

**PARKS AND RECREATION COMMISSION  
REGULAR MEETING**

Phil Bazemore Active Adult Center  
500 S. Jefferson Street  
Monroe, NC 28112  
Tuesday, July 15, 2025 - 6:00 PM

**AGENDA**

- Item 1.**           **Public Input - Chairman McGee**
- Item 2.**           **Approval of Minutes - May 20, 2025 - Chairman McGee**
- Item 3.**           **Parks and Recreation Division Updates - Mr. Davis and Ms. Yandle**  
                          **Bazemore Active Adult Center - Mr. Davis**  
                          **Athletics - Mr. Davis**  
                          **Community Centers - Mr. Davis**  
                          **Dynamic Duo Mini Camps - Chairman McGee**  
                          **Monroe Aquatics and Fitness Center - Ms. Yandle**
- Item 4.**           **Event Recap - Mr. Hovanec**
- Item 5.**           **MAFC Rules of Conduct - Ms. Yandle**
- Item 6.**           **TreesUnion Arbor Day - Mr. Hovanec**

**CITY OF MONROE**  
**PARKS AND RECREATION COMMISSION MEETING**  
**PHIL BAZEMORE ACTIVE ADULT CENTER**  
**500 W. JEFFERSON STREET, MONROE, NC 28112**  
**MAY 20, 2025 – 6:00 P.M.**  
**MINUTES**

**Members Present:** Chairman Franco McGee, Debbie Dillion, John Thomasson, and Joseph Milner

**Members Absent:**

**Staff Present:** Pete Hovanec, Alison Nichols, Jeffrey Wells, Randy Davis, Leann Yandle, and Terry Sholar

**Visitors:** Greg Moore (left 7:08 p.m.), Eric Hall, Burt Owens (left 6:45 p.m.), Jalen Sowell (arr. 6:09 p.m.)

Chairman McGee called the meeting to order at 6:00 p.m.

**Item No. 1 Public Input** Chairman McGee invited any of the visitors to speak.

Burt Owens spoke on behalf of the non-profit organization Lilly's Heart and described the organization's mission to facilitate communications among families. Mr. Owens came asking for help with inconsistencies regarding the rentals of Parks & Recreation facilities to non-profits. Mr. Owens stated that his organization was denied the use of the J Ray Shute Community Center because the event was open to the public but that the organization had previously held other similar advertised events at other P&R facilities. The organization was also denied use of the Bazemore Active Adult Center for an event because it was publicly advertised and people had to pay to attend. Other non-profits have done the same thing Lilly's Heart was told it could not do. Mr. Owens asked for a way for non-profits to rent the facilities and make it consistent across the board.

Upon being questioned by Dr. Milner, Mr. Owens stated that he was told the event could not happen because it was advertised on social media.

Chairman McGee said that the board would look into it.

Mr. Hovanec responded that staff wants consistency and the policy would be discussed during this meeting under agenda item 6.

Chairman McGee reminded everyone that Public Input is just to hear feedback, not to have a conversation.

**Item No. 2 Approval of Minutes – April 15, 2025** Ms. Dillion made a motion to approve the minutes of the April 15, 2025 meeting. Dr. Milner seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, Thomasson, and Dillion

NAYS: None

**Item No. 3 Parks and Recreation Division Updates**

- Mr. Davis presented information about upcoming trips and events at the Bazemore Active Adult Center. Mr. Hovanec noted that the facility continues to be very full and busy and attracts visitors from all over, which might need to be discussed with City leadership.
- Mr. Davis updated the group about athletic programs. Track and field has finished its season, and flag football is starting. Participation has been strong. Staff is holding an adult kickball tournament to gauge interest in the community.
- Mr. Davis reminded the group that the Juneteenth celebration will be June 14 from 3:00-7:00 p.m. and will feature Touch-a-Truck. The community centers are getting new floors: Dickerson is complete, and Sutton Park is starting. Staff is working on an initiative for summer called Prime Time to engage young people on Friday nights. Prime Time would feature 3v3 basketball and game trucks and would solicit parents, volunteers, and businesses to share with the youth. It would be held at a different community center every Friday evening June 20 – August 8 and would target teens. The board discussed this as a great initiative to provide fun, safe activities during the vulnerable time that summer can be to teens as traditionally violent crime increases during those months. This could serve as a pilot program going forward, and Placer AI software could be used to measure its impact.
- Ms. Yandle presented an update on happenings at the Monroe Aquatics and Fitness Center. The water park is currently open on weekends and will open full-time on Memorial Day Weekend. Membership is at its highest since 2002. Staff will be contracting with Fyzical Therapy to provide land therapy services, which will fill a need in the community and provide the MAFC with a source of revenue. One or two therapists will use MAFC as their third location. A 7% membership rate increase was approved by City Council to cover rising costs. The last increase was in February 2023 and at the time was the first increase in 20 years. Mr. Hovanec and Ms. Yandle explained that all revenues are being invested back into renovations as the MAFC is a 27-year-old building, and members are receiving multiple communications about the increases. Ms. Yandle and board members discussed the possibility of a book buddy program at the MAFC in partnership with UCPS as well as the Purses with a Purpose drive and physical therapy referral processes. Visitor Mr. Owens spoke up to ask if MAFC would allow non-members to come in weekly to play basketball. Staff and Mr. Owens discussed policy and safety at MAFC and the community centers. Mr. Hovanec encouraged Mr. Owens to make use of the community centers. Mr. Hovanec reminded the group that the splash pad, Winchester pool, and several camps would be open/available for summer activities.

