

**CITY OF MONROE - GENERAL SERVICES COMMITTEE
CITY HALL CONFERENCE ROOM
300 W. CROWELL STREET, MONROE, NC 28112
Thursday, September 3, 2026 - 4:15 PM**

**AGENDA
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1. Minutes of General Services Committee Meeting of August 6, 2026
2. Annual Settlement of Tax Collector
3. Certification of 2026-2027 Tax Base and Charge to Collect
4. Downtown Master Plan Update
5. Budget Amendment for Unspent Appropriations
6. Code of Ethics Policy Amendment
7. Contract Award for the City Hall Roof Replacement
8. Rejection of Bids for the City of Monroe Industrial Park 3 Site Work
9. Ordinance for Temporary Street Closure for the Christmas Parade

Other Items



**CITY OF MONROE
GENERAL SERVICES COMMITTEE MEETING**

City Hall Conference Room
300 W. Crowell Street
Monroe, NC 28112
August 6, 2026 – 4:15 pm

MINUTES

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

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; Teresa Campo, Director of Economic Development; Will Auret, Land Development Engineering Manager; Doug Vitale, Engineering Associate; Lisa Strickland, Director of Finance; Ashley Ivey, Assistant Finance Director, Katrina Myers-Arnold, Accounting Manager; Doug Britt, Assistant Planning & Development Director, Catherine Mullis, Permit & Development Supervisor, Bryson Hester, Transportation Planner; Ryan Jones, Property Management Director

Visitor(s): Greg Moore, Home Brew; Deacon Greene, Lawrence Associates; Jessie Lindberg, Turning Point Inc

The General Services Committee met in the City Hall Council Chambers at 4:15 pm on August 6, 2026. A quorum was present. Chairwoman Julie Thompson presided. The meeting started at 4:15 pm.

Item 1. Minutes of General Services Committee Meeting of July 2, 2026

The minutes from the July 2, 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 July 2, 2026.

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 2. Resolution for Special Event Permit – Fall Fest at Home Brew Taproom & Tunes

Catherine Mullis, Planning & Development Supervisor, presented a special event permit request for the Fall Festival, to be hosted by Home Brew Tap Room & Tunes on October 10, 2026, in downtown Monroe. The event will run from 11:00 AM to 5:00 PM, with Main Street closed to traffic from Franklin to Morrow Avenue between 8:00 AM and 6:00 PM to accommodate the festival. Organizers anticipate total attendance of approximately 3,000 people, with peak crowds reaching around 1,500 at any given time. Although no alcohol will be sold directly by the event, it will take place within the City's established social district, and will include food trucks and merchandise vendors.

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 3. Resolution to Update Charlotte Regional Transportation Planning Organization Memorandum of Understanding

Bryson Hester, Transportation Planner, presented an administrative update to the Charlotte Regional Transportation Planning Organization (CRTPO) Memorandum of Understanding (MOU), which updates references throughout the document from the "Metropolitan Transit Commission" (MTC) to the "Metropolitan Public Transportation Authority" (MPTA) to reflect recent state legislation governing regional transit oversight. It was clarified that the revision is administrative in nature, with no changes to the City's representation, voting structure, or funding responsibilities within the MOU.

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 4. Resolution for Sidewalk Deviation at 530 Patton Ave

Doug Vitale, Engineering Associate, presented a request from Turning Point, Inc to deviate from the sidewalk requirements along 530 Patton Avenue. The facility serves as a shelter for victims of domestic abuse and will incorporate services for child abuse victims as part of their 21,841 square foot expansion. Jessie Lindberg from Turning Point explained that installing a public sidewalk would create security risks by encouraging loitering near the facility and providing abusers with an easier means of locating victims. It was further noted that the organization already contends with unauthorized individuals cutting across the property and has had to install "No Trespassing" signage to deter trespassing. Engineering staff expressed support for the deviation in light of these safety and privacy concerns.

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 5. Resolution to Amend Chapter 32, Section 32.23 Code of Ordinances for Economic Development Advisory Board

Terry Sholar, Senior Staff Attorney, and Teresa Campo, Director of Economic Development, presented proposed amendments to Section 32.23 of the Code of Ordinances governing the Economic Development Advisory Board to provide for the addition of the chief executive officers of both the Union County Chamber and South Piedmont Community College serve as ex officio members included in the number of regular board members. Only one member of the Board shall be an officer otherwise employed by a company or business entity. The amendment includes a new provision prohibiting multiple members of the same family from serving simultaneously. It was requested a general family-member provision ordinance for citywide board application be brought back for committee review in January.

