

BOARD OF PARK COMMISSIONERS
Tuesday, February 11, 2020
4:00 pm - City Hall Council Chambers

Call to Order: President – Mr. Kappers

Roll Call: Mr. Kappers
Mr. Emerick
Mrs. Westfall

Approve Minutes: January 7, 2020 Board of Park Commissioners Meeting Minutes

Reports: Jeremy Drake, Park Superintendent (Report Attached)
Ken Siler, Recreation Director (Report Attached)
Kyler Booher, Director of Golf (Report Attached)
Mr. Kappers, Planning Commission Report

Old Business:

New Business: Review and approval of 2020 City of Troy Recreation & Park Departments
Athletic Field Use Policy (See Mr. Ken Siler's Report)

Approve the Treasure Island Use Agreements for concert events on June 26, July 4 and August 1, and provide a recommendation that Troy City Council approves the Treasure Island Use Agreement for August 1 as that event will include the controlled sale and consumption of adult beverages at specific times.

Acknowledging the donation on behalf of the Robinson Fund of the \$10,000 for "Trees for Troy"

Review and consider recommending to Troy City Council the approval of the transfer of the 5.05-acre Campbell Park and the 3.2-acre Hook Park to the Troy City Schools Board of Education with the understanding that Troy City Schools has committed to replacing the four fields, and possibly adding up to two additional ball fields, at a location to be determined.

Troy High School Softball Coach Scott Beeler requesting permission to build a storage shed at the North Market Street Field

Discussion and approval of the bike path connector through Community Park

Consideration of 2020 listing of events for Prouty Plaza and other park areas

Discussion: Update of Tee Sign Project

Other:

Adjourn:

BOARD OF PARK COMMISSIONERS
MINUTES – January 7, 2020 4:00 PM
COUNCIL CHAMBERS

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

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

Members of the Board Absent: Mr. Alan Kappers, President

Others Present: Jeremy Drake, Park Superintendent
 Ken Siler, Recreation Director
 Patrick Titterington, Director of Public Service and Safety
 City staff

The minutes of the December 3, 2019 Board of Park Commissioners were approved by unanimous voice vote following a motion by Mr. Emerick, seconded by Mrs. Westfall.

REPORTS:

- Park Superintendent Jeremy Drake submitted a report (copy attached to original minutes). Mr. Drake stated updates at the Senior Citizen Center are in process with the Park Department Staff.
- Mr. Siler submitted a report (copy attached to original minutes). Mr. Siler noted on January 2 reservations for the park shelters started and citizens can reserve a park shelter for the upcoming season by going online or stopping by Hobart Arena. Also, 2020 season passes to the Troy Aquatic Park are on sale through April 30 for a \$10.00 discount.
- Mr. Booher submitted a report (copy attached to original minutes).

NEW BUSINESS:

- Jill Rhoades, City of Troy Engineer request a temporary easement on behalf of the City of Troy to Joe Reardon Skate Park due to the West Main Street Corridor Improvements Project – A section of Joe Reardon Skate Park is located along West Main Street and with the upcoming West Main Street Corridor Improvement Project, the City is requesting a temporary easement. This project is set to start in 2023. The section of the park that is along West Main Street is 10 ft. by 10 ft., so a very small section of the park will be affected and the entrance of the park located on Ridge Avenue will not be affected. A motion was made by Mr. Emerick, seconded by Mrs. Westfall to grant temporary easement access to the City of Troy to the Joe Reardon Skate Park due to the West Main Street Corridor Improvements Project. Motion approved by unanimous roll call vote.
- Jeremy Drake, City of Troy Park Superintendent requested overnight camping and open fires in Community Park for bicyclist who are registered for the Great Ohio Bicycle Adventure (GOBA) – For the fourth time, GOBA is coming to the City of Troy June 23-25, 2020. GOBA is asking for permission to have overnight camping in Community Park along with permission to have open fires that are above ground and are contained. The fires will be inspected by the City of Troy Fire Department and close to each fire pit will be a fire extinguisher. Restrooms will also be open 24 hours a day during their stay. A motion was made by Mr. Emerick, seconded by Mrs. Westfall to allow GOBA members to camp in Community Park and have open fires that are approved by the City of Troy Fire Department. The motion was approved by unanimous vote.

OTHER:

- Jeremy Drake, Park Superintendent recognized Dave Brown, who is a new employee within the Park Department. Mr. Brown came from the City of Tipp City and since he has joined the staff he has been a great asset. Mr. Drake thanked Mr. Brown for his contribution and is glad he is a part of the City of Troy.
- Mr. Emerick acknowledged Miami Shores Golf Course Employee, Ryan Leach for his achievement of Class A Membership Status with Golf Course Superintendents Association of America.
- Mr. Emerick noted the Board of Park Commissioners received funds from the William H. Maier Trust in the amount of \$1,336.89.

There being no further business, upon motion of Mr. Emerick, seconded by Mrs. Westfall, by unanimous voice vote, the Board adjourned at 4:12 p.m.

Respectfully submitted,

Park Department Workorders 12/27-1/30

Number of Assignments			
102			
Address	Street Name	Work Type	Description
103	W SIMPSON ST	Tree Removal / Stump Grinding	Remove tree, grind stump
1151	SUMMIT AVE	Tree Removal / Stump Grinding	Remove dead Ash Tree and Stump
265	ADAMS ST	Administration - Park	
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Empty trash cans
	Various Locations	Tree Removal / Stump Grinding	remove dead street trees
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Clean / Stock Restrooms	Empty trash
	Various Locations	Tree Removal / Stump Grinding	Remove dead street trees
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Empty trash cans
	Various Locations	Tree Removal / Stump Grinding	Remove street trees
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
1670	Troy Sidney Road	Building Maintenance	Clean out Duke storage barn
1670	Troy Sidney Road	Building Maintenance	Clean out Duke storage barn
1670	Troy Sidney Road	Building Maintenance	Clean out Duke storage barn
1670	Troy Sidney Road	Building Maintenance	Clean out Duke storage barn
1670	Troy Sidney Road	Building Maintenance	Clean out Duke storage barn
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Empty trash
134	N MARKET ST	Building Maintenance	Remove and haul away old carpet
134	N MARKET ST	Building Maintenance	Meet with facilities committee to pick out new cabinets and flooring
134	N MARKET ST	Building Maintenance	Take delivery of new flooring
134	N MARKET ST	Building Maintenance	Meet at Lowe's to look at new appliances and counter tops
134	N MARKET ST	Building Maintenance	Purchase and pick up paint and paint supplies
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Empty trash
1099	N COUNTY RD 25A	Building Maintenance	Duke storage barn clean out
	Menke Park	Trim Shrubs / Edge / Mulch	Remove honeysuckle and stumps, and finish grade West property line
	Herrlinger Park	Repair / Rehab Park Equipment	Grade parking lot, haul/spread gravel
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Administration - Park	Empty trash
	Prouty Plaza	Special Event Setup / Teardown	Remove and return Santa house
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Empty trash
	Community Park	Administration - Park	Meet with Finrock Construction regarding bike path connector
338	GRANT ST	Tree Removal / Stump Grinding	Remove 2 dead trees on Grant Street side of property
133	N MARKET ST	Clean / Stock Restrooms	Open and clean restrooms
133	N MARKET ST	Clean / Stock Restrooms	Clean and stock restrooms
	Various Locations	Clean / Stock Restrooms	clean and stock restrooms
	Various Locations	Trash / Litter Pickup	Empty trash pick up litter
	Various Locations	Trash / Litter Pickup	Empty trash, pick up litter
	Various Locations	Building Maintenance	Empty trash, pick up litter
	Various Locations	Seasonal Maintenance	Assist Electric Dept. with removing wreaths, snow flakes, banners
	Various Locations	Seasonal Maintenance	Remove Christmas tree and lights
	S 25A strips	Dirt Work / Finish Grade / Seed	Frost seed bare areas
	Downtown, Prouty, Cherry Street Lots	Trash / Litter Pickup	Pick up litter
	Various Locations	Storm Damage / Cleanup	Tornado cleanup
316	DRURY LN	Storm Damage / Cleanup	Remove 2 storm damaged trees

