

**CITY COUNCIL STRATEGIC PLANNING MEETING
300 WEST CROWELL STREET
MONROE, NORTH CAROLINA 28112
AUGUST 11, 2026 – 4:00 P.M.**

AGENDA

www.monroenc.org

1. Code Enforcement Division Overview and Common Enforcement Violations (*Tabled from July 14, 2026*)
2. Outside Agency Funding Requests for Fiscal Year 2027 Budget
3. Slow Monroe Update
4. Winchester Head Start Building C Usage Update



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: August 11, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Lisa Stiwinter, Director of Planning and Development

SUBJECT: Code Enforcement Division and Common Enforcement Violations

SUMMARY STATEMENT

City Council will receive a presentation on the Code Enforcement Division, which is housed within the Planning and Development Department. The presentation will briefly review other common enforcement violations that are addressed by the Planning and Zoning Division and the Police and Engineering Departments.

REVIEW

City Council has expressed an interest in learning more about the purpose of the Code Enforcement Division, its goals and the responsibilities of its staff. This presentation will provide an overview of how code enforcement protects public health, safety, and welfare by ensuring compliance with local ordinances and property maintenance standards.

The Code Enforcement Division is housed within the Planning and Development Department and consist of six (6) Code Enforcement Officers. The Division is committed to protecting the public health, safety and welfare of the community by enforcing applicable ordinances and standards. The following outlines the Division's mission and purpose, goals and the primary job responsibilities of its Code Enforcement Officers.

Mission and Purpose: protect the public health, safety and welfare and property values, improve quality of life and beautify the City.

Goal: Receive voluntary compliance with local ordinances and property maintenance standards through building relationships with the community.

Job Responsibilities: to enforce the public health nuisance ordinance, minimum housing standards and vehicles illegal parked on an unapproved surface.

According to the Demographic & Economic Analysis Section of the NC State Budget and Management (OSBM), the City of Monroe's current population as of July 1, 2024 is 39,245. The City limits is approximately 33.36 square miles and roughly contains 17,961 properties. The City is divided into six (6) areas with each area assigned a Code Enforcement Officer that provides proactive and complaint-based enforcement. All Code Enforcement Officers are multi-trained to enforce the public health nuisance, minimum housing standards and parking in the yard ordinance.

The North Carolina General State Statute **§160A-174** titled "General ordinance-making power" provides Cities the ability to adopt an ordinance that defines, prohibits, regulates, or abates acts, omissions, or conditions that are detrimental to the health, safety and welfare of its citizens and the peace and dignity of the city, and may define and abate nuisances.

The city has adopted a Public Health Nuisance Ordinance, Minimum Housing Standards and a Parking in the Yard Ordinance that Code Enforcement has the responsibility of enforcing.

Public Health Nuisance Ordinance-Chapter 93 of the City of Monroe Code of Ordinances:

NC General State Statute §160A-193 "Abatement of Public Health Nuisance"-provides cities the authority to remove, abate or remedy everything in the city limits that is dangerous to the public health or public safety. The expense of the action shall be paid by the person in default. If the expense is not paid, it becomes a lien on the property.

Public Health Nuisance (PHN) is considered a condition or activity involving real property that amounts to an unreasonable interference with the health, safety, morals or comfort of the community.

Conditions that constitute a PHN include:

- Neglect of property
- Unauthorized accumulation of solid waste and litter
- Dilapidated conditions on premises
- Storage/use of upholstered furniture outdoors
- Uncontrolled growth of weeds or grass greater than 12 inches
- Junk and debris

Conditions that do not constitute a PHN include:

- Clothes lines
- Kids toys, picnic tables and grills

- No grass

Public Health Nuisance Enforcement Process:

- Proactive identification or complaint received
- CE Officer investigates the complaint
- Notice of Violation mailed to property owner providing seven (7) days to correct the violation
- CE reinspects the property
- If violation continues, one of the CE contractors are hired to abate the property
- Abatement cost and administration cost are invoiced to the property owner and if not paid then becomes a lien on the property

Minimum Housing Standards-Chapter 153 of the City of Monroe Code of Ordinances:

Article 12 titled “Minimum Housing Codes” of the NC General State Statutes (§160D-1201-1212)-authorizes the city to exercise its police powers to repair, close or demolish dwellings that are unfit for human habitation due to dilapidation; defects increasing the hazards of fire, accidents or other calamities; lack of ventilation, light, or sanitary facilities; or other conditions rendering the dwelling unsafe or unsanitary, or dangerous or detrimental to the health, safety, morals, or otherwise inimical to the welfare of the residents of the local government.

