>	Event Hours: <u>11:00AM - 1:00PM</u>

USE ADDITIONAL ATTACHMENTS FOR ANY PORTIONS OF APPLICATION AS NEEDED

Event Category: (please check all that apply) <input type="checkbox"/> Assembly <input checked="" 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 type="checkbox"/> Educational <input type="checkbox"/> Other: _____	Special Considerations: (please check all that apply) <input checked="" type="checkbox"/> Alcoholic Beverages <input checked="" type="checkbox"/> Food Sales <input type="checkbox"/> Cooking <input checked="" type="checkbox"/> Merchandise Sales <input type="checkbox"/> Pets/Animals <input checked="" type="checkbox"/> Sound Amplification <input checked="" 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 type="checkbox"/> Other: _____
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Time Set up Begins: <u>8:00 AM</u>	Time Break Down Ends: <u>11:59 PM</u>
Estimated Event Attendance: <u>1000</u>	Estimated # of People at Peak Periods: <u>300</u>
Estimated # of Vehicles: <u>0</u>	Estimated Vehicles at Peak Periods: <u>0</u>

SECTION II: EVENT ORGANIZATION INFORMATION

Host Organization: <u>Franklin Court Grill</u>	Applicant Name: <u>Luis Oropeza</u>		
Address: <u>232 E. Franklin St.</u>	City: <u>MONROE</u>	State: <u>LA</u>	Zip: <u>70112</u>
Phone#: <u>704-774-1154</u>	Mobile#: <u>704-226-7701</u>	Email: <u>FranklinCourtGrill@gmail.com</u>	
Primary On-Site Contact: <u>Luis Oropeza</u>		Mobile#: <u>704-226-7701</u>	
Other On-Site Contact Info: <u>Kathy Oropeza 704-226-3599</u>			

SECTION III: EVENT DETAILS

Description of the Event: <u>Outdoor Festival, Family Entertainment, Pop-up Market, Street Performers, Music on Stage</u>	
Location/s of the Event: <u>Franklin St.</u>	Site Capacity: _____



Property Address: 232 E Franklin St.

Property Owner/s: 092326074 Urban Investments

Owner/s Authorized Use:

SECTION IV: INSURANCE REQUIREMENTS

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

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

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

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

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

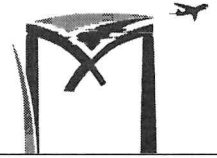
SECTION V: SPECIAL CONSIDERATION DETAIL

(CHECK EACH BOX AS APPLICABLE AND PROVIDE DETAIL REQUESTED)

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

Reason for Street Closure: Festival
 Name of Street to be closed: E. Franklin St. from N. Haynest. to N. Church St.
 Additional Street: Beasley St. from Jefferson St. to E. Morgan St.
 # of Barricades needed: 4 # of cones needed 10 Drop-off location: * See below
 Date of Closure: 10/13/2016 Start Time: 8:00 AM to 11:59 PM
 Additional Comments:

* 3 Cones 2 Barricades N. Haynest & N. Franklin St.
 3 Cones 2 Barricades N. Church St & Franklin St.
 4 Cones Beasley St & Jefferson St.
 2 Cones Beasley St & Franklin St.



Trash/Debris Plan: _____

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:

10' x 10' x 10H

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

Inflatables (Width x Length X Height)

Dimensions of Inflatable:

29'L x 12'W x 14H

Cooking or Warming Food? (Circle One)

Method of Heat: _____

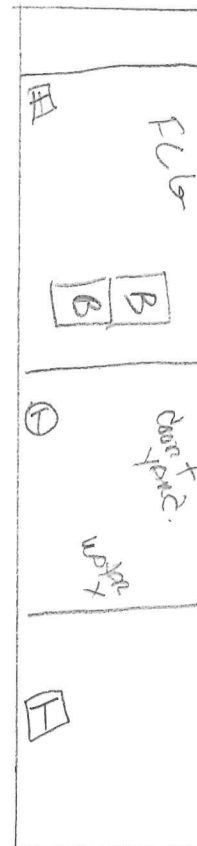
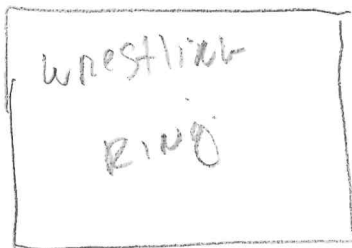
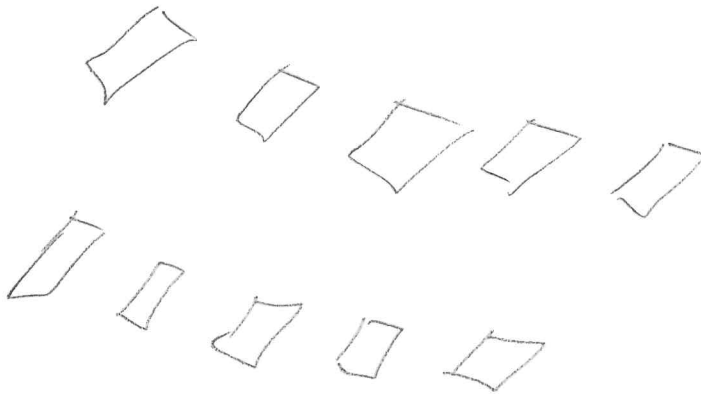
I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under the City of Monroe Municipal Code and I understand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

