

**PARKS AND RECREATION COMMISSION REGULAR
MEETING**

Phil Bazemore Active Adult Center 500 S.
Jefferson Street
Monroe, NC 28112
Tuesday, March 17, 2026 - 6:00 PM

AGENDA

Item 1 Public Input – Chairman McGee

Item 2 Approval of Minutes – January 29, 2026 – Chairman McGee

Item 3 Parks and Recreation Division Updates – Mr. Davis and Ms. Yandle

A. Bazemore Active Adult Center, Community Centers, Athletics – Mr. Davis

B. Monroe Aquatics and Fitness Center – Ms. Yandle

Item 4 Facility Rental Regulations – Mr. Hovanec

Item 5 Visitor Feedback Form – Mr. Hovanec

Item 6 Coaches Incentive Discussion – Mr. Hovanec

CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
PHIL BAZEMORE ACTIVE ADULT CENTER
500 W. JEFFERSON STREET, MONROE, NC 28112
JANUARY 29, 2026 – 6:00 P.M.

MINUTES

Members Present: Jose Ayala, Deborah Dillion (arr. 6:01 p.m.), Fatima Garcia (arr. 6:15 p.m.), Debra Huhnerkoch, Chairman Franco McGee, Joseph Milner, Jalen Sowell, and John Thomasson

Members Absent: None

Staff Present: Randy Davis, Pete Hovanec, Scott Hunt, Alison Nichols, and Leann Yandle

Visitors: None

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

Item No. 1 Public Input There were no speakers.

Item No. 2 Approval of Minutes – December 16, 2025 Mr. Thomasson made a motion to approve the minutes of the December 16, 2025 meeting. Dr. Milner seconded the motion, which passed unanimously with the following votes:

AYES: Ayala, Dillion, Huhnerkoch, McGee, Milner, Sowell, and Thomasson

NAYS: None

Item No. 3 Parks and Recreation Division Updates

- Mr. Davis presented Bazemore Active Adult Center updates, stating that staff hosted a successful “Soup with Staff” event to solicit feedback from the seniors regarding the facility and programming. He reviewed classes and trips being offered and stated that staff is preparing for the United Senior Games. The average daily attendance in December and January was 187.
- Mr. Davis stated that basketball season is underway and has faced challenges with the weather. The season will end February 28. Youth baseball and a new indoor soccer program at Winchester will be offered in the spring. Mr. Hovanec added that staff is looking into an adult basketball league. The group discussed the indoor soccer program details.
- Mr. Davis said that the Juneteenth committee has begun meeting. Music on Main and the Easter Eggstravaganza will be the first big events of the year. The group discussed Music on Main bands. Mr. Davis added that the eight-week summer camp program will start in mid-June.

- Ms. Yandle presented Monroe Aquatics and Fitness Center updates. There were 400 new memberships in January, bringing the overall membership total to nearly 5,800, with 30,000 visits so far in January. There is currently a \$0 joining fee membership special for January, with more joining fee specials to follow in February and March. Ms. Yandle reviewed upcoming clinics, classes, and events. Mr. Hovanec stated that staff has been working in partnership with Union Academy. UA would like to donate funds to purchase six new starting blocks. In return, the City would allow them to call MAFC their home pool and host meets free. Ms. Yandle added that currently the MAFC only has three starting blocks which are 28 years old and in very poor condition. Six blocks are needed to hold a swim meet. Under this partnership, UA would have meet fees waived for five years, but the other teams would pay their meet fees. The six new starting blocks would give MAFC the ability to host other meets for other organizations and schools and create revenue. The UA logo would be on each of the starting blocks. Mr. Hovanec explained that this proposal will go to City Council for approval. This is an amenity and revenue MAFC can definitely use.

