

BOARD OF PARK COMMISSIONERS
June 2, 2020

Topic: 6-2-2020 Park Board Regular Meeting
Time: June 2, 2020 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/81680588671>

Meeting ID: 816 8058 8671

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, June 2, 2020
4:00 pm

Call to Order: President – Mr. Kappers

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

Approve Minutes: May 5, 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: Discussion and recommendation by the Board of Park Commissioners regarding the Policy Guidelines re Approval of Declaring as Surplus City/Board of Park Commissioners Property

Discussion:

Other:

Executive Session: Recess into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.

Executive Session by motion, second, roll call vote

Return to Regular Session: By motion, second, roll call vote

Adjourn:

BOARD OF PARK COMMISSIONERS
MINUTES – May 5, 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 Members Phillips, Rozell, and Schilling
City staff

The minutes of the March 3, 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 updated the Commission that the Park Department had their first staff meeting yesterday. He reported staff has been back to work for several weeks with the ground's maintenance operations. All staff is healthy and have positive attitudes. The department is on board with the plan in place that reduced staffing due to budget cuts and everyone is stepping up to get the jobs completed. Mr. Kappers asked how staff handled being off work for a couple weeks and Mr. Drake noted staff handled the transition very well but everyone is happy to be back to work.
- Mr. Siler submitted a report (copy attached to original minutes). Mr. Siler stated Hobart Arena hasn't hosted any events since mid-March. The next event will likely be the Troy High School graduation pending the approval of the Miami County Health department. Staff is moving forward with the graduation preparations that are in place at this time. Staff is monitoring the current stay at home order that is in place by the Governor. Pending the next steps, they will be placing the summer ice or not. Recreation program registrations have all been delayed to May 18. Shelter reservations have been canceled through May 10 and the upcoming reservations are viewed week by week. The Shoreline restaurant at the Miami Shores Golf Course was able to open up on April 22 for carryout service so orders can be purchased to go. Staff has delayed the opening for the Troy Aquatic Park and will continue to monitor the situation week by week. Mr. Kappers asked if there are any lifeguard positions open and Mr. Siler stated at this time they have a full staff and are hoping the TAP will be able to open and they will be able to get work. As the season gets closer, some staff may have to go elsewhere for a job due to the uncertainty of the TAP at this time.
- Mr. Booher submitted a report (copy attached to original minutes). Ryan Leach, grounds keeper at Miami Shores reported the course has been busy. Due to the current rule, one person per cart, staff rented 12 golf carts to meet the demands of the golfers. Mr. Leach also noted the grounds are in good shape at this time. Mr. Kappers inquired about the fungus growth in the fairways and if it was visible. Mr. Leach reported that there are no signs of any fungus and the course grounds are in good condition.

NEW BUSINESS:

- Sue Knight, City of Troy Administrative Assistant requested a recommendation to Council regarding a request of CSX to grant an easement to Dayton Power and Light (DP&L) at Waco Park – Mrs. Knight reported that staff received a request to grant a right-of-way and 10' easement to DP&L at Waco Park to allow DP&L to make improvements associated with the expansion of ConAgra. This request was also reviewed by the City Engineering Department, and there were no concerns. A motion was made

by Mrs. Westfall, seconded by Mr. Emerick to recommend to Council the approval of CSX grant easement on the Waco Park site. Motion passed by unanimous vote.

A motion was made by Mr. Kappers, seconded by Mr. Emerick 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 4:14 p.m. the board adjourned into Executive Session.

At 4:40 p.m. the Board of Park Commissioners returned to regular session upon motion of Mr. Kappers, seconded by Mr. Emerick.

- The Board of Park Commissioners discussed and agreed upon responses to the questions provided by the Recreation and Parks Committee of Council. The questions with responses are attached.

There being no further business, upon motion of Mrs. Westfall, seconded by Mr. Emerick, by unanimous voice vote, the Board adjourned at 4:55 p.m.

Respectfully submitted,



Make it yours.



