



Park and Recreation Board
April 12, 2023 - 6:00 PM
233 South Main Street, Monroe, Ohio

Call to Order

Roll Call

Approval of Minutes

- March 8, 2023

Old Business

New Business

- David Bond, Monroe Lions Club - 4th of July Lions Club Event, Light Up The Sky (LUTS)
- Jennifer Patterson, Assistant to the City Manager/Economic Development - State's Capital Budget Program
- Park and Recreation Board Vision and Mission Statements

Administrative Reports

- Future steps for park development (Operational vs Capital Expenditures)

Adjournment



PARK AND RECREATION BOARD MINUTES

March 8, 2023 – 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 Paul Koloszar at 6:00 p.m.

ROLL CALL

The following members were present: Paul Koloszar, Michael Marchetti, Zachary Stacy, Jonathan Granville and Ben Wagner.

Staff members present: Assistant City Manager Kacey Waggaman, Public Works Director Gary Morton, Assistant Public Works Director Brian Perkins, Assistant to the City Manager/Economic Development Jennifer Patterson and Recording Secretary Donna Campbell.

APPROVAL OF MINUTES: Mr. Stacy moved to approve the meeting minutes from February 8, 2023; seconded by Mr. Granville. Voice vote. Motion carried.

OLD BUSINESS:

Mr. Morton discussed with the Board the map and price estimate regarding the half basketball court at Oaklawn Park. He stated Duke Energy would not have an issue with this since it would be outside their easement. There could be possible issues with the corner of the court which a small portion goes down into the drainage ditch swale so it might not be 50' x 60' and Public Works would need to look at the zoning rules to verify the property set back in case a variance is needed. Also, since it would be on a property line, the homeowner could potentially hear basketball being played during the day and evening. Mr. Morton mentioned that in the quote there is a chain link fence to keep the ball from rolling into the homeowner's property and keep the ball from rolling into the ditch line. The total estimated quote for this project would be \$33,500.

The Board discussed the project and the price estimate, and it was decided not to move forward, but may be discussed in the future park development.

NEW BUSINESS:

Jennifer Patterson, Assistant to the City Manager/Economic Development came before the Board to discuss the Park Survey Report that was distributed and field any comments or questions.

Mr. Morton brought before the Board the proposal for the Rosemont Park Portable Restroom Facility. The quote was \$2,537.16 a year to provide one handicapped portable restroom at Rosemont Park. This will be placed by the parking lot for service purposes and to be handicapped accessible.



Mr. Stacy made a motion to approve the Rosemont Park Portable Restroom Facility; seconded by Mr. Marchetti. Voice vote. Motion Carried.

Mr. Morton discussed with the Board that the Public Works Department is in the process of having floor coatings applied at the front restrooms at Community Park, Crossings Park restrooms and Bicentennial Commons restrooms for a total of six restrooms. He mentioned this was for informational purposes since this is in the process and Public Works is moving forward with this project. The walls in the front building at Community Park are also being painted.

ADMINISTRATIVE REPORTS:

Mr. Morton discussed projects at the various parks:

- The fitness equipment at Community Park has been installed and certified wood chips have been placed. There are several stations with signage on how to use the equipment.
- The target date to open the park restrooms is April 1, 2023.
- At Rosemont Park, a rock walkway was added, new chips have been added on all the trails, prepping for planting of wildflowers has been performed, crews have been cutting brush off the dam area of the pond to make the pond more accessible, honeysuckle removal continues and now the restroom has been approved.
- Taylor Wright with Troop 54 will be doing another tree planting project this year.
- At Oaklawn Park, the ditch line has been cleaned out.
- A new sign was ordered and installed at Monrover Dog Park due to the high wind event which took out the sign.
- Crossings Park and Oaklawn Park also received new certified wood chips.

