AGENDA

November 16, 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 10/19/23
IV. Communications
  a. Personal Appearances
  b. Correspondence
V. Staff Reports
  a. Monthly Revenue Report (October)
  b. Monthly Expenditure Report (October)
  c. Park Report
  d. Recreation Report
  e. Director Report
VI. Old Business
VII. New Business
VIII. Motion to Adjourn

Next scheduled meeting date:

December 21st, 2023 @5:30

October Board Meeting
October 19, 2023

Board
Steve Mitchell
Debbie Smeiles
Jake Ferlito
Kathleen Wiler

Staff
Angela Manley
Sam Tuttle
Megan Johns
Oliver Wuesch
Karen Magilavy
Garyn Daniels

Council Liaison
Gwen Rosenburg

CALL TO ORDER
Meeting called to order at 5:30. Roll was called. Neil had a conflict. Jake made a motion to accept September minutes, Kathleen seconded roll was called and motion passed unanimously.

COMMUNICATIONS

CORRESPONDENCE
Outgoing: Tree Donation

STAFF REPORTS

MONTHLY REVENUE
No questions
MONTHLY EXPENDITURE
Prize money went out for Art in the Park Winners
PARK REPORT
A new company did the playground mulch. Sam is happy with their price and work. The sink drain at the Roy Smith Shelterhouse has been repaired.
RECREATION REPORT
4th-6th grade cross country is going to the regionals. Soccer is wrapping up and we are taking Basketball registration. We have 50 teams in the 3rd-6th grade league.
MARKETING/SPECIAL EVENTS
Turkey Trot will give blue blankets this year. Babysitter training was full. We are trying for an OPRA award for the JR Adventure Camp.
EDUCATION DEPARTMENT REPORT
We have added a new preschooler. Kidz Club has 109 kids. There is a wait list at the Rec after school. We will take the jeep to Roosevelt's Trunk or Treat.
DIRECTOR REPORT
Send Angela any correction or concerns with the Master Plan.
Union negotiations will start soon, even though there is still 1 year left in the current contract. Everyone except the police had a 1-year contract because of covid. They want all departments to have the contracts due at the same time.
The tunnel mural is not feasible, possible new location the pump house by the main street bridge.
Debbie's term is up at the end of this year, reach out to anyone you think would be a good candidate for the Parks & Recreation Board. Applications are due by November 1st.
The 2024 budget is expected to have an increase in wages.

At 6pm the meeting adjourned.

TO: Dave Ruller

FROM: Angela Manley, Parks and Recreation Director

DATE: October 17, 2023

RE: Kent Parks and Recreation Donation

The Kent Parks & Recreation Department has received the following donation to be used for the Kent Parks and Recreation Youth Tackle Football and Cheer program:

MJ's Great American Frites & Fries, LLC - $60.00

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 (106-03-53-305-7420) 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

City of [illegible]nt

Revenue Budget Performance Report

Date Range 01/01/23 - 10/31/23

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	1,116,115.01	8,889.99	99
4321	Subdivision Park Fee	3,660.00	.00	3,660.00	500.00	.00	500.00	3,160.00	14
4514	FEE & CHARGES	295,190.00	.00	295,190.00	14,742.00	.00	225,710.38	69,479.62	76
4515	Park Rentals	55,000.00	.00	55,000.00	3,488.33	.00	40,746.33	14,253.67	74
4516	SPONORSHIPS	2,000.00	.00	2,000.00	.00	.00	1,700.00	300.00	85
4517	KABC REGISTRATION	44,000.00	.00	44,000.00	.00	.00	11,379.00	32,621.00	26
4518	KABC SPONSERS	10,000.00	.00	10,000.00	.00	.00	6,200.00	3,800.00	62
4519	NON-RESIDENT FEES	29,000.00	.00	29,000.00	1,445.00	.00	20,204.75	8,795.25	70
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	260.00	.00	9,000.00	750.00	92
4907	Miscellaneous	35,000.00	.00	35,000.00	244.86	.00	25,893.23	9,106.77	74
4927	SACC	355,000.00	.00	355,000.00	26,097.50	.00	292,044.32	62,955.68	82
	REVENUE TOTALS	$1,978,605.00	$0.00	$1,978,605.00	$46,777.69	$0.00	$1,750,466.02	$228,138.98	88%
	Program **000 - Revenue - Non-Departmental** Totals	$1,978,605.00	$0.00	$1,978,605.00	$46,777.69	$0.00	$1,750,466.02	$228,138.98	88%
	Cost Center **000 - Revenue - Non-Departmental** Totals	$1,978,605.00	$0.00	$1,978,605.00	$46,777.69	$0.00	$1,750,466.02	$228,138.98	88%
	Department **00 - Revenue - Non-Departmental** Totals	$1,978,605.00	$0.00	$1,978,605.00	$46,777.69	$0.00	$1,750,466.02	$228,138.98	88%
	Fund **106 - Recreation** Totals	$1,978,605.00	$0.00	$1,978,605.00	$46,777.69	$0.00	$1,750,466.02	$228,138.98	
	Grand Totals	$1,978,605.00	$0.00	$1,978,605.00	$46,777.69	$0.00	$1,750,466.02	$228,138.98	

