



Park and Recreation Board
May 14, 2025 - 6:00 PM
233 South Main Street, Monroe, Ohio

Call to Order

Roll Call

Approval of Minutes

- April 9, 2025

Old Business

- None

New Business

- Casey Walters, Wee Hornet Football and Cheer LLC - City of Monroe Initial Event Application/Use Agreement

Administrative Reports

- Various Updates

Adjournment



PARK AND RECREATION BOARD MINUTES

April 9, 2025 – 6:00 P.M.

233 South Main Street, Monroe, Ohio

CALL TO ORDER: The Park and Recreation Board meeting was called to order by Chair Michael Marchetti at 6:00 PM.

ROLL CALL

The following members were present: Michael Marchetti, Paul Koloszar, Jonathan Granville, Josh Howard, Joe Grace and Ben Wagner.

Staff members present: Public Works Director Gary Morton and Recording Secretary Donna Campbell.

APPROVAL OF MINUTES: Mr. Koloszar moved to approve the meeting minutes from March 12, 2025; seconded by Mr. Granville. Voice vote. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADMINISTRATIVE REPORTS:

Mr. Morton discussed Ordinance 2025-11, which was an Ordinance amending and supplementing Chapter 276 of the Codified Ordinances to change certain powers and duties of the Park and Recreation Board. This addressed rules and regulations previously discussed by the Board. The first reading at Council was March 25, 2025, and the second reading was April 8, 2025, with a 30-day referendum period. At the end of the 30 days, the ordinance will take effect.

Mr. Morton went on to mention various projects that crews have been working on, including cleaning up from the recent storms and the damage they caused. He stated that Public Works has also opened the park restrooms for the season and has been working on the landscaping at the entrance to Bicentennial Commons.

Mr. Morton discussed Crossings Park and that crews will be painting directional arrows in the parking lot. He also stated that the engineering design for Crossings Park parking lot will be on the April 22, 2025 Council agenda. This includes some master planning of the parking lot and will take the project through the construction design phase. It will then go through the budget process. This will add additional parking and maximize the existing parking. By the end of the



year, if Council approves, the City should have construction drawings. With the upcoming improvement, Mr. Marchetti mentioned that soccer would like to see the City install a concrete pad on the hillside at Crossings Park.

Mr. Morton updated the Board regarding the continued negotiation of easements or right of way at Community Park for drainage. He mentioned various items are being realigned for revisions and future meetings will be scheduled with the two properties involved. The project will continue to be on hold until items are resolved.

Mr. Morton also stated there was a kickoff meeting for the design of the Loop Trail at Bicentennial Commons, and survey work should begin the last week of April 2025. Updates will be shared with the Board as it progresses. The results of the City's request for two grants to construct the loop and build the rest of the trail along Great Miami River/Dick's Creek have been delayed.

ADJOURNMENT:

Mr. Marchetti moved to adjourn; seconded by Mr. Koloszar. Voice vote. Motion carried.

The Park and Recreation Board meeting adjourned at 6:10 P.M.

Respectfully submitted,

Donna Campbell
Recording Secretary



City of Monroe Initial Event Application

SPORTS ASSOCIATION FORM

This form should be used to submit an initial request to conduct an event within the City of Monroe. Please fill out all applicable fields to the best of your knowledge.

Name of Event Organizer Wee Hornet Football and Cheer LLC

First Name Casey

Last Name Walters

Organization Name Wee Hornet Football and Cheer LLC

Address PO Box 200

City Monroe

State Ohio

Zip Code 45050

Phone 513-280-2222

Email caseywalters81@gmail.com

What is the name of the Event?

Event Type (Select All that Apply) Athletic Event Concert Cultural

Educational Entertainment Environmental Fundraiser Parade

Other (If other, please describe event type)

What is the purpose of the event? 2025 Practice for Football and Cheer

Please provide a detailed description of the event, including all elements you wish to have at the event.

Football and Cheer Practice

Please indicate which elements you anticipate including at the event. (Check All That Apply)

Closure of public roadways, alleys or parking lots

Erecting temporary structures such as booths, tents, inflatable apparatus', bounce house or stages

Providing musical or other entertainment

Having animals or petting zoo

Using facility electric or generator for power sources

Offering for sale of food and/or drink

X None of the above

Is the event open to the public? Yes X No

Desired Event Location Monroe Community Park

Is this a one-day or multi-day event? One-Day Event X Multi-Day Event

If multi-day event, list number of days 07/01/25 thru 11/30/25

If your preferred date is not available, please list potential alternate dates

Anticipated Attendance Less than 20 20-50 50-75 75 - 100 X 100+

Application Submission Process

Submitting this Special Event Application *is not* a confirmation to conduct our planned event. Further details regarding the specifics of the event will be required prior to approval of the event. The event organizer will be contacted by the City of Monroe after reviewing the initial application. Please do not send out event notices, publicity flyers, etc. prior to receiving approval.