Park Department Workorders 12/27-1/30

134	Various Locations	Storm Damage / Cleanup	Tornado cleanup
	N MARKET ST	Building Maintenance	Interior painting
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Empty trash pick up ground litter
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
	Various Locations	Trash / Litter Pickup	Trash/Litter
134	N MARKET ST	Building Maintenance	Unclog kitchen sink drain
134	N MARKET ST	Building Maintenance	Repair tornado damaged shingles and siding
134	N MARKET ST	Building Maintenance	Interior painting and remodeling
134	N MARKET ST	Building Maintenance	Interior painting and remodeling
100	S MARKET ST	Administration - Park	Laborer interviews
100	S MARKET ST	Administration - Park	Tornado debriefing
	Various Locations	Storm Damage / Cleanup	Clean up/remove tornado damaged trees
255	ADAMS ST	Building Maintenance	Repair shingles
265	ADAMS ST	Building Maintenance	Repair front awning
134	N MARKET ST	Building Maintenance	Install new flooring at Senior Center
134	N MARKET ST	Building Maintenance	Paint trim-senior center
719	B DRURY LN	Storm Damage / Cleanup	Remove 3 storm damaged Elm Trees
338	GRANT ST	Storm Damage / Cleanup	Remove 2 storm damaged Maple Trees
	Various Locations	Storm Damage / Cleanup	Remove 4 storm damaged trees-Brukner Park, Staunton Road, Michigan Ave., Virginia Ave.
	Levee Area	Storm Damage / Cleanup	Remove 7 storm damaged Spruce Trees
	Community Park	Storm Damage / Cleanup	Remove 1 storm damaged tree, cleanup downed limbs and trim 5 damaged trees.
134	S CHERRY ST	Tree Removal / Stump Grinding	Remove Ash Tree and stump
423	S RIDGE AVE	Tree Removal / Stump Grinding	Remove Maple on Race Street
	Various Locations	Clean / Stock Restrooms	Open and clean restrooms
134	N MARKET ST	Building Maintenance	Install new flooring, Senior Center, south wing
	Various Locations	Trash / Litter Pickup	
	Various Locations	Clean / Stock Restrooms	
	Various Locations	Trash / Litter Pickup	
134	N MARKET ST	Building Maintenance	Senior Center, new flooring
134	N MARKET ST	Building Maintenance	install new ceiling tile, Senior Center, south wing
	Various Locations	Clean / Stock Restrooms	
134	N MARKET ST	Building Maintenance	Finish senior center south wing
265	ADAMS ST	Building Maintenance	Reinstall siding on paint shop
	Various Locations	Trash / Litter Pickup	
	Various Locations	Trash / Litter Pickup	
	Various Locations	Clean / Stock Restrooms	
134	N MARKET ST	Building Maintenance	Senior Center- tear out old kitchen
100	S MARKET ST	Building Maintenance	Repair sally port door
	Various Locations	Clean / Stock Restrooms	
134	N MARKET ST	Building Maintenance	Senior Center-kitchen remodel
	Various Locations	Clean / Stock Restrooms	
	Various Locations	Trash / Litter Pickup	
134	N MARKET ST	Building Maintenance	Senior Center-Kitchen remodel
205	1/2 N ELM ST	Building Maintenance	Look at MCD building for possible addition
	Various Locations	Clean / Stock Restrooms	
	Various Locations	Trash / Litter Pickup	
134	N MARKET ST	Building Maintenance	Senior Center-Kitchen remodel
	Various Locations	Clean / Stock Restrooms	
	Various Locations	Trash / Litter Pickup	
134	N MARKET ST	Building Maintenance	Senior Center-remodel
	Rosehill Cemetery	Storm Damage / Cleanup	Tornado debris cleanup

Cost Summary by Work Types 12/27-1/30

Work Type Id	Work Type Name	Work Request Count	Employee Hours	Employee Cost	Materials Cost	Equipment Cost	Total Cost	Average Cost
48924	Tree Removal / Stump Grinding	2	0	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$600.00
48903	Building Maintenance	24	229	\$5,144.57	\$0.00	\$2,252.60	\$7,397.17	\$308.22
48904	Clean / Stock Restrooms	16	32	\$826.31	\$0.00	\$571.60	\$1,397.91	\$87.37
48905	Trash / Litter Pickup	15	38	\$739.98	\$0.00	\$439.80	\$1,179.78	\$78.65
48910	Trim Shrubs / Edge / Mulch	1	24	\$480.72	\$0.00	\$1,872.00	\$2,352.72	\$2,352.72
48917	Repair / Rehab Park Equipment	1	12	\$287.46	\$0.00	\$561.00	\$848.46	\$848.46
48898	Administration - Park	4	13.5	\$487.03	\$0.00	\$698.86	\$1,185.89	\$296.47
48920	Special Event Setup / Teardown	1	12	\$263.64	\$0.00	\$362.40	\$626.04	\$626.04
48927	Seasonal Maintenance	2	30	\$682.92	\$0.00	\$709.80	\$1,392.72	\$696.36
48911	Seasonal Cleanup	1	1.5	\$31.25	\$0.00	\$31.20	\$62.45	\$62.45
48912	Dirt Work / Finish Grade / Seed	1	2	\$41.66	\$0.00	\$97.80	\$139.46	\$139.46
48921	Storm Damage / Cleanup	10	243	\$6,093.44	\$0.00	\$11,281.97	\$17,375.41	\$1,737.54
	Totals:	78	637	\$15,078.98	\$1,200.00	\$18,879.03	\$35,158.01	\$450.74

CITY OF TROY PARK BOARD MEETING

February 11, 2020

Council Chambers
4:00 p.m.

ITEMS TO BE DISCUSSED BY THE RECREATION DEPARTMENT AT THE PARK BOARD MEETING:

1. Winter Adult Hockey League began on Tuesday, January 7th. Forty-seven (47) people are participating. The program is maxed out at 48 players.
2. Registrations have begun for Girls' Softball. Information has been distributed to the Troy Schools. Deadline is February 14th.
3. Review and approval of 2020 City of Troy Recreation & Park Departments Athletic Field Use Policy. (Attached)
4. Board of Park Commissioners recommendation that Council authorize the Director of Public Service and Safety to enter into non-ticketed use agreements for concert events at Treasure Island Park for summer of 2020. Dates to be determined.
5. Upcoming Hobart Arena Events:
 - a. Miami County Home & Garden Show -- February 21-23, 2020.
 - b. Bill Engvall -- March 1, 2020.
 - c. OHSAA Division III District Wrestling Tournament -- March 6-7, 2020.
 - d. Rend Collective -- March 20, 2020.
 - e. Ice Racing -- March 28, 2020.
 - f. Travis Tritt -- May 9, 2020.
6. Public Skating Report. (Attached)
7. We are currently offering \$10 off season passes through April, 2020. One Hundred Forty-one (141) 2020 Troy Aquatic Park season passes plus fifteen (15) grandparents passes have been sold to date. This is twenty-five (25) more passes than last year.

City of Troy

Recreation & Parks Departments Athletic Field Use Policy

(Revised 2020)

Purpose

The City of Troy Recreation Department and Park Department are committed to meeting the recreation and leisure needs of the community. This policy has been established to monitor, control and prioritize facility usage in a fair and non-discriminatory manner.

Scheduling Priorities for Facility Usage

The scheduling of use by community organizations and other agencies of City facilities are based on the following criteria:

- Level of affiliation to City of Troy Recreation Department and programs
- City of Troy residency *
- Level of broad based benefit for Troy residents

Approval of requests for use will be evaluated based on the organization classification in the following order and availability of fields:

- Category A: City of Troy Recreation Department Programs
- Category B: Troy Public and Private Schools and their affiliated programs. (Booster Groups, Parents Association, events, camps, tournaments, etc.)
- Category C: Troy Athletic Boards or Troy Associations with an organized governing board with organizational bylaws and a 501(C) (3) status. Troy Non-profit organizations with official mailing address (no p.o. boxes) located within Troy Corporate limits.
- Category D: Fundraisers in which for-profit organizations or residents located within Troy corporate limits receive direct benefit. Teams not affiliated directly with an organized athletic board or organization with bylaws and having 66% or more of players on the team residing in Troy School District or requests by City of Troy residents and businesses for private use.
- Category E: Other organizations, groups or individuals that do not qualify for Categories A-D status.
- Category F: National Sanctioned Tournament organizations looking to host weekend tournaments in facilities. These tournaments can be scheduled prior to the first business day of the year. Tournaments pay daily field rates, field lining and prep fees, and light usage.

*Resident is defined as a person or business who lives within the City of Troy corporation limits. This is different than a Troy mailing address.

*Verification of residency, non-profit status and scope of usage (purpose, participants and benefactor) must be submitted with each use request. Non-Profit organizations must have a tax identification number, an organized governing board and organizational bylaws, and be willing to provide copies upon request.

* If a request for field usage is reviewed and approved by one or both boards, the event takes precedent over the field from any later requests unless it is needed for use by the City of Troy.

Schedules

All requests for facility usage must be received in writing with exact dates and times. The request must be accompanied with:

- Request for usage form (Pg. 4)
- Certificate of insurance - Insurance must meet the specifications on Page 5 of forms. Categories B thru F only.

- Hold Harmless agreement (Pg. 6) Categories B thru F only.
- Rules and Regulations Terms (Pg. 7)
- Official Team Roster form (Pg. 8)
- Background check form (Pg. 9)- Background check for the hosting team and/or all league coaches of youth sports must be submitted. If background check needs to be done thru Troy Recreation Department there will be an additional \$42 fee per check.
- Heat Index Guidelines for Outdoor Youth Sport- See Recreation reference within packet. (Pg. 10-11)
- Lightning Detection Policy at Duke Park (Pg. 12-14): All user groups using Duke Park Facility must sign the policy and return with all paperwork.

Requests will be accepted the first business day of the new calendar year but no later than four (4) weeks before the start of their program. The scheduling of facilities will follow the procedures outlined under "Scheduling Priorities" section of this policy. Special event requests may be accepted prior to the first business day of the year.

User Fees

Fees for facility usage are waived for categories A thru C.
 Fees for facility usage will be calculated as follows for categories D & E.

Baseball/Softball	
Category D	Category E
\$20 per game, \$30 per doubleheader or \$100.00/field/day Field prep not included	\$25 per game, \$40 per doubleheader or \$125.00/field/day Field prep not included
Category F	
\$125.00 per field/per day. Field prep not included	
Soccer	
Category D	Category E
\$15 per game or \$75.00/field/day	\$20 per game Or \$100.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	
Football/other (eg. Rugby, Lacrosse, Tennis etc.)	
Category D	Category E
\$25 per game Or \$125.00/field/day	\$30 per game Or \$150.00/field/day
Category F	
\$125.00 per field/per day. Field prep not included	

Light Fees

- ◆ Light usage fee of \$25/game for Categories B, C, D, E and F.
- ◆ Lights are not available for use during practices.

Scoreboard Use Fees

- ◆ Scoreboard Usage fee of \$5/game for use of N. Market Baseball and Softball fields, Duke Park Softball fields, and Mercer Field (Excluding School Organizations).

