



City of Kent
City Council Committee Meetings
320 S. Depeyster Street, Kent, OH 44240
Wednesday, April 2, 2025

AGENDA

6:45 P.M. Board of Control

Council meeting will start immediately after Board of Control

Call to Order

1. Committee of the Whole Chair Fiala/ Vice-Chair Amrhein
 - 1.1. Charter Review Commission Member Selection and Discussion (Council)
 - 1.2. Civil Service Commission language changes to Rules 5.01 and 6.02
 - 1.3. Replacement pages for Codified Ordinances
2. Community Development Committee - Chair Rosenberg/Vice-Chair Clapper
 - 2.1. Warming Center Report
 - 2.2. Request for an Administrative Variance for 1238 West Main Street (Bridget)
3. Finance Committee - Chair DeLeone/Vice-Chair Celko
 - 3.1. 2025 Celebrate Kent Grant Awards (Bridget/Eric)
 - 3.2. 2025 City Social Service Grant Funding (Bridget)
 - 3.3. City/KSU Fire Department Apparatus Shared Purchase Memorandum of Understanding (Rhonda)
 - 3.4. 2025 Budget Appropriations Amendment (Rhonda)
 - 3.5. West Side Fire Station Levy (Rhonda)
4. Health and Public Safety Committee - Chair Amrhein/ Vice-Chair Sidoti
 - 4.1. Kent Safety Town - Declaration of Collective Intent
 - 4.2. Proposed Purchase of Public Safety Video Detection Technology (Chief Shearer)
5. Land Use Committee - Chair Shaffer Bish /Vice- Chair Hook

6. Streets, Sidewalks & Utilities Committee - Chair Sidoti/ Vice-Chair Clapper

6.1. Amended Street Closure Request for Kent JC's Craft Brew Fest (Bridget)

Adjourn

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-678-8007. Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.



CIVIL SERVICE COMMISSION

CITY OF KENT ■ 301 S. DEPEYSTER ST. ■ KENT, OHIO 44240 ■ 330-678-8101

MEMO

TO: DAVE RULLER, CITY MANAGER

FROM: KATHY COLEMAN, CIVIL SERVICE COORDINATOR 

DATE: 3/21/25

SUBJECT: CIVIL SERVICE UPDATES

On March 17, 2025 The Civil Service Commission has approved language changes to two of the Civil Service Rules and Regulations, Rule 5.01 and Rule 6.02, and is requesting Council's authorization to finalize the changes.

The changes to Rule 5.01 deal with the Notice of Examination requirement to advertise in a newspaper specifically, as well as specific locations within the City. The new language provides more general wording as to where notices can be placed, and removes the requirement to post in a newspaper. The newspaper specification has already been removed from state guidelines.

REVISION 5.01 Notice of Examination

Entrance Examination – Notice of competitive entrance examinations shall be given ~~through a newspaper or local circulation and~~ by posting notices conspicuously ~~on the city's website~~, on the City's ~~Hall~~ bulletin boards, ~~in the Human Resources Office, the city's website~~, and in such places as may be deemed advisable, not less than two (2) weeks prior to the last day on which applications shall be accepted for the examination. Examinations shall be held at such places as the Commission deems advisable and shall be administered under its direction.

The changes to Rule 6.02 deal with the Duration of Eligible Lists. The new wording is intended to clarify the timeframe of the expiration of an eligible list.

REVISION 6.02 Duration of Eligible Lists

A certified eligible list will expire ~~upon the filling or closing of the position, or~~ 12 months from the date of record, ~~whichever comes first~~. Firefighter lists are valid for a period of two (2) years, per Ohio Revised Code 126.46. However, the Civil Service designee may use an expired certified list to fill a position of the same classification within the same

appointing authority for which the list was created. The Civil Service Commission may grant a one (1) year extension for any eligible list that has not expired. No eligible list will be granted more than one (1) extension.

Please let me know if you need any further information.

Thank you.

LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: March 26, 2025
Re: Replacement Pages

I request Council Committee time on April 2, 2025, to discuss the newest replacement pages to the Codified Ordinances. These changes include State changes to the criminal and traffic code as well as amendments and enactments made by Council to the Codified Ordinances.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 25, 2025

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director

RE: Warming Center Data Review

The City partnered with Shepherd's House for the provision of warming center services for the 2024-2025 winter season and an analysis of the program has been completed. The City of Kent's support for the warming center began in late December 2024 and continued through February 2025.

Key data points include:

- 18 persons originating from the City of Kent were assisted;
- Of the 18 persons assisted, 12 became guests at Shepherd's House so they are no longer unhoused and are benefitting from the provision of wrap-around supportive services provided by Shepherd's House;
- Warming center assistance was provided for a total of 37 days as follows:
 - 2 dates in December: both were night & day shelter;
 - 25 dates in January: 19 night shelter only; 6 night & day shelter;
 - 10 dates in February: 5 night shelter only; 5 night & day shelter;
- Rate for night only shelter stay is \$50.00;
- Rate for night & day shelter stay is \$250.00;
- Total \$17,650.00 (see NOTES at end of spreadsheet). \$8,000.00 Council commitment.

I am respectfully requesting time at the April 2, 2025 Council Committee meeting to discuss the data and warming center services in greater detail and to answer any questions members of Council may have regarding the provision of warming center assistance to persons originating from the Kent community.

If you need any additional information to add this discussion to the agenda, please let me know.

Thank you.

Attachment

Cc: Hope Jones, Law Director
Kathy Coleman, Clerk of Council
Anne Marie Noble, Executive Director, Shepherd's House

SHEPHERD'S HOUSE WARMING CENTER TRACKING							
DATE IN	CITY & GUEST #	CITY	NIGHT ONLY	NIGHT & DAY	OVERNIGHT LOW DEGREE (F)	DAYTIME LOW DEGREE (F)	RATE
01-10-2025	Kent-01	Kent	X		0		\$50.00
01-12-2025	Kent-01	Kent		X	17	32	\$250.00
01-13-2025	Kent-01	Kent	X		13		\$50.00
01-14-2025	Kent-01	Kent		X	7	16	\$250.00
01-15-2025	Kent-01	Kent	X		7		\$50.00
01-16-2025	Kent-01	Kent	X		14		\$50.00
01-17-2025	Kent-01	Kent	X		28		\$50.00
01-18-2025	Kent-01	Kent	X		24		\$50.00
01-19-2025	Kent-01	Kent	X		15		\$50.00
01-20-2025	Kent-01	Kent		X	1	14	\$250.00
01-21-2025	Kent-01	Kent		X	-7	11	\$250.00
01-22-2025	Kent-01	Kent		X	-15	14	\$250.00
01-23-2025	Kent-01	Kent	X		11		\$50.00
01-24-2025	Kent-01	Kent	X		7		\$50.00
01-25-2025	Kent-01	Kent	X		6		\$50.00
01-26-2025	Kent-01	Kent	X		22		\$50.00
02-08-2025	Kent-01	Kent	X		17		\$50.00
02-09-2025	Kent-01	Kent	X		25		\$50.00
02-10-2025	Kent-01	Kent	X		19		\$50.00
02-11-2025	Kent-01	Kent	X		19		\$50.00
02-12-2025	Kent-01	Kent	X		22		\$50.00
01-13-2025	Kent-02	Kent	X		13		\$50.00
01-14-2025	Kent-02	Kent		X	7	16	\$250.00
01-15-2025	Kent-02	Kent	X		7		\$50.00
01-16-2025	Kent-02	Kent	X		14		\$50.00
01-17-2025	Kent-02	Kent	X		28		\$50.00
01-18-2025	Kent-02	Kent	X		24		\$50.00
01-19-2025	Kent-02	Kent	X		15		\$50.00
01-20-2025	Kent-02	Kent		X	1	14	\$250.00
01-21-2025	Kent-02	Kent		X	-7	11	\$250.00
01-22-2025	Kent-02	Kent		X	-15	14	\$250.00
01-23-2025	Kent-02	Kent	X		11		\$50.00
01-24-2025	Kent-02	Kent	X		7		\$50.00
01-25-2025	Kent-02	Kent	X		6		\$50.00
01-26-2025	Kent-02	Kent	X		22		\$50.00
01-27-2025	Kent-02	Kent	X		12		\$50.00
02-17-2025	Kent-03	Kent		X	8	21	\$250.00
02-18-2025	Kent-03	Kent		X	3	16	\$250.00
01-05-2025	Kent-04	Kent	X		10		\$50.00
01-07-2025	Kent-04	Kent	X		19		\$50.00
01-08-2025	Kent-04	Kent	X		17		\$50.00
01-09-2025	Kent-04	Kent	X		2		\$50.00
01-11-2025	Kent-04	Kent		X	18	27	\$250.00
01-12-2025	Kent-04	Kent		X	17	32	\$250.00
01-13-2025	Kent-04	Kent	X		13		\$50.00
01-14-2025	Kent-04	Kent		X	7	16	\$250.00
01-15-2025	Kent-04	Kent	X		7		\$50.00
01-16-2025	Kent-04	Kent	X		14		\$50.00
01-17-2025	Kent-04	Kent	X		28		\$50.00
01-18-2025	Kent-04	Kent	X		24		\$50.00
01-19-2025	Kent-04	Kent	X		15		\$50.00
01-20-2025	Kent-04	Kent		X	1	14	\$250.00
01-21-2025	Kent-04	Kent		X	-7	11	\$250.00
01-22-2025	Kent-04	Kent		X	-15	14	\$250.00
01-23-2025	Kent-04	Kent	X		11		\$50.00
01-24-2025	Kent-04	Kent	X		7		\$50.00
01-08-2025	Kent-05	Kent	X		17		\$50.00
12-22-2024	Kent-06	Kent		X			\$250.00
01-17-2025	Kent-06	Kent	X		28		\$50.00
01-18-2025	Kent-06	Kent	X		24		\$50.00

