CITY OF KENT

City Council Committee Meeting

319 S. Water St., Kent, OH 44240
Wednesday, August 6, 2025

AGENDA

6:50PM **BOARD/COMMISSION INTERVIEWS**
FAIR HOUSING – Randall Houska

6:55PM **BOARD OF CONTROL**

COUNCIL COMMITTEE meeting will begin immediately after Board of Control

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CALL TO ORDER

COMMITTEES

1. **Committee of the Whole – Chair Fiala/Vice Chair Amrhein**
   - 1.1 Inaugural Community Yard Beautification Awards (Dominique Bollenbacher)
   - 1.2 Departmental Updates (Chief Shearer, Bridget Susel, Jim Bowling, Chief Samels, Angela Manley)
   - 1.3 Amendment to Public Meetings Ordinance (Hope Jones)

2. **Community Development Committee-Chair Rosenberg/Vice-Chair Clapper**
   - 2.1 Rental Registration and Tree Inspection Follow Up (Bridget Susel)
   - 2.2 Update on the Kent Convention and Visitor's Bureau (Eric Helmstedter)

3. **Finance Committee – Chair DeLeone/Vice-Chair Celko**
   - 3.1 Public Safety Staffing Needs Presentation (Chief Shearer, Chief Samels)
   - 3.2 Certified Liens to the County for Outstanding Payments (Rhonda Hall)
   - 3.3 Budget Amendment Request #4 (Rhonda Hall)
   - 3.4 Consideration of a new Tax Increment Financing (TIF) for the Davey Tree Seed Campus (Rhonda Hall)

4. **Health & Public Safety Committee-Chair Amrhein/Vice-Chair Sidoti**
   - 4.1 Kent Schools SRO MOU (Chief Shearer)

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.

5. Land Use Committee-Chair Shaffer Bish/Vice-Chair Hook

5.1 Proposed Text Amendments to Zoning Code (Bridget Susel)

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

6.1 Proposed New KSU Homecoming Parade Route (Eric Helmstedter)

6.2 County Solid Waste Plan Update Approval (Melanie Baker)

7. Executive Session

7.1 Executive Session to discuss Board appointment and continue discussion on City Manager evaluation

8. Return to Regular Session

9. ADJOURNMENT

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TENTATIVE AUGUST 2025 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Sustainability Comm 5:30pm	5 Planning Comm 1 7:00pm	6 City Council Committee Mtg 7:00pm	7	8	9
10	11	12 Board of Health 5:30pm	13	14 Standing Rock Cemetery Board 4:00pm	15	16
17	18 Civil Service Comm 5:00pm	19 Planning Comm 2 7:00pm	20 City Council Regular Mtg 7:00pm	21 Parks & Rec Board 5:30pm	22	23
24	25	26	27	28	29	30
31						

KENT CITY COUNCIL'S PENDING LIST

Administration	Date of Motion	Motion Made by
Senior Advisory Committee	10/18/2017	Ferrara; Sidoti
Discussion with Franklin Twp./sidewalk snow upkeep	01/19/2022	Shaffer Bish
Explore Use of Consent Agenda	04/17/2024	Hook

Council Committees	Month/Yr.	Motion Made by
Noise Ordinance Review – *Health & Public Safety*	11/15/2023	Amrhein
Downtown Historic District- *Community Dev.*	02/24/2024	Shaffer Bish
Role of Architecture Review Board- *Community Dev.*	02/24/2024	Celko
Requirement for In Person Board Interviews- *Comm/Whole*	03/20/2024	Rosenberg
Arborist &Health Dept. used in Rental Inspections	06/19/2024	Clapper
Warming Centers for the Unhoused	09/18/2024	

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CITY OF KENT, OHIO

Community Engagement Coordinator

TO: Dave Ruller, City Manager

FROM: Dominique Bollenbacher, Community Engagement Coordinator

DATE: 7/30/2025

RE: Inaugural Yard Beautification Awards Presentation

Mr. Ruller,

I am requesting time before council, to share the recipients of the first ever Neighborhood Beautification Awards here in Kent for the month of August!

The winners are as follows:

- Jonathan Secaur and Linda Idoine, 421 Crain Ave, Ward 6
- Albert Grimes, 863 Stonewater Dr, Ward 2
- Allen Smalley, 414 Beryl Dr, Ward 3
- Tammy and Mark Clewell, 152 N. Prospect, Ward 1

Thank you,
Dominique Bollenbacher

LAW DEPARTMENT MEMORANDUM
KENT, OHIO

To: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: July 29, 2025
Re: Public Meetings Ordinance

Mr. Ruller,

I request committee time on August 6, 2025, to discuss amending our public meetings legislation to change the location that public meeting notices be posted. Currently, postings are required at 930 Overholt Road. I would like to change that to 319 S. Water Street since we are now in our new home.

Thank you, Dave,

Hope

CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 29, 2025

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director BOS

RE: Tree Hazards and Rental Licensing Inspections

In June of 2024, City Council requested the administration evaluate the proposed concept of having the City's Arborist participate in rental licensing inspections to get input on potential tree hazards that may be present on properties inspected through the City's Community Development Department and Health Department rental licensing programs.

The Community Development and Health Departments inspect and register rental units on an annual basis. The inspections are conducted to ensure compliance with sections of the Kent Codified Ordinances (KCO), including the "Environmental Health and Housing Maintenance Code" (TITLE SEVEN aka "Housing Code"), Zoning Code (PART 11), and the Property Maintenance Code (Part 14). Any violations of these regulations identified through the rental licensing inspection are civil offenses and processed in accordance with KCO Section 501.13 "Civil Offenses."

The regulations governing trees and the responsibilities of the City's Arborist are in KCO "TITLE ONE-Chapter 169 Trees." Under Section 169.05, the Arborist, under the supervision of the Service Director, does have the authority to issue an opinion when "trees constitute a menace to public property, public safety, or public welfare of the City" and Section 169.15 specifies the instances where trees, plants and shrubs on private property can be required to be removed because of potential risk and adverse effects on public property (see attached). Regulations in Chapter 169 are not enforceable under the Housing Code (TITLE SEVEN) and a violation of Chapter 169 is subject to a minor misdemeanor charge, as defined in KCO Section 501.99, and will require a court filing.