Field Lining Fee and Prep (Applicable for categories B, C, D and E.)

- ◆ U12 Soccer Field \$30.00/application (7v7, 9v9) **Initial Lining: \$65**
- ◆ Full Size Soccer Field \$35.00/application **Initial Lining: \$65**
- ◆ Football Field \$45.00/application **Initial Lining: \$80**
- ◆ Baseball/softball field \$20.00/lining/field (Includes field prep)
- ◆ Baseball/Softball Field Dri bag charge of \$12/bag
 - Fields will be prepped for organizations to use. Once fields have been prepped, and inclement weather is anticipated, bags of Field Dri materials will be left in dugouts for organizations to use. Should an organization choose to use the Field Dri to play their game, they will be charged for use of the bag. Use of any Field Dri will be invoiced at the end of the season with field lining and light fees.

***Fields will be lined on Friday afternoons for all weekend events. There is no guarantee that fields will be lined when event is held on Saturday and/or Sunday.

- **National Sanctioned Tournaments:** If the baseball/softball organization chooses to have the City of Troy Parks Department prep base areas, home plate and pitcher’s area and re-line the fields, an initial charge or \$20/field/lining will occur. Any additional linings on Saturdays and Sundays will be charged \$40 per lining (includes all 3 fields at Duke Park). If the organization would prefer to prep and re-line their own fields, arrangements can be made to use materials provided by the City of Troy Parks Department. The organization will be charged on a per bag basis for Liner and Field Dri. Please contact the Troy Recreation Department at 937.339.5145 to coordinate. We ask that this be coordinated at least 30 days prior to the tournament taking place.

*Minimum Refundable deposit of \$100 is due with final payment prior to event

The Park and or Recreation Boards have the right to waive usage and or lighting and field prep fees at its discretion.

*Litter Control: All litter from the event shall be bagged or containerized and placed in the trash truck placed near the fields.

Restricted Activities

Alcoholic beverages are not permitted within City or Park facilities

Denied Request

Requests for City of Troy Parks & Recreation Department fields will be refused when any of the following factors exist, as determined by staff:

1. **Risk and Liability** – Activities deemed by Miami Valley Risk Management and/or the City Law Director that involve high risk to participants or high liability to the City of Troy.
2. **Delinquent User or Group** – An individual, group or organization that has demonstrated the inability to follow the rules and regulations of the facility; respect staff, patrons or the facility and/or the inability to make restitution for damages from previous facility use.
3. **Right to Exclude** – The City of Troy reserves the right to exclude any program/activity that is determined to be detrimental to existing city programs and activities or is not in the best interest of the city and its residents.
4. **User and/or light usage fees have not been paid per the established criteria.** If fees are not paid within 30 days of the initial invoice, user groups will not be able to use fields for the following season.
5. Parks Superintendent or his designee may cancel scheduled event to negate damage to fields.

To reschedule any make-up games, you must notify the Recreation Department at least 48 hours before the date of the rescheduled game. The Recreation Department must approve all make-up dates. Please contact Alli Schiffer at 937.339.5145 or by email at Alli.Schiffer@troyohio.gov.

Receipt # _____
Receipt # _____

City of Troy Recreation Department Facility Request

NAME OF ORGANIZATION: _____

ORGANIZATION REPRESENTATIVE: _____

EVENT REPRESENTATIVE: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

PHONE (H) _____ (W) _____ (C) _____

EMAIL: _____

FACILITY/FIELD(S) REQUESTED: _____

DATE(S) _____ DAY(S) _____

HOUR(S) _____ LIGHTS NEEDED: YES or NO

NUMBER OF GAMES LIGHTS ARE NEEDED: _____

PURPOSE: _____ Scorebo

ard Use? Y or N PA Sytem Use? Y or N Fields Lined: Y or N

*Litter Control: All litter generated from the event shall be bagged or containerized and placed in or next to existing refuse containers.

I (We) assume full responsibility for any damages to City of Troy equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that City of Troy, its staff, its boards and members of the Parks Department and Recreation Department, will not be held liable for any injury or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. All applicants must provide a Certificate of Insurance per the attached outline requirements.

SIGNED: _____ DATE: _____

APPROVED _____ DATE: _____

Category: A B C D E

Single Use Seasonal Use Tournament Use Camp/Clinic Use Other _____

50% of fees plus background check fee of \$40 per coach(All Non-refundable) is due at contract signing.

Remaining 50% due one week prior to the first day of the event.

FEE \$ _____ (At Contract Signing) Fee \$ _____ (1 Week before Event)

CASH _____ CHECK _____ CREDIT CARD _____ OTHER _____

CREDIT CARD # _____ EXP. DATE _____

SIGNATURE: _____

Insurance Requirements

Producer shall maintain for the duration of the contract Commercial General Liability insurance with coverage at least as broad as Insurance Services Office (ISO) Form CG 0001 with a minimum limit of \$1,000,000 per occurrence. Certificate of Insurance must be provided to Hobart Arena no later than two weeks prior to scheduled event for review by the City of Troy's risk management group. Also, the attached "Hold Harmless Agreement" must be signed and returned two weeks prior to scheduled event.

Basis

-All coverage shall be written on an occurrence basis.

Insurance Company Rating

-Insurance company must have an AM BEST rating of no less than A:VII, unless otherwise acceptable to the City."

City of Troy Named as Additional Insured

Producer shall obtain the endorsements necessary to make the following parties additional insureds under the CGL policy with primary/contributing coverage as respects the additional insureds."

-The additional insured language which must be on insurance certificates as follows:

"The following are additional insureds: The City of Troy, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers, thereof. Coverage shall be primary to the additional insureds and not contributing with any other insurance or similar protection available to the additional insureds whether other available coverage be primary, contributing or excess."

Location:

Effective Dates: (Date of event)

Cancellation Notice

-Producer shall provide, during the life of the contract, or for a longer period as stipulated herein, the coverages as described above, which shall include an endorsement stating the following: "Thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Hobart Arena, Director of Recreation, 255 Adams St., Troy, Ohio 45373."

Coverage Expiration

-If any of the above coverages expire during the term of this contract, the producer shall deliver renewal certificates and/or policies to the Hobart Arena at least ten days prior to said expiration date.

HOLD HARMLESS AGREEMENT

The Contractor/Producer shall hold harmless, defend and indemnify the City of Troy, Ohio, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof against all claims, suits, actions, costs, counsel fees, expenses, damages judgments, or decrees, of every name and description, by reason of any person or persons or property being damaged or injured by the Contractor/Producer or any of his Subcontractors, or any person employed under said Contractor/Producer, or under any of his Subcontractors, or in any capacity during the progress or arising or growing out of the event, whether by negligence or otherwise.

Sealed and signed this _____ day of _____, 20_____.

Name of Contractor, Producer or Company: _____

Address of Contractor, Producer or Company: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone: _____ Fax: _____

Witness to Signature: _____

RULES AND REGULATIONS FOR ALL TOURNAMENTS, LEAGUES, ETC. HELD

AT CITY OF TROY FIELDS

These rules will and must be reviewed with all coaches, representatives and players before the tournament/league is held.

ANY PLAYER OR TEAM THAT VIOLATES THESE RULES WILL NOT BE PERMITTED TO PARTICIPATE IN A LEAGUE TOURNAMENT OR EVENT HELD AT A CITY OF TROY RECREATIONAL FACILITY.

1. By City of Troy Ordinance, there will be NO alcoholic beverages of any kind permitted.
2. The Event Representative will stop play of all games if it begins to rain, the grounds are soft and muddy or it begins to lightning and thunder.
3. There will be NO digging holes at home plate with cleats on baseball/softball fields.
4. Abusive language will not be tolerated at any time.
5. The Event Representative should have teams pick up trash and put it in the trash cans that are provided.
6. If scoreboards are going to be used, the Event Representative must provide a person to run the equipment. The Event Representative will also take full responsibility for the care of the equipment and the cost of any broken or stolen equipment.
7. Damage done to the facility directly attributed to tournament/league personnel, either team or spectator, will be charged to the Event Representative involved. If property damage is done to the lights, restrooms, fences, conference room, or other physical facility, the Event Representative will be liable and pay the cost of the repair or replacement.
8. There will be absolutely no jumping over the fence to get the ball that has bounced over or hit over the fence.
9. There will be absolutely no hitting balls into the backstop fences.
10. Parking will not be permitted in any areas other than designated parking lots. There will be no parking permitted in the grass.
11. Setting up of tents, canopies, campers, etc. will not be permitted. Quick pop-up tents/canopies are permissible.
12. Certificate of Insurance must be provided to the City of Troy with the application and must include the language required by the City of Troy.

I have read, understand and will abide by these rules and regulations that were set up by the Troy Recreation Board.

Date

Signature of Event Representative

Signature of Team Captain

**City of Troy Recreation and Park Department
Waiver and Release of Liability and Indemnification Agreement
Official Team Roster**

Team Name _____ League _____ Program or Association _____

I agree to play with the above mentioned team for the playing season of _____. I release, discharge and agree not to sue and do hereby expressly waive and release any and all claims of whatever nature against the team and league or any other entity designated below, the City of Troy, Troy Recreation Department, Troy Recreation Director, the supervisory staff, or their agents or servants, or any person or entity connected with the team, league, field, damages, costs or cause of action which I have or may in the future have as a result of injuries or damages sustained or incurred by me from whatever cause including but not limited to the negligence, breach of contract or wrongful conduct of the parties hereby released.

