kent parks & recreation

AGENDA

March 21, 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 2/15/24
IV. Communications
   a. Personal Appearances
   b. Correspondence
V. Staff Reports
   a. Monthly Revenue Report (February)
   b. Monthly Expenditure Report (February)
   c. Park Report
   d. Recreation Report
   e. Director Report
VI. Old Business
VII. New Business
VIII. Motion to Adjourn

Next scheduled meeting date:

April 18th, @5:30 PM

January Board Meeting
February 15, 2024

Board
Steve Mitchell
Rod Moxley
Jake Ferlito
Kathleen Wiler

Staff
Angela Manley
Megan Johns
Karen Magilavy
Garyn Daniels

Council Liaison

CALL TO ORDER
Meeting called to order at 5:30. Roll was called. Neil, Melissa, Sam, and Oliver are unable to attend. Jake made a motion to accept January minutes, Kathleen seconded, roll was called, and motion passed unanimously.

COMMUNICATIONS

CORRESPONDENCE
Incoming We had 2 memorial donations designated for a tree and tennis.

STAFF REPORTS

MONTHLY REVENUE
No questions
MONTHLY EXPENDITURE
We had $5000 for softballs for adult leagues.
PARK REPORT
Parks added landscape bricks and removed the railing from the front of the rec.
SPORTS REPORT
We have a few wrestlers going to State. The Basketball tournaments will start February 24 and end March 4. We have 150 kids in baseball and softball. Soccer only has 4 spots left, 200 kids in Rec and 120 in travel. We are resting fields micro will be at Fairchild.
MARKETING/SPECIAL EVENTS See report as submitted.
EDUCATION DEPARTMENT REPORT
There is a preschool open house at the Kent Free Library coming up. Kids Night Out has doubled in number of kids. Summer Camp has opened registration for current families. We participated in Snow Day with Main Street Kent. The event was very successful. Megan has 2 more job fairs. We are offering CPR and First Aid classes.
DIRECTOR REPORT

1. Jim Bowling will give this presentation next month.
2. 5 KPR employees attended the annual OPRA conference.
3. The Rec will get new paint and a new floor, the lighting in the gym has been replaced. The Shelterhouse electrical and plumbing are getting an upgrade.
4. The motion made in the January meeting needs to be updated because there was an invoice not included in the total. Steve made the motion to accept the new amount for the football and cheer equipment.
5. Keith of Brandstetter-Carroll is updating the edits we sent in and asked for more information about the rental fees we pay to use other facilities.

The meeting adjourned at 6:00

TO: Dave Ruller

FROM: Angela Manley, Parks and Recreation Director

DATE: February 16, 2024

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 Adult Easter Egg Hunt:

Timberland Enterprises, Inc. (DBA Ray's Place) - $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

TO: Dave Ruller

FROM: Angela Manley, Parks and Recreation Director

DATE: February 28, 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 2024 Eclipse Mural Project:

Main Street Kent - $5,000.00

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

TO: Dave Ruller

FROM: Angela Manley, Parks and Recreation Director

DATE: February 29, 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 2024 Eclipse Mural Project:

Kent Rotary Foundation - $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: Dave Ruller, City Manager

Cc: City Council

From: Angela Manley, Director

Date: March 8, 2024

Re: Request to Waive Competitive Bidding

Please find an attached list of items in need of approval for donation to the Kent Youth Football and Cheer organization. These items consist of sports equipment and uniforms needed to continue operating the program within the Kent community through a separate non-profit organization. Seeing as this program serves as many as 160 members of the Kent youth community, and that much of the equipment and uniforms are branded to Kent specifically, the Kent Parks and Recreation Board has voted unanimously to donate the attached items to the Kent Youth Football and Cheer organization.

I respectfully request your approval to move forward with the donation of these items to Kent Youth Football and Cheer organization and waive the competitive bidding requirement so that the program may continue without interruption.

City of Kent Parks Recreation
2024 Youth Tackle Football/Cheer Uniform Equipment Current Estimated Value

Quantity	Item	Purchase Price	Current Est. Value	Current Estimated Value Totals
42	Shoulder Pads X3	$ 65.00	$ 65.00	$ 2,730.00
35	Shoulder Pads Z-Cool	$ 105.00	$ 105.00	$ 3,675.00
111	Helmets (+painting)	$ 104.00	$ 95.00	$ 10,545.00
117	Football Pants	$ 24.95	$ 15.00	$ 1,755.00
103	Jerseys (reversible)	$ 47.95	$ 25.00	$ 2,575.00
185	Jerseys	$ 23.50	$ 15.00	$ 2,775.00
103	Pom Poms	$ 10.99	$ 7.00	$ 721.00
31	Cheer Bags	$ 24.99	$ 15.00	$ 465.00
15	Cheer Warm Up Pants	$ 25.99	$ 20.00	$ 300.00
19	Cheer Warm Up Jackets	$ 29.99	$ 20.00	$ 380.00
49	Cheer Shells	$ 46.99	$ 30.00	$ 1,470.00
38	Cheer Skirts	$ 32.99	$ 25.00	$ 950.00
2	Helmet/Ball Carts	$ 225.00	$ 200.00	$ 400.00
			Total	**$ 28,741.00**

