kent parks & recreation

AGENDA

January 16, 2025

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 12/19/24
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. Motion to Adjourn

Next scheduled meeting date:

February 20th, @5:30 PM

December Board Meeting
December 19, 2024

Board
Steve Mitchell
Rod Moxley
Jake Ferlito
Jillian Tipton

Staff
Angela Manley
Megan Johns
Karen Magilavy
Oliver Wuensch
Garyn Daniels

Council Liaison
Melissa Celko

Meeting Start 5:30 The meeting started. Sam and Kathleen were not in attendance. Jillian made a motion to accept November's minutes. Rod seconded and all were in favor and motion passed unanimously.

COMMUNICATIONS
PERSONAL APPEARANCES
CORRESPONDENCE

STAFF REPORTS

MONTHLY REVENUE No questions
MONTHLY EXPENDITURE No questions
'ARK REPORT Accept as written. Someone did drive through and did donuts at Stonewater Field.
SPORTS REPORT Kindergarten basketball has one more Saturday. 1st 2nd will start in November. We have approximately 20 youth interested in 7/8 basketball. Adult Soccer has been getting some interest.
EDUCATION DEPARTMENT REPORT There are 95 kids in the KPR Kidz Club with 10 on the waiting list. Winter Wonderland has an average of 20 kids on the 4 days over break. The staff who needed CPR training took the class on Saturday. This is the largest Preschool Class we have had in the last several years.
MARKETING/SPECIAL EVENTS The Turkey Trot was the largest we have had. For newsletters, Oliver is testing the Beta Email by Activenet. We can start spending the grant money for the Cuyahoga Falls River Day in January. All the Spring activities have been updated on the website. Kent received 3 scholarships for OPRA Conference. The conference will be in Kalahari again next year.

DIRECTOR REPORT

1. Steve and Jillian have been renewed as Park Board Members.
2. We are ordering the AED for 7 locations. They will be installed in the spring when soccer and baseball and softball begin.
3. Angela handed out the 2025 Recommended Budget. City Council approved this on December 4th. The budget reflects a 10% decrease in operating, a 4.5% decrease in capital and a 4.5% increase in salaries. Jake made a motion to accept the 2025 budget and Rod seconded and all were in favor and motion passed unanimously.
4. Angela spoke with the Law Director about the Dix property. She advised that we can sell. We must take the family members into consideration. How would they feel if we took the proceeds toward another project?
5. Another handout to the board is a draft of the Coaches/Parents/Players codes of conduct. Now that we are going to use this code, we have accountability; followed by consequence.

Old Business None
The meeting was adjourned at 6:14

TO: Dave Ruller

FROM: Angela Manley, Parks and Recreation Director

DATE: December 23, 2024

RE: Kent Parks and Recreation Donation

The Kent Parks & Recreation Department has received the following program financial support to be used for the Kent Parks and Recreation annual River Days event:

Ohio Department of Natural Resources Sport Fish Restoration Program - $2,069.51

This payment has been deposited electronically. 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
Kathy Coleman, Clerk of Council
Kent Parks & Recreation Board

TO: Dave Ruller

FROM: Angela Manley, Parks and Recreation Director

DATE: January 8, 2025

RE: Kent Parks and Recreation Donation

The Kent Parks & Recreation Department has received the following donation to be used for "unrestricted" purposes by Kent Parks and Recreation:

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
Clerk of Council
Kent Parks & Recreation Board

Quarterly Parks Report
From: Building Department
2024

Date	Address	Developer	Fee	Matching Funds
January	NONE		0.00	0.00
			0.00	0.00
February	NONE		0.00	0.00
			0.00	0.00
March	NONE		0.00	0.00
			0.00	0.00
		First Quarter Totals:	0.00	0.00
		Year-To-Date Totals:	0.00	0.00
April	NONE		0.00	0.00
			0.00	0.00
May	NONE		0.00	0.00
			0.00	0.00
June	NONE		0.00	0.00
			0.00	0.00
		Second Quarter Totals:	0.00	0.00
		Year-To-Date Totals:	0.00	0.00
July	NONE		0.00	0.00
			0.00	0.00
August	NONE		0.00	0.00
			0.00	0.00
September	1363 Elizabeth	LDA Builders	500.00	0.00
			500.00	0.00
		Third Quarter Totals:	500.00	0.00

		Year-To-Date Totals:	500.00	0.00
October	NONE		0.00	0.00
			0.00	0.00
November	NONE		0.00	0.00
			0.00	0.00
December	NONE		0.00	0.00
			0.00	0.00
		Fourth Quarter Totals:	0.00	0.00
		Year-To-Date Totals:	500.00	0.00