Mr. Morton mentioned that himself, Mrs. Waggaman, Mr. Stacy and Ms. Campbell met with Josh Patrick, Monroe Sports Association (Baseball), to discuss wants and needs for the organization. Some of the items discussed were fill dirt behind the dugout which is being taken care of in house, fencing for an upcoming tournament which we are not opposed to, but Public Works does not have enough fencing for that and they also are working on trying to get donations for outdoor batting cages. Public Works had discussed the batting cages going perpendicular to the ditch line in the middle of the fields which would not impact other operations of the park unless the Board decided on a different area. Over the past several years, the agreement with baseball has been that they provide all the maintenance for the fields as far as striping, lining, bringing in dirt for playing surfaces, making fence repairs, backstops, etc. and the City mows, empty trash cans and does the daily maintenance. During this meeting, Mr. Stacy discussed the City taking on responsibility for permanent structures in the park and after internal discussion, Public Works believes the organization took over these responsibilities when the City went into fiscal emergency and at that point maintenance such as fences, dugouts, batting cages, etc. fell on the sports organizations. Monroe Sports Association would like to discuss the City taking over responsibility for the permanent structures. Mr. Morton also discussed the Community Park roof structure which has significant issues. He mentioned he will be bringing in a roofing contractor for discussion regarding repairs, but unless it becomes worse at this time it will be budgeted for



2024. Mr. Morton mentioned that baseball discussed the need for more fields, but there is already a problem with parking at Community Park so in the future the Board will need to decide how we going to address the issue.

Mrs. Waggaman mentioned that at the December, 2022 meeting the Board made a motion to recommend some items to City Council, but the motion was vague. At this time, the Board is going to be asked to be more specific before items are recommended to Council for their approval. Mr. Morton went thru the hydrology studies which were recommended in December 2022 to be moved forward to Council. He had two options and asked Park Board to make a recommendation on what level of study they want to move forward. The original Hydrology Study proposed in 2022 which was tabled by Council was very encompassing and included records research, surveying, geophysical investigation, soil borings, etc. This would enable them to assess the entire park and find areas where foundations, footings and concrete are at and take into consideration the hydrology analysis and give the City a stormwater conceptual plan as far as what to do with the water, where to take the water, etc. By doing the hydrology study as a complete package, when the Master Plan is reviewed you can go back to the Hydrology Study and move amenities around so it would makes sense where they are installed, help on how to move forward in developing the park and what phases make sense to move forward first. The original Hydrology Study was \$192,000 and the consultant will still honor that price. The second option for Bicentennial Commons costs much less and includes a lot less such as making some site visits, looking at different options, researching the park and the historical data of the park, review our LIDAR data, expert analysis, but no core samples, no ground penetrating radar, etc. The smaller option which costs \$14,900 would give us recommendations. Mr. Wagner stated it is going to be hard to plan anything with Monroe Bicentennial Commons without knowing what is under the ground. Mr. Granville mentioned you have two options at Bicentennial Commons; you either do the complete package or you will have to piecemeal it together. Mr. Morton stated it would take approximately six to eight months for the larger Hydrology Study to be completed and approximately eight to twelve weeks on the smaller study. Mr. Koloszar stated he felt the Board would be serving the public best by understanding what was going on with Bicentennial Commons. He mentioned the needs to be developed, but the City can't plan what to develop without knowing what is going on under the ground and believes the Board should move forward with the larger study for \$192,000. Mr. Granville stated he agreed that they need to spend the larger amount to find out what is going on at Bicentennial Commons, but if Council doesn't agree with that and move forward with the full Hydrology Study, they will have to piecemeal it together.

Mr. Granville made a motion to recommend to Council the full Hydrology Study for Bicentennial Commons in the amount of \$192,000 be performed; seconded by Mr. Marchetti. Voice vote. Motion carried.

Mr. Morton then discussed the Community Park Hydrology Study. Community Park lies at the bottom of two hills and there are a lot of drainage and water issues. Baseball has expressed a desire to have drainage work done to the fields and field tiles installed for drainage because several games a year are missed due to wet fields and erosion issues. The consultant can do smaller Hydrology Study in the amount of \$14,900 for Community Park since what they need to look at in Community Park is very different from what is needed at Bicentennial Commons. This



smaller study at Community Park will provide site visits, historical data, City of Monroe imagery data and a recommendation of options for the drainage with a high-level estimate on what the options would cost and better assess what direction the Board would want to go.

Mr. Stacy made a motion to recommend to Council the smaller Hydrology Study for Community Park in the amount of \$14,900 be performed; seconded by Mr. Marchetti. Voice vote. Motion carried.