Item No. 4 Visitor Feedback Form Mr. Hovanec presented a first draft of a facility visitor feedback form on the screen. There are QR codes at Parks & Recreation facilities, and staff would like to connect visitor feedback forms to them to monitor facility use and satisfaction and to address issues quickly. The board discussed the intent, which is to capture feedback about both events/activities and actual facilities, and suggested edits and additions to the form.

Item No. 5 Disc Golf Improvements Mr. Hovanec stated that staff is ordering new baskets for the disc golf course, which should arrive in a couple weeks. The P&R department will buy supplies for new tee boxes, and Dr. Milner and the disc golf community members will do the work to construct and place the tee boxes. Mr. Hovanec praised these people for their investment in the community. There will be 22 new tee boxes and new signage, which will really elevate the course. Dr. Milner said that they have been working with the grounds crew to move gravel, sand, and pavers with their big equipment. Mr. Hovanec showed pictures of the tee boxes and new signage on the screen. Dr. Milner added that Officer Andrew Green with the Monroe Police Department has been instrumental in helping. Mr. Hovanec opined that the more activity at Dickerson (pickleball, disc golf, etc.), the safer it becomes and the stigma surrounding it is defeated. The board members expressed appreciation to both Dr. Milner and his group and to the P&R staff for this community engagement and the City's willingness to partner with community members in this way.

Item No. 6 America 250 Update Chairman McGee reminded the board that America 250 is a nationwide event and that the City is committed to joining in the yearlong celebration.

Mr. Hovanec stated that there is a City committee dedicated to organize participation and reviewed the committee members on the screen. The July 4 celebration will be doubled in size, using two Downtown streets instead of the usual one street. The Dowd Center Theatre will present monthly patriotic movies. The MAFC will be offering trips to museums. Other towns in Union County are doing small things, but Monroe is doing everything bigger and better. City Council is heading it up, but much of it is falling on P&R. There might be a special golf tournament or disc golf tournament, special programming at community centers, and extra decorations throughout the year. It is still being developed. Movie dates at the Dowd and trips at the MAFC are already set.

Discussion ensued, including

- The possibility of protests given the sensitive political situation and what is being done to prepare for that.
- Highlighting the history of Monroe, including prominent buildings that have been lost through the years.

Item No. 7 Dog Park Update Mr. Hovanec reported that staff has researched and addressed many concerns brought up at the last meeting. Staff has secured the fences to ensure dogs can't escape, provided new trash cans, and has researched agility amenities to add. Some of the issues cannot be helped, especially communal toys and water bowls. These are not safe to provide as they may pass disease among dogs. Although the water pipes being shut off during the winter seems inconvenient, this keeps the pipes from bursting and is necessary. Staff is developing and updating dog park rules. Ms. Dillion suggested that listing the rules as "Dog Park Etiquette" instead of "Dog Park Rules" might cause visitors to be more receptive.

Item No. 8 Coaches Incentive Discussion Mr. Hovanec explained that there are many coaches in athletics. Currently, they receive a free shirt and one free registration for their own children to participate. Staff wants to retain coaches and have a good pool to draw from.

Chairman McGee reiterated this, stating he wants to celebrate coaches and offer trainings and clinics, leveling up as a City to create strong coaches and incentivize their efforts. He stated that he has spoken with City attorneys regarding offering coaches gift cards in lieu of being able to pay them and invited Mr. Hunt to address the board.

Mr. Hunt stated that as a general proposition, the gift card idea could be pursued with the caveat that the dollar amount (given the funding to do it at all) should remain small, possibly in the \$20-30 range. Budgeting for that money would need to be approved, and possibly increasing participation fees might fund it.

The board discussed possible gift card funding and other incentives, including

- Sponsorships from community non profits
- Charlotte pro team discount/promotional tickets for coaches
- Corporate donations
- City donations (e.g., Science Center tickets)
- Plaques for coaches

Mr. Hovanec stated that gift cards would be easiest overall for staff, but \$20-25 is too much for the budget; \$10-15 might be more in line.

