

**PARKS AND RECREATION COMMISSION REGULAR  
MEETING**

Phil Bazemore Active Adult Center  
500 S. Jefferson Street  
Monroe, NC 28112  
Tuesday, October 21, 2025 - 5:00 PM

**AGENDA**

- Item 1           Commission Member Introductions – Chairman McGee
- A. Welcome and Call to Order
  - B. Introduction of New Members
  - C. Chair’s Welcome and Vision
  - D. Overview of Board Roles, Ethics, and Expectations
  - E. Alignment with City Goals and Strategic Focus Areas
  - F. Parks and Recreation Department Overview
  - G. Review of Current Programs, Events, and Initiatives
  - H. Open Discussion and Q&A
  - I. Closing Remarks
- Item 2           Public Input – Chairman McGee
- Item 3           Approval of Minutes – July 15, 2025 – Chairman McGee
- Item 4           Parks and Recreation Division Updates – Mr. Davis and Ms. Yandle
- Item 5           Facility Rental Regulations – Mr. Hovanec



**STAFF REPORT**

**TO:** Parks and Recreation Commission  
**VIA:** Mark Watson, City Manager  
**DATE:** October 21, 2025  
**FROM:** Peter Hovanec, Parks, Recreation, and Tourism Director  
**PREPARED BY:** Peter Hovanec, Parks, Recreation, and Tourism Director  
**SUBJECT:** Commission Member Introductions

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**SUMMARY STATEMENT**

New and existing commission members will be introduced to each other and to the work of the commission.

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**REVIEW**

Jose Ayala, Debra Huhnerkoch, and Jalen Sowell were recently appointed to the Parks and Recreation Commission and will exchange introductions with existing members as well as learn about the work of the commission.

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**RECOMMENDATION**

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

## **City of Monroe Parks and Recreation Commission Board Onboarding**

Date: October 21, 2025

Time: 5:00 PM

Location: Bazemore Active Adult Center

### **Purpose**

The purpose of this onboarding meeting is to welcome new members and provide an overview of the duties and responsibilities of Parks and Recreation Commission Board Members. The session will outline the Commission's role in advising the City Council and City Manager on all phases of recreation and in supporting the ongoing growth and excellence of Monroe's Parks and Recreation programs, events, and facilities.

### **Items**

A. Welcome and Call to Order

Facilitator: Councilman Franco McGee, Chair

B. Introduction of New Members

Brief introductions from each Board Member and sharing of interests and motivation for serving on the Commission.

C. Chair's Welcome and Vision (Councilman Franco McGee)

Purpose and Mission of the Parks & Recreation Commission.

Encouraging Active Engagement:

- Participation in community center programs, athletics, and city events.
- Acting as 'extended eyes and ears' of the department — observing, engaging, and providing valuable feedback.

Goal: To make Monroe Parks & Recreation the standard and model for excellence in recreation, events, and athletics.

D. Overview of Board Roles, Ethics, and Expectations

Presenter: City Attorney Terry Sholar.

Review of Code of Ethics and Conflict of Interest Guidelines.

Expectations for Professional Conduct, Confidentiality, and Civic Responsibility.

E. Alignment with City Goals and Strategic Focus Areas

Supporting the City's broader vision for quality of life, wellness, and community engagement.

Understanding the role of the Commission in advising and shaping recreation programs.

F. Parks and Recreation Department Overview

Overview of City Recreation Facilities.  
Introduction of Recreation Center Supervisors.  
Presentation of Contact Information for Key Staff.

G. Review of Current Programs, Events, and Initiatives

Distribution of Current Parks & Recreation Event Schedule.  
Highlights of Signature Events, Athletics Programs, and Community Center Offerings.  
Discussion: How Board Members Can Support and Participate.

H. Open Discussion and Q&A

Feedback and ideas from new Board Members.  
Identifying areas of interest for future involvement.

I. Closing Remarks (Chair, Councilman McGee)

Reinforcing commitment to collaboration, engagement, and continuous improvement.  
Encouragement to attend upcoming events and connect with staff.

