

BOARD OF PARK COMMISSIONERS
July 7, 2020

Topic: Park Board Meeting

Time: Jul 7, 2020 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82768574245>

Meeting ID: 827 6857 4245

Please note the following:

1. City Hall will be closed to the public during these meetings
2. The meetings may be televised live on the City's Facebook page (subject to the technological capability)
3. The public can submit questions or comments on any item in advance of the meeting by submitting them to sue.knight@troyohio.gov. Questions or comments are to be submitted no later than noon, the day of the meeting

Notes for Park Board Members:

1. Members should be un-muted (unless there are background noises that would be picked up on audio)
2. Everyone else is asked to stay muted unless called upon
3. Please be aware that once you join the meeting you are on video

BOARD OF PARK COMMISSIONERS
Tuesday, July 7, 2020
4:00 pm

Call to Order: President – Mr. Kappers

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

Approve Minutes: June 2, 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:

1. Accepting Fees-in-Lieu of dedicated park land for the Redwood Residential Planned Development. The development is located between State Route 718 and McKaig Road. The developer would be paying \$13,000 in fees as the property is developed.

2. Review declaring as surplus the following based on the approved Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property:
 - A. Waco Park
 - B. Parcel of Archer Park to the rear of 700 Governors Road, requested by property owner

3. Presentation regarding encroachments onto park property

Discussion:

Other:

1. Note receipt of check from William H. Maier Successor Trust in the amount of \$1,336.89

Adjourn:

BOARD OF PARK COMMISSIONERS
MINUTES – June 2, 2020 4:00 PM
COUNCIL CHAMBERS

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

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

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

The minutes of the May 5, 2020 Board of Park Commissioners were approved by unanimous voice vote following a motion by Mr. Emerick, seconded by Mrs. Westfall. Motion approve by unanimous roll call vote.

REPORTS:

- Park Superintendent Jeremy Drake submitted a report (copy attached to original minutes). Mr. Drake thanked the Park Department employees for working through the process of reduced staff and what each employees' new responsibilities are. Staff has been willing to step up and help where it is needed. All parks are open along with the public restrooms. Mr. Drake noted that the basketball courts are being used by the public. Staff has placed 2x4's on the hoops to block the rims along with caution tape around the courts only to have it removed by visitors of the parks.
- Mr. Siler submitted a report (copy attached to original minutes). Mr. Siler stated park shelter reservations are open for the remainder of the season. Staff is preparing the pool for opening day on June 15. A vendor will be coming within the next week to start the pool system and make sure everything is running smoothly. Pool staff will attend training sessions leading up to opening day on June 15. Miami County Public Health will be on hand to help staff meet the guidelines with the opening of the pool along with summer ice programs at Hobart Arena. As of June 15, Hockey and Figure Skating can start their summer activities camps following the guidelines that have been set. Mr. Kappers stated he was surprised the pool is opening and asked what went into the Recreation Board deciding to open the pool. Mr. Siler stated it was the Recreation Board voted to open and staff will be enforcing the guidelines that have been set. Mrs. Westfall and Mr. Emerick both support the pool being opened and hope it will go smooth for everyone.
- Mr. Booher submitted a report (copy attached to original minutes). Mr. Booher stated Miami Shores Golf Course has been extremely busy with rounds of golf being played. He stated they have gained some new members from other golf courses in the area that have closed permanently or have not opened yet due to Covid-19. One league has been moved to Miami Shores due to the closure of another course. Mr. Booher thanked Ryan Leach and the grounds crew for keeping the course in great condition considering how much it is being used. Extra cleaning is taking place in the indoor facility and golf carts. Staff is still working with the Miami County Public Health to make sure they are meeting the guidelines and continue to be open. The Pro Shop is closed and but they have been able to sell merchandise. The Shoreline opened for takeout on April 22, May 15 for outdoor dining, and June 1 for indoor dining. Social Distancing has been feasible at The Shoreline due to the size of the dining and the number of tables they have to offer for seating. Mr. Kappers inquired about the use of the driving range and Mr. Booher stated it was able to open on May 1 and has been busy. The cart that staff drives around the driving range to pick up the balls is cleaned thoroughly and the balls are washed after they are picked up.

NEW BUSINESS:

- Mr. Kappers stated City Administration and the Mayor requested the Board of Park Commissioners to draft a Policy of Guidelines for Approval of Declaring as Surplus City/Board of Park Commissioners Property. Mr. Kappers drafted a policy and has worked with City staff to finalize the policy. Mr. Kappers noted that there needed to be a correction in the policy to show under item three, (Identification and analysis of the reason(s) for declaring said property as surplus, as listed in A-B above) as there was no item C. Mrs. Westfall liked the policy and Mr. Emerick thought it covered all aspects and gives the Board guidelines for the future. A motion was made by Mr. Kappers to adopt the corrected Policy Guidelines RE Approval of Declaring As Surplus City/Board of Park Commissioners Property as the Park Boards Policy and to recommend that Council also adopt the policy. Motion seconded Mr. Emerick and approved by unanimous roll call vote. (A copy of the approved policy is attached to the original minutes.)

A motion was made by Mr. Kappers, seconded by Mrs. Westfall that the Board adjourn into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Motion passed by unanimous vote. At 4:18 p.m. the board adjourned into Executive Session.

At 5:05 p.m. following a motion by Mr. Emerick, seconded by Mrs. Westfall, and approved by unanimous roll call vote, the Board returned to regular session.

OTHER:

- Mr. Titterington requested Park Board support for the use of Prouty Plaza for an event on July 3. He explained that the Pink Ribbon Girls organization, in coordination with Troy Main Street, Inc. and Moeller Brew Barn, have asked to hold a concert within the Public Square and on Prouty Plaza that will include music, some food options and the sale of alcohol, with the concert between the hours of 2:00 p.m. to 9:00 p.m., and the Public Square closed from approximately noon to 11:00 p.m. to allow time for set up and tear down. The Public Square will be closed at Cherry, Walnut, Franklin and Water Streets, with the alcohol venue contained within the crossings at the Square at S. Market Street, E. Main Street and North Market Street, at Cherry Street on W. Main Street and including the area of Prouty Plaza. Mr. Titterington noted this has been discussed with the Superintendent of Parks. Approval of Notwithstanding Legislation for this event will be requested of City Council. A motion was made by Mr. Kappers, seconded by Mr. Emerick, that the Board of Park Commissioners supports the use of Prouty Plaza for this event to be held July 3, and recommends approval by Troy City Council. Motion passed by unanimous vote.

There being no further business, upon motion of Mr. Emerick, seconded by Mrs. Westfall, by unanimous voice vote, the Board adjourned at 5:08 p.m.

