



Park and Recreation Board
May 10, 2023 - 6:00 PM
233 South Main Street, Monroe, Ohio

Call to Order

- Roll Call

Approval of Minutes

- April 12, 2023

Old Business

- Jennifer Patterson, Assistant to the City Manager/Economic Development - MonRover Dog Park
- Park and Recreation Board Vision and Mission Statements

New Business

- Ashley Johnston, State Farm/Monroe Optimist Club - City of Monroe Initial Event Application/Use Agreement
- Craig Roberts, Queen City Hog Chapter #3805 - City of Monroe Initial Event Application/Use Agreement

Administrative Reports

Future steps for park development

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,

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

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.

- | | |
|--|--|
| ➤ 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

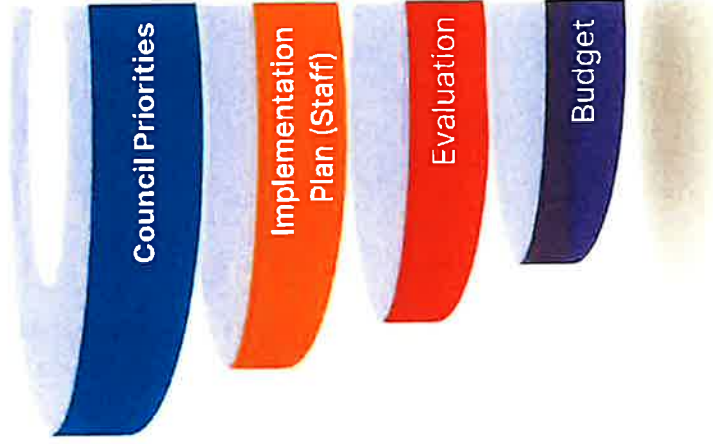
Staff develops an implementation plan based on Council's priorities. The action items are generally subject to the budgetary process and program evaluation.

Encourages
innovative ideas

Informs where
resources could or
should go

Maximizes
organizational
knowledge

Does ____ match
Council priorities?



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.

Donna Campbell

From: Jonathan Granville <jonathangranville@gmail.com>
Sent: Monday, April 24, 2023 3:45 PM
To: Donna Campbell
Cc: Gary Morton
Subject: [External Sender] Suggestions for City Park and Recreation Board Vision and Mission Statements

WARNING - This email originated from an EXTERNAL SOURCE. Do not click any links or open attachments unless you can confirm the sender.

Donna:

Although due to a family commitment I'm not able to attend the special board meeting scheduled for April 26th, I want to do my part to help facilitate the adoption of vision and mission statements for the City Park and Recreation Board. I relied heavily on a couple of the examples Gary Morgan was kind enough to provide and also tried to capture the essence of City Council's objectives without repeating them word for word. Please see the drafts that follow.

I do not presume to believe that my drafts are ready to adopt, but they might help speed up the process as the other board members meet on the 26th and discuss all of the options.

DRAFT Vision Statement

The Vision of the City of Monroe's Park and Recreation Board is to foster a happy, safe and healthy community of interconnected neighborhoods where people find leisure time fulfillment, can prosper and desire to reside.

DRAFT Mission Statement

The mission of the City of Monroe's Park and Recreation Board is to enrich the quality of life of City residents and to sustain and enhance the Community's public parks, linear recreational corridors and other designated public facilities by providing for recreational programming and proactive, responsible, quality management of available and assigned resources utilizing frequent communication and interaction with park system and recreational facility users, residents and community partners.

Jon



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

First Name Ashley

Last Name JOHNSTON

Organization Name = State Farm/Monroe Optimist Club

Address 105. Main St. Unit 6

City Monroe

State OH

Zip Code 45050

Phone (513) 438-9014 OR (937) 272-2332

Email ashley.johnston.xays@statefarm.com

What is the name of the Event? monroe Optimist Trunk OR Treat

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?

TRUNK 'OR' TREAT 10/21/2023

* This will be our 5th Annual event.

We have 300+ attendees each year

Community businesses & organizations are all welcome to attend. (PAWS, Police & Fire, LIONS club, just to name a few)

We have Free pumpkins, candy, contest...