In discussions with the Code Enforcement Officers and the Arborist, it has been an ongoing informal practice that if a property owner, or in the case of a rental, a tenant reports a possible tree hazard wholly confined onto private property and not impeding or encroaching on ROW, that the Arborist schedules a site visit for a consultation on the issue. The information provided by the Arborist is a recommendation only.

The Community Development and Health Departments inspect and register a combined total of more than 2,000 rental units annually. Based on the number of rental inspections conducted each year, the current work responsibilities of the Arborist who is also the Facilities Manager, and the existing conflicts in applicable penalties for violations of Chapter 169 (minor misdemeanor) and violations of the Housing Code (civil offense), there are challenges that will need addressed if the Arborist actively participates in the inspection process for all rental properties.

The administration is proposing that a more formalized protocol be established that will be complaint-based and not require an amendment to any City ordinances but still will ensure complaints of possible tree hazards present on rental properties are investigated. The administration is recommending that when a tenant files a complaint or when a Community Development or Health Department staff member identifies a potential tree hazard while conducting an inspection, that the inspector coordinate an on-site consultation with the Arborist and that documentation of the consultation, including any recommendations, be provided in writing (i.e. email or memo) to the property owner and be included in the property file records. Insurance companies frequently request copies of documentation maintained in the City's property files so if a rental property owner is made aware that a potential tree hazard has been documented and included as part of the property file, the owner may be more likely to mitigate the potential tree hazard.

I am respectfully requesting time at the August 6, 2025 Council Committee meeting to discuss this topic in greater detail and to request input and guidance from Council on how it wishes the administration to proceed.

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

Thank you.

Cc: Brad McKay, Arborist/Facilities Manager
Melanie Baker, Service Director
Joan Seidel, Health Commissioner
Hope Jones, Law Director
Kathy Coleman, Clerk of Council

169.05 ARBORIST TO CONTROL TREES.

The Arborist shall have the following duties:

(a) The Arborist, under supervision of the Service Director, is given full jurisdiction, authority, control, supervision, and direction of all trees which now or which may hereafter exist upon any public property in the City; and over all trees that exist on private property when in the Arborist's opinion, such trees constitute a menace to public property, public safety, or public welfare of the City.

(b) The Arborist, under supervision of the Service Director, is given full jurisdiction, authority, and control in connection with the issuing of permits and/or authorizations hereinafter provided for.

(c) In the exercise of any of the powers herein granted, the Arborist, under supervision of the Service Director, shall have the authority to delegate all or such part of his/her power and duties with respect to supervision and control of trees to the Arborist's subordinates and assistants in the employ of the City as the Arborist may from time to time determine. (Ord. 2007-94. Passed 9-19-07.)

169.15 TREES ON PRIVATE PROPERTY.

All trees, plants, or shrubs standing upon private property in the City and having branches projecting into public highways or public property shall conform to the regulations herein provided; otherwise, the City shall cause such trees to be trimmed or cut down and removed in accordance with such regulations and assess the cost thereof against the owner of such lot or parcel of land according to the following:

(a) The owner shall trim or cause to be trimmed the tree, plant, or shrub so that a clear height of eight (8) feet between the lowest branches of the same and the sidewalk is maintained for pedestrian passage.

(b) The owner shall prune or cause to be pruned the tree, plant, or shrub so that a clear height of fourteen (14) feet between the lowest branches of the same and the public street is maintained for vehicle traffic.

(c) The owner shall prune or remove as the case may require, every dead, decayed, or broken tree, plant, shrub, or any part thereof so that the same shall not fall onto the public sidewalk, public property, or public street.

(Ord. 2007-94. Passed 9-19-07).

CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 28, 2025

TO: Dave Ruller, City Manager

FROM: Eric Helmstedter, Economic Development Director

RE: 2025 Destination Kent Convention and Visitor's Bureau (DKCVB) Update

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Over the last 18 months, members of the Destination Kent Convention and Visitor's Bureau (DKCVB) Board of Directors have been working to recommence activities at the organization. The DKCVB Board of Directors would like to provide Council with an update on changes and initiative that have been started during this time period.

I am respectfully requesting time at the August 6, 2025 Council Committee meeting to provide the members of the DKCVB Board of Directors the opportunity to present an update to Council on the DKCVB's recent activities.

Please let me know if you have any questions, or if you need any additional information to add this to the August 6, 2025 agenda.

Thank you.

cc: Bridget Susel, Community Development Director
Kathy Coleman, Clerk of Council
DKCVB Board of Directors

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

To: Dave Ruller, City Manager
Hope Jones, City Law Director
From: Rhonda C. Hall, CPA, Director of Budget and Finance

Date: July 28, 2025

Re: Request for Ordinance Certifying Delinquent City Utility Debtors to Portage County

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In October of 2012 Kent City Council approved Ordinance 2012-110 amending Sections 913.07, 915.72, 921.24 and 935.14 of the Kent Codified Ordinances allowing for the certification of delinquent water use charges, wastewater use charges, storm water utility charges and recycling/solid waste collection charges to the County Auditor to be placed as a tax lien on the real property that generated the delinquent charges. This action aligned the City's possible enforcement remedies for the above listed "Utility Billing Charges" with already existing "housekeeping authority" for other City code enforcement violations and special assessments.

In continuation of this practice, I am respectfully requesting City Council authorization for an ordinance certifying the attached list of delinquent and otherwise uncollectable Utility Billing Accounts to the County Auditor to allow for the placement of the certified amount on the real property tax list and duplicate against the property served by the non-payment of utility bills and declaring an emergency.

A request for City Council approval of a separate ordinance to provide certification of listings for non-Utility Billing outstanding delinquent debts is also being submitted under separate cover. The County has indicated that separate ordinances are required to separate their remittance of collected amounts so that City revenue accounting entries can be made to the appropriate funds.

If we receive payment, or a request for a payment plan, of any of the above delinquent items by August 29, 2025, the individual will be removed from the final list submitted to the Portage County Auditor on September 2, 2025.