Respectfully submitted,

Workorders 6/1 - 6/30

Address	Street Name	Work Type	Description
564	SHAFTSBURY RD	Building Maintenance	Purchase and install toilet Archer Park restroom
	McKaig-Race Park	Building Maintenance	Paint shelter
	Community Park	Building Maintenance	Remove restroom door covers, pressure wash brick shelter
	Downtown baskets, bridge bask	Hanging Baskets - Water / Fertilize	Water flowers
	Downtown baskets, bridge bask	Hanging Baskets - Water / Fertilize	Water flowers
	Downtown baskets, bridge bask	Administration - Park	Water flowers
	Various Locations	Equipment Maintenance / Repair	Paint all drinking fountains
	Community Park	Building Maintenance	Replace light ballast
	Various Locations	Seasonal Maintenance	Turn water on remaining drinking fountains
	Barn in the Park	Building Maintenance	Replace missing soffit and metal fascia
	Park Department Shop	Building Maintenance	Repair door, replace metal fascia over garage door
	Community Park	Storm Damage / Cleanup	Remove broken tree limb
1672	NORTH RD	Storm Damage / Cleanup	Remove large limb in street
	Menke Park	Storm Damage / Cleanup	Remove broken tree limbs
259	N WESTON RD	Storm Damage / Cleanup	Remove limb in street
	Various Locations	Storm Damage / Cleanup	Remove tree and broken limbs, Golf course, Heywood, Menke, Prouty Plaza, Aquatic
439	N ELM ST	Flood Cleanup	Park, Skate Park, 756 Trade Sq. West
439	N ELM ST	Tree Removal / Stump Grinding	Flood and silt clean up Treasure Island.
	Community Park	Install / Replace Park Equipment	Remove dead tree, Treasure Island
	Community Park	Storm Damage / Cleanup	Replace basketball nets
	E Main Boulevards	Irrigation Seasonal Maintenance	Chip brush from storm damaged trees
	Troy Aquatic Park	Administration - Park	install irrigation controller
	Downtown baskets, bridge bask	Hanging Baskets - Water / Fertilize	Replace 7 irrigation heads
	Downtown baskets, bridge bask	Hanging Baskets - Water / Fertilize	Water and fertilize flowers
439	N ELM ST	Flood Cleanup	Water flowers
100	S MARKET ST	Building Maintenance	Clean amphitheatre, bike path, lighthouse plaza
	Downtown fountain irrigation	Irrigation Seasonal Maintenance	Repair Franklin Street entrance door
	downtown trees	Tree Management	Replace irrigation controller
1176	W Main Street	Building Maintenance	Water 11 new trees
439	N ELM ST	Mowing - General Turf	Cover holes on shelter posts
439	N ELM ST	Mowing - General Turf	Mow butterfly walking trail
1670	TROY SIDNEY RD	Irrigation Seasonal Maintenance	Mow Treasure Island, Trim mow larger areas
439	N ELM ST	Special Event Setup / Teardown	Replace 6 irrigation heads on Duke field 4
			Layout social distancing areas for concert

Workorders 6/1 - 6/30

439	N ELM ST	Tent set-up/Teardown	Order kayaks, life jackets and supplies
439	N ELM ST	Tent set-up/Teardown	inflate tent put out for rental
439	N ELM ST	Tent set-up/Teardown	Check-in for tent rental
439	N ELM ST	Tent set-up/Teardown	Return Saturday to remove tent due to inclement weather
439	N ELM ST	Building Maintenance	Replace hot water shutoff valve in the women's restroom
439	N ELM ST	Mowing - General Turf	Mow walking trail in the pollinator habitat
1670	Troy Sidney Road	Drag / Line / Infield Maintenance	Prepare fields for games
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265	ADAMS ST	Administration - Park	Payroll, process invoices, return calls
265	ADAMS ST	Administration - Park	process invoices, return calls/emails
	Various Locations	Tree Management	Look at street trees, return calls, enter workorders
	Various Locations	Tree Management	OUPS requests for stump grinding, record work orders for storm damage cleanup
	Various Locations	Tree Management	Water trees

Cost Summary By Work Type

<u>Work Type Name</u>	<u>Work Request Count</u>	<u>Employee Hours</u>	<u>Employee Cost</u>	<u>Equipment Cost</u>	<u>Total Cost</u>	<u>Average Cost</u>
Building Maintenance	7	16.5	\$460.02	\$342.75	\$802.77	\$114.68
Hanging Baskets - Water / Fertilize	4	43	\$1,198.84	\$1,396.90	\$2,595.74	\$648.94
Administration - Park	4	27	\$877.50	\$541.10	\$1,418.60	\$354.65
Equipment Maintenance / Repair	1	12	\$334.56	\$274.20	\$608.76	\$608.76
Seasonal Maintenance	1	2	\$55.76	\$45.70	\$101.46	\$101.46
Storm Damage / Cleanup	6	27	\$641.63	\$1,439.16	\$2,080.79	\$346.80
Flood Cleanup	2	28	\$678.32	\$926.60	\$1,604.92	\$802.46
Tree Removal / Stump Grinding	1	2	\$78.44	\$121.54	\$199.98	\$199.98
Install / Replace Park Equipment	1	0.75	\$20.55	\$0.00	\$20.55	\$20.55
Irrigation Seasonal Maintenance	3	8	\$268.40	\$334.48	\$602.88	\$200.96
Tree Management	4	16	\$616.18	\$224.65	\$840.83	\$210.21
Mowing - General Turf	3	5	\$196.10	\$444.62	\$640.72	\$213.57
Special Event Setup / Teardown	1	4	\$156.88	\$243.08	\$399.96	\$399.96
Tent set-up/Teardown	4	32	\$651.90	\$53.60	\$705.50	\$176.38
Drag / Line / Infield Maintenance	6	36	\$648.00	\$0.00	\$648.00	\$108.00
Totals:	48	259.25	\$6,883.08	\$6,388.38	\$13,271.46	\$276.49

CITY OF TROY PARK BOARD MEETING

July 7, 2020

Council Chambers
4:00 p.m.