SHEPHERD'S HOUSE WARMING CENTER TRACKING							
DATE IN	CITY & GUEST #	CITY	NIGHT ONLY	NIGHT & DAY	OVERNIGHT LOW DEGREE (F)	DAYTIME LOW DEGREE (F)	RATE
01-19-2025	Kent-06	Kent	X		15		\$50.00
12-12-2024	Kent-07	Kent		X	15	25	\$250.00
12-22-2024	Kent-07	Kent		X	11	26	\$250.00
01-03-2025	Kent-07	Kent	X		20		\$50.00
01-04-2025	Kent-07	Kent	X		16		\$50.00
01-06-2025	Kent-07	Kent	X		18		\$50.00
01-09-2025	Kent-07	Kent	X		2		\$50.00
01-11-2025	Kent-07	Kent		X	18	27	\$250.00
01-13-2025	Kent-07	Kent	X		13		\$50.00
01-14-2025	Kent-07	Kent		X	7	16	\$250.00
01-15-2025	Kent-07	Kent	X		7		\$50.00
01-16-2025	Kent-07	Kent	X		14		\$50.00
01-19-2025	Kent-07	Kent	X		15		\$50.00
01-20-2025	Kent-07	Kent		X	1	14	\$250.00
01-21-2025	Kent-07	Kent		X	-7	11	\$250.00
01-22-2025	Kent-07	Kent		X	-15	14	\$250.00
01-23-2025	Kent-07	Kent	X		11		\$50.00
01-24-2025	Kent-07	Kent	X		7		\$50.00
01-25-2025	Kent-07	Kent	X		6		\$50.00
01-26-2025	Kent-07	Kent	X		22		\$50.00
01-04-2025	Kent-08	Kent	X		16		\$50.00
01-05-2025	Kent-08	Kent	X		10		\$50.00
01-06-2025	Kent-08	Kent	X		18		\$50.00
01-14-2025	Kent-08	Kent		X	7	16	\$250.00
01-19-2025	Kent-08	Kent	X		15		\$50.00
01-15-2025	Kent-09	Kent	X		7		\$50.00
01-16-2025	Kent-09	Kent	X		14		\$50.00
01-21-2025	Kent-09	Kent		X	-7	11	\$250.00
01-22-2025	Kent-09	Kent		X	-15	14	\$250.00
01-23-2025	Kent-09	Kent	X		11		\$50.00
01-15-2025	Kent-10	Kent	X		7		\$50.00
01-16-2025	Kent-10	Kent	X		14		\$50.00
01-21-2025	Kent-10	Kent		X	-7	11	\$250.00
01-22-2025	Kent-10	Kent		X	-15	14	\$250.00
01-23-2025	Kent-10	Kent	X		11		\$50.00
01-27-2025	Kent-11	Kent	X		12		\$50.00
02-16-2025	Kent-12	Kent		X	22	35	\$250.00
02-17-2025	Kent-12	Kent		X	8	21	\$250.00
02-18-2025	Kent-12	Kent		X	3	16	\$250.00
02-08-2025	Kent-13	Kent	X		17		\$50.00
02-10-2025	Kent-13	Kent	X		19		\$50.00
02-11-2025	Kent-13	Kent	X		19		\$50.00
02-12-2025	Kent-13	Kent	X		22		\$50.00
02-17-2025	Kent-14	Kent		X	8	21	\$250.00
02-18-2025	Kent-14	Kent		X	3	16	\$250.00
02-16-2025	Kent-15	Kent		X	22	35	\$250.00
02-17-2025	Kent-15	Kent		X	8	21	\$250.00
02-18-2025	Kent-15	Kent		X	3	16	\$250.00
01-21-2025	Kent-16	Kent		X	-7	11	\$250.00
01-22-2025	Kent-16	Kent		X	-15	14	\$250.00
01-23-2025	Kent-16	Kent	X		11		\$50.00
02-14-2025	Kent-16	Kent		X	9	26	\$250.00
02-16-2025	Kent-16	Kent		X	22	35	\$250.00
02-17-2025	Kent-16	Kent		X	8	21	\$250.00
02-18-2025	Kent-16	Kent		X	3	16	\$250.00
02-11-2025	Kent-17	Kent	X		19		\$50.00
02-12-2025	Kent-17	Kent	X		22		\$50.00

SHEPHERD'S HOUSE WARMING CENTER TRACKING							
DATE IN	CITY & GUEST #	CITY	NIGHT ONLY	NIGHT & DAY	OVERNIGHT LOW DEGREE (F)	DAYTIME LOW DEGREE (F)	RATE
02-13-2025	Kent-17	Kent		X	18	42	\$250.00
02-14-2025	Kent-17	Kent		X	9	26	\$250.00
02-15-2025	Kent-17	Kent		X	25	36	\$250.00
02-16-2025	Kent-17	Kent		X	22	35	\$250.00
02-17-2025	Kent-17	Kent		X	8	21	\$250.00
02-18-2025	Kent-17	Kent		X	3	16	\$250.00
02-13-2025	Kent-18	Kent		X	18	42	\$250.00
02-15-2025	Kent-18	Kent		X	25	36	\$250.00
02-16-2025	Kent-18	Kent		X	22	35	\$250.00
02-17-2025	Kent-18	Kent		X	8	21	\$250.00
02-18-2025	Kent-18	Kent		X	3	16	\$250.00
02-14-2025	Kent-18	Kent		X	9	26	\$250.00
						TOTAL	\$17,650.00
NOTES:	1) Temperatures from Accuweather for Kent OH						
	2) Awaiting information from SH on 11 dates for which temperatures exceed 22 degrees (\$1,700.00 in rate)						



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 24, 2025

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director 

RE: 1238 W. Main St. KCO Administrative Variance

Klaben Property Management has submitted plans for its new Lincoln Dealership that will be constructed at 1238 West Main Street. The technical plan review process includes verifying compliance with “PART NINE” of the Kent Codified Ordinances (KCO), which regulates streets, utilities and public services, and the connection of private development projects to the City’s utility systems, including sanitary sewer.

Section 915.05(e) “Use of Public Sanitary Sewer Required” specifies that all “[b]uildings shall be connected to the public Sanitary Sewer only through a Sanitary Sewer lateral from the dedicated utility right-of-way on which the lot has frontage...” The frontage for the new dealership is on West Main Street and the City’s main sanitary sewer is located on the north side of West Main Street at a depth of approximately eight (8) feet. Connection to the sanitary sewer in this location will require the excavation of all four lanes of West Main Street and result in significant traffic disruptions and detours for an extended period of time.

An alternate sanitary sewer main is located at the northeast corner of the Klaben property’s frontage at a depth of approximately seven (7) feet, but an underground utility conflict exists because there is a storm sewer line located in this same area at approximately the same depth.

There is an existing easement for a dedicated sanitary sewer located in the rear of the Klaben property. Granting an administrative variance to allow for the connection of the new sanitary sewer lateral to this existing sanitary sewer line in the rear of the property will mitigate the concerns associated with the two locations along the property’s frontage. Both the City’s Service Director and City Engineer’s Senior Engineer consulted on this project support the granting of the administrative variance to allow for the sanitary sewer lateral connection in the rear of the property.