	Print Name	Address	Zip	Phone	DOB	Signature-Parent/Guardian of Minor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

I, _____, being the team manager of the above-mentioned team, do hereby certify that all signatures on this official team roster are original, that only those individuals signing above shall participate in the team activities and that failure to have a player personally sign the roster may subject the manager and player to suspension.

Name	Address	Zip	Phone	Signature

City of Troy Recreation Department Screening Application and /Release Disclosure Statement

This is to notify you that in connection with your interest in working as an employee/volunteer coach for the City of Troy, reports may be requested from HireRight. Such reports may contain public record information concerning your driving record, criminal records, etc., from federal, state and other agencies which maintain such records.

You have the right to make a request to HireRight, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information and the recipients of any reports on you that USIS has previously furnished within the two-year period preceding your request.

I AUTHORIZE, WITHOUT RESERVATION, HIRERIGHT, AND ANY PARTY OR AGENCY CONTACTED BY USIS, TO FURNISH THE ABOVE MENTIONED INFORMATION.

I hereby waive, release and discharge City of Troy Recreation Department, all employers, Organizations and individuals, and any other persons or entities from liability for all damages and losses of whatever kind of nature, except liability of willful or intentional acts that may result from compliance or attempts to comply with this authorization.

HireRight is authorized to disclose all information obtained to the requesting entity. By signing below, I certify that I have read and fully understand this release, that prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my applications for an employee/volunteer coach for the City of Troy.

Print Name

Signature

Current Address

City, State, Zip

Social Security Number

Date of Birth

Phone

Email

**Troy Recreation Department
Heat Index Guidelines for Outdoor Youth Sports
Including Soccer & Softball
(7/2012)**

The Troy Recreation Board has implemented the following guidelines to deal with extreme heat for its youth softball and soccer practices and games. It is designed to provide program coordinators, coaches and participants with a standard for safe play in situations of extreme heat. The heat index will be determined based on NOAA (National Oceanic and Atmospheric Administration) at 4:30pm for that evening's events. If there are games or practices scheduled during the daytime on weekends, the heat index will be determined 1 ½ hours prior to the scheduled time.

NOAA's National Weather Service

Heat Index

Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	136	142
50	81	83	85	88	91	95	99	103	108	113	118	124	130	137	143	150
55	81	84	86	89	93	97	101	106	112	117	124	130	137	144	151	158
60	82	84	88	91	95	100	105	110	116	123	129	137	144	151	158	165
65	82	85	89	93	98	103	108	114	121	128	136	143	150	157	164	171
70	83	86	90	95	100	105	112	119	127	135	143	150	157	164	171	178
75	84	88	92	97	103	109	116	124	132	140	148	155	162	169	176	183
80	84	89	94	100	106	113	121	129	137	145	153	160	167	174	181	188
85	85	90	96	102	110	117	125	133	141	149	157	164	171	178	185	192
90	86	91	98	105	113	122	131	139	147	155	163	170	177	184	191	198
95	86	93	100	108	117	127	136	144	152	160	168	175	182	189	196	203
100	87	95	103	112	121	132	141	149	157	165	173	180	187	194	201	208

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

- Caution
 Extreme Caution
 Danger
 Extreme Danger

<p>Heat Index 95 – 99 degrees</p>	<p>Coaches are instructed to reduce time of practice, take frequent breaks and keep players well hydrated by having them drink plenty of water.</p> <p>Monitor athletes for necessary action.</p>
<p>Heat Index 100 – 104 degrees</p>	<p>Coaches are instructed to reduce time of practice, take frequent breaks and keep players well hydrated by having them drink plenty of water. Ice down towels for cooling.</p> <p>Encourage frequent substitution during games and practices. Softball catchers will be allowed to catch only two innings in succession during games.</p> <p>Monitor athletes for necessary action.</p>
<p>Heat Index 105 degrees +</p>	<p>Cancel all specified activities or games may be delayed if possible until later in the evening to allow the heat index to fall below 105 degrees. Recheck heat index every hour to determine if delayed activities are possible.</p>
	<p>**Cancellations will be communicated to the appropriate coaches, program coordinator and will also be posted on the department's voicemail system.</p>

These are guidelines to follow and it is the responsibility of parents to make the ultimate decision as to the participation of their child in Troy Recreation Department events when heat may be a factor, taking into consideration the age and physical condition of their child. Parents also have the ultimate responsibility to inform their child about the dangers of heat and the need for protection including sunscreen and proper hydration.

NOTE: Events held at other City's facilities, when teams are playing out of town, will be determined based on their policy and procedures. (eg. Tournaments/games held in Tipp City, Greenville, etc.)

The cancellation of other City of Troy Recreation Department youth sports/recreational programming will be determined on a case by case basis dependent upon the type of activity, the location, if the indoor location does not have air conditioning.

Facility Users/Non-City of Troy Recreation Department Programs

As part of the City of Troy Parks & Recreation Departments Field Use Policy, users will be required to provide a copy of their Heat Index Policy or a plan that will be implemented during times in which the Heat Index reaches or exceeds 100 degrees.



CITY OF TROY RECREATION DEPARTMENT & PARK DEPARTMENT

FIELD USE LIGHTNING WEATHER EMERGENCY ACTION PROCEDURES AT DUKE PARK FACILITY

Severe weather is always a concern with outdoor athletic activities and the City of Troy Recreation Department and Park Department has developed a weather emergency action procedure to ensure, to the best of our ability, the safety of each participant, coach, parent and spectators at Duke Park.

EMERGENCY ACTION PLAN FOR LIGHTNING STORMS

The following Emergency Lightning Safety plan is based on current recommendations given by the National Weather Service, the National Lightning Safety Institute, and the current NCAA Sports Medicine handbook. The League Director covering the practice/event or the Head coach, or the umpires in the occurrence that a League Director is not present, shall be the individual(s) responsible for weather observation, including using available lightning detectors and evacuation plan implementation.

Lightning is random and unpredictable. City of Troy employees and volunteer youth sport coaches must follow specific guidelines when the risk of lightning makes it is necessary to suspend activities and clear the area. For the first time, Troy is using the Thor Guard Lightning Prediction System at Duke Park. This state-of-the-art lightning predictor will sound **ONE 15-SECOND** blast of horn when signs are lightning are detected. If the horn sounds, activities must be suspended immediately. If you are within visibility of the system, which has been installed at the Duke Park facility (unit on the softball fields of concession stand roof and also on the football concessions stand roof) you will also see a strobe light flashing and remain flashing until safe conditions return. All coaches, participants and spectators must immediately evacuate the facility and seek safe shelter. You may resume activities only after hearing **THREE 5-SECOND** blasts of the horn, the strobe light will also stop flashing. Coaches are responsible for following the emergency action procedures in the absence of a City of Troy employee, such as during practices or outside user groups using the fields.

Be vigilant in monitoring threatening weather and always err on the side of caution. Seek shelter immediately in the event of the following:

- You hear one long siren
- You hear thunder (regardless of siren)

- You see lightning (regardless of siren)
- You see the strobe light on when arriving at the park

LOCATIONS FOR SAFE SHELTER

While no place is absolutely safe from a lightning threat, some more safe than others. When activity has been suspended due to the Thor Guard Prediction System's lightning alert, participants must evacuate to:

1. During lightning alerts, we ask that PARENTS ARE PRESENT with their vehicles in Duke Park to provide a safe place for their child to wait during weather delays. Waiting under the picnic overhang or outside will not reduce the chances of getting hit by lightning. All players are asked to be in the safest possible place at this time which is a car. Fully enclosed metal vehicles such as cars, trucks, and vans with windows rolled up provide good shelter from lightning. Avoid contact with metal or conduction surfaces outside or inside the car. It is not the rubber tires that makes a vehicle safe, but the hard metal roof which dissipates a lightning strike.
 2. If you or anyone else feels their hair standing on end, and/or hear "crackling noises," you are in lightning's electric field. If caught outside during the time, immediately remove metal objects (includes baseball cap), place your feet together, duck your head, and crouch down low in a baseball catcher's stance with hands on knees. Do not lay flat on the ground.
- **Avoid being in or near the following areas and items:**
 1. Open fields and high places
 2. Isolated trees
 3. Open air picnic shelters, including the concession stand area
 4. Flagpoles and light poles
 5. Bleachers (metal or wood; dugouts)
 6. Metal fences
 7. Golf carts
 8. Electrical/electronic equipment
 9. Under an umbrella

RESUMPTION OF ATHLETIC ACTIVITIES

When the Thor Guard sensor detects that danger has passed (a minimum of 10 minutes after the initial alarm) it will send the all-clear signal (**THREE 5-SECOND blasts of the horn and the strobe light will stop flashing**). If activities cannot resume after a 45-minute delay, the activity will be officially postponed or cancelled.

****Outside user groups will determine to postpone their games further until the all-clear signal has been sent or determine if they will cancel their game.**

**LIGHTNING DETECTION POLICY
FIELD USE REQUEST WAIVER FORM**

All outside user groups that request use of the Duke Park Facility, must adhere to this Lightning detection policy put in place by the City of Troy. This policy must be signed as part of the Field Use Policy Request packet and returned to the City of Troy Recreation Department. Signature of this policy indicates that the user group is aware of the policy, will inform all coaches and will strictly enforce this policy during the duration of their season.