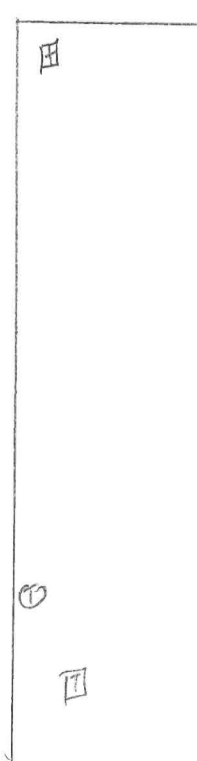
Signature _____

Submission Date: 4/28/2026

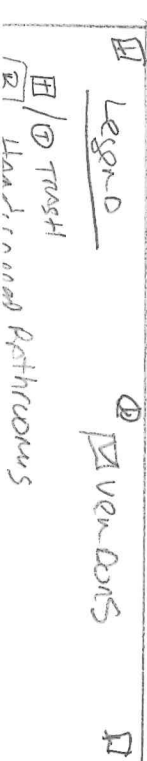
Church St.



Basement



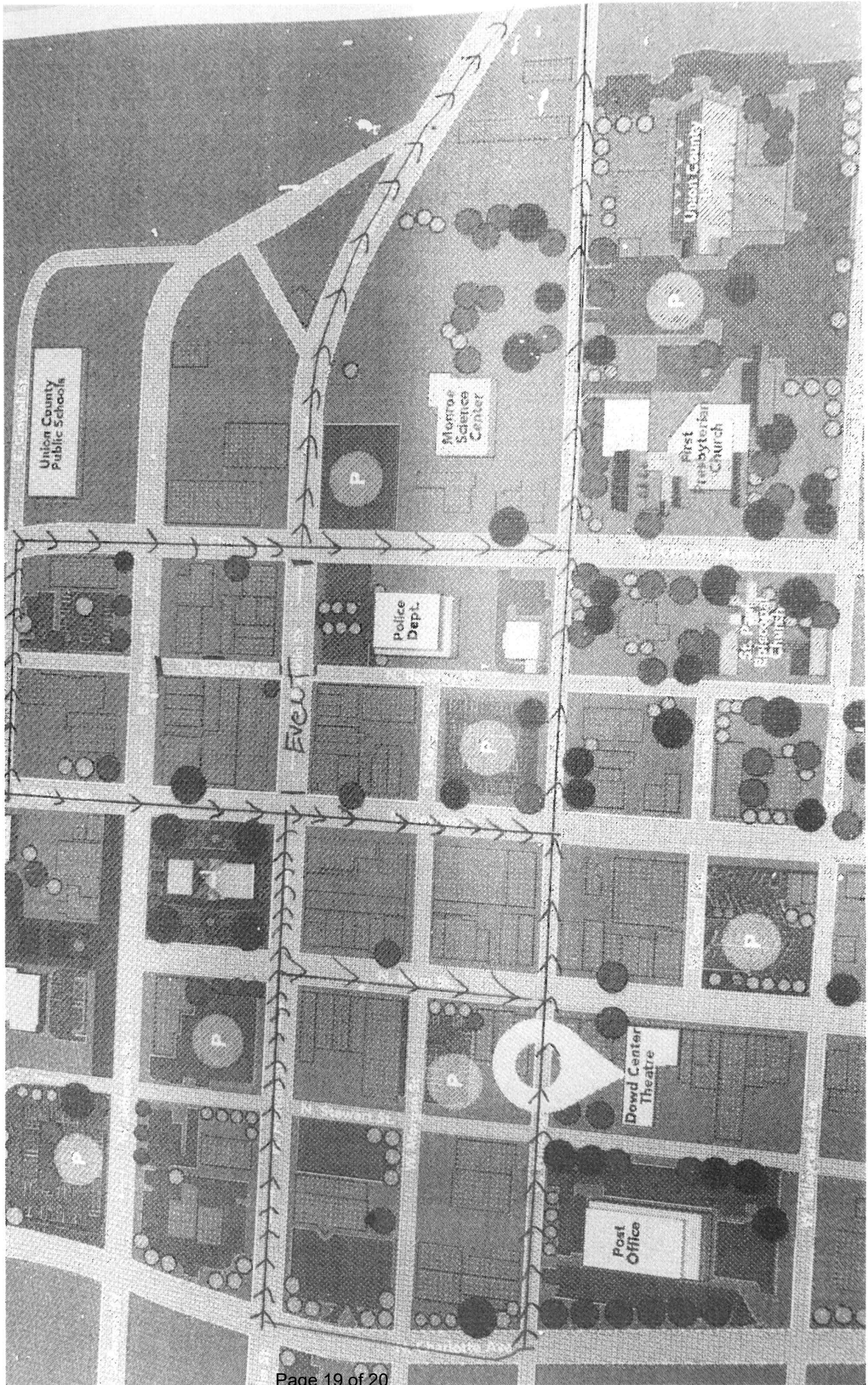
Basement

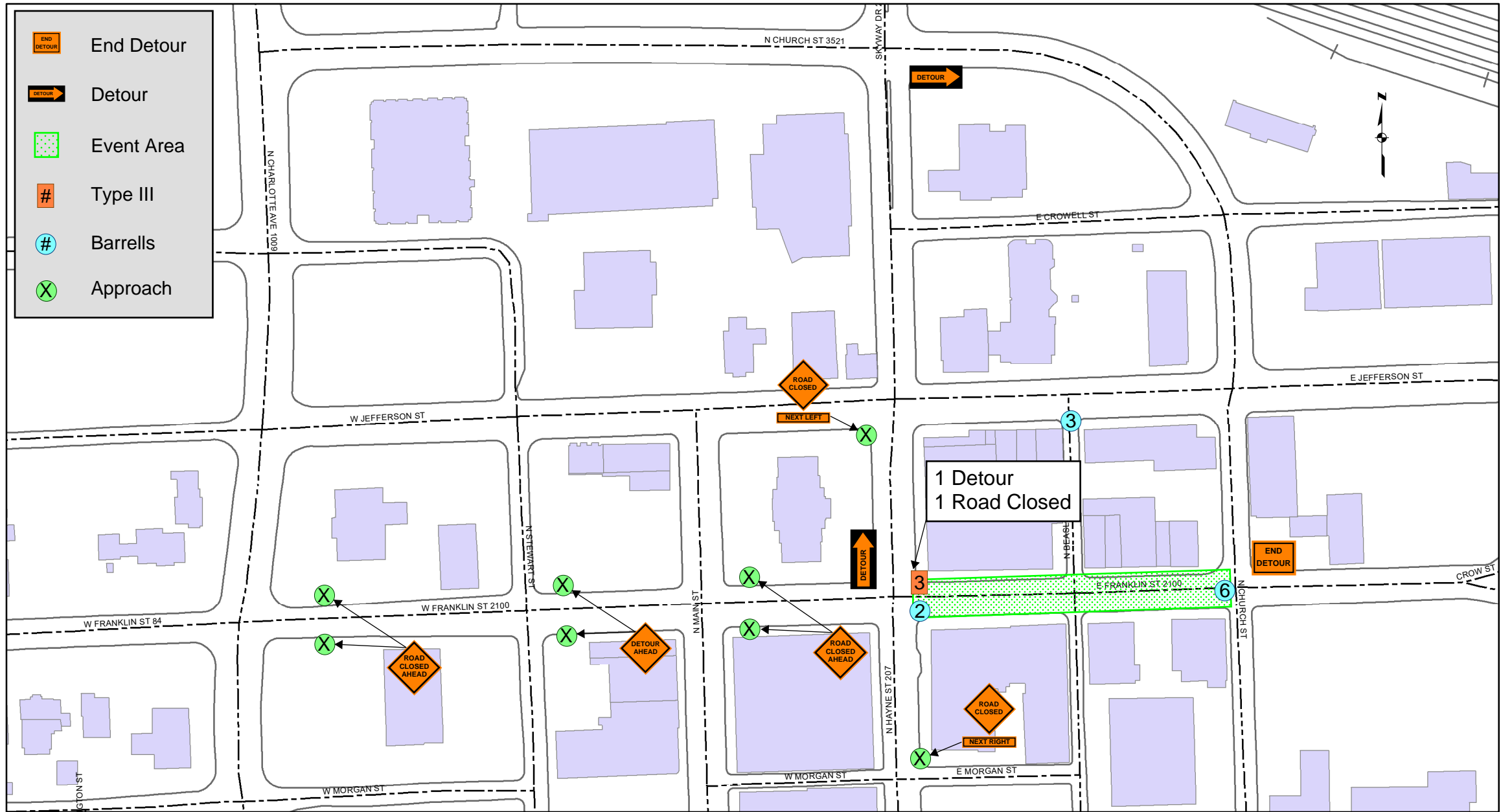


Legend
Le Maire
Spartan Ice



HAYNE ST





Oktoberfest Barriers and Detour 10/3/26