**Item No. 4 Placer AI Demonstration** Mr. Hovanec presented a Placer AI software demonstration on the large screen. This software will track any digital footprint and feed it back to staff to show data about visits to City parks, facilities, and businesses and will help staff track events and effectively target advertising such as billboards.

Chairman McGee noted that this is also helpful for informing sponsors.

**Item No. 5 Miller Street Workforce Housing Subdivision Concept** Mr. Wells presented a pilot project involving City-owned park property. Staff has identified the property at Don Griffin Park as a possibility to be used for affordable housing projects. Mr. Wells showed a map of the area on the screen. The property currently has a ball field, a playground, a picnic shelter, and a parking lot. Planning staff has developed a six-lot subdivision concept that could be used in conjunction with a program or partnership to provide property and utilities and help workforce homeowners with the costs of housing. Staff will be presenting this to City Council this summer.

Mr. Hovanec noted that Don Griffin is an underutilized park due to its proximity to the homeless shelter. From a Parks and Recreation perspective, staff supports the repurposing of this property.

The board and staff discussed concerns, including

- The project taking away a park while only yielding six houses.
- The City getting involved in a venture it has no experience with instead of turning the project over to a developer.
- Setting precedent of selling park land for this purpose. Six houses will not solve the affordable housing issue.
- Better uses of this underutilized space, including putting more attractive park features there to draw more people to use it.
- Other spaces in the City that can be better used for housing.

Other topics of discussion and ideas included

- The chance to develop a community land trust.
- The enormity of the housing issue. The City has acquired property, and there needs to be a more concentrated effort. There is no community land trust.
- Examples of other properties where housing opportunities exist.
- The possibility of a purchase of equal-sized areas of land contiguous to the parks so it doesn't diminish the assets of Parks and Recreation.
- Creating a fully fenced-in park, which the City does not currently have.

Mr. Hovanec reminded the group that this is conceptual and has not been presented to City Council.

Mr. Wells stated that the project had started at the request of a Council member to the City Manager. Staff is looking at several options and partnerships, including handing it over to a developer.

Mr. Hovanec stated that the ball field at Don Griffin Park is too small and the area is in a flood zone. The foot traffic from the homeless shelter is a concern for the City. This is all still a long way off, and staff wanted to bring this to the board now for awareness.

**Item No. 6 Parks and Facilities Event Policy** Mr. Hovanec stated that he wants consistency among Parks and Recreation facilities. Allowable/unallowable procedures should be the same at all rec centers. Staff needs clarity about what differentiates a public event from a private event as the rental regulations currently stipulate that rentals open to the public are not allowed.

Chairman McGee interjected that that needs to be taken out and asked if the board has the liberty to make amendments to be presented to General Services.

Mr. Hovanec responded that this board is advisory and if it wants to propose changes, staff will present them to General Services and City Council.

Chairman McGee expressed a need for policies to be fair and consistent and proposed that the board go through the policies line by line and amend as needed. The policies need to be updated to fit current usages and community needs. Events are publicized on social media and this should not be an issue.

Mr. Sholar explained that a year ago there were issues with public rentals in the City which created controversy. City Council decided to curtail rentals for City properties, and P&R policies are an offshoot of that. Belk Tonawanda Park and other City parks can no longer be rented as an entire park; rentals have been scaled back because they are public parks and the public should be able to use them any time. Park facilities should be available for smaller family-type event rentals but not for rentals open to the general public. That said, things are changing and rules may be implemented to allow more public rentals that may be able to be put in place here. This is a good place to start offering input to make change.