TO: Alan Kappers, President, Troy Board of Park Commissioners

FROM: Sue G. Knight, Troy Clerk of City Council

DATE: March 12, 2020

SUBJECT: REQUEST FOR FURTHER INFORMATION RE ARCHER PARK PROPERTY

WE ARE NOT YELLING! CAPITAL LETTERS AND THE RED COLOR ARE BEING USED TO DIFFERENTIATE THE QUESTIONS FROM THE RESONSES.

At its March 9, 2020 meeting, the City Council Parks and Recreation Committee discussed Ordinance O-13-2020, which would, based on the recommendation of the Board of Park Commissioners (Board), declare as surplus certain Archer Park property immediately southwest of 636 Shaftsbury Road. During that meeting, several questions were poised regarding the structures that were placed on Archer Park property by the owner of 636 Shaftsbury Road. Those questions are listed below.

Upon receipt of the Board's answers, another meeting of the Parks and Recreation Committee will be scheduled so that a recommendation to City Council can be forwarded.

Regarding the basketball court:

1. When was the court installed? **UNKNOWN**
2. Who built the structure? **UNKNOWN**
3. Did the Board of Park Commissioners give permission in advance of building the structure? **NO**
4. How was the park property accessed by a concrete truck to place the concrete and was permission requested/granted/documentated? **UNKNOWN**

THE BOARD HAS NOT BEEN ABLE TO QUESTION THE PARK EMPLOYEE THAT WAS POSSIBLY INVOLVED DUE TO HIS REQUEST FOR UNION REPRESENTATION.

Regarding the shed:

1. If the City did not purchase the shed, who initially owned the shed? **IT IS BELIEVED THAT THE SHED WAS THE PROPERTY OF THE TROY SOCCER ASSOCIATION.**
2. What year was it originally purchased or obtained? **UNKNOWN**
3. Was it located on park property; **THE SHED WAS LOCATED ON PARK PROPERTY AT ONE TIME.** if so, where; how was the location determined and authorized? **THE RECOLLECTION OF MR. KAPPERS IS THAT A TROY SOCCER ASSOCIATION REPRESENTATIVE CAME TO A PARK BOARD MEETING AND ASKED PERMISSION TO PLACE A SHED ON PARK PROPERTY TO STORE THE CLUB'S NETS AND EQUIPMENT. PERMISSION WAS GIVEN SUBJECT TO THE PLACEMENT OF THE SHED IN A LOCATION COORDINATED WITH THE PARK SUPERINTENDENT (TIM MERCER).**

4. Did the Board provide the City with any information regarding having the shed on City property, and its disposition? **IT IS BELIEVED THAT A "CITY" REPRESENTATIVE WAS PRESENT AT THE PARK BOARD MEETING WHERE PERMISSION WAS GRANTED.**
5. Who determined the shed was surplus/was the process followed for the disposition of the shed and moving of the shed? **UNKNOWN, AS THE SHED WAS NOT THE PROPERTY OF THE PARK BOARD.**
6. When did the owner of 636 Shaftsbury take possession of the shed and how did that occur, and what is the documentation? **UNKNOWN.**
7. If it was moved from City property, who transported it and how was it transported? **UNKNOWN.**

Regarding the process followed:

1. Does the Board utilize a standard process, set of criteria or any guidelines when evaluating requests such as this one? **THE BOARD HAS NOTHING IN WRITING BUT REVIEWS SUCH ISSUES ON A CASE BY CASE BASIS. THE PROPERTY IS VISITED BY THE PARK BOARD TO DETERMINE THE CURRENT USE OF THE PROPERTY AND ITS FUTURE BENEFIT, IF ANY, TO THE PARK.** If not, should the Board consider creating one or each request be considered on a case-by-case basis? **SEE PRIOR RESPONSE.**
2. Was any investigation done by the Board when this request was made, particularly as to the unusual circumstances (i.e., construction being completed well before request to the Board)? **IN THIS CASE THE BOARD FOLLOWED THE PROCEDURE SET FORTH IN 1. ABOVE.**
3. Did the Board discuss any other remediation options before recommending the property as surplus (i.e., orders to remove and restore the land to greenspace, confiscation of the structures, etc.)? **YES. THE BOARD DETERMINED THAT THE PROPERTY IN QUESTION IS OF NO FUTURE USE TO THE PARK, THAT THERE WAS NO BENEFIT TO HAVING THE ENCROACHMENT REMOVED, BUT THAT THE OWNER OF THE ADJOINING PROPERTY SHOULD PAY FAIR MARKET VALUE FOR THE PROPERTY AND PAY ALL COSTS ASSOCIATED WITH THE TRANSFER, INCLUDING, BUT NOT LIMITED TO, SURVEY, ADVERTISING AND TRANSFER COSTS. THE OWNER AGREED TO DO SO IF THE OWNER IS THE SUCCESSFUL BIDDER.**
4. Are there other structural encroachments onto City- or Board-owned property **IT IS BELIEVED THAT THERE MAY BE ADDITIONAL ENCROACHMENTS OF DIFFERENT SIZES AND TYPES ON OTHER PARK AND CITY PROPERTIES, WHICH ENCROACHMENT CANNOT BE ASCERTAINED WITHOUT THE AID OF A LICENSED SURVEYOR, WHICH COST AND EXPENSE SHOULD NOT BE ENTERED INTO EXCEPT FOR THOSE CASES OBVIOUS AND SERIOUS IN NATURE.** and, if so, will the Board support an effort by City staff to inventory all property, identify encroachments and then provide notice to offending property owners? **DEPENDS ON THE NATURE OF THE ENCROACHMENT AND THE SERIOUS NATURE OF THE ENCROACHMENT. SOME ENCROACHMENTS MAY NOT WORTH THE TROUBLE, EXPENSE AND POLITICAL CAPITAL TO EVICT THE ENCROACHMENT.**
5. Are there written policies in place whereby Park staff is required to notify the Board when encroachments have occurred? **NO**
6. Is staff routinely trained on all City policies, including customer service, harassment, ethics, and other personnel matters? **YES, PER THE CITY HR DIRECTOR. IT IS STRONGLY SUGGESTED THAT ETHICS TRAINING BE IMPLEMENTED ON AN ANNUAL BASIS.**



7. After answering the above questions, does it remain the Board's recommendation to declare this property surplus, **MOST CERTAINLY** and, if so, is there a desire to expand the recommendation to include the entire area between Partial Inlot 8670 and Inlot 11322? **NOT AT THIS TIME. ANY REQUEST WOULD BE REVIEWED ON A CASE BY CASE BASIS.**

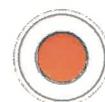
cc:

Mayor Robin Oda

Council Parks and Recreation Committee

Members of the Board of Park Commissioners

Grant Kerber, Law Director





Jeremy S. Drake
Parks Superintendent
Jeremy.drake@troyohio.gov
937-335-4612

To: Board of Park Commissioners

From: Jeremy Drake, Parks Superintendent

June 2, 2020 Park Board Report

- Held weekly staff meetings;
- Continued mowing and grounds maintenance operations;
- Installed downtown flower baskets;
- Delivered downtown merchant flower pots;
- Painted the inside of the N. Market restrooms;
- Applied concrete sealer to all restroom floors;
- Pressure washed and painted the McKaig-Race shelter roof;
- Responded to two street tree storm damage calls;
- Removed eight street trees and stumps;

Workorder reports are attached.

100 South Market Street, Troy, OH 45373-7303

Make it yours.