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

1. Registrations are currently being taken for Baseball Clinic (added session), Musical Theater (session is full), Youth Tennis Lessons (sessions are full), Strollers In Motion, Cheerleading, S.A.Y. Soccer (we have some limited offerings) and Adult Tennis Lessons.
2. Upcoming Treasure Island Concert Events: August 1st, 2020. The concert on June 26th went very well. There were approximately 425 people in attendance.
3. Troy Skating Club Freestyle ice began on June 15th. Sessions have been well attended.
4. We are offering youth "drop-in" hockey. There have been a couple sessions maxed out at 20 participants.
5. The Adult Hockey League has been cancelled for the summer.
6. Youth Hockey registrations are currently at 128 with 8 on the waiting list. All but the Squirt division and Initiation Program are filled at this time.
7. Upcoming Hobart Arena events:
 - a. Rend Collective – Rescheduled to August 13th.
 - b. Travis Tritt – Rescheduled to August 30th.
 - c. Urban Meyer – October 15, 2020.
8. The pool filtration and circulation systems were started on June 10th by Patterson Pools and the pool opened on June 15th.
9. All pool memberships and party rentals were refunded.
10. Pool maximum capacity is 190. We have reached capacity on 3 occasions to date. The wait to get in has not been very long. Overall the season has gone well.
11. Pool Daily Attendance Report. (Attached)

2020 Troy Aquatic Park

Date	Student Admission	Adult Admission	Senior Admission	Preschool Admission	Baby/Group Admission	Free Entry	Memberships Admission	Total Admission	Daily Revenue	Diapers	Concession Revenue	Total Revenue	Weather Conditions
6/15/2020	21	30	7	7	3	0	0	68	\$355.00	\$ -	\$ 223.75	\$578.75	Sunny and a bit cool
6/16/2020	73	89	7	14	8	0	0	191	\$1,042.00	\$ -	\$ 497.25	\$1,539.25	Sunny and a bit cool
6/17/2020	100	105	20	17	8	0	0	250	\$1,361.00	\$ -	\$ 527.00	\$1,888.00	Sunny and warm
6/18/2020	56	37	5	6	1	0	0	105	\$596.00	\$ -	\$ 320.00	\$916.00	Sunny and warm
6/19/2020	124	130	13	34	7	0	0	308	\$1,678.00	\$ -	\$ 727.75	\$2,405.75	Hot & Humid
6/20/2020	128	162	9	35	27	6	0	367	\$1,881.00	\$ 8.00	\$ 982.25	\$2,871.25	Hot & Humid
6/21/2020	25	39	2	7	3	3	0	79	\$413.00	\$ -	\$ 57.00	\$470.00	sunny then storms
6/22/2020	47	82	5	11	17	0	0	162	\$827.00	\$ 2.00	\$ 412.75	\$1,241.75	partly cloudy & warm
6/23/2020	6	3	0	0	0	0	0	9	\$54.00	\$ -	\$ 34.00	\$88.00	partly cloudy & cool
6/24/2020	52	68	9	8	4	0	0	141	\$780.00	\$ -	\$ 400.50	\$1,180.50	sunny & warm
6/25/2020	83	60	6	19	0	0	0	168	\$939.00	\$ -	\$ 388.25	\$1,327.25	Sunny & warm
6/26/2020	83	75	11	13	13	0	0	195	\$1,031.00	\$ -	\$ 430.00	\$1,461.00	Windy & Warm
6/27/2020	0	0	0	0	0	0	0	0	\$0.00	\$ -	\$ -	\$0.00	Stormy
6/28/2020	19	33	5	3	0	0	0	60	\$341.00	\$ -	\$ 159.25	\$500.25	Pt. Cloudy & Humid
6/29/2020	91	135	8	26	16	0	0	276	\$1,466.00	\$ -	\$ 643.25	\$2,109.25	Hot & Humid; Storm Late
6/30/2020													
TOTALS								2379	\$12,764.00	\$ 10.00	\$ 5,803.00	\$18,577.00	

To: Board of Park Commissioners
From: Kyler Booher, Director of Golf
Subject: 2020 June Report
Date: Tuesday, July 7th, 2020

- Maintenance staff has been performing routine golf course and driving range maintenance
- Golf course continues to be in great shape. Maintenance crew is doing a great job.
- Overall play numbers are up considerably from last year. Rounds and revenue for the month saw a roughly 50% increase compared to June 2019.
- City Championship went very well
- We continue to implement Covid-19 related safety policy and procedures for the safety of employees and customers

Please find attached all HowGoezItReports for the Pro Shop and The Shoreline.

Pro Shop 2020

Miami Shores Golf Course
 Z Out Report - All Terminals
 for 06/01/2020 - 06/30/2020
 Generated
 07/02/2020 10:29am

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	31,684.31	0.00	31,684.31		12.00	64.95
Check	185.50	0.00	185.50	Accessories	49.00	164.33
Credit Card	91,638.00	0.00	91,638.00	Alcohol	17.00	39.73
New Gift Cards Issued	-2,561.50	0.00	-2,561.50	Beverage	56.00	100.02
Gift Card	647.50	0.00	647.50	Caps	18.00	349.50
Raincheck	-747.51	0.00	-747.51	Gloves	23.00	335.55
		0.00	0.00	Golf Balls	189.00	1,797.73
		0.00		Golf Instruction	15.00	1,400.00
		0.00		Shirts	2.00	69.39
		0.00		Accounting	3.00	-53.00
		0.00		Carts	4,013.00	31,606.49
		0.00		Driving Range	132.00	1,321.00
		0.00		Gloves	11.00	133.65
		0.00		Golf Bags	1.00	84.44
		0.00		Golf Clubs	4.00	1,069.30
		0.00		Green Fees	5,898.00	74,604.55
		0.00		Grips	15.00	173.06
		0.00		Handicap	4.00	120.00
		0.00		Membership	18.00	4,730.00
		0.00		Pull Cart	23.00	75.63
		0.00		Rental Clubs	8.00	116.83
		0.00		Service Fees	1.00	3.00
Revenue/Non-Revenue			Taxes/Partial Returns			
Description	Totals	Adjusted Totals	Description	Amount		
Revenue Payments Total	123,507.81	123,507.81	7.000 %	2,540.15		
Non Revenue Payments Total	-2,661.51	-2,661.51				
Total		120,846.30	Total	2,540.15		
Difference		0.00				
Drawer Count		120,846.30	Sales	118,306.15		
+ Cash Short		0.00	+ Cash Over	0.00		
			+ Taxes/Partial Returns	2,540.15		
Total		120,846.30	Total	120,846.30		

Pro Shop 2019

Miami Shores Golf Course
 Z Out Report - All Terminals
 for 06/01/2019 - 06/30/2019
 Generated
 07/02/2020 10:29am