City of Kent

Revenue Budget Performance Report

Date Range 01/01/24 - 02/29/24

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	1,110,280.00	.00	1,110,280.00	261,692.75	.00	261,692.75	848,587.25	24
4102	Personal Property	2,100.00	.00	2,100.00	.00	.00	.00	2,100.00	0
4201	Homestead/Rollback	110,000.00	.00	110,000.00	.00	.00	.00	110,000.00	0
4234	Other Federally funded aid/grants	.00	.00	.00	94,500.00	.00	94,500.00	(94,500.00)	+++
4321	Subdivision Park Fee	541.00	.00	541.00	.00	.00	.00	541.00	0
4514	FEE & CHARGES	235,311.00	.00	235,311.00	30,302.50	.00	53,330.00	181,981.00	23
4515	Park Rentals	40,000.00	.00	40,000.00	4,035.00	.00	11,145.00	28,855.00	28
4516	SPONORSHIPS	1,838.00	.00	1,838.00	300.00	.00	300.00	1,538.00	16
4517	KABC REGISTRATION	12,302.00	.00	12,302.00	3,311.23	.00	11,876.73	425.27	97
4518	KABC SPONSERS	6,703.00	.00	6,703.00	600.00	.00	600.00	6,103.00	9
4519	NON-RESIDENT FEES	23,275.00	.00	23,275.00	2,235.00	.00	4,158.50	19,116.50	18
4901	Donations	5,000.00	.00	5,000.00	600.00	.00	2,100.00	2,900.00	42
4907	Miscellaneous	15,000.00	.00	15,000.00	2,935.53	.00	3,108.98	11,891.02	21
4927	SACC	320,000.00	.00	320,000.00	44,792.70	.00	69,414.35	250,585.65	22
	REVENUE TOTALS	$1,882,350.00	$0.00	$1,882,350.00	$445,304.71	$0.00	$512,226.31	$1,370,123.69	27%
	Program **000 - Revenue - Non-Departmental** Totals	$1,882,350.00	$0.00	$1,882,350.00	$445,304.71	$0.00	$512,226.31	$1,370,123.69	27%
	Cost Center **000 - Revenue - Non-Departmental** Totals	$1,882,350.00	$0.00	$1,882,350.00	$445,304.71	$0.00	$512,226.31	$1,370,123.69	27%
	Department **00 - Revenue - Non-Departmental** Totals	$1,882,350.00	$0.00	$1,882,350.00	$445,304.71	$0.00	$512,226.31	$1,370,123.69	27%
	Fund **106 - Recreation** Totals	$1,882,350.00	$0.00	$1,882,350.00	$445,304.71	$0.00	$512,226.31	$1,370,123.69	
	Grand Totals	$1,882,350.00	$0.00	$1,882,350.00	$445,304.71	$0.00	$512,226.31	$1,370,123.69	

