



Park and Recreation Board
October 11, 2023 - 6:00 PM
233 South Main Street, Monroe, Ohio

Call to Order

Roll Call

Approval of Minutes

- August 9, 2023

Old Business

- None

New Business

- One Day Park Event Discussion

Administrative Reports

- Update on Great Miami River Trail
- Crossings Park - CDBG Application for Trail Paving
- Park and Recreation Board Rules and Regulations Updating

Adjournment



PARK AND RECREATION BOARD MINUTES

August 9, 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: Public Works Director Gary Morton and Recording Secretary Donna Campbell.

APPROVAL OF MINUTES:

Mr. Granville moved to approve the meeting minutes from June 14, 2023; seconded by Mr. Marchetti. Voice vote. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADMINISTRATIVE REPORTS:

Mr. Morton discussed the Bicentennial Commons Hydrology Study and updated the Board. He stated that at this time all the lidar work and underground scans of grounds did not see a great deal of concrete except in areas immediately around what has been developed by the Carousel, but there is a significant layer of clay. During previous construction, concrete was not widespread, but they did find foundations, etc. The clay layer is causing issues for the drainage and the reason water is standing in the old lake area. In the future, reports will be received on soil borings, findings regarding materials underground, etc. Late November, Public Works will be presenting to the Board a report on options for a stormwater system design which would be a hybrid system with stormwater collection thru piping, catch basins, rain gardens, etc.

Mr. Morton went on to discuss the Hydrology Study at Community Park. He mentioned a lower cost option would be removing the water from the park thru gravity flow, but in order to do that additional property would need to be purchased to create a drainage swale up to Cincinnati Dayton because the City of Monroe doesn't own enough land to go to the ditch. Widening and deepening of existing ditches would also be necessary along with creating some storage structures around the park which would cause loss of more surface area. The higher level/cost option is to install a collection system (piping, catch basins, manholes, lift station) and pump the water into a larger basin then hold and slowly release. This option would also require the purchasing of some additional land, but you would not lose as much existing surface. The less



expensive option would be approximately \$500,000 project vs \$2,000,000 for the more expensive option. He advised the Board that more information will be coming back on both hydrology studies later this year with full reports being presented.

Mr. Morton mentioned that the City of Monroe has separated from Branstetter Carroll and is now working with The Miami Conservancy District on the Great Miami River Trail Project. There will be a gathering of City Officials along with The Miami Conservancy District, the Butler County Engineer, etc. to walk back to visit the site where the corrosion has occurred on August 31, 2023 at 9 AM and the Park and Recreation Board is invited. He discussed talks regarding the City getting assistance from The Miami Conservancy District and they may take over and build the trail in the section where the corrosion is located (stopping short with Dick's Creek). He reminded the Board that this is not a fast process, but Public Works is moving forward and making head way. The City has also joined the Great Miami Riverway Association as an officially member and is now associated with The Great Miami River Trail project from beginning to end.

Mr. Morton also mentioned the City of Monroe has refreshed the entire website including the Parks and Recreation section with information, pictures, etc. At the present, it is still a work in progress, but encouraged the Board to review it and any suggestions would be appreciated and considered.

Mr. Morton discussed Monroe Sports Association Baseball regarding their 55' batting cage. He discussed his concerns regarding the location, etc. since the City is still waiting on the finalized hydrology study at Community Park. He stated Public Works is looking to place it where it is safe and acceptable and one possible location may be to the west of the basketball courts. The City is going to help MSA prep the area for the batting cage, dig out the area, form it, etc. and baseball will be taking care of the concrete cost. Public Works is anticipating this will be installed by fall and baseball is aware that since this is in a public park it will also be for public use.

Mr. Morton presented the Board with pictures of the Bicentennial Monument which is located on East Avenue and pictures of the landscaping that the Public Works Department had completed. The Board complimented the work and landscaping by the department.

Mr. Morton also mentioned that Zach Stacy, Board member, emailed today (August 9, 2023) and expressed his intentions to resign from the Board in the future. At this time, he has not made an official resignation, but this information will be passed on to the proper channels so a future replacement can be found.

The last item discussed was the Park and Recreation Board Mission Statement. The Board discussed various options.

Mr. Granville made a motion to approve "To see the fiscally responsible development and upkeep of parks and amenities that will offer members of the community a diverse range of appealing recreational options" as the Park and Recreation Board Mission Statement moving forward; seconded by Mr. Marchetti. Voice vote. Motion carried.



ADJOURNMENT:

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

The Park and Recreation Board meeting adjourned at 6:45 PM.