In 1992, the Minimum Housing Ordinance was adopted to establish minimum standards/requirements for the occupancy of all buildings used for human habitation. The ordinance was a result of the city finding dwellings that were unfit for human habitation due to the following:

- Deteriorated or dilapidated conditions
- Defects increasing the hazards for fire or accidents
- Lack, of ventilation, light or sanitary facilities
- Other conditions rendering such dwellings unsafe or unsanitary, dangerous and detrimental to the welfare of the residents.

A Minimum Housing Case is initiated by a Petition filed by a Code Enforcement Officer as a public authority or by at least five (5) residents of the city, charging that a dwelling is unfit for human habitation.

The Code Enforcement Officer shall determine that a dwelling is unfit for human habitation if he/she finds the dwelling contains one (1) major condition or seven (7) or more minor conditions.

Minimum Housing Case Process:

1. A dwelling or structure that does not meet minimum standards of maintenance, sanitation or safety is identified either by a public officer or complaint received.
2. Investigate the conditions of the dwelling or structure via an exterior inspection to determine non-compliance.
3. Receive permission from property owner, the owner's agent, a tenant, or other person legally in possession of the premises to perform an interior inspection. If permission is not granted then an administrative warrant will be required to receive entry.
4. Investigate and inspect the subject property.
5. If preliminary investigation discloses evidence of a violation of the minimum standards, the Code Enforcement Officer shall issue and serve a notice of complaint upon the owner and schedule a code enforcement hearing to discuss all violations.
6. If after the notice and hearing, the Code Enforcement Officer determines the dwelling or structure is not properly maintained, a finding of fact stating the determination and violations shall be issued and served upon the property owner or parties in interest.
7. The Code Enforcement Officer will determine the cost to repair, alter or improve the building or structure.
 - a. If the cost to repair, alter or improve the dwelling or structure does not exceed 50% of its current value, then the Code Enforcement Officer shall issue and serve a finding of fact ordering the repair, alteration or improvement of the building or to vacate and close within 90-days.
 - b. If the cost to repair, alter or improve the dwelling or structure exceeds 50% of its current value, then the Code Enforcement Officer shall issue and serve a finding of fact ordering the building or structure to be demolished and removed or repaired, altered or improved within 90-days.
8. If the owner fails to comply with the Code Enforcements finding of fact order within the 90-day timeframe, an ordinance will be brought before City Council requesting adoption of an ordinance to vacate and close or demolish and remove.
9. If City Council has adopted an ordinance requiring a dwelling or structure to be vacated and closed and the dwelling has been vacated and closed for a period of one year, City

Council may make findings that the owner has abandoned the intent to repair, alter or improve the dwelling or structure. City Council can then adopt an ordinance to either to repair or demolish and remove or demolish and remove based on the cost to repair and the current value of the building.

10. Once City Council adopts an ordinance to demolish and remove a dwelling or structure, the cost of demolition becomes a lien on the property.

