



AGENDA

July 20, 2023

Location: "Old Jail" 497 Middlebury Rd. (white building next to KPR Admin. Offices)

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - a. Park Board Meetings 6/15/23
- IV. Communications
 - a. Personal Appearances
 - b. Correspondence
- V. Staff Reports
 - a. Monthly Revenue Report (June)
 - b. Monthly Expenditure Report (June)
 - c. Park Report
 - d. Recreation Report
 - e. Director Report
- VI. Old Business
- VII. New Business
- VIII. Motion to Adjourn

Next scheduled meeting date:

August 17th, @5:30

June Board Meeting

June 15, 2023

Board

Steve Mitchell

Debbie Smeiles

Kathleen Wiler

Jake Ferlito

Neil Dukes

Council Liaison

Staff

Angela Manley

Sam Tuttle

Megan Johns

Oliver Wuesch

Karen Magilavy

CALL TO ORDER

Meeting called to order at 5:40. Roll was called.

COMMUNICATIONS

APPROVAL OF MINUTES

Jake made a motion to approve last meetings minutes Debbie seconded and all were in favor.

CORRESPONDENCE

The Beech/Norwood Neighborhood had 4 more trees donated in memory of deceased friends.

STAFF REPORTS

MONTHLY REVENUE

No questions

MONTHLY EXPENDITURE

No questions.

PARK REPORT

GOBA is working with all the city departments Health, Police, and Fire. The number of bikes will be around 1500.

The fence at the Rec was hit by an impaired driver. We are getting quotes for the repair.

RECREATION REPORT

EDUCATION DEPARTMENT REPORT

Preschool summer camp has mid twenties enrolled in every week

The Rec Davey and Junior Adventure Camps are full.

Next school year registration for the before and after school program

MARKETING/SPECIAL EVENTS

River Day with Cathy was successful. The favorite activity was the e-fishing.

Shine Fest and Portage County Park Showcase ran very smoothly.

Next Saturday is the South End Health Fair.

We are waiting for the Lions regarding the Sweet Corn Festival.

A new event this year is the Teen Scavenger Hunt.

Alyssa is Oliver's intern, and she is doing a great job.

DIRECTOR REPORT

The Master plan will meet after 7/4.

GOBA discussed in Park Report.

Park buildings are getting upgrades entry systems and cameras. The Office, Rec and Park Maintenance and we will get cameras at Plum Creek.

Brady's Leap stairs will get repairs and the cost will be split between P&R and Engineering.

Angela is working on the 2024 budget and planning for next years capital needs. Previous capital items were the Rec roof and vehicles.

Rec Software will be upgraded or replaced and in the 2024 budget.

OLD BUSINESS

NEW BUSINESS

MOTION TO ADJOURN

Meeting adjourned at 6:29

TO: Dave Ruller
FROM: Angela Manley, Parks and Recreation Director
DATE: June 29, 2023
RE: Kent Parks and Recreation Donation

The Kent Parks & Recreation Department has received the following sponsorship donation to be used for the Kent Parks and Recreation Teen Scavenger Hunt:

Kent Jaycees - \$180.00

The check has been forwarded to Budget and Finance and will be held until Council formally accepts the donation. Please request the necessary authorization from City Council to accept this donation and to allow Budget & Finance to appropriate the same amount to this account number (106-03-53-301-7420) in the Parks & Recreation Fund. Your attention to this matter is greatly appreciated!