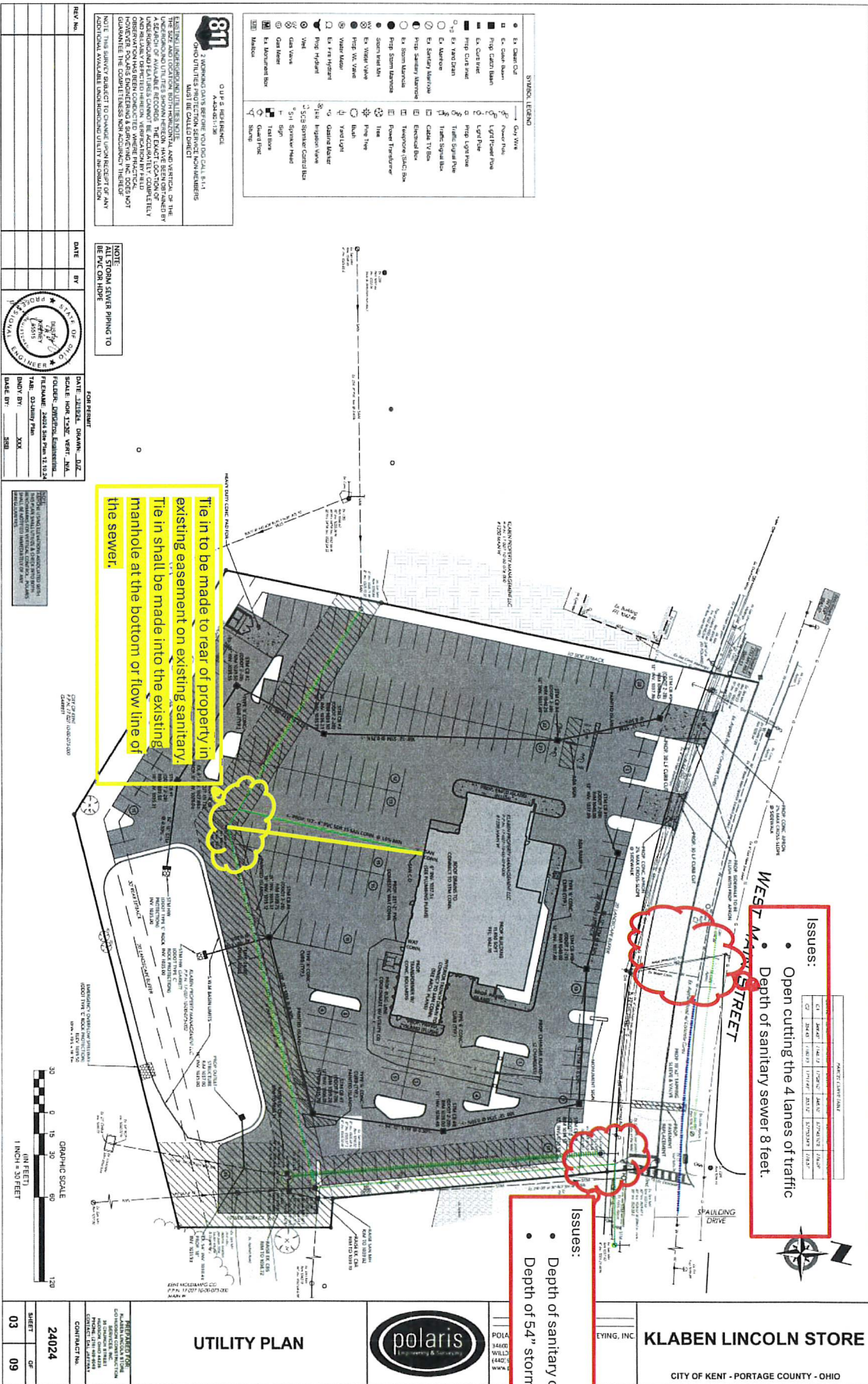
I am respectfully requesting time at the April 2, 2025 Council Committee meeting to discuss this item in more detail and to request Council’s authorization, with emergency, to grant the variance from KCO Section 915.05(e) to allow the new sanitary sewer lateral to be installed at 1238 West Main Street to connect at the rear of the property to the existing dedicated sanitary sewer.

If you need any additional information in order to add this item to the agenda, please let me know.

Thank you.

Attachments

Cc: Hope Jones, Law Director
Kathy Coleman, Interim Clerk of Council
Tim Sahr, Development Engineer
Melanie Baker, Service Director
Jim Bowling, City Engineer
Cori Wimer, Senior Engineer





CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

DATE: March 24, 2025

TO: Dave Ruller, City Manager

FROM: Eric Helmstedter, Economic Development Director 

RE: 2025 *Celebrate Kent!* Grant Program

The Request for Proposals (RFP) for the 2025 *Celebrate Kent!* Grant Program was issued on January 24, 2025, and the City received a total of nine (9) proposals from five (5) different organizations. The total amount of funding requested was \$15,740.00, which exceeds the \$15,000.00 that had been appropriated for the 2025 *Celebrate Kent!* Grant Program. Only one grant application was received requesting Diversity Grant funding leaving an available balance of \$800.00, which allowed staff to allocate funding to all proposal submissions that were received.

Attached is a summary table of the various funding requests, along with the final funding award amount for each eligible project or proposal. Also attached are the application and eligibility guidelines which were included in the 2025 *Celebrate Kent!* RFP package.

I am respectfully requesting time at the April 2, 2025 Council Committee meeting to present the grant funding allocations for the 2025 *Celebrate Kent!* Grant Program. No Council action is required since the funding for this program is appropriated in the 2025 City budget.

Please let me know if you have any questions concerning the attached materials or if you need any additional information on the 2025 *Celebrate Kent!* Grant Program.

Thank you.

Attachments

cc: Bridget Susel, Community Development Director
Kathy Coleman, Clerk of Council
Rhonda Hall, Budget & Finance Director

**2025 Celebrate Kent
Funding Amounts**

Organization	Program	2025 Requested Funding	2025 Recommended Funding	2024 Actual Funding	Projected Matching Funds	Reported Past Attendance
Haymaker Farmers' Market	Music @ the Market	\$ 3,040	\$ 3,000	\$ 2,600	\$ 3,040	34,321
Standing Rock Cultural Arts	Downtown Innovative Community Events (D.I.C.E.), 5 Events	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	120
Standing Rock Cultural Arts	"Who's Your Mama?" Earth Day w/Environmental Film Festival	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	150
Kent Jaycees	Kent Craft Beer Fest (2024 funding - Grill for Good)	\$ 2,000	\$ 1,800	\$ 1,275	\$ 2,000	1,000
Crooked River Arts Council	Kent Beatfest	\$ 1,250	\$ 1,200	\$ 1,050	\$ 12,000	5,000
Crooked River Arts Council	Kent American Roots	\$ 1,250	\$ 1,200	\$ 1,050	\$ 12,000	7,000
Crooked River Arts Council	Kent Blues Fest	\$ 2,500	\$ 2,500	\$ 2,100	\$ 13,500	10,000
Crooked River Arts Council	Kent Rocks	\$ 2,500	\$ 2,500	\$ 2,100	\$ 13,000	7,500
FUNDING AVAILABLE \$13,800 (\$800 Balance Available From Diversity)		\$ 14,540	\$ 13,800	\$ 12,175	\$ 57,540	65,091

**2025 Diversity Grant
Recommended Funding Amounts**

Organization	Program	2025 Requested Funding	2025 Recommended Funding	2024 Actual Funding	Projected Matching Funds	Reported Past Attendance
South End Juneteenth Committee	4th Annual Juneteenth Day Celebration	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	-
FUNDING AVAILABLE \$2,000		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	-



CITY OF KENT, OHIO

DEPARTMENT OF ECONOMIC DEVELOPMENT

TO: Potential *Celebrate Kent!* Program Applicant

FROM: Eric Helmstedter, Economic Development Director

DATE: January 24, 2025

SUBJECT: *Celebrate Kent!* Program Request for Proposals

Attached are a Request for Proposals (RFP), application and statement of success form for the City's *Celebrate Kent!* and Diversity Grant Program. If you would like the City to mail you a hard copy of the application and supporting documentation, please send me an e-mail at eric.helmstedter@kentohio.gov listing "Celebrate Kent!" in the subject line and I will get a copy in the mail to you.

Please be aware that the total funding available to support all *Celebrate Kent!* And Diversity Grant projects is \$15,000 for FY 2025. If you have any questions, please do not hesitate to contact me. ***The deadline for submitting applications for this year's round of funding is Thursday, February 13, 2025, at 5:00pm.***

We look forward to reviewing this year's *Celebrate Kent!* Proposals.

Attachments

REQUEST FOR PROPOSALS

The City of Kent is accepting applications from qualified applicants for the FY 2025 round of the City's ***Celebrate Kent!*** Grant Program for events that take place between January 1, 2025, and December 31, 2025. Attached is a brief description of the program. The submission deadline for organizations interested in applying for funding is Thursday, February 13, 2025, at 5:00 p.m.

The total funding available to support all ***Celebrate Kent!*** projects is \$13,000 for FY 2025.

Kent City Council also has authorized \$2,000 in annual ***Celebrate Kent!*** Grant funds to be designated and made available to support events focused on diversity. Information on what applies to this diversity grant opportunity has been included in the attached guidelines.

All applications received by the stated deadline will be reviewed by the Economic and Community Development Departments to verify submitted applications are complete and to determine the eligibility of proposed projects. A list of recommended projects and grant funding levels will be developed and then forwarded to the Kent City Council for consideration and funding approval.

As proposals are evaluated, greater weight will be given to the following factors:

- The past attendance for previously held events based on submitted statements of success
- Previously held events that are expanded to attract new attendees
- New events designed to attract first time visitors to downtown Kent
- Events that are staged in a public space(s) near multiple downtown businesses
- Events that are staged in multiple downtown private venues

Questions concerning the ***Celebrate Kent!*** Grant Program should be directed to Eric Helmstedter at 330-676-7582 or via email at eric.helmstedter@kentohio.gov.