Chairman McGee opined that a higher amount would be an incentive for the coaches to do better.

Mr. Hovanec charged Mr. Davis to confer with staff and create a proposal to present at the next meeting.

The board went on to discuss area coaching clinics.

Mr. Hovanec advised the board that the facility rental regulations proposed changes will go before the General Services Committee on February 5 and then to City Council on February 10.

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

AYES: Ayala, Dillion, Huhnerkoch, McGee, Milner, Sowell, and Thomasson

NAYS: None

The meeting adjourned at 7:06 p.m.

DRAFT



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: March 17, 2026
FROM: Peter Hovanec, Parks, Recreation, and Tourism Director
PREPARED BY: Peter Hovanec, Parks, Recreation, and Tourism Director
SUBJECT: Parks and Recreation Division Updates

SUMMARY STATEMENT

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

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.

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: March 17, 2026
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Facility Rental Regulations

SUMMARY STATEMENT

The Parks and Recreation Committee requested a polity change to Facility Rental Policy. The committee asked for consideration of deleting language specific to the promotion and use of City-owned facilities and parks.


REVIEW

Per discussion at the City Council meeting of February 10, 2026, staff attorneys drafted a Facility Rental Policy to address rental uses that are available to the public so such rentals will be consistently and equitably applied to users requesting a rental.

RECOMMENDATION

Approve the new facility rental policy and send to City Council for consideration.

Attachment: Facility Rental Policy PR-03 Draft

	Policy: Facility Rental Policy	Effective Date:
		Revision Effective Date:
	Policy Number: PR-03	Page 1 of 2
	_____	Parks and Recreation _____
	City Manager	Responsible Party

I. PURPOSE

This policy addresses rental and use of the City’s Park and Community Center facilities by the public. The City of Monroe owns and operates a number of parks, community centers, and other facilities for the use and enjoyment by the public. Generally, City of Monroe parks and park facilities are open to the public at large and available for the use and enjoyment of the public during established hours. The parks themselves are not subject to private exclusive rental by the public. However, certain facilities such as certain community center meeting rooms, multi-purpose rooms, and park shelters are available for private rental with certain regulations necessary to maintain the facilities and allow for safe and secure use of City facilities. This policy outlines the types of rental uses that are available to the public so such rentals will be consistently and equitably applied to users requesting a rental.

II. DEFINITIONS

Charitable Non-Profit Organization (“CNO”): A not-for-profit corporation, organization, or entity registered by the State of North Carolina pursuant to Section 131F of the North Carolina General Statutes or expressly exempt from such registration. Also, any entity determined to be tax exempt pursuant to Section 501(c)(3) by the Internal Revenue Service. Such organizations may be required to provide documentation of Registration with the North Carolina Secretary of State and/or a determination letter by the Internal Revenue Service as part of the rental application process.

Private Rental: Rentals for limited use which is not open to the general public or promoted to the general public by way of advertisement, flyers, social media, etc. Private rentals are intended for private use for family events and organizational purposes intended for defined and limited attendees which do not involve fundraising activities.

III. APPLICATION

The following facilities are available for rentals pursuant to this policy:

Community Center Meeting Rooms and Multi-purpose Rooms¹

1. J. Ray Shute Center
2. Winchester Center
3. Dickerson Center
4. Old Armory Center
5. Sutton Park Center
6. Bazemore Active Adult Center
7. Fire Station Four Community Room

Park Picnic Shelter

1. Creft Park
2. Sunset Park
3. Belk Tonawanda Park
4. Don Griffin Park
5. Picnic Shelters located at above listed Community Centers

¹ Rentals at the Dowd Center Theatre, the Monroe Science Center, and Clubhouse 1936 are addressed in separate, site-specific policies.

