



Park and Recreation Board
April 26, 2023 - 6:00 PM
233 South Main Street, Monroe, Ohio

Call to Order

- Roll Call

Approval of Minutes

- April 12, 2023

Old Business

- Park and Recreation Board Vision and Mission Statements

New Business

Administrative Reports

Adjournment



PARK AND RECREATION BOARD MINUTES

April 12, 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, Josh Howard, Jonathan Granville, and Ben Wagner.

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

APPROVAL OF MINUTES: Mr. Marchetti moved to approve the meeting minutes from March 8, 2023; seconded by Mr. Howard. Voice vote. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Bond, Monroe Lions Club, appeared before the Board to discuss the 2023 4th of July event at Community Park which includes set-up, the event and tear down. He mentioned the only difference this year from last year's event is Monroe Sports Association (Baseball) would like to have a Dodgeball Tournament included at the event.

Mr. Granville made a motion to approve the use of Community Park by the Monroe Lions Club for the July 4, 2023, Light Up The Sky event; seconded by Mr. Marchetti. Voice vote. Motion carried.

Jennifer Patterson, Assistant to the City Manager/Economic Development came before the Board to give a presentation and discuss the Dog Park Mural Project. She mentioned there is currently a proposal for \$15,000 from Cincy Arte, but guidance from the Park and Recreation Board on how to proceed is requested. Mr. Wagner mentioned that he had spent 20 years in the industry teaching people how to draw caricatures and airbrush portraits, etc. and he would be willing to meet and have a conversation to discuss resources, etc. to make it a community project. Mr. Howard also mentioned that his wife is the Student Counselor at the Butler Tech School of Arts in Hamilton where they have an entire art program, and several of the showcases include Monroe students.



The Park and Recreation Board discussed the project and it was decided that Mrs. Patterson would gather information and appear before the Board again at the May 10, 2023 meeting with more information to make connections and get a better understanding as to what it will take to complete this project as far as materials, timing and Public Works perspectives. The Board also decided that at this time the \$15,000 proposal from Cincy Arte will not be considered.

Mrs. Patterson also appeared before the Board, discussed the State's Capital Budget Program, and gave a presentation. She mentioned that every biennial state budget has a capital budget component. The Great Miami River Trail Experience was discussed and in reevaluating the park's design, staff is recommending that the City decline the \$200,000 capital budget grant funds at this time for Lookout Point and swings in order to take a step back and deliver a better project since this will not negatively affect future requests. Mrs. Patterson stated that staff would like to start thinking about the 2024 budget requests regarding planning, funding, construction, and budget. Park project conversations with staff and the Board will be happening from May to June 2023 and Capital Budget Project identifications around July. Mr. Morton stated that over the next couple of months the Board will be able to make better determinations in the June to July timeframe when staff will be able to bring back multiple and achievable projects. He also mentioned that as the hydrology studies progress, the Board will be receiving updates which will help in looking at projects for Bicentennial Commons and Community Park. Mrs. Patterson explained that this presentation was informational and an invitation for the Board to be a bigger part of the process moving forward.

Mr. Morton mentioned that Monroe Sports Association (Baseball) is soliciting a quote to replace the fence on Field #1 and Public Works is requesting a quote from another company. This project would be requested in the 2024 budget. He also mentioned Mr. Stacy had discussed at the last Board meeting the City taking over responsibility for permanent structures and paying for items such as the fence. Mr. Morton stated that he also looked at Field #2 regarding drainage issues and Public Works may try and do some minimal drainage improvements until larger improvements can be made through the recommendation of the hydrology study. He mentioned he is waiting on a quote for the concession stand roof repair.

Mr. Morton also discussed the Park and Recreation Board Vision and Mission Statements. He stated that matches the Park and Recreation Board beliefs would need to fall in line with the Mission Statement of Council and align with the Strategic Priorities that Council has set. He mentioned that samples were provided to the Board, and this is not something that has to be decided tonight. After discussion, it was decided that an additional/special Park and Recreation Board meeting will be added before the May 10, 2023 meeting to come together to discuss what they feel is important as far as ideas and words for the Board's Vision and Mission Statements.



ADMINISTRATIVE REPORTS:

Mr. Morton discussed with the Board Operational vs Capital Expenditures and the difference between them. He stated Mrs. Waggaman will appear before the Board at the May 10, 2023, meeting to give a presentation on the operational budget and the money that is allotted to the parks every year. Mr. Morton mentioned that this will give the Board a better understanding as to what is available in the operational budget and how the process works to go through the capital budget procedure. He also stated that at the May meeting, the Board will be provided with a more detailed explanation of operating projects and there will be ongoing discussions regarding capital projects.

Mr. Granville mentioned revenue generation. Mr. Koloszar asked if there was information regarding other cities the size of Monroe and how they are generating revenue that covers cost. Mrs. Waggaman stated typically where there is revenue generation would be cities that have a recreation program and are charging to participate in a class or program that is offered, unless there is a tax levy. She stated there are no listing of those at this time, but that can be investigated. Mr. Granville stated that some areas have a chargeback fee for outside groups to use facilities for fund raising events. Mr. Koloszar stated that cost recovery would require someone on staff to run the programs and it would need to be determined exactly where the balance is between cost and recovery, what base does that require, is Monroe big enough to do a cost recovery effectively and at what point do we phase in cost recovery. Mr. Granville stated that right now it is almost 100% general fund and is a service to taxpayers and as the park system has more to offer, other people will be attracted that are not contributing to the City's budget which will create more financial burden. Cost recovery will need to be looked at particularly in the future when budgets get tight and the City still wants to provide quality services to the people that live in the community. Mr. Koloszar mentioned this needs to be considered as they move forward on the Vision and Mission Statements and the Board needs to think about who are we serving, what are we trying to do by serving these people, do we want Monroe to grow, do we want people in Monroe to be more prosperous and healthier, and how can we do that and still maintain everything in great condition and be fiscally responsible.

ADJOURNMENT:

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

The Park and Recreation Board meeting adjourned at 7:30 PM.

Respectfully submitted,

Donna Campbell
Recording Secretary

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.

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|--|--|
| ➤ 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.



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.

PARK AND RECREATION BOARD MEETING APRIL 12, 2023
Vision and Mission Statement Comments

Paul Koloszar Comments:

The Vision of the Monroe Parks and Recreation Board is

-seeks to provide /members of the community with rich and diverse opportunities for enjoying the outdoors

The Mission of the Monroe Parks and Recreation Board

- to see to the fiscally responsible development and upkeep of a variety of parks that will offer members of the community a diverse range of appealing recreational options.

I guess if I had to advocate more specifically, I would include stuff about developing greener landscapes (a bit of a botanic garden/arboretum somewhere?), but...

Jon Granville Comments:

I'd like to see a commitment mentioned somewhere in the two new Monroe Park and Rec Board statements about promoting or striving for quality and efficient and wise use of financial and other public resources at City parks and other assigned spaces. Other than adding references to those concepts or words I like the vision and mission examples from the City of Fairfield which you provided.

City of Fairfield, Ohio Parks and Recreation Department

Vision:

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:

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.