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 6. Resolution for Contract Award for the Renovation of 327 South Hayne Street

Ryan Jones, Property Management Director, requested the committee consider approval of the recommendation to City Council for the awarding of a contract for the renovation of the city owned property located at 327 South Hayne Street, commonly referred to as the Ellen Fitzgerald Building. The contract amount is \$286,887.11 with DAP Contracting, and the building will serve as primary location for the Engineering Department. The project involves interior reconfiguration, electrical and plumbing upgrades, and selective demolition, with funding provided through the FY 2027 Capital Improvement Plan.

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Item 7. Resolution for Contract Award for the Renovation of 1102 Fairley Avenue

Ryan Jones, Property Management Director, requested the committee consider approval of the recommendation to City Council for the awarding of a contract for the renovation of the city owned property located at 1102 Fairley Avenue, commonly referred to as the Winchester Ceramics Building. The contract amount is \$333,792.10 with DAP Contracting, and the building will serve as location for the Fire Administration Division of the Fire Department, training rooms, showers, and a break room. The project involves interior reconfiguration, electrical and plumbing upgrades, and selective demolition, with funding provided through the FY 2027 Capital Improvement Plan.

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

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

AYES: Chairwoman Thompson, Committee Member Anthony

NAYS: None

Other Items. Resolution for Audiovisual upgrades to City Council Chambers

Ryan Jones, Property Management Director, presented needed updates to audiovisual equipment for the City Council Chambers, noting a meeting with Criterion Integrations was held to evaluate the current system which is outdated and no longer provides the functionality and reliability needed for a professional meeting environment. The proposed scope includes upgraded video presentation and display systems, professional audio reinforcement with full-range loudspeakers and digital signal processing, council and wireless microphone systems, three remotely operated cameras for production and streaming enhancements, chamber lighting upgrades to improve camera image quality, centralized audiovisual networking and rack systems, and complete system wiring, integration, testing, and staff training, with a performance bond included. Funding is available through capital project GB-2207, and it is recommended the contract be awarded to Criterion Integrations LLC with a not-to exceed amount of \$335,000. The project is estimated to take 24 months.

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

Chairwoman Thompson 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 4:45 p.m.

Committee Chairwoman, Julie Thompson



CITY OF MONROE

STAFF REPORT

TO: General Services Committee

FROM: Mark Watson, City Manager

VIA: Lisa Strickland, Finance Director

DATE: September 3, 2026

PREPARED BY: Bethany Hawver, Revenue Manager

SUBJECT: Annual Settlement of Tax Collector for Tax Year 2025

SUMMARY STATEMENT

General Services Committee is requested to consider a full settlement for all taxes for collection made for the preceding tax / fiscal year 2025-2026.

REVIEW

N.C.G.S. 105-373(a) states the tax collector shall make full settlement with the governing body of the taxing unit for all taxes in hand for collection for the preceding fiscal year. The settlement, together with the action of the governing body with respect thereto, shall be entered in full upon the minutes of the governing body.

Attached is the “Annual Settlement of Tax Collector for 2025”. This settlement shows the collection rate at 99.50 percent.

RECOMMENDATION

City Staff recommends that General Services Committee recommend approval of the tax settlement as outlined herein and that the settlement be entered in full into the minutes of the Council meeting.

Annual Settlement of Tax Collector for 2025

		<u>Tax</u>	<u>Value</u>
2025 Tax Scroll		35,457,228	8,038,537,790
2025 Certifications		432,115	98,207,914
2025 Discoveries		<u>413,162</u>	<u>83,442,561</u>
Total Taxes Billed		36,302,504	8,220,188,265
Less 2025 Releases		-223,752	-49,457,905
2025 Adjustments		<u>-863</u>	
2025 Tax Levy		36,077,889	8,170,730,360
Total Taxes Collected		35,897,519	
Taxes to be Collected		<u>180,370</u>	
Total 2025 Levy		36,077,889	
Percent Collected: %		99.50%	
2025 MSD Tax		81,713	50,969,625
2025 MSD Certifications		9,119	5,699,225
2025 Discoveries		<u>561</u>	<u>267,150</u>
Total Taxes Billed		91,393	56,936,000
Less MSD 2025 Releases		-1,561	-75,088
2025 MSD Adjustments		<u>-7</u>	
2025 MSD Tax Levy		89,824	56,860,913
2025 MSD Collected		89,816	
MSD Tax to be Collected		<u>8</u>	
Total 2025 MSD Levy		89,824	
Percent Collected: %		99.99%	
2025 GAP Tax		53,858	27,619,451
2025 Discoveries			
Total Taxes Billed		53,858	<u>27,619,451</u>
Less GAP 2025 Releases		-3,246	-1,664,862
2025 GAP Adjustments		<u>-1,151</u>	
2025 GAP Tax Levy		49,460	25,954,590
2025 GAP Collected		19,581	
GAP Tax to be Collected		<u>29,879</u>	
Total 2025 GAP Levy		49,460	
Percent Collected: %		39.59%	
Taxes released for 2025 under \$5.00 total amount is \$1,780.60			

