



AGENDA

January 18, 2024

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 12/21/23
- IV. Communications
 - a. Personal Appearances
 - b. Correspondence
- V. Staff Reports
 - a. Monthly Revenue Report (December)
 - b. Monthly Expenditure Report (December)
 - 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:

February 15th, @5:30

**December Board Meeting
December 21, 2023**

Board

Steve Mitchell
Debbie Smeiles
Neil Dukes

Staff

Sam Tuttle
Megan Johns
Karen Magilavy
Garyn Daniels

Council Liaison

CALL TO ORDER

Meeting called to order at 5:40. Roll was called. Angela, Oliver, Jake, Kathleen, Gwen are not available. Debbie made a motion to accept November minutes, Neil seconded, roll was called, and motion passed unanimously.

COMMUNICATIONS

CORRESPONDENCE

Incoming
Outgoing

STAFF REPORTS

MONTHLY REVENUE

No questions

MONTHLY EXPENDITURE

No questions

PARK REPORT

Al Lease Park trail has fresh limestone installed on 3000 feet of the trail.

RECREATION REPORT

Spring sports registrations are open. Garyn has interest from the younger kids to keep score at the basketball games.

MARKETING/SPECIAL EVENTS Oliver is out of town.

EDUCATION DEPARTMENT REPORT

We are offering 6 days of all day care over winter break. All the sites had surprise inspections from the state licensing agency. Megan is working on grants for the sites and preschool. These funds can be used for toys supplies, flooring, paint field trips and other enrichment items. \$15,000 per site, \$330 per child at licensed sites.

DIRECTOR REPORT Angela is not here but asked that 2024 budgets be handed out. The board reviewed the 2024 budget and Steve made a motion to accept the 2024 Budget and Debbie seconded. Roll was called and all were in favor.

Old Business

This is Debbie last board meeting. Steve thanked her for the 18 years she has served on the Parks & Recreation Board.

At 6:00pm the meeting adjourned.

memo

CITY OF KENT PARKS AND RECREATION DEPARTMENT

To: Rhonda Hall, Budget & Finance Director
From: Angela Manley, Parks & Recreation Director
Date: December 7, 2023
Re: Insurance Payment – Check #32525487

We would like to request an appropriation of the insurance payment for fence repairs, issued by Travelers Insurance, to the following line in the 2023 budget:

Account Line	Amount
106 530 301 7350 <i>(Maintenance of Equip & Facilities)</i>	\$2,487.93

TO: Dave Ruller
FROM: Angela Manley, Parks and Recreation Director
DATE: January 5, 2024
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 Total Solar Eclipse Community Mural Project:

Henry V. and Frances W. Christenson Charitable Foundation - \$1,500.00

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

memo

CITY OF KENT PARKS AND RECREATION DEPARTMENT

To: Rhonda Hall, Budget & Finance Director
From: Angela Manley, Parks & Recreation Director
Date: January 11, 2024
Re: Appropriations Amendment Request - Child Care Grants

I am requesting an appropriation of the Ohio Department of Job & Family Services Child Care Stabilization Sub-Grants, issued by Ohio Child Care Resource and Referral Association (OCCRRA), to the following line items in the 2024 Budget:

Account Line	Amount
106 530 303 7420	\$34,800.00
106 530 303 7420	\$34,800.00
106 530 301 7420	\$24,900.00

ORDINANCE NO. 2023 - 105

AN ORDINANCE AUTHORIZING THE CITY OF KENT PARKS & RECREATION DEPARTMENT TO SUBMIT A FOURTH ROUND OF STABILIZATION GRANTS FROM THE OHIO CHILD CARE RESOURCE AND REFERRAL ASSOCIATION (OCCRRA) TOTALING \$94,500, TO EXECUTE THE SUBSEQUENT AGREEMENT AND TO ACCEPT THE GRANTS, IF AWARDED, WITH CORRESPONDING APPROPRIATION OF FUNDS FOR THREE (3) CHILDCARE CENTERS, AND DECLARING AN EMERGENCY.

