



AGENDA

December 21, 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 Meeting 11/16/23
- IV. Communications
 - a. Personal Appearances
 - b. Correspondence
- V. Staff Reports
 - a. Monthly Revenue Report (November)
 - b. Monthly Expenditure Report (November)
 - c. Park Report
 - d. Recreation Report
 - e. Director Report
- VI. Old Business
- VII. New Business
- VIII. *Executive Session: In accordance with ORC §121.22 Section G, Item (2):) "To consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit- for-use property in accordance with section 505.10 of the Revised Code."*
- IX. Motion to Adjourn

Next scheduled meeting date:

January 18th, @5:30

November Board Meeting

November 16, 2023

Board

Steve Mitchell
Debbie Smeiles
Jake Ferlito
Kathleen Wiler
Neil Dukes

Staff

Angela Manley
Sam Tuttle
Megan Johns
Garyn Daniels
Karen Magilavy

Council Liaison

CALL TO ORDER

Meeting called to order at 5:30. Roll was called. Gwen is not available. Oliver had family commitment. Jake made a motion to accept October minutes, Kathleen seconded, roll was called, and motion passed unanimously.

COMMUNICATIONS

CORRESPONDENCE

Outgoing: We received a donation from Frites and Fries.

STAFF REPORTS

MONTHLY REVENUE

No questions

MONTHLY EXPENDITURE

R&T fence repair will be reimbursed by the insurance company of the person who hit the fence.

PARK REPORT

Kramer restrooms have been closed. The crew is doing a clean up at Dix Park, it will remain a neighborhood nature preserve. We will get signage at the park.

RECREATION REPORT

Basketball games have started for K/1. Wrestling has their first meet on Sunday. Adult basketball registration is open.

MARKETING/SPECIAL EVENTS

The Turkey Trot has about the same number of runners as last year. There have been many eclipse meetings. He is working on funding for the mural. Oliver has cleaned up our website. Parks & Rec gets Mr. & Mrs. Claus for the Festival of Lights. The rental policies have been revised.

EDUCATION DEPARTMENT REPORT

Today was the preschool feast, they have 9 kids. Kids Night Out is averaging 20 kids. Winter Wonderland registration will open tomorrow.

DIRECTOR REPORT

1. Send Angela any correction or concerns with the Master Plan.
2. Covered
3. Covered
4. Our new board member is Rod Moxley
5. The 2024 Budget Draft is not available yet.

New Business

This is the 3rd year of tackle football and cheer, and it will be our last. They are making their own non-profit and board. It has been 3 years of disregard for city rules and is a poor reflection on us; no communication and not following the budget. We have not had a meeting with them yet. We will have a lot of equipment but no space to store it. We can put it out to city bid or sell to the youth football program at an agreed upon price if council waives the bid requirement.

At 6:14 pm the meeting adjourned.

Revenue Budget Performance Report

Date Range 01/01/23 - 11/30/23

Include Rollup Account and Rollup to Account

Account Fund 106 - Recreation	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
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	(12,258.00)	1,112,747.00	.00	.00	1,116,115.01	(3,368.01)	100
4321	Subdivision Park Fee	3,660.00	.00	3,660.00	.00	.00	500.00	3,160.00	14
4514	FEE & CHARGES	295,190.00	20,000.00	315,190.00	10,714.25	.00	236,174.63	79,015.37	75
4515	Park Rentals	55,000.00	.00	55,000.00	3,695.00	.00	44,441.33	10,558.67	81
4516	SPONSORSHIPS	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	1,495.00	.00	21,699.75	7,300.25	75
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	.00	.00	9,000.00	750.00	92
4907	Miscellaneous	35,000.00	.00	35,000.00	107.27	.00	26,000.50	8,999.50	74
4927	SACC	355,000.00	27,310.00	382,310.00	27,501.37	.00	321,619.02	60,690.98	84
REVENUE TOTALS									
Program 000 - Revenue - Non-Departmental Totals		\$1,978,605.00	\$35,052.00	\$2,013,657.00	\$43,512.89	\$0.00	\$1,795,802.24	\$217,854.76	89%
Cost Center 000 - Revenue - Non-Departmental Totals		\$1,978,605.00	\$35,052.00	\$2,013,657.00	\$43,512.89	\$0.00	\$1,795,802.24	\$217,854.76	89%
Department 00 - Revenue - Non-Departmental Totals		\$1,978,605.00	\$35,052.00	\$2,013,657.00	\$43,512.89	\$0.00	\$1,795,802.24	\$217,854.76	89%
Fund 106 - Recreation Totals		\$1,978,605.00	\$35,052.00	\$2,013,657.00	\$43,512.89	\$0.00	\$1,795,802.24	\$217,854.76	89%
Grand Totals									
		\$1,978,605.00	\$35,052.00	\$2,013,657.00	\$43,512.89	\$0.00	\$1,795,802.24	\$217,854.76	