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	30,461.29	0.00	30,461.29		8.00	605.79
Check	261.00	0.00	261.00	Accessories	37.00	92.94
Credit Card	51,750.56	0.00	51,750.56	Alcohol	533.00	1,246.54
New Gift Cards Issued	-1,663.00	0.00	-1,663.00	Beverage	326.00	548.06
Gift Card	649.00	0.00	649.00	Caps	29.00	578.80
Raincheck	159.02	0.00	159.02	Food	164.00	562.70
		0.00	0.00	Gloves	25.00	330.88
		0.00		Golf Bags	1.00	104.67
		0.00		Golf Balls	161.00	1,559.80
		0.00		Golf Instruction	10.00	895.00
		0.00		Shirts	6.00	193.92
		0.00		Accounting	20.00	-366.64
		0.00		Carts ,	2,549.00	20,308.65
		0.00		Driving Range	97.00	988.00
		0.00		Gloves	10.00	121.50
		0.00		Golf Clubs	2.00	187.84
		0.00		Green Fees	4,034.00	45,470.98
		0.00		Grips	22.00	243.45
		0.00		Handicap	4.00	120.00
		0.00		Hard Goods	2.00	1,701.05
		0.00		Membership	6.00	1,460.00
		0.00		Pull Cart	49.00	157.77
		0.00		Rental Clubs	6.00	98.13
		0.00		Sales Miscellaneous	23.00	1,102.01
		0.00		Service	25.00	1,120.00
		0.00		Shoes	2.00	92.52
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	82,472.85		82,472.85	7.000 %		2,093.51
Non Revenue Payments Total	-854.98		-854.98			
Total			81,617.87	Total		2,093.51
Difference			0.00			
Drawer Count			81,617.87	Sales		79,524.36
+ Cash Short			0.00	+ Cash Over		0.00
				+ Taxes/Partial Returns		2,093.51
Total			81,617.87	Total		81,617.87



Robert Watson
Zoning Inspector

937-339-9488
robert.watson@troyohio.gov

MEMORANDUM

TO: Board of Park Commissioners
FROM: Robert Watson, Zoning Inspector
DATE: July 7, 2020
SUBJECT: Redwood USA, LLC – Planned Development

BACKGROUND AND DISCUSSION:

The City of Troy received an application to create a new, private apartment development located between McKaig Road and St. Rt 718. The proposed development, which consists entirely of single-story apartment homes, encompassing 22.515 acres and twenty-six total buildings, with a combination of four or six units per building. The developer is not proposing to provide any parkland and is requesting a review from the Park Board to consider fees-in-lieu-of instead of 10% (2.25 acres) of parkland required by the Zoning Ordinance. The proposed preliminary plan is attached to this report.

In accordance with the Troy Codified Ordinances (Section 1117.02), Planning Commission may accept fees-in-lieu-of instead of open space. The developer proposes to pay fees-in-lieu-of instead of providing private or public open space at the required ten percent. Accepting fees-in-lieu-of would result with \$13,000 in the Park and Recreation capital budget. This number assumes all (26) planned buildings are constructed and developed. The fee will be collected with the approval of the planned development for the site.

Staff is recommending the acceptance of fees-in-lieu-of instead of open space as the site does provide 29% or 6.5 acres of green space, a small walking path and outdoor shelter within the overall site. The development is private, and the entire site will be maintained by the owner, including all installed landscaping. The Comprehensive Plan, Chapter 12, states that the City provides more park and recreation space per capita than similar sized communities. This development was granted approval from the Planning Commission for the general plan of this planned development with the condition that the Park Board accepts the fees-in-lieu of. This is the general plan and first phase of the three-phase process of the planned development process.

REQUESTED ACTION:

It is requested that the Board of Park Commissioners recommend to Planning Commission a positive recommendation to accept fees-in-lieu-of parkland for the proposed Planned Development.

1117.02 COMMON OPEN SPACE/PARKLAND.

(a) The subdivision layout should conform to the City's Comprehensive Plan, Zoning Code and any other officially adopted long-range plans of the City.

(b) Where deemed appropriate by the Planning Commission, open space consisting of at least three percent (3%) of total acreage proposed for development, which is suitably located for future use as parks, playgrounds, and/or other recreational purposes for local or neighborhood use, shall be provided for in the proposed subdivision. Planning Commission shall determine if the space shall be private open space or public parkland. If such open space is not dedicated to the City, it shall be reserved for the common use of all property owners in the proposed subdivision by covenant in individual deeds. Such private open space shall be maintained and operated by the Homeowners or Property Owners Association. The detention basin and other stormwater management area shall not be included as open space.

(c) Where no open space is provided and no public parkland is dedicated, the developer shall pay a fee-in-lieu of. This fee shall be determined by City Council.



Redwood Neighborhoods: Peace, Quiet & Comfort

Why Redwood is Good for Troy:

- Appeals to older residents and empty nesters who want to stay in the community but do not want the hassle of maintenance issues
- Provides a distinctive townhome-like community emphasizing peace and quiet
- Will provide positive tax revenues to community with a minimal impact to community services and public works (i.e. police, fire, maintenance, etc.)
- Additional revenue for local business
- Minimal impact to public schools (5-10% of residents with school age children)
- Low traffic volumes relative to traditional single family home developments





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, Director of Public Service and Safety
DATE: June 25, 2020
SUBJECT: **POSSIBLE SURPLUS PROPERTY**

A handwritten signature in blue ink, appearing to read "PJT", is written over the "FROM:" line of the memorandum.

On June 16, Troy City Council approved the attached "Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property". These policy guidelines are as recommended by the Board to Council.

There are currently two pending items regarding surplus property:

1. The Board previously provided a recommendation that Waco Park be declared surplus. That request was not considered by Council, pending approval of the Policy Guidelines.
2. A request of Anne McDonough, owner of the property at 700 Governors Road, that a small parcel of Archer Park to the rear of her property be declared surplus and offered for sale. Ms. McDonough's letter and sketch are attached, as well as an aerial view provided by staff which shows this parcel in relation to the two adjacent parcels. As is also indicated by the aerial, there is a shed on the property that encroaches into Archer Park by 2.75 feet.

It would be appreciated if the Board would consider these two items and provide a recommendation based on the Policy Guidelines.

encl.
cc: Jeremy Drake

**POLICY GUIDELINES RE APPROVAL OF DECLARING AS SURPLUS
CITY / BOARD OF PARK COMMISSIONERS PROPERTY**

City park land, greenspace, and other public property are acquired, managed and maintained for the benefit of the Troy community. From time to time, upon initiative of the Administration or Board of Park Commissioners (collectively known as the City) or by a private property owner, the City may recommend certain segments of that property be declared as surplus by the City. Such action shall only be considered if the sale will benefit the Troy community for one or more of the following reasons:

- A. The economic benefits of selling the property outweigh the economic benefits of continuing to use, maintain, manage, and improve that property, including but not limited to the financial distress of the city; and/or
- B. The property is too small or unsuitable for development or use as a park; and/or

In the event that one or more of the reasons above are met, the appropriate City department shall submit a recommendation report to the Troy City Council that includes the following information:

1. The name of City department (Board of Park Commissioners for land used as park property or Administration for all other property) or property owner that is initiating the request and the type and current use of the property;
2. Confirmation that City staff (Board of Park Commissioners for land used as park property or Administration for all other property) has visited the site and, based on a review of the property it appears that there may or may not be an encroachment;
3. Identification and analysis of the reason(s) for declaring said property as surplus, as listed in A-B above;
4. Determination that there has been no apparent encroachment on said property or that an encroachment is minor;
5. In the case of an egregious encroachment, as defined as the construction of a physical structure on City land and/or the construction of landscaping and/or hardscape at least ten (10) feet beyond the estimated property line, the findings of an investigation, which shall include answers to the following questions:
 - a. When was the encroachment created?
 - b. Was the encroachment created under the current property owner?
 - c. If so, who constructed the encroachment?