Signature of Organization Representative

Date of Signature

Field Use Form Check sheet
(For Recreation Department use only)

Date Received

_____	Recreation Department Facility Request
_____	Certificate of Insurance
_____	Hold Harmless Agreement
_____	Rules and Regulations Terms
_____	Official Team Roster
_____	Background Check information
_____	Heat Index Procedure
_____	Lightning Detection Policy

Field Use Fee Calculation

Paid Amount Date

_____	Due	User Fee Refundable Deposit

_____		Field Use Fee
_____		# of games _____ x _____ = _____
_____		Field Lining Fees
_____		# of games w/lining _____ x _____ = _____
_____		Light Usage Fees
_____		# of games w/lights _____ x _____ = _____
_____		Background Check Fees
_____		# of backgrounds _____ x _____ = _____
_____		Other
_____		Total Due

Total Paid/Date _____

Balance Due _____ by _____
 (Date)

Signed: _____

Refundable Deposit Refunded _____ (Amount) _____ (Date)

Facility Information

Baseball/Softball Fields

Facility	# of Fields	Dimensions	Base Distance	Pitching Distance
Duke Park Legion Baseball Field	1	Left- 320' Center- 390' Right- 320'	90 Feet	60 Feet
Duke Park Teener Baseball Field	1	Left- 305' Center- 380' Right- 310'	90 Feet	60 feet
Duke Park Softball	3	Left- 300' Center- 300' Right- 300' Temp Fences- 200'	60 Feet 70 Feet	Movable pitching rubbers
North Market Baseball	1	Left- 218' Center- 370' Right- 325'	90 Feet	60 feet
North Market Softball	1	Left- 200' Center- 220' Right- 220'	60 Feet	45 Feet & Movable pitching rubber
Archer Park	2	No outfield fencing	60 Feet	Movable pitching rubbers
Trostle Park-Mercer Field	1	Left- 225' Center- 225' Right- 225'	60 Feet	Movable pitching rubbers

Soccer Fields

Facility	Size of Fields	# of Fields
Duke Park	7v7	2
	9v9	3
	11v11	3
Archer Park	7v7	1
	9v9	2
	11v11	2
Trinity Park	9 v 9	2
Trade Square Park	9v 9	2

Football Fields

Facility	# of Fields
Duke Park	1
Archer Park	1

2019 - 2020 PUBLIC SKATING SESSIONS

		<u>ADMISSIONS #</u>	<u>RENTAL #</u>	<u>AMOUNT</u>
Sunday	11-3-19	55	29	\$ 402.50
Sunday	11-10-19	113	63	\$ 731.50
Saturday	11-16-19	83	56	\$ 624.00
Saturday	11-16-19	150	110	\$1,143.00
Sunday	11-17-19	<u>132</u>	<u>82</u>	<u>\$ 743.00</u>
(cold & rainy)		365	248	\$2,510.00
Friday	11-22-19	125	99	\$ 977.50
Saturday	11-23-19	83	65	\$ 646.50
Saturday	11-23-19	121	102	\$ 981.00
Sunday	11-24-19	<u>107</u>	<u>63</u>	<u>\$ 781.50</u>
(cold & rainy)		436	329	\$3,386.50
Friday	11-29-19	118	91	\$ 933.50
Saturday	11-30-19	84	63	\$ 659.50
Saturday	11-30-19	218	165	\$1,606.50
Sunday	12-1-19	<u>41</u>	<u>21</u>	<u>\$ 298.50</u>
(cold & rainy)		461	340	\$3,498.00
Saturday	12-7-19	176	139	\$1,373.50
(cold & windy)				
Saturday	12-14-19	65	59	\$ 537.50
Saturday	12-14-19	136	115	\$1,079.50
Sunday	12-15-19	<u>170</u>	<u>136</u>	<u>\$1,035.00</u>
(chilly & windy)		371	310	\$2,652.00
Friday	12-20-19	123	93	\$ 922.50
Saturday	12-21-19	78	58	\$ 589.00
Saturday	12-21-19	132	111	\$1,069.50
Sunday	12-22-19	122	90	\$ 917.00
Sunday	12-22-19	<u>139</u>	<u>113</u>	<u>\$1,110.50</u>
(Chilly & Sunny)		594	465	\$4,608.50
Monday	12-23-19	132	113	\$1,070.50
Thursday	12-26-19	170	134	\$1,339.00

Friday	12-27-19	196	144	\$1,502.00
Saturday	12-28-19	197	165	\$1,316.50
Sunday	12-29-19	184	137	\$1,432.50
Sunday	12-29-19	<u>154</u>	<u>114</u>	<u>\$1,197.00</u>
(warm & sunny)		535	416	\$3,946.00
Monday	12-30-19	154	137	\$1,240.50
Tuesday	12-31-19	211	174	\$1,693.00

To: Board of Park Commissioners
From: Kyler Booher, Director of Golf
Subject: 2019 January Report
Date: Tuesday, February 11th, 2020

- Golf course remains closed for the months of January and February.
- Maintenance staff has been performing routine golf course and driving range maintenance as well as landscaping around the new clubhouse.
- Work that remains to be finished:
 - o Landscape work in the main island in front of the clubhouse
 - Work has now begun on this area.
 - o Irrigation install on the target greens on the driving range and around the clubhouse
 - Work has now begun on this area.
 - o Install new sign by the entrance
 - Trench work is complete. Waiting on the sign to be finished and installed.
- Additional pro shop signage and furnishing the walls in the main hallway is ongoing.
- Course conditions remain good as we head into February.
- The Shoreline is closed but remains available for private rental. It is scheduled to re-open for business on April 1st.

Please find attached the MTD/YTD Expense Report and HowGoesItReport. There are no Seasonal Employee Hours to report for January 2020.

December Facility Revenue:

- Golf Shop: \$1,235.00
- Driving Range: N/A
- Shoreline Rental: \$150.00
- TOTAL: \$1,385.00

Account.....	Description.....	Revised app...	MTD Expense...	YTD Expense...	Unexpended....	Encumbrance...	Unencumbered..	% Used
713.445.5101	FT/PT EMPLOYEES W/	267,831.00	0.00	29,872.41	237,958.59	0.00	237,958.59	11.15
713.445.5102	OVERTIME W/ PERS	1,000.00	0.00	93.74	906.26	0.00	906.26	9.37
713.445.5143	TERMINATION PAY-SIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5144	TERMINATION PAY-VAC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5149	OTHER PERSONNEL SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5151	CITY SHARE-PERS PEN	37,640.00	0.00	2,736.25	34,903.75	0.00	34,903.75	7.27
713.445.5161	LIFE INSURANCE	325.00	0.00	21.20	303.80	0.00	303.80	6.52
713.445.5162	HEALTH INSURNACE	67,500.00	0.00	5,023.67	62,476.33	0.00	62,476.33	7.44
713.445.5163	CITY'S CONTRIBUTION	15,726.00	0.00	0.00	15,726.00	0.00	15,726.00	0.00
713.445.5164	WORKERS' COMPENSATI	8,100.00	0.00	0.00	8,100.00	1,509.54	6,590.46	18.64
713.445.5165	UNEMPLOYMENT COMPEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5166	MEDICARE	3,900.00	0.00	424.71	3,475.29	0.00	3,475.29	10.89
713.445.5201	OFFICE MATERIAL & S	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
713.445.5202	REPRODUCTION/PRINTI	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
713.445.5203	MEDICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5205	CHEMICALS	65,000.00	0.00	0.00	65,000.00	40,000.00	25,000.00	61.54
713.445.5207	COMPUTER SUPPLIES	300.00	0.00	281.97	18.03	0.00	18.03	93.99
713.445.5210	FOOD	32,000.00	0.00	0.00	32,000.00	21,300.00	10,700.00	66.56
713.445.5211	BEVERAGE\SUPPLIES	18,000.00	0.00	214.94	17,785.06	27,000.00	-9,214.94	151.19
713.445.5213	BUILDING MAINTENANC	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00
713.445.5231	MACH & EQUIP SUPPLI	18,000.00	0.00	154.88	17,845.12	0.00	17,845.12	0.86
713.445.5239	OTHER MATERIALS & S	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00
713.445.5241	UNIFORM ALLOWANCE	2,100.00	0.00	525.00	1,575.00	0.00	1,575.00	25.00
713.445.5243	SAFETY CLOTHING/EQU	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	0.00
713.445.5251	LICENSED VEHICLE SU	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5253	FUEL-DIESEL	5,000.00	0.00	268.14	4,731.86	4,731.86	0.00	100.00
713.445.5254	FUEL-GASOLINE	5,000.00	0.00	263.56	4,736.44	4,736.44	0.00	100.00
713.445.5255	NON-LICENSED MACH &	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
713.445.5269	SUPPLIES FOR RESALE	36,000.00	0.00	283.26	35,716.74	13,000.00	22,716.74	36.90
713.445.5301	RENT/LEASE OF GOLF	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
713.445.5302	RENT/LEASE OF EQUIP	800.00	0.00	0.00	800.00	0.00	800.00	0.00
713.445.5309	RENT/LEASE-OTHER	500.00	0.00	0.00	500.00	0.00	500.00	0.00
713.445.5312	ELECTRICITY	20,000.00	385.98	2,152.62	17,847.38	0.00	17,847.38	10.76
713.445.5313	WATER/SEWER	5,000.00	0.00	187.18	4,812.82	0.00	4,812.82	3.74
713.445.5315	FUEL OIL-HEATING	4,000.00	0.00	819.43	3,180.57	3,180.57	0.00	100.00
713.445.5316	TELEPHONE	2,000.00	0.00	319.87	1,680.13	0.00	1,680.13	15.99
713.445.5321	TRAVEL, LODGING, ME	0.00	0.00	20.00	-20.00	0.00	-20.00	000.00
713.445.5322	TRAINING/REGISTRATI	300.00	0.00	0.00	300.00	0.00	300.00	0.00
713.445.5324	MEMBERSHIPS	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
713.445.5331	ARCHITECTS AND ENGI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5335	EDP CONSULTANTS	1,100.00	0.00	1,177.00	-77.00	0.00	-77.00	107.00
713.445.5336	HEALTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5338	PERSONAL SERVICE CO	106,470.00	0.00	41.16	106,428.84	52,958.84	53,470.00	49.78
713.445.5339	MISCELLANEOUS SERVI	59,400.00	0.00	474.70	58,925.30	49,400.00	9,525.30	83.96
713.445.5359	INSURANCE POOL	5,000.00	0.00	4,447.01	552.99	0.00	552.99	88.94
713.445.5361	MAINT. OF FACILITIE	53,200.00	0.00	303.09	52,896.91	11,300.00	41,596.91	21.81
713.445.5363	MAINT. MACH/EQUIP	30,000.00	0.00	235.37	29,764.63	2,764.63	27,000.00	10.00
713.445.5364	MAINT. LICENSED VEH	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	0.00
713.445.5365	MAINT. NON-LICENSED	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	0.00
713.445.5369	MAINTENANCE-OTHER	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
713.445.5381	POSTAGE	50.00	0.00	27.67	22.33	0.00	22.33	55.34
713.445.5384	MILEAGE REIMBURSEME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5386	ADVERTISING	3,000.00	0.00	0.00	3,000.00	0.00	3,000.00	0.00
713.445.5389	OTHER COMMUNICATION	500.00	88.55	496.62	3.38	0.00	3.38	99.32

