



**Park and Recreation Board**  
**May 13, 2026 - 6:00 PM**  
**233 South Main Street, Monroe, Ohio**

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**Call to Order**

**Roll Call**

**Approval of Minutes**

- March 11, 2026

**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**

**March 11, 2026 – 6:00 P.M.**

**233 South Main Street, Monroe, Ohio**

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**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, Jonathan Granville, Joe Grace, Mandy Birdwell, and Callie Fisher.

Staff members present: Assistant Public Works Director Brian Perkins and Recording Secretary Donna Campbell.

**APPROVAL OF MINUTES:** Mr. Granville moved to approve the meeting minutes from January 14, 2026; seconded by Mr. Grace. Voice vote. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**ADMINISTRATIVE REPORTS:**

Mr. Perkins advised the Park and Recreation Board that movies have been selected to accompany the dates approved by the Board in January. The first movie in the 2026 series will be Zootopia 2 on June 13, 2026, then Wicked: For Good on July 11, 2026, and the final showing will be Cars on August 8, 2026.

Mr. Perkins stated that the loop trail inside the park at Bicentennial Commons will be put out to bid and constructed this year. That will be the interior loop and the mile loop inside the park, and it will include drainage outfalls. He mentioned that the City is still working on funding opportunities for the bank stabilization project to stabilize the stream bank for the future, when the Great Miami River Trail runs through the City's portion.

Mr. Perkins discussed that the Community Park is still in design and review of the Phase 1 drainage realignment of the entrance into the park and the detention area. He mentioned Fields 4 and 5 had fences installed over winter, and Public Works added drainage for Field 5 to divert water. Mr. Perkins stated that Public Works is getting pricing for replacing the fencing on Field 6 this year.



Mr. Perkins stated that items at Crossings Park are still in design, and there are no updates as of this date. Mr. Granville asked about the parking lot expansion, and Mr. Perkins mentioned that it is on the capital projects list. The design is still in the process, and they will be working to obtain a cost estimate. Mr. Marchetti asked about the multi-use court at Crossings Park and Mr. Perkins stated it is still in the design for that area.

Mr. Perkins mentioned that on March 28, 2026, at Community Park, the Monroe Lions Club Easter Egg Hunt will be held, on May 7, 2026, the Police Department will hold the first 2026 Food Truck Fair, and on May 9, 2026, they will have Coffee and Crawlers at Bicentennial Commons.

Mr. Marchetti informed the new Board members that major drainage renovations are planned for the Community Park and the trail at Bicentennial Commons this year. Mr. Granville asked about the cost of the Bicentennial project. Mr. Perkins stated it is approximately \$1,000,000, but that is mostly grant funds.

Ms. Birdwell asked about the City of Monroe's portion of the Great Miami River Trail and wondered whether it would connect to the Trenton Trail or if there is space. Mr. Perkins mentioned that City property only goes so far, and that a small portion is the Conservancy District. They are working on engineering and plans to finish that section. He stated Butler Metro Parks is also working on a section.

**ADJOURNMENT:**

**Mr. Grace moved to adjourn; seconded by Mr. Granville. Voice vote. Motion carried.**

The Park and Recreation Board meeting adjourned at 6:11 PM.

Respectfully submitted,

Donna Campbell  
Recording Secretary



**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 07/15/26 thru 11/30/26

**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+



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 2026 Practice for Football & Cheer on July 15, 2026 thru November 30, 2026.

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 15, 2026 thru November 30, 2026 from \_\_\_\_\_ .M. to \_\_\_\_\_ .M. for the 2026 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 2026 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\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_

\_\_\_\_\_ ( )

By **X** Chris Wamba  
Witness Donna Campbell

Date 4-16-26, 20\_\_

Date 4-16, 2026



Date: 7/2/2021

# Public Works Map



1 in = 188 ft







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/01/2025

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**


<b>PRODUCER</b> Moon & Adrion Insurance Agency, Inc. 180 N Breiel Blvd Middletown OH 45042		<b>CONTACT NAME:</b> Kyle Kilburn <b>PHONE (A/C, No, Ext):</b> (513) 422-4504 <b>E-MAIL ADDRESS:</b> kyle.kilburn@moonadrion.com <b>FAX (A/C, No):</b> (513) 422-7873																						
<b>INSURED</b> Wee Hornets Football and Cheer 614 Lebanon St. Monroe OH 45050		<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Arlington Roe</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Arlington Roe		INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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**COVERAGES**      **CERTIFICATE NUMBER:** CL247900285      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			NPP6041750	07/13/2025	07/13/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
The City of Monroe is listed as Additional Insured.

<b>CERTIFICATE HOLDER</b> City of Monroe 233 South Main St Monroe OH 45050	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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