Parking in the Yard Ordinance-Chapter 72.26 of the City of Monroe Code of Ordinances:

The city adopted a Parking in the Yard Ordinance in 2008 with an attempt to help beautify city neighborhoods by keeping properties in good condition, limit visual blight and protect residents' quality of life. The ordinance states the following:

- Vehicles shall be parked in an approved parking or loading space that consist of asphalt, concrete or existing gravel
- Vehicles shall not be placed or parked in the front yard or front and side yard of corner lots

Code Enforcement's operating procedure is to provide a brochure first and then a ticket in the amount of \$25.00

Other common enforcement violations that fall outside the purview of Code Enforcements job responsibilities include the following:

Planning & Zoning Division Enforcement:

- **Illegal Home Occupation-Chapter 157 of the City of Monroe Code of Ordinances**
 - The Unified Development Ordinance (UDO) allows certain business to be permitted in a residence as a home occupation if they meet certain requirements.
 - Permitted uses: personal offices; beauty/barber parlors; photography; cake making or decorating; artist or craftwork; computer consulting; teaching/tutoring; day care (no more than 5 kids); and yoga/massage instruction/therapy.
 - Prohibited uses: on-stie retail; repair, service and painting of vehicles; catering or commercial bakeries; tool, equipment, or vehicle sales or rental; veterinary clinic/hospitals, kennel or stable; physicians, dentist or chiropractor; funeral parlor; food vendors, or restaurants.

- **Signs-Chapter 157 of the City of Monroe Code of Ordinances**
 - No sign may be constructed, erected, altered, replaced or modified without a permit and shall comply with the sign requirements in the sign ordinance.
 - Prohibited signs
- **Accessory Buildings, Fences, Home Additions, Etc.-Chapter 157 of the City of Monroe Code of Ordinances**
 - All require a permit and to meet certain ordinance standards
- **Historic Tree Removal or Work in Historic District without a Certificate of Appropriateness (COA) approval-Chapter 157 of the City of Monroe Code of Ordinances**

Police Department Enforcement:

- **Abandon & Junk Motor Vehicles-Chapter 90 of the City of Monroe Code of Ordinances**
 - Regulates abandon, hazardous and junk vehicles
- **Animal Control Ordinance-Chapter 91 of the City of Monroe Code of Ordinances**
 - Regulates livestock and containment of animals
 - Regulates dogs
 - Enforces the abuse of animals
- **Noise Control Ordinance-Chapter 92 of the City of Monroe Code of Ordinances**
 - Provides ordinance provisions that address loud and disturbing noises
 - Regulates particular sounds impacting residential life
 - Ordinance standards that address loud noises as a result of animals
 - Regulates motor vehicle noise
- **Stopping, Standing or Parking Restricted or Prohibited in Residential Districts-Chapter 72.45 of the City of Monroe Code of Ordinances**
 - Regulates the stopping, standing, parking or otherwise leaving unattended any of the following vehicles in residential districts to include any driveway, street, front yard or alley:
 - Commercial motor vehicle, dump truck, excursion passenger vehicle, horse trailer, property hauling vehicle, or any other type of passenger commercial vehicle that exceeds two rear axles or four tons

Engineering Department Enforcement:

- **Maintenance of Portions of Street Right-of-Way-Chapter 77.52 of the City of Monroe Code of Ordinances**

- Every owner, tenant, or occupant having control of property or lot fronting any city street or roadway in the City shall
 - Keep right-of-way between property line & edge of pavement or curblin, including sidewalk, clean and clear of all weeds and other vegetation, shall keep any grass thereon cut and keep drains and street gutters open and free from obstruction.
 - Keeps streets and sidewalks clear of overhanging limbs, bushes, shrubs, vines & other vegetation along with any obstruction which interfere with the public use of the street or sidewalk.
- Engineering Department has authority to cause the removal of any shrubbery and trees or other obstructions from street right-of-way including dedicated or recorded easements for sight distance.

- **Solid Waste-Chapter 55 of the City of Monroe Code of Ordinances**

- Yard Waste Collection:
 - Yard waste shall not be mixed with other trash, construction debris, tires, etc.
 - Yard waste such as tree limbs, cuttings and shrubbery shall be cut in lengths no greater than four (4) feet and six (6) inches in diameter. Trimmings and grass cuttings must be bagged.
- Construction Material:
 - Property owner shall dispose of debris resulting from construction, demolition or repair of buildings to include brick, stone, plumbing materials, plaster, asphalt, roofing, floor coverings, gutters, wood, and shingles.
 - Should be disposed at Union County Transfer Station
- Bulky Waste Collection (residential only):
 - Consist of discarded furniture, junk, appliances and other similar items on day of residential garbage collection.