City of Kent

Revenue Budget Performance Report

Date Range 01/01/24 - 12/31/24

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	1,073,723.42	36,556.58	97
4102	Personal Property	2,100.00	.00	2,100.00	.00	.00	2,952.28	(852.28)	141
4201	Homestead/Rollback	110,000.00	9,862.00	119,862.00	.00	.00	146,933.08	(27,071.08)	123
4221	ODNR grant	.00	.00	.00	2,069.51	.00	2,069.51	(2,069.51)	+++
4234	Other Federally funded aid/grants	.00	94,500.00	94,500.00	.00	.00	94,500.00	.00	100
4321	Subdivision Park Fee	541.00	.00	541.00	.00	.00	500.00	41.00	92
4514	FEE & CHARGES	235,311.00	206,630.00	441,941.00	15,785.75	.00	249,184.50	192,756.50	56
4515	Park Rentals	40,000.00	.00	40,000.00	2,870.00	.00	54,345.00	(14,345.00)	136
4516	SPONORSHIPS	1,838.00	.00	1,838.00	.00	.00	6,027.58	(4,189.58)	328
4517	KABC REGISTRATION	12,302.00	.00	12,302.00	4,932.50	.00	22,112.23	(9,810.23)	180
4518	KABC SPONSERS	6,703.00	.00	6,703.00	.00	.00	5,280.00	1,423.00	79
4519	NON-RESIDENT FEES	23,275.00	.00	23,275.00	1,406.00	.00	21,392.50	1,882.50	92
4901	Donations	5,000.00	.00	5,000.00	.00	.00	8,630.00	(3,630.00)	173
4907	Miscellaneous	15,000.00	.00	15,000.00	281.61	.00	7,803.39	7,196.61	52
4927	SACC	320,000.00	.00	320,000.00	22,966.62	.00	326,303.96	(6,303.96)	102
	REVENUE TOTALS	$1,882,350.00	$310,992.00	$2,193,342.00	$50,311.99	$0.00	$2,021,757.45	$171,584.55	92%
Program **000 - Revenue - Non-Departmental** Totals		$1,882,350.00	$310,992.00	$2,193,342.00	$50,311.99	$0.00	$2,021,757.45	$171,584.55	92%
Cost Center **000 - Revenue - Non-Departmental** Totals		$1,882,350.00	$310,992.00	$2,193,342.00	$50,311.99	$0.00	$2,021,757.45	$171,584.55	92%
Department **00 - Revenue - Non-Departmental** Totals		$1,882,350.00	$310,992.00	$2,193,342.00	$50,311.99	$0.00	$2,021,757.45	$171,584.55	92%
Fund **106 - Recreation** Totals		$1,882,350.00	$310,992.00	$2,193,342.00	$50,311.99	$0.00	$2,021,757.45	$171,584.55	
	Grand Totals	$1,882,350.00	$310,992.00	$2,193,342.00	$50,311.99	$0.00	$2,021,757.45	$171,584.55	