Department Workorders 5/1/20-5/29/20

Number of Assignments

Address	Street Name	Work Type	Date Flagged	Modified Date	Description
	Various Locations	Building Maintenance	5/7/2020 8:56	5/13/2020 14:08	Seal restroom floors
	Various Locations	Mowing - General Turf	5/7/2020 9:02	5/7/2020 9:02	Four zero turn mowers 5/4-5/8
	Archer, N. Market, Duke	Mowing - Athletic Turf	5/7/2020 9:04	5/7/2020 9:04	16' bat wing mower 5/5 and 5/7
	Large parks and green spaces	Mowing - General Turf	5/7/2020 9:07	5/7/2020 9:07	John Deere tractor and 16' pull behind mower, 16' bat wing mower 5/4-5/8
	Treasure Island Park	Dirt Work / Finish Grade / Seed	5/7/2020 9:13	5/7/2020 9:13	Grind stump, topsoil, seed
720	E FRANKLIN ST	Tree Removal / Stump Grinding	5/11/2020 14:54	5/11/2020 14:54	1 Tree needs removed
703	E MAIN ST	Storm Damage / Cleanup	5/11/2020 15:06	5/12/2020 9:48	1 tree split laying in yard
	General Turf and Green Spaces	Mowing - General Turf	5/12/2020 8:47	5/12/2020 8:47	Four Zero Turn Mowers Tractor and 16' pull behind mower
	Large parks and green spaces	Mowing - General Turf	5/12/2020 9:39	5/12/2020 9:39	16' Bat wing mower
	Archer, N. Market, Duke	Mowing - Athletic Turf	5/12/2020 9:41	5/12/2020 9:41	16' bat wing mower
205	NOTTINGHILL LN	Tree Removal / Stump Grinding	5/12/2020 9:47	5/12/2020 9:47	Remove 3 trees on property line
200	ADAMS STREET	Storm Damage / Cleanup	5/12/2020 9:51	5/12/2020 9:51	Clean up damaged tree limbs
543	ROBIN HOOD LN	Tree Removal / Stump Grinding	5/12/2020 13:41	5/12/2020 13:41	Remove 2 trees raising sidewalk
	Campbell Park	Fence Maintenance	5/12/2020 13:43	5/12/2020 13:43	Repair backstop fencing
1670	TROY SIDNEY RD	Building Maintenance	5/12/2020 13:51	5/12/2020 13:51	Replace hose bib on Duke Restroom
265	ADAMS ST	Vandalism Repair	5/12/2020 13:54	5/12/2020 13:54	Paint over graffiti on electrical panel
1670	Troy Sidney Road	Layout / Stripe Field	5/12/2020 13:56	5/12/2020 13:56	Paint soccer fields
1016	E FRANKLIN ST	Fountain Maintenance	5/12/2020 14:00	5/12/2020 14:00	Repair East Main Street fountain
135	N MARKET ST	Building Maintenance	5/12/2020 14:02	5/13/2020 14:12	Check water for back flow testing
	Downtown	Building Maintenance	5/12/2020 14:04	5/12/2020 14:04	Provide access to restrooms for back flow testing
1670	TROY SIDNEY RD	Apply Herbicide	5/12/2020 14:09	5/12/2020 14:09	Spray herbicide downtown
318	S MULBERRY ST	Apply Herbicide	5/12/2020 14:11	5/12/2020 14:11	Spray herbicide around fences, infields, shelters, trees, and parking blocks
1176	W Main Street	Storm Damage / Cleanup	5/12/2020 14:15	5/12/2020 14:15	Remove broken tree branches hanging over sidewalk
1176	W Main Street	Tree Removal / Stump Grnding	5/12/2020 14:24	5/12/2020 14:24	Remove 2 dead sugar maples
191	S DORSET RD	Trim Shrubs / Edge / Mulch	5/13/2020 14:26	5/13/2020 14:26	Trim bushes, mulch around entrance sign
240	N WESTON RD	Tree Removal / Stump Grinding	5/13/2020 14:29	5/13/2020 14:29	Remove 1 tree that lost limb during storm
439	N ELM ST	Seasonal Maintenance	5/14/2020 8:33	5/14/2020 8:33	Install new flags
1314	SUSSEX RD	Mowing - General Turf	5/14/2020 8:35	5/14/2020 8:35	Mow pollinator habitat trail
	Prouty Plaza, Walgreens, East Main, Brukner Park	Tree Removal / Stump Grinding	5/20/2020 9:28	5/20/2020 9:28	Remove West Silver Maple and middle Pear Tree
	Various Locations	Irrigation Seasonal Maintenance	5/21/2020 8:35	5/21/2020 8:35	Turn Irrigation for back flow testing
	Miami Shores Golf Course	Building Maintenance	5/21/2020 8:40	5/21/2020 8:40	Apply second coat of concrete sealer to restroom floors
201	1/2 PUBLIC SQ NE	Equipment Maintenance / Repair	5/21/2020 8:42	5/21/2020 8:42	Concrete seal restroom floors
439	N ELM ST	Equipment Maintenance / Repair	5/21/2020 8:44	5/21/2020 8:44	Repair bike rack downtown
	General Turf and Green Spaces	Fountain Maintenance	5/21/2020 8:49	5/21/2020 8:49	Install/test Treasure Island fountains
	Large parks and green spaces	Mowing - General Turf	5/21/2020 14:07	5/21/2020 14:07	Four zero turn mowers
	Archer, N. Market, Duke	Mowing - General Turf	5/21/2020 14:09	5/21/2020 14:09	Tractor and 16' pull behind mower, 16' wing mower
	Waco Park	Mowing - Athletic Turf	5/21/2020 14:10	5/21/2020 14:10	16' wing mower
	Boyer Park	Storm Damage / Cleanup	5/21/2020 14:13	5/21/2020 14:13	Cut and remove fallen tree
	Trostel Park	Trim Shrubs / Edge / Mulch	5/21/2020 14:17	5/21/2020 14:17	Weed around entrance sign
		Mowing - General Turf	5/21/2020 14:18	5/21/2020 14:18	String trim curbs and sidewalks