- Bulky items must not be co-mingled with solid waste or yard waste or scattered throughout front yard. Loose items must be bagged.

During the presentation, additional information will be provided on the Code Enforcement Divisions Performance Measures, Expenditures and Revenues.

RECOMMENDATION

City Council will receive the Code Enforcement Division and Common Enforcement Violations presentation for information. No action is being requested.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: August 11, 2026

FROM: Lisa Hollowell, Assistant City Manager

PREPARED BY: Lisa Hollowell, Assistant City Manager
Ashley Ivey, Assistant Finance Director
Lisa Kerner, Grant Administrator
Lisa Strickland, Finance Director

SUBJECT: Outside Agency Funding Requests for Fiscal Year 2027 Budget

SUMMARY STATEMENT

City Council has requested to consider outside agency funding requests for the fiscal year 2027 budget.

REVIEW

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

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

1. Direct Monroe Residents Served (0–15 Points)
Evaluates the number of Monroe residents directly served, based on reported figures. Higher scores were assigned to agencies that provided Monroe-specific counts and demonstrated larger service volumes. Where Monroe-only data was not clearly identified, scores were moderated accordingly.

2. Alignment with Core City Priorities (0–25 Points)
Does COM have responsibility for this activity as a municipality? Measures how closely the program supports housing stabilization, public safety, healthcare access, crisis intervention, and food security. Programs directly reducing homelessness, medical instability, or domestic violence received the highest scores. Enrichment, event-based, or startup initiatives received lower scores under this category due to reduced direct stabilization impact.
3. Partnership with the City – (0-25)
Good partner. Work with the City in various programs, referrals, and basic assistance with COM residents.
4. Measurable Outcomes and Accountability (0–20 Points)
Assesses the degree to which agencies provided documented service data, outcome measures, or performance tracking. Where outcome reporting was general rather than data-driven, scores reflected that limitation.
5. Cost Efficiency / Gap need - Cost per Resident (0–15 Points)
Considers the relative City investment compared to reported service levels and tradeoff of the City not having to do the service. Because full cost-per-Monroe-resident calculations were not consistently available, this category reflects proportional judgment rather than audited financial ratios.

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

Tier 1 – Core Stabilization

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

Tier 2 – Support Services

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

Tier 3 – Youth/Targeted

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

A Budget Amendment is needed to appropriate funding for the Outside Agency program for fiscal year 2027.

RECOMMENDATION

City Council has requested to consider funding requests for the Outside Agencies for fiscal year 2027. If funding is recommended, a Budget Amendment is required to appropriate funding.