Payment Register

From Payment Date: 11/1/2023 - To Payment Date: 11/30/2023

Number	Date	Source	Payee Name	Function	Transaction Amount
A/P ZBA - Accounts Payable ZBA					
<u>Check</u>					
248023	11/02/2023	Accounts Payable	Allen Drain Service Inc		\$500.00
248030	11/02/2023	Accounts Payable	Charter Comm. Holdings, LLC		\$127.48
248043	11/02/2023	Accounts Payable	Independence Business Supply Co.		\$156.79
248045	11/02/2023	Accounts Payable	James W. Ross, Inc./Swift		\$45.35
248046	11/02/2023	Accounts Payable	Kent Water & Sewer		\$3,244.82
248049	11/02/2023	Accounts Payable	On Target Fencing Team		\$888.00
248050	11/02/2023	Accounts Payable	Northern Safety Co., Inc		\$379.26
248052	11/02/2023	Accounts Payable	Ohio Afsome Legal Care Plan		\$20.00
248053	11/02/2023	Accounts Payable	Ohio Edison Company		\$1,525.82
248058	11/02/2023	Accounts Payable	Republic Svcs, Inc.		\$434.95
248061	11/02/2023	Accounts Payable	Staples, Inc.		\$480.80
248063	11/02/2023	Accounts Payable	SWRH Physicians Inc/WRH Physicians		\$81.00
248079	11/09/2023	Accounts Payable	AT & T Corp.		\$30.76
248082	11/09/2023	Accounts Payable	Capital One, N.A.		\$549.97
248088	11/09/2023	Accounts Payable	Ciolek, Katlyn	Referee/Scorekeeper	\$48.00
248092	11/09/2023	Accounts Payable	Covington/1st Choice CPR, Lori, L.		\$120.00
248106	11/09/2023	Accounts Payable	Independence Business Supply Co.		\$292.20
248110	11/09/2023	Accounts Payable	Johns, Megan	Reimbursement	\$30.00
248112	11/09/2023	Accounts Payable	Kent City Schools		\$222.98
248114	11/09/2023	Accounts Payable	Kent United FC LLC	Adult Softball Umpires	\$150.00
248124	11/09/2023	Accounts Payable	Ohio Business Machines LLC		\$14.50
248128	11/09/2023	Accounts Payable	Pioneer MFG Co., Inc/Pioneer Athletics		\$917.18
248150	11/09/2023	Accounts Payable	TTR Turf Control, LLC		\$3,672.00
248154	11/09/2023	Accounts Payable	Medley, Allen	Refund	\$150.00
248155	11/09/2023	Accounts Payable	Thompson, Greg	Refund	\$50.00
248165	11/16/2023	Accounts Payable	AT & T Mobility LLC		\$342.18
248177	11/16/2023	Accounts Payable	Crystal Clear Bldg Services, Inc.		\$3,481.83
248200	11/16/2023	Accounts Payable	JLE Parts, Inc.		\$69.84
248206	11/16/2023	Accounts Payable	Kline & Kavali Mechanical		\$292.35
248210	11/16/2023	Accounts Payable	Lowe's Company Inc		\$14.14
248222	11/16/2023	Accounts Payable	Ohio Edison Company		\$234.26
248237	11/16/2023	Accounts Payable	U.S. Foodservice, Inc		\$475.47
248250	11/22/2023	Accounts Payable	Amazon Capital Svcs., Inc.		\$146.58
248251	11/22/2023	Accounts Payable	Anderson, Seth, R.	Soccer Referee	\$320.00
248253	11/22/2023	Accounts Payable	Aris Company		\$215.00
248257	11/22/2023	Accounts Payable	Boyd, Marcus	Referee/Scorekeeper	\$80.00
248263	11/22/2023	Accounts Payable	Ciolek, Katlyn	Referee/Scorekeeper	\$96.00
248264	11/22/2023	Accounts Payable	Ciolek, Keith	Referee/Scorekeeper	\$160.00
248265	11/22/2023	Accounts Payable	City of Kent/Vehicle Mnt Div.		\$1,350.50
248268	11/22/2023	Accounts Payable	Courtheyn, Leah	Cheer Clinic	\$150.00
248270	11/22/2023	Accounts Payable	Crystal Clear Bldg Services, Inc.		\$3,481.83
248275	11/22/2023	Accounts Payable	Daniels-Smith, Brendan	Referee/Scorekeeper	\$60.00
248277	11/22/2023	Accounts Payable	Double, Kenneth	Cross Country Coach	\$220.00