Chairman McGee reiterated the need for consistency and for all P&R rentals to make sense. Different spaces are different, but some of these rules need review.

Mr. Thomasson suggested forming a work group and making recommendations to be presented at a future meeting as there are several items to go through.

Chairman McGee stated that the board could do it now as there are only 16 items. The advertisement rules are inconsistent.

The group looked at the Facility Rental Regulations on the screen. Many policies are fine. Issues identified included:

- Consistency with all community centers and parks following same set of standards
- Social media advertisements are happening for many events, but some advertisements go unseen by staff and face no consequence. Others that are seen by staff are denied their rentals.

Chairman McGee recommended that events can be advertised if they are not City events.

Mr. Davis said that the real issue is not about the advertising but about what defines a public vs. private event. The City takes on liability for public events.

Chairman McGee asked if the concern is with the number of people or unknown guests attending.

Mr. Hovanec stated that General Services and City Council had long conversations about these questions and determined that they didn't want to close down entire parks for one organization. There were a number of other intricacies they discussed as well.

Chairman McGee said he is interested in the facilities and requests facilities policies be amended.

Dr. Milner asked about people seeing social media advertisements and not being able to come to events.

Mr. Hovanec responded with an example from the past weekend. A private individual held a customer appreciation event advertised on social media inviting all past and previous customers to attend and bring friends. That was deemed as a targeted audience as opposed to a general public invitation and allowed to happen. The Lilly's Heart event was advertised with advance tickets for sale available to the public at large and was not allowed to happen. According to the rules, the targeted audience vs. the public at large audience was the issue.

Mr. Sholar stated that the advertisement is not so much the issue. The issues is the distinction between a public event (one anyone can attend) and a private event (an identified group of people invited)

Chairman McGee questioned what the City is trying to achieve and why this matters.

The board members discussed hypothetical examples. Mr. Sowell and Mr. Hall, visitors, joined in the conversation. Topics included:

- Uninvited guests from the public showing up to random events
- Review process with people who apply for events and their flyers/advertisements
- Numbers of people or event subjects/themes being the real issue to consider as public vs. private gets fuzzy
- The need for the City to police these events vs. the hosts monitoring their guests
- Lack of liability to the City if renters are following the rules
- Facility occupancies as determined by the Fire Marshal and public events exceeding those limitations
- Staff ensuring that renters are adhering to rental guidelines

Mr. Hovanec confirmed that the board wanted to ask General Services to discuss #4 and #5 of the Facility Rental Regulations.

Mr. Thomasson noted that the last line of #5 is a repeat of #4.

Chairman McGee stated that he would like to send the board's recommendations to General Services.

Mr. Hovanec noted that the regulations currently state that Community Centers are not available for events open to the public, which is why Mr. Owens was not allowed to hold his event. That needs to be addressed along with #4 and #5.

Mr. Thomasson opined that the way #5 reads is good; just the last line needs to be tweaked.

Chairman McGee discussed admission fees being entry fees paid at the door vs. registration fees being different.

Mr. Hovanec stated that admission fees being used for personal gain is a question to address.

The board discussed different situations this might apply to.

Chairman McGee stated that the point is that the community has access to City facilities for the right reasons and are not being stifled, especially non-profits who are using their resources to help the community. This mindset needs to be made clear to General Services.

Mr. Sholar summarized the requests of the board as the following:

- Remove distinction between public and private events
- Apply rules consistently
- Look at fundraising rules for non-profits
- Consider advisability of opening up to for-profit entities

Chairman McGee emphasized the need to be careful with who is allowed to hold events and be mindful and consistent and requested something written to present to the General Services Committee.

Mr. Hovanec suggested wording for a motion.

Dr. Milner made a motion to recommend removing Facility Rental Regulations #4 “Parks and Recreations facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed” along with the statement at the top of the regulations “\*\*\* Community Centers are not available for events that are open to the public” and working with the City Attorney to tighten up language on #5 “No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.” Mr. Thomasson seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, Thomasson, and Dillion

NAYS: None

Ms. Dillion made a motion to adjourn. Dr. Milner seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, Thomasson, and Dillion

NAYS: None

The meeting adjourned at 7:36 p.m.