POLICY GUIDELINES RE APPROVAL OF DECLARING AS SURPLUS

CITY / BOARD OF PARK COMMISSIONERS PROPERTY

- d. Did anyone from the City give permission in writing prior to the construction?
- e. What was the relationship between the property owner and the installer of the encroachment?
- f. Any other pertinent information that would assist in the City Council's disposition?

The minimum bid price shall be set by the Director of Public Service and Safety, pursuant to City Council authorization. Said minimum price shall include all administrative costs associated with preparing the parcel for sale, including but not limited to surveys, recording, advertising, etc. All proceeds from the sale shall be deposited into the General Fund or other Funds, to support the operating and capital requirements for the maintenance of park land, greenspace and other public property.

Approved Date: June 15, 2020

Attest: 
Clerk of Council

**COMMITTEE REPORT
TROY CITY COUNCIL**

TO: Mr. Lutz, President of Council **DATE:** June 8, 2020
FROM: Recreation and Parks Committee
SUBJECT: POLICY GUIDELINES – APPROVAL OF DECLARING SURPLUS CITY/BOARD OF PARK COMMISSIONERS PROPERTY

SUMMARY: *(to be read at Council meeting)*

This Committee met remotely on June 8 to review the recommendation of the Board of Park Commissioners that Council adopt the Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property. The Policy was adopted by the Park Board on June 2.

RECOMMENDATION:

It is the recommendation of this Committee that Council adopt the attached policy guidelines. This would not be by legislative action, but by a motion, second, and roll call vote to adopt Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property.

Respectfully submitted,

Bobby W. Phillips

John W. Terwilliger

Jeffrey A. Schilling, Chairman
Recreation and Parks Committee

DETAILED REPORT:

On June 8, 2020, this Committee met remotely to review the recommendation of the Board of Park Commissioners that the Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property be adopted by Council. The Committee meeting was also attended remotely by Mayor Oda, Council Members Rozell, Schweser, Severt, Snee and Twiss, the Director of Public Service and Safety, citizens, and members of the City staff.

During Council's recent consideration of declaring a small parcel of Archer Park as surplus, it was noted that there has not been a formal policy or guidelines to be followed in this regard by the City or the Board of Park Commissioners. As a result, draft Policy Guidelines were prepared with input of staff and the Board of Park Commissioners. On June 2, the Board of Park Commissioners unanimously approved the Policy Guidelines, attached to this report, and recommended that Council approve the Policy Guidelines.

It was discussed that with a survey of most parks completed, a few encroachments have been found. The City will be communicating with the property owners where the encroachments were found.

RECOMMENDATION:

It is the recommendation of this Committee that Council adopt the attached policy guidelines. This would not be by legislative action, but by a motion, second, and roll call vote to adopt Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property.

cc: Council, Mayor, Director of Public Service & Safety, Director of Law, City Auditor, Clerk, staff, media
encl.

Policy Guidelines approved by Troy City Council on June 15, 2020 as follows:

"A motion was made by Mr. Schilling, seconded by Mr. Schweser to approve the Policy Guidelines – Approval of Declaring Surplus City/Board of Park Commissioners Property. Motion passed by unanimous roll call vote."



March 3, 2020

Mr. Patrick Titterington
Director of Public Service and Safety
City Building
100 S. Market Street
Troy, Ohio 45373

RE: City of Troy Inlot 9806

Dear Mr Titterington:

I wish to purchase property to the rear of my property which is currently owned by the City of Troy. The portion of property that I wish to purchase is a three sided portion, 73' by 81' by 38'. I have provided an attachment, not to scale, that sets forth the portion of property I would wish to purchase which is located behind my property and known as Troy Lot No. 9806.

This portion of property is currently not used by the City of Troy and I believe it is not part of any further expansion of the park.

I would additionally incur the expense of the proper survey identifying the property as described by the attachment.

Please advise if the city is willing to sell the property.

Sincerely,

Anne McDonough
700 Governors Road
Troy, Ohio 45373
937.623-2946

Cc: Grant Kerber, Troy Law Director

Governors Rd

Inlot 9806

141.31'