Mr. Koloszar mentioned that everyone should study the survey results and asked Mrs. Patterson if those 31 pages could be more distilled into something more comprehensible.

Mr. Marchetti inquired as to what is the process to refresh the Park Master Plans would involve. Mrs. Waggaman said that would be a motion to recommend to Council and see if Council approved it, then quotes would be gotten and a consultant found. It was discussed by the Board that this would be something they would consider in the future.

ADJOURNMENT:

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

The Park and Recreation Board meeting adjourned at 8:15 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads 'Donna Campbell'.

Donna Campbell
Recording Secretary



City of Monroe Initial Event Application

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 **Monroe Lions Club**

First Name David

Last Name Bonds

Organization Name **Monroe Lions Club**

Address PO Box 220

City Monroe

State Ohio

Zip Code 45050

Phone 513-594-4563

Email monroelions@yahoo.com

What is the name of the Event? **Light Up The Sky**

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

 Educational X Entertainment Environmental Fundraiser Parade

Other (If other, please describe event type)

What is the purpose of the event? **4th of July Lions Club Event, Fundraising Festival**

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

Light Up The Sky is an annual 4th of July festival. This year the event will include the following:

-Food Vendors

-Beer Tent

-Craft Vendors

-Live Music

-Kids Games

-Dodgeball Tournament by Monroe Sports Association (Baseball)

The requested days include both set up and teardown, but the actual event is held on July 4th.

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

X Closure of public roadways, alleys or parking lots

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

X Providing musical or other entertainment

Having animals or petting zoo

X Using facility electric or generator for power sources

X Offering for sale of food and/or drink

None of the above

Is the event open to the public? X Yes No

Desired Event Location

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 7 days total (set-up, event, tear down)

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

☒ 9-14-23
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 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.

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 The Monroe Lions Club, hereinafter called "Monroe Lions Club".

WITNESSED

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

WHEREAS, the Monroe Lions Club desires to use the park for the Light Up The Sky on Tuesday, July 4, 2023.

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 Monroe Lions Club for the use of Community Park located at 500 S. Main Street, Monroe, Ohio, as designated on Exhibit "A", on Tuesday, July 4, 2023 from 12:00 A.M. to 12:00 P.M. for the Light Up The Sky Event with applicable set-up and tear-down activities and times.

2. The City hereby grants Monroe Lions Club permission to use Community Park

and be closed from vehicle traffic beginning Thursday, June 29, 2023 from 12:00 A.M. through 12:00 P.M. Wednesday, July 5, 2023 or earlier upon tear down of the event.

3. The Monroe Lions Club shall occupy and use the leased premises solely for the purposes of the Light Up The Sky and related activities.

ASSOCIATION RESPONSIBILITIES

1. The Monroe Lions Club 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. Monroe Lions Club, at its own expense, shall install and remove the fencing per requirement of the City.

4. Monroe Lions Club shall obtain the appropriate alcohol sales permit from the State and adhere to all its requirements. Monroe Lions Club 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 Monroe Lions Club, 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 Monroe Lions Club and all performers and vendors shall comply with inspections and obtain any permits required prior to operation, at the Monroe Lions Club's expense.
7. Monroe Lions Club contracts with any performer or vendor shall not place any liability upon the City.
8. Monroe Lions Club shall maintain the cleanliness of the property utilized by Monroe Lions Club and shall be responsible for removing event materials such as fencing from the facility at the conclusion of the event. Monroe Lions Club 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 Monroe Lions Club 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. Monroe Lions Club is responsible for all costs of maintenance and repair of damage to the physical structure, equipment or park property that is caused by Monroe Lions Club activities.
11. Monroe Lions Club event organizers and representatives shall be present at the event during the entire event.
12. Monroe Lions Club shall not assign or transfer this agreement or sublet any portion thereof without prior written consent of the City.
13. Monroe Lions Club agrees that the City may enter upon the designated space provided by the City at all times to make inspection of the property.
14. Monroe Lions Club shall designate one individual to serve as liaison between the City and Monroe Lions Club. The liaison will coordinate needs and uses with the Director of Public Works or designee.