COMPLETED PROPOSALS SHOULD BE RETURNED TO:

The City of Kent
Community Development Department
930 Overholt Road
Kent, Ohio 44240
ATTN.: Eric Helmstedter

Phone: 330-676-7582 Fax: 330-678-8030
E-mail: eric.helmstedter@kentohio.gov

Celebrate Kent!

PROGRAM GUIDELINES

PROGRAM GOAL:

To provide new opportunities to celebrate the quality of life enjoyed by City of Kent residents and share with those outside of the community the attributes that make Kent a unique and exciting place to work, play, learn and live.

OBJECTIVES:

1. Attract Kent residents, and visitors from other communities to downtown activities and events.
2. Promote the City's attributes to those outside of the City.
3. Create additional commercial opportunities for businesses operating in the downtown district.

PROGRAM REQUIREMENTS:

1. The project needs to be oriented towards attracting people to the Kent downtown district and must be held within the downtown district.
2. Applicants must be, or represent, a Kent company or organization.
3. Funding is intended to support **verifiable program expenses** which includes hard costs such as materials, advertisements, flyers, printing, etc. Funding for administrative purposes such as salaries, general office supplies, agency overhead, payment for services provided by applicant employees or representatives, etc. will not be considered eligible project costs.
4. At the completion of the event(s) the applicant must submit a Statement of Success report to the City of Kent summarizing and documenting the results of the event(s), and explaining how the stated program goals and objectives were met.
5. Grant funds will be disbursed on a reimbursement basis only for eligible expenses as identified in the Project Description and Project Budget sections of the submitted application. All invoices must be for good or services specific to the event only and must specify the quantity of the item or service provided. All eligible expenses must be documented through **third-party invoices and proof of payment**. Hand written receipts or bills that are not formalized company invoices will not be accepted. No disbursements will be authorized until the report mentioned in item number 4 has been received by the City of Kent.
6. Each dollar of grant funding must be matched with one-dollar from another source, or two-dollars of in-kind contribution. A combination of both cash and in-kind contributions is permissible; however, separate and distinct accounting procedures must be maintained for each of the two sources. Evidence of all matching contributions, be they in-kind or cash, must be verifiable, and accepted by the City of Kent prior to reimbursement.
7. Grants must be completed within one year of the date of the executed grant agreement. The final invoice for payment must be submitted no later than **60 days after the funded event occurs** or the applicant will forfeit their grant funds.
8. All 2024 *Celebrate Kent!* Grant agreements must be signed within 30 days of notification of grant award.
9. If an organization is submitting an application for multiple events, it should submit one application covering all of the events.

***Celebrate Kent!* APPLICATION**

In the space below, please respond to each of the following application components. Attachments are welcome; however, they **may not** be substituted for one or more of the application requirements.

PROJECT TITLE:

PROJECT DATE(S):

APPLICANT ORGANIZATION:

CONTACT PERSON:

ADDRESS:

PHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

TOTAL AMOUNT OF FUNDING REQUEST:

PROJECT DESCRIPTION: In the space below please provide a general description of the proposed project (Feel free to attach additional sheets if necessary).

PROJECT BUDGET: Using the attached *Celebrate Kent!* Budget Worksheet, please provide an estimated line item budget for the proposed project to include: grant monies being requested; the amount and source of additional funding; and a listing of all projected expenses (Feel free to attach additional sheets if necessary).

Celebrate Kent!
STATEMENT OF SUCCESS
(To be completed when requesting expense reimbursement)

Upon completion of the project activities, all grant recipients must submit third party documentation of match funding (1:1 cash, 2:1 in-kind), third-party invoices and proof of payment for approved eligible expenses, and a report that lists the results of the program. At a minimum, the report should list the date/time of the event, the number of participants and the overall objective of the project.

Please complete the attached report and submit it to the Community Development Department, 930 Overholt Road, Kent, Ohio 44240, ATTN.: Eric Helmstedter. Feel free to attach additional sheets if necessary. Grant monies may not be disbursed until the attached report has been submitted and approved. Reimbursements may take up to six-weeks to process.

PROJECT TITLE: _____

APPLICANT ORGANIZATION: _____

CONTACT PERSON: _____

***Celebrate Kent!* GRANT AMOUNT AWARDED: \$**_____

STATEMENT OF GOALS ACHIEVED:

NUMBER OF PEOPLE SERVED:

ECONOMIC IMPACT:

NON-CITY OF KENT FUNDING SOURCES USED:

Celebrate Kent! Budget Worksheet				
Categories				
Budget Item	Expense/Cost	Amount Requested	Match Funding (1:1 Cash, 2:1 In-Kind)	Explanation of Expense/Cost
Advertising				
Equipment				
Materials				
Printing				
Rental Fees				
Vendors				
OTHER (explain below):				
GRAND TOTAL				
ONLY 10% OF APPROVED FUNDS MAY BE MOVED FROM ONE BUDGET ITEM CATEGORY TO ANOTHER				



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 20, 2025

TO: Dave Ruller, City Manager

FROM: Kailyn Cyrus, Zoning and Grants Coordinator

RE: 2025 Social Service Funding Awards

The Community Development Department has completed its review of the grant applications it received from organizations seeking 2025 Social Service grant funding from the City. The final grant funding awards for each project are listed on the attached table. The City received applications from five (5) different nonprofit organizations seeking support for seven (7) different programs or activities totaling \$73,795.54. Five (5) projects were funded in full, and two programs were partially funded for a total of \$65,000 awarded. The total amount of funding available is \$65,000. These projects provide a myriad of supportive services for Kent residents, including resident engagement programming in low-income housing developments, eviction prevention, homeless assistance, and free legal assistance.

Staff will draft 2025 Social Service agreements and submit any that require Board of Control approval under separate cover.

If you have any questions concerning the 2025 Social Service grant funding allocation amounts or need additional information about any of the programs, please let me know.

Attachments

Cc: Bridget Susel, Community Development Director
Kathy Coleman, Clerk of Council
Hope Jones, Law Director
Rhonda Hall, Budget and Finance Director

2025 Social Service Program Funding (001-04-540-401-7560); 2025 Funding Available \$65,000							
Agency	Signatory	Email	Address	Program	2025 Amount Requested	2025 Funding Amount Recommended	2024 Grant Award
Coleman Health Services	Hattie Tracy	hattie.tracy@colemanservices.org	5982 Rhodes Road, Kent, OH 44240	Eviction Prevention/Housing Start-Ups	\$14,000.00	\$14,000.00	\$14,000.00
Community Legal Aid	Steven McGarrity	smcgarrity@communitylegalaid.org	50 South Main Street, Suite 800, Akron, OH 44308	Legal Assistance for Kent Residents	\$6,000.00	\$6,000.00	\$6,000.00
Axess Family Services	Mark Frisone	mfrisone@fcsserves.org	1400 S. Arlinton St. Suite 38 Akron, OH 44306	Housing and Emergency Support Services (HESS)	\$10,000.00	\$10,000.00	\$10,000.00
Axess Family Services	Mark Frisone	mfrisone@fcsserves.org	1400 S. Arlinton St. Suite 38 Akron, OH 44306	Portage Area Recovery Center (PARC)	\$5,000.00	\$5,000.00	\$5,000.00
Axess Family Services	Mark Frisone	mfrisone@fcsserves.org	1400 S. Arlinton St. Suite 38 Akron, OH 44306	Safer Futures	\$7,000.00	\$7,000.00	\$7,000.00
Lovelight, Inc.	Betsy Justice	lkjusti1@kent.edu	PO Box 123, Kent, OH 44240	Building Community, Building Futures - Youth Component	\$20,186.82	\$12,000.00	\$11,174.46
PMHA	Pamela Nation	pnation@portagehousing.org	2832 State Route 59, Ravenna, OH 44266	Good Neighbor Program	\$11,608.72	\$11,000.00	\$8,769.70
Totals					\$73,795.54	\$65,000.00	\$61,944.16



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: March 20, 2025
Re: MOU with Kent State University

Dave,

I am pleased to report that we have partnered with KSU again and finalized a new Memorandum of Understanding (MOU) between the City and KSU for the shared funding of the purchase of a new ladder truck for the Kent Fire Department.

I would like to get Council's approval to authorize the attached Memorandum of Understanding which states KSU will assist the City of Kent for 25% of the cost of the future ladder truck which is estimated to cost approximately \$2 million at this time. Funding from KSU will come in 5 \$100,000 payments starting in 2025 and going through to 2030. This money will be added to the Fire & EMS Fund 128 and immediately encumbered to account number 128.01.510.108.7630 for the purchase of the ladder truck.

We will also continue to jointly pursue grant funding for the balance of the costs of the new ladder truck, and once we have secured that funding, we will immediately proceed to order it as delivery can take up to 3 years.

Thank you.