### **Attachments**

- City of Monroe Parks & Recreation Mission and Vision Statement
- Schedule of Events and Program Calendar
- Recreation Facility Locations & Supervisor Contact List
- Code of Ethics / Conflict of Interest Policy
- Commission Meeting Schedule

## **Mission Statement**

The Monroe Parks and Recreation Department strives to provide quality recreation facilities and programs that promote healthy and active living opportunities for our residents. We offer a variety of activities for all ages and fitness levels. At our facilities, you can enjoy golf, swimming, athletic programs and leagues, fitness classes, senior programs, and much more. Day camps, after-school, and educational programs are offered year-round at many of our facilities. Spend some time in one of our parks picnicking and enjoying one of our many playgrounds with your children. Explore our downtown area as you enjoy a walk or run on the Bearskin Creek and Downtown Connector Greenways. Or, if you prefer indoor activities, our Aquatics and Fitness Center has something for everyone. Sign up for a membership and start your journey to a healthier life today.

## 2025 Parks & Rec Events

April 11	Car Cruise-In
April 12	Easter Eggstravaganza
April 25	Music on Main
May 9	Car Cruise-In
May 16	Music on Main
June 13	Car Cruise-In
June 14	Juneteenth
June 27	Music on Main
July 4	4 <sup>th</sup> of July
July 11	Car Cruise-In
July 25	Music on Main
August 8	Car Cruise-In
August 22	Music on Main
September 12	Car Cruise-In
September 26	Music on Main
October 4	Holiday Craft Show
October 10	Car Cruise-In
October 18	Halloween Happenings
Tree Lighting	December 6
Car Cruise-In	2 <sup>nd</sup> Friday April through October
Music on Main	4 <sup>th</sup> Friday April through September except May 3 <sup>rd</sup> Friday

## City of Monroe Recreation Facilities

### **Monroe Aquatics & Fitness Center**

2325 Hanover Drive

Monroe, NC 28110

Supervisor: Leann Yandle

[lyandle@monroenc.org](mailto:lyandle@monroenc.org)

(704) 282-4685

### **Old Armory Community Center**

500 South Johnson Street

Monroe, NC 28110

Supervisor: Hope Tanner

[htanner@monroenc.org](mailto:htanner@monroenc.org)

(704) 282-4669

### **Bazemore Active Adult Center**

500 West Jefferson Street

Monroe, NC 28112

Supervisor: Aleshia Holland

[aholland@monroenc.org](mailto:aholland@monroenc.org)

(704) 282-5776

### **Sutton Park Community Center**

2303 Brooks Street

Monroe, NC 28110

Supervisor: Camry Barbour

[cbarbour@monroenc.org](mailto:cbarbour@monroenc.org)

(704) 282-4656

### **Dickerson Community Center**

899 North Johnson Street

Monroe, NC 28110

Supervisor: Kimberly Scott

[kscott@monroenc.org](mailto:kscott@monroenc.org)

(704) 282-4649

### **Winchester Community Center**

1001 Winchester Avenue

Monroe, NC 28110

Supervisor: Thomas Latimer

[tlatimer@monroenc.org](mailto:tlatimer@monroenc.org)

(704) 282-4695

### **J. Ray Shute Community Center**

506 East Green Street

Monroe, NC 28110

Supervisor: George Massey

[gmasey@monroenc.org](mailto:gmasey@monroenc.org)

(704) 282-4655

Pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, the Council adopted a Code of Ethics on December 7, 2010, Policy # GA-13 to guide Council Members in their lawful decision-making. It is the desire of Council for each Advisory Board, Commission, or Committee Member to acknowledge receipt of and abide by a Code of Ethics and Attendance Policy for Members of Advisory Boards, Commissions and Committees of the City of Monroe as set forth by Resolution. The purpose of this Code of Ethics & Attendance Policy is to establish guidelines for ethical standards of conduct for Advisory Board Members and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a member's best judgment.