**STAFF REPORT**

**TO:** Parks and Recreation Commission  
**VIA:** Mark Watson, City Manager  
**DATE:** July 15, 2025  
**FROM:** Peter Hovanec, Parks, Recreation, and Tourism Director  
**PREPARED BY:** Peter Hovanec, Parks, Recreation, and Tourism Director  
**SUBJECT:** Parks and Recreation Division Updates

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**SUMMARY STATEMENT**

The Parks and Recreation Commission will be presented updates of plans and programs in each of the four Parks and Recreation divisions.

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**REVIEW**

Parks and Recreation divisions include Athletics/Special Events, Community Centers, Monroe Aquatics and Fitness Center, and the Bazemore Center for Active Adults. Each of these divisions interfaces daily with the public and provides services and activities contributing to the quality of life of Monroe and Union County residents.

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**RECOMMENDATION**

Presented for informational purposes; no action is needed at this time.



**STAFF REPORT**

**TO:** Parks and Recreation Commission  
**VIA:** Mark Watson, City Manager  
**DATE:** July 15, 2025  
**FROM:** Pete Hovanec, Parks, Recreation and Tourism Director  
**PREPARED BY:** Pete Hovanec, Parks, Recreation and Tourism Director  
**SUBJECT:** Event Recap

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**SUMMARY STATEMENT**

Staff will give a brief overview of the Monroe Latin Fest, Monroe Juneteenth Celebration and the July Fourth Celebration.

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**REVIEW**

Parks and Recreation Staff have been instrumental in putting on several high-profile community events in recent weeks and are prepared to answer questions regarding event attendance, manpower and overall information.

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**RECOMMENDATION**

For information purposes only.



**STAFF REPORT**

**TO:** Parks and Recreation Commission  
**VIA:** Mark Watson, City Manager  
**DATE:** July 15, 2025  
**FROM:** Pete Hovanec, Parks, Recreation and Tourism Director  
**PREPARED BY:** Pete Hovanec, Parks, Recreation and Tourism Director  
**SUBJECT:** MAFC Rules of Conduct

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**SUMMARY STATEMENT**

The Monroe Aquatics and Fitness Center would like to update the current membership rules and code of conduct.

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**REVIEW**

The current rules and code of conduct has not been officially updated since 2007 and there has been a great deal of changes and needs for additional language that takes out any ambiguity and provides members with clear rules and regulations within the center.

Attached are the current rules and the proposed changes.

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**RECOMMENDATION**

Approve the proposed changes and forward to General Services Committee for review before moving to City Council for adoption.



# Membership Rules of Conduct

The Monroe Aquatics and Fitness Center strives to provide a safe and enjoyable atmosphere for members. All members are expected to adhere to reasonable rules of conduct while using the facility.

The Monroe Aquatics and Fitness Center reserves the right to suspend or revoke the membership privileges of anyone, without refund, whose behavior is not in accordance with accepted rules of including but not limited to the following...

1. **Abusing or damaging the facility or equipment.**
  2. **Using profanity.**
  3. **Engaging in disruptive activities, fighting, threatening or intimidating others, and unlawful activities.**
  4. **Physical/Sexual contact of any kind is prohibited.**
  5. **Being disrespectful to staff or other members and failure to follow reasonable instructions or directions of staff.**
  6. **Misusing membership cards.**
  7. **Possession of alcoholic beverages, drugs, controlled substances or weapons.**
- **Parents shall be held responsible for the behavior and actions of children.**
  - **Bags and containers are subject to inspection by staff.**
  - **Anyone who appears on the National or North Carolina Sex Offender Registry will be denied membership or membership will be revoked.**

*Failure to conform with accepted rules of behavior or breach of any of these rules may result in a suspension or revocation of membership privileges. Duration of suspensions will be at the reasonable discretion of the MAFC Superintendent and will be based on the nature of the conduct.*

**Adopted by Monroe City Council, August 2007**



# Membership Rules of Conduct

**The Monroe Aquatics and Fitness Center strives to provide a safe, enjoyable, and family-friendly atmosphere. All members and guests are expected to adhere to reasonable rules of conduct while on the MAFC campus, parking lot, or attending MAFC events. MAFC membership includes agreeing to these policies. Each year, we ask all members to review and follow the Rules of Conduct.**

**The Monroe Aquatics and Fitness Center reserves the right to suspend or revoke the membership privileges of anyone whose behavior is not in accordance with the accepted conduct rules, without a refund. This includes, but is not limited to, the items outlined below. Duration of suspension or revocation will be at the reasonable discretion of the MAFC Superintendent and will be based on the nature of the conduct.**