CC:
Budget & Finance
Amy Wilkens, Clerk of Council
Kent Parks & Recreation Board

Revenue Budget Performance Report

Date Range 01/01/23 - 06/30/23

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 106 - Recreation									
Department 00 - Revenue - Non-Departmental									
Cost Center 000 - Revenue - Non-Departmental									
Program 000 - Revenue - Non-Departmental									
REVENUE									
4101	Real Estate Property Taxes	1,125,005.00	.00	1,125,005.00	.00	.00	601,690.34	523,314.66	53
4321	Subdivision Park Fee	3,660.00	.00	3,660.00	.00	.00	.00	3,660.00	0
4514	FEE & CHARGES	295,190.00	.00	295,190.00	13,081.75	.00	140,245.10	154,944.90	48
4515	Park Rentals	55,000.00	.00	55,000.00	2,683.00	.00	23,733.00	31,267.00	43
4516	SPONSORSHIPS	2,000.00	.00	2,000.00	.00	.00	1,300.00	700.00	65
4517	KABC REGISTRATION	44,000.00	.00	44,000.00	.00	.00	10,724.00	33,276.00	24
4518	KABC SPONSERS	10,000.00	.00	10,000.00	.00	.00	5,600.00	4,400.00	56
4519	NON-RESIDENT FEES	29,000.00	.00	29,000.00	1,194.50	.00	13,789.50	15,210.50	48
4527	Fitness Center	.00	.00	.00	.00	.00	973.00	(973.00)	+++
4529	Promotional Revenue	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0
4901	Donations	9,750.00	.00	9,750.00	400.00	.00	3,560.00	6,190.00	37
4907	Miscellaneous	35,000.00	.00	35,000.00	174.77	.00	24,583.84	10,416.16	70
4927	SACC	355,000.00	.00	355,000.00	4,450.02	.00	216,955.57	138,044.43	61
REVENUE TOTALS									
Program 000 - Revenue - Non-Departmental Totals		\$1,978,605.00	\$0.00	\$1,978,605.00	\$21,984.04	\$0.00	\$1,043,154.35	\$935,450.65	53%
Cost Center 000 - Revenue - Non-Departmental Totals		\$1,978,605.00	\$0.00	\$1,978,605.00	\$21,984.04	\$0.00	\$1,043,154.35	\$935,450.65	53%
Department 00 - Revenue - Non-Departmental Totals		\$1,978,605.00	\$0.00	\$1,978,605.00	\$21,984.04	\$0.00	\$1,043,154.35	\$935,450.65	53%
Fund 106 - Recreation Totals		\$1,978,605.00	\$0.00	\$1,978,605.00	\$21,984.04	\$0.00	\$1,043,154.35	\$935,450.65	
Grand Totals									
		\$1,978,605.00	\$0.00	\$1,978,605.00	\$21,984.04	\$0.00	\$1,043,154.35	\$935,450.65	

Payment Register

From Payment Date: 6/1/2023 - To Payment Date: 6/30/2023

Number	Date	Source	Payee Name	Function	Transaction Amount
A/P ZBA - Accounts Payable ZBA					
<u>Check</u>					
246121	06/02/2023	Accounts Payable	AT & T Corp.		\$146.26
246130	06/02/2023	Accounts Payable	East Ohio Gas Co.		\$456.07
246151	06/02/2023	Accounts Payable	Ohio Afscoe Legal Care Plan		\$20.00
246153	06/02/2023	Accounts Payable	Ohio Business Machines LLC		\$14.50
246154	06/02/2023	Accounts Payable	Ohio Edison Company		\$1,448.25
246164	06/02/2023	Accounts Payable	Thompson Electric Inc.		\$686.15
246176	06/08/2023	Accounts Payable	Baker Vehicle Systems		\$141.05
246180	06/08/2023	Accounts Payable	Brandstetter Carroll, Inc.		\$5,200.00
246185	06/08/2023	Accounts Payable	Christy, Cole	Soccer Referee	\$30.00
246192	06/08/2023	Accounts Payable	Daniels-Smith, Brendan	Soccer Referee	\$140.00
246194	06/08/2023	Accounts Payable	Dugan, Brian	Soccer Referee	\$90.00
246199	06/08/2023	Accounts Payable	Five Star Registration System, LLC		\$2,500.00
246201	06/08/2023	Accounts Payable	Gaj, Alvonte	Soccer Referee	\$40.00
246203	06/08/2023	Accounts Payable	Gharky, Zachary	Soccer Referee	\$60.00
246204	06/08/2023	Accounts Payable	Graft Electric Inc		\$4,141.75
246210	06/08/2023	Accounts Payable	HHP Holding Co., LLC/Hungry Howie's		\$76.94
246211	06/08/2023	Accounts Payable	Independence Business Supply Co.		\$47.50
246212	06/08/2023	Accounts Payable	James W. Ross, Inc./Swift		\$43.60
246214	06/08/2023	Accounts Payable	Johns, Megan	Fitness Reimbursement	\$30.00
246216	06/08/2023	Accounts Payable	Kent City Schools		\$368.00
246217	06/08/2023	Accounts Payable	Kent United FC LLC		\$370.00
246219	06/08/2023	Accounts Payable	Kline, Casey	Soccer Referee	\$200.00
246221	06/08/2023	Accounts Payable	Kovacs, Robert, J.	Umpire	\$150.00
246222	06/08/2023	Accounts Payable	Liquid Learning, Inc.		\$525.00
246223	06/08/2023	Accounts Payable	Locke, Noah	Soccer Referee	\$60.00
246231	06/08/2023	Accounts Payable	Ace of Kent Enterprises LLC		\$77.07
246232	06/08/2023	Accounts Payable	Moxley, Roderick Jr	Sports Camp Instructor	\$775.00
246241	06/08/2023	Accounts Payable	Republic Svcs, Inc.		\$228.00
246247	06/08/2023	Accounts Payable	Schumann, Timothy, James	Umpire	\$50.00
246250	06/08/2023	Accounts Payable	Sherwin Williams-Stow		\$39.82
246252	06/08/2023	Accounts Payable	Sportsengine/Nat'l Ctr for Safety		\$18.50
246254	06/08/2023	Accounts Payable	Staples, Inc.		\$514.72
246255	06/08/2023	Accounts Payable	SWRH Physicians Inc/WRH Physicians		\$444.00
246259	06/08/2023	Accounts Payable	Vorhauer, Katharina	Soccer Referee	\$60.00
246260	06/08/2023	Accounts Payable	Vorhauer, Marie	Soccer Referee	\$45.00
246261	06/08/2023	Accounts Payable	Vorhauer, Sophia	Soccer Referee	\$45.00
246269	06/08/2023	Accounts Payable	Yehle, Tiffany	Umpire	\$50.00
246270	06/08/2023	Accounts Payable	Umbaugh, Mary	Artist Refund	\$150.00
246284	06/15/2023	Accounts Payable	Capital One, N.A.		\$601.89
246286	06/15/2023	Accounts Payable	Charter Comm. Holdings, LLC		\$406.66
246289	06/15/2023	Accounts Payable	Custom Shirts & Sportswear LLC		\$1,300.00
246301	06/15/2023	Accounts Payable	James W. Ross, Inc./Swift		\$62.05
246305	06/15/2023	Accounts Payable	Kline & Kavali Mechanical		\$2,949.38