AGREEMENT

**KENT STATE UNIVERSITY
AND
THE CITY OF KENT**

**ALL PARTIES BEING IN THE COUNTY OF PORTAGE,
STATE OF OHIO**

This Agreement, dated March 10, 2025 ("Effective Date"), is made and entered into between Kent State University ("KSU") and the City of Kent, Ohio, duly formed under the laws of the State of Ohio (the "City") (each a "Party" and together "Parties").

WITNESSETH:

WHEREAS, KSU and the City has previously collaborated to fund and acquire essential fire equipment through an agreement reached in 1993; and

WHEREAS, this Agreement is a continuation of that partnership to collaboratively fund and acquire a Ladder Truck to enhance safety and emergency response capabilities on and off the KSU Kent Campus; and,

WHEREAS, KSU believes that the allocation provided herein by KSU serves a campus-wide purpose to the benefit of the entire university community, and represents the responsible, prudent, and appropriate commitment of institutional funds.

WHEREAS, the City is currently applying for the FEMA AFG Grant ("Grant"), and the allocation provided herein is in furtherance of that Federal grant and its purpose.

THEREFORE, The City and KSU commit to collaborate and partner and at this time each party agrees to the following:

1. **KSU** agrees to the following obligations:
 - a. As may be permitted and approved by internal budgeting procedures, KSU shall reserve an amount of funding allocation for the singular purpose of assisting the City in the purchase of a Ladder Truck, with such funding allocation to be no greater than 25% of the total retail cost of the Ladder Truck, which shall not exceed \$500,000.00 USD.
 - b. Accordingly, no later than ninety (90) days after the beginning of KSU's Fiscal Year 26, KSU shall distribute to the City, in a manner and method consistent with its internal policies, \$100,000.00 USD for the sole purpose and use by the City towards the purchase of a Ladder Truck. Thereafter, KSU shall provide the same allocation to the City of \$100,000.00 in subsequent Fiscal Years 27, 28, 29, and 30 for the same purpose and subject to the same disbursement period.
 - c. Notwithstanding the foregoing, if the City can secure funding (whether from the Grant, another granting agency, or from other funding sources) that cause the need for KSU's commitment to be less than \$500,000.00 USD as provided for in Section 1(b) of this Agreement, KSU will permit the City to use the excess amounts already disbursed for the purpose of funding the purchase of other fire department response vehicles ("Vehicles") However, prior to any commitment by the City to purchase such Vehicles, the City and

KSU must agree that such purchases are consistent with the intent of this Agreement as already stated herein.

- d. Notwithstanding the foregoing, if the City is not able to secure funding (whether from the Grant, other granting agency, or from other funding sources) and the cost of the Ladder Truck exceeds \$2,000,000.00 USD that cause the need for KSU's commitment to be more than \$500,000.00 USD as provided for in Section 1(b) of this agreement, KSU and the City will discuss further options of increasing the commitment by KSU so as to provide the 25% of the total retail cost of the Ladder Truck.
2. **City** agrees to the following obligations in consideration for the allocation provided by KSU as already stated herein:
 - a. The City, at its own cost, agrees to engage in an ongoing collaboration with KSU to review current fire safety measures on KSU property and provide reasonable assistance to KSU as it may revise and adjust its current practices.
 - b. The City, at its own cost, agrees to establish and provide resources to administer ongoing training and resources for fire safety education by City personnel.
 - c. The City agrees to provide educational opportunities to KSU students through placements and programming as may be related to fire and other safety services, subject to availability of City resources.
 - d. The City agrees to provide a written, monthly report to KSU outlining the City's use of funds received by KSU under this Agreement.
 - e. The City agrees to continue to review and pursue all funding sources related to the purchase of the Ladder Truck.
3. **Property.** City shall be solely responsible to purchase the Ladder Truck, and any other Vehicles related to this Agreement. With regard to any purchases relating to real property by the City relating to this Agreement the City shall remain solely responsible for the selection, commitment, payment, operation and maintenance of the Ladder Truck, and all other such Vehicles.
4. **Failure of purpose; Return of disbursements.** In the event that the City fails to purchase the Ladder Truck during the Term of this Agreement, the City shall be required to return all disbursements made by KSU under Section 1(b) of this Agreement, with such bulk payment to be made by the City to KSU no later than thirty (30) days after the expiration of the Term.
5. **Term.** This Agreement shall commence on the Effective Date and continue until June 30, 2030(i.e. the end of the KSU 2030 Fiscal Year) ("Term"). The Agreement may be terminated upon the mutual, written consent of the Parties.
6. **Waiver.** The waiver or failures of either Party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.
7. **Severability.** If any provision of this Agreement is found invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this Agreement shall not in any

way be affected or impaired unless such severance would cause this Agreement to fail of its essential purpose.

8. **Emergency; Exigency.** If KSU experiences a financial emergency or fiscal exigency, then KSU shall be relieved of any further disbursement due under this Agreement for the remainder of the Term, or until such financial emergency or fiscal exigency is relieved.
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In witness whereof, the Parties hereto have agreed to this Agreement with their signatures below.

CITY OF KENT

Approved and Accepted by:

Dave Ruller
City of Kent, City Manager

Witness: _____

Witness: _____

Date: _____

Approved as to Form:

Hope L. Jones
City of Kent, Law Director

Date: _____

KENT STATE UNIVERSITY

Approved and Accepted by:

Mark M. Polatajko, Ph.D.
Senior Vice President

Witness: _____

Witness: _____

Date: _____



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: March 25, 2025
Re: FY2025 Appropriation Amendment #2

The following appropriation amendments for the April Council Committee Agenda are hereby requested:

Fund 002 – S.C.M.R.

Increase	\$	16,500	SCMR / Other (O&M) – Reappropriation of the 2024 snow plow funding to P&R per R. Hall.
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Fund 106 – Parks & Recreation

Increase	\$	50,100	Parks & Rec/Parks & Rec/ Other (O&M) – Reappropriation of 2024 debt payment to be made in 2025, per R. Hall.
Increase		540	Parks & Rec/Parks & Rec/ Other (O&M) – Appropriation of insurance payment for Ventrac Machine repair, per A. Manley 3/11/2025 memo.

Fund 128 – Fire and EMS

Increase	\$	100,000	Fire & EMS/ Capital – Appropriate funds for the purchase of a 100 Ft. Ladder Truck per R. Hall memo dated 3/20/2025.
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Fund 201 – Water

Increase	\$	60,000	Capital / SVC – Capital Facilities – Appropriate funds for the Surge Protection Imprvt project per J. Bowling 2/26/2025 memo.
Increase		10,000	Capital / SVC – Capital Facilities – Appropriate funds for the WTP Chlorine Storage Upgrades study per J. Bowling 2/26/2025 memo.

Fund 301 – Capital Improvements

Increase	\$	225	Capital / SVC – Capital Facilities – Reappropriate funds to cover a payment that came from the 2025 budget vs the 2024 budget per C. Wilson 2/7/2025 memo.
Increase		3,600,000	Capital / SVC – Capital Facilities – Appropriate add'l funds for E Main Street Area Improvement Project due to the receipt of add'l grants per J. Bowling 3/24/25 memo.
Increase		10,000	Capital / SVC – Capital Facilities – Appropriate funds for the study of combining the P&Rec and Davey Tree Arboretums per J. Bowling 3/25/25 memo.

memo

CITY OF KENT PARKS AND RECREATION DEPARTMENT

To: Rhonda Hall, Budget & Finance Director
From: Angela Manley, Parks & Recreation Director
Date: March 11, 2025
Re: Insurance Payment – Check #354693

We would like to request an appropriation of the final insurance payment for the Ventrac machine repair, issued by U.S. Specialty Insurance, to the following line in the 2025 budget:

Account Line	Amount
106 530 301 7350 <i>(Maintenance of Equip & Facilities)</i>	\$540.00



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

To: Dave Ruller, City Manager
From: Rhonda C. Hall, CPA, Director of Budget and Finance
Date: March 20, 2025
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CITY OF KENT

Approved and Accepted by:

Dave Ruller
City of Kent, City Manager

Witness: _____

Witness: _____

Date: _____

Approved as to Form:

Hope L. Jones
City of Kent, Law Director

Date: _____

KENT STATE UNIVERSITY

Approved and Accepted by:

Mark M. Polatajko, Ph.D.
Senior Vice President

Witness: _____

Witness: _____

Date: _____

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling *JB*

DATE: February 26, 2025

RE: Water Treatment - Appropriation Requests

The Service Department is requesting to appropriate \$60,000 from the Water Fund (201) for the following projects:

- **Surge Protection Improvements (2024WTP006)** – We are requesting \$60,000 for this project. The purpose of this project is to eliminate pressure surges in our water distribution system, thereby reducing the number of water breaks in the system. The design of the first phase of the project was recently completed and the opinion of probable construction costs is higher than originally projected. The additional funds are needed to cover the construction cost increases.
- **Water Treatment Plant Chlorine Storage Upgrades (New Project)** – We are requesting \$10,000 to start addressing a new concern at the Water Treatment Plant (WTP). The Environmental Protection Agency (EPA) has notified the City that the current method of storing Chlorine on-site is no longer concurrent with existing standards and that the City needs to come up with a plan to modify the WTP to meet the new standards. Therefore, we are requesting \$10,000 to study the options available and determine a budgetary cost to address the EPA's issue.