WHEREAS, the funding applications submitted to the Ohio Child Care Resource and Referral Association (OCCRRA) will be used for workforce supplements, program business development supports, mental health and special needs services; and

WHEREAS, the City is requesting a total of \$94,500.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio:

SECTION 1. That Kent City Council approves submission of the City's pre-applications request to the Ohio Child Care Resource and Referral Association (OCCRRA) grant funding totaling \$94,500 and authorized that the Administration provide all information, funds, and documentation required in said applications for submission.

SECTION 2. That Kent City Council hereby approves the City's acceptance of the grants, if awarded to the City, with corresponding appropriations for its use.

SECTION 3. That Kent City Council hereby understands and agrees that participation in the Ohio Child Care Resource and Referral Association (OCCRRA) grant program will require compliance with program guidelines and assurances.

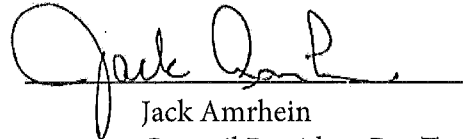
SECTION 4. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

SECTION 5. That this ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare of the residents of this City, for which reason and other reasons manifest to this Council this ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: December 20, 2023
Date

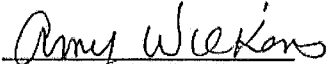
EFFECTIVE: December 20, 2023
Date

ATTEST: Amy Wilkens
Amy Wilkens, CMC
Clerk of Council


Jack Amrhein
Council President Pro Tem

I, AMY WILKENS, CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF ORDINANCE No. 2023-115, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON December 20, 2023.

(SEAL)


AMY WILKENS, CMC
CLERK OF COUNCIL

Revenue Budget Performance Report

Date Range 01/01/23 - 12/31/23

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	(12,258.00)	1,112,747.00	.00	.00	1,116,115.01	(3,368.01)	100
4102	Personal Property	2,484.00	.00	2,484.00	.00	.00	2,266.09	217.91	91
4201	Homestead/Rollback	107,119.00	.00	107,119.00	.00	.00	106,662.56	456.44	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	(50,000.00)	245,190.00	7,595.00	.00	243,769.63	1,420.37	99
4515	Park Rentals	55,000.00	.00	55,000.00	3,770.00	.00	48,211.33	6,788.67	88
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	3,680.00	.00	15,059.00	28,941.00	34
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	1,371.00	.00	23,070.75	5,929.25	80
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
4820	Sale of Assets	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	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	139.70	.00	26,140.20	8,859.80	75
4927	SACC	355,000.00	(2,690.00)	352,310.00	23,274.60	.00	344,893.62	7,416.38	98
REVENUE TOTALS		\$2,093,208.00	(\$64,948.00)	\$2,028,260.00	\$39,830.30	\$0.00	\$1,944,561.19	\$83,698.81	96%
Program 000 - Revenue - Non-Departmental Totals		\$2,093,208.00	(\$64,948.00)	\$2,028,260.00	\$39,830.30	\$0.00	\$1,944,561.19	\$83,698.81	96%
Cost Center 000 - Revenue - Non-Departmental Totals		\$2,093,208.00	(\$64,948.00)	\$2,028,260.00	\$39,830.30	\$0.00	\$1,944,561.19	\$83,698.81	96%
Department 00 - Revenue - Non-Departmental Totals		\$2,093,208.00	(\$64,948.00)	\$2,028,260.00	\$39,830.30	\$0.00	\$1,944,561.19	\$83,698.81	96%
Fund 106 - Recreation Totals		\$2,093,208.00	(\$64,948.00)	\$2,028,260.00	\$39,830.30	\$0.00	\$1,944,561.19	\$83,698.81	
Grand Totals		\$2,093,208.00	(\$64,948.00)	\$2,028,260.00	\$39,830.30	\$0.00	\$1,944,561.19	\$83,698.81	

City of Kent
Payment Register

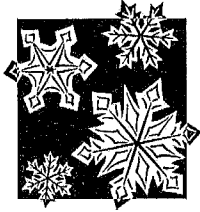
From Payment Date: 12/1/2023 - To Payment Date: 12/31/2023

