

**PARKS AND RECREATION COMMISSION REGULAR
MEETING**

Phil Bazemore Active Adult Center 500 S.
Jefferson Street
Monroe, NC 28112
Tuesday, May 19, 2026 - 6:00 PM

AGENDA

Item 1 Public Input – Chairman McGee

Item 2 Approval of Minutes – March 17, 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 Update – Mr. Hovanec

Item 5 America 250 Update – Mr. Hovanec

CITY OF MONROE
PARKS AND RECREATION COMMISSION MEETING
PHIL BAZEMORE ACTIVE ADULT CENTER
500 W. JEFFERSON STREET, MONROE, NC 28112
MARCH 17, 2026 – 6:00 P.M.

MINUTES

Members Present: Jose Ayala, Fatima Garcia, Debra Huhnerkoch, Chairman Franco McGee, Joseph Milner, Jalen Sowell (arr. 6:04 p.m.), and John Thomasson

Members Absent: Deborah Dillion

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

Visitors: Kamryn Funderburk, Burt Owens (arr. late)

Chairman McGee called the meeting to order at 6:04 p.m.

Item No. 1 Public Input Ms. Nichols read the guidelines for public input aloud. Chairman McGee invited Kamryn Funderburk to speak.

Kamryn Funderburk introduced herself as a resident of Monroe and the founder/CEO of Girls Who Glamm, a youth empowerment initiative. She passed out handouts to board members. Girls Who Glamm blends practical skills and character development for girls ages 10-15. Ms. Funderburk is a hair stylist who sees girls with self-esteem issues and established a workshop for girls to learn to maintain themselves and become confident women. They have cohorts that meet regularly to keep them engaged and build community. Ms. Funderburk is seeking resources such as access to facilities from the Parks and Recreation Commission. While the program is beauty-based, it seeks to reach the girls on a deeper level and provide character development. Ms. Funderburk passed around a binder outlining the structure of her organization.

Item No. 2 Approval of Minutes – January 29, 2026 Mr. Thomasson made a motion to approve the minutes of the January 29, 2026 meeting. Ms. Huhnerkoch seconded the motion, which passed unanimously with the following votes:

AYES: Ayala, 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 registration for the United Senior Games is open with 160 participants currently signed up. A new rail has been erected around the concrete pad. Raised gardening beds will also be put in to create

intergenerational gardening programming. Mr. Davis reviewed upcoming classes and events, including self-defense classes, CarFit, the annual Shred-a-Thon, and the Senior Prom. The BAAC saw 698 participants and an average daily attendance of 214. Community partners of note in February and March included the Cooperative Extension, Cardinal Hospice, and the Wingate Master Gardeners.

- Mr. Davis stated that staff is partnering with the Monroe Athletic Foundation to offer a free basketball camp on April 4 and a free football camp on April 18 for participants aged 5-13. Mr. Hovanec noted that staff started to develop this partnership last year. There will be no P&R track program this year, but P&R is partnering with MAF to support their track and field program. Mr. Davis said that this year staff is introducing an indoor soccer program and starting baseball season. Mr. Hovanec added that staff has seen an uptick in tee ball registration, and baseball and indoor soccer registrations are strong.
- Mr. Davis said that windscreens are being installed in April, and windows at the community centers have been tinted. Registration for summer camps is open, and staff is planning the Prime Time basketball; fees were recently reduced. Chairman McGee clarified that sponsors are not allowed. Mr. Hovanec confirmed but noted that while sponsorships are not payable to P&R, a sponsor could give money to a team for the team to pay its registration fees. Mr. Davis reminded the group that the My Senior Center registration program is being installed at Dickerson Community Center, which will help with tracking programs and participants. Mr. Hovanec explained that all participants will have a membership fob that will work at all community centers. Chairman McGee added that this speaks to the safety of children, noting that the challenge will be getting parents to register their children. Staff will need to make sure children are not allowed to attend community centers until they are registered. The group discussed card usage and storage and privacy/access issues as well as the cards' value for tracking data and safeguarding children in an emergency. Mr. Davis reminded the group that the Juneteenth celebration will be held June 13. Staff is busy planning, and vendor registration is open. Mr. Hovanec added that the Easter Eggstravaganza will be held on March 28 at Parks Williams Athletic Complex. Staffing at the community centers is strong right now with great people in place.
- Ms. Yandle presented Monroe Aquatics and Fitness Center updates. Membership total is 5,900, which is on track for staff's goal of 6,000 memberships by July. There are 15,000 members, and staff saw 31,000 visits in February. Ms. Yandle reviewed community outreach programs, including prom dress donations, a pet food drive, and a food drive. Day camp registration is under way and almost full. The MAFC held a member appreciation day on March 17 and will host its annual Easter celebration on March 20. Ms. Yandle went on to review upcoming programs and classes, including candle making, self-defense, Parents' Night Out, CPR training, Mediterranean diet classes, and Hornets Hoops. She also noted that seven new treadmills were delivered, which are the last of the capital purchases for the year. The old treadmills are exchanged, like a buy-back program.

Item No. 4 Facility Rental Regulations Mr. Hovanec reminded the commission that they have been going back and forth with the General Services Committee and City Council regarding the facility rentals

policies. The legal department has drafted a policy at Council's direction, and this will go back to Council for approval in April for continued discussion. Attorney Scott Hunt presented the policy draft to the group, explaining that the idea was for rentals of community center meeting rooms and park shelters to be handled equitably. This policy sets up a clear framework and provides for non-profits. Mr. Hunt reviewed each section of the policy. This policy is all new. Items of note:

- Non-profits must provide documentation but can promote/advertise events and fundraise.
- Private rentals are for private members of the public and cannot be promoted/advertised or collect fees/fundraise.