Cost Summary by Work Order Type

Work Type Id	Work Type Name	Employee Hours	Employee Cost	Materials Cost	Equipment Cost	Total Cost	Average Cost
48903	Building Maintenance	46	\$1,260.43	\$0.00	\$1,045.60	\$2,306.03	\$384.34
48899	Mowing - General Turf	458	\$10,406.54	\$0.00	\$8,832.48	\$19,239.02	\$2,404.88
48853	Mowing - Athletic Turf	48	\$961.44	\$0.00	\$960.00	\$1,921.44	\$640.48
48912	Dirt Work / Finish Grade / Seed	4	\$111.52	\$0.00	\$324.70	\$436.22	\$436.22
48921	Storm Damage / Cleanup	46	\$1,064.97	\$0.00	\$1,747.11	\$2,812.08	\$703.02
48924	Tree Removal / Stump Grinding	32	\$752.80	\$0.00	\$1,333.68	\$2,086.48	\$2,086.48
48913	Fence Maintenance	4	\$96.82	\$0.00	\$45.70	\$142.52	\$142.52
48926	Vandalism Repair	2	\$55.76	\$0.00	\$45.70	\$101.46	\$101.46
48902	Layout / Stripe Field	4	\$111.52	\$0.00	\$131.40	\$242.92	\$242.92
48914	Fountain Maintenance	10	\$249.40	\$0.00	\$137.10	\$386.50	\$193.25
48925	Apply Herbicide	20	\$410.60	\$95.50	\$501.20	\$1,007.30	\$503.65
48910	Trim Shrubs / Edge / Mulch	6	\$110.03	\$0.00	\$244.50	\$354.53	\$177.27
48927	Seasonal Maintenance	1	\$39.22	\$0.00	\$60.77	\$99.99	\$99.99
48915	Irrigation Seasonal Maintenance	4	\$111.52	\$0.00	\$91.40	\$202.92	\$202.92
48906	Equipment Maintenance / Repair	1	\$27.88	\$0.00	\$22.85	\$50.73	\$50.73
Totals:		686	\$15,770.45	\$95.50	\$15,524.19	\$31,390.14	\$896.86

CITY OF TROY PARK BOARD MEETING

June 2, 2020

Council Chambers
4:00 p.m.