Thank you in advance for your support 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

City of Kent: 2025 Delinquent Fines and Unpaid Fees Dept. - Utility Billing

Owner Name	Address	Parcel #	Amount	Date Delinquent	Description of Fine /Unpaid Fee	Loc. ID
ANDREI, SPENCER	1111 LAKE	17-032-10-00-070-000	$ 71.71	1/31/2025	WA/SW	69620
WRIGHT, MARCUS	249 HARRIS	17-012-20-00-199-000	3,840.85	1/16/2025	WA/SW	7580
PAVICH, DOMINIC	1087 SILVER MEADOWS	17-028-10-00-123-000	100.85	3/10/2025	WA/SW	41500
XIAO FENG ZHENG	712 VINE	17-013-20-00-089-000	585.81	4/29/2025	WA/SW	48680
BAYSIDE INVESTMENT GROUP	419 GARRETT	17-027-10-00-085-000	132.62	2/28/2025	WA/SW	45455
JKC LAND COMPANY	565 HARVEY	17-032-20-00062-000	18.87	4/24/2025	WA/SW	87636
LANGSTON, DOMINIC	1539 BENJAMIN	17-007-20-00-022-000	532.46	4/29/2025	WA/SW	12689
PAIGEMAX DEVELOPMENT	1172 MORRIS	17-013-20-00-296-000	23.64	4/28/2025	WA/SW	30410
ABDALLAH, ADAM	1271 CAROL	17-028-10-00-080-000	197.79	4/29/2025	WA/SW	43100
LEVAN, BRIAN	559 VINE	17-013-10-00-076-000	720.07	3/25/2025	WA/SW	48280
WEST RIVER MEDICAL RENOVATIONS, LLC	319 W MAIN	17-025-10-00-160-000	7,324.26	3/10/2025	WA/SW	38110
SPRING, MARK	549 S WATER	17-013-10-00-008-000	46.26	8/14/2024	WA/SW	1100
GINTHER, AMANDA OR GREG	218 N LINCOLN	17-024-33-00-134-000	127.15	8/13/2024	WA/SW	63350
LANGSTON, DOMINIC	1539 BENJAMIN	17-007-20-00-022-000	68.84	8/17/2024	WA/SW	12689
DONO DEVELOPMENT	1207 W MAIN	17-027-00-00-002-000	736.46	10/14/2024	WA/SW	45905
DELTA BRAVO PROPERTIES LLC	315 WOODARD	17-030-20-00-032-000	112.48	8/29/2024	WA/SW	58410
GOLDEN FLASH RENTALS 2 LLC	528 S LINCOLN	17-013-10-00-089-000	37.66	8/6/2024	WA/SW	47710
TERCEK, THOMAS	142 S PROSPECT 1 FL	17-025-20-00-126-000	59.99	7/15/2024	WA/SW	14590
CONSTELLATION OHIO LLC	1592 SUMMIT RD	17-004-00-00-006-015	159.18	7/8/2024	WA	85590
BRADY STREET SHR	114 BRADY	17-024-20-00-078-000	61.82	7/16/2024	WA/SW	66150
SAM B PROPERTIES, LLC	306 E COLLEGE	17-024-40-00-096-000	52.79	7/17/2024	WA/SW	28400
CWYNAR, JEFFREY	987 MORRIS A	17-041-10-00-009-000	35.04	7/1/2024	WA/SW	30665
PENNANT OHIO, LLC	361 N MANTUA	17-025-10-00-059-011	95.33	7/8/2024	WA/SW	87310
SCHUMANN, DAVID	201 N WILLOW 3	17-024-33-00-116-000	31.80	7/2/2024	WA/SW	67082
BINTZ, WILLIAM	132 WILSON	17-023-10-00-184-000	61.93	7/1/2024	WA/SW	64080
OBLISK, RICHARD	1401 VINE	17-006-12-00-014-000	94.77	6/17/2024	WA/SW	5070
STEPHANOPOULOS, GEORGE	309 S WILLOW	17-024-40-00-126-000	168.91	8/7/2024	WA/SW	29410
LAWSON, WILLIAM & JODIE	210 S MANTUA	17-025-20-00-051-000	30.78	7/31/2024	WA/SW	86436
HILLEBRECHT LUKE	203 E WILLIAMS	17-013-10-00-037-000	109.66	8/5/2024	WA/SW	49590
GANDEE, KEVIN	1052 MIDDLEBURY	17-009-00-00-008-000	73.77	8/1/2024	WA/SW	23500
KAMPAS, LLC	652 E OAK	17-014-10-00-037-000	6.47	7/30/2024	WA/SW	31190
TUPA, DENISE & GREG	1004 FRANKLIN	17-012-20-00-154-000	23.64	10/28/2024	WA/SW	10690
PLYMALE, SHANDS	1326 CHELTON A	17-010-40-00-013-000	131.19	10/3/2024	WA/SW	24980
LAMANCUSA, RICHARD	1540 A ENTERPRISE	17-008-20-00-012-000	18.73	10/28/2024	WA/SW	85126
LINDSEY, ROBERT	187 CURRIE HALL	17-007-0-00-010-000	47.89	9/13/2024	WA/SW	10430
CHEN, QIU MENG	133 S LINCOLN	17-006-12-00-040-000	27.84	10/31/2024	WA/SW	4210
MT INVESTING LLC	217 CHERRY	17-007-10-00-085-000	1,569.14	10/14/2024	WA/SW	6660
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-001	2,672.67	9/9/2024	WA	83400
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-001	1,960.71	9/9/2024	WA	83450
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-001	7,675.00	9/9/2024	WA	83455
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-001	2,353.97	9/9/2024	WA	83460
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-001	3,512.80	9/9/2024	WA	83465
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-001	3,710.13	9/9/2024	WA	83470
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-004	2,735.96	9/9/2024	WA	83475
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-004	2,663.23	9/9/2024	WA	83485
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-004	2,309.67	9/9/2024	WA	83490
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-004	2,516.15	9/9/2024	WA	83495
GOLD ZONE HORIZON, LLC	300 HICKORY MILL	17-004-00-00-036-004	3,576.12	9/9/2024	WA	83500
NNF UPPERHAND LLC	921 FRANKLIN	17-013-20-00-045-000	88.77	9/10/2024	WA/SW	10180
CDS REAL ESTATE INV, LLC	832 N MANTUA	17-030-20-00-184-000	49.46	9/9/2024	WA/SW	34720
SPECIAL SPACES REAL ESTATE	1107 LAKE	17-032-10-00-069-000	186.04	4/2/2025	WA/SW	69610
GRAND TOTAL DUE:			**$ 53,549.13**			

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

To: Dave Ruller, City Manager
Hope Jones, City Law Director
From: Rhonda C. Hall, CPA, Director of Budget and Finance

Date: July 28, 2025

Re: Request for Ordinance Certifying Delinquent Non-Utility Debtors to Portage County

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Annually Kent City Council receives listings of unpaid delinquent mowing bills, property maintenance violations-citations, zoning violations-citations, and other code enforcement violations and health department violations-citations to be placed as a tax lien on the real property that generated the delinquent charges.