Chairman McGee asked if the non-profit clause was new because in the past non-profits have gotten facilities free of charge.

Mr. Hovanec responded that there are several organizations that meet at some of our facilities that do not pay. The city manager had inquired about this not long ago. Staff just wants it to be consistent.

Chairman McGee stated that they should be free as long as they are within the confines of our open hours but not if staff is expected to come in early or late to accommodate them.

The group discussed different scenarios including groups meeting at night, political group usage, and fundraising events. Mr. Hunt advised that the policy portion of this draft does not affect users who are simply having meetings in public places, just for people wishing to reserve rentable spaces. For fundraising or advertising purposes they would have to provide proof of non-profit status and pay for rentals. Mr. Hunt went on to review the rest of the policy draft.

The group discussed hours of operations at the parks and raised the question of enforcement and whether park rangers are needed. Mr. Hunt emphasized that the policy draft states that users must comply with park and facility rules. Mr. Hovanec stated that staff is in the process of refining park and facility rules and regulations. The group discussed levels of staff oversight for rentals and different scenarios.

Mr. Hovanec said that the policy drafted by the legal team will go to City Council for approval. He requested a vote from the commission to adopt and recommend the policy to City Council for approval. Mr. Thomasson made a motion, and Ms. Huhnerkoch seconded the motion, which passed unanimously with the following votes:

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

NAYS: None

Item No. 5 Visitor Feedback Form Mr. Hovanec said that staff took suggestions from the last commission meeting to update the visitor feedback form. It may need to be whittled down. Mr. Hovanec reviewed the questions on the screen.

Currently the "name" field is optional. Chairman McGee opined that the name field should be required so that people have accountability for what they say.

The group discussed different questions and fields on the form and agreed to leave the form to staff to finish developing.

Item No. 6 Coaches Incentive Discussion Mr. Hovanec reminded the group of the importance of retaining coaches and making them better and recapped the perks that are currently offered to coaches. Staff wants to focus on providing better training and expected practice structures for all teams so everyone is on the same page and all children are learning the fundamentals as they should in a youth recreation program. Proposed improvements and incentives include an emphasis on creating a catalog of training resources for coaches and a coaches' banquet with a motivational speaker at the end of each year to recognize years of service and present categorical awards to show coaches that staff appreciates their contributions.

The group discussed the feasibility of involving parents in this process.

Mr. Hovanec emphasized that this will be an ongoing process. Staff has identified that 13-to-16-year-olds need more opportunities, so that will be a focus going forward.

Although the public input period had already ended, Chairman McGee invited visitor Burt Owens to come forward to speak as he was not present at the start of the meeting. Mr. Owens introduced himself as the vice president of Lily's Heart and an avid bass fisherman. He spoke about the lakes in Monroe and his concern about Lake Twitty, which he has made known to Rob Miller in Energy Services. Mr. Miller was very receptive. Mr. Owens' two chief concerns are that the lakes close during bass season's prime time and that the lakes are not open now due to the drought and this was not advertised. Lake stocking also needs to be addressed with people using forward-facing sonar and depleting the lakes, and the Lake Twitty boat ramp needs repair. Mr. Owens noted that he appreciates the cost-effectiveness of the City lakes.

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

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

NAYS: None

The meeting adjourned at 7:17 p.m.



STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: May 19, 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: May 19, 2026
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: Facility Rental Regulations Update

SUMMARY STATEMENT

The Parks and Recreation Committee requested a policy 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

The Parks and Recreation Committee, General Services Committee and Monroe City Council approved the changes to policy, with the bulk of the changes found below:

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.


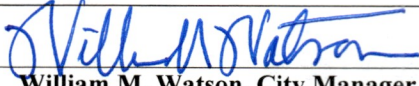
IV. POLICY

- 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.

RECOMMENDATION

Information shared for general awareness.

Attachment: Facility Rental Policy PR-03

	Policy: Facility Rental	Effective Date: April 14, 2026
	Policy Number: PR-03	Revision Effective Date:
	 William M. Watson, City Manager	Page 1 of 2
		Parks and Recreation Responsible Party

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STAFF REPORT

TO: Parks and Recreation Commission
VIA: Mark Watson, City Manager
DATE: May 19, 2026
FROM: Pete Hovanec, Parks and Recreation Director
PREPARED BY: Pete Hovanec, Parks and Recreation Director
SUBJECT: America 250 Update

SUMMARY STATEMENT

The City of Monroe, along with many cities, counties and states, is participating in America 250 events and activities. Staff across several departments have been developing initiatives and activities to compliment and support the nationwide America 250 celebration.

REVIEW

Below is a list of activities and events being orchestrated across the various City departments:

- 4th of July
 - America 250 table with swag
 - Additional City blocks for the actual event
- Serve Monroe
 - Volunteer Opportunities: May 13-16
- America 250-themed movies started in January and continue each month at the Dowd Center Theatre
- Theatre history display at the Dowd
- Passport historical program at Monroe Science Center and other locations Memorial Day through Labor Day
- 5k in September “Stars, Stripes, and Strides”

- Community mural painting
- 250 Voices for 250 Years – Community Story Telling
- Various decorations and celebrations across the City buildings and departments
- National Poppy Day (May 22nd)

RECOMMENDATION

No action is needed; information shared for general awareness.