



AGENDA

February 15, 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 1/18/24
- IV. Communications
 - a. Personal Appearances
 - b. Correspondence
- V. Staff Reports
 - a. Monthly Revenue Report (January)
 - b. Monthly Expenditure Report (January)
 - c. Park Report
 - d. Recreation Report
 - e. Director Report
- VI. Old Business
- VII. New Business
- VIII. Motion to Adjourn

Next scheduled meeting date:

March 21st, @5:30 PM

**January Board Meeting
January 18, 2024**

Board

Steve Mitchell
Rod Moxley
Jake Ferlito
Kathleen Wiler

Staff

Angela Manley
Megan Johns
Karen Magilavy
Sam Tuttle
Garyn Daniels

Council Liaison

Gwen Rosenberg
Melissa Celko

CALL TO ORDER

Meeting called to order at 5:31. Roll was called. Neil is unable to attend. Jake made a motion to accept December minutes, Kathleen seconded, roll was called, and motion passed unanimously.

COMMUNICATIONS

CORRESPONDENCE

Incoming

Outgoing The insurance payment for the Rec Fence is completed
Donation from Christenson Foundation for the Eclipse Mural was sent to Budget & Finance

STAFF REPORTS

MONTHLY REVENUE

No questions

MONTHLY EXPENDITURE

No questions

PARK REPORT

The park crew tore out the wooden structures at Al Lease Park and it will be replaced with tot swings.

RECREATION REPORT

We have 6 girls basketball teams. Wrestling is wrapping up and has tournaments this weekend and next. Soccer Try-outs will be held at the KSU Fieldhouse. KSU youth nights are coming up.

MARKETING/SPECIAL EVENTS Art in the Park Artist applications will be ready at the end of the month. Previous artist have a 30 day period to sign up and get there own spot. Easter Scramble/Hunt planning has begun. Ray's will sponsor again. We are excited to have them back. Main Street Kent has asked us to take over the Wizardly weekend 5K. Oliver and Angela spoke with Josh Ritchie who runs the Turkey Trot and he has that weekend available. Oliver handed out 2 mockups of the Eclipse Mural. The mural will be installed by our crew.

EDUCATION DEPARTMENT REPORT

We are up to 10 preschoolers. All the sites have been inspected. The new inspector is very knowledgeable and easy to work with. Trinity Lutheran donated \$330 to the Rec. Megan has 2 job fairs coming up. Megan is working on how to spend the grant money at the Rec, Davey and the Preschool.

DIRECTOR REPORT

1. Staff will be attending OPRA conference February 5, 6, 7.
2. Previously covered.
3. The grants money must be spent before June 30.
4. For the Eclipse we are only opening Al Lease Stonewater and Fairchild. We do not want any cars on the athletic fields.
5. Angela handed out a map of a future trail starting at Lake Rockwell. P&R is involved because it includes transportation and recreation. We do not have staff or equipment to maintain the trail.
6. Angela has not received any modifications from the board. She will let Brandstetter & Carrol know so we can get it out of draft.
7. We will have a new council liaison, Melissa. Gwen has been with us through 3 different directors. Many thanks to Gwen.

Old Business

New Business

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."

Kathleen moved to go into Executive Session Jake seconded, and all were in favor and the motion passed unanimously.

Sam, Megan, Oliver, and Karen left the meeting at 6:15 and the Executive Session continued.

Steve made a motion to donate KPR football and cheer equipment and uniforms to Kent Youth Football; Jake -2nd.

Jake made a motion to adjourn; Kathleen – 2nd.

Meeting adjourned at 6:56 PM.

TO: Dave Ruller
FROM: Angela Manley, Parks and Recreation Director
DATE: January 17, 2024
RE: Kent Parks and Recreation Donation

The Kent Parks & Recreation Department has received a donation in the amount of \$100.00 from "The Hilton Head Crew" c/o Patti Wilson to be put toward the planting of a memorial tree in the Kent parks in memory of Gary and Gloria Falstad.

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: January 30, 2024

RE: Kent Parks and Recreation Donation

The Kent Parks & Recreation Department has received a donation in the amount of \$500.00 (from a donor who wishes to remain anonymous) to be put toward equipment for youth tennis lessons and the Portage County Open event in memory of Andy Demeza.