City of Kent

Payment Register

From Payment Date: 12/1/2024 - To Payment Date: 12/31/2024

Number	Date	Source	Payee Name	*Function*	Transaction Amount
ZBA - Accounts Payable ZBA					
Check					
252753	12/05/2024	Accounts Payable	Amazon Capital Svcs., Inc.		$199.92
252758	12/05/2024	Accounts Payable	Boyd, Marcus	*Referee*	$60.00
252763	12/05/2024	Accounts Payable	CDW LLC/CDW Direct LLC	*Adobe Licenses*	$1,009.39
252770	12/05/2024	Accounts Payable	Crystal Clear Bldg Services, Inc.		$3,481.83
252782	12/05/2024	Accounts Payable	Kent United FC LLC		$360.00
252783	12/05/2024	Accounts Payable	Kent Water & Sewer		$443.48
252791	12/05/2024	Accounts Payable	Ohio Afscme Legal Care Plan		$20.34
252809	12/12/2024	Accounts Payable	Capital One, N.A.		$489.13
252827	12/12/2024	Accounts Payable	Aris Company		$529.50
252830	12/12/2024	Accounts Payable	Blonde Lobster Embroidery		$52.00
252836	12/12/2024	Accounts Payable	Cavaliers Holdings LLC		$5,565.00
252838	12/12/2024	Accounts Payable	Charter Comm. Holdings, LLC		$119.98
252840	12/12/2024	Accounts Payable	City of Kent/Vehicle Mnt Div.		$1,153.50
252844	12/12/2024	Accounts Payable	1st Choice CPR		$225.00
252860	12/12/2024	Accounts Payable	Ohio ASA		$620.00
252885	12/12/2024	Accounts Payable	Republic Svcs, Inc.		$431.40
252888	12/12/2024	Accounts Payable	Rollins, Inc./Orkin, LLC		$214.97
252890	12/12/2024	Accounts Payable	Running Ritchie's Inc		$2,988.00
252895	12/12/2024	Accounts Payable	SportsPilot, Inc.		$40.00
)4	12/12/2024	Accounts Payable	Ziegler Tire & Supply Co.		$610.08
252905	12/19/2024	Accounts Payable	Lowe's Company Inc		$96.70
252906	12/19/2024	Accounts Payable	Hometown Bank		$806.72
252907	12/19/2024	Accounts Payable	Ace of Kent Enterprises LLC		$193.89
252912	12/19/2024	Accounts Payable	Acme Fresh Market		$5.99
252918	12/19/2024	Accounts Payable	AT & T Corp.		$92.16
252922	12/19/2024	Accounts Payable	Bailey, Jaxon, Ryan	*Referee*	$240.00
252926	12/19/2024	Accounts Payable	Boyd, Marcus	*Referee*	$80.00
252929	12/19/2024	Accounts Payable	Ciolek, Katlyn	*Referee*	$180.00
252930	12/19/2024	Accounts Payable	Ciolek, Keith	*Referee*	$630.00
252931	12/19/2024	Accounts Payable	Cistone's Excavating Svcs LLC		$5,500.00
252935	12/19/2024	Accounts Payable	Custom Shirts & Sportswear LLC		$1,089.00
252945	12/19/2024	Accounts Payable	Genuine Parts Co.,Inc./NAPA Auto Parts		$262.11
252948	12/19/2024	Accounts Payable	Hartville Hardware Inc.		$532.44
252950	12/19/2024	Accounts Payable	HHP Holding Co., LLC/Hungry Howie's		$116.68
252953	12/19/2024	Accounts Payable	Independence Office Supply Co.		$155.19
252955	12/19/2024	Accounts Payable	Kent United FC LLC		$180.00
252958	12/19/2024	Accounts Payable	LEAF Capital Funding LLC/LEAF		$130.46
252963	12/19/2024	Accounts Payable	McPeak, Boe, Hunter	*Referee*	$90.00
252968	12/19/2024	Accounts Payable	Ohio Business Machines LLC		$44.64
252969	12/19/2024	Accounts Payable	Ohio Edison Company		$325.82
)71	12/19/2024	Accounts Payable	Pagefreezer Software Inc.	*Social Media Records Mgt.*	$398.67
980	12/19/2024	Accounts Payable	Running Ritchie's Inc		$1,242.00
252983	12/19/2024	Accounts Payable	Summit Umpires		$819.00

Payment Register

From Payment Date: 12/1/2024 - To Payment Date: 12/31/2024

252988	12/19/2024	Accounts Payable	Wade, Lincoln, D	*Referee*	$40.00
`96	12/31/2024	Accounts Payable	Cintas Corp #310		$207.10
253000	12/31/2024	Accounts Payable	Amazon Capital Svcs., Inc.		$642.50
253004	12/31/2024	Accounts Payable	AT & T Corp.		$31.08
253005	12/31/2024	Accounts Payable	AT & T Mobility LLC		$401.41
253006	12/31/2024	Accounts Payable	Bailey, Jaxon, Ryan	*Referee*	$90.00
253007	12/31/2024	Accounts Payable	Boyd, Marcus	*Referee*	$80.00
253010	12/31/2024	Accounts Payable	Charter Comm. Holdings, LLC		$119.98
253011	12/31/2024	Accounts Payable	Ciolek, Katlyn	*Referee*	$105.00
253012	12/31/2024	Accounts Payable	Crystal Clear Bldg Services, Inc.		$1,056.98
253029	12/31/2024	Accounts Payable	Kent United FC LLC		$75.00
253033	12/31/2024	Accounts Payable	McPeak, Boe, Hunter	*Referee*	$60.00
253036	12/31/2024	Accounts Payable	Montrose Ford	*2024 Capital Purchase*	$44,355.00
253037	12/31/2024	Accounts Payable	On Target Fencing Team		$880.00
253041	12/31/2024	Accounts Payable	Ohio Edison Company		$1,749.71
253045	12/31/2024	Accounts Payable	Running Ritchie's Inc		$162.00
253047	12/31/2024	Accounts Payable	Spangler/Summit Umpires, Bob		$629.50
253048	12/31/2024	Accounts Payable	The East Ohio Gas Co.		$1,092.14
253051	12/31/2024	Accounts Payable	Wade, Lincoln, D		$40.00
253054	12/31/2024	Accounts Payable	Wright Heating and Air Conditioning Inc.		$3,650.00
Type Check Totals:		63 Transactions			$87,292.39