City of Kent

Payment Register

From Payment Date: 10/1/2023 - To Payment Date: 10/31/2023

ZBA - Accounts Payable ZBA

Check

Number	Date	Source	Payee Name	Function	Transaction Amount
247667	10/05/2023	Accounts Payable	Aris Company		$169.50
247668	10/05/2023	Accounts Payable	AT & T Corp.		$28.63
247675	10/05/2023	Accounts Payable	Capital One, N.A.		$302.01
247690	10/05/2023	Accounts Payable	James W. Ross, Inc./Swift		$111.00
247691	10/05/2023	Accounts Payable	Kent City Schools		$319.00
247702	10/05/2023	Accounts Payable	Ohio Afscme Legal Care Plan		$18.97
247704	10/05/2023	Accounts Payable	Ohio Edison Company		$1,268.61
247717	10/05/2023	Accounts Payable	SWRH Physicians Inc/WRH Physicians		$705.00
247723	10/05/2023	Accounts Payable	U.S. Foodservice, Inc		$485.98
247736	10/12/2023	Accounts Payable	Albrecht/Acme Fresh Market, Fred		$14.67
247737	10/12/2023	Accounts Payable	Anderson, Bryce	*Soccer Referee*	$135.00
247746	10/12/2023	Accounts Payable	Charlie's Drain Service		$155.00
247747	10/12/2023	Accounts Payable	Christy, Cole	*Soccer Referee*	$75.00
247748	10/12/2023	Accounts Payable	Clapper, Finley	*Soccer Referee*	$30.00
247752	10/12/2023	Accounts Payable	Custom Shirts & Sportswear LLC		$590.00
247754	10/12/2023	Accounts Payable	Daniels-Smith, Brendan	*Soccer Referee*	$30.00
247756	10/12/2023	Accounts Payable	Dugan, Brian	*Soccer Referee*	$75.00
247764	10/12/2023	Accounts Payable	Gharky, Zachary	*Soccer Referee*	$60.00
247765	10/12/2023	Accounts Payable	Glen Oak Mat Club		$600.00
247766	10/12/2023	Accounts Payable	Haines, Stella	*Soccer Referee*	$30.00
247767	10/12/2023	Accounts Payable	Hassler, Simon	*Soccer Referee*	$60.00
247769	10/12/2023	Accounts Payable	Hungry Howie's		$56.97
247772	10/12/2023	Accounts Payable	Johns, Megan	*Fitness Reimbursement*	$30.00
247773	10/12/2023	Accounts Payable	Kent City Schools		$7,883.61
247774	10/12/2023	Accounts Payable	Kent United FC LLC		$2,100.00
247775	10/12/2023	Accounts Payable	Khan, Simon	*Soccer Referee*	$60.00
247776	10/12/2023	Accounts Payable	Kline & Kavali Mechanical		$3,000.00
247779	10/12/2023	Accounts Payable	Leppo Inc./Leppo Equip.		$54.45
247782	10/12/2023	Accounts Payable	McKinney, Aaron	*Soccer Referee*	$45.00
247783	10/12/2023	Accounts Payable	McKinney, John	*Soccer Referee*	$45.00
247785	10/12/2023	Accounts Payable	Ace of Kent Enterprises LLC		$130.53
247786	10/12/2023	Accounts Payable	Mitchen, Shayna	*Program Instructor*	$35.44
247787	10/12/2023	Accounts Payable	Municipal Emergency Svcs. Inc.		$419.44
247797	10/12/2023	Accounts Payable	R & T Fence Co., Inc.		$6,472.00
247799	10/12/2023	Accounts Payable	Ravenna School District		$297.70
247800	10/12/2023	Accounts Payable	Republic Svcs of Ohio		$148.20
247801	10/12/2023	Accounts Payable	Orkin, LLC		$635.00
247808	10/12/2023	Accounts Payable	SportsPilot, Inc.		$40.00
247814	10/12/2023	Accounts Payable	Vorhauer, Katharina	*Soccer Referee*	$30.00
247815	10/12/2023	Accounts Payable	Vorhauer, Marie	*Soccer Referee*	$30.00
247816	10/12/2023	Accounts Payable	Vorhauer, Sophia	*Soccer Referee*	$30.00
247824	10/12/2023	Accounts Payable	Academy of Life and Learning		$900.00
247830	10/19/2023	Accounts Payable	Amazon Capital Svcs., Inc.		$297.31