Respectfully submitted,

Donna Campbell
Recording Secretary

Park and Recreation Board

There shall be a Park and Recreation Board consisting of five members who shall be electors of the Municipality and hold no compensated position therein, appointed by Council. Terms of office shall be for five years and overlapping, so arranged that one member's term shall expire on January 1 of each year. The Council shall fill any vacancies by appointment for the unexpired term. The Board shall have all the power, authority and duties conferred upon it by ordinance. The Park and Recreation Board meets on the second Wednesday of every month at 5:30 p.m.

The Park and Recreation Board reviewed the Park Master Plans for Baker Park, Monroe Community Park, and Monroe Bicentennial Commons. Council adopted the Master Plans for each and can be reviewed by visiting this link <http://www.monroehio.org/323/Park-Master-Plans>

Organizational Meeting. In January of each year, the Park and Recreation Board shall hold an organizational meeting for the purpose of electing a chairperson and a recording secretary. Each shall be elected by a majority vote of the members of the Board. The Board shall thereafter establish priorities and an agenda for the ensuing year.

Coordination of Meetings; Minutes and Records. The Chairperson shall coordinate all meetings and activities of the Park and Recreation Board. The Recording Secretary shall keep the minutes and official records of the Board.

Powers and Duties. The Park and Recreation board shall have the following powers and duties:

- a. To study the recreational needs of the municipality, to develop a plan and, with the approval of council, to implement such plan to serve the best interests of the community;
- b. To equip, operate, supervise and maintain the public playgrounds, playfields, gymnasiums, swimming pools, indoor and outdoor recreation centers and facilities owned and/or controlled by the Municipality or by the Board of Education, which facilities maybe designated by such Board of Education, if the Board of Education joins with the Municipality in a recreation program as provided in Ohio R.C. 755.16;
- c. To conduct any form of recreation or cultural activity for the benefit of the residents of the Municipality;
- d. With the approval of Council, to employ a Director of Recreation, play leaders, supervisors and such other employees as it may deem appropriate;

- e. Subject to the approval of the Manager, to request any other municipal department to assist the Park and Recreation Board in performing its duties. Such Department shall comply with a proper request of the Board, and any question as to the validity of a Board request shall be decided by the Manager;
- f. With the approval of Council, to establish reasonable charges for amusement, entertainment, refreshments and transportation of the public;
- g. To establish rules and regulations for the operation, maintenance and use of the parks and recreation areas and centers of the municipality. Such rules and regulations shall be enforced by the Board and the Police Department;
- h. To make purchases with the approval of the Manager;
- i. To make an annual report to Council showing its operation and expenditures and to make such other reports as may be requested by Council or the Manager; and
- j. All such other powers as do not conflict with this section and as are provided by the laws of the State.

Budget; Revenues. The Chairperson of the Park and Recreation Board shall, on or before May 1 of each year, submit to the Manager a budget approved by the Board for the ensuing year, which budget shall be submitted to Council for review and inclusion in the Municipal budget. The School Board may contribute such funds to the Park and Recreation Board as it deems appropriate, and the Park and Recreation Board may solicit and receive gifts for use in meeting the recreational needs of the community.

Definition. *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.*

General Rules.

The following general rules shall apply to all users of the parks:

- a. No alcoholic beverages shall be permitted in any Dog Park and only permitted in any other park for certain events as approved by Council.
- b. No gambling shall be permitted in any park.
- c. No motor vehicles (cars, motorcycles, mini-bikes, trail bikes or ATV vehicles) shall be permitted off the designated roadway or 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 driving over 10 mph.

- d. No bicycles shall be permitted on the infields of any of the ball diamonds.
- e. No profane or abusive language shall be permitted.
- f. No disorderly conduct shall be allowed.
- g. For parks designated as Dog Parks the following shall apply:
 1. Dog handlers must be 16 years of age or older and are liable for injuries or damages caused by their dogs. No digging allowed.
 2. Dogs that are aggressive, in heat, or sick are not allowed.
 3. All dogs must be at least four months of age, current with all vaccinations, licensed and must be wearing a collar.
 4. Any person entering the Dog Park acknowledges the risk and dangers inherent with dog parks and assumes the risk of injury to themselves and their dogs.
 5. A small dog park is limited to dogs weighing 25 pounds or lighter. A large dog park is open to dogs of all sizes.
 6. Dog handlers must be inside the dog park within view of their dogs and have access to a leash at all times.
 7. City leash laws must be obeyed immediately outside of the dog park.
 8. Dog handlers are responsible for pick up, sealing, and disposal of waste in the designated containers.
 9. Equipment in the dog park is for dogs only. Please do not let your children climb on the equipment.
 10. Children under the age of 13 are not permitted in the dog park unless accompanied by an adult. Running should be avoided because it can elicit the chase response.
 11. No strollers, carriages, bicycles, or children's toys are allowed in the dog park.
 12. No food or treats are allowed. (Dog and people food can cause dogs to act unexpectedly).
 13. No smoking in the dog park.
 14. The dog park is closed with City of Monroe personnel are conducting maintenance.
 15. Violation of the rules may result in loss of privileges for use of the dog park.