A/P ZBA - Accounts Payable ZBA Totals

Parks Report
January 2025

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 cut up multiple trees from the wind across the trail.
4. We switched multiple light poles at the shelter and office to LED.
5. We are doing some winter pruning in various parks.
6. We continue to clean graffiti as needed.
7. We are starting to repair damaged picnic tables.

RECREATION DEPARTMENT REPORT- *(Completed 1/8/2025)*

1. **Winter Sports**

   a. Youth Basketball & Wrestling seasons are ongoing. We also have 19 participants in our winter lacrosse clinics, 10 participants in our winter field hockey clinic, and 12 participants in the first session of fencing.

2. Adult Recreation

   a. Signups are still open for our Men's Basketball league (January-Late February), Women's Basketball League (February-March), and Spring Adult Soccer
   b. Adult Softball signups for spring & summer have opened for returning teams and will be open to the public on Monday, January 27th.

3. Spring Sports

   a. Signups are open for Kent Youth Baseball & Softball, Spring Soccer, Youth Track, & Moxx 101 Basketball, Spring Lacrosse Clinic, & Soccer Goalkeeper Trainings.

CHILDCARE / EDUCATION REPORT- *(Completed 1/9/25)*

1. **'24-'25 KPR Kidz Club:** There are currently 92 schoolagers enrolled in the '24-'25 before/after school program, with 11 still on the Rec PM waitlist (8 Longcoy/2 Holden/1 Walls student).
   December Enrollment:
   - DAVEY AM: 19 PM: 31
   - REC AM: 22 PM: 40

   January Enrollment:
   - DAVEY AM: 19 PM: 32
   - REC AM: 19 PM: 39

2. **'24-'25 KPR Lil Learners Preschool**: This program is still full at 18 preschoolers. Registration for next year will begin in April for current families and May for new families.

3. **Kids Night Out:** There were 10 children enrolled in our January Kid's Night Out program taking place on January 11th. February's date will be Saturday, February 1st with a "Superbowl Party" theme.

4. **"Winter Wonderland" Winter Break Child Care Program:** KPR Kidz Club staff provided all day care for 13 families (23 kids total) over the Kent City Schools break. Ten of the 23 kids were new to the program and 2 were added to the after-school care waitlist.

5. **"Snow Day" Event Downtown:** Oliver and KPR Kidz Club staff will represent our department at MSK's Snow Day event on Saturday, January 25th. Program and employment opportunities will be advertised, and activities/crafts for the kids will be available.

6. **Early Summer Camp Registration:** Current KPR Kidz Club and Lil Learners Preschool families can begin registering for summer camps on Friday, February 7th at 8am. They can choose from KPR Kidz Camps at Davey or Rec, Lil Learners Preschool Camp or Jr. Adventure Camp at Plum Creek.

MARKETING / SPECIAL EVENTS REPORT - *(Completed 1/7/2025)*

1. **2025 Events**
    a. Adult Egg Scramble – Apr 18th
    b. Youth Egg Hunt – Apr 19th
    c. City of Kent Job Fair - TBD
    d. Cuyahoga River Days – May 16th & 17th
    e. Acoustic Fest – TBD
    f. Wizardly 5K - TBD
    g. Art in the Park – Sept 6th & 7th
    h. Tree City Turkey Trot - Nov 27th
2. **Marketing & Communications**
    a. Monthly Newsletters
    b. Working on Spring/Summer Program Guide
3. **Website Updates**
    a. We have gone through and updated old information and replaced some outdated pictures. We are continuing to explore different ways to create a more user-friendly experience.
    b. Most Spring programs have been updated online, with many accepting registrations.
4. **Potential Partnerships with MSK**
    a. Halloween Event
    b. Youth Art Exhibit

Parks & Recreation Board Meeting

January 16, 2025

Director's Report:

1. OPRA Conference Feb. 2-5
2. HB 47 – AED Requirement Update
3. Updated Facility Rental Policies
4. Rec Center Lighting Upgrade