Attachment: Outside Agency FY 2027 Funding Requests
Budget Amendment BA-2026-12

CITY OF MONROE
OUTSIDE AGENCY FUNDING HISTORY

	ORGANIZATION NAME	2024 Approved	2025 Approved	2026 Requested	2026 Approved	2027 Estimated In-Kind	2027 Requested	2027 Total Score	2027 Recommended	
										Summary of FY 27 Request
1	Aeronia Louise Poole, Med - STEAM in Motion			2,578	0					EdTech Coaching "STEAM In Motion"
2	Angel Shoes Inc	5,000	5,000	5,000	5,000		10,000	50	6,000	Requesting \$10,000 of \$11,000 total budget to provide shoes and socks for 400 people in partnership with Turning Point, UCPS, and annual Christmas shoe tree give-away
3	Arc of Union Cabarrus, Inc.		5,000							Life Like Yours for Developmentally Disabled and Disabled
4	Common Heart	20,000	20,000	25,000	20,000		25,000	40	15,000	Comprehensive Economic Empowerment and Development Program for Low-Income Residents to serve 110 people
5	Community Health Services of Union County, Inc.	25,000	25,000	40,000	30,000		40,000	23	30,000	Free Clinic,Diabetes education, prescription assistance, preventative healthcare screenings and advocacy for uninsured to low-moderate income residents/Senior Adults Gap
6	Community Mom Outreach			480,000	0		57,500	15	0	CMOP Mini Mentors Afterschool & Summer Enrichment Program for Middle School Students - to serve 25 students
7	Council on Aging of Union County	15,000	20,000	30,000	25,000		40,000	60	25,000	To expand Home Safety and Basic Needs Support Program to enable older adults to stay safely and independently in their homes. To serve 250 people.
8	Excel Enrichment Program	4,020	3,325	3,060	3,060		3,060	10	0	Requesting \$3,060 of \$3,060 total budget; funds are requested to fund rental space and business insurance for afterschool tutoring of 10 - 12 children grades K-4
9	Food for Families NC, Inc.	0	7,500	10,000	7,500		10,000	100	10,000	Provide food to Monroe households through Monroe Parks and Recreation and Scattered Site Monroe - to serve 4,000 people
10	HealthQuest of Union County	4,150	4,150	10,000	7,500		12,150	50	10,000	Rx meds uninsured and/or gap prescription assistance for low to moderate income seniors Monroe residents - serves 165 people - <i>utilities March 2024-Feb 2025 \$9,046.39</i>
11	HELP Center Inc (HELP Pregnancy Center)	0	10,000				10,000	50	10,000	Low to Moderate Income Women and Children, Qualified Census Tract - Prenatal and post natal eduction and supplies
12	Humane Society of Union County, Inc			20,300	20,300		20,300	95	20,300	Monroe Low-Cost Spay & Neuter Clinic; to serve 150 - 175 low to moderate income households
13	Kingdom Citizen Outreach Ministry						10,000	50	0	Back to School and Christmas Community Giveaway; conitnue Partnership with City of Monroe to serve local families. Provides meals, groceries, hygiene items.Served 300 families in 2025 at Rosa Bell Ceramics Bldg.
14	Kingdom Citizen Outreach Ministry					35,000	35,000		35,000	use of Winchester Ceramics Bldg for Christmas toy store for low-income families
15	Life Span Services			22,530	17,070		20,917	18	0	Exercise room renovation (\$8,000), exercise equipment (\$3,177); Specialized/adaptive kitchen equipment for ChefSpan Program (\$9,800) to serve 25 adults with disabilities
16	Monroe-Union County CDC – Administration	25,000	25,000	25,000	25,000		25,000	100	25,000	Housing and Financial Counseling, Fair Housing Clearinghouse, Economic Hardship Determinations for Utilities and Demolition by Neglect
17	New Covenant Community Development Center			75,000	11,800		25,000	41	11,800	Youth STEAM Program (includes supplies, materilas, and equipment) Goal to serve 75-100 underserved students weekly
18	Shaggers, Inc. Application #1						54,731	0	0	Fun One Radio - Downtown Monroe Radio; To support start-up costs and first-year operations for Monroe Radio, including equipment, for 24/7 programming to benefit City residents
19	Shaggers Inc. Application #2						42,731	0	0	Fun One Radio - Downtown Monroe Radio; To support start-up costs and first-year operations for Monroe Radio, including equipment, for 24/7 programming to benefit City residents