IV. POLICY

- A. City of Monroe owned parks and park facilities are open for the use and enjoyment by the citizens of Monroe and the public in general during normal operating hours. Other than the picnic shelter, Belk Tonawanda Park is not available for private rental.
- B. Section III facilities are available for Private Rentals as defined above. Such events are not open to the general public, may not be advertised to the public, and may not provide for ticket sales for admission at the door or for entry. Such events are by invitation only and no concession sales are allowed.
- C. Section III facilities may be rented by CNO's for fundraising events and other events open to the public. Such CNO events may be advertised via media, flyer, social media, etc. and may provide ticket sales at the door. Occupancy limits for facilities will be strictly enforced at all times by City staff up to and including stopping an event if occupancy limits are exceeded.
- D. Athletic fields or athletic facilities are available for Private Rentals but may only be used for the athletic activities for which the facility was designed and intended.



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: March 17, 2026
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Visitor Feedback Form

SUMMARY STATEMENT

The Monroe Parks, Recreation and Tourism Department oversees the operation of 10 facilities and several parks. To improve customer experience and meet the needs and expectations of the patrons of our facilities, staff has developed a “Visitor Feedback” form to help staff make decisions regarding facility operations.

REVIEW

Staff has developed a basic Visitor Feedback form for visitors to provide input regarding their experience at our facility. The form will consist of feedback questions like facility name, date of visit, purpose of visit, length of visit, cleanliness of facility, and any issues during visit to name a few.

Visitors will be able to scan the existing QR/Flow codes at each facility and be taken to the facility Web page which will also have the fillable feedback form available. Staff will compile the data and respond to issues and requests as the forms are submitted.

Hard copies of the form will also be available at each facility.

Staff has updated the form presented at the January 2026 meeting to incorporate suggestions made by Commission members.

A copy of the proposed form is attached.

RECOMMENDATION

Staff recommends the Commission approve the updated form for internal tracking and information gathering.

Attachment: Visitor Feedback Form

Facility Visit Survey

Name of Facility (Dropdown Box)

Date of Your Visit

Purpose of Your Visit/Program or Event Attended

How often do you use this facility?

Daily Weekly Monthly Occasionally This was my first visit

What did you enjoy most about your visit?

What did you enjoy least about your visit?

Overall, how satisfied are you with the cleanliness of the facility?

Very Satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

Overall, how satisfied are you with the condition of the facility?

Very Satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

If you took part in a program/event, how satisfied were you with the program/event?

Very Satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

What changes could be made to enhance the program/event, if any?

Overall, how satisfied are you with staff helpfulness and professionalism?

Very Satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

Is there a staff member you would like to recognize?

How likely are you to recommend this facility to others?

Extremely Likely Likely Neutral Unlikely Extremely Unlikely

Are there other programs or activities you would like to see offered at this location?

Is there a problem you need to report?

Do you have any other comments?

Your Name (optional)

Your Email Address (optional)



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: March 17, 2026
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Coaches Incentive Discussion

SUMMARY STATEMENT

Staff has been asked to look at ways to provide incentives for the volunteer coaches in the various athletic leagues.

REVIEW

The Parks and Recreation athletic leagues provide various youth activities in several sports throughout the year including basketball, soccer, track, baseball, softball, and flag football.

Staff has a reliable and steady pool of coaches, many of whom have coached for several years and also coach more than one sport.

Currently, coaches receive a free registration for their child in the sport they are coaching, a free background check, and a free coach shirt.

Staff is developing a checklist and plan that will better equip coaches with the tools not only to lead participants more effectively but also retain them for future years. The checklist will include coach responsibilities like attending coaches’ meetings, watching informational/instructional videos, being incident free during the season, etc. In return the staff will recognize coaches at an annual banquet/dinner where coaches will be recognized for their years of service and the

number of sports coached. The annual event will feature “Coach of the Year” in each sport and an award for overall “Coach of the Year.” There will also be other awards and recognitions.

Staff is still working out specifics and details.

RECOMMENDATION

For informational purposes only; no action needed at this time.