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 01/01/24 - 01/31/24
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	.00	.00	.00	1,110,280.00	0
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
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	16,843.50	.00	16,843.50	218,467.50	7
4515	Park Rentals	40,000.00	.00	40,000.00	6,285.00	.00	6,285.00	33,715.00	16
4516	SPONSORSHIPS	1,838.00	.00	1,838.00	.00	.00	.00	1,838.00	0
4517	KABC REGISTRATION	12,302.00	.00	12,302.00	5,780.50	.00	5,780.50	6,521.50	47
4518	KABC SPONSERS	6,703.00	.00	6,703.00	.00	.00	.00	6,703.00	0
4519	NON-RESIDENT FEES	23,275.00	.00	23,275.00	1,485.50	.00	1,485.50	21,789.50	6
4901	Donations	5,000.00	.00	5,000.00	1,500.00	.00	1,500.00	3,500.00	30
4907	Miscellaneous	15,000.00	.00	15,000.00	173.45	.00	173.45	14,826.55	1
4927	SACC	320,000.00	.00	320,000.00	19,252.00	.00	19,252.00	300,748.00	6
REVENUE TOTALS									
Program 000 - Revenue - Non-Departmental Totals		\$1,882,350.00	\$0.00	\$1,882,350.00	\$51,319.95	\$0.00	\$51,319.95	\$1,831,030.05	3%
Cost Center 000 - Revenue - Non-Departmental Totals		\$1,882,350.00	\$0.00	\$1,882,350.00	\$51,319.95	\$0.00	\$51,319.95	\$1,831,030.05	3%
Department 00 - Revenue - Non-Departmental Totals		\$1,882,350.00	\$0.00	\$1,882,350.00	\$51,319.95	\$0.00	\$51,319.95	\$1,831,030.05	3%
Fund 106 - Recreation Totals		\$1,882,350.00	\$0.00	\$1,882,350.00	\$51,319.95	\$0.00	\$51,319.95	\$1,831,030.05	
Grand Totals									
		\$1,882,350.00	\$0.00	\$1,882,350.00	\$51,319.95	\$0.00	\$51,319.95	\$1,831,030.05	

City of Kent
Payment Register

From Payment Date: 1/1/2024 - To Payment Date: 1/31/2024

Number	Date	Source	Payee Name	Function	Transaction Amount
A/P ZBA - Accounts Payable ZBA					
<u>Check</u>					
248768	01/04/2024	Accounts Payable	AT & T Mobility LLC		\$684.36
248774	01/04/2024	Accounts Payable	Crystal Clear Bldg Services, Inc.		\$4,538.81
248783	01/04/2024	Accounts Payable	East Ohio Gas Co.		\$361.64
248797	01/04/2024	Accounts Payable	Marcum Martial Arts		\$180.00
248803	01/04/2024	Accounts Payable	Ohio Business Machines LLC		\$66.97
248833	01/11/2024	Accounts Payable	Acme Fresh Market		\$49.73
248837	01/11/2024	Accounts Payable	AT & T Corp.		\$2.40
248841	01/11/2024	Accounts Payable	Capital One, N.A.	Walmart	\$484.37
248842	01/11/2024	Accounts Payable	Cavaliers Holdings LLC/Rocket Mortgage		\$1,820.00
248849	01/11/2024	Accounts Payable	1st Choice CPR		\$70.00
248852	01/11/2024	Accounts Payable	Custom Shirts & Sportswear LLC		\$1,618.00
248866	01/11/2024	Accounts Payable	HHP Holding Co., LLC/Hungry Howie's		\$96.70
248871	01/11/2024	Accounts Payable	Kent City Schools		\$175.00
248883	01/11/2024	Accounts Payable	Ace of Kent Enterprises LLC		\$175.51
248891	01/11/2024	Accounts Payable	Ohio Afscme Legal Care Plan		\$20.69
248893	01/11/2024	Accounts Payable	Ohio Edison Company		\$1,563.66
248902	01/11/2024	Accounts Payable	Republic Svcs, Inc.		\$434.95
248903	01/11/2024	Accounts Payable	Orkin, LLC		\$390.00
248904	01/11/2024	Accounts Payable	Running Ritchie's Inc		\$167.60
248910	01/11/2024	Accounts Payable	SWRH Physicians Inc/WRH Physicians		\$60.00
248930	01/18/2024	Accounts Payable	AT & T Corp.		\$56.72
248938	01/18/2024	Accounts Payable	Ciolek, Katlyn	Referee/Scorekeeper	\$135.00
248939	01/18/2024	Accounts Payable	Ciolek, Keith	Referee/Scorekeeper	\$375.00
248943	01/18/2024	Accounts Payable	Ellington, Tyrel	Referee/Scorekeeper	\$60.00
248954	01/18/2024	Accounts Payable	Ohio ASA	Softballs	\$5,040.00
248960	01/18/2024	Accounts Payable	Kent United FC LLC	Referee/Timekeepers	\$630.00
248962	01/18/2024	Accounts Payable	LEAF Capital Funding LLC	Copier Lease	\$142.30
248963	01/18/2024	Accounts Payable	Lowe's Company Inc		\$62.64
248974	01/18/2024	Accounts Payable	Ohio Edison Company		\$273.83
248981	01/18/2024	Accounts Payable	Roe, Parker	Referee/Scorekeeper	\$45.00
248982	01/18/2024	Accounts Payable	Roe, Tanner	Referee/Scorekeeper	\$45.00
248984	01/18/2024	Accounts Payable	Smith, Jonasis	Referee/Scorekeeper	\$60.00
248985	01/18/2024	Accounts Payable	Summit Umpires	Referees/Timekeepers	\$709.00
248986	01/18/2024	Accounts Payable	SportsPilot, Inc.		\$40.00
248992	01/18/2024	Accounts Payable	Villager Business Solutions	Union Uniforms	\$55.98
248995	01/18/2024	Accounts Payable	Wade, Lincoln, D	Referee/Scorekeeper	\$60.00
248997	01/18/2024	Accounts Payable	Winterich, Sabrina, R.	Referee/Scorekeeper	\$120.00
249005	01/25/2024	Accounts Payable	Amazon Capital Svcs., Inc.		\$259.83
249008	01/25/2024	Accounts Payable	Aris Company		\$107.50
249020	01/25/2024	Accounts Payable	Cintas Corp #310		\$207.10
249023	01/25/2024	Accounts Payable	DC Performance Training Center		\$300.00
249032	01/25/2024	Accounts Payable	HHP Holding Co., LLC/Hungry Howie's		\$31.48
249034	01/25/2024	Accounts Payable	Hometown Bank	Credit Card	\$247.57