CITY'S RESPONSIBILITY

1. The City hereby agrees to authorize the use of the park property for said event.
2. 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 toters and arrange for a temporary dumpster for the event unless the Monroe Lions Club secures the donation of a dumpster. The cost for the dumpster, if charged to the City will be reimbursed by the Monroe Lions Club.
3. 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.
4. 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.
5. The City agrees to designate the Director of Public Works as the City liaison to Monroe Lions Club.

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 N/A 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 N/A.
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 N/A 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. N/A shall not utilize this event to raise funds for any other agency or purpose.

LIABILITY

1. Monroe Lions Club 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 Monroe Lions Club, its officers, employees, agents and volunteers, in the execution, performance or failure to adequately perform Monroe Lions Club's obligations pursuant to this contract. Monroe Lions Club 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. Monroe Lions Club 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. Monroe Lions Club 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 Monroe Lions Club with respect to the Monroe Lions Club.
 - Primary Coverage: For any claims related to this Agreement, Monroe Lions Club's insurance coverage shall be primary as respects the Additional Insureds. Any insurance maintained by the Additional Insureds shall be in excess of Monroe Lions Club'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. Monroe Lions Club 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. Monroe Lions Club 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 Monroe Lions Club'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)

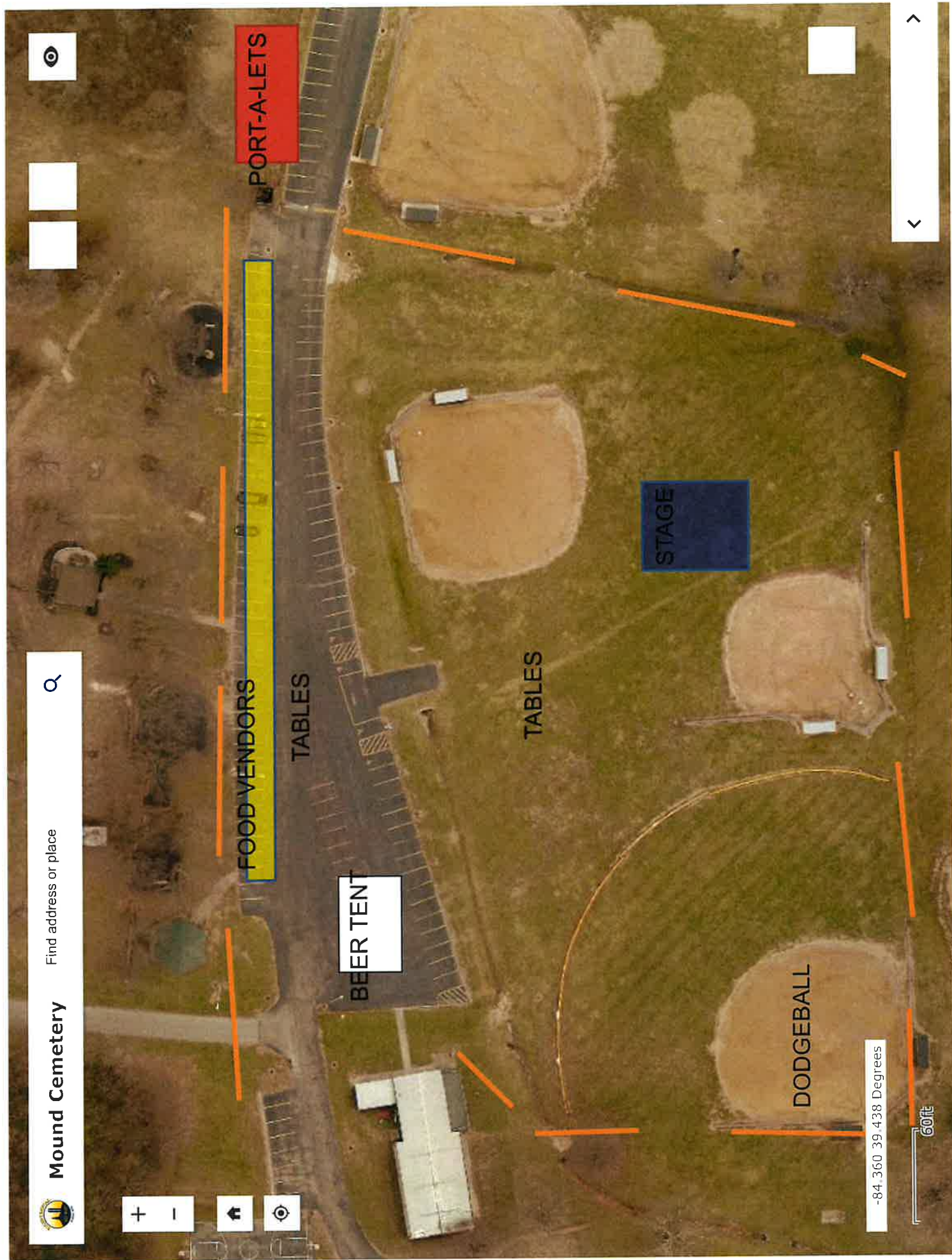
By _____
William J. Brock, City Manager
Witness _____