City of Monroe Tax Collection History			
	General City of Monroe	Monroe Downtown MSD	GAP Motor Vehicle
2025	99.50%	99.99%	39.59%
2024	99.57%	99.99%	45.19%
2023	99.35%	99.81%	32.35%
2022	99.30%	100.00%	
2021	99.34%	98.26%	
2020	99.33%	99.83%	
2019	99.11%	99.25%	
2018	99.14%	99.23%	
2017	99.02%	99.10%	
2016	98.76%	99.23%	
2015	98.53%	99.85%	

City of Monroe Revenue Collection History			
	General City of Monroe	Monroe Downtown MSD	GAP Motor Vehicle
2025	35,897,519	89,816	19,581
2024	28,218,015	73,753	25,649
2023	26,094,460	66,452	2,151
2022	23,802,179	64,686	
2021	22,402,414	59,046	
2020	21,593,358	57,550	
2019	21,123,984	52,605	
2018	20,510,731	53,271	
2017	19,073,665	52,979	
2016	18,085,768	52,110	
2015	17,674,287	51,714	

****GAP Motor Vehicle Tax is fairly new. Tracking of the accounts billed using state assessed valuations & collected by City of Monroe began in 2023.**



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: September 3, 2026

FROM: Lisa Strickland, Finance Director

PREPARED BY: Bethany Hawver, Revenue Manager

SUBJECT: Certification of Tax Base and Tax Charge for 2026-2027

SUMMARY STATEMENT

General Services Committee is requested to forward an Order authorizing the Tax Collector to collect the taxes charged in the tax records.

REVIEW

N.C.G.S. 105-321(b) states the municipal governing body shall adopt and enter in its Minutes an Order authorizing the Tax Collector to collect the taxes charged in the tax records and receipts. The Order of Collection shall have the force and effect of a judgement and execution against the taxpayers' real and personal property.

RECOMMENDATION

City Staff recommends that the General Services Committee forward to City Council authorization for the Tax Collector to collect the 2026-2027 Tax Levy as listed below:

Type	Amount
Property Tax	\$36,695,915.73
Special District Tax	\$85,597.92
Total Late Listings	\$106,834.03
Total Tax Levy	\$36,888,347.68

TO THE TAX COLLECTOR OF THE CITY OF MONROE:

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the City of Monroe Finance Division and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the City of Monroe and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 8th day of September 2026.

Robert A. Burns, Mayor



STAFF REPORT

TO: General Services Committee

DATE: September 3, 2026

FROM: Jeff Wells, Assistant City Manager

PREPARED BY: Ashley Nowell, Downtown Director

SUBJECT: Downtown Master Plan Update

SUMMARY STATEMENT

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

REVIEW

Staff will recap Downtown Master Plan progress from the summer and outline input dates spanning throughout the fall.

RECOMMENDATION

This item is for discussion.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: September 3, 2026

FROM: Lisa Strickland, Finance Director

PREPARED BY: Angela Duncan, Senior Budget Analyst

SUBJECT: Approve Budget Amendment for Unspent Appropriations

SUMMARY STATEMENT

A budget amendment is necessary to the fiscal year 2027 budget in order to re-appropriate incomplete items from fiscal year 2026. Details are outlined below.

REVIEW

It is necessary to re-appropriate items that have been approved, but are not complete at the end of the fiscal year. The nature of these items is projects that are only partially complete, grants that have not been spent in their entirety, donation received but not yet expended and unspent drug seizure money. Incomplete items from fiscal year 2026 are as follows:

General Fund:

- \$17,590 Water & Sewer Connection Fee Assistance – program approved by Council to assist low-income families with utility connection fees
- 9,094 Down payment Assistance – program approved by Council to assist low-income families with house purchase
- 737 Donations for Police Department's Citizen's Academy
- 78,690 State Equitable Sharing – Money received from seizures – restricted to law enforcement expenditures.