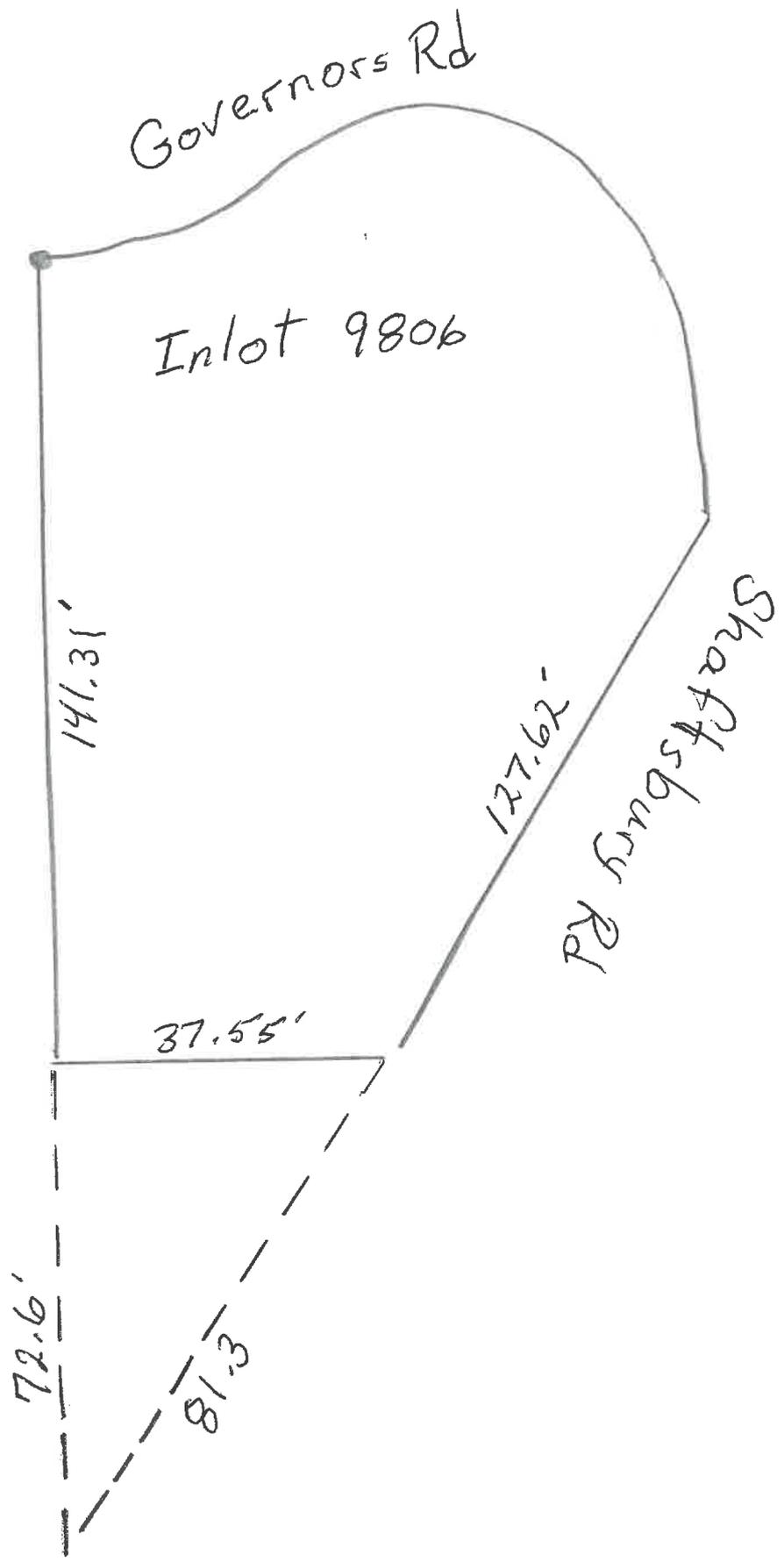
127.62'

Shaftsbury Rd

37.55'

72.6'

81.3'



700 Governors Road, 710 Governors Road & 636 Shaftsbury Road



Legend
Proposed Area to be Sold



1 inch = 50 feet
Date: 6/30/2020

700 Governors Road,
710 Governors Road &
636 Shaftsbury Road

Railroad

1 inch = 100 feet
Date: 6/30/2020



Legend

 Proposed Area to be Sold



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, Director of Public Service and Safety 
DATE: June 30, 2020
SUBJECT: **PRESENTATION REGARDING ENCROACHMENTS ONTO PARK PROPERTY**

As requested, City staff has completed the survey of all parks and noted encroachments onto park property. Attached are the following:

1. Spreadsheet of the noted encroachments;
2. Copy of the power point presentation; and
3. Draft letters to be sent to the property owners where encroachments have been noted.

Staff is prepared to make a presentation on this subject at the Board's July 7 meeting.

encl.
cc: J. Drake

PARK NAME	LOCATION	OWNER	ACREAGE	TYPE OF ENCROACHMENT	ENCROACHING PROPERTY ADDRESS	MEASUREMENT (FEET)	ENCROACHMENT DESCRIPTION	RECOMMENDED ACTION
Archer Park	110 Foss Wy	City of Troy	20.1	Shed	288 Shaftsbury Rd	2'	Shed is encroaching by 2 ft. on the park land.	Send the property owner a letter of notification to remove the shed or the City will remove it.
				Trailer	288 Shaftsbury Rd	3'	Trailer is encroaching by approximately 3 ft. on the park land.	Send the property owner a letter of notification to remove the trailer from the park land or the City will remove it.
				Garden	724 Shaftsbury Rd	10'(W)x28'(L) 280 sq.ft.	Garden is located adjacent to the property line. The grass sod has been removed from the piece of park land. The 280 sq.ft. land appears to have been used for gardening, but has been unattended.	Send the property owner a letter to notify that due to the type of encroachment, the City will not require immediate removal but reserves the right to require its removal at any time if necessary in the future.
Edgewater Park	Wooded area north of Wooden Ln	City of Troy	3.3	Shed	700 Governors Rd	2.75'	Shed is encroaching by 2.75 ft. on the park land.	Send the property owner a letter of notification to remove the shed or the City will remove it.
				Tree houses	Park land	N/A	Several poorly built tree houses are located inside the park.	Should be removed by the City staff as a matter of safety.
				Fire Pit & Stones	1124 Arbor Ln	14'	Fire pit and stones are placed on the park land approximately 14 ft. from the property line.	Send the property owner a letter of notification to remove the fire pit and stones or the City will remove them.
				Landscaping stones	1124 Arbor Ln	10'	Additional landscaping stones are placed in 10 ft. from the property line.	Send the property owner a letter of notification to remove the landscaping stones or the City will remove them.
				Shed	1124 Arbor Ln	1'-1.5'	Part of the shed is encroaching by 1 - 1.5 ft. on the park land.	Send the property owner a letter of notification to remove the shed or the City will remove it.
				Plants & decorative fences	1136 Arbor Ln	6'-8'	One side of the decorative fence is encroaching by 8 ft. on the park land. The second part of the 12 ft. long decorative fence is placed on the park land approximately 8 ft. from the property line. Plants are located inside ≈75 sq.ft. area partially enclosed by the decorative fences.	Send the property owner a letter of notification to remove the decorative fences. As for plants, due to the type of encroachment, the City will not require immediate removal but reserves the right to require their removal at any time if necessary in the future.
				Landscaping stones	1136 Arbor Ln	6'	Landscaping stones are placed on the park land approximately 6 ft. from the property line.	Send the property owner a letter of notification to remove the landscaping stones from the park land or the City will remove them.
				Trailer	1136 Arbor Ln	10'	5 ft.(W) X 8 ft.(L) trailer is parked on the park land in 10 ft. from the property line.	Send the property owner a letter of notification to remove the trailer from the park land or the City will remove it.
				Shed	1136 Arbor Ln	2'	Shed is encroaching by 2 ft. on the park land.	Send the property owner a letter of notification to remove the shed or the City will remove it.
				Trailer	1148 Arbor Ln	4'(W)x6'(L)	4 ft.(W) X 6 ft.(L) trailer is parked on park land adjacent to the property line.	Send the property owner a letter of notification to remove the trailer from the park land or the City will remove it.
Heywood Park	McKaig Ave and S Ridge Ave	City of Troy	6.8	Fence, trees & yard decorations	1021 McKaig Ave	6'(W)x40'(L) 240 sq.ft.	Fence is encroaching by 6 ft.(W) X 40 ft.(L) on the park land taking 240 sq.ft. of the land. The yard decorations and trees are located on the park land inside the encroaching fence.	Send the property owner a letter of notification to remove the fence, trees, and yard decorations or the City will remove them.
				Driveway	1025 McKaig Ave	10'(W)x100'(L)	Driveway is encroaching by 10 ft.(W)x100 ft.(L) on the park land.	Send the property owner a letter to notify that due to the type of encroachment, the City will not require immediate removal but reserves the right to require its removal at any time if necessary in the future.
				Playset	2623 Huntington Dr	4'	Part of the playset is encroaching by 4 ft. on the park land.	Send the property owner a letter of notification to remove the playset or the City will remove it.
				Kings Chapel Park	131 Kings Chapel Dr	City of Troy/Board of Park Commissioners	8.5	Fence & yard Decorations