**RESOLUTION ESTABLISHING CODE OF ETHICS AND ATTENDANCE POLICY  
FOR MEMBERS OF ADVISORY BOARDS, COMMISSIONS AND COMMITTEES OF  
CITY OF MONROE  
R-2023-33**

**WHEREAS**, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics and, pursuant to Section 160A-86, the City Council has previously adopted a Code of Ethics on December 7, 2010, Policy # GA-13, for the City Council; and

**WHEREAS**, it is appropriate that members of City advisory boards, commissions, and committees as well as Mayoral and City Council appointees to non-city bodies (hereinafter "Advisory Board Members"), also adhere to a Code of Ethics; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe in recognition of our blessings and obligations as citizens of the State of North Carolina and as public officials representing the citizens of the City of Monroe, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we do hereby adopt the following General Principles and Code of Ethics & Attendance Policy to guide Advisory Board Members in their lawful decision-making.

**GENERAL PRINCIPLES AND CODE OF ETHICS**

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for advisory board members and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a member's best judgment.

The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.

Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

Advisory board members must be able to act in a manner that maintains their integrity and independence yet is responsive to the interests and needs of those they represent and must always remain aware that they may, at various times, play different roles:

As advisors, who balance the public interest and private rights in considering and recommending, among other things, ordinances, policies, and decisions.

As decision-makers, who arrive at fair and impartial determinations.

Advisory board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.

Advisory board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of the Mayor and City Council and the citizens of the City of Monroe. Each board member must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

**Section 1.** Advisory board members should obey all laws applicable to their official actions. Advisory board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, advisory board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. However, in doing so, advisory board members:

- A. Shall be mindful that they were appointed by the Mayor or City Council, or by another appointing authority to a City board, commission, or committee and, therefore, if they are knowingly advising or advocating a position that is contrary to a Council policy, that they notify the Mayor and City Council of such as soon as practicable;
- B. Who serve in an advisory capacity shall be mindful that their chief responsibility is to advise the Mayor and City Council or other decision making body rather than to advocate to the public at large or on behalf of an individual or entity, particularly when the position of advocacy is contrary to a Council policy;
- C. Shall understand that they hold a position of trust on behalf of the City and its citizens;
- D. Shall assert policy positions and opinions on matters within or related to the jurisdiction and subject matter of the body on which they serve only through the transparency of official proceedings of the body or in a capacity and manner appropriate for a member of such body. Advisory board members

shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so;

E. Shall faithfully attend regular and special meetings of the body.

These guidelines are especially important to chairpersons who must recognize that they are often viewed as speaking for the body.

To declare that an advisory board member is behaving unethically because one disagrees with that official on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible, and itself unethical.

**Section 2.**

Advisory board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values
- Exhibiting trustworthiness
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others
- For advisory board members who act in a quasi-judicial capacity, disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasijudicial matters outside of the quasi-judicial proceedings themselves
- Treating other board members, staff and the public with respect and honoring the opinions of others even when the board members disagree with those opinions
- Showing respect for their offices and not behaving in ways that reflect badly on those offices
- Recognizing that individual advisory board members are not generally allowed to act on behalf of the body but may only do so if the body specifically authorizes it, and that the body must take official action as a body.

**Section 3.**

Advisory board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official position for personal gain. Although opinions may vary about what behavior is inappropriate, the Mayor and City Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the advisory board member's action would conclude that the action was inappropriate.

If an advisory board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the staff person assigned to said committee or board (if any) who will confer with his or her department supervisor and/or the City Attorney who will consider the facts of the situation and the steps necessary to resolve it.

**Section 4.**

Advisory board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Advisory board members should be willing to bear their fair share of the body's workload. To the extent appropriate, they should be willing to put the City's interests ahead of their own.

**Section 5.**

Advisory board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to them or City employees.

In order to ensure strict compliance with the laws concerning openness, the Mayor and City Council have made it clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should take deliberate steps to make certain that any meetings held by the body are lawfully conducted and that such meetings do not stray from the purposes for which they are called.

**Section 6.** Attendance Policy

Advisory board members should faithfully attend and prepare for meetings and adhere to the following attendance policy.

