

CITY OF TROY BOARD OF PARK COMMISSIONERS
MINUTES – November 21, 2023, 4:00 PM
Council Chambers

The meeting was called to order by Mr. Emerick, President.

Members of the Board Present: Mr. Jordan Emerick, President
 Mr. Will Harrelson, Vice-President
 Mrs. Susan Westfall, Secretary

Others Attending: Jeremy Drake, Park Superintendent
 Ken Siler, Recreation Director
 Kyler Booher, Director of Golf
 City Staff
 Citizens

The minutes of the October 10, 2023 Board of Park Commissioners meeting were approved by unanimous vote, following a motion from Mrs. Westfall, seconded by Mr. Harrelson.

REPORTS:

- Park Superintendent, Jeremy Drake, submitted a report (copy attached to original minutes). Mr. Drake thanked Laborer, Mr. Evan Tamplin, for his time with the Park Department. Mr. Tamplin is transferring to the Utilities Department and the Park Laborer position will be filled at a later date.
- Recreation Director, Ken Siler, submitted a report (copy attached to original minutes). Mr. Siler stated the Public Skating sessions are now taking place at the arena on the weekends and have been scheduled during the holiday break.
- Director of Golf, Kyler Booher, submitted a report (copy attached to original minutes). Mr. Booher confirmed that play has slowed down due to the weather and mowing will be on an as needed basis. The second simulator has been shipped and should be installed within the next couple of weeks. Both simulators will be used the entire winter season. After the winter season is over, the second simulator will be taken down so the space can host meetings and luncheons.

OTHER:

- **Review and consider recommending to Troy City Council the approval of the attached Memorandum of Understanding (MOU) with Troy City Schools** – Mr. Patrick Titterington, Director of Public Service and Safety, stated the MOU is very similar to the MOU agreement that all parties signed in 2020. The MOU is a mutual intent concerning the transfer of certain property that will be defined further as part of an Interagency Operating Agreement. Below are some highlighted items of the MOU:
 - The City of Troy would convey to Troy City Schools the properties known as Hook and Campbell Parks, representing approximately 8.25 acres. The City will schedule and manage any new ballfields constructed by Troy City Schools. At a later date there will be legislation to consider regarding the Interagency Operating Agreement referenced in the MOU and the conveyance of real property to the School District and accepting the conveyance of real property from the school.
 - Troy City Schools will provide the following:
 - One backstop and dirt infield on the property identified as ‘East Elementary School’ aka Cookson Elementary School site
 - One backstop and dirt infield on the property identified as ‘North Elementary School’ aka Hook Elementary School site
 - One to two backstops with dirt infields on the property identified as ‘West Elementary School’ aka the McKaig/Arthur Road site
 - One to two backstops with dirt infields on the property identified as ‘South Middle School’ aka the Swailes Road site
 - Troy City Schools will remediate and demolish Van Cleve, Heywood, and Kyle School buildings and convey all vacant properties in ‘shovel-ready condition’ with clean titles, including Van Cleve parking lot and accessory parcels to the City.

Mr. Titterington stated at a later date there will be legislation to consider regarding the Interagency Operating Agreement referenced in the MOU and the conveyance of real property to the School District and accepting the conveyance of real property from the School District. Mr. Harrelson asked if any of the 8.25 acres are titled in the name of the Board of Park Commissioners or are they City of Troy property? Mr. Titterington will provide that information at a later date. He did confirm that any time park land is sold, Council does have to approve the sale and all parties have to sign for the sale. Mr. Harrelson confirmed that if any of the park land is titled in the name of the Board of Park Commissioners, the Board of Park Commissioners will have to motion for the sale of the property. Mr. Titterington confirmed that will be a part of the legislation in the future and the Director of Law will make sure the proper language is used.

Mr. Emerick made a motion to approve and recommend to Troy City Council the Memorandum of Understanding (MOU) between the City of Troy, Board of Park Commissioners, and Troy City Schools, seconded by Mrs. Westfall.