20	South Piedmont Community College - Campus Safety Officer Program					56,447	56,447		56,447	Annual cost to City for Campus Safety Officer Program not reimbursed by South Piedmont Community College
21	Special Olympics NC			5,000	0					Special Olympics Union County
22	Turning Point, Inc. – Operating	20,000	20,000	20,000	20,000		25,000	95	20,000	Domestic Violence shelter and services; Teen Dating Violence Prevention and HERO Programs; serves 1,000 people annually
23	Union Academy - School Resource Officer Program					28,498	28,498		28,498	Annual cost to City for School Resource Officers Program not reimbursed by Union Academy Charter School
24	Union County Community Action, Inc.	25,000	25,000	25,000	25,000		25,000	50	20,000	Funding for Education Vulnerable Children as Foundation for Future Success Program; (Utility Reimbursement - Child Care and Educational Enrichment Low to Moderate Income Households Qualified Census Tract - <i>utilities March 2024-Feb 2025 (1101 Winchester Ave, 1112 Fairley Ave, 1108 Fairley Ave) \$65,964.28)</i>
25	Union County Community Action, Inc. / Head Start (Rent)	511,459	511,459	800,697	800,697	800,697	800,697		800,697	Rent for classrooms and offices - Included in in-kind rent. 2024 appraisal at \$800,697 - lease expires 12/31/2029
26	Union County Community Arts Council	96,420	96,420	96,420	96,420	96,420	26,800	100	26,800	UCCAC and Monroe Parks & Recreation event partnership for 2026-2027 - Five events including one Music on Main
27	Union County Community Shelter/ (Utility Subsidy)	55,000	55,000	55,000	55,000		55,000	78	35,000	Homeless Shelter Utility Reimbursement (<i>utilities March 2024-Feb 2025 (sleeping qtrs 150 Meadow St \$32,091.30; soup kitchen & Admin Offices 160 Meadow St \$21,308.77; storage 161 Heath St \$2,975.14) grand total \$56,375.21</i>)
28	Union County Crisis Assistance Ministry	30,000	30,000	30,000	30,000		30,000	100	30,000	Crisis Intervention Program - Annual/One Time Utility, rent, mortgage assistance to low to moderate income households in Monroe.
29	Union County Human Services Agency	21,900	21,900	21,900	21,900	21,900	21,900		21,900	Senior Nutrition program at the Bazemore Active Adult Center provinding nutrition services to seniors five days per week
30	Union County Public Schools	11,520	11,520	11,520	11,520	11,520	11,520		11,520	Quarry Road 1.2 acres - In-kind Rent (estimaged lease value of \$800/acre) - lease expires 12/31/2025
31	Union County Public Schools - School Resource Officer Program					319,678	319,678		319,678	Annual cost to City for School Resource Officers Program not reimbursed by Union County Public Schools
32	TOTAL ANNUAL AGENCY REQUESTS	899,469	931,274	1,859,005	1,277,767	1,370,160	1,841,929		1,568,640	
33										
34	Balance of Funding Allocated For:									
35	Utility Fees Waived-Variou				17,590					Current Balance
36	Monroe-Union County CDC – Down payment Assistance				9,094					Current Balance
37	TOTAL BALANCE OF FUNDING ALLOCATED				26,684					
38										
39	Anderson Outreach						10,000	15	0	Did not attend meeting, but submitted application on time. Backpacks, Checkups & Community Wellness Day; three Back-to-School Bash events for youth ages 5 to 18 living in psychiatric treatment facilities, foster care homes, or experiencing food insecurity. Free school supplies, backpacks, clothing, shoes, hygiene kits, meals, health screenings; serve 100 people per event - 300 per year
40	Atrium Health Foundation (Hospice of Union County)	15,000	15,000	15,000	15,000		15,000	33	5,000	Did not attend meeting, but submitted application on time. Reimbursement for charity room and board and/or charity care for residents in Monroe. Program serves 750 to 850 people annually.
41	Union Anson County Habitat for Humanity						150,000	100	50,000	Did not attend meeting, but submitted application on time. Urgent Home Repair Program; replaces roofs, fixes water, sewer, plumbing and electrical problems for seniors, veterans and disabled persons.
42	Boldly Evolve, Carolina Street Cats, Home Again Foundation, Lilly's Heart, Open Arms Community									Attended Meeting, did not submit application
43	Ground 40 Ministries	15,000	20,000	30,000	30,000					Attended Meeting, did not submit application. Disabled Men, Housing/ economic development