Payment Register

From Payment Date: 6/1/2023 - To Payment Date: 6/30/2023

246307	06/15/2023	Accounts Payable	LEAF Capital Funding LLC/LEAF		\$426.90
246321	06/15/2023	Accounts Payable	Oliger Seed Company		\$259.50
246324	06/15/2023	Accounts Payable	Pioneer MFG Co., Inc/Pioneer Athletics		\$3,018.10
246345	06/15/2023	Accounts Payable	Wuensch, Oliver	Mileage Reimbursement	\$8.25
246348	06/22/2023	Accounts Payable	Adair, Zach	Sports Camp Instructor	\$400.00
246352	06/22/2023	Accounts Payable	All American Sports/Riddell		\$7,315.68
246355	06/22/2023	Accounts Payable	Aris Company		\$615.30
246358	06/22/2023	Accounts Payable	AT & T Mobility LLC		\$341.88
246360	06/22/2023	Accounts Payable	Barr, Jessica	Sports Camp Instructor	\$120.00
246365	06/22/2023	Accounts Payable	Butcher, Alisen, K.	Sports Camp Instructor	\$450.00
246369	06/22/2023	Accounts Payable	Christy, Cole	Soccer Referee	\$165.00
246370	06/22/2023	Accounts Payable	Cintas Corp #310		\$140.12
246372	06/22/2023	Accounts Payable	Cleveland Metro. Park District		\$253.50
246376	06/22/2023	Accounts Payable	1st Choice CPR		\$480.00
246377	06/22/2023	Accounts Payable	Crystal Clear Bldg Services, Inc.		\$3,481.83
246379	06/22/2023	Accounts Payable	Datta, Jayanta	Soccer Referee	\$75.00
246381	06/22/2023	Accounts Payable	Dugan, Brian	Soccer Referee	\$90.00
246388	06/22/2023	Accounts Payable	Gharky, Zachary		\$90.00
246392	06/22/2023	Accounts Payable	Hometown Bank		\$3,063.22
246394	06/22/2023	Accounts Payable	Independence Business Supply Co.		\$72.54
246398	06/22/2023	Accounts Payable	Johns, Megan	Supply Reimbursement	\$27.50
246399	06/22/2023	Accounts Payable	Kent United FC LLC		\$2,760.00
246400	06/22/2023	Accounts Payable	Khan, Simon	Soccer Referee	\$75.00
246405	06/22/2023	Accounts Payable	Kovacs, Robert, J.	Umpire	\$50.00
246407	06/22/2023	Accounts Payable	LEAF Capital Funding LLC/LEAF		\$612.12
246411	06/22/2023	Accounts Payable	Livecchi, Theresa	Refund	\$120.00
246412	06/22/2023	Accounts Payable	Locke, Noah	Soccer Referee	\$45.00
246414	06/22/2023	Accounts Payable	Nguyen, Ethan	Soccer Referee	\$120.00
246417	06/22/2023	Accounts Payable	Ohio Business Machines LLC		\$14.50
246418	06/22/2023	Accounts Payable	Ohio Edison Company		\$280.35
246426	06/22/2023	Accounts Payable	Rollins, Inc./Orkin, LLC		\$150.00
246427	06/22/2023	Accounts Payable	Roosevelt High School		\$950.00
246432	06/22/2023	Accounts Payable	Shiu, Sheila	Sports Camp Instructor	\$120.00
246433	06/22/2023	Accounts Payable	SportsPilot, Inc.		\$40.00
246434	06/22/2023	Accounts Payable	Spratt, Amir	Soccer Referee	\$120.00
246435	06/22/2023	Accounts Payable	Stresing, William, Christopher		\$105.00
246438	06/22/2023	Accounts Payable	Vorhauer, Katharina	Soccer Referee	\$90.00
246439	06/22/2023	Accounts Payable	Vorhauer, Philip	Soccer Referee	\$30.00
246449	06/22/2023	Accounts Payable	Hometown Bank		\$28.99
246452	06/29/2023	Accounts Payable	Akron Zoological Park		\$252.00
246455	06/29/2023	Accounts Payable	AT & T Corp.		\$47.28
246459	06/29/2023	Accounts Payable	Brimfield Aggregate Inc		\$1,063.00
246467	06/29/2023	Accounts Payable	East Ohio Gas Co.		\$123.67
246471	06/29/2023	Accounts Payable	Great Lakes Museum of Science		\$381.60
246491	06/29/2023	Accounts Payable	Ohio Business Machines LLC		\$14.50
246492	06/29/2023	Accounts Payable	Ohio Edison Company		\$1,426.10