Upon submission, you will receive a confirmation email indicating your event application has been received. If you do not receive this email please contact us at 513-727-8953.

Signature. By signing below you are agreeing to abide by the rules and regulations of the City of Monroe including, but not limited to the conditions established by the Park and Recreation Board, the City Manager or designee, and/or the Council of the City of Monroe.


Signature

4-30-25
Date

Park Facilities Regulations

Parks shall mean real property, or portion thereof, owned by the City of Monroe used and open to the public for pleasure, exercise, kept in its natural state to protect plants and animals, recreation, events, and sports. Parks shall not include the log cabin and the area around the log cabin, owned by the Monroe Historical Society, located in the Monroe Community Park.

No alcoholic beverages shall be permitted in any park except for certain events as approved by Council. No gambling shall be permitted in any park. No motor vehicles (cars, motorcycles, mini-bikes, trail bikes or ATV vehicles) shall be permitted off the designated roadway and parking areas except during certain events with the recommendation of the Park and Recreation Board and approval of the City Manager. If approval is received, no vehicle will be driven over 10 MPH. No bicycles shall be permitted on the infields of any of the ball diamonds. No profane or abusive language shall be permitted. No disorderly conduct shall be allowed.

The parks may be made available to various groups subject to these rules and regulations and subject to any other special rules established by the Park and Recreation Board. The use of the parks is a privilege, and may be withdrawn if any group fails to meet the standards set forth herein. Any group may be denied use of the parks if the City Manager deems it in the best interest of the City to do so. Official municipal-related activities and meetings shall have first call on all parks. With the exception of official municipal-related activities and meetings, the following shall be used by the Park and Recreation Board and the City Manager to establish priorities for scheduling 1) first priority shall be granted to local sports groups recognized and designated by the Park and Recreation Board. The schedules shall be approved by the Park and Recreation Board following submittal of a written request. These requests shall include a financial statement showing the group's prior year operation; 2) second priority shall be to any resident groups. Resident groups shall be defined as those groups whose membership is open to Monroe residents and whose members reside within the municipality or, in the case of a business-related or sponsored group, the business is located within Monroe; and 3) third priority shall be to nonresident groups, which shall be defined as groups comprised of members who reside outside of Monroe or a business-related or sponsored group where the business is located outside of Monroe.

A \$100.00 deposit must be submitted to the City of Monroe for the use of the Concession Stand. The deposit will be returned within 30 days after the termination of the agreement provided the inspection of the Concession Stand indicates that the facility was cleaned, left in an orderly fashion, and no damage has occurred. There is an additional \$15 per key deposit required for any keys obtained for the concession stand. The group shall at all times during the duration of this Agreement maintain the inside of the concession stand and shall be responsible for the repair, upkeep and replacement of all fixtures, appliances, and all equipment necessary for storage, preparation and serving of food and drinks in a clean, safe, sanitary manner commensurate with similar City facilities in compliance with City, County and State statutes and ordinances and acceptable to applicable agencies. The group is responsible for obtaining their own permits and vendor's license and provide written evidence to the City thereof. The group shall be required to police the area of all trash, garbage, paper, boxes, cartons, cans, containers, litter, etc. generated by the concession stand.

For a one or two-day reservation for the use of the parks, a group request must be submitted to the City Manager or designee at least two weeks in advance of the requested date. If no higher priority group has requested use for the dates in question, the City Manager may issue permission. A schedule of reservations shall be maintained and available at the municipal offices during regular business hours. Any group using the parks shall be responsible for returning the property to the municipality in the same condition as received, normal wear and tear accepted. This includes clearing the area of all trash, garbage, paper, boxes, cartons, cans, containers, litter, etc. generated by the approved use. The City will furnish adequate trash receptacles. Any group use the parks shall hold the City of Monroe harmless and indemnify the City of Monroe for any claims and damages arising out of its use or occupancy of the facilities. Groups or associations granted permission to use the parks for a regular season schedule shall maintain during their use a general liability insurance policy naming the City of Monroe as an additional insured in an amount of at least \$1,000,000 aggregate on the approved use. A copy of the policy or certificate must be filed with the City Manager or designee prior to the approved use. Any group using park facilities shall be required to meet all requirements under any federal or state laws pertaining to the Americans with Disabilities Act (ADA) and the various civil rights acts. No group shall engage in any business in the parks that violate any existing state or federal law or municipal ordinance or in such a manner as to constitute any hindrance for other park patrons engaged in lawful activities. No group shall make any temporary or permanent improvements or changes to the parks without written approval of the City Manager.