We plan to have a Food Truck again this year

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

We just need parking spaces, for the 'trunks'
and electric to plug in a speaker

→ (see previous page)

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 → We do have a food truck that attends.

None of the above

Is the event open to the public?

Yes

No

Desired Event Location

(parking Lot of community park)

Is this a one-day or multi-day event?

One-Day Event

Multi-Day Event

If multi-day event, list number of days

2-4 pm

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

Anticipated Attendance

Less than 20

20-50

50-75

75 - 100

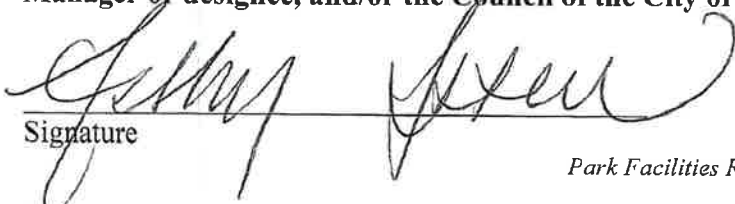
100+

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

Date

4/18/2023

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 Ashley Johnston INC, hereinafter called "Ashley Johnston".
and FINANCIAL SVCS INC.
WITNESSED

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

WHEREAS, ~~the~~ Ashley Johnston desires to use the park for the Trunk or Treat on 10/21/2023.

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 Ashley Johnston for the use of Community Park, located at 500 S. Main Street, Monroe, Ohio, as designated on Exhibit "A", on ~~10/21/23~~ 10/21/23 Saturday, from 2-4 P.M. to M. for the with applicable set-up and tear-down activities and times.

2. The City hereby grants Ashley Johnston 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 Ashley Johnston shall occupy and use the leased premises solely for the purposes of the Trunk or Treat and related activities.

ASSOCIATION RESPONSIBILITIES

1. The Ashley Johnston 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 Ashley Johnston 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 Ashley Johnston and all performers and vendors shall comply with inspections and obtain any permits required prior to operation, at the owners's expense.
 7. Ashley Johnston contracts with any performer or vendor shall not place any liability upon the City.
 8. Ashley Johnston shall maintain the cleanliness of the property utilized by Ashley Johnston and shall be responsible for removing event materials such as fencing from the facility at the conclusion of the event. Ashley Johnston 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 Ashley Johnston 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. Ashley Johnston is responsible for all costs of maintenance and repair of damage to the physical structure, equipment or park property that is caused by Ashley Johnston activities.
 11. Ashley Johnston event organizers and representatives shall be present at the event during the entire event.
 12. Ashley Johnston shall not assign or transfer this agreement or sublet any portion thereof without prior written consent of the City.
 13. Ashley Johnston agrees that the City may enter upon the designated space provided by the City at all times to make inspection of the property.
 14. Ashley Johnston shall designate one individual to serve as liaison between the City and Ashley Johnston. 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 Ashley Johnston secures the donation of a dumpster. The cost for the dumpster, if charged to the City will be reimbursed by the Ashley Johnston.
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 Ashley Johnston.

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. Ashley Johnston INS & FIN SVC INC. 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 Ashley Johnston, its officers, employees, agents and volunteers, in the execution, performance or failure to adequately perform Ashley Johnston's obligations pursuant to this contract. Ashley Johnston 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. Ashley Johnston 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. 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 Ashley Johnston with respect to the Ashley Johnston.
 - Primary Coverage: For any claims related to this Agreement, Ashley Johnston's insurance coverage shall be primary as respects the Additional Insureds. Any insurance maintained by the Additional Insureds shall be in excess of Ashley Johnston'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. Ashley Johnston 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. Ashley Johnston 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 Ashley Johnston'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 18 day of April, 2023.

CITY OF MONROE (CITY)

By _____
William J. Brock, City Manager

Date _____, 20 ____

Witness _____

Date _____, 20 ____

By [Signature]
Witness Donna Campbell

Date April 18, 20 23

Date 4/18, 20 23

TRUNK OR TREAT

Monroe Community Park
Overview Map

















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

First Name Craig

Last Name Roberts

Organization Name Queen City HOG chapter #3805

Address 4869 Premier^{or} way

City West Chester

State OH

Zip Code 45069

Phone 513-874-4343 x126

Email charlotte@queencitynd.com
craig.k779@gmail.com

513-227-0513

What is the name of the Event? HOGs for Dogs

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?