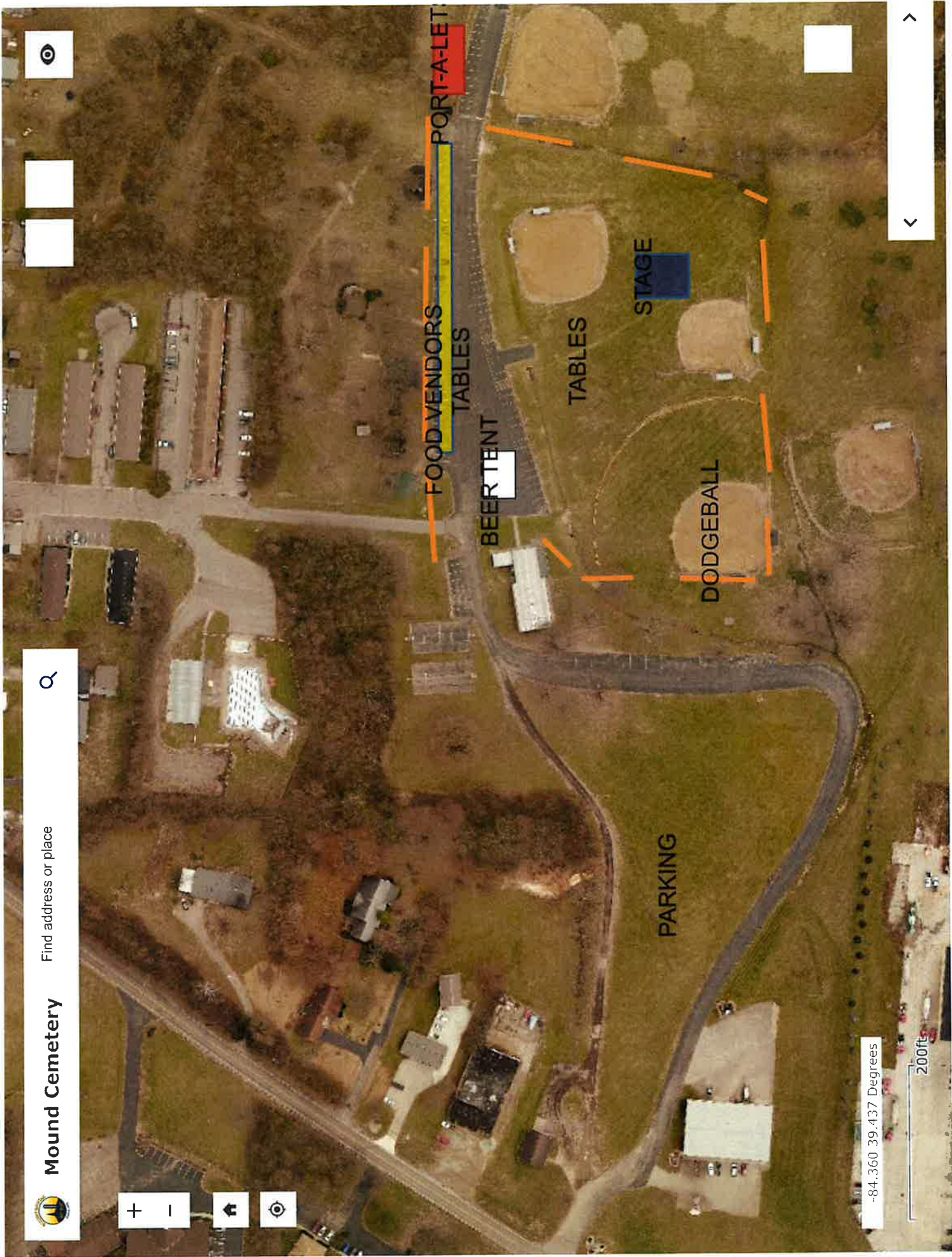
Date _____, 20 ____
Date _____, 20 ____

ORGANIZATION

By [Signature]
Witness Donna Campbell

Date March 14, 20 23
Date 3/14, 20 23





April 4, 2023



Park and Recreation Board Members:

Over the past few weeks, I have been reflecting on the content which was discussed at the March Park and Recreation Board meeting. We had many good conversations on a variety of topics and moved two recommendations forward to Council. I feel that it was a productive meeting. My thoughts regarding the meeting have been about how to keep moving forward with positive thoughts and energy in a productive manner regarding future park development and improvement goals.

As everyone is aware, the Parks and Recreation Board is an advisory Board to Council. With that said, we need to align and direct our collective thoughts in a manner that is consistent with the Council's vision and strategic priorities. I would like to suggest that the Board create a vision statement and mission statement that aligns with the City Council's vision statement. By creating a vision and mission statement specific to Monroe Parks, we are giving the Board a clear direction to follow. A vision and mission statement would be broad and cover all aspects of parks and recreation and would help prevent focusing on one or the other aspect of a park's system. Secondly, we will also follow the strategic priorities set by City Council. With this format in place, the Board will be aligning all decisions and motions to what City Council has established as the current direction of the City of Monroe. With a Council liaison on the Board, using this method will allow them to confidently take motions forward to Council because the Board has done the work necessary to align these motions with strategic priorities and the vision of the Council.

At the April meeting, I would like to discuss this strategy and work towards developing a vision and mission statement for the Board. We will work to align them with Council's vision. We will also discuss the four strategic priorities that Council set and talk about how all the goals of the Board need to tie back to these priorities.

In the following pages you will find the Council's vision and strategic priorities along with some samples of community's parks vision and mission statements. We have provided a definition of what a vision and mission statement is and what it should include as well.