Account.....	Description.....	Revised app...	MTD Expense...	YTD Expense...	Unexpended....	Encumbrance...	Unencumbered..	% Used
713.445.5390	TRANSFER STATION/DI	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5398	PRINTING EXPENSE	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00
713.445.5399	OTHER EXPENSE FOR O	4,200.00	0.00	0.00	4,200.00	0.00	4,200.00	0.00
713.445.5411	PRINCIPAL PYMT-NOTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5421	INTEREST PYMT-NOTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5511	REFUND-CURRENT YR R	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	0.00
713.445.5524	ACCRUED INTEREST	25.00	0.00	0.00	25.00	0.00	25.00	0.00
713.445.5525	REMITTTANCE OF STAT	18,000.00	0.00	212.44	17,787.56	17,787.56	0.00	100.00
713.445.5527	PREMIUM ON INVESTME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5542	PETTY CASH ESTAB/IN	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	0.00
713.445.5602	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5611	BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5631	FURNITURE & FIXTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5632	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5633	MACHINERY & EQUIPME	66,700.00	0.00	0.00	66,700.00	60,500.00	6,200.00	90.70
713.445.5636	GOLF CARTS	20,000.00	0.00	18,810.90	1,189.10	189.10	1,000.00	95.00
713.445.5637	COMPUTER HARDWARE/S	0.00	0.00	0.00	0.00	0.00	0.00	0.00
713.445.5639	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Dept 445	MUNICIPAL FACILITIES	1,025,167.00	474.53	69,888.79	955,278.21	310,358.54	644,919.67	
** 713	MIAMI SHORES FUND	1,025,167.00	474.53	69,888.79	955,278.21	310,358.54	644,919.67	
***		1,025,167.00	474.53	69,888.79	955,278.21	310,358.54	644,919.67	

Miami Shores Golf Course Detailed Departments Report

Starting date: January 1, 2020

Ending date: January 31, 2020

Item Number	Description	Quantity	Subtotal	Tax	Total	Cost	Profit
Department: Pro Shop Sales							
Category: Hard Goods							
Subcategory: Hard Goods							
2588	Club Repair Reshaft	1.00	\$467.29	\$32.71	\$500.00	\$387.00	\$80.29
2600	Special Order Ping G410 Driver	1.00	\$350.47	\$24.53	\$375.00	\$275.00	\$75.47
Hard Goods Total:		2.00	\$817.76	\$57.24	\$875.00	\$662.00	\$155.76
Hard Goods Total:		2.00	\$817.76	\$57.24	\$875.00	\$662.00	\$155.76
Pro Shop Sales Total:		2.00	\$817.76	\$57.24	\$875.00	\$662.00	\$155.76
Department: Food and Beverage							
Category: Service Fees							
Subcategory: Service Fees							
	Shoreline Room Rental	1.00	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Service Fees Total:		1.00	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Service Fees Total:		1.00	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Food and Beverage Total:		1.00	\$150.00	\$0.00	\$150.00	\$0.00	\$150.00
Department: Golf Course Revenue							
Category: Membership							
Subcategory: Service							
1118	Senior Adult Pass Membership	1.00	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
Service Total:		1.00	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
Membership Total:		1.00	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
Golf Course Revenue Total:		1.00	\$360.00	\$0.00	\$360.00	\$0.00	\$360.00
						New Gift Cards Issued:	\$0.00
						Subtotal:	\$1,327.76
						Tips:	\$0.00
						Tax:	\$57.24
						Total:	\$1,385.00



Patrick E. J. Titterington
Director of Public Service &
Safety
937-335-1725
Patrick.titterington@troyohio.gov

MEMORANDUM

TO: Board of Park Commissioners
FROM: Patrick E. J. Titterington 
DATE: February 10, 2020
SUBJECT: TREASURE ISLAND USE AGREEMENTS

RECOMMENDATION:

That the Board recommends that Council authorizes the Director of Public Service and Safety to enter into a non-ticketed use agreement for the August 1, 2020 concert at Treasure Island Park for 2020, which has been recommended by the Troy Recreation Board.

BACKGROUND:

As the Recreation Director's report includes, three non-ticketed events are currently being scheduled for Treasure Island Park for the summer of 2020, only one of which (August 1) is to include the controlled consumption of adult beverages during specific times. These are:

June 26	Concert sponsored by the City in conjunction with the GOBA event
July 4	Concert sponsored by the Troy Area Chamber of Commerce and Troy Rotary Club
August 1	Concert sponsored by the City

The use agreement developed in 2016 for such concerts at Treasure Island Park would be used.

REQUESTED ACTION:

It would be appreciated if you would assign to a Committee of Council authorizing the Director of Public Service and Safety to execute the Treasure Island Non-Ticketed Use Agreements for the August 1 concert.

cc: Ken Siler
Jeremy Drake



Robinson Fund

1/21/2020

Mayor Oda
President Lutz
Members of Troy City Council
City Staff
Members of The Community,

I am here speaking on behalf of the Robinson Fund. The Robinson Fund as many of you know is a donor designated fund managed through the Troy Foundation.

Due to the recent Tornado in Troy many of our trees in our city were destroyed. Many of these trees lined our city streets and neighborhoods. Trees were also lost on the river levee as well as the cemetery. Many of these damaged and destroyed trees have been in the community for over 75-100 years.

Troy has been a community where our trees have always been a great asset. There is nothing more appealing than seeing a city with sprawling green canopies covering the landscape of Troy, not to mention the many different colors the trees leaves produce in the fall.

Mr. and Mrs. Robinson understand the importance of reforesting our community. They do not want the City of Troy to lose the significance of tree lined streets in Troy.

With this said the Robinson Fund would like to allocate a grant of \$ 10,000.00 for "Trees for Troy" to be distributed to the city for the replacement of these trees through-out the city. This grant of \$ 10,000.00 will allow the City of Troy to purchase approximately 65 new trees to be planted on public property through-out the city. This grant will start the process of restoring the beauty of trees in our community. The Robinson Fund named this grant "Trees for Troy".

Robinson Fund,

Thomas Robinson
Patricia Robinson
Ted Mercer

MEMORANDUM

TO: Board of Park Commissioners

FROM: Patrick E. J. Titterington, Director of Public Service and Safety 

DATE: February 10, 2020

SUBJECT: **CONSIDERING RECOMMENDING THE TRANSFER OF COOKSON PARK AND HOOK PARK TO TROY BOARD OF EDUCATION**

RECOMMENDATION:

That the Board of Park Commissioners recommends to Troy City Council that the ball fields/parks at Hook School and Cookson School be transferred to the Troy City Schools Board of Education with the understanding that the Troy Board of Education will establish new ball fields at locations yet to be determined.

BACKGROUND:

The Troy City Schools Facility Master Plan provides for expanding the areas of Cookson Elementary School (located on Mystic Lane at Maplecrest Drive) and Hook Elementary School (located on Trade Square West at Trade Square East), which would include using the ball field areas/parks adjacent to the schools as follows:

- o 5.05 acre ball fields at Cookson School (currently known as Campbell Park) – denoted as “East Elementary School”
- o 3.2 acre ball fields at Hook School (currently known as Hook Park) – denoted as “North Middle School”

Ohio Revised Code Section 721.02 provides that:

“A municipal corporation may, by ordinance, authorize the transfer and conveyance by deed of any real property, owned by it and not needed for municipal purposes, to the board of education of any such municipal corporation, to be used as an athletic field, a playground for children, or for school sites, upon such terms as are agreed to between the municipal corporation and the board. When the property is so conveyed it shall be under the control and supervision of the board.”

Both parks are in the name of the Board of Park Commissioners. There are currently two ball fields at each school location. If Campbell Park and Hook Park are transferred to the schools, Troy City Schools has committed to replacing the four fields, and possibly adding up to two additional ball fields, at a location yet to be determined. See attached “West Elementary Site Plan” and “South Elementary Site Plan”.

The transfer of the ball field acreage is critical to the plan of the schools. Staff is supportive of the transfer of the ball field properties to the Troy City Schools, recognizing that the City will gain at least the same number of fields. Note, as the “South Elementary Site Plan” is currently outside the City limits, a Use Agreement between the Troy City Schools and the City would be necessary.