In order for an advisory board, commission, or committee to be effective and efficient, and to accomplish its purpose, its membership must be actively involved and attentive to the business of the body therefore the Mayor and City Council may dismiss any member who fails to follow the attendance policy set forth in any ordinance addressed to that particular board or committee without good cause (such as temporary severe illness of a member or such member's family or overriding but temporary business concerns. Such dismissal may be considered upon complaint by the chairperson, a member of the advisory board, staff assigned to said committee, or on the City Council's own motion.

A member of any advisory board appointed by the Mayor or City Council may be automatically removed from said body for failure to adhere to the attendance requirements set forth in any ordinance regarding such board or committee.

**Section 7.** Criminal Convictions

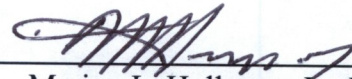
Criminal convictions involving crimes of moral turpitude shall be grounds for dismissal.

**Section 8.** Sanctions.

In the event that a member of an advisory board fails to comply with the code of ethics or attendance policy the chairperson or staff member assigned to said committee shall notify the City Clerk in writing of the policy violation and to request that said member be replaced. The City Clerk will forward the complaint to the Mayor and City Council for review. Nothing herein shall prevent the Council from acting on its own motion. Following the review of an allegation against a member of a City advisory board, the City Council may sanction the member who was the subject of the review. Potential sanctions include removal of the member, adoption of a resolution of censure, and any other lawful sanction within the City Council's power.

Adopted this 9<sup>th</sup> day of May, 2023.

Attest:



Marion L. Holloway Jr., Mayor

Bridgette H. Robinson  
Bridgette H. Robinson, City Clerk



**ACKNOWLEDGEMENT OF RECEIPT OF CODE OF ETHICS AND  
ATTENDANCE POLICY  
FOR MEMBERS SERVING ON ADVISORY BOARDS  
COMMISSIONS AND COMMITTEES**

On the date written below, I received the Code of Ethics and Attendance Policy for Advisory Board, Commission, and Committee Members:

I understand that I am responsible for reviewing the contents of this policy and asking questions if I do not understand any part of it.

A signed copy of this form will be maintained in the Office of the City Clerk

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**CITY OF MONROE  
REGULAR MEETING SCHEDULE FOR COMMITTEES**

<b>COMMITTEE</b>	<b>SCHEDULE</b>	<b>LOCATION</b>
Airport Advisory Commission	Second Monday Every Month 5:00 p.m.	Charlotte-Monroe Executive Airport Board Room 3900 Paul J. Helms Drive
Animal Welfare Committee	First Tuesday Every Month 6:00 p.m.	City Hall 300 W. Crowell Street
Board of Adjustment	Fourth Thursday Every Month 6:00 p.m.	City Hall 300 W. Crowell Street
Citizens Appointment Committee	First Monday March, June, September and December 4:00 p.m.	City Hall 300 W. Crowell Street
Committee on Disabilities	First Tuesday Every Month 3:00 p.m.	City Hall 300 W. Crowell Street
Downtown Advisory Board	Third Wednesday Every Month 9:00 a.m.	City Hall 300 W. Crowell Street
Fireman Relief Fund Board of Trustees	First Thursday January, April, July and October 10:00 a.m.	Fire Station 4 Community Room 3907 Old Charlotte Highway
General Services Committee	First Thursday Every Month 4:15 p.m.	City Hall 300 W. Crowell Street
Homeless and Addiction Committee	Second Thursday Every Month 5:00 p.m.	City Hall 300 W. Crowell Street
Monroe Historic District Commission	Second Monday Every Month 6:30 p.m.	City Hall 300 W. Crowell Street
Monroe Housing Authority	Second Tuesday Every Month 4:00 p.m.	Monroe Housing Authority 504 Hough Street
Monroe Tourism Development Authority	Second Thursday Every Month 8:30 a.m.	City Hall 300 W. Crowell Street
Parks and Recreation Advisory Commission	Third Tuesday Every Month 6:00 p.m.	Phil Bazemore Active Adult Center 500 W. Jefferson Street
Planning Board	First Wednesday Every Month	City Hall 300 W. Crowell Street