USE AGREEMENT

This Agreement made by and between the City of Monroe, hereinafter called the "City", and **Wee Hornet Football & Cheer**, hereinafter called "**WHFC**".

WITNESSED

WHEREAS, the City owns Monroe Community Park, located at 500 South Main Street, Monroe, Ohio; and

WHEREAS, the **WHFC** desires to use the park for the 2025 Practice for Football & Cheer on July 1, 2025 thru November 30, 2025.

NOW THEREFORE, for and in consideration of the mutual covenants and conditions set forth herein, the parties do hereby agree as follows:

USE

1. The City hereby grants permission to **WHFC** for the use of Community Park, located at 500 South Main Street, Monroe, Ohio, as designated on Exhibit "A", on July 1, 2025 thru November 30, 2025 from _____ .M. to _____ .M. for the 2025 Practice for Football & Cheer with applicable set-up and tear-down activities and times.
2. The City hereby grants **WHFC** permission to use Monroe Community Park

and be closed from vehicle traffic beginning _____, _____, _____ from _____ .M. through _____ .M. _____, _____, _____ or earlier upon tear down of the event.

3. The **WHFC** shall occupy and use the leased premises solely for the purposes of the 2025 Practice for Football & Cheer and related activities.

ASSOCIATION RESPONSIBILITIES

1. The **WHFC** shall comply with all event requirements and shall provide all event planning requirements, alcohol permit, final event layout, event set-up and tear-down plans and time frames, security plans, vendor licenses, etc. to the City thirty (30) days in advance of the event.
2. The security plan, including alcohol sales/consumption and crowd control measures, shall be submitted, for approval by the Fire Chief and Chief of Police thirty (30) days in advance of the event.
3. N/A shall place a fencing barrier around the event venue, at locations and through methods approved by the City, and charge admission for the event. N/A, at its own expense, shall install and remove the fencing per requirement of the City.
4. N/A shall obtain the appropriate alcohol sales permit from the State and adhere to all its requirements. N/A shall adhere to the following requirements.

- a. Contain alcohol sales and consumption within the designated event boundaries with the type of barrier approved by the City.
 - b. Limit alcohol sales times to 11:00 am - 10:30 pm, ending one hour before the scheduled event ending time, and post copies of permit and sales hours at all sales and serving locations.
 - c. Limit alcohol to beer.
 - d. Limit sales to two (2) drinks per person per transaction.
 - e. Limit container size maximum of 16 ounces and price per container minimum of \$5; beverages must be dispensed in plastic cups.
 - f. Servers and consumers must be age 21 or older.
 - g. Age of consumers verified with a wristband and conducted in an area separate from the serving area.
 - h. Servers, ticket sellers and ID checkers must be trained in alcohol sales in compliance with State laws.
 - i. Alcohol may not be carried into or out of the designated area/venue.
 - j. Alcohol may not be consumed on the stage.
 - k. Alcohol may not be consumed by event organizers, workers or volunteers.
 - l. Alcohol may not be brought into the event venue except by the authorized distributor.
5. The WHFC, its assigns, heirs, successors, employees and any and all subcontractors are independent contractors and are not agents and/or employees of the City.
 6. The WHFC and all performers and vendors shall comply with inspections and obtain any permits required prior to operation, at the WHFC's expense.
 7. WHFC contracts with any performer or vendor shall not place any liability upon the City.
 8. WHFC shall maintain the cleanliness of the property utilized by WHFC and shall be responsible for removing event materials such as fencing from the facility at the conclusion of the event. WHFC shall coordinate with the City the location and delivery and pick-up of any event support items such as port-o-lets and dumpster.
 9. The WHFC shall be responsible for basic clean-up of the facilities after the conclusion of the event and remove all trash and cooking waste, etc. from the site.
 10. WHFC is responsible for all costs of maintenance and repair of damage to the physical structure, equipment or park property that is caused by WHFC activities.
 11. WHFC event organizers and representatives shall be present at the event during the entire event.
 12. WHFC shall not assign or transfer this agreement or sublet any portion thereof without prior written consent of the City.
 13. WHFC agrees that the City may enter upon the designated space provided by the City at all times to make inspection of the property.
 14. WHFC shall designate one individual to serve as liaison between the City and WHFC. The liaison will coordinate needs and uses with the Director of Public Works or designee.