Hours of operation. Except as noted herein, the general hours of operation of all parks shall be from dawn to dusk.

Group Usage; Scheduling of Park Facilities.

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.

- a. The use of the parks is a privilege, and may be withdrawn if any group fails to meet the standards set forth herein.

- b. 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.
- c. Official municipal-related activities and meetings shall have first call on all parks.
- d. With the exception of official municipal-related activities and meetings, the assignment of parks shall be based upon order of request and on the group priorities established herein. In all instances, the requesting party shall submit a signed request for the use of the parks. This request shall be written and shall state the nature of the use, the date or dates requested, the specific area of the park, and any additional information requested by the Park and Recreation Board. Any use which shall extend for more than a two-day period shall be approved by the Park and Recreation Board. Any use for a one or two-day period may be approved by the City Manager or designee. 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 years of operation.
 - 2. Second priority shall be to any resident groups. Resident groups shall be defined as those groups whose membership is open to Monroe residents and whose members reside within the municipality or, in the case of a business-related or sponsored group, the business is located within Monroe.
 - 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.
- e. In order to establish 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.
- f. 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.
- g. Any group using 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 \$1,000.00 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.

- h. 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.
- i. 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.
- j. No group shall make any temporary or permanent improvements or changes to the parks without written approval of the City Manager.

Concession Stand.

Each year following the close of the sports season, the Park and Recreation Board shall consider granting permission to operate a concession stand for the following year.

- a. Any group interested in being considered for permission to operate a concession stand must submit a written request along with a financial statement for the preceding year.
- b. The group selected must agree to meet all requirements established by the Board of Health and any other state or federal agencies with jurisdiction.
- c. In selecting the group to operate a concession stand, the Park and Recreation Board shall consider the nature of the group, the use of any funds generated and the past record of the group. The Park and Recreation Board may, from time to time, make such requirements as it deems necessary for the efficient operation of a concession stand.
- d. Any group utilizing a concession stand shall 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.
- e. A \$100.00 deposit is required for use of a concession stand. The deposit shall be returned within 30 days after the termination of the agreement provided it was cleaned, left in an orderly fashion, all keys were returned, and no damage has occurred.

Utilities, Seed, Chemical, and Fertilizer.

- a. Use of utilities within any park area shall be controlled by the City Manager or designee. Normally these shall be provided by the City, but special requirements may need to be reimbursed at the discretion of the Park and Recreation Board.
- b. Control of seed, chemical and fertilizer applications shall be made under the supervision of the City Manager or designee.

Fees, Deposits, and Charges.

The Park and Recreation Board of the City of Monroe shall, from time to time, recommend adoption by City Council a schedule of fees, deposits and charges which shall apply to the use of park facilities. These fees, deposits and charges may be waived by the City Manager under policies established by the Park and Recreation Board.

Park Shelters.

- a. Reservation of park shelters must be made at least 48 hours in advance.
- b. All reservations are subject to the approval of the City Manager or designee.
- c. Special permission must be obtained for the placement of props, decorations, and the like and, if approved, the same must be removed within the approved reservation time.
- d. No assembly program or activity that disturbs the peace, incites a riot or provokes dissension or public protest will be permitted.
- e. Use of a park shelter does not constitute City endorsement, agreement, or support of any group, program, or activity.
- f. Reservation may not be approved for any use which is not under satisfactory sponsorship or adequate adult supervision.
- g. No use of open flames will be permitted other than the provided grills.
- h. Approved applicants must be in and out of the reserved park shelter according to the scheduled reservation.
- i. The City does not waive any future claim of recovery for damage sustained while under the supervision of the applicant.
- j. Picnic tables must remain under the shelters.
- k. Any problems must be reported to the Department of Police.

1. Disruptive behavior interfering with other uses of the parks will not be tolerated. Interference may result in immediate dismissal from the premises or denial of applicant's use of a park shelter in the future.
- l. Restrooms located at various locations throughout the parks may or may not be open during winter months (November through March).
- m. Applications for use of the park shelters shall be on a form as designated by the Director of Public Works.
- n. All rules and regulations set forth in Chapter 1064 shall apply to the use of park shelters

The appropriate staff members that work directly with the Park and Recreation Board are the Assistant Director of Public Works and Public Works Administrative Assistant.