<b>COMMITTEE</b>	<b>SCHEDULE</b>	<b>LOCATION</b>
	6:00 p.m.	
Public Enterprise Committee	First Tuesday Every Month 4:00 p.m.	City Hall 300 W. Crowell Street
Public Safety Committee	First Monday Every Month 4:15 p.m.	City Hall 300 W. Crowell Street
Union County Historic Preservation Commission	First Thursday Every Month 1:30 p.m.	Heritage Room 300 N. Main Street
Winchester Revitalization Committee	First Thursday Every Month 3:00 p.m.	City Hall 300 W. Crowell Street

Updated: 09/02/2025

**CITY OF MONROE**  
**PARKS AND RECREATION COMMISSION MEETING**  
**PHIL BAZEMORE ACTIVE ADULT CENTER**  
**500 W. JEFFERSON STREET, MONROE, NC 28112**  
**JULY 15, 2025 – 6:00 P.M.**

**MINUTES**

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

**Members Absent:** Debbie Dillion

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

**Visitors:** Angela Connell, Kali Milner, Jose Ayala, Debra Huhnenkoch, and Traci Colley

Chairman McGee called the meeting to order at 6:05 p.m.

**Item No. 1 Public Input** Chairman McGee reviewed the rules of public input and invited the first person to speak.

Angela Connell, whose son attends the City of Monroe summer camp, stated that the new 8:30 am – 5:30 pm schedule presents difficulties for parents getting to work on time and requested that the schedule change to an earlier time like 7:15 or 7:30 am – 5:30 pm next summer.

Kali Milner, whose daughter attends the City of Monroe summer camp, stated that programs are fun but the function should be affordable, reliable childcare. This critical need for families should be provided by civic infrastructure and is the way the City of Monroe supports working families, which is the point of government. The program is consistently full, which is a sign that it works and that the City is responsive to the needs of its citizens. This is a local economic concern: If parents don't have childcare, they can't work. The question shouldn't be how to shrink the program but how to fund and staff it to meet the community's needs. This program is a success story for the City of Monroe.

Mr. Hovanec stated that staff will be evaluating the program for next year. It is a nine-hour-a-day program right now, and an earlier start time makes a 10 or 11-hour-a-day job for staff. Mr. Hovanec assured the speakers that they have been heard. He stressed that, while staffing is a big part of it, the City of Monroe Parks & Recreation Department is not childcare. These are summer camp programs.

**Item No. 2 Approval of Minutes – May 20, 2025** Mr. Thomasson made a motion to approve the minutes of the May 20, 2025 meeting. Dr. Milner seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, and Thomasson

NAYS: None

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

- Mr. Davis reviewed attendance numbers at the Bazemore Active Adult Center and presented an update on Phase I of the outdoor work at the back of the building and reviewed upcoming events and community partnerships. Amy Austin has been hired as the new program coordinator.
- Mr. Davis updated the group about athletic programs. The flag football season has started, and soccer registration is open. Skills and drills programs in various sports are underway. Halloween Happenings is the next major P&R event.
- Mr. Davis spoke about the community centers, reminding the group that this year Sutton Park was added to the summer camp program with Dickerson. The camps are running smoothly with field trips and activities. Prime Time in the Parks has been a successful program so far, and two Back-to-School Jamborees will take place in July and August. Shakeema Brown has been hired as the new supervisor at Winchester and has great programming experience. Ace Academy Camp at the Monroe airport was a wonderful opportunity and great experience for the youth. Mr. Davis gave an update on the community center renovations, which are mostly complete, as well as some updates that have been made to the Winchester community pool. The sun room construction at Winchester is in progress.
- Ms. Yandle presented an update on happenings at the Monroe Aquatics and Fitness Center. Currently there are 6500 memberships and 18,000 active members; the goal for July is 6600 memberships. Major renovations are imminent, including the closing of the indoor pool for 10-12 weeks to replace the liner with plaster. Locker rooms will also be closed for a few weeks for some surface renovations. Staff is putting alternate options and activities in place to engage members who normally use the indoor pool. Ms. Yandle reviewed recent events and reminded the group that the Holiday Craft Show will be October 4. This event brings in a lot of revenue, and the vendor registration is complete with a waiting list in place. New fitness equipment has been ordered to replace some of the aging machines. There were nearly 50,000 visits to the MAFC and water park in June.
- Chairman McGee presented Dynamic Duos, a proposed series of one-day, hands-on life skills experiences designed for adults and children to learn side-by-side. These would take place monthly at community centers with the goal of making the centers more family-oriented and not just youth-centric and could be in public-private partnership. Chairman McGee asked the board members for their input and opinions. Board members and staff unanimously concurred that this is a great idea and discussed ways to get parents involved in regard to scheduling and class topics. Dr. Milner noted that drawing parents/adults into sports programs alongside the youth is also important and that the multigenerational approach could also help reach the Latino population.