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

1. S.A.Y. Soccer registrations began on Monday, May 18th. Summer program registrations began June 1st. The first program will be baseball on June 23rd.
2. Shelter reservations have resumed as of May 30th.
3. Youth hockey registrations for this fall began May 4th. There are 115 currently registered.
4. Upcoming Hobart Arena events:
 - a. Annual 45th Kathy Slack Summer Skating Competition – July 10-12, 2020. (Cancelled)
 - b. Rend Collective – Rescheduled to August 13th.
 - c. Travis Tritt – Rescheduled to August 30th.
 - d. Urban Meyer – October 15, 2020.
5. Summer ice is tentatively delayed pending revised guidelines on contact sports and the opening of ice rinks and indoor sports facilities from the State. Troy Skating Club has cancelled their competition and all classes for the summer. USA Hockey currently is restricting activities until June 15th.
6. Troy Aquatic Park is scheduled to open June 15th.

To: Board of Park Commissioners
From: Kyler Booher, Director of Golf
Subject: 2020 May Report
Date: Tuesday, June 2nd, 2020

- Golf course remains open with all of the proper social distancing, hygiene and sanitation measures in place that have been approved by the Miami County Health Department.
- Maintenance staff has been performing routine golf course and driving range maintenance as well as landscaping around the new clubhouse and the driving range
- The driving range re-opened on May 1st.
- Work that remains to be finished:
 - Landscape work on the main island in front of the clubhouse
 - Other landscaping around the building
 - Progress is being made on both of these projects
- The hallway display featuring original drawings of the course from 1947 has been installed by Characters, Inc.
- Course conditions remain very good as we head into the heart of the season
- The Shoreline is operating with outdoor dining only until June 1st.

Please find attached the MTD/YTD Expense Report, HowGoesItReports, and Seasonal Employee Hours.

Miami Shores Golf Course
Z Out Report - All Terminals
for 05/01/2020 - 05/28/2020
Generated
05/29/2020 12:17pm

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	19,410.52	0.00	19,410.52		8.00	27.87
Check	2,011.00	0.00	2,011.00	Accessories	35.00	116.73
Credit Card	67,604.17	0.00	67,604.17	Alcohol	82.00	191.83
New Gift Cards Issued	-200.00	0.00	-200.00	Beverage	52.00	92.07
Gift Card	185.50	0.00	185.50	Caps	10.00	169.15
Raincheck	-579.10	0.00	-579.10	Food	17.00	53.25
		0.00	0.00	Gloves	16.00	211.80
		0.00		Golf Balls	121.00	1,469.22
		0.00		Golf Instruction	8.00	535.00
		0.00		Shirts	1.00	35.75
		0.00		Accounting	3.00	-88.00
		0.00		Carts	2,452.00	20,477.97
		0.00		Driving Range	86.00	1,824.00
		0.00		Footwear	4.00	345.09
		0.00		Gloves	7.00	82.62
		0.00		Golf Clubs	2.00	181.44
		0.00		Green Fees	4,030.00	50,968.21
		0.00		Grips	30.00	287.38
		0.00		Handicap	9.00	270.00
		0.00		Membership	24.00	8,890.00
		0.00		Pull Cart	48.00	186.76
		0.00		Rental Clubs	3.00	51.40
		0.00		Sales Miscellaneous	3.00	61.62
		0.00		Service	5.00	300.00
		0.00		Service Fees	2.00	6.00
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	89,025.69		89,025.69	7.000 %		1,684.93
Non Revenue Payments Total	-593.60		-593.60			
Total			88,432.09	Total		1,684.93
Difference			0.00			
Drawer Count			88,432.09	Sales		86,747.16
+ Cash Short			0.00	+ Cash Over		0.00
				+ Taxes/Partial Returns		1,684.93
Total			88,432.09	Total		88,432.09

Miami Shores Golf Course
Z Out Report - All Terminals
for 05/01/2019 - 05/28/2019
Generated
05/29/2020 12:28pm