We appreciate the consideration of these requests.

Please let me know if there are any questions.

c: Melanie Baker
Brian Huff
John Ellison
Cathy Wilson
Kevin Alspach (AECOM)

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Cathy Wilson

DATE: February 7, 2025

RE: 2025 Budget Appropriation Request

Engineering is requesting to appropriate \$225 for the Capital Fund (301).

An invoice was entered into New World for payment on December 18, 2024. Payment was not made until the statement was received in January 2025 and therefore came out of the 2025 budget vs the 2024 budget as intended. We're requesting that \$225 be appropriated to correct the 2025 budget for account 301-05-560-604-7370.

Please let us know if there are any questions.

c: Jim Bowling
Brian Huff

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling *Jab*

DATE: March 24, 2025

RE: East Main Street Area Improvements - Appropriation Requests

The East Main Street Area Improvement Project (2019CIP004) recently received increases in funding from ODOT's Highway Safety Improvement Program (\$1.5 million) and Safe Routes to School Program (\$2.25 million). With the additional funds, we have reevaluated the budget, project funding plan and the current appropriations. To account for the increased funding we are requesting to appropriate \$3,600,000 from the Capital Fund (301), which will be reimbursed fully (\$3,600,000). Therefore, the net change to the Capital Fund will be \$0.

We appreciate the consideration of this request.

Please let me know if there are any questions.

c: Melanie Baker
Brian Huff
Jon Giaquinto
Cathy Wilson

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling *JB*

DATE: March 25, 2025

RE: John Davey Arboretum Planning Study - Appropriation Requests

The Service and Parks and Recreation Departments are requesting to appropriate \$10,000 from the Capital Fund 301 to complete the John Davey Arboretum Planning Study with the Davey Tree Company. The planning study would investigate the possibilities created by the connections of the two arboretums. The agreement with Davey Tree sets the framework for the City and Davey Tree to study the possibilities created by having these two public arboretums being adjacent to each other. The agreement includes the City and Davey Tree equally splitting the costs of a joint planning study. This request is to fulfill the City's financial commitment. City Council approved the City entering into the agreement with Davey Tree at the March Council meeting (Ordinance 2025-020).

We thank you for your consideration of this request.

c: Melanie Baker
Angela Manley
Sam Tuttle
Brian Huff
Cathy Wilson



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE
Rhonda C. Hall, CPA, Director

TO: Dave Ruller, City Manager

FROM: Rhonda C. Hall, CPA, Director of Budget and Finance

DATE: 3/26/2025

SUBJECT: West Side Fire Station Renewal Tax Levy

I am respectfully requesting City Council Committee agenda time at the April 2, 2025, meeting for the purpose of requesting approval to renew/replace the City's current 0.73 mil West Side Fire Station Operating Expense Tax Levy. This levy was originally passed in 2005, and the current renewal of the levy began with the 2021 Tax Year and runs for five consecutive years ending with the 2025 Tax Year. The levy is set to expire in tax year 2025/collection year 2026. The requested action from Council is to authorize placing a 0.73 mil Renewal/Replacement Tax Levy for West Side Fire Station Operating Expenses on the upcoming November 4, 2025, general election ballot.

For the 2024 Tax Year/ 2025 Collection Year this levy will provide \$267,928 that directly funds a portion of the West Side Fire Station operating expenses. It should be noted that if renewed, the 0.73 mil current expense levy is estimated to provide \$268,000 in revenue beginning with the 2026 Tax Year/2027 Collection Year and the cost to a homeowner of a \$100,000 property (fair market value) would be slightly lower than previous years at approximately \$13.50 per year. For comparative purposes, if this levy was approved as a replacement levy it is estimated to provide \$306,330 in revenue beginning with the 2026 Tax Year/2027 Collection Year with the cost to a homeowner of a \$100,000 property (fair market value) increasing to approximately \$25.60 per year. It should also be noted that if the levy is replaced the residents will be responsible for 100% of the property tax whereas under the renewal the State of Ohio pays the homestead and rollback portion.

In consideration of current local community factors, the City's critical dependency on passage of this proposed levy, and in an effort to minimize risk of losing existing revenue levels, staff is recommending Council approval for placing a Renewal Tax Levy on the November ballot.

Should you desire any additional detail concerning this proposed policy, please do not hesitate to let me know and I will be happy to provide whatever I can.

Thank you in advance for your time and assistance in this matter.

930 OVERHOLT RD., KENT, OH 44240
(330) 678-8102 – Director and General Accounting
(330) 678-8103 Income Tax (330) 678-8104 Utility Billing FAX (330) 676-7584

RESOLUTION NO. 2025-_____

A RESOLUTION DECLARING IT NECESSARY TO RENEW THE CITY'S EXISTING 0.73-MILL TAX LEVY FOR THE PURPOSE OF PROVIDING SUFFICIENT FUNDS FOR THE CURRENT EXPENSE OF MAINTAINING AND OPERATING A FIRE STATION IN THE CITY OF KENT WEST OF THE ERIE RAILROAD; REQUESTING THE COUNTY AUDITOR TO MAKE CERTAIN CERTIFICATIONS RELATED THERETO, PURSUANT TO SECTIONS 5705.03, 5705.19(I) AND 5705.191 OF THE REVISED CODE, AND DECLARING AN EMERGENCY.

WHEREAS, at an election on November 4, 2025, voters of the City of Kent approved the renewal of a 0.73-mill tax levy outside of the ten-mill limitation for the purpose of providing sufficient funds for the current expense of maintaining and operating a fire station in the City of Kent west of the Erie Railroad, for a period of five years which, if approved, would be first collect in calendar year 2027; and

WHEREAS, the authority to levy that 0.73-mill tax will expire with the levy on the 2025 tax list for collection in calendar year 2026; and

WHEREAS, this Council finds that the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the City, and that it is necessary to renew that existing 0.73-mill tax levy in excess of the ten-mill limitation in order to continue receiving sufficient funds for the current expense of maintaining and operating a fire station in the City of Kent west of the Erie Railroad; and

WHEREAS, in accordance with Section 5705.03(B) of the Revised Code, in order to submit the question of a tax levy pursuant to Section 5705.19(I) of the Revised Code, this Council must certify to the Portage County Auditor ("County Auditor") a resolution stating items as required by Section 5705.03(B)(1)(a) through (j) of the Revised Code, as applicable to the levy, and requesting that the County Auditor make certain certifications as described in Section 5705.03(B)(2) of the Revised Code; and

WHEREAS, in accordance with Section 5705.03(B)(2) of the Revised Code, upon receipt of a certified copy of a resolution of this Council as described above, the County Auditor is to certify certain matters as applicable to the levy;

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

SECTION 1. As used in this Resolution and in accordance with Section 5705.03(B)(1)(a) of the Revised Code, "mills" refers to mills for each one dollar of taxable value.

SECTION 2. This Council hereby finds, determines and declares that (i) the amount of taxes that may be raised within the ten-mill limitation, on the current tax duplicate, will be insufficient to provide for the necessary requirements of the City, (ii) it is necessary to renew the City's existing 0.73-mill ad valorem tax levy in excess of that limitation for the purpose of providing sufficient funds for the current expense of maintaining and operating a fire station in the City of Kent west of the Erie Railroad, for a period of five years, (iii) it intends to submit the question of the renewal of the 0.73-mill tax levy for that purpose to the electors of entire territory of the City at an election on November 4, 2025, as authorized by Sections 5705.03, 5705.19(I) and 5705.191 of the Revised Code, and (iv) the City has territory only in the County of Portage. If approved, that tax will be levied upon the entire territory of the City for a period of five years, commencing in tax year 2026, for first collection in calendar year 2027.

SECTION 3. That this Council requests the Portage County Auditor to certify to it the certifications set forth in Section 5705.03(B)(2), as applicable to the proposed renewal levy.

SECTION 4. That the Clerk of Council is authorized and directed to deliver promptly to the Portage County Auditor a certified copy of this Resolution.

SECTION 5. That this Council finds and determines that all formal actions of this Council and of any of its committees concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Council and of any of its committees that resulted in such formal action were held, in meetings open to the public, in compliance with the law.

SECTION 6. That this Resolution is 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 and for the further reason that it is necessary that this Resolution be effective immediately so that it can be timely filed with the County Auditor and additional proceedings taken in order to submit the question of the levy to the electors at an election on November 4, 2025; for which reason and other reasons manifest to this Council this Resolution shall take effect and be in force immediately upon its adoption.

ADOPTED: _____
Date
Jerry T. Fiala
Mayor and President of Council

EFFECTIVE: _____
Date

ATTEST: _____
Kathleen Coleman
Clerk of Council

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 *RESOLUTION No. 2025-_____*, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON _____, 2025.