Payment Register

From Payment Date: 11/1/2023 - To Payment Date: 11/30/2023

248286	11/22/2023	Accounts Payable	Haines, Olivia	Cheer Clinic	\$150.00
248287	11/22/2023	Accounts Payable	HHP Holding Co., LLC/Hungry Howie's		\$50.15
248289	11/22/2023	Accounts Payable	Hometown Bank		\$1,601.29
248291	11/22/2023	Accounts Payable	James W. Ross, Inc./Swift		\$24.35
248295	11/22/2023	Accounts Payable	Klaben Ford Lincoln, Inc		\$560.13
248297	11/22/2023	Accounts Payable	LEAF Capital Funding LLC/LEAF		\$142.19
248302	11/22/2023	Accounts Payable	McKim, Michael	Soccer Tournament	\$675.00
248306	11/22/2023	Accounts Payable	Ace of Kent Enterprises LLC		\$197.30
248318	11/22/2023	Accounts Payable	Rollins, Inc./Orkin, LLC		\$195.00
248323	11/22/2023	Accounts Payable	Snellenberger, Samuel	Referee	\$120.00
248329	11/22/2023	Accounts Payable	Wade, Brooklyn	Cheer Clinic	\$150.00
248332	11/22/2023	Accounts Payable	Zifchak, Kenzie	Cheer Clinic	\$150.00
248343	11/30/2023	Accounts Payable	AT & T Corp.		\$50.53
248351	11/30/2023	Accounts Payable	Charter Comm. Holdings, LLC		\$143.98
248354	11/30/2023	Accounts Payable	Cintas Corp #310		\$165.68
248356	11/30/2023	Accounts Payable	Covington/1st Choice CPR, Lori, L.		\$225.00
248370	11/30/2023	Accounts Payable	JLE Parts, Inc.		\$25.47
248373	11/30/2023	Accounts Payable	Kent City Schools		\$771.18
248383	11/30/2023	Accounts Payable	Ohio Edison Company		\$75.74
248384	11/30/2023	Accounts Payable	Ohio Edison Company		\$1,563.66
248386	11/30/2023	Accounts Payable	Ohio Parks & Rec Assoc.		\$1,800.00
248388	11/30/2023	Accounts Payable	PNC Bank N.A.		\$23.98
248395	11/30/2023	Accounts Payable	Republic Svcs, Inc.		\$721.70
248401	11/30/2023	Accounts Payable	SportsPilot, Inc.		\$40.00
248414	11/30/2023	Accounts Payable	East Ohio Gas Co.		\$761.42
Type Check Totals: 68 Transactions					\$35,705.59
A/P ZBA - Accounts Payable ZBA Totals					



Parks Report December 2023

1. We have all the snow removal equipment ready for the season. We are going to be doing the city sidewalks again this year.
2. We are digging out and repairing the bad sections of the Al Lease trail.
3. Adam Ray helped with the Turkey Trot.
4. We cut up a few trees across the trail from the last wind storm.
5. All restrooms have been winterized and closed for the season.
6. We finished cleaning up the front and side of the Dix property.