In continuation of this annual "housekeeping practice" I am respectfully requesting City Council authorization for an ordinance certifying the attached list of delinquents and otherwise uncollectable fines/fees to the County Auditor to allow for the placement of the certified amount on the real property tax list and duplicate against the property served by the non-payment of various code enforcement actions and declaring an emergency.

A request for City Council approval of a separate ordinance to provide certification of listings for Utility Billing outstanding delinquent debts is also being submitted under separate cover. The County has indicated that separate ordinances are required for us to distinguish their remittance of collected amounts in a way that will enable City revenue accounting entries to the appropriate funds.

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Rhonda Hall

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City of Kent Community Development Delinquent Fees/Fines in 2025

Owner Name	Address	Parcel #	Fine Date	Fine Amount	Past Due	Past Due Fine	Amount to Certify to PC Auditor	KCO Code Violation #	Description of Violation
Joseph T Horning II	134 E Summit St	17-013-10-00-022-000	2/13/2024	$ 100.00	2/27/2024	$ 100.00	**$ 200.00**	1315.01	Construction of Porch Without Permit
Curtis Troutman	116 N Pearl St	17-025-10-00-187-000	7/3/2024	100.00	7/13/2024	100.00	**200.00**	1411.02	Property Maintenance-Protective Treatment/Paint
Curtis Troutman	116 N Pearl St	17-025-10-00-187-000	7/3/2024	100.00	7/13/2024	100.00	**200.00**	521.13	Unsheltered Storage - inoperable boat
Steven & Michelle Bosak	135 W Williams	17-012-10-00-022-000	3/13/2024	50.00	3/23/2024	50.00	**100.00**	1411.09	Property Maintenance-Porches
Steven & Michelle Bosak	135 W Williams	17-012-10-00-022-000	3/13/2024	50.00	3/23/2024	50.00	**100.00**	1417.04	Property Maintenance-Electrical
Steven & Michelle Bosak	135 W Williams	17-012-10-00-022-000	3/13/2024	50.00	3/23/2024	50.00	**100.00**	1411.10	Property Maintenance-Chimney
Steven & Michelle Bosak	135 W Williams	17-012-10-00-022-000	3/13/2024	50.00	3/23/2024	50.00	**100.00**	1411.06	Property Maintenance-Gutters/Drainage
Steven & Michelle Bosak	135 W Williams	17-012-10-00-022-000	3/13/2024	50.00	3/23/2024	50.00	**100.00**	1411.06	Property Maintenance-Roof
Brian DePaul	114 W Oak	17-012-20-00-059-000	7/23/2024	100.00	8/5/2024	100.00	**200.00**	1410.04	Property Maintenance-Exterior Property Areas
Dependable Property Management LLC	1313 Middlebury	17-009-00-00-021-001	1/31/2024	200.00	2/10/2024	200.00	**400.00**	521.13	Unsheltered Storage - Misc.Debris
Mary L Cooper	331 W Elm	17-012-20-00-098-000	5/20/2023	40.00			**40.00**	551.01	Tall Grass
Mary L Cooper	331 W Elm	17-012-20-00-098-000	9/18/2023	40.00			**40.00**	551.01	Tall Grass
Mary L Cooper	331 W Elm	17-012-20-00-098-000	5/9/2024	80.00			**80.00**	551.01	Tall Grass
						Total	$1,860.00		

City of Kent: Delinquent Fines/Unpaid Fees: Dept. of Health 2025

Address	Parcel Number	Owner	Complaint Number	Date Fine Issued	Amount Due
909 Franklin	17-012-20-00-043-000	Keywork Investment	25-65	6/23/2025	$ 40
708 Hudson	17-030-20-00-099-000	Sonia Weaver	25-64	6/23/2025	20
607 N Water	17-031-22-00-211-000	AMTD Properties	25-57	5/21/2025	100
699 Akron Blvd	17-009-20-00-007-000	Duong Thien	25-50	5/8/2025	60
211 Sherman	17-023-10-00-189-000	Paigemax	25-49	5/2/2025	80
302 University	17-024-33-00-092-000	Kent Devonshire	25-48	5/1/2025	180
429 Stinaff	17-030-10-00-101-000	Calvin Kohler	25-25	3/7/2025	20
308 S Willow	17-024-40-00-086-000	Quatro Novus	24-38	8/8/2024	100
				Total	$ 600

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: July 28, 2025
Re: FY2025 Appropriation Amendment #4

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

Fund 001 – General

Decrease	$	(40,000)	General / Bldg / Personnel – Reduce approp to cover inspector fees in O&M, B. Susel 7/22/25 memo.
Increase		40,000	General / Bldg / Other (O&M) – Appropriate add'l funds to cover inspector fees, B. Susel 7/22/25 memo.
Increase		15,000	General / City Manager / Other (O&M) – Appropriate add'l funds for the qtrly maint. of City Hall HVAC system, N. Cecil 6/3/25 memo.
Increase		11,000	General / Comm Engmt / Other (O&M) – Appropriate add'l funds to review and establish branding standards and misc costs, D. Bollenbacher 6/3/25 memo.
Increase		30,000	General / Finance / Other (O&M) – Appropriate add'l funds to cover legal and financial advisor expertise, B Huff 7/16/25 memo.
Increase		10,000	General / IT / Other (O&M) – Appropriate add'l funds to cover phone system upgrade, N. Cecil 7/22/25 memo.

Fund 107 – Food Service

Increase	$	6,600	Food Service /Food Service/ Capital – Appropriation of software to the appropriate line, per R. Hall.
Decrease		(6,600)	Food Service /Food Service/ Other (O&M) – Reduce appropriation of software to the appropriate line, per R. Hall.