Payments				Sales		
Description	Amount	Tip	Adjusted Total	Description	Item Count	Amount
Cash	30,670.44	0.00	30,670.44		40.00	10.28
Check	720.00	0.00	720.00	Accessories	32.00	81.59
Credit Card	42,365.80	0.00	42,365.80	Alcohol	1,319.00	3,085.27
New Gift Cards Issued	-394.00	0.00	-394.00	Beverage	641.00	962.79
Gift Card	228.50	0.00	228.50	Caps	5.00	117.38
Raincheck	-1,318.99	0.00	-1,318.99	Food	382.00	676.83
		0.00	0.00	Gloves	10.00	158.90
		0.00		Golf Balls	57.00	1,780.16
		0.00		Golf Instruction	11.00	550.00
		0.00		Accounting	31.00	-478.08
		0.00		Carts	2,086.00	17,370.38
		0.00		Driving Range	106.00	1,131.00
		0.00		Gloves	14.00	165.24
		0.00		Golf Clubs	1.00	182.24
		0.00		Green Fees	3,558.00	41,323.48
		0.00		Grips	15.00	121.97
		0.00		Handicap	13.00	390.00
		0.00		Membership	11.00	2,760.00
		0.00		Pull Cart	36.00	123.25
		0.00		Sales Miscellaneous	2.00	16.36
Revenue/Non-Revenue				Taxes/Partial Returns		
Description	Totals		Adjusted Totals	Description		Amount
Revenue Payments Total	73,756.24		73,756.24	7.000 %		1,742.71
Non Revenue Payments Total	-1,484.49		-1,484.49			
Total			72,271.75	Total		1,742.71
Difference			0.00			
Drawer Count			72,271.75	Sales		70,529.04
+ Cash Short			0.00	+ Cash Over		0.00
				+ Taxes/Partial Returns		1,742.71
Total			72,271.75	Total		72,271.75

FILTERS Date is from 2020/05/01 until 2020/05/25 Event is any value Event Type is any value Location Group is any value Location is any value Employee is any value

Totals Report - Payment Types

Payment Type	Gross Payments	Refunded	Declined	Voided	Total Payments	Tip
Cash	\$4,241.61	\$1.00	\$0.00	\$0.00	\$4,241.61	\$0.00
Credit Card	\$2,516.68	\$31.99	\$63.25	\$0.00	\$2,747.79	\$231.11
Totals	\$6,758.29	\$32.99	\$63.25	\$0.00	\$6,989.40	\$231.11

Totals Report - Credit Card Types

Card Type	Gross Payments	Refunded	Total Payments	Total Tip Amount
Visa	\$1,901.46	\$1.99	\$2,079.47	\$178.01
Master	\$561.47	\$30.00	\$612.57	\$51.10
Amex	\$30.00	\$0.00	\$31.00	\$1.00
Discover	\$23.75	\$0.00	\$24.75	\$1.00
OTHER	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$2,516.68	\$31.99	\$2,747.79	\$231.11

Totals Report - Location Sales

Location	# of Ord...	Avg Order	Gross Sales	Surcharges	Discounts	Gratuities	Taxes	Open Sales	Net Sales	Credit Tips	Stored Val...	Total Sales
Shoreline 1	998	\$6.61	\$6,642.50	\$0.00	-\$263.83	\$0.00	\$418.06	\$0.00	\$5,960.61	\$222.11	\$0.00	\$6,600.78
Shoreline 2	56	\$6.77	\$374.75	\$0.00	-\$3.63	\$0.00	\$24.30	\$0.00	\$346.82	\$8.00	\$0.00	\$379.12
Mobile Cart	2	\$4.75	\$8.50	\$0.00	\$0.00	\$0.00	\$0.56	\$0.00	\$7.94	\$1.00	\$0.00	\$9.50
Totals	1,056	\$6.62	\$7,025.75	\$0.00	-\$267.46	\$0.00	\$442.92	\$0.00	\$6,315.37	\$231.11	\$0.00	\$6,989.40