MOTION PASSED, UNANIMOUS VOTE

- **Discussion regarding draft policy for sponsorships** – Mr. Patrick Titterington, Director of Public Service and Safety reviewed the following bullet points that could be a part of the policy/application requesting for sponsorships to be visible in the city parks.
 - All signage is subject to City of Troy Codes and is to be installed to City standards
 - Sponsorships shall be limited to a period of three years
 - Sponsorship revenues are to be spent on permanent improvements and not operating costs of any organization
 - An organization shall not make a profit from a sponsorship; all revenues must accrue to the City of Troy
 - Sponsorship signage shall not exceed 25% of an overall sign
 - If there is old signage, it must be disposed of/removed at the cost of the organization
 - All sponsorship must be solicited via a City handled process/RFP/bidding and is subject to any all requirements including, but not limited to indemnification and insurance
 - All permanent and temporary improvements must be formally approved by the Board of Park Commissioners in advance of any signage being placed
 - Any installation is subject to requirements including permitting; all direct and indirect installation costs shall be borne by the organization
 - It is understood that no organization has legal standing to enter into any form of agreement or contract for installation of signage located on City property
 - Any signage or other improvement located on City property becomes the property of the City of Troy, Ohio and the City of Troy has total control over the disposition of the signage or improvement
 - As City of Troy Parks are open to persons of all ages, advertising must be suitable for all ages

Mrs. Westfall questioned if the sponsorship signage shall not exceed 25% of an overall sign is standard percentage for a sign code and Mr. Titterington stated it will depend on each situation but the 25% is a starting point.

Mr. Emerick questioned when an online application is submitted, who will receive the application and Mr. Titterington stated it is anticipated that the application will go to Mr. Drake and he will touch base with the appropriate departments.

Mr. Emerick asked what the next steps are for the Board of Park Commissioners and Mr. Titterington stated next steps would be to create an application. Mr. Titterington stated the Director of Law would be involved to make sure everything is done properly.

Mr. Harrelson questioned if modifications could be done to the application by the Board of Park Commissioners if needed in the future for different scenarios? Mr. Harrelson also wants to make sure the Board of Park Commissioners are maximizing the fundraising opportunities for the future for revenue that can be made and improve our park system.

Mrs. Westfall questioned if an organization fundraises exceeds the amount of money than the capital improvement item cost, would the city hold all the entire money raised or the amount that the item cost? Mr. Titterington stated the money the city will hold in fund 228 is the cost of the capital improvement not the entire amount raised. Mrs. Westfall asked if sponsorship signage can stay up

the entire year or only during the season of that sport and Mr. Titterington stated if the sign follows the city sign code, the signage can be in place all year long.

Mr. Titterington stated some coverall language will want to be added to the application.

- One thing to add is when the applicant signs the application they are stating they will comply with the policy.
- The application will state that these are guidelines but there may be special circumstances that may need to be revisited in the future for other opportunities.

Mr. Emerick confirmed that having the application will create a starting point for each situation and staff can start reviewing.

Mr. Harrelson questioned what guidelines other municipalities have in place around sponsorship on park property and Mr. Titterington stated all cities are different and there is not one consistent theme.

Mr. Emerick stated the Board of Park Commissioners are not formally voting on the draft policy and would like to see an application to review.

Mr. Drake confirmed this policy is for visible sponsorships that will be posted on park land, not individual organizations fundraising for their team to use for uniforms, equipment, and etc.

Mr. Harrelson asked what dollar amount is for bidding projects. Mr. Titterington stated that there is a threshold for formal bidding and it is \$75,000. Under \$75,000, the applicant will provide two or three alternate bids showing it was a competitive process for the project.

NEW BUSINESS:

- **Discussion of instituting winter golf rates at Miami Shores Golf Course** – Mr. Booher submitted a request to institute winter golf rates at Miami Shores Golf Course. This is the first year that the course will be open year-round and the recommended rates are in comparison to other courses in our area that are open during the winter months.

A motion was made by Mrs. Westfall, seconded by Mr. Harrelson, to approve the winter golf rates recommended by the Director of Golf.