City of Kent

Payment Register

From Payment Date: 2/1/2024 - To Payment Date: 2/29/2024

Number	Date	Source	Payee Name	*Function*	Transaction Amount
A/P ZBA - Accounts Payable ZBA					
Check					
249086	02/01/2024	Accounts Payable	National Auto Fleet Group	*2023 Capital Truck Replacement*	$39,036.26
249090	02/01/2024	Accounts Payable	AT & T Corp.		$2.40
249091	02/01/2024	Accounts Payable	AT & T Mobility LLC		$343.14
249094	02/01/2024	Accounts Payable	Bailey, Jaxon, Ryan	*Referee/Scorekeeper*	$165.00
249098	02/01/2024	Accounts Payable	Boyd, Marcus	*Referee/Scorekeeper*	$160.00
249099	02/01/2024	Accounts Payable	Mad Lad LLC,		$3,331.25
249102	02/01/2024	Accounts Payable	Cavaliers Holdings LLC/Rocket Mortgage		$2,205.00
249105	02/01/2024	Accounts Payable	Charter Comm. Holdings, LLC		$119.98
249107	02/01/2024	Accounts Payable	Ciolek, Katlyn	*Referee/Scorekeeper*	$105.00
249113	02/01/2024	Accounts Payable	Custom Shirts & Sportswear LLC		$1,570.50
249116	02/01/2024	Accounts Payable	East Ohio Gas Co.		$1,302.29
249127	02/01/2024	Accounts Payable	Independence Business Supply Co.		$257.83
249129	02/01/2024	Accounts Payable	Jerry Pate Turf & Irrigation, Inc.		$367.29
249133	02/01/2024	Accounts Payable	Kent City Health Dept		$535.00
249134	02/01/2024	Accounts Payable	Kent City Health Dept		$300.00
249135	02/01/2024	Accounts Payable	Kent United FC LLC		$390.00
249157	02/01/2024	Accounts Payable	Ohio Business Machines LLC		$74.65
249158	02/01/2024	Accounts Payable	Ohio Edison Company		$1,171.28
249167	02/01/2024	Accounts Payable	Republic Svcs, Inc.		$434.95
249168	02/01/2024	Accounts Payable	Roe, Parker	*Referee/Scorekeeper*	$75.00
249169	02/01/2024	Accounts Payable	Roe, Tanner	*Referee/Scorekeeper*	$60.00
249170	02/01/2024	Accounts Payable	Ritchies Sporting Goods		$153.90
249174	02/01/2024	Accounts Payable	Summit Umpires		$997.50
249176	02/01/2024	Accounts Payable	SWRH Physicians Inc/WRH Physicians		$282.00
249182	02/01/2024	Accounts Payable	U.S. Foodservice, Inc		$722.25
249185	02/01/2024	Accounts Payable	Redman, Robyn		$100.00
249208	02/08/2024	Accounts Payable	Jerry Pate Turf & Irrigation, Inc.		$93.83
249211	02/08/2024	Accounts Payable	Kent City Schools		$319.00
249212	02/08/2024	Accounts Payable	Kent Wrestling Boosters		$590.00
249226	02/08/2024	Accounts Payable	Ohio Afscme Legal Care Plan		$20.69
249243	02/08/2024	Accounts Payable	SportsPilot, Inc.		$40.00
249246	02/08/2024	Accounts Payable	Staples,Inc.		$385.73
249251	02/08/2024	Accounts Payable	U.S. Post Office		$204.00
249252	02/08/2024	Accounts Payable	Valore's Truck Painting		$575.00
249257	02/08/2024	Accounts Payable	Redman, Robyn		$100.00
249265	02/15/2024	Accounts Payable	Adair, Zach	*Sports Instructor*	$175.00
249274	02/15/2024	Accounts Payable	Bailey, Jaxon, Ryan	*Referee/Scorekeeper*	$210.00
249275	02/15/2024	Accounts Payable	Barkley, Elias	*Referee/Scorekeeper*	$60.00
249278	02/15/2024	Accounts Payable	Boyd, Marcus	*Referee/Scorekeeper*	$120.00
249281	02/15/2024	Accounts Payable	Butcher, Alisen, K.	*Sports Instructor*	$425.00
249283	02/15/2024	Accounts Payable	CDW LLC/CDW Direct LLC		$651.72
249285	02/15/2024	Accounts Payable	Ciolek, Katlyn	*Referee/Scorekeeper*	$60.00
249286	02/15/2024	Accounts Payable	Ciolek, Keith	*Referee/Scorekeeper*	$150.00