Payment Register

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246494	06/29/2023	Accounts Payable	Pauler Communications, Inc.	\$2,250.00
246496	06/29/2023	Accounts Payable	PNC Bank N.A.	\$40.27
246498	06/29/2023	Accounts Payable	Portage County Treasurer	\$1,780.14
246510	06/29/2023	Accounts Payable	U.S. Foodservice, Inc	\$1,016.03
Type Check Totals:				
93 Transactions				\$59,802.03
A/P ZBA - Accounts Payable ZBA Totals				



Parks Report July 2023

1. Mowing is starting to slow down.
2. We had to clean up a few trees from the storms.
3. We hosted GOBA. It went pretty well.
4. We cleaned up after the fireworks on Kramer 3.
5. We replaced more boards on the boardwalk behind Water Rec.
6. We are pruning all Parks and Trails.
7. Park usage has been heavy. We are doing trash daily in high use areas. Especially Tannery and boat ramp.

RECREATION DEPARTMENT REPORT - (Completed 7/13/23)

1. **Summer Sports:** Summer sports camps are starting to wind down. In the coming weeks we have soccer, field hockey, track and swimming

2. **Fall Sports:** Signups are open for football & cheer and soccer have closed. Cross Country signups are ongoing.

-We have 111 kids signed up for tackle in grades 1st-6th and 20 kids signed up for flag in K-1st grade. We also have 35 kids signed up for cheerleading in grades 3rd-6th and 22 kids signed up for the 1st/2nd grade cheer clinic.

-For soccer, we have 246 kids signed up for rec and 134 signed up for travel.

3. **Adult Sports:** Summer Adult Softball has started, and signups are still open for the fall. We also have signups going on for the Portage County open as well.

CHILD CARE & EDUCATION REPORT: (COMPLETED 7/13/23)

1. **2023 Summer Camps:** The campers have spent lots of time in the community this summer! They've visited Kent Social Services, the Kent Free Library, Popped, RHS Pool, Fred Fuller, Plum Creek, Hike & Bike Trail and KSU Rec Wellness Center. Kent Police; our Naturalist, Cathy Ricks; and "Zenning" expert, O'Livia Kennedy have also visited the camps this year.

2. **'23-'24 Lil Learners Preschool:** There are now 5 preschoolers enrolled in the upcoming school year. Many current preschool camp families are considering transferring to our school year program for the '23-'24 school year.

3. **'23-'24 KPR Kidz Club:** Currently, 128 children need before/after school care. Depending on staffing, if we are able to enroll all 128 students, we'd be returning to our pre-Covid enrollment numbers. The program begins on August 16th.

MARKETING / SPECIAL EVENTS REPORT - COMPLETED 7/10/23

1. Special Events

a. Past Events

- i. GOBA
- ii. Heritage Fest
 - 1. Thanks to Megan and her staff for working the event!
- iii. City Health Fair

b. Upcoming Events

- i. Teen Scavenger Hunt - July 21st
- ii. Sweet Corn Festival – **Cancelled**
- iii. Art in the Park

2. Marketing

- a. Tree City Bulletin – Fall/Winter
- b. Newsletter
 - i. July went out on July 6th
- c. Fall/Winter Program Guide
- d. Video Series under way

Parks & Recreation Board Meeting

July 2023

Director's Report:

1. Master Plan Update
2. GOBA Recap
3. Plum Creek Updates
4. Facilities Improvements – Kramer Fencing
5. Tunnel Art
6. 2024 Budget