(SEAL)

KATHLEEN COLEMAN
CLERK OF COUNCIL

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller
Kathy Coleman

FROM: Jim Bowling *JB*

DATE: March 17, 2025

RE: Kent Safety Town – Declaration of Collective Intent

We are requesting Council's consideration and approval of the attached Declaration of Collective Intent ("DCI"). The Rotary Club of Kent ("Rotary") has initiated the completion of a permanent Safety Town in Kent ("Project"). Rotary has made a considerable start to making the permanent Safety Town a reality. Rotary has raised funds for the project from the Community and the State of Ohio. They have also established a project planning team with stakeholders in the community for the completion of the project. The planning team includes representatives from the Kent Junior Mothers, the Kent City School District, Kent State University and the Kent Parks and Recreation Department.

The DCI, is a formal declaration that the community stakeholders will work cooperatively to share resources, ideas and talent to complete the Project. The DCI, will commit only staff time and knowledge to progress the project. If in the future, funding or additional resources are required there would be a subsequent agreement that would require Council's consideration and approval.

Thank you for your consideration of this request.

C: Melanie Baker
Angela Manley
Sam Tuttle

KENT SAFETY TOWN DECLARATION OF COLLECTIVE INTENT

March 13, 2025

Whereas, the Kent Junior Mothers provide annual safety training for children each year, teaching each child how to stay safe as they walk, bike, etc., on City streets and sidewalks; and

Whereas, the Kent Junior Mothers currently provide this training at different local Kent City schools, they are hoping to enhance the educational experience of child safety by establishing a permanent, fully-equipped site in a new “Safety Town Kent”, similar to safety towns in neighboring cities; and

Whereas, the Kent Rotary has raised funds in the community and from State of Ohio in support to study and advance the creation of a new Safety Town Kent; and

Whereas, Kent Rotary members have attended Kent City Council and Kent City School Board of Education public meetings to share their vision for the new Safety Town Kent and have received unanimous support for the project concept: and

Whereas, public safety is a critical component of the mission of the Kent City government; and

Whereas, the Kent City Schools are committed to childhood education and safety in the classroom and in the community; and

Whereas, Kent State University is a dedicated community partner that supports the project in principle and has offered in kind services where needed to assist in the project; and

Whereas, the Kent City School owns land adjacent to Holden Elementary School on Franklin Avenue that the Board of Education is willing to make available for repurposing that is accessible and proximate to the surrounding neighborhood, with favorable topography to host Safety Town Kent; and

Whereas, the proposed Safety Town Kent site is near the Holden Recreation Center, creating opportunities for expanded Parks and Recreation programming that could include the use of the amenities of the site; and

Whereas, the Historic South End neighborhood has been an area of rising community pride and is an ideal location to serve for Safety Town Kent which would also be a neighborhood amenity and pocket park; and

Whereas, City of Kent and Kent City school staff recently completed the “Safe Travel Plan” identifying and emphasizing opportunities to upgrade the safety of school children getting to and from school; and

Whereas, representatives from Kent Rotary invited representatives from stakeholders in the project to be a part of a project planning team that has researched best practices in Safety Town design and are recommending securing commitments;

Whereas, the parties as signatories to this document who are involved in planning the Kent Safety Town site will finalize a statement of responsibility for maintenance, up-keep, and repair of the property they are sharing once they approve the design of the Kent Safety town site.

Therefore, be it hereby resolved, that the parties to this Declaration of Collective Intent commit to each other and the members of the Kent community that they will work cooperatively to advance the Safety Town Kent project, sharing resources, ideas and talent to develop a site plan, construction blueprint, funding strategy, and operational plan.

Declaration of Collective Intent Community Partners

_____	Kent Junior Mothers
_____	Rotary Club of Kent
_____	Kent City Schools
_____	City of Kent Administration
_____	City of Kent Parks and Recreation
_____	Kent State University

Kent Police Department

MEMORANDUM

To: Rhonda Hall, Finance Director
Dave Ruller, City Manager
From: Chief Nicholas Shearer
Date: March 26, 2025
Subject: Budget Amendment for Flock LPR Project

This memorandum is to serve as a request for council time to appropriate funds from asset forfeiture budget lines to execute an agreement and the corresponding appropriation of funds with Flock Safety to provide license plate readers in the city.



CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: March 24, 2025

TO: Dave Ruller, City Manager

FROM: Eric Helmstedter, Economic Development Director 

RE: Special Event Permit: Kent Craft Beer Festival

On Saturday, May 17, 2025, the Kent Jaycees will hold its 7th annual Kent Craft Beer Fest. The event footprint has been reconfigured to have less impact on traffic and will no longer include the closure of East Main Street between North Water Street and the Main Street Bridge. The Kent Jaycees revised layout extends the existing North Water Street closure between Main Street and Portage Street north on North Water Street to Brady Street. This proposed reconfiguration of the North Water Street closure will accommodate vendors, as well as additional businesses that wanted to be included in the event footprint.

I am respectfully requesting time at the April 2, 2025 Council Committee meeting to discuss the proposed event changes in more detail and to request Council's authorization, with emergency, for the revised street closure configuration.

Please let me know if you have any questions concerning the attached materials or if you need any additional information in order to add this to the April 2, 2025 agenda.

Thank you.

Attachments

cc: Bridget Susel, Community Development Director
Hope Jones, Law Director
Kathy Coleman, Clerk of Council

CITY OF KENT SPECIAL EVENT PERMIT APPLICATION

This application is used for events held on public property within the City of Kent. This application must be submitted at least 60 days prior to the event, but no sooner than one year prior to the event. Acceptance of your application is not a final approval or confirmation of your request.

NAME OF EVENT: Kent Craft Beer Fest
EVENT DATE & TIME: May 17, 2025
EVENT LOCATION(S): Hometown bank Plaza to Brady St
EVENT PROCEEDS BENEFICIARY: Kent Jaycees

APPLICANT INFORMATION

Organization Sponsoring Event: Kent Jaycees

Is it Nonprofit: ☒ YES ☐ NO

If so, provide documentation certifying tax exempt, nonprofit status with this application.

Applicant Name: Dennis Campbell Title/Position: Chairman

Mailing Address 4057 Bishops Gate Cir City: Stow State: OH Zip: 44224

Phone: 3308012931 Email: dcampbell@kentbiz.com

Name(s) and phone number(s) of person(s) responsible during the event: _____
Dennis Campbell 330-801-2931
Joe Robinson 740-816-2746

Event Website (if applicable): https://events.humanitix.com/beer25

EVENT INFORMATION

Type of Event or Special Activity: Festival (ex. Parade, 5k, Festival, etc.)

Provide a detailed description of the Event (please attach flyer or additional sheet if needed):
During the festival, attendees will get to sample craft beers from many local Ohio Breweries. Guests will get to enjoy music, food from restaurants and food trucks. Event will run 2pm-7pm and funds go back into help funding Jaycees grant initiatives, service projects, and train car maintenance.

REQUESTED PERMIT TIME: Start set up: 09:00 Start event: 14:00
End event: _____ End cleanup: _____

Anticipated attendance: 2,000

Has this Event ever been held in the past: ☒ YES ☐ NO

If so, provide documentation detailing the previous event location, date, and number of attendees.

Admission charged: ☒ YES ☐ NO If so, list the amount of the admission or participation fee: \$ 35.00

Who will receive the proceeds: _____
Kent Jaycees to be used for a variety of projects

EVENT COMPONENTS

Check all boxes that apply to your event.

- | | | |
|--|--|--|
| ☒ Alcohol Sales | ☒ Clean Up/Litter Management | ☒ Electric |
| ☐ Fireworks | ☒ Food Vendors | ☒ Handwashing Facilities |
| ☒ Generators | ☒ Music/Sound Amplification | ☒ Portable Toilets |
| ☐ Pyrotechnics | ☒ Street Closures | ☒ Tents |
| ☐ Vendors (Merchandise/Service) | ☐ Vendors (Informational) | ☒ Water |
| ☐ Other: _____ | | |

ALCOHOL SALES (if checked above)

Name of applicant/licensee: Kent Jaycees

A copy of the Ohio Department of Commerce, Division of Liquor Control Approval/Permit must be provided to the City prior to the event.

CLEAN UP/LITTER MANAGEMENT

Applicant is responsible for all trash/litter, grease, damages, ash, and gray water generated by an event.

Describe how you will clean the site generated by the event: _____

We order a roll off dumpster and hire local college students that help clean up trash and mess. We provide busckets for breweries for beer run off they are dumped into the open sewer space opened by the city

A \$100 deposit is required to ensure that the event area is cleaned to pre-event conditions. Refund of deposit is at the discretion of the City, based upon the appearance of the event area once it has been cleaned.

ELECTRIC & WATER SERVICE

Does your event require use of City electric: ☒ YES ☐ NO

If so, please explain: Two booths will need power off the light poles for ticket sales

Outdoor extension cords must be 3-prong, with proper grounding and rating approved for outdoor use.