Please try to think about what you feel is important to you as a City of Monroe Park and Recreation Board member and translate that into a few short sentences that we can use to build a collective vision and mission. If at all possible, it would be appreciated if you could please send your thoughts back to Donna before the April Board meeting so we can compile the information and organize it in a way that will help streamline the process.

I hope all of you are open to this exercise. I know it will take some time to develop this and we may not finish it at one meeting. I truly believe that working through this exercise will help form the Board's views of the overall vision of the City on Monroe parks system. This is critical as we look to the future for the further development of the parks system as well as the re-development of our existing parks.

Thank you,

Gary Morton, Public Works Director

MONROE CITY COUNCIL VISION & PRIORITIES

Vision Statement

Monroe is a family friendly small town with quality amenities, well-maintained public services, and a connected, engaged community.

- | | |
|--|--|
| ➤ People are coming together and engaged | ➤ Town center |
| ➤ Take pride | ➤ Community activities and central amenities |
| ➤ Visual – landscaping, flags | ➤ Sense of community/connection with neighbors |
| ➤ You know when you're there | |

Strategic Priorities

Well Managed Services and Infrastructure

- Proactive management approach
- Asset and infrastructure management
- Staff resources
- Fiscal resources

Strategic Growth and Development

- Strategic approach to maintaining a small town feel
- Development of a community hub
- Proactive and creative approach to development
- Focused collaboration with the School District

Communication and Interpersonal Connections

- Dedicated communications resources
- Soliciting community input
- Community engagement

Parks and Connectivity

- Creating a formal organizational structure and staffing for Parks and Recreation
- Growing Parks and Recreation service offerings
- Trails and connectivity

How Priorities Guide Spending

Staff develops an implementation plan based on Council's priorities. The action items are generally subject to the budgetary process and program evaluation.