CITY'S RESPONSIBILITY

1. The City shall provide police support services, paramedics, park support and electrical support as deemed necessary based on the plans and actual activities for the event. The City shall provide trash totes and arrange for a temporary dumpster for the event unless the WHFC secures the donation of a dumpster. The cost for the dumpster, if charged to the City will be reimbursed by the WHFC.
2. The City hereby agrees that this Use Agreement authorizes the selling and consumption of alcohol in the event venue pursuant to Section 1064.02(a) of the Codified Ordinances.
3. The City hereby agrees that if the Association shall perform all of the above covenants, undertakings and agreements contained herein, it shall during the term hereof, freely, peaceably and quietly enjoy the use of the designated property for said purposes without molestation, hindrance, eviction, or disturbance by the City or persons under its control.
4. The City agrees to designate the Director of Public Works as the City liaison to WHFC.

FEES

1. This event shall be cost neutral for the City support services and any other direct expenses for the event including event insurance or dumpster rental expenses. Costs are estimated to be NA and are detailed in Exhibit "B." As staff reviews plans for park set-up and vendor needs, the estimate may be modified. Fifty percent of the final estimate cost shall be paid as a deposit to the City by _____, _____.
2. The City will submit an invoice for the balance of the actual expenses less the paid deposit to the N/A within two weeks of the event. The _____ shall pay the balance within thirty (30) days of receipt of the invoice.
3. The N/A shall provide fifty percent (50%) of the event net proceeds, if any, to the City for the Park Fund and shall retain fifty percent (50%) for event start-up expenses for future events. Payment shall be paid to the City within sixty (60) days of the event. _____ shall not utilize this event to raise funds for any other agency or purpose.

LIABILITY

1. WHFC agrees to indemnify, hold harmless and defend the City, their officers, employees, agents and volunteers against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the City, their officers, employees, agents and volunteers may hereafter sustain, incur or be required to pay, arising out of or by any act or omission of the WHFC its officers, employees, agents and volunteers, in the execution, performance or failure to adequately perform WHFC's obligations pursuant to this contract. WHFC further agrees to assume all risk of loss, damage or injury caused by whatever kind, or whomsoever caused (other than loss, damage or injury caused by an act or omission of the City or of any under the City's control) to any person(s) or the property of the parties, or anyone on or about the property.
2. WHFC agrees to obtain and maintain for the duration of this Agreement at their own cost and expense commercial general liability insurance with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and name the City as an additional insured. N/A or alcohol permit holder shall also obtain and maintain for the duration of the Agreement liquor liability insurance with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and name the City as an additional insured.

- The insurance policies are to contain, or be endorsed to contain, the following provisions:
 - Additional Insured Status: City, its officers, employees, agents and volunteers shall be covered as Additional Insureds with respect to liability arising out of all activities by or on behalf of the WHFC with respect to the WHFC.
 - Primary Coverage: For any claims related to this Agreement, WHFC's insurance coverage shall be primary as respects the Additional Insureds. Any insurance maintained by the Additional Insureds shall be in excess of WHFC's insurance and shall not contribute with it.
 - Notice of Cancellation: Each insurance policy required above shall not be canceled, except with written notice to the City. WHFC shall promptly notify the City upon receipt of a notice of cancellation or material modification of coverage.
 - Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City.

3. WHFC shall, at the time of the execution of this Agreement, furnish the City with a certificate(s) of insurance evidencing the coverages required above. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

TERMINATION OF AGREEMENT

1. The City retains the right to cancel the event in its entirety or any portion thereof upon WHFC's failure to comply with any or all terms and conditions of the above covenants, undertakings and agreements contained herein. Cancellation may be prior to or during said event.

ENFORCEABILITY

1. If any provision of the Agreement shall be determined to be void, invalid, unenforceable or illegal for any reason, it shall be ineffective only to the extent of such prohibition, and the validity and enforceability of all the remaining provisions shall not be affected thereby.
2. The Agreement shall be governed by and constructed under the laws of the State of Ohio.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed the Agreement on the _____ day of _____, _____.

CITY OF MONROE (CITY)

By _____
Larry Lester, City Manager (or designee)

Date _____, 20 25

Witness _____

Date _____, 20 25

Wee Hornet Football & Cheer WHFC

By _____

Date 4-30-25, 20 25

Witness Dorinda Campbell

Date 4-30, 20 25



1 in = 188 ft

Public Works Map

Date: 7/2/2021