Fund 110 – Health Department

Increase	$	5,850	Health Dept. /Health Dept./ Capital – Appropriation of software to the appropriate line, per R. Hall.
Decrease		(5,850)	Health Dept. /Health Dept./ Other (O&M) – Reduce appropriation of software to the appropriate line, per R. Hall.

Fund 120 – Revolving Housing

Increase	$	6,600	Revolving Housing /Revolving Housing/ Capital – Appropriation of software to the appropriate line, per R. Hall.
Decrease		(6,600)	Revolving Housing /Revolving Housing/ Other (O&M) – Reduce appropriation of software to the appropriate line, per R. Hall.

Fund 129 – Wireless 911

Increase	$	34,947	Wireless 911 / Other (O&M) – Appropriate add'l funds to cover service contract with Motorola Solutions per N. Shearer memo dated 7/28/2025.

Fund 138 – ARPA

Increase	$	10,609	ARPA/ Capital – Re-appropriate funds for the Heat Digester Project. R Hall
Increase		450,000	ARPA/ Capital – Appropriate add'l funds for the Influent Headworks Building project per J. Bowling 7/23/2025 memo.
Increase		100,000	ARPA/ Capital – Appropriate add'l funds for theInfluent Cuyahoga River Sewer Relocation project per J. Bowling 7/23/2025 memo.
Decrease		(550,000)	ARPA/ Capital – Reduce approp for the Influent Digester Heat Exchanger project per J. Bowling 7/23/2025 memo.

Fund 201 – Water

Increase	$	50,000	Capital / SVC – Capital – Approp add'l funds to perform Risk and Resilience Assessments testing per the OH EPA, J Ellison 6/11/25 memo.
Increase		500,000	Capital / SVC – Capital – Approp add'l funds to for the 500k/400k Water Tank Rehab project, J Bowling 7/16/25 memo.
Decrease		(70,000)	Capital / SVC – Capital – Reduce approps for the Erin Drive Waterline project, J Bowling 7/16/25 memo.
Decrease		(100,000)	Capital / SVC – Capital – Reduce approps for the Wellfield Development project, J Bowling 7/16/25 memo.
Decrease		(125,000)	Capital / SVC – Capital – Reduce approps for the Water Meter Replacement project, J Bowling 7/16/25 memo.

Fund 202 – Sewer

Increase	$	110,000	Capital / SVC – Other (O&M) – Approp add'l funds to cover Landfill tipping fees for the remainder of 2025 per B Schesventer 5/12/2025 memo.
Decrease		(450,000)	ARPA/ Capital – Appropriate add'l funds for the Influent Headworks Building project per J. Bowling 7/23/2025 memo.
Decrease		(100,000)	ARPA/ Capital – Appropriate add'l funds for theInfluent Cuyahoga River Sewer Relocation project per J. Bowling 7/23/2025 memo.
Increase		550,000	ARPA/ Capital – Reduce approp for the Influent Digester Heat Exchanger project per J. Bowling 7/23/2025 memo.

Fund 204 – Utility Billing

Increase	$	20,000	Utility Billing / Utility Billing –Other (O&M) – Approp add'l funds to cover the annual fees for the new UB software, B Huff 7/16/25 memo.

Fund 208 – Storm Water

Increase	$	50,000	Storm Water / Storm Water – Capital – Approp add'l funds to evaluate storm water drainage along Cherry St., J. Bowling 7/22/25 memo.

Fund 301 – Capital Improvements

Increase	$	5,000	Capital Impr / Capital Impr – Capital – Approp add'l funds to replace old microphones in Council Chambers, N. Cecil 7/22/25 memo.

CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 22, 2025

TO: Rhonda Hall, Budget & Finance Director

FROM: Bridget Susel, Community Development Director BOS

RE: Appropriations Memo: Funding for Building Department Professional Services

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The Community Development Department has entered into an agreement for plans examination and supplemental building official services to provide for better coverage of services required in the Building Department. With the retirement of Bob Nitzsche as the City's Chief Building Official, there is funding available in the Building Department's payroll line that will not be utilized so this appropriations request will not increase the overall fund budget amount but rather re-allocate from one line to another.

I am respectfully requesting that $40,000.00 be appropriated to line 001.04.540.402.7340 (Professional Services) for the new consulting agreement.

Please let me know if you need any additional information in order to include this item in the August 6, 2025 appropriations request to Council.

Thank you.

Cc: Kim Brown, CD Dept.

CITY OF KENT, OHIO

Information Technology Department
Memorandum

To: Rhonda Hall, Budget and Finance Director
From: Nicholas Cecil, IT & Communications Director
Date: 6/3/2025
Re: Appropriation of Funds for City Hall HVAC Maintenance

Ms. Hall,

I am requesting the appropriation of $15,000 for quarterly maintenance of the City Hall HVAC System. Please allocate funds to 001-09-570-704.7350.

Thank you,

Nicholas Cecil

CITY OF KENT, OHIO

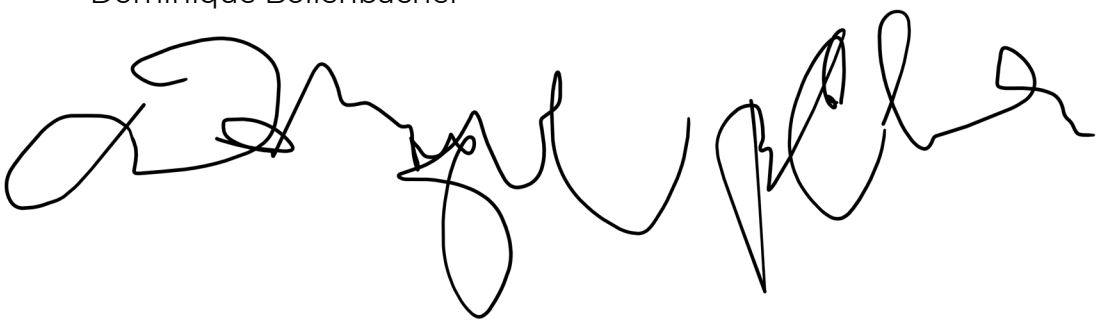
Community Engagement
Memorandum

To: Rhonda Hall, Budget and Finance Director
From: Dominique Bollenbacher, Community Engagement Coordinator
Date: 6/3/2025
Re: Appropriation of Funds for Brand Standard Review

Ms. Hall,

I am requesting the appropriation of $10,000 to contract with Each + Every to review and establish branding standards for The City. Please allocate funds to 001-09-570-729.7340.