Payment Register

From Payment Date: 2/1/2024 - To Payment Date: 2/29/2024

249288	02/15/2024	Accounts Payable	1st Choice CPR		$27.00
249291	02/15/2024	Accounts Payable	Crystal Clear Bldg Services, Inc.		$1,056.98
249296	02/15/2024	Accounts Payable	Ellington, Tyrel	*Referee/Scorekeeper*	$240.00
249302	02/15/2024	Accounts Payable	Hungry Howie's		$67.16
249310	02/15/2024	Accounts Payable	Kent United FC LLC		$450.00
249317	02/15/2024	Accounts Payable	McPeak, Boe, Hunter	*Referee/Scorekeeper*	$60.00
249321	02/15/2024	Accounts Payable	Morris, Eleanor	*Referee/Scorekeeper*	$75.00
249323	02/15/2024	Accounts Payable	Ohio Business Machines LLC		$34.50
249333	02/15/2024	Accounts Payable	R & T Fence Co., Inc.		$8,521.00
249336	02/15/2024	Accounts Payable	Robeson, Georgia	*Referee/Scorekeeper*	$120.00
249337	02/15/2024	Accounts Payable	Roe, Parker	*Referee/Scorekeeper*	$165.00
249338	02/15/2024	Accounts Payable	Roe, Tanner	*Referee/Scorekeeper*	$135.00
249345	02/15/2024	Accounts Payable	Summit Umpires		$1,768.50
249352	02/15/2024	Accounts Payable	Wade, Lincoln, D	*Referee/Scorekeeper*	$105.00
249354	02/15/2024	Accounts Payable	Wichert Insurance Svcs, Inc.		$9,438.36
249355	02/15/2024	Accounts Payable	Winterich, Sabrina, R.	*Referee/Scorekeeper*	$195.00
249369	02/22/2024	Accounts Payable	Amazon Capital Svcs., Inc.		$1,980.87
249371	02/22/2024	Accounts Payable	Aris Company		$107.50
249374	02/22/2024	Accounts Payable	AT & T Corp.		$28.36
249376	02/22/2024	Accounts Payable	Best Truck Equipment Inc		$1,003.96
249381	02/22/2024	Accounts Payable	Capital One, N.A.		$809.54
249383	02/22/2024	Accounts Payable	Cintas Corp #310		$165.68
249403	02/22/2024	Accounts Payable	Hometown Bank		$102.00
249408	02/22/2024	Accounts Payable	James W. Ross, Inc./Swift		$19.90
249422	02/22/2024	Accounts Payable	Ohio Edison Company		$341.90
249425	02/22/2024	Accounts Payable	Portage County Treasurer		$1,336.56
249434	02/22/2024	Accounts Payable	Sam's Club		$293.08
249446	02/28/2024	Accounts Payable	Anderson, Bryce	*Referee/Scorekeeper*	$90.00
249449	02/28/2024	Accounts Payable	Bailey, Jaxon, Ryan	*Referee/Scorekeeper*	$165.00
249451	02/28/2024	Accounts Payable	Boyd, Marcus	*Referee/Scorekeeper*	$180.00
249458	02/28/2024	Accounts Payable	Ciolek, Katlyn	*Referee/Scorekeeper*	$120.00
249459	02/28/2024	Accounts Payable	Ciolek, Keith	*Referee/Scorekeeper*	$200.00
249461	02/28/2024	Accounts Payable	Crystal Clear Bldg Services, Inc.		$1,056.98
249462	02/28/2024	Accounts Payable	Custom Shirts & Sportswear LLC		$1,053.00
249467	02/28/2024	Accounts Payable	East Ohio Gas Co.		$894.49
249468	02/28/2024	Accounts Payable	Ellington, Tyrel	*Referee/Scorekeeper*	$180.00
249479	02/28/2024	Accounts Payable	Jarvis, Colin	*Referee/Scorekeeper*	$60.00
249482	02/28/2024	Accounts Payable	Kent City Schools		$375.08
249483	02/28/2024	Accounts Payable	Kent United FC LLC		$270.00
249488	02/28/2024	Accounts Payable	LEAF Capital Funding LLC/LEAF		$412.30
249489	02/28/2024	Accounts Payable	Leppo Inc./Leppo Equip.		$78.83
249492	02/28/2024	Accounts Payable	Lowe's Company Inc		$1,121.77
249498	02/28/2024	Accounts Payable	Neobaseball, Ltd		$1,130.00
249500	02/28/2024	Accounts Payable	National Rec & Park Assoc.		$80.00
249504	02/28/2024	Accounts Payable	Ohio Edison Company		$1,586.72
249508	02/28/2024	Accounts Payable	Playcore Wisconsin, Inc./GameTime	*2024 Capital Playground Equip.*	$3,363.49

249509	02/28/2024	Accounts Payable	PNC Bank N.A.		$20.98
249511	02/28/2024	Accounts Payable	Roe, Parker	*Referee/Scorekeeper*	$105.00
249512	02/28/2024	Accounts Payable	Roe, Tanner	*Referee/Scorekeeper*	$120.00
249513	02/28/2024	Accounts Payable	Ritchies Sporting Goods		$1,117.60
249517	02/28/2024	Accounts Payable	Shelly Materials, Inc		$153.81
249519	02/28/2024	Accounts Payable	Summit Umpires		$1,675.00
249524	02/28/2024	Accounts Payable	U.S. Foodservice, Inc		$852.41
249530	02/28/2024	Accounts Payable	Wade, Lincoln, D	*Referee/Scorekeeper*	$180.00
249531	02/28/2024	Accounts Payable	Winterich, Sabrina, R.	*Referee/Scorekeeper*	$150.00
Type Check Totals:		98 Transactions			$103,882.75

A/P ZBA - Accounts Payable ZBA Totals

Parks Report
March 2024

1. We have cut and cleared multiple dead trees in Fred Fuller.
2. Aris Company will handle the Porta-pots for the season. We have had them in the past. They will be delivered April 1.
3. We were able to work up the ballfields and will add some dirt next good weather.
4. Parks are open and we will open the restrooms by April 15.
5. We tore out the old restrooms at Kramer and will add a few extra parking spaces.
6. The swing set at Al Lease has been installed.
7. Siefer Electric has installed LED lighting in the shelterhouse.
8. We have signs out in the parks and on the bike trails advertising maintenance positions.
9. The restrooms in the shelterhouse have been upgraded to touchless.