Number	Date	Source	Payee Name	Function	Transaction Amount
A/P ZBA - Accounts Payable ZBA					
<u>Check</u>					
248420	12/07/2023	Accounts Payable	Bailey, Jaxon, Ryan	Referee/Scorekeeper	\$60.00
248423	12/07/2023	Accounts Payable	Boyd, Marcus	Referee/Scorekeeper	\$80.00
248425	12/07/2023	Accounts Payable	Brandstetter Carroll, Inc.		\$650.00
248427	12/07/2023	Accounts Payable	Capital One, N.A.	Walmart	\$505.46
248428	12/07/2023	Accounts Payable	Cavaliers Holdings/Rocket Mortgage		\$1,680.00
248429	12/07/2023	Accounts Payable	Ciolek, Katlyn	Referee/Scorekeeper	\$60.00
248430	12/07/2023	Accounts Payable	Ciolek, Keith	Referee/Scorekeeper	\$150.00
248435	12/07/2023	Accounts Payable	Covington/1st Choice CPR, Lori, L.		\$25.00
248439	12/07/2023	Accounts Payable	Daniels-Smith, Brendan	Referee/Scorekeeper	\$30.00
248453	12/07/2023	Accounts Payable	Independence Business Supply Co.		\$186.09
248459	12/07/2023	Accounts Payable	Kent United FC LLC		\$180.00
248462	12/07/2023	Accounts Payable	Leppo Inc./Leppo Equip.		\$287.87
248463	12/07/2023	Accounts Payable	Liquid Learning, Inc.		\$525.00
248464	12/07/2023	Accounts Payable	Lowe's Company Inc		\$37.33
248468	12/07/2023	Accounts Payable	McPeak, Boe, Hunter	Referee/Scorekeeper	\$30.00
248478	12/07/2023	Accounts Payable	Ohio Business Machines LLC		\$567.84
248488	12/07/2023	Accounts Payable	Roe, Parker	Referee/Scorekeeper	\$45.00
248489	12/07/2023	Accounts Payable	Roe, Tanner	Referee/Scorekeeper	\$15.00
248491	12/07/2023	Accounts Payable	Running Ritchie's Inc		\$215.85
248495	12/07/2023	Accounts Payable	Summit Umpires		\$230.00
248506	12/07/2023	Accounts Payable	Wade, Lincoln, D	Referee/Scorekeeper	\$60.00
248513	12/07/2023	Accounts Payable	Wright, Marcus	Sports Coordinator	\$1,000.00
248519	12/14/2023	Accounts Payable	Amazon Capital Svcs., Inc.		\$196.22
248521	12/14/2023	Accounts Payable	Aris Company		\$210.00
248522	12/14/2023	Accounts Payable	AT & T Corp.		\$28.36
248543	12/14/2023	Accounts Payable	Hartville Hardware Inc.		\$665.11
248544	12/14/2023	Accounts Payable	Independence Business Supply Co.		\$352.45
248549	12/14/2023	Accounts Payable	Leppo Inc./Leppo Equip.		\$500.00
248558	12/14/2023	Accounts Payable	Ohio Afsome Legal Care Plan		\$20.34
248559	12/14/2023	Accounts Payable	Ohio Business Machines LLC		\$169.90
248568	12/14/2023	Accounts Payable	SportsPilot, Inc.		\$40.00
248575	12/14/2023	Accounts Payable	U.S. Foodservice, Inc		\$523.28
248594	12/21/2023	Accounts Payable	Aris Company		\$107.50
248599	12/21/2023	Accounts Payable	Bailey, Jaxon, Ryan	Referee/Scorekeeper	\$150.00
248600	12/21/2023	Accounts Payable	Best Truck Equipment Inc		\$563.48
248602	12/21/2023	Accounts Payable	Boyd, Marcus	Referee/Scorekeeper	\$160.00
248606	12/21/2023	Accounts Payable	CDW LLC/CDW Direct LLC	IT Adobe License Renewal	\$896.92
248608	12/21/2023	Accounts Payable	Charter Comm. Holdings, LLC	Spectrum	\$119.98
248610	12/21/2023	Accounts Payable	Cintas Corp #310		\$165.68
248611	12/21/2023	Accounts Payable	Ciolek, Katlyn	Referee/Scorekeeper	\$225.00
248612	12/21/2023	Accounts Payable	Ciolek, Keith	Referee/Scorekeeper	\$375.00
248620	12/21/2023	Accounts Payable	Custom Shirts & Sportswear LLC		\$3,236.00
248625	12/21/2023	Accounts Payable	Ellington, Tyrel	Referee/Scorekeeper	\$200.00