Payment Register

From Payment Date: 1/1/2024 - To Payment Date: 1/31/2024

249038	01/25/2024	Accounts Payable	James W. Ross, Inc./Swift	\$9.95
249050	01/25/2024	Accounts Payable	Ohio Edison Company	\$494.59
249052	01/25/2024	Accounts Payable	Ohio Gridiron Youth Football Assoc.	\$498.18
249055	01/25/2024	Accounts Payable	Ohio Travel Soccer League	\$1,320.00
Type Check Totals: 47 Transactions				\$24,347.06
A/P ZBA - Accounts Payable ZBA Totals				



Parks Report February 2024

1. We have been doing snow removal as necessary.
 2. I have gotten quotes for painting in the Rec. Center and waiting for a floor quote.
 3. We finished clearing out in front of the office and seeded and put straw down.
 4. We tore out the railings and beds at the Rec. Center and bricked in pads for the memorial benches and planted grass.
 5. We have pruned the Forest Lakes trail and Jessie Smith trail.
-

RECREATION DEPARTMENT REPORT - (Completed 2/9/24)

1. **Winter Sports:** Youth Basketball Tournaments will be starting on 2/24 and run through 3/9 to complete the season. Youth Wrestling State Tournmanets will be taking place on 2/25 at Glenoak High School.
2. **Adult Sports:** Signups have opened for our spring & summer adult softball leagues.
3. **Spring Sports:** Signups are ongoing for Spring Soccer & Youth Track. Travel Evaluations took place for Spring Soccer and teams are being formed. Youth Baseball & Softball teams have been put together and coaches' meetings are taking place this month.

CHILD CARE & EDUCATION REPORT: COMPLETED 2/8/24

1. **'23-'24 Lil Learners Preschool:** There are 11 preschoolers enrolled in our preschool program. KPR will be advertising the program at the Kent Free Library Preschool Fair on February 17th.
2. **'23-'24 KPR Kidz Club:** There are 109 children enrolled in the before/after school program with an additional 24 on the Rec PM waitlist.
February 2024 Enrollment:
DAVEY AM: 21, **PM:** 33, **Total:** 47
REC AM: 24, **PM:** 46, **Total:** 62
3. **Kids Night Out:** We increased in February from our average of 16 children to 29. Flyers went out to schools and we continued to advertise on social media. The next date will be on Saturday 3/2 with a "March Madness" theme.
4. **Summer Day Camp Registration:** Early camp registration began February 9th for current KPR Kidz Club and Lil Learners Preschool families and will open to the public on April 2nd.
5. **Snow Day Event:** KPR had a booth at the MSK & City of Kent Snow Day event in Dan Smith Park on January 27th. KPR Kidz Club staff had crafts, giveaways; and advertised upcoming events, sports and childcare programs.
6. **Job Fairs:** KPR will be present at the rescheduled Career Fair at Field HS and Part Time Job Fair Akron University in February.
7. **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 will open early for current KPR Kidz Club families on February 16th and will open to the public on March 1st.
8. **CPR & First Aid:** We'll be holding a CPR & First Aid training at the Kent Free Library on March 2nd from 9:30-4:00.

MARKETING / SPECIAL EVENTS REPORT - COMPLETED 2/8/24

1. 2024 Eclipse Mural Update

- a. The first payment has been sent to MadLad
- b. The Public Art Board selected which mural they would accept (floral/foliage pattern).
- c. The printing process has begun.
- d. We still have a \$500 grant request out to the Kent Rotary Foundation. Oliver presented to the foundation on Tuesday for the grant.
- e. We will be hosting an unveiling of the mural on Saturday, April 6th.

2. Art in the Park

- a. Registration for returning artists has opened. Public registration opens in the middle of March

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. Registration update.

5. City Website

- a. Survey sent out by the City, no additional updates.

Parks & Recreation Board Meeting

February 15, 2024

Director's Report:

1. Lake Rockwell Trail Presentation
2. 2024 OPRA Conference Summary
3. OCCRRA Grant Projects
 - a. Improvements to Rec. Center
 - b. Improvements to Roy Smith Shelterhouse
4. Football Equipment Revision
5. Master Plan