RECREATION DEPARTMENT REPORT- (Completed 3/13/24)

1. **Spring Sports:** Signups have now closed for Spring Soccer and Baseball & Softball. There are 231 kids signed up for rec soccer, 134 for travel soccer, and 162 for baseball & softball. Track signups are currently ongoing. There are currently 68 kids signed up for track. Signups are also ongoing to Moxx 101 Basketball in April with 30 kids being signed up for the various sessions.

2. **Spring Activities:** Signups have opened for the second session of fencing (starting April 6th) and martial arts (starting May 8th). Summer art camp signups will be open Monday, March 18th.

3. **Adult Activities:** Signups are open for adult softball. All leagues are scheduled to begin, Sunday, April 14th.

4. **Summer Sports:** Summer sports camps are scheduled to be open on April 1st. Offerings will include: track, tennis, lacrosse, volleyball, cheer, soccer, field hockey, & swimming. The Moxx 3 on 3 Basketball Tournament will be back for its third year. Signups are ongoing and games will take place end of June into middle of July. We will be partnering with the Tri-County Cyclones Hockey Organization to run a camp in August. Those signups are currently open.

CHILDCARE / EDUCATION REPORT: COMPLETED 3/14/24

1. **'23-'24 Lil Learners Preschool:** There are now 13 preschoolers enrolled in our preschool program. We had an increase in enrollment after the Kent Free Library Preschool Fair we attended in February.

2. **'23-'24 KPR Kidz Club:** There are 108 children enrolled in the before/after school program with an additional 29 on the Rec PM waitlist (1 Holden, 21 Longcoy, 1 Bio-Med and 6 Walls students).
   March 2024 Enrollment:
   DAVEY AM: 21, PM: 33, Total: 47
   REC AM: 24, PM: 47, Total: 61

3. **Kids Night Out:** We currently have 15 kids enrolled in April's event with a "Dance Party" theme.

4. **Summer Day Camp Registration:** Registration will open to the public on April 2nd for all 4 summer camps (KPR Kidz Camp @ Davey and Rec, KPR Lil Learners Preschool and Jr. Adventure Camp at Plum Creek Park).

5. **Job Fairs**: We've organized the 2nd annual City of Kent Job Fair at the Rec on Tuesday, April 23rd from 6:30-8:30 p.m. Participating departments are Parks and Rec, Police, Fire, Health, Civil Service and Kent City Schools. We'll also be attending the KSU Career Fair on Tuesday, March 19th.

6. **Hawaiian Hangout:** The Rec will be open for all day childcare during Kent City School's spring break on March 25th-28th from 6:30am-6pm. Registration is now open to the public and we are averaging 17 children per day. We've planned a field trip to Kent Lanes, a luau lunch, the inflatable obstacle course will be set up in the gym and our Naturalist, Cathy Ricks will be visiting to talk to the kids about "Sharks!"

<u>MARKETING / SPECIAL EVENTS REPORT</u> - COMPLETED 3/14/24

1. **2024 Eclipse Mural Update**
    a. The mural has been installed! Thanks to the crew for picking up the panels and getting them installed so quickly.
    b. We received the $500 grant from the Kent Rotary Foundation.
    c. We will be hosting a celebration of the mural on Saturday, April 6th at 2:00 PM.
2. **Art in the Park**
    a. Returning artists exclusive registration ended on Friday
        i. Over 45 artists already registered!
    b. Public/new artist registration is open.
3. **Easter Planning**
    a. Over 200 registrants so far
    b. Lots of local business donations as well as a wide array of prizes bought
4. **City Website**
    a. We have been going back and forth with the city about our menu/layout in the new city website. Will update when we know more.
5. **ODNR Grant**
    a. We applied for a small grant on Friday that would allow us to purchase new materials for Cuyahoga River Days and other aquatic education programs.

Parks & Recreation Board Meeting

March 21, 2024

Director's Report:

1. Lake Rockwell Trail Presentation
2. 2024 Eclipse Updates
3. Master Plan