City of Kent
Payment Register

From Payment Date: 12/1/2023 - To Payment Date: 12/31/2023

248638	12/21/2023	Accounts Payable	HHP Holding Co., LLC/Hungry Howie's		\$30.98
248640	12/21/2023	Accounts Payable	Hometown Bank		\$510.49
248643	12/21/2023	Accounts Payable	James W. Ross, Inc./Swift 1st Aid		\$9.95
248646	12/21/2023	Accounts Payable	Kent City Schools		\$329.00
248648	12/21/2023	Accounts Payable	Kent United FC LLC		\$450.00
248649	12/21/2023	Accounts Payable	Kent Water & Sewer		\$616.61
248651	12/21/2023	Accounts Payable	LEAF Capital Funding LLC	Copier Lease	\$142.30
248658	12/21/2023	Accounts Payable	McPeak, Boe, Hunter	Referee/Scorekeeper	\$60.00
248660	12/21/2023	Accounts Payable	Ace of Kent Enterprises LLC		\$247.51
248665	12/21/2023	Accounts Payable	On Target Fencing Team		\$744.00
248670	12/21/2023	Accounts Payable	Ohio Edison Company		\$335.55
248683	12/21/2023	Accounts Payable	Roe, Parker	Referee/Scorekeeper	\$90.00
248684	12/21/2023	Accounts Payable	Roe, Tanner	Referee/Scorekeeper	\$75.00
248685	12/21/2023	Accounts Payable	Running Ritchie's Inc		\$252.74
248687	12/21/2023	Accounts Payable	Sam's Club		\$32.76
248692	12/21/2023	Accounts Payable	Summit Umpires		\$779.00
248693	12/21/2023	Accounts Payable	Staples, Inc.		\$394.94
248704	12/21/2023	Accounts Payable	U.S. Foodservice, Inc		\$821.45
248706	12/21/2023	Accounts Payable	Wade, Lincoln, D	Referee/Scorekeeper	\$120.00
248727	12/28/2023	Accounts Payable	East Ohio Gas Co.		\$1,639.07
248739	12/28/2023	Accounts Payable	LEAF Capital Funding LLC	Copier Lease	\$140.98
248745	12/28/2023	Accounts Payable	Ohio Edison Company		\$1,622.99
248756	12/28/2023	Accounts Payable	Shelly Materials, Inc		\$221.51
Type Check Totals: 66 Transactions					\$25,192.49
A/P ZBA - Accounts Payable ZBA Totals					



Parks Report January 2024

1. We finished the leaves for the season. We will do a spring clean up.
2. We have all picnic tables in the shelters for the winter.
3. We cleared out all the brush in front of the office and will plant grass in the spring.
4. We repaired a stormwater pipe at the Al lease pond.
5. We are doing some winter pruning in various parks.
6. We cut multiple downed trees from the winds.
7. We will be tearing out the old wooden play structure at Al Lease and replace it with a tot swing set.

RECREATION DEPARTMENT REPORT - (Completed 1/10/23)

1. **Winter Sports:** The 1st/2nd grade leagues began practicing on January 8th. Their first games will be January 27th. 3rd-6th grade boys' basketball games resumed on Saturday, January 13th after the holiday break. Youth Wrestling resumed meets on Sunday, January 7th and has begun preparation for the district meet on Sunday, February 12th.
2. **Adult Sports:** Adult Basketball games began on Saturday, January 13th. Signups have opened for our spring & summer adult softball leagues.
3. **Winter Activities:** Martial Arts session 1 began on January 10th and has 9 participants. Fencing will begin on January 20th and currently has 8 participants signed up.
4. **Spring Sports:** Signups are ongoing for Spring Soccer, Youth Baseball & Softball, & Youth Track.