- Theft or behavior that results in the destruction of the facility, property, or equipment.
- Using inappropriate language. Angry or vulgar language, including swearing, name calling, or shouting.
- Engaging in disruptive activities, fighting, threatening or intimidating others, and unlawful activities.
- Physical/Sexual contact of any kind is prohibited.
- Being disrespectful to staff or other members and failure to follow reasonable instructions or directions of staff.
- All members are required to check-in with their membership card. Membership cards may only be used by the owner and are non-transferable. Non-members are not allowed to use a member's card.
- Use or possession of alcoholic beverages, drugs, illegal chemicals, or controlled substances.
- Carrying or concealing of weapons or devices or objects that may be used as weapons (including items that appear to be real). MAFC prohibits all weapons on premises with or without a permit.
- MAFC campus is a tobacco-free environment. Use of tobacco or tobacco like products, including e-cigarettes, are not permitted.
- Loitering within or on the grounds of MAFC.
- Members may photograph or record activities ONLY if they are able to do so without including others in the recording. Members do not have permission from other members to take their photos. MAFC staff have the authority to stop any recording that is not in compliance, is making other members uncomfortable, or if the facility is too crowded.
- Use of cellphones, cameras, or recording devices are not allowed in the locker rooms, showers, or changing areas.
- All departmental policies shall be followed including, but not limited to, indoor aquatics, water park, fitness room, group fitness, childcare, racquetball, and gymnasium policies.
- Appropriate and modest attire must be worn at all times. No clothing with vulgar language, obscene gestures, racial slurs, politically charged propaganda, or anything that contributes to a hostile environment or would be considered inappropriate in a family facility. Tops and bottoms should provide adequate coverage for the activity. Footwear is required in the facility except in the aquatics area or for select classes in studios. MAFC staff reserve the right to deny use of the facility to any person whose attire we do not consider to be appropriate for the activity or not within accordance of the departmental policies.
- Parents/guardians shall be held responsible for the behavior and actions of their children.
- Members are responsible for the conduct and actions of their guest(s), and must be certain their guests understand and obey the MAFC Rules of Conduct.
- Bags and containers are subject to inspection by staff.
- Anyone who appears on the National or North Carolina Sex Offender Registry will be denied membership or membership will be revoked.
- Social Media?



**STAFF REPORT**

**TO:** Parks and Recreation Commission  
**VIA:** Mark Watson, City Manager  
**DATE:** July 15, 2025  
**FROM:** Pete Hovanec, Parks, Recreation and Tourism Director  
**PREPARED BY:** Pete Hovanec, Parks, Recreation and Tourism Director  
**SUBJECT:** TreesUnion Arbor Day

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**SUMMARY STATEMENT**

Staff will give overview of request from TreesUnion regarding Arbor Day recognition and partnership.

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**REVIEW**

Staff received a request and proposal to partner with TreesUnion to declare the 3<sup>rd</sup> or 4<sup>th</sup> Saturday in October as Monroe Arbor Day. Included would be a proclamation from the Mayor/Council along with support of planting or educational activities dedicated to raising awareness of preserving and improving the tree canopy in the city of Monroe.

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**RECOMMENDATION**

Staff recommends approval of the partnership and asks that the Parks & Recreation Committee forward the partnership to the General Services Committee for further consideration.

Attachment: TreesUnion Proposal to Monroe Parks and Recreation

Proposal to Monroe Parks and Recreation  
By TreesUnion

We are losing our tree canopy in Union County due to development, urbanization, and lack of knowledge and focus.

Most people don't fully understand the benefits of trees in our community and the world:

- Oxygen creation and air pollution mitigation
- Water pollution and stormwater runoff mitigation
- Erosion control
- Lower summer temperatures, cooling bills
- Smell and noise buffering
- Positive effects on health and well-being
- Positive effects on property values and livability
- Positive impact on local business profitability

TreesUnion's mission is to preserve, grow and diversify Union County's public and private tree canopy. But Union county comprises 640 square miles and more than 257,000 people. Monroe comprises 30.4 square miles and almost 40K people. Making a difference requires all of us.

We would like to propose the following as a way to get our community involved in optimizing the health, wealth, and well-being that trees can offer:

Proposal:

- 1) Declare the 3<sup>rd</sup> or 4<sup>th</sup> Saturday in October as Monroe's Arbor Day.
  - a. Declaration from the Mayor
  - b. Inclusion on our calendar annually
- 2) With TreesUnion and other interested parties, hold tree plantings, education programs, and tree maintenance activities on the date to raise awareness and get people involved in preserving and improving our canopy here.