Encourages
innovative ideas

Informs where
resources could or
should go

Maximizes
organizational
knowledge

Does ___ match
Council priorities?

Council Priorities

Implementation
Plan (Staff)

Evaluation

Budget

Vision Statement/Mission Statement

What is a Vision Statement? Vision is your reputation (external), what you are known for.

A vision statement is a written declaration clarifying your business's meaning and purpose for stakeholders, especially employees. It describes the desired long-term results of your company's efforts.

What is a Mission Statement? Mission is what you are aspiring to be (internal – directs staff).

A mission statement is used by a company to explain, in simple and concise terms, its purpose(s) for being. The statement is generally short, either a single sentence or a short paragraph.

City of Monroe, Ohio Public Works

Our Vision:

TO SERVE OUR COMMUNITY WITH THE CORE FUNCTIONS OF PUBLIC WORKS
WHILE INNOVATING FUTURE VISIONS TO DEVELOP OUR STREETS, PARKS AND
INFRASTRUCTURE FOR A BRIGHTER, SAFER MONROE

Our Mission:

TO SERVE OUR COMMUNITY WITH A HIGH-QUALITY WORK FORCE WHICH
UTILIZES TECHNOLOGY, INNOVATION AND WORK ETHIC AS DAY TO DAY
STANDARDS

City of Hamilton, Ohio

Vision Statement:

A city of authentic and active neighborhoods and people.

Mission Statement:

Providing the best experiences for our residents, businesses, and visitors.

City of Hendersonville, Tennessee Parks and Recreation Department

Mission Statement:

The goal of Hendersonville Parks is to provide a well-rounded, wholesome program of leisure time activities for the mental, physical, and social well-being of the residents within the City of Hendersonville.

City of Fairfield, Ohio Parks and Recreation Department

Vision Statement:

The vision of Fairfield Parks and Recreation is to build a better future for all through parks and recreation. Create a system of parks and facilities, along with excellent programs and services to enhance the high quality of life that attracts and retains residents, business, and visitors to our community.

Mission Statement:

The mission of Fairfield Parks and Recreation is to enrich the quality of life for the citizens of the community, sustain the City's natural resources and environment, and provide broad based leisure activities, cultural opportunities, facilities, and services for all ages.

City of Greenfield, Massachusetts Parks and Recreation

Vision Statement

It is the vision of the Greenfield Recreation Department to create a happy and healthy community where residents can live, learn, work, and play.

Mission Statement

Our mission is to enrich the lives of the residents of Greenfield by providing safe, welcoming parks and recreation facilities and affordable, diverse recreation and cultural opportunities for people of all ages to play, learn, and build community. We create community through people, parks, and programs.

Donna Campbell

Subject: FW: Operational vs Capital Expenditures

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From: Jake Burton <burtonj@monroeohio.org>
Sent: Monday, March 27, 2023 4:27:04 PM
To: Gary Morton <MortonG@monroeohio.org>
Cc: Kacey Waggaman <waggamank@monroeohio.org>
Subject: RE: **Operational vs Capital Expenditures**

Gary,

A generic description would be that operating expenditures include things that are necessary to operate on a daily basis: personnel costs, administrative expenses, materials, supplies, and contractual services.

We define a "capital asset" as having an individual cost of \$10,000 or more and an estimated useful life in excess of five years. Capital expenditures would include the following that meet those thresholds: machinery, equipment, and vehicles, buildings and building improvements, property acquisition, and in the case of parks, larger improvements/renovations as well.

Thanks,
Jake

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From: Gary Morton <MortonG@monroeohio.org>
Sent: Monday, March 27, 2023 12:40 PM
To: Jake Burton <burtonj@monroeohio.org>
Cc: Kacey Waggaman <waggamank@monroeohio.org>
Subject: Operational vs Capital Expenditures

Here is a general overview of the Park budget for 2023.

A total budget of \$282,896 is used for Community Park, Crossings Park, Monroe Bicentennial Commons, Oaklawn Park, Rosemont Park and Baker Park. Below is a short breakdown of the budget and any big contract items are noted. This does not include any Capital projects.