TO RAISE money for Animal Friends
Humane society in Butler county.

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

We are planning to start the event at QCHD and go out on a poker run. 1st pull @ QCHD, 2nd @ the animal friends humane society. 3rd @ Monroe community, 4th @ Reener Park, 5th back at QCHD. At the end of the run, HOB chapter is grilling out, DJ for music, vendors selling various goods, Biker games, 50/50 raffles, Raffle baskets and onsite animal adoption truck. We want to use Monroe community park as a stop. We would like to put up a 10x10 tent/table with a cooler of water. Bikers would stop for about 10-20 minutes, grab water, pull their card and ride to next stop

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
10x10 tent for shade w/ cooler of water

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

None of the above

Is the event open to the public?

☒ Yes

No

Desired Event Location

We are open to any location in the park, we just need a small space for tent close to road

Is this a one-day or multi-day event?

☒ One-Day Event

Multi-Day Event

If multi-day event, list number of days

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

Anticipated Attendance

Less than 20

20-50

50-75

☒ 75 - 100

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

April 22, 2023
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 CRAIG ROBERTS - Hogs for Dogs, hereinafter called "Hogs for Dogs".

WITNESSED

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

WHEREAS, the Hogs for Dogs desires to use the park for the Hogs for Dogs Poker Run on July 8th, 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 Hogs for Dogs for the use of Community Park, located at 500 S. Main Street, Monroe, Ohio, as designated on Exhibit "A", on July 8, 2023 from 11:30 A.M. to 2:30 P.M. for the Hogs for Dogs Poker Run with applicable set-up and tear-down activities and times.
2. The City hereby grants Hogs for Dogs 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 Hogs for Dogs shall occupy and use the leased premises solely for the purposes of the Hogs for Dogs Poker Run and related activities.

ASSOCIATION RESPONSIBILITIES

1. The Hogs for Dogs 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 Hogs for Dogs, 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 Hogs for Dogs and all performers and vendors shall comply with inspections and obtain any permits required prior to operation, at the Hogs for Dogs POKER RUN's expense.
 7. Hogs for Dogs contracts with any performer or vendor shall not place any liability upon the City.
 8. Hogs for Dogs shall maintain the cleanliness of the property utilized by Hogs for Dogs POKER RUN and shall be responsible for removing event materials such as fencing from the facility at the conclusion of the event. Hogs for Dogs 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 Hogs for Dogs 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. Hogs for Dogs is responsible for all costs of maintenance and repair of damage to the physical structure, equipment or park property that is caused by Hogs for Dogs POKER RUN activities.
 11. Hogs for Dogs event organizers and representatives shall be present at the event during the entire event.
 12. Hogs for Dogs shall not assign or transfer this agreement or sublet any portion thereof without prior written consent of the City.
 13. Hogs for Dogs agrees that the City may enter upon the designated space provided by the City at all times to make inspection of the property.
 14. Hogs for Dogs shall designate one individual to serve as liaison between the City and Hogs for Dogs POKER RUN. 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 Hogs for Dogs secures the donation of a dumpster. The cost for the dumpster, if charged to the City will be reimbursed by the Hogs for Dogs.
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 Craig Roberts.

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. Hogs for Dogs 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 Hogs for Dogs or its officers, employees, agents and volunteers, in the execution, performance or failure to adequately perform Hogs for Dogs's obligations pursuant to this contract. Hogs for Dogs 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. Hogs for Dogs - Hog chapter + animal friends humane society 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. 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 Hogs for Dogs with respect to the Hogs for Dogs POKER RUN
 - Primary Coverage: For any claims related to this Agreement, Hogs for Dogs's insurance coverage shall be primary as respects the Additional Insureds. Any insurance maintained by the Additional Insureds shall be in excess of Hogs for Dogs'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. Hogs for Dogs 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. Hogs for Dogs 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 Hogs for Dogs'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

Date _____, 20 ____

Witness _____

Date _____, 20 ____

By Cory Roberts _____

Date 04-24, 20 23

Witness _____

Date _____, 20 ____

Animal Friends HOGS For DOGS

39 mi / 1 hr 30 min