Thank you,
Dominique Bollenbacher



CITY OF KENT, OHIO

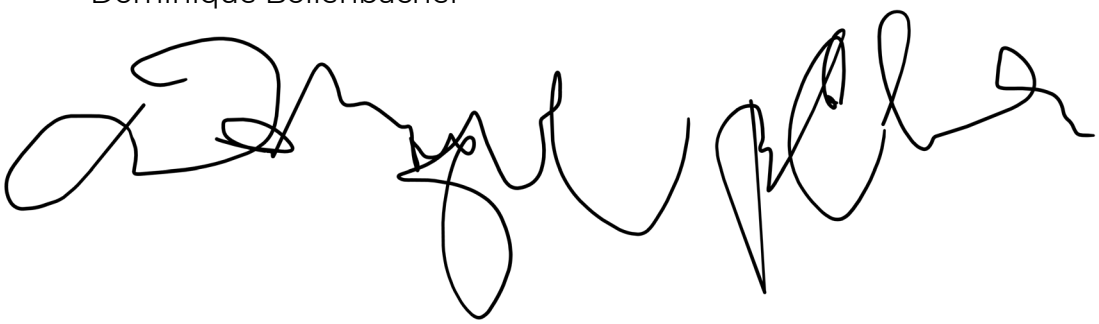
Community Engagement
Memorandum

To: Rhonda Hall, Budget and Finance Director
From: Dominique Bollenbacher, Community Engagement Coordinator
Date: 7/16/2025
Re: Appropriation of Funds for City Hall Open House

Ms. Hall,

I am requesting the appropriation of $1,000 to purchase food items and giveaways to commemorate our historic opening of the new City Hall. Please allocate funds to 001-09-570-729.7420.

Thank you,
Dominique Bollenbacher



CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

To: Rhonda Hall, CPA, Director of Budget and Finance

From: Brian Huff, CPA, Controller

Date: June 16, 2025

Re: Appropriation Amendments Needed

An amendment to appropriations in fund 204 is being requested for additional funds to cover the annual fees for the new Utility Billing software while we are in the conversion process to a new/upgraded more modern utility billing system. I am asking for an increase of $20,000 in appropriations to 204-07-550-708-7390.

I am also requesting an increase in appropriations in the General Fund (001) to cover legal and financial advisor fees. I am asking for $30,000 in 001-07-570-708-7390.

Thanks for your attention to this matter.

Brian Huff

Brian Huff, Controller

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

CITY OF KENT, OHIO

Information Technologies Department
Memorandum

To: Rhonda Hall, Budget and Finance Director
From: Nicholas Cecil, IT & Communications Manager
Date: 7/22/2024
Re: Budget Appropriation

Ms. Hall,

I am requesting the appropriation of $10,000 for professional services to assist in updating the City's phone system. The funds will need to be allocated to 001-09-570-728.7420.

Thank you,
Nicholas Cecil

930 Overholt Road ● Kent, Ohio 44240 ● 330.676.7557 ● Fax 330.673.1893
www.kentohio.org ● www.kent360.com

Kent Police Department

MEMORANDUM

To: Rhonda Hall
From: Chief Nicholas Shearer
Date: July 28, 2025
Subject: Budget Amendment from 911 Fund

This memorandum is to serve as a request for a budget amendment to pay for our annual service contract with Motorola Solutions. This annual service contract is $34,947 this year. As this relates to our ability to function as an emergency dispatch center, I am requesting these funds be appropriate out of our 911 fund.

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling JAB

DATE: July 25, 2025

RE: American Rescue Plan Act (ARPA) and Sewer Funds - Appropriation Modification Request

The Service Department is requesting the following appropriation modification requests to the ARPA (138) and Sewer (202) Funds. The intent of the request is to ensure that we fully utilize local ARPA (138) funds. Current projects that are funded with ARPA (138) monies are nearing completion and are anticipated to be under budget. Therefore, we are also requesting to replace the ARPA (138) funds with Sewer (202) funds on these projects and to replace Sewer (202) funds with ARPA (138) funds on projects that will use the funds. The net effect of these changes will be $0 in appropriations/encumbrances for both funds.

Sewer Fund (202) Modifications:

- *Influent Headworks Building (2021WRF007)* – Reduce Appropriations and encumbrances for Purchase Order #2025-00001548 by $450,000.
- *Cuyahoga River Sewer Relocation (2024CIP008)* - Reduce Appropriations and encumbrances for Purchase Order #2025-00001814 by $100,000
- *Digester Heat Exchanger (2011WRF010)* – Appropriate $550,000

ARPA Fund (138) Modifications:

- *Digester Heat Exchanger (2011WRF010)* – Reduce encumbrances for the following purchase orders totaling $550,000:
  - Purchase Order #2024-00001142 & 2024-00002605 - $330,000
  - Purchase Order #2024-00000980 - $150,000
  - Purchase Order #2024-00000981 - $70,000
- *Influent Headworks Building (2021WRF007)* – Appropriate $450,000
- *Cuyahoga River Sewer Relocation (2024CIP008)* – Appropriate $100,000

Thank you for your consideration of these requests.

c: Melanie Baker
Brian Huff
Cori Finney
Cathy Wilson

CITY OF KENT, OHIO

Water Treatment Plant • Service Department

TO: Rhonda Hall, Budget and Finance Director

FROM: John Ellison, Water Plant Manager

DATE: 6/11/2025

SUBJECT: **Request for Risk and Resilience Assessment funding**

Rhonda,

I would like to request additional funds from the water fund to create a new capital improvement project for the "Risk and Resilience Assessment" in the contracts account 201.05.550.501.7680. I am requesting $50,000 from the water fund for this project.