City of Kent

Payment Register

From Payment Date: 10/1/2023 - To Payment Date: 10/31/2023

247834	10/19/2023	Accounts Payable	Aris Company		$706.50
[illegible]836	10/19/2023	Accounts Payable	Beucler, Mark	*Cross Country Reg.Fee*	$230.00
247837	10/19/2023	Accounts Payable	Brandstetter Carroll, Inc.		$650.00
247841	10/19/2023	Accounts Payable	Disciples Wrestling		$200.00
247842	10/19/2023	Accounts Payable	Cintas Corp #310		$200.71
247843	10/19/2023	Accounts Payable	1st Choice CPR		$480.00
247859	10/19/2023	Accounts Payable	Independence Business Supply Co.		$150.14
247860	10/19/2023	Accounts Payable	Century Equip.		$2,321.91
247872	10/19/2023	Accounts Payable	Liquid Learning, Inc.		$525.00
247873	10/19/2023	Accounts Payable	Art Armory		$190.00
247879	10/19/2023	Accounts Payable	Ohio Edison Company		$297.85
247885	10/19/2023	Accounts Payable	R.C. Musson Rubber Co.		$182.38
247887	10/19/2023	Accounts Payable	Ritchies Sporting Goods		$2,220.05
247898	10/19/2023	Accounts Payable	Trusco MFG Company		$30.99
247907	10/26/2023	Accounts Payable	AT & T Corp.		$50.79
247920	10/26/2023	Accounts Payable	Christy, Cole	*Soccer Referee*	$165.00
247921	10/26/2023	Accounts Payable	Clapper, Finley	*Soccer Referee*	$45.00
247922	10/26/2023	Accounts Payable	Conroy, Sarah, M	*Sports Coach*	$341.00
247925	10/26/2023	Accounts Payable	Crystal Clear Bldg Services, Inc.		$3,481.83
247930	10/26/2023	Accounts Payable	Dugan, Brian	*Soccer Referee*	$90.00
247932	10/26/2023	Accounts Payable	East Ohio Gas Co.		$409.49
247937	10/26/2023	Accounts Payable	Faiz, Khalil	*Soccer Referee*	$225.00
247943	10/26/2023	Accounts Payable	Gharky, Zachary	*Soccer Referee*	$90.00
[illegible]949	10/26/2023	Accounts Payable	Hawthorne, Devin	*Soccer Referee*	$90.00
247952	10/26/2023	Accounts Payable	Hungry Howie's		$74.24
247953	10/26/2023	Accounts Payable	Hometown Bank		$3,833.91
247954	10/26/2023	Accounts Payable	Horak, Ian	*Soccer Referee*	$120.00
247962	10/26/2023	Accounts Payable	Kent United FC LLC		$780.00
247963	10/26/2023	Accounts Payable	Kenworthy, Tommy	*Soccer Referee*	$120.00
247966	10/26/2023	Accounts Payable	Lake Cty Nursery		$754.60
247969	10/26/2023	Accounts Payable	Mack, Zachary	*Sports Coach*	$288.00
247970	10/26/2023	Accounts Payable	Marcum Martial Arts.		$280.00
248000	10/26/2023	Accounts Payable	Spratt, Amir	*Soccer Referee*	$45.00
248009	10/26/2023	Accounts Payable	U.S. Foodservice, Inc		$1,350.72
248011	10/26/2023	Accounts Payable	Vorhauer, Marie	*Soccer Referee*	$45.00
248012	10/26/2023	Accounts Payable	Vorhauer, Sophia	*Soccer Referee*	$45.00
248017	10/26/2023	Accounts Payable	Ziegler Tire and Supply, Inc		$699.00
Type Check Totals:		80 Transactions			$49,813.13