Mr. Thomasson made a motion to recommend that staff work to set up a family programming/ mini-camp pilot program. Dr. Milner seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, and Thomasson

NAYS: None

Mr. Hovanec asked for time for staff to set this up, perhaps starting in October, to finish summer camps and get through back-to-school. The board agreed.

**Item No. 4 Event Recap** Mr. Hovanec reviewed the Parks & Recreation summer events: Music on Main, Car Cruise-Ins, Juneteenth, and 4<sup>th</sup> of July, as well as helping with the Latin Fest.

Juneteenth saw 1500 people in attendance, tripling last year's numbers. There are challenges with holding the festival at the park, but it was successful overall. Staff and the board discussed staffing needs for the event, including having separate set-up and take-down crews. Chairman McGee asked Mr. Wells if Property Management staff might be able to join P&R staff for events as the events put too much strain on the limited P&R staff since the two departments were split. Mr. Wells responded that staff is planning to present this issue to Council and ask for direction at the retreat. Mr. Hovanec noted that in most cities, P&R has responsibility for events. The Latin Fest was a private event, but the City helped.

4<sup>th</sup> of July saw 10,500 people in the Placer AI bubble, and there were definitely more people outside that bubble. Fireworks this year were bigger and higher but are limited by the buildings in the area. Monroe is the only city in Union County that does fireworks. There were no incidents, and the event was extremely successful. The group discussed the roles and involvement of multiple departments in City events, and Mr. Wells noted that events will be a broad topic brought up and discussed with City Council. Chairman McGee reiterated the strain that has been put on the remaining P&R department since Property Management has become a separate entity.

**Item No. 5 MAFC Rules of Conduct** Mr. Hovanec reminded the group that MAFC has 18,000 people on the membership rolls, and a clear code of conduct is needed to govern with consistency and clarity. The current rules need to be updated to give staff resources to uphold them.

Ms. Yandle showed the current MAFC rules of conduct on the screen. They are rather vague. Staff has reviewed incidents that they have encountered, researched comparable YMCA rules, and created revised rules and policies. Ms. Yandle presented the proposed revised rules of conduct and policies on the screen and discussed them. The rules are always included in new member packets, but staff would like to post them at the facility and send them to all members annually. One question in particular surrounds the issue of the City smoking ordinance, which does not technically prohibit vaping. Staff wants to be sure that vaping is prohibited at the MAFC. Ms. Yandle asked if the MAFC staff has the authority/autonomy to add specific internal policies like that to their rules of conduct. Mr. Hovanec said that will be left off for now but will be discussed internally and went on to address social media policy as far as it concerns members making negative or false comments about the MAFC on social media. Chairman McGee opined that that is freedom of speech and staff can't do anything about it. Ms. Yandle said that she had composed and submitted a social media statement to the legal department for review. Mr. Hovanec noted that that

would not be included in this current review of the rules, but it is being discussed. Chairman McGee stated that the City-wide e-cigarette/vaping policy does need to be addressed by Council. Mr. Hovanec told the group that with their approval, this revised MAFC code of conduct would go to General Services Committee and then on to City Council for approval to be made official. The group also talked about the need for a comprehensive evaluation of rules for community centers and parks, which Mr. Davis will spearhead. Chairman McGee suggested adding a signature line to the rules and requiring members to sign them. The group discussed some finer points of the language and organization of the rules. Mr. Hovanec stated that staff would tighten up the language.

