

## 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                                                | SPONORSHIPS                | 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         |

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|        |            |                  |                                        |                        |            |
|--------|------------|------------------|----------------------------------------|------------------------|------------|
| 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    |            |                  |                             | <hr/> \$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 1<sup>st</sup>-6<sup>th</sup> and 20 kids signed up for flag in K-1<sup>st</sup> grade. We also have 35 kids signed up for cheerleading in grades 3<sup>rd</sup>-6<sup>th</sup> and 22 kids signed up for the 1<sup>st</sup>/2<sup>nd</sup> 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 16<sup>th</sup>.

## **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 6<sup>th</sup>
- 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