A/P ZBA - Accounts Payable ZBA Totals

RECREATION DEPARTMENT REPORT- (Completed 11/7/23)

1 . **Winter Sports:** Games have started for K-1st grade league. All signups are complete for second through sixth grade basketball. Teams have been created and will start practicing next week. Games for most teams will begin on December 9th. Youth Wrestling has begun practicing with their first meet to take place on Sunday December 3rd.

2 . **Adult Sports:** Signups are ongoing for both our men's and women's basketball leagues.

3 . **Winter Activities:** Winter sessions have begun for martial arts and fencing. We have 14 kids signed up for martial arts and 13 kids for fencing.

CHILD CARE & EDUCATION REPORT: COMPLETED 11/9/23

1. **'23-'24 Lil Learners Preschool:** There are 8 preschoolers enrolled in our preschool program.

2. **'23-'24 KPR Kidz Club:** There are 111 children enrolled in the before/after school program with an additional 31 on the Rec PM waitlist.
November 2023 Enrollment:
DAVEY AM: 22, PM: 36, Total: 49
REC AM: 31, PM: 42, Total: 62

3. **Kids Night Out:** There were 16 children enrolled in November's Kids Night Out. The next date will be on Saturday 12/2 with a "Santa's Workshop" theme.

4. **Communicable Disease Training:** 1st Choice CPR will be training our childcare staff at the Kent Free Library on Saturday 11/18.

5. **"Winter Wonderland" Winter Break Childcare at Rec:** The Rec will be open on 12/27-12/29 & 1/3-1/5 over the Kent City's Schools winter break from 6:30am-6pm. Registration will begin for current KPR Kidz Club families on 11/17 and open to the public if not already full on 12/1.

6. **KPD Visits at KPR Kidz Club & Preschool:** Mike Lewis and Abbey Watkins will visit all childcare locations on Thursday 11/30 to observe their lockdown drills and be our special guest for the day.

7. **KPR Kidz Club Hiring:** We are now looking for a PM Rec Leader and possible AM Rec Leader to replace staff at our Kent Rec location.

MARKETING / SPECIAL EVENTS REPORT - COMPLETED 11/3/23

1. **Turkey Trot**
2. **2024 Eclipse Update**
    a. Mural
    b. City plans
    c. MSK plans
3. **Marketing**
    a. November Newsletter
4. **Easter Planning**
5. **Mr. & Mrs. Claus**
6. **Facility Rental Policies**

Parks Report
November 2023

1. We have begun leaf clean up in the parks.
2. We are done lining fields for the season.
3. We are getting all snow removal equipment ready for the winter.
4. We planted 7 memorial trees.
5. We will be down to one seasonal employee in a couple of weeks.
6. We will be closing all restrooms for the season.
7. We are cleaning up the front of the Helen Dix property.

Parks & Recreation Board Meeting

November 16, 2023

Director's Report:

1. Master Plan
2. 2024 Eclipse – April 8, 2024
   a. Art Installation
   b. Park Viewing/Planning
3. Dix Property
4. 2024 New Board Member
5. 2024 Budget