Dr. Milner made a motion to approve the proposed changes of the MAFC Rules of Conduct and forward to General Services Committee for review before moving to City Council for adoption. Mr. Thomasson seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, and Thomasson

NAYS: None

**Item No. 6 TreesUnion Arbor Day** Mr. Thomasson showed the treesunion.org site on the screen. The mission of TreesUnion is to preserve, grow, and diversify Union County's public and private tree canopy. Trees filter water, mitigate noise and smells, and regulate temperatures. They have a measurable impact on the quality of life and positively affect property values. Mr. Thomasson proposed that the City declare a formal Monroe Arbor Day in October, the best time of year to plant trees, to involve the community with planting and educational opportunities. The group discussed the organization's role in purchasing and planting trees, planting trees on City property such as community centers, and best dates for Monroe Arbor Day. Mr. Hovanec stated that staff would prepare a proclamation for Monroe Arbor Day for submission to City Council for approval and would partner with Mr. Thomasson and his organization for activities.

Dr. Milner made a motion to approve the partnership with TreesUnion and recommend Monroe Arbor Day be created on the second Saturday of October and forward to General Services Committee for review before moving to City Council for adoption. Mr. Thomasson seconded the motion, which passed unanimously with the following votes:

AYES: McGee, Milner, and Thomasson

NAYS: None

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

AYES: McGee, Milner, and Thomasson

NAYS: None

The meeting adjourned at 7:28 p.m.



**STAFF REPORT**

**TO:** Parks and Recreation Commission  
**VIA:** Mark Watson, City Manager  
**DATE:** October 21, 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:** Oct. 21, 2025  
**FROM:** Pete Hovanec, Parks and Recreation Director  
**PREPARED BY:** Pete Hovanec, Parks and Recreation Director  
**SUBJECT:** Facility Rental Regulations

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### SUMMARY STATEMENT

The Parks and Recreation Committee requested modifications to the Community Center Use Application/Park Shelter Use Application and subsequent Facility Rental Regulations. The committee asked for consideration of deleting language specific to the promotion and use of city owned facilities and parks.

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### REVIEW

Parks and Recreation staff oversee the City's community centers and park shelters that are available for public rentals. The Parks and Recreation Committee recently reviewed the regulations specifically with regards to the differentiation of public and private events.

The Parks and Recreation Committee specifically requests the following language be taken out of the Applications and the Facility Rental Regulations:

**One the Community Center Use Application:**

*\*\*\* Community Centers are not available for events that are open to the public.*

**On the Park Shelter Use Application:**

*\*Entire Park Rentals are not available to the public. All rentals must be considered private and are not available as events open to the public.*

**On the Park Shelter Use Application and Community Center Application:**

*4. Parks and Recreation Facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.*

The Parks and Recreation Committee specifically requests the following language be reviewed or clarified in the Applications and the Facility Rental Regulations:

*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.*

These two changes were presented to the General Services Committee on July 3. The General Services Committee discussed the changes and unanimously recommended to remove “approved and (501)c3)” from section 5.

The committee did not recommend any additional changes.

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**RECOMMENDATION**

Continued discussion.

The Parks and Recreation Committee unanimously approved the following language be taken out of the Applications and the Facility Rental Regulations:

*\*\*\* Community Centers are not available for events that are open to the public.*

*\*Entire Park Rentals are not available to the public. All rentals must be considered private and are not available as events open to the public.*

*4. Parks and Recreation Facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.*

The General Services Committee did not approve the above language being removed.

City Council sent this back to the Parks and Recreation Commission without a recommendation.

Attachment: Community Center Use Application and Park Shelter Use Application.