3,392	Explorer Program - Police (Donations)
120,000	Safe Streets and Roads for All Grant
37,352	Federal Cybersecurity Grant
<u>39,678</u>	Centralina Home and Community Care Block Grant
<u>\$306,533</u>	Total General Fund

Downtown Monroe Fund:

\$26,753	Downtown Incentive Program
<u>8,175</u>	Downtown GROW grant
<u>\$34,928</u>	

Police Department Forfeiture Fund:

\$(158,443)	U S Justice - Federal Equitable Sharing– Money received from seizures – restricted to law enforcement expenditures.
<u>(34,593)</u>	U S Treasury – Federal Equitable Sharing– Money received from seizures – restricted to law enforcement expenditures.
<u>\$(193,036)</u>	

RECOMMENDATION

Staff requests General Services Committee recommendation for approval of the proposed budget amendment for appropriation of unspent items from Fiscal Year 2026 to Fiscal Year 2027.

Attachment: BA-2026-14

**CITY OF MONROE
BUDGET AMENDMENT
BA-2026-14**

1. Amendment necessary to designate and appropriate funds in fiscal year 2027 for incomplete projects, unspent grants and unspent seizure funds in fiscal year 2026.

General Fund:

Revenue:

Appropriation of Fund Balance	\$ 94,502
Restricted Revenues	\$ 212,030

Expense:

General Government	\$ 184,036
Public Safety	\$ 82,818
Cultural and Recreational	\$ 39,678

Downtown Monroe Fund

Revenue:

Appropriation of Fund Balance	\$ 34,928
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Expense:

Economic and Physical Development	\$ 34,928
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Police Forfeiture Fund

Revenue:

Restricted Revenue	(\$193,036)
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Expense:

Public Safety	(\$193,036)
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Adopted this the 8th day of September, 2026.

Robert Burns, Mayor

Attest:

Bridgette H. Robinson, City Clerk



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: September 3, 2026

FROM: Terry Sholar, Senior Staff Attorney

PREPARED BY: Terry Sholar, Senior Staff Attorney

SUBJECT: Amendment GA-13 Code of Ethics

SUMMARY STATEMENT

Staff is recommending to the General Services Committee to consider amending GA-13 City Council Code of Ethics to include provisions required by NC General Statute 14-234.3 regarding council members serving on nonprofit boards.

REVIEW

The enactment of NC General Statute 14-234.3 prohibits city council members from serving on a nonprofit board or in an officer position and participating in discussions and actions appropriating funding by the city that benefit the nonprofit. The amendment to the GA-13 includes the requirements of GS 14-234.3 in the Monroe City Council Code of Ethics.

RECOMMENDATION

The General Services Committee is requested to consider and make a recommendation to City Council to consider the amending GA-13 Code of Ethics to include the requirements of NC General Statute 14-234.3.

Attachment: Proposed Amended GA-13

	Policy: Code of Ethics	Effective Date: December 7, 2010; November 10, 2025
		Revision Effective Date:
	Policy Number: GA-13	Page 1 of 5
	Robert A. Burns, Mayor	<u>City Attorney</u> Responsible Party

PREAMBLE

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty,” and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be rather than to seem,” and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics, and

WHEREAS, as public officials we are charged with upholding the trust of the citizens of this City, and with obeying the law.

NOW, THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the City of Monroe, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Monroe City Council, Mayor, and Mayor Pro Tempore do hereby adopt the following General Principles and Code of Ethics to guide the City Council in its lawful decision-making.

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials;
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure;
- Council Members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent;
- Council Members must always remain aware that at various times they play different roles:
 - As advocates, who strive to advance the legitimate needs of their citizens;
 - As legislators, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions;
 - As decision-makers, who arrive at fair and impartial quasi-judicial and

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administrative determinations;

- Council Members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly;
- Council Members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Monroe City Council, and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a Council Member's best judgment. Where the term Monroe City Council, Council Member, or Council appears throughout this Code of Ethics, it includes and applies to all duly elected and installed City Council Members, the Mayor, and the Mayor Pro Tempore.