Does your event require use of City water: ☒ YES ☐ NO

If so, please explain: Food vendors and we will need one opened near Brady St

MUSIC/SOUND AMPLIFICATION

Describe any music and/or amplifying equipment that is part of your event: _____

We will have music playing and making announcements. No Bands

The number and location of stages, number of bands/performers, and a schedule indicating the times and location of bands/performers must be submitted with the application.

PORTABLE RESTROOMS/HANDWASHING FACILITIES

Applicant is responsible for providing any portable restrooms and handwashing facilities needed to accommodate your event attendees and participants. Portable restroom suppliers can assist you with determining the quantity needed for your event.

Name and phone number of company supplying the portable restrooms and handwashing facilities: _____
Aris 800-347-3778

Number of portable restrooms: 10

Number of handwashing facilities: 4

Delivery date and time: 5/16/25 4pm

Post event removal date and time: 5/19/25 8am

Attach a copy of the contract showing proof of the Portable Restroom suppliers' liability insurance.

STREET CLOSURES

Does your event require street closure(s): ☒ YES ☐ NO

If yes, what street(s) (include specific boundaries with street addresses, use additional pages if necessary): _____
From the Water St/Main Intersection to the Water St/Brady Intersection

The Service Director will determine the amount and location of barricades and cones required for your event. Applicant may be required to pick up and return the barricades and cones. Barricades and cones may be picked up/returned to the Service Administration Complex, 930 Overholt Road. A \$100 deposit is required to ensure that the barricades and cones are returned in good condition. Refund of deposit is at the discretion of the City based upon condition of the barricades and cones. Additional fees may be incurred should City staff be required to be present for the event.

TENTS

Name and phone number of company supplying the tents: Portage Tent Rentals

Number of tents and size of each: 20x20 and 20x10

Method in which tent(s) will be secured: Water Drums

Tents may require a permit and must comply with Ohio Fire Code, Ohio Building Code. Tents may also require liability insurance. Applicant is responsible for reviewing said codes and attaching a copy of the contract showing proof of the Tent supplier's liability insurance. Tent(s) may not be secured in any manner that is damaging to City property.

VENDORS/FOOD SALES

Number of Food Vendors: 6 Number of Merchandise/Service/Informational Vendors: _____

Applicant is required to submit a Vendor List with this application indicating all vendors who will participate in the event. The Vendor List must indicate what each vendor will do, sell, demonstrate, cook (including cooking method), make, hand out, etc.

SITE PLAN

All applicants are required to submit a detailed site plan for all events. Please attached a detailed site plan of your event that clearly indicates the names of all streets or areas that are part of the event footprint, and includes the locations of entrances and exits, food vendors, hand washing facilities, portable restrooms, signage, trash receptacles (not including City trash receptacles) tents, and vendors. Parade/Race applicants should include a map, which clearly indicates the names of all streets or areas, and directions of the proposed route.

COMMUNITY IMPACT

Will the normal operations of residents and businesses be affected by your event: ☒ YES ☐ NO

If so, please explain: The street will be closed. We have added an additional block and have spoken with businesses
to include them in the planning and making them part of the event

For events with any street closure(s), the applicant must attach a copy of the proposed pre-event information. The City of Kent Community Development Department will provide the applicant with a list of affected residents and businesses resulting from any street closure(s). It is the responsibility of the applicant to provide all listed residents and businesses with a copy of the proposed pre-event information and written notification of any street closure(s) by hand delivery or First Class U.S. Mail.

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

Dennis Campbell Jr

Applicant Name

Applicant Signature

2/27/25

Date

FOR OFFICIAL USE ONLY. DO NOT WRITE BELOW THIS LINE

On _____ this application was sent for review to the following Departments: Fire, Health, Police, Safety, and Service.

Application Status: ☐ APPROVED ☐ DENIED

Memorandum Agreement Required: ☐ YES ☐ NO

Proof of insurance reviewed and approved by the Law Director: ☐ YES ☐ NO

Law Director

Date

ACKNOWLEDGEMENT

COST AND DAMAGES

I understand that the application fee of \$100 is due upon submission to the City of Kent. I understand that for events held in the South Water Street Parking lot, the \$100 application fee will be waived. I understand that all fees associated with my event are due upon approval of my event and before a permit will be issued. I understand that additional restitution for any damages incurred during use will be my responsibility.

DC 2/27/25

Initials and Date

CERTIFICATE OF INSURANCE/INDEMNIFICATION/RISK INFORMATION

Once an Applicant receives approval for their event, the Permit holder must furnish a certificate of insurance, in an amount of no less than one million dollars (\$1,000,000), explicitly releasing the City of Kent from all liability relating to the event and naming the City of Kent as an additional insured party for the respective event. This certificate must be provided to the City at least twenty (20) days prior to the event.

I agree to indemnify and hold harmless the City of Kent and its agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the Special Event.

DC 2/27/25

Initials and Date

ADDITIONAL FEES

I understand that upon review, and based on the information supplied in this application, it may be determined that my event requires the use of additional City resources, including, but not limited to: Police, Fire, Service, and Health Department personnel and/or equipment. Further information may be requested to make this determination. I understand that there may be additional fees associated with these services which will be my responsibility. I understand that additional fees associated with my event must be paid at least twenty (20) days prior to the event.

DC 2/27/25

Initials and Date

CITY LOGOS

I understand that I am expressly prohibited from the use of the City of Kent's identifying marks without first obtaining written approval from the City.

DC 2/27/25

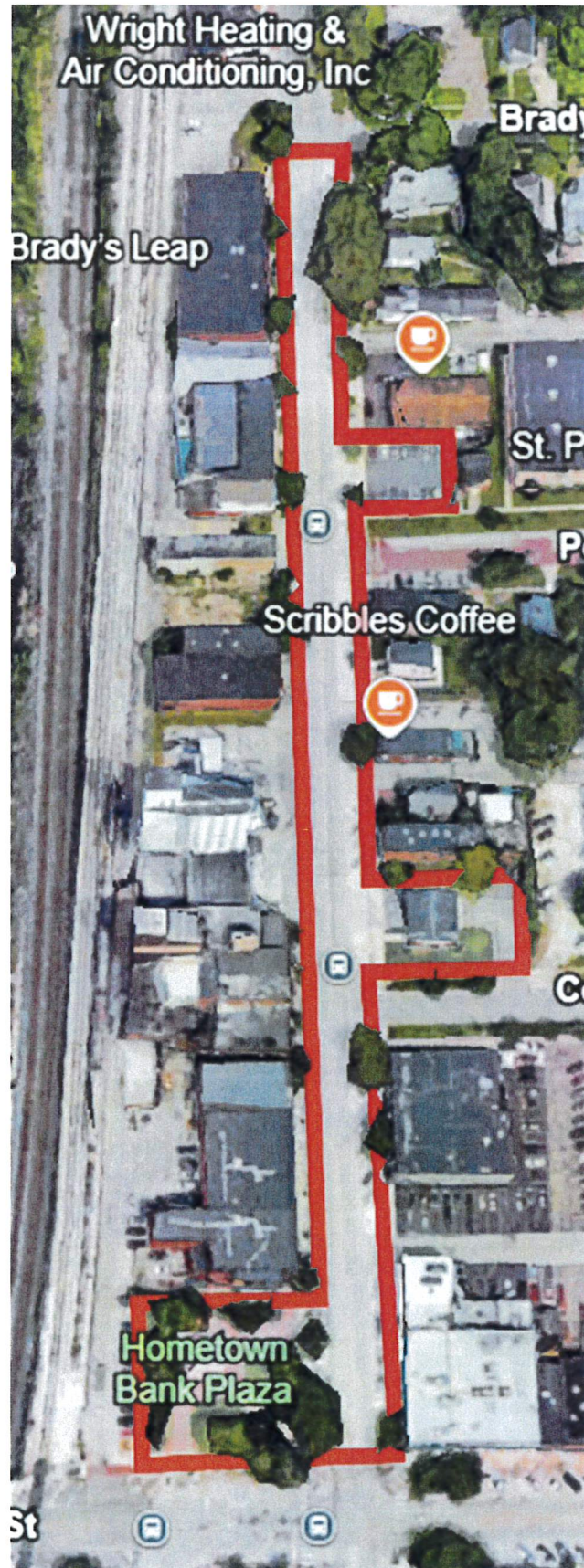
Initials and Date

APPROVAL

I understand that this application is to request the use of City property, and submission of this application does not guarantee event approval. I understand that approval is based upon the description of the event in the application, and if changes to the event occur that are not stipulated in the original application, they must be submitted in writing for consideration. I understand that all requests must be approved by the City of Kent.

DC 2/27/25

Initials and Date



Date: 5/17/25

New Special Event Road Closure Petition

Name: Mike Hyster (Bent Tree)
Address: 313 N Water St
Kent, OH
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: J. Michael Fiala (Topcor)
Address: 313 N Water St
Kent, OH 44240
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: Richard Kulins (Wright)
Address: 302 N Water
Kent OH 44240
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: Cliff Boy Co (Homeowner BANK)
Address: 309 N. Water St
Kent OH 44240
Signature: [Signature]

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____

Name: _____
Address: _____
Signature: _____