CHILD CARE & EDUCATION REPORT: COMPLETED 1/11/24

1. **'23-'24 Lil Learners Preschool:** There are 9 preschoolers enrolled in our preschool program.
2. **'23-'24 KPR Kidz Club:** There are 109 children enrolled in the before/after school program with an additional 26 on the Rec PM waitlist.
January 2024 Enrollment:
DAVEY AM: 22, PM: 35, Total: 50
REC AM: 22, PM: 44, Total: 59
3. **Kids Night Out:** There are 16 children enrolled in January's Kids Night Out so far on Saturday 1/13. The next date will be on Saturday 2/3 with a "Superbowl Party" theme.
4. **ODJFS Licensing Inspection:** The Rec completed their state inspection, also with very minimal non-compliances. All licensed childcare sites have been inspected for the school year.
5. **Trinity Lutheran Church Donation:** The Rec KPR Kidz Club received a donation of \$330 from the church's annual Christmas donation drive. Last year's donation went towards a new indoor drinking fountain that included a bottle filler.
6. **Ohio Child Care Stabilization Grant:** All 3 of our grant applications were approved for Davey (\$34,800), Rec (\$34,800) and the Preschool (\$24,900). Most of the Rec and Preschool's money received will be spent in the Operating/New Pandemic Costs sub-grant (new flooring, painting, bathroom upgrades, etc.). The Mental Health Workforce and Family Support sub-grant will cover expenses such as sensory materials, social/emotional curriculum, wellness experiences and stress reduction activities for children and staff.
7. **Upcoming Job Fairs:** We'll be attending a Career Fair at Field High School on 1/23 and possibly KSU's Summer Job Fair on 2/6. The Child Care Stabilization sub-grant category of Workforce Recruitment/Retention will provide money for job fair registration fees, recruitment giveaways and new employee background checks.
8. **Summer Day Camp Early Registration:** Early camp registration is scheduled to begin in February for current KPR Kidz Club and Lil Learners Preschool families.

MARKETING / SPECIAL EVENTS REPORT - COMPLETED 1/9/24

1. 2024 Eclipse Mural Update

- a. After returning from the holidays, I received a new, increased quote from MadLad.
- b. Due to the large price increase, we have decided to have installation done in-house by our parks crew.
- c. We received the requested \$1500 grant from the Christenson Foundation, bringing the total collected funds for this project to \$7000.
- d. We still have a \$500 grant request out to the Kent Rotary Foundation.

2. Art in the Park

- a. Working on updating registration process and providing an interactive online map.
- b. Registration will open to returning artists by the end of January.

3. Marketing

- a. January Newsletter sent out, over 600 views in first 24 hours.

4. Easter Planning

- a. Event registration is now open. Cost is \$30 per participant with a \$5 discount if you register before March 1st.
- b. Ray's is sponsoring the event again in 2024!!

5. City Website

- a. We received an email from the city letting all departments know that they intend to limit the website page total to 300 pages. We responded with concern regarding a page limit, as we currently have over 100 active pages on our website. Will update as we learn more.

6. Wizardly Weekend 5K

- a. Event is July 19th & 20th: We reached out to Josh with Running Ritchies to see if we can partner with them for the race like we do for Turkey Trot.

Parks & Recreation Board Meeting

January 18, 2024

Director's Report:

1. 2024 OPRA Conference
2. Insurance payment for fence repairs at Rec. Center
3. OCCRRRA Grant Approval/Appropriations
4. 2024 Solar Eclipse Park Logistics
5. Lake Rockwell Trail Agreement
6. Master Plan Modifications
7. Recognition of Gwen Rosenberg's dedication to the Kent Parks and Recreation Board