Section 1. Council Members should obey all laws applicable to their official actions as members of the council. Council Members should be guided by the spirit as well as the letter of the law in whatever they do. At the same time, Council Members should feel free to assert policy positions and opinions without fear of reprisal from fellow Council Members or citizens. To declare that a Council Member is behaving unethically because one disagrees with that Council Member on a question of policy (and not because of the Council Member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

Council Members shall timely comply with the ethics training after each election as required by North Carolina General Statute § 160A-87. Also, Council Members should endeavor to keep up to date, through the council's attorney and other sources, about new or ongoing legal or ethical issues they may face in their official positions. This educational function is in addition to the day-to-day legal advice the council may receive concerning specific situations that arise.

Section 2. Council Members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Behaving consistently and with respect toward everyone with whom they interact;
- Exhibiting trustworthiness;
- Living as if they are on duty as elected officials regardless of where they are or what they doing;

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- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;
- Treating other Council Members and the public with respect and honoring the opinions of others even when Council Members disagree with those opinions;
- Not reaching conclusions on issues until all sides have been heard;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly;
- Recognizing that individual Council Members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.

Section 3.

- (a) Council Members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, this council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the Council Member's action would conclude that the action was inappropriate.
- (b) Monroe Council Members shall not knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that council member serves as an officer, director, or governing board member as set out in NCGS § 14-234.3(a).
- (c) If a Council Member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the council's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the attorney).

Section 4.

Council Members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in

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mind that trust and respect must continually be earned. Council Members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the council has authority. Council Members should be willing to bear their fair share of the council's workload. To the extent appropriate, they should be willing to put the council's interests ahead of their own.

Section 5.

Council Members should conduct the affairs of the council in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to Council Members or their employees. In order to ensure strict compliance with the laws concerning openness, Council Members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public records requests. They should take deliberate steps to make certain that any closed sessions held by the council are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

Section 6.

Council Members should be aware of their duty and obligation to comply with state law regarding conflicts of interest. As holder of the public trust, Council Members shall disclose any potential conflicts of interest to City Council prior to discussing and taking action, including voting, on any matter before City Council. North Carolina General Statutes expressly define the conflict of interest prohibitions as follows:

- Section 160A-75 requires that a City Council Member shall not vote on any matter involving the consideration of the member's own financial interest or official conduct and comply with General Statute § 160D-109 and General Statute §14-234. A Council Member shall disclose such potential conflicts of interest and be excused from voting or participating in a matter by a majority vote of City Council prior to any action taken.
- Section 160D-109 expressly prohibits a Council Member from voting on any legislative decision regarding a development regulation where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. It also prohibits a member from voting on any zoning amendment or text amendment if the landowner subject to the rezoning petition or the applicant for a text amendment is a person with whom the member has a close familial, business, or other associational

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relationship.

- Section 14-234 makes a Council Member subject to criminal prosecution for making, administering, or attempting to influence a contract on behalf of the City in which the Council Member will derive a direct benefit from the contract or solicit or receive any gift, reward, promise of reward, favor, or service in exchange for recommending, influencing, or attempting to influence the making or award of a City contract.
- Section 14-234.3 prohibits a Council Member from knowingly participating in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which the council member serves as an officer, director, or governing board member.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: September 3, 2026

FROM: Ryan Jones, Property Management Director

PREPARED BY: Ryan Jones, Property Management Director

SUBJECT: Contract Award for the City Hall Roof Replacement

SUMMARY STATEMENT

The General Services Committee is requested to consider a recommendation to Council the awarding of a contract for the replacement of the roof at City Hall to Turnkey Construction Pros in the amount of \$320,700.00 and authorize the City Manager to execute all necessary documents.

REVIEW

The roof at City Hall is scheduled for replacement. Bids have been solicited for the replacement of the roof at City Hall. Funding is available via Covid Replacement funding.

The following bids were received:

Turnkey Construction Pros - \$320,700.00
D.A.P. Construction - \$367,483.00
JenCo Construction – No reply

As Turnkey Construction Pros is the lowest bid, Property Management would like to recommend Turnkey Construction Pros to be awarded the contract to replace the roof at City Hall.

RECOMMENDATION

Staff requests that the General Services Committee recommend City Council approve the contract to replace the roof at City Hall to Turnkey Construction Pros in the amount of \$320,700.00 and authorize the City Manager to execute all necessary documents.



STAFF REPORT

TO: General Services Committee

VIA: Mark Watson, City Manager

DATE: September 3, 2026

FROM: Sarah McAllister, P.E., Director of Engineering

PREPARED BY: Chad Splawn, Engineering Associate

SUBJECT: Rejection of Bids for the City of Monroe Industrial Park 3 Site Work

SUMMARY STATEMENT

The General Services Committee is requested to approve the rejection of all Bids received for the City of Monroe Industrial Park 3 Site Work.