Totals Report - Discounts

Payment Type	# of Discounts Applied	Order Discounts	Total Item Discounts	Total Discounts Applied	Total Exclusive Item Tax ...	Total Inclusive Item Tax ...	Total Tax Amount
Cash	52	-\$141.39	\$0.00	-\$141.39	\$0.00	\$278.17	\$278.17
Credit Card	34	-\$126.07	\$0.00	-\$126.07	\$0.00	\$165.33	\$165.33
Totals	86	-\$267.46	\$0.00	-\$267.46	\$0.00	\$442.92	\$442.92

Totals Report - Reporting Group Sales

Reporting Group	Sold Qty	Item Voided Qty	Item Refunded Qty	Gross Item Sales	Total Item Taxes	Net of Tax Item Sales
Alcohol	1,329	0	0	\$3,631.00	\$236.74	\$3,394.26
Food	927	0	0	\$2,514.25	\$148.48	\$2,365.77
Beverage	528	0	0	\$880.50	\$57.70	\$822.80
Totals	2,784	0	0	\$7,025.75	\$442.92	\$6,582.83

Totals Report - Custom Tenders

Custom Tender	Gross Payments	Total Refunds
Totals	No Results	

Totals Report - House Accounts

House Account Name	Gross Payments	Total Refunds	Total Payments	Total Tip Amount
Totals	No Results			

Totals Report - Problem Orders

ID	State	Location	Employee	Open Sales
No Results				

2020 Seasonal Employee Hours

		2/21/2020	2/28/2020	3/6/2020	3/13/2020	3/20/2020	3/27/2020	4/3/2020	4/10/2020	4/17/2020
Maintenance										
Auzenne, Tony	\$8.70					17.5				9.75
Bertram, Travis	\$8.70									
Burnside, Kevin	\$9.00	40.5	42	40	40	40	18.5		15	45.5
Miller, Anthony	\$8.55									
Wehrman, John	\$8.70									2.5
Wichie, Joe	\$9.00					15.5	16	19	5.75	21
TOTAL		40.5	42	40	55.5	56	37.5	0	20.75	78.75
Golf Shop										
Ashby, Marion	\$9.60							4.75		8
Cianciolo, Hank	\$8.70					6		6		5
Collin, Zac	\$8.70									
Creager, Keith	\$8.70				4	10	5	13.75	16	17
Green, Ken	\$8.70									
Hockett, Connor	\$10.00				8.75	4	4	1.75	24.75	21.5
Holtel, Jack	\$9.00			12		11.5		17.5		
Huston, Chris	\$8.70					7.5		5		16
Mutschler, John	\$8.70					16.25		20.75		28.75
Reilly, Joe	\$8.70									
Weaver, Gary	\$8.70					10.75		4		16
TOTAL				12	12.75	66	9	73.5	40.75	112.25
The Shoreline										
Ashby, Marion	\$9.60			5.5				7.5		
Bainbridge, Paula	\$8.70									
Besong, Kim	\$8.70									
Booher, Amy	\$9.00									
Gillespie, Audrey	\$10.25									
Mack, Lynsey	\$8.70									
Maus, Jordan	\$8.85									
Wilson, Matthew	\$8.85		11	4						
Wynne, Joël	\$9.00									
TOTAL			11	9.5						

4/24/2020	5/1/2020	5/8/2020	5/15/2020
			27
40	40	40	37.5
6	7.5	4	9.5
			14
14.5	11	21.5	14
60.5	58.5	65.5	102
	8		23
15	14.5	20	18.25
12.75	22.5	35.25	17
	18.5		28.5
	16		22
	30.25		26.5
	16.75		15.5
27.75	126.5	55.25	150.75
	34.75		33.5
	25		42
			26

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-C 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

POLICY GUIDELINES RE APPROVAL OF DECLARING AS SURPLUS

CITY / BOARD OF PARK COMMISSIONERS PROPERTY

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?
- 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.