The Ohio EPA is requiring public water systems to perform Risk and Resilience Assessments. The last time one was performed on our public water system was in June of 2021. It is required to be updated by 2026, but we would prefer to have it done in 2025 to avoid delays in meeting this requirement

Sincerely,

John Ellison, Water Plant Manager

cc: Melanie Baker, Service Director

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www.kentohio.org

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling JAB

DATE: July 16, 2025

RE: 500k/400k Water Tanks Rehabilitation - Appropriation Request

The Service Department is requesting to appropriate $500,000 from the Water Fund (201) for the 500k/400k Water Tanks Rehabilitation Project. The design of the project is complete, and the final Opinion of Probable Construction Cost is higher than previously budgeted. The project is critical to complete to maintain safe drinking water in our system. To offset the appropriation increase, the following projects will be postponed until funds are available:

- **Erin Drive Waterline** *(2025CIP005)* *$70,000 appropriation reduction* – The project includes the replacement of a short length of watermain on Erin Drive that was found to be in poor condition. The reduction in appropriations will delay the start of the design for the project.
- **Wellfield Development** *(2011WTP004)* *$100,000 appropriation reduction* – This project includes the search for additional raw water sources for the community. The cost for the current testing being completed came in less than the budgetary amount. Therefore, this reduction will not affect the current testing being completed on two potential raw water sources.
- **Water Meter Replacement** *(2024CIP004)* *$125,000 appropriation reduction* – This project includes the purchase of replacement water meters in our system. This is one of two projects to replace water meters in 2025. The other water replacement project has been encumbered and is being completed in 2025.

Based on the above appropriation requests, the net increase in appropriations to the Water Fund (201) is $205,000

We appreciate the consideration of these requests.

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

City of Kent
Department of Public Service
Division of Water Reclamation

Memo

To: Melanie Baker
Rhonda Hall

From: William Schesventer

Date: May 12, 2025

RE: Funds Request

I am requesting monies in the amount of $110,000.00 to be added to 202-05-550-503.7390 from the Sanitary Sewer fund for the following reasons:

- Landfill tipping fees for the remainder of 2025 due to loss of land application as an option.

Thank you for your consideration.

cc: T.J. Grippi

CITY OF KENT
DEPARTMENT OF PUBLIC SERVICE
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall
Dave Ruller

FROM: Jim Bowling JAB

DATE: July 22, 2025

RE: Cherry Street Storm Evaluation - Appropriation Request

The Service Department is requesting to appropriate $50,000 from the Storm Fund (208) for the evaluation of the public and private storm water drainage system along Cherry Street near the intersection of SR 261 and Cherry Street.

We appreciate the consideration of this request.

c: Melanie Baker
Brian Huff
Bridget Susel
Hope Jones
Eric Helmstedter
Cathy Wilson

CITY OF KENT, OHIO

Information Technologies Department
Memorandum

To: Rhonda Hall, Budget and Finance Director
From: Nicholas Cecil, IT & Communications Manager
Date: 7/24/2024
Re: Budget Appropriation – Tornado Siren MARCS conversion

Ms. Hall,

I am requesting the appropriation of $40,000 to upgrade the 6 existing tornado sirens to POP25 (MARCS). Funds will need to be allocated to 301-09-570-728.7630. Capital Project 2025KSS004 Tornado Sirens MARCS Upgrade will need to be created.

Thank you,
Nicholas Cecil

930 Overholt Road ● Kent, Ohio 44240 ● 330.676.7557 ● Fax 330.673.1893
www.kentohio.org ● www.kent360.com

LAW DEPARTMENT MEMORANDUM
KENT, OHIO

To: Rhonda Hall
Cc: Dave Ruller, City Manager
From: Hope L. Jones, Law Director
Date: July 24, 2025
Re: Budget Amendment

Rhonda,

I am writing to request a budget appropriation amendment from the 301 fund to allow for the City's earnest money to be deposited in an escrow account in consideration of the possible future purchase of the Church property on Depeyster Street. City Council authorized the staff to move forward with negotiations of the property during executive session. I am working with the Service Director and the City Manager to execute a Letter of Intent which will allow the City to proceed with due diligence on the property and includes $10,000 in earnest money. We will also need funds to pay for an inspection of the property, a phase 1 environmental and historical review, and possible payment of utilities if our review takes longer than 60 days so I would request $20,000 to cover all of the upfront purchase-related expenses. Thanks.

CITY OF KENT, OHIO
DEPARTMENT OF BUDGET AND FINANCE

TO: Dave Ruller, City Manager

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

DATE: July 28, 2025

SUBJECT: Non-School TIF

I am respectfully requesting City Council Committee agenda time at the August 6, 2025 meeting for the purpose of presenting the Non-School Tax Increment Financing (TIF) for the following developments:

Project	Zoning	30 Year Total Est. TIF Collection*
Davey S.E.E.D. Campus	N/A	$ 5,000,000

This TIF will be for a period not to exceed 30 years from the time of approval.

Should you desire any additional detail concerning this request, 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 consideration in this matter.

*The collections are based on the valuations that are self-reported by the developers but then finalized by the County Auditor – this is just an estimate based on these self-reported valuations.

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

ORDINANCE NO. 20XX- X X X

AN ORDINANCE DECLARING IMPROVEMENTS TO CERTAIN PARCELS OF REAL PROPERTY TO BE A PUBLIC PURPOSE, DESCRIBING THE PUBLIC IMPROVEMENTS TO BE MADE TO DIRECTLY BENEFIT SUCH PARCELS, REQUIRING THE OWNERS OF THE IMPROVEMENTS ON SUCH PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES, ESTABLISHING A **DAVEY TREE S.E.E.D. Campus** MUNICIPAL PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF SUCH SERVICE PAYMENTS PURSUANT TO OHIO REVISED CODE SECTIONS 5709.40, 5709.42 AND 5709.43, AND DECLARING AN EMERGENCY.