REQUESTED ACTION:

It would be appreciated if the Board of Park Commissioners would consider recommending that Troy City Council authorize the transfer of the 5.05 acre Campbell Park and the 3.2 acre Hook Park to the Troy City Schools Board of Education.

encl.





East Elementary School - Existing Site Plan

Facility Master Plan



Jan. 15, 2020





DRAFT

Proposed Property Lines
+/- 11 acres

Proposed First Floor Footprint
44,800 sf (total 64,038 sf)

Playground

Bus Loading
Unloading

Service

Parent Drop Off / Pick Up

30

Existing Cookson ES
Footprint



East Elementary School (PK-4) - Proposed Site Plan

Facility Master Plan





Jan. 1, 2020

North Middle School - Existing Site Plan

Facility Master Plan





Jan. 15, 2020

North Middle School (5-6) - Proposed Site Plan

Facility Master Plan

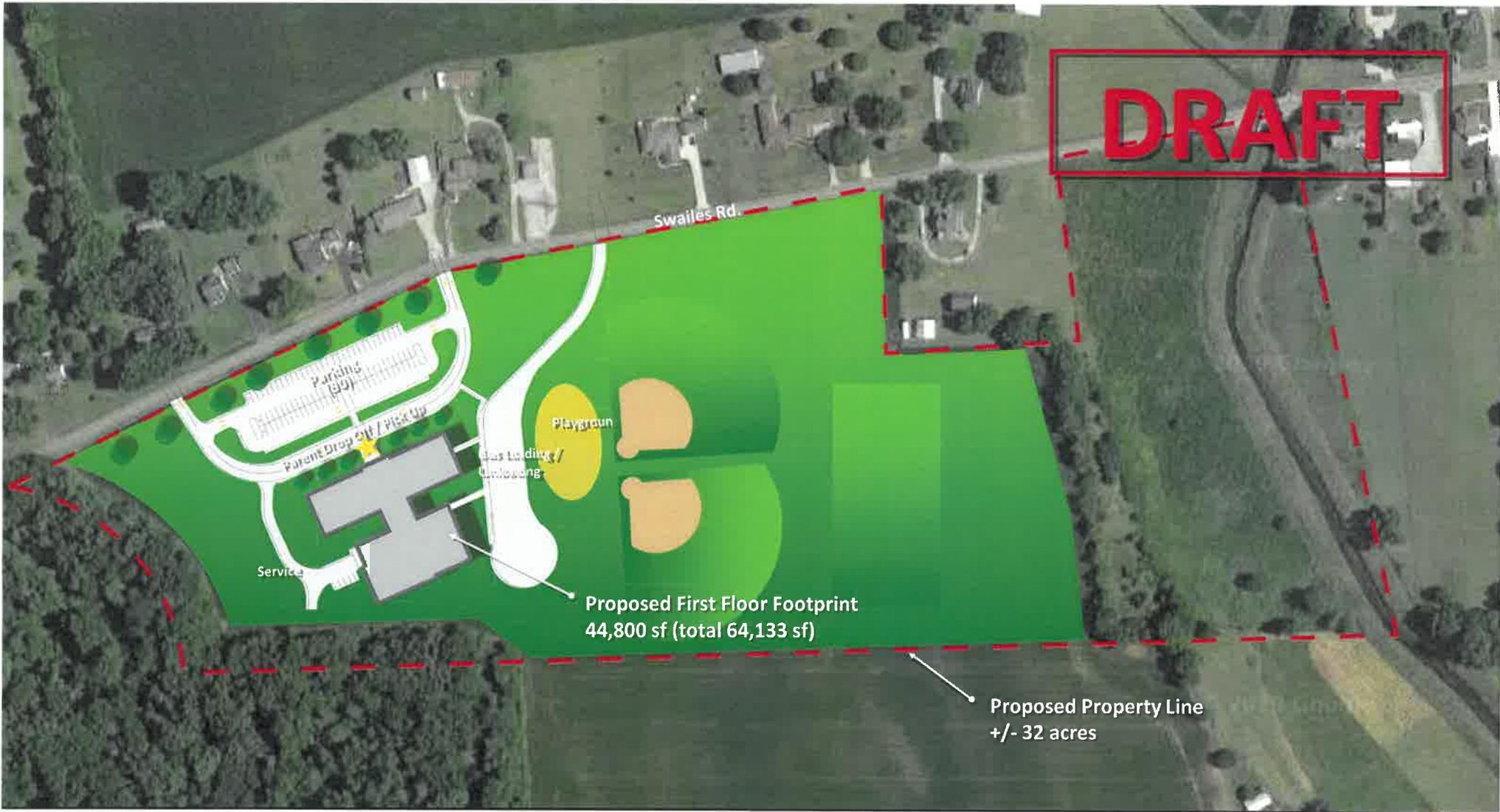




Jan. 15, 2020

West Elementary (PK-4) - Proposed Site Plan Facility Master Plan





Jan. 15, 2020

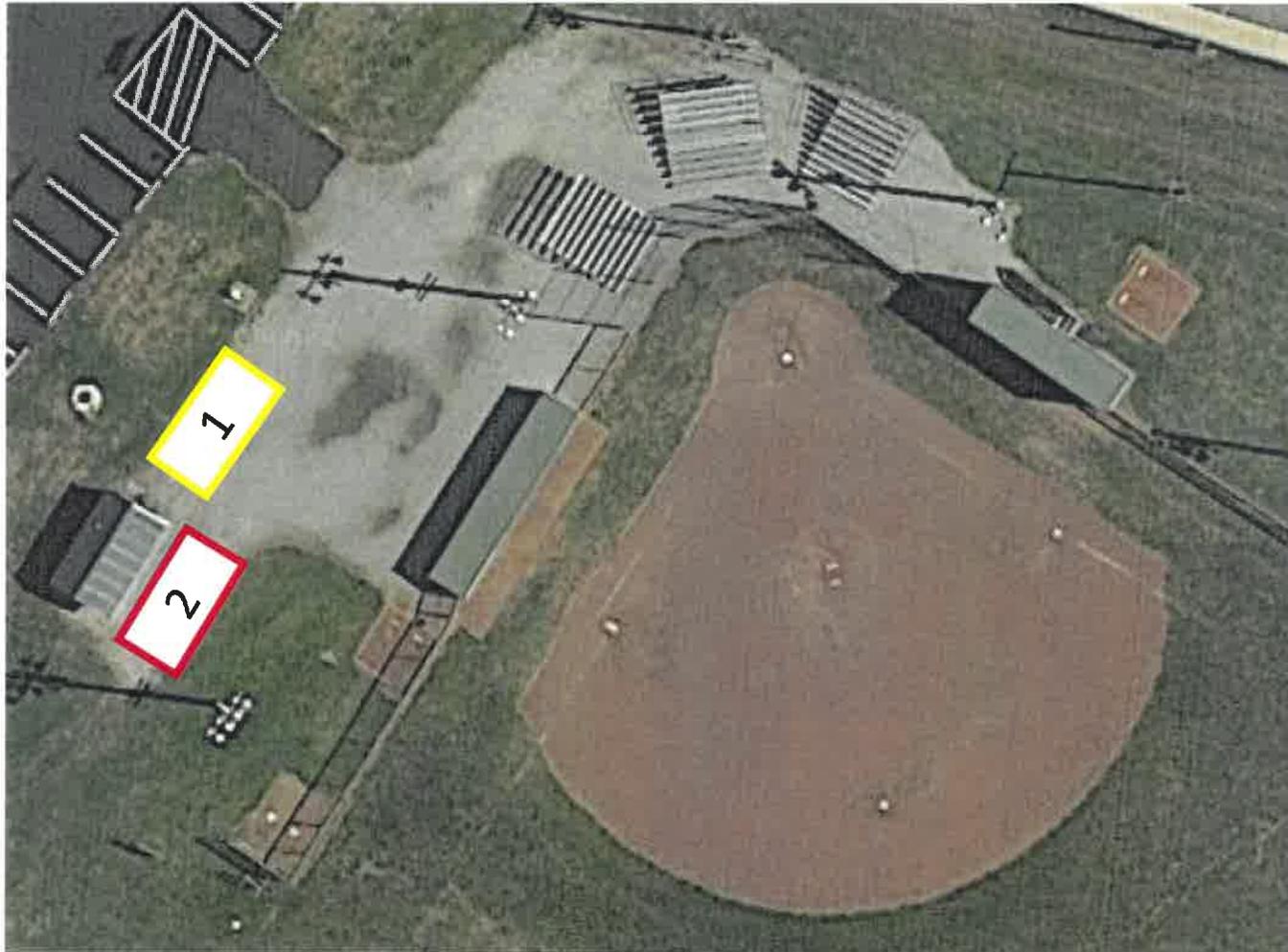
South Elementary (PK-4) - Proposed Site Plan Facility Master Plan