New Agency Requests

In-kind funding

Did not submit application for FY2027

City Council Outside Agency Designation and Resourcing Policy Calculation (GA-16)			
		\$ 68,676,522	FY 2026 Annual General Fund Budget
		1,716,913	2.5% maximum funding level to be allocated to Outside Agency per policy GA-16
<i>Value of 1 cent of ad valorem</i>	<i>1.93</i> ←	\$ 1,568,640	Total direct and estimated in-kind funding requested for FY 2027
		148,273	Amount (over)/under policy maximum
<i>Value of 1 cent of ad valorem</i>	<i>0.36</i> ←	\$ 294,900	FY 2027 Cash Funding level
		58,980	20% cap for award to an individual agency

**CITY OF MONROE
BUDGET AMENDMENT
BA-2026-12**

Amendment necessary to appropriate funding for the Outside Agency Program.

General Fund:

Revenues:		
Unassigned Fund Balance		\$294,900
Expenses:		
General Government		\$294,900

Adopted this 11th day of August, 2026.

Robert A. Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: August 11, 2026

FROM: Rhett Bolen, Chief of Police

PREPARED BY: Shannon Huntley, Police Major

SUBJECT: Downtown Speed Recommendations

SUMMARY STATEMENT

City Council is requested to take part in discussion about addressing speeding in downtown Monroe and will be presented with recommendations.

REVIEW

On June 9, 2026 Monroe Police Department presented data from the “Slow Monroe” campaign. City Council requested the Monroe Police Department to present recommendations on addressing the speed complaints and “Strict Enforcement of Speed Limits in Downtown”. The Monroe Police Department would like to present some ideas, data and discuss future plans to address community concerns.

RECOMMENDATION

This is for informational and discussion purposes only.



STAFF REPORT

TO: City Council

VIA: Mark Watson, City Manager

DATE: August 11, 2026

FROM: Ryan Jones, Property Management Director

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: UCCA – Building C – Winchester Head Start

SUMMARY STATEMENT

Staff would like to provide an update on environmental tests and condition of Building C, as well as, usage.

REVIEW

The City of Monroe has leased various buildings and facilities located at the Winchester Children's Center to Union County Community Action, Inc. (UCCA) since 1998, for \$1/building/year. On April 15, 2010, following renovations and construction improvements to the Winchester Children's Center, the City renewed the lease to allow UCCA to continue operating a preschool/Head Start program at the facility. Most recently, the lease was renewed on December 3, 2019, through Resolution R-2019-60. The current lease is for a ten-year term and is scheduled to expire in December 2029. The lease includes 3 buildings, with one commercial kitchen, located in Building C, that serves all children in the early childcare programs.

Under the terms of the lease agreement, the responsibilities of both parties are clearly defined. The City, as Lessor, is responsible for maintenance of the structural components of the buildings, including the roof and building shell, while UCCA is responsible for interior maintenance and upkeep.

In June 2025, UCCA received the results of a required facility inspection conducted by a vendor contracted by the federal Head Start program. During that inspection, the vendor, Mid Atlantic, reported the presence of asbestos-containing materials within certain ceiling and floor tiles in Building C. UCCA suspended classroom operations within Building C and began soliciting proposals for the abatement and replacement of the ceiling tiles. Those proposals were subsequently provided to the City's Property Management Department.

To independently verify the findings, the City retained two separate environmental consulting firms to conduct additional testing. Resolve Environmental completed two environmental assessments, and Spangler Restoration conducted a third independent assessment. All three assessments found no asbestos present in the ceiling tiles. Despite these findings, the City, as owner of the building and knowledge of initial testing by Head Start determined that replacing the ceiling tiles in Building C was the most appropriate course of action to ensure safety in our facilities. Consistent with the lease agreement, ceiling tiles are considered an interior element, and UCCA is responsible and has agreed to bear the cost of the abatement and replacement of the ceiling tiles.

In addition, the City recently completed a Space Needs Analysis, which was presented during the Strategic Planning Meeting on July 14, 2026. The assessment identified a significant need for additional municipal space; however, it concluded that many of those needs can be addressed in the near term through a campus approach that maximizes the use and renovation of existing City-owned facilities. As part of that analysis, Building C was identified as a necessary facility to help meet the City's future space requirements. As a result, the City informed UCCA that Building C lease will very likely not be renewed beyond the current lease term, which expires in December 2029. This advance notice provides UCCA with information necessary to make a decision regarding immediate use of the facility and sufficient time to plan for future operations. The City plans to allow UCCA continued access to the commercial kitchen following the expiration of the current lease.

RECOMMENDATION

No action needed. Information has been provided as an update relative to Building C utilized by UCCA for the Head Start Program.