WHEREAS, Ohio Revised Code Sections 5709.40, 5709.42 and 5709.43 (the "TIF Act") provide that this Council may describe public improvements to be made which directly benefit certain parcels, declare Improvements (as defined in Ohio Revised Code Section 5709.40) with respect to such parcels of real property located in the City of Kent (the "City") to be a public purpose, thereby authorizing the exemption of those Improvements from real property taxation for a period of time, and provide for the making of service payments in lieu of taxes by the owner of such parcels, and establish a municipal public improvement tax increment equivalent fund into which such service payments shall be deposited; and

WHEREAS, to improve the flow of traffic in and around the parcels described in **Exhibit A** hereto, as such parcels may be consolidated or split (each a "Parcel" and collectively, the "Parcels"), this Council may cause construction of the public improvements described in **Exhibit B** hereto (collectively, the "Public Improvements"), that once made will directly benefit the Parcels and the City and its residents; and

WHEREAS, the City has determined that it is necessary and appropriate and in the best interests of the City to provide for service payments in lieu of taxes with respect to the Parcels pursuant to Section 5709.42 of the Ohio Revised Code (the "Service Payments") to pay costs of the Public Improvements; and

WHEREAS, the Kent City School District and the Six District Educational Compact have been notified of this Ordinance consistent with Revised Code Sections 5709.40 and 5709.83;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL of THE CITY OF KENT, COUNTY OF PORTAGE, STATE OF OHIO:

Section 1. The Public Improvements described in Exhibit B hereto, and any other public infrastructure improvements hereafter designated by ordinance, if made or caused to be made by the City, are hereby designated as those Public Improvements that directly benefit, or that once made will directly benefit, the Parcels, and are determined to be necessary for the public health, safety and welfare and constitute public infrastructure improvements made, to be made or in the process of being made by the City that directly benefit, or that once made will directly benefit, the Parcels for purposes of the Act and this Ordinance.

Section 2. Pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.40, and, in particular, Section 5709.40(B), this Council hereby finds and determines that 100% of the increase in the assessed value of each Parcel that would first appearon the tax list and duplicate of real property after the effective date of this Ordinance (which increase in assessed value is herein referred to as the "Improvement" or "Improvements" as defined in said Section 5709.40) is a public purpose, and 100% of said Improvement is hereby declared to be a public purpose for a period of 30 years and exempt from taxation commencing for each separate parcel, on a parcel-by-parcel basis, on the January 1 of the tax year in which at least an aggregate of $100,000 ($35,000 of assessed value) of Improvements would appear on the tax list and duplicate for such tax year for that Parcel were it not for the exemption granted by this Ordinance ending for each Parcel on the earlier of (1) the date the Improvements have been exempted from taxation for a period of 30

years or (2) the date on which the City can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Act. The exemption authorized by this Ordinance is subordinate to any exemption granted pursuant to Section 5709.62 et. seq. of the Revised Code (Enterprise Zone exemption).

Section 3. As provided in Section 5709.42 of the Revised Code, the owner or owners of the Improvement are hereby required to and shall pay the Service Payments to the County Treasurer on or before the final dates for payment of real property taxes, which Service Payments, together with any associated rollback payments, shall be deposited in the Municipal Public Improvement Tax Increment Equivalent Fund established in Section 4 hereof. In accordance with Ohio Revised Code Section 5709.42, the County Treasurer shall distribute a portion of the Service Payments directly to the Kent City School District and the Six District Educational Compact in an amount equal to the property tax payments the Kent City School District and Six District Eductional Compact would have received from the portion of the Improvements exempted from taxation, had such Improvements not been exempted from taxation and the City shall make such distributions of Service Payments to the extent not made by the County Treasurer. This Council hereby authorizes the City Manager, Director of Budget & Finance and Law Director, and other appropriate officers of the City, to provide such information and certifications, and execute and deliver or accept delivery of such instruments, as are necessary or incidental to collect those Service Payments, and to make such arrangements as are necessary and proper for payment of the Service Payments.

Section 4. This Council hereby establishes pursuant to and in accordance with the provisions of Section 5709.43 of the Ohio Revised Code, the **Davey Tree S.E.E.D. Campus** Municipal Public Improvement Tax Increment Equivalent Fund (the "Fund"), into which shall be deposited all of the Service Payments and any associated rollback payments distributed to the City with respect to the Improvements on the Parcels by or on behalf of the County Treasurer, as provided in Section 5709.42 of the Ohio Revised Code, and hereby agrees that moneys in that fund shall be used for any or all of the following purposes:

(i) To pay each of the Kent City School District and the Six District Educational Compact, an amount equal to the amount each would otherwise receive as real property tax payments (including the applicable portion of any Property Tax Rollback Payments) derived from the Improvements to each Parcel if the Improvement had not been exempt from taxation pursuant to this Ordinance.

(ii) to pay any and all planning, engineering, acquisition, construction, installation, financing costs, and any and all other direct and indirect costs of the Public Improvements, including those costs set forth in Ohio Revised Code Section 133.15(B);

(iii) to pay the interest on and principal of bonds or notes, and premium, if any, including refunding or additional bonds or notes or other obligations issued or loans entered into by the City or other governmental entity to finance costs of the Public Improvements until such notes or bonds or other obligations or loans are paid in full, and to pay any trustee, administrative and other costs related to servicing the obligations and providing and replenishing a reserve fund and to pay any costs charged by the issuer of the obligations; and

(iv) to reimburse the City, or other governmental entity for any funds used to pay costs of the Public Improvements, or to pay interest, principal, or premium, and related costs on any of the aforesaid notes, bonds, loans or other obligations, prior to receipt of Service Payments.

The Fund shall remain in existence so long as the Service Payments are collected and used for the aforesaid purposes, after which said Fund shall be dissolved in accordance with said Section 5709.43.

Section 5. Pursuant to Section 5709.40 of the Ohio Revised Code, the Clerk of Council is hereby directed to deliver a copy of this Ordinance to the Director of the Ohio Department of Development

within fifteen days after its passage. On or before March 31 of each year that the exemption set forth in Section 2 hereof remains in effect, the City Manager or otherauthorized officer of this City shall prepare and submit to the Director of the Ohio Department of Development the status report required under Section 5709.40 of the Ohio Revised Code.

Section 6. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 7. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the City, and for the further reason that this Ordinance is required to be immediately effective in order to eliminate existing hazards to vehicular traffic; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the City Manager, provided it receives the affirmative vote of at least two-thirds of the members of the Council, otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Davey SEED Campus Parcel 1
Parcel 17-049-00-12-012-000
Exhibit A

Pictometry

Davey SEED Campus Parcel 2
Exhibit A

Pictometry