REVIEW

The City of Monroe Industrial Park 3 Site Work contract was advertised on the City of Monroe website as well as Duncan Parnell's website, (an online bid room), on July 30, 2026. Thirteen bids were received on August 27, 2026. Engineering staff failed to post the Notice to Bidders in the local newspaper which is not in accordance with the City of Monroe Purchasing Policies and Procedures Manual and NCGS 143-129(b). Legal and Purchasing staff advised Engineering staff that all bids should be rejected and the project should be advertised in accordance with the City of Monroe Purchasing Policy.

RECOMMENDATION

Staff recommends that the General Services Committee recommend City Council reject the bids for the City of Monroe Industrial Park 3 Site Work. Staff will re-advertise the contract in accordance with state statutes and City of Monroe Policy for a period of fourteen days.



STAFF REPORT

TO: General Service Committee

VIA: Mark Watson, City Manager

DATE: September 3, 2026

FROM: Lisa Stiwinter, Planning and Development Director

PREPARED BY: Catherine Mullis, Permit & Development Administrator

SUBJECT: Ordinance for a Special Event – 2026 Christmas Parade

SUMMARY STATEMENT

General Services Committee is requested to consider an ordinance to temporarily close certain state-maintained roads for the Christmas Parade to be held Sunday, November 22, 2026.

REVIEW

The Christmas Parade is held each year in Downtown Monroe on the Sunday before Thanksgiving. Various municipal departments including Engineering, Fire, and Police participate in this annual event. North Carolina General Statute 20-169 states a municipality shall pass an ordinance approving a special event and place signs giving notice of the event if it involves state-maintained roads. The Christmas Parade event requires the temporary closure of the following streets:

- Hayne Street (NC 207) between Sunset Drive (SR 2180) and Church Street (SR 3521)
- Lancaster Avenue (SR 3515) between College Street and Charlotte Avenue (SR 3515)
- Franklin Street (SR 2100) between Charlotte Avenue (SR 2139) and Windsor Street
- Sunset Drive (SR 2180) between Griffith Road (SR 2139) and Hayne Street (NC 207)

Therefore, the attached Ordinance (0-2026-39) is provided for approval of the event and the temporary street closure. Once approved, the Engineering Department Street Division will place the signs giving notice prior to the event.

RECOMMENDATION

If General Services Committee is in agreement with the aforementioned approvals, a recommendation will be presented to the City Council for approval of the Ordinance to close state-maintained roads for the Christmas Parade.

Attachments:

1. Ordinance (O-2026-39)
2. Christmas Parade Map

**AN ORDINANCE TO TEMPORARILY CLOSE CERTAIN
STATE-MAINTAINED ROADS FOR A SPECIAL EVENT
ORGANIZED BY THE CITY OF MONROE, NC
O-2026-39**

WHEREAS, North Carolina General Statute 20-169 authorizes local authorities to regulate by ordinance the use of a highway within their jurisdiction by processions, assemblages, or anything that may be construed as a procession or assemblage; and,

WHEREAS, the City of Monroe will consult with the local North Carolina Department of Transportation (NCDOT) Division office to verify that a proposed event will not 1) interfere with other planned special events and 2) impact or be impacted by planned maintenance or other activities; and

WHEREAS, the City of Monroe is coordinating the 2026 Christmas Parade event that will involve the participation of several municipal departments on Sunday, November 22, 2026; and

WHEREAS, this event will require the temporary closure of the following streets:

- Hayne Street (NC 207) between Sunset Drive (SR 2180) and Church Street (SR 3521)
- Lancaster Avenue (SR 3515) between College Street and Charlotte Avenue (SR 3515)
- Franklin Street (SR 2100) between Charlotte Avenue (SR 2139) and Windsor Street
- Sunset Drive (SR 2180) between Griffith Road (SR 2139) and Hayne Street (NC 207)

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. City Council approves and authorizes the temporary closure the above-listed streets for a special event per the attached map;
2. City Council hereby authorizes the City Manager to take any actions necessary to affect the provisions of this Ordinance;
3. This Ordinance shall be effective as of the date of adoption.

Adopted this 8th day of September, 2026.

Attest:

Robert A. Burns, Mayor

Bridgette H. Robinson, City Clerk