- Professional Services \$172,661 (this includes any outsourced work, building maintenance and repairs, training, leases, etc.)
 - Mowing contract for Community and Crossings Park \$47,000 (all other mowing is done in-house)
 - Lawn Treatments \$12,655
 - Cleaning Services \$12,800
 - Hydrology Study at Community Park \$14,900
- Supplies and Materials \$105,235 (this includes general tools and equipment, general supplies/materials for property maintenance, etc.)
- Park Events \$5,000 (4th of July, movies in the park, etc.)

GENERAL FUND		<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENC</u>	<u>AVAILABLE</u>	
Operating						
<i>Professional Services</i>						
11141100-52314	CM PK OTHER PROF/TECH SERVICES	54,580	2,123	28,656	23,801	43.61 %
11141200-52314	XINGS OTHER PROF/TECH SERVICES	43,658	2,438	31,741	9,479	21.71 %
11141300-52314	OAKLAWN OT PROF/TECH SERVICES	500	0	355	145	29.00 %
11141600-52314	BCOMM OTHER PROF/TECH SERVICES	16,100	2,829	4,210	9,061	56.28 %
11141000-52315	PARK MAINT/SVC AGRMT	2,240	322	968	950	42.41 %
11141000-52321	PARK DUE/SUBS/FEE	1,500	1,500	0	0	0.00 %
11141053-52340	PARK TRAINING/SEM FEE	3,500	0	0	3,500	100.00 %
11141053-52341	PARK TRAV/TRANS - TRAIN	1,000	457	0	543	54.26 %
11141053-52343	PARK LODGING - TRAIN	3,500	0	0	3,500	100.00 %
11141100-52360	CM PK PROPERTY MAINT	7,391	891	3,391	3,109	42.06 %
11141200-52360	XINGS PROPERTY MAINT	7,391	1,167	3,391	2,833	38.33 %
11141300-52360	OAK PROPERTY MAINT	2,000	1,200	0	800	40.00 %
11141400-52360	ROSEMONT PROPERTY MAINT	7,000	1,882	3,000	2,118	30.26 %
11141500-52360	BAKER PROPERTY MAINT	500	0	0	500	100.00 %
11141600-52360	BCOMM PROPERTY MAINTENANCE	11,800	2,041	7,400	2,359	19.99 %
11141100-52381	CM PK RENTALS/LEASES	3,500	0	0	3,500	100.00 %
11141200-52381	XINGS RENTALS/LEASES	3,500	0	0	3,500	100.00 %
11141400-52381	ROSEMONT RENTALS/LEASES	2,000	0	0	2,000	100.00 %
11141500-52381	BAKER RENTALS/LEASES	1,000	0	0	1,000	100.00 %
<i>Professional Services Totals</i>		<i>172,661</i>	<i>16,851</i>	<i>83,113</i>	<i>72,697</i>	<i>42.10 %</i>
<i>Supplies and Materials</i>						
11141000-52411	PARK MINOR TOOLS/EQUIP	44,868	0	22,066	22,802	50.82 %
11141100-52411	CM PK TOOLS/MINOR EQUIP	3,000	0	0	3,000	100.00 %
11141200-52411	XINGS TOOLS/MINOR EQUIP	1,000	0	0	1,000	100.00 %
11141000-52413	PARK OPER SUPP/MATER	17,867	2,258	2,808	12,801	71.65 %
11141100-52413	DGOLF OPER SUPP/MATERIALS	2,000	83	0	1,917	95.85 %
11141100-52413	CM PK OPER SUPP/MATERIALS	7,000	3,580	0	3,420	48.85 %
11141200-52413	XINGS OPER SUPP/MATERIALS	7,000	2,800	0	4,200	60.00 %
11141500-52413	BAKER OPER SUPP/MATERIALS	500	0	0	500	100.00 %
11141600-52413	BCOMM OPER SUPPL/MATERIALS	20,000	50	0	19,950	99.75 %
11141053-52414	PARK FOOD/BEV - TRAIN	2,000	0	0	2,000	100.00 %
<i>Supplies and Materials Totals</i>		<i>105,235</i>	<i>8,771</i>	<i>24,874</i>	<i>71,590</i>	<i>68.03 %</i>
<i>Other</i>						
11141000-52612	PARK EVENTS	5,000	0	0	5,000	100.00 %