Phil Bazemore  
Active Adult Center

## COMMUNITY CENTER USE APPLICATION

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_  am  pm until \_\_\_\_\_  am  pm

Type of Event \_\_\_\_\_ # Attending \_\_\_\_\_

Facility Requested (Circle one): J. RAY SHUTE WINCHESTER DICKERSON  
 OLD ARMORY (OACC) SUTTON PARK BAZEMORE ACTIVE ADULT (PBAAC)

Contact Person \_\_\_\_\_ City Resident \_\_\_ Non-City Resident \_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone/Business Phone \_\_\_\_\_

Name of Group/Event/Company \_\_\_\_\_

Internal Organization  Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

**Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.**

Meeting Room	\$ _____
Multi-Purpose Room (OACC and PBAAC)	\$ _____
Hourly Fee	\$ _____
Community Center Shelter	\$ _____
<b>Total Amount Due</b>	<b>\$ _____</b>

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

*I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.*

*The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.*

**The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.**

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_

ADMINISTRATIVE USE ONLY: Permit#: _____ Certificate of Insurance (If applicable): _____ Temporary Use City Permit (If applicable): _____ Receipt#: _____ Payee: _____ Cash/Credit Card/Ck# _____ Amount _____ Date _____
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## FACILITY FEES AND REGULATIONS\*\*\*

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Meeting Room	50	Daily (4 hours)	\$50.00	\$75.00
Meeting Room	50	Hourly (After 4 hours)	\$10.00	\$20.00
Multi-Purpose*	135	Daily (6 hours)	\$400.00	\$500.00
Multi-Purpose*	135	½ Day (4 hours)	\$300.00	\$400.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

\* Multi-Purpose Rooms are located at the Old Armory Community Center and the Phil Bazemore Active Adult Center

\*\* Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

\*\*\* Community Centers are not available for events that are open to the public.

### Facility Rental Regulations

1. Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
2. Any flyers advertised for any private event cannot contain the City of Monroe Logo.
3. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
4. Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
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.
6. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
7. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
8. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
9. Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
10. All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE

APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.

- 11. Renter must have a copy of the approved permit at the time of their event.
- 12. Person listed on Usage Application must be present at the facility for the duration of their rental.
- 13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
- 14. Use of alcohol and tobacco products are strictly prohibited.
- 15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
- 16. Reservations cannot be made outside of a year in advance.

***Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.***

**Do any of the following items pertain to your request?**

<b>The use of amusement attractions including inflatables:</b>	YES	NO
<b>Will concessions be made available:</b>	YES	NO
<b>Large items of equipment, including rental equipment:</b>	YES	NO
<b>Fee associated with reservation?:*</b>	YES	NO

\*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

<b>ADMINISTRATIVE USE ONLY:</b>			
Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature _____	Date _____		



## PARK SHELTER FEES AND REGULATIONS\*

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Park Shelter	75	Daily (8 hours)	\$75.00	\$95.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

\* Entire Park rentals are not available to the public. All rentals must be considered private events and are not available as events open to the public.

\*\* Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

1. Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
2. Any flyers advertised for any private event cannot contain the City of Monroe logo.
3. Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
4. Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
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.
6. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
7. Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
8. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
9. Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
10. All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PAST THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.
11. Renter must have a copy of the approved permit at the time of their event.
12. Person listed on Usage Application must be present at the facility for the duration of their rental.

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- 13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
- 14. Use of alcohol and tobacco products are strictly prohibited.
- 15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
- 16. Reservations cannot be made outside of a year in advance.

**Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.**

**Do any of the following items pertain to your request?**

**The use of amusement attractions including inflatables:** YES NO

**Large items of equipment, including rental equipment:** YES NO

**Fee associated with reservation?:\*** YES NO

\*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

<b>ADMINISTRATIVE USE ONLY:</b>			
Permit required:	Health Department	City Permit	Parks and Rec Permit ONLY
Appropriate Permit Received	YES _____	NO _____	N/A _____
Certificate of Insurance	YES _____	NO _____	N/A _____
Staff Signature	_____		Date _____