RECREATION DEPARTMENT REPORT - (Completed 12/14/23)

1. **Winter Sports:** K-1st grade league was completed on Saturday 12/16. Our 1st/2nd grade leagues will begin on practicing on January 8th. 3rd-6th grade boys basketball and youth wrestling are having started games and matches.
2. **Adult Sports:** Our men's basketball league will be starting games on January 13th.
3. **Winter Activities:** Signups are ongoing for the first sessions of Martial Arts & Fencing that will begin after the new year. We also have signups ongoing for the field hockey clinic & lacrosse clinics, both which are set to begin in January.
4. **Spring Sports:** Signups have opened for Spring Soccer, Youth Baseball & Softball, Youth Track and Spring Adult Softball. Flyers will be out in the schools before Christmas Break.

CHILD CARE & EDUCATION REPORT: COMPLETED 12/12/23

1. **'23-'24 Lil Learners Preschool:** There are 8 preschoolers enrolled in our preschool program. We'll be looking into the Early Childhood Education Grant which would provide funding for children ages 3-5 that meet any of the following requirements: low income household, have a disability/IEP; or are placed in foster/kinship care.
2. **'23-'24 KPR Kidz Club:** There are 109 children enrolled in the before/after school program with an additional 28 on the Rec PM waitlist.
December 2023 Enrollment:
DAVEY AM: 22, PM: 35, Total: 49
REC AM: 26, PM: 42, Total: 60
3. **Kids Night Out:** There were 16 children enrolled in December's Kids Night Out. The next date will be on Saturday 1/13 with a "Pajama Party" theme.
4. **"Winter Wonderland" Winter Break Childcare at Rec:** Registration is still open for the winter break all day childcare program at the Rec (12/27-12/29 & 1/3-1/5). There will be a field trip to Sky Zone, we'll be bringing in the inflatable obstacle course and our department Naturalist, Cathy Ricks will be a special guest.
5. **Babysitter's Training:** The next training for 12-16 year olds will be at the Kent Free Library on Saturday 1/6 from 9:30-3:00.
6. **ODJFS State Licensing Inspections:** The Preschool and Davey KPR Kidz Club sites have completed their inspections for the school year. Very minimal non-compliances were reported and have been corrected.
7. **Ohio Child Care Stabilization Grant:** Phase 4 of this grant approved ODJFS to continue expending funds from the ARPA of 2021 which assists in efforts to recover from the COVID pandemic and rebuild a better childcare system. If awarded the funds, money can be spent across 4 sub-grants: Operating/New Pandemic Costs, Workforce Recruitment/Retention, Access Development; and Mental Health Workforce and Family Support. Once the application process has been completed, our school-age and preschool childcare programs could be awarded up to \$94,500.

MARKETING / SPECIAL EVENTS REPORT - COMPLETED 12/11/23

1. **2024 Eclipse Mural Update**
 - a. The total quote for artist, materials, and installation is ~\$8,500.

- b. We are receiving \$5000 from the Main Street Grant and Water Reclamation has committed \$1000 to the project, leaving us with roughly \$2,500 to locate.
- c. I have reached out to the Christianson Foundation, who typically donates funds to us annually, as well as a grant request to the Kent Rotary Foundation. These two grants would bring us to the \$8,500 total.
- d. If these grants fall through, the next step would be reaching out to local businesses to solicit donations for the project.

2. Art in the Park

- a. Working on updating registration process and providing an interactive online map.

3. Marketing

- a. Holiday Newsletter Covering December/January

4. Easter Planning

- a. Starting the planning and opening for registration soon.

5. Facility Rental Policies

- a. Continuing to work on updating for the future

6. New Events

- a. Halloween event in 2024
- b. Other event (summer time)

7. City Website

- a. The city is looking at switching website hosting providers and would like us to come under their umbrella
- b. I attended a zoom informational meeting and am open to the idea if we can keep complete control over Parks & Rec's landing page and the new system is as customizable as our current host (Wordpress).

8. Wizardly Weekend 5K

- a. We were approached by Main Street Kent about taking over the 5 3/4K Run/Walk during Wizardly Weekend.

Parks & Recreation Board Meeting

December 21, 2023

Director's Report:

1. 2024 OPRA Conference
2. Facilities Update
3. Insurance payment for fence repairs at Rec. Center
4. 2024 Budget
5. Recognition of Debbie Smeiles dedication to the Kent Parks and Recreation Board