Survey of Encroachments on City of Troy Park Land

July 7, 2020

Agenda

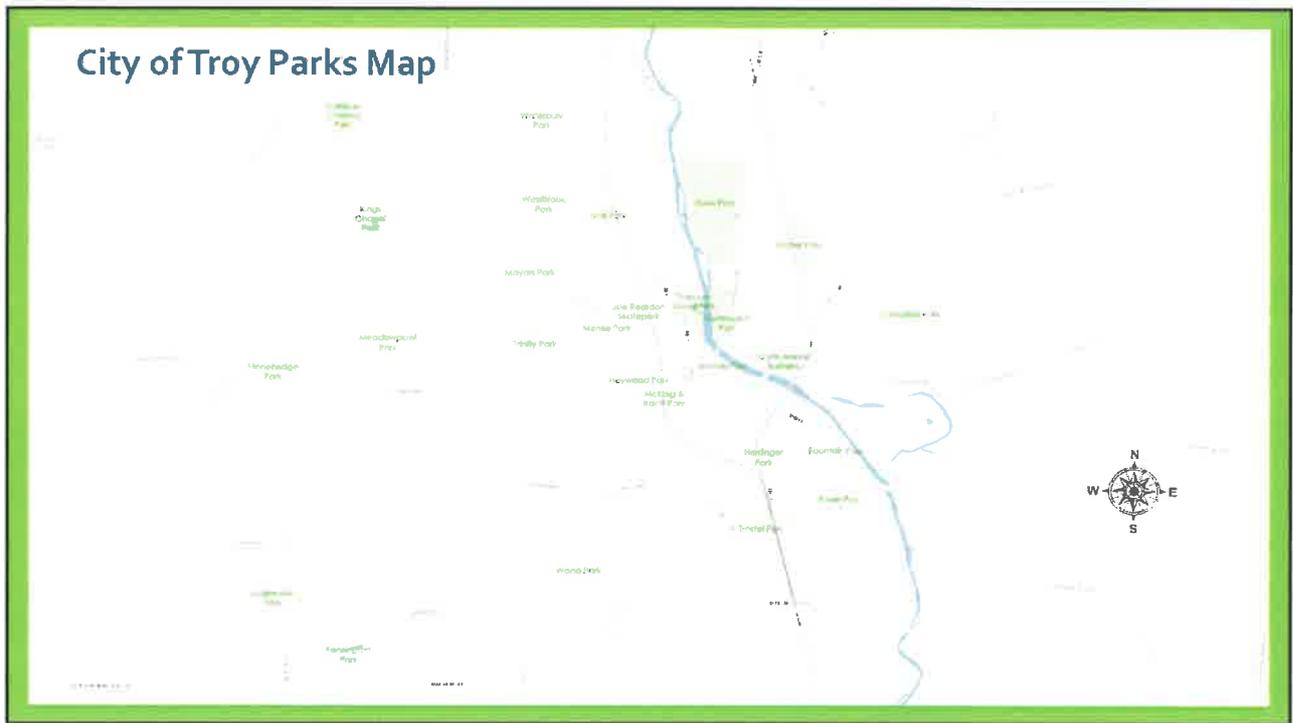
- Purpose
- Process
- Encroachments
- Next Steps
- Questions or Comments

Purpose and Process

- Purpose
 - To identify encroachments on City of Troy parks
- Process
 - Survey of park land (May – June 2020)

City of Troy Parks

- Archer Park
- Boyer Park
- Brukner Park
- Campbell Park
- Carriage Crossing Park
- Community Park
- Duke Park
- Edgewater Park
- Fountain Park
- Herrlinger Park
- Heywood Park
- Hook Park
- Joe Reardon Skatepark
- Kensington Park
- Kings Chapel Park
- Lincoln Community Center
- Mayors Park
- McKaig and Race Park
- Meadowpoint Park
- Menke Park
- North Market Ball Fields
- Stonebridge Park
- Treasure Island Park
- Trinity Park
- Trostel Park
- Waco Park
- Waterbury Park
- Westbrook Park



Encroachments

- Archer Park
 - 288 Shaftsbury Road
 - 724 Shaftsbury Road
 - 700 Governors Road
- Edgewater Park
 - 1124 Arbor Lane
 - 1136 Arbor Lane
 - 1148 Arbor Lane
 - 2854 Amberwood Drive
- Heywood Park
 - 1021 McKaig Avenue
 - 1025 McKaig Avenue
- Kensington Park
 - 2623 Huntington Drive
- Kings Chapel Park
 - 2395 Waterford Drive