MOTION PASSED, UNANIMOUS VOTE

- **Presentation for the Market Street Softball Field Renovation** – Mr. Scott Beeler, Troy High School Softball Coach, stated he met with City staff in August of 2023 with ways to improve the Market Street Softball field. Updates for Phase 3 to the Market Street Softball Field include the following:
 - Digging and pouring the concrete footers
 - Laying the concrete block
 - Filling in the structure with fill-material
 - Core filling the concrete blocks with concrete
 - Pouring the concrete pad for the seating area and ramp
 - Installing finished handrails or temporary handrails

Mr. Beeler confirmed that he would like for these items to be started this fall/winter rather than next spring/summer. Mr. Beeler stated they are raising funds for the upgrades and the contractors are ready to proceed. He feels if work can get started soon, all the work should be completed prior to the start of the softball games. Mr. Emerick confirmed the items listed above are what is being improved. Mr. Beeler stated if the work is not completed prior to the beginning of the softball season, caution tape will be placed around the area that spectators cannot enter. Mr. Drake stated he will confirm with AES that they will be able to start work earlier than originally stated. Mr. Beeler said there are long term projects that they want to complete and when the time comes, he will come to the Board of Park Commissioners for the approval prior to the work starting. Mr. Emerick confirmed prior to the work starting for each phase, Mr. Beeler will need to present to the Board of Park Commissioners for the approval.

A motion was made by Mr. Emerick, seconded by Mrs. Westfall, to move forward with Phase 3 contingent that the proper permits are obtained, the utility work can be completed in a timely manner, and continue to communicate with Mr. Drake throughout the project.

MOTION PASSED, UNANIMOUS VOTE

- **Discussion on entering into a fishing agreement for the Duke Park Pond with the Ohio Department of Natural Resources Division of Wildlife (ODNR)** – Mr. Drake noted that Mike Porto, a Fisheries Biologist from ODNR, contacted him in regards to a state-wide initiative to create more public fishing

locations throughout the state. The fishing agreement would be for the pond at the entrance of Duke Park. ODNR would stock the pond with an unknown amount of rainbow trout annually, as long as the agreement is in place. The agreement can be discontinued at anytime by the City or by the ODNR. Mr. Drake stated he sent the agreement for review to Mr. Titterington and Mr. Kerber, Law Director, and the only concern Mr. Kerber had was item #3, the hours being broader on the agreement rather than the park hours. The change of the hours is now reflected on the new agreement. Mr. Drake highlighted that if the agreement is signed, the Duke Park pond will now require a State of Ohio Fishing License to fish if you are 16-years-old and older. Now, when people fish at the Duke Park Pond, they do not need to have a license and they can take as many fish as they want which lowers our fish supply. If the agreement is in place, ODNR will have someone patrol the pond and check the visitors to see if they obtain a fishing license. Mr. Drake is not aware of how many trout will stock the pond annually.

Mrs. Westfall stated when she visits the park, she see's parents fishing with their children and not sure this would be a sufficient pond to meet ODNR's need.

Mr. Harrelson questioned the reason to sign the agreement and Mr. Drake feels it is an opportunity for people to now fish for rainbow trout in Troy. He also feels it would be good for the park to have an increase of security patrolling.

Mr. Emerick liked the idea of now having rainbow trout available to fish but didn't care for the idea of having to have a fishing license. Mr. Drake noted he is unsure as to what fish are currently available in the pond. Mr. Emerick confirmed the agreement can be cancelled at any time by either party.

Mrs. Westfall doesn't want the agreement to take away from the parents being able to take their kids fishing at a local park.

Mr. Emerick request to table the agreement until we know how many trout will be stocked in the pond, what kind of signage will be posted notifying the public of the rules, and who will pay for the signage that is posted. Mr. Emerick also questioned if ODNR will give people a grace period to get their license if they are caught fishing without it. Mr. Drake is following up with ODNR about the concerns.

There being no further business, upon motion of Mr. Harrelson, seconded by Mrs. Westfall, by unanimous voice vote, the Board adjourned at 5:16 p.m.

Respectfully submitted,