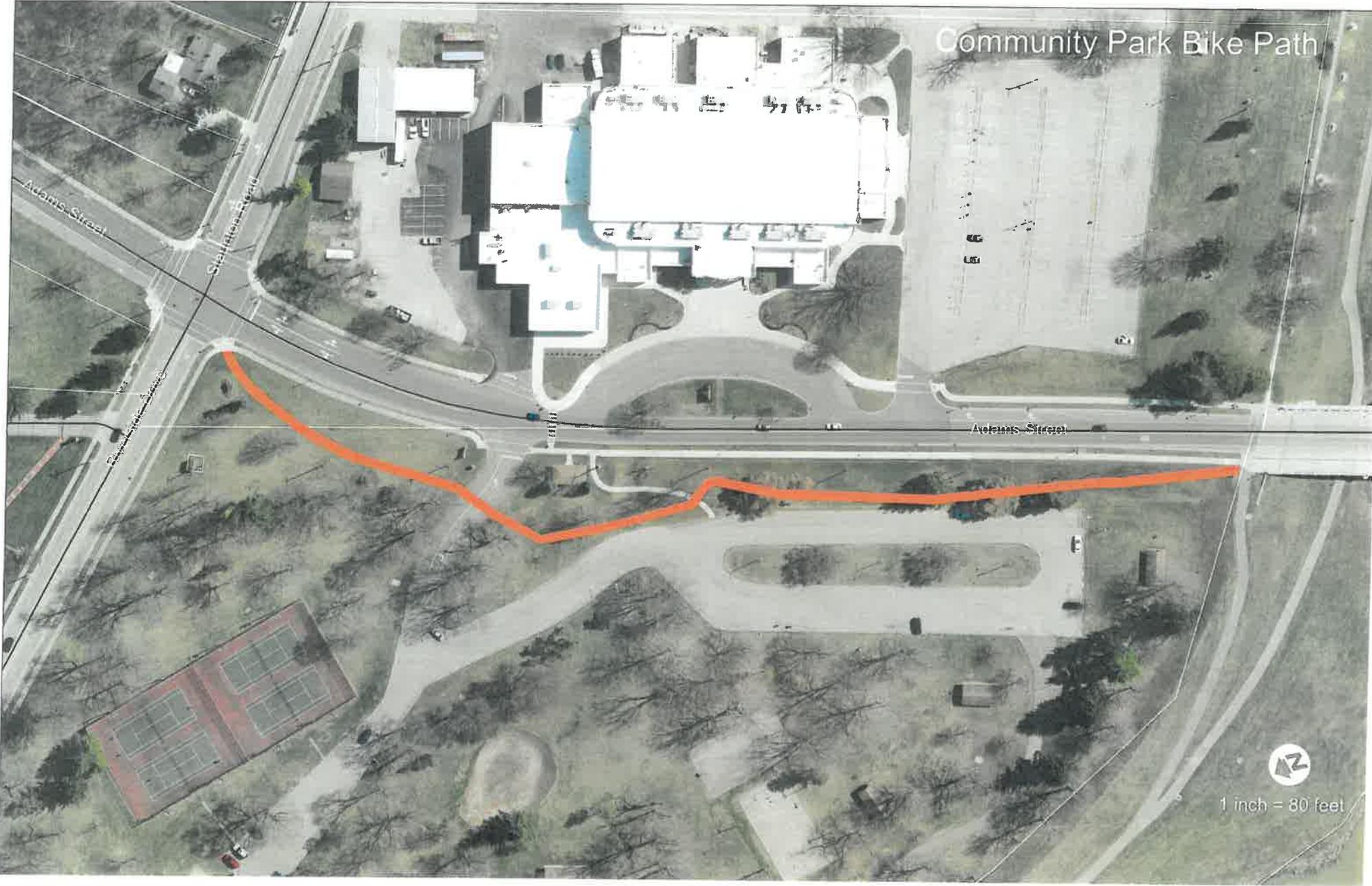
HIGHWALL



POSSIBLE SHED PLACEMENT OPTIONS



Community Park Bike Path



Adams Street

Shelburne Street

Veterans Street



1 inch = 80 feet

MEMO

TO: BOARD OF PARK COMMISSIONERS

FROM: SUE KNIGHT

DATE: February 7, 2020

SUBJECT: PARK PROPERTY/PROUTY PLAZA EVENTS – REQUEST FOR 2020

Below is a list of concerts and other events known at this time for which park property, including Prouty Plaza, may be included in the area of the event:

Treasure Island Park Events			
DATE	EVENT	LOCATION	TIME
5/1/2020	TMS FIRST FRIDAY - CAR SHOW	TBD (MAYBE QUADS)	5-8:30 PM
5/18/2020	CONCERT - PICNIC ON THE PLAZA - THS JAZZ BAND	NW QUAD	11:45 AM
5/19/2020	CONCERT - PICNIC ON THE PLAZA - 8TH GRADE BAND	NW QUAD	12:45 PM
5/20/2020	CONCERT - PICNIC ON THE PLAZA - 7TH GRADE BAND	NW QUAD	1:45 PM
5/25/2020	CONCERT - TROY CIVIC BAND "THANK YOU FOR YOUR SERVICE"	TI PARK	7:00 PM
6/5/2020	TMS FIRST FRIDAY - STRAWBERRY JAM	DOWNTOWN	5:30 - 8 PM
6/5 - 6/7	STRAWBERRY FESTIVAL ACTIVITIES	DOWNTOWN & LEVEE	6 PM - ?
6/7/2020	TSF CAR SHOW	TROY COMMUNITY PARK	9 AM - 3 PM
6/12/2020	CONCERT - CINCINNATI SYMPHONY	SQUARE	8:00 PM
6/14/2020	CONCERT - TROY CIVIC BAND "RED, WHITE AND BLUE"	TI PARK	7:30 PM
6/19/2020	HAYNER CONCERT - FRIDAYS ON PROUTY - THE CRANE WIVES	NW QUAD	7:30 PM
6/24 - 6/27	GOBA	VARIOUS PARK AREAS	
6/24/2020	MOVIE AT TI PARK	AMPITHEATER	DUSK
6/25/2020	GOBA CONCERT ON PROUTY PLAZA	DOWNTOWN	7:30 PM
6/26/2020	TI CONCERT - BRASS TRACKS BAND	TI PARK	7:30 PM
7/3/2020	TMS FIRST FRIDAY - FOURTH OF JULY	DOWNTOWN	5 - 8:30 PM
7/4/2020	TI CONCERT (CHAMBER/ROTARY)	TI PARK	
7/10/2020	TMS CONCERT - FRIDAYS ON PROUTY -	NW QUAD	7:30 PM
7/17/2020	HAYNER CONCERT - FRIDAYS ON PROUTY - BERACHAH VALLEY	NW QUAD	7:30 PM
7/19/2020	TROY KIDS TRIATHLON	TAP/STADIUM/PARK/ARENA LOT	7:30 AM - NOON
7/24/2020	HAYNER CONCERT - FRIDAYS ON PROUTY - CINCINNATI TRANSIT AUTHORITY	NW QUAD	7:30 PM
7/31/2020	TMS CONCERT - FRIDAYS ON PROUTY -	NW QUAD	8:30 PM
8/1/2020	TI CONCERT - THE AMERICAN KINGS	TI PARK	7:30 PM
8/7/2020	TMS FIRST FRIDAY - NON PROFIT NIGHT	DOWNTOWN	5:30 - 8 PM
8/14/2020	HAYNER CONCERT - FRIDAYS ON PROUTY - MOJOFLO PARTY BAND	NW QUAD	7:30 PM
8/15/2020	FESTIVAL OF NATIONS	LEVEE/BEHIND STADIUM	NOON - 6 PM
8/16/2020	MAYORS CONCERT – DAYTON PHILHARMONIC	ENTIRE SQUARE	7:00 PM
8/23/2020	CONCERT - TROY CIVIC BAND - "GO WEST YOUNG MAN"	TI PARK	7:30 PM
8/28/2020	DONUT JAM / TMS CONCERT		7 AM - NOON
8/29/2020	TOUR DE DONUT	SQUARE/N. MARKET	9:00 AM
8/29/2020	BUCKEYE DONUT DASH	SQUARE/WATER STREET	5:30 - 8 PM

9/4/2020	TMS CHOCOLATE WALK	DOWNTOWN	5 - 8 PM
9/6/2020	CONCERT - TROY CIVIC BAND - "THEMES LIKE OLD TIMES"	TI PARK	7:00 PM
9/12/2020	PORCHFEST	NEAR DOWNTOWN	NOON - 5 PM
9/13/2020	WINANS TO WINANS RUN	Water St./Adams/Duke Park/Adams/ Bike Path	
	ALZHEIMER'S WALKS	START/FINISH AT PROUTY PLAZA	5-9 PM
	SUPPER ON THE SQUARE	SQUARE	5 - 11 PM
	PINK RIBBON GIRLS EVENT	SQUARE	morning
10/24/2020	KIDS HALLOWEEN PARADE	NW QUAD	11:00 AM
Mid-Nov.	PLACEMENT OF SANTA HOUSE	PROUTY PLAZA	
11/27/2020	CHRISTMAS TREE LIGHTING	SQUARE/DOWNTOWN AREA	6-9 pm approx

We would note the following:

- In addition to the June 24 Movie at Treasure Island Park, we anticipate there will be two additional movie dates. Those additional dates are not known at this time, but we would ask that the additional movie dates be included in any approval. We would also ask that should any of the movies need to be rescheduled due to weather, that the rescheduled dates be considered approved as well.
- A few events are listed for which dates have not yet determined.
- For some events, the timing may be adjusted.
- As usual, we anticipate that there will be additions to the list through the year. For example, we do not have a confirmed date yet for the annual AF Band of Flight concert. As there may be information on additional events that would require consideration by the Board of Park Commissioners, we will forward that information to the Board.
- In your consideration, we would note that all events would be subject to the City receiving any required insurance and indemnification and subject to any other conditions or stipulations set by the City that must be met by the event sponsor.

On behalf of all the City of Troy and all our partners in providing these outstanding cultural, entertaining and fun opportunities for our citizens and visitors to the community, it would be appreciated if the Board would consider approving the above dates for 2020.

Cc: Mayor Oda
 Mr. Titterington
 Mr. Drake, Park Dept.
 Mr. Ferree, Electrical Div.
 Mr. Siler, Recreation Director
 Ms. Slater, Assistant Recreation Director
 S. Kegley, Engineering Div.