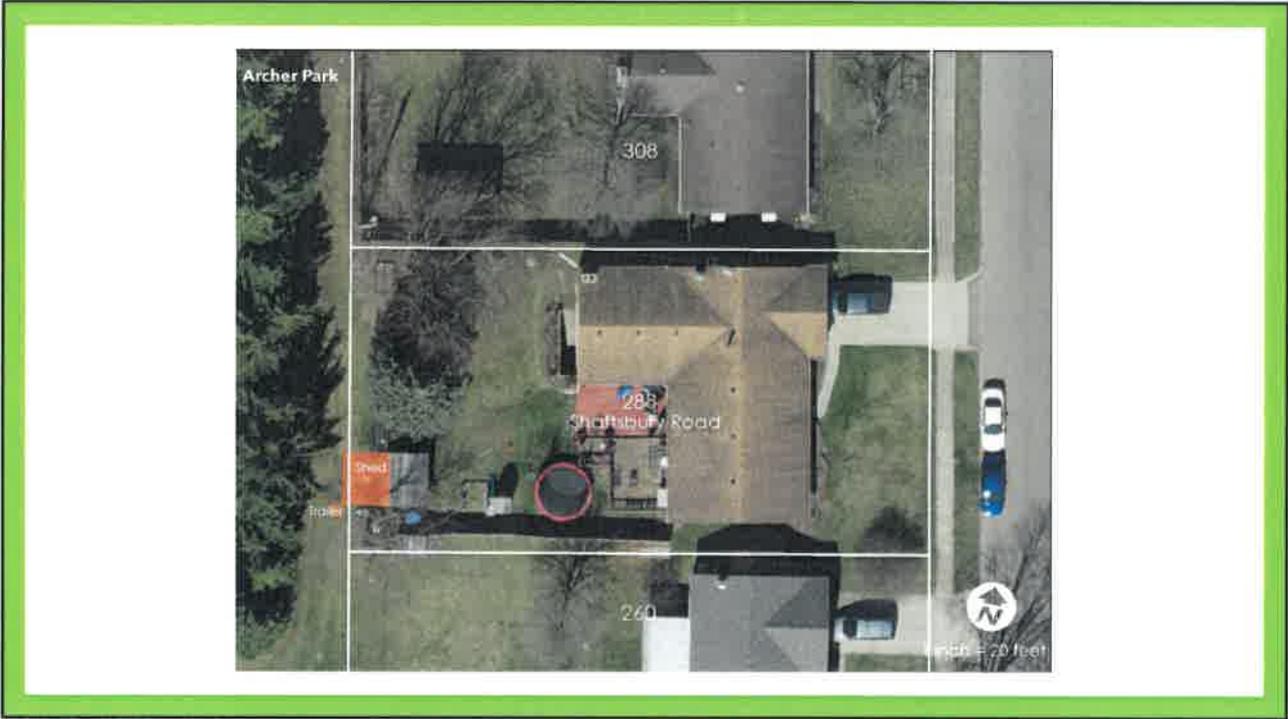
Archer Park

288 Shaftsbury Road

Type of Encroachments

- Shed – 2 ft. over property line
- Trailer – 3 ft. over property line





724 Shaftsbury Road

Type of Encroachment

- Unattended Garden – 280 sq. ft.





700 Governors Road

Type of Encroachment

- Shed – 2.75 ft. over the property line





Edgewater Park

Edgewater Park Land

Type of Encroachment

- Tree Houses



1124 Arbor Lane

Type of Encroachments

- Fire Pit & Stones- 14 ft. from property line
- Landscaping Stones- 10 ft. from property line
- Shed- 1-1.5 ft. over the property line



1136 Arbor Lane

Type of Encroachments

- Plants - ≈ 75 sq. ft.
- Decorative Fences- 8 ft. from property line
- Landscaping Stones- 6 ft. from property line
- Trailer – 10 ft. from property line
- Shed – 2 ft. over property line



1148 Arbor Lane

Type of Encroachments

- Trailer - parked behind shed adjacent to property line
- Fire Pit – 1.5 ft. from property line



2854 Amberwood Drive

Type of Encroachment

- Shed – 4 ft. over property line



Heywood Park

1021 McKaig Avenue

Type of Encroachments

- Fence – 6 ft.(W)x40 ft.(L)
- Trees
- Yard Decorations





1025 McKaig Avenue

Type of Encroachment

- Driveway – 10ft.(W)x100(L)





2623 Huntington Dr

Type of Encroachment

- Playset- 4 ft. on park land



Kings Chapel Park

2396 Waterford Dr

Type of Encroachments

- Fence- 2.5 ft.(W)x24 ft.(L)
- Yard Decorations





Next Steps

- Recommendations to City Council
- Draft letters for removal or notification

Questions or Comments?

Contact Information

Michael Whidden

sdintern@troyohio.gov

Salome Hekate

salome.hekate@troyohio.gov



Make it yours.



XXX X, 2020

Mr. & Mrs. John Doe
123 Main Street
Troy, OH 45373

Notice of and Demand for Removal of Encroachment(s) on City of Troy/Park Board Property

Dear Mr. and Mrs. Doe:

Following a recent survey of City of Troy park land, it has been determined that you have installed, erected, or maintained a structure or made alterations that are encroaching on property owned by the City of Troy and/or Troy Board of Park Commissioners. Specifically, we have determined that **you own or have installed a shed** that is on City property known as Archer Park.

This letter shall serve as official notice of such encroachment. Due to the type of encroachment, you will have thirty (30) days from the date of this letter to remove the encroachment or the City will remove it.

It is important that you contact Mr. Jeremy Drake, Park Superintendent, as soon as possible to discuss the encroachment, where it is located and to coordinate the removal of the encroachment, if required. Mr. Drake can be reached at (937) XXX-XXXX.

Sincerely,

Patrick E. J. Titterington
Director of Public Service and Safety

cc: J. Drake



Make it yours.



XXX X, 2020

Mr. & Mrs. John Doe
123 Main Street
Troy, OH 45373

Notice of Encroachment(s) on City of Troy/Park Board Property

Dear Mr. and Mrs. Doe:

Following a recent survey of City of Troy park land, it has been determined that you have installed, erected, or maintained a structure or made alterations that are encroaching on property owned by the City of Troy and/or Troy Board of Park Commissioners. Specifically, we have determined that **you own or have established a garden** that is on City property known as Archer Park.

This letter shall serve as official notice of such encroachment. Due to the type of encroachment, the City will not require immediate removal but reserves the right to require its removal at any time if necessary in the future.

It is important that you contact Mr. Jeremy Drake, Park Superintendent, as soon as possible to discuss the encroachment, where it is located and to coordinate how to remove it, if required. Mr. Drake can be reached at (937) XXX-XXXX.

Sincerely,

Patrick E. J. Titterington
Director of Public Service and Safety

cc: J. Drake

30669 (06/19)

US Wealth Management
U.S. Bank

06/25/2020

109390300

93-38
929

Wealth Management & Investment Services
Questions Call 1-866-252-4360

2019 UPIA

PAY ONE THOUSAND THREE HUNDRED THIRTY SIX DOLLARS AND 89/100

Issued by: U.S. Bank National Association, Minneapolis, MN 55480

\$ 1,336.89

Drawer: U.S. Bank

TO THE ORDER OF CITY OF TROY AUDITOR'S OFFICE



AUTHORIZED SIGNATURE

⑈ 109390300⑈ ⑆ 092900383⑆ 15008023513⑈

BC/Receipt-Expense Processing/Receipt Payin Entry (3.3.1)

BANK: 0003

DATE: 6/29/20

PAY IN # 444

1 Pay In Numbers.xls

REMARKS: **Maier Trust & US Bank/Misc Donation**

ACCOUNT: **228.000.4645**
Park & Rec Donation-Misc

\$ 1,336.89

SEQ # _____

Add'l Info: William H. Maier Memorial Fund
The City receivers one-eighth of the trust Jan, April, July and Oct

Give a copy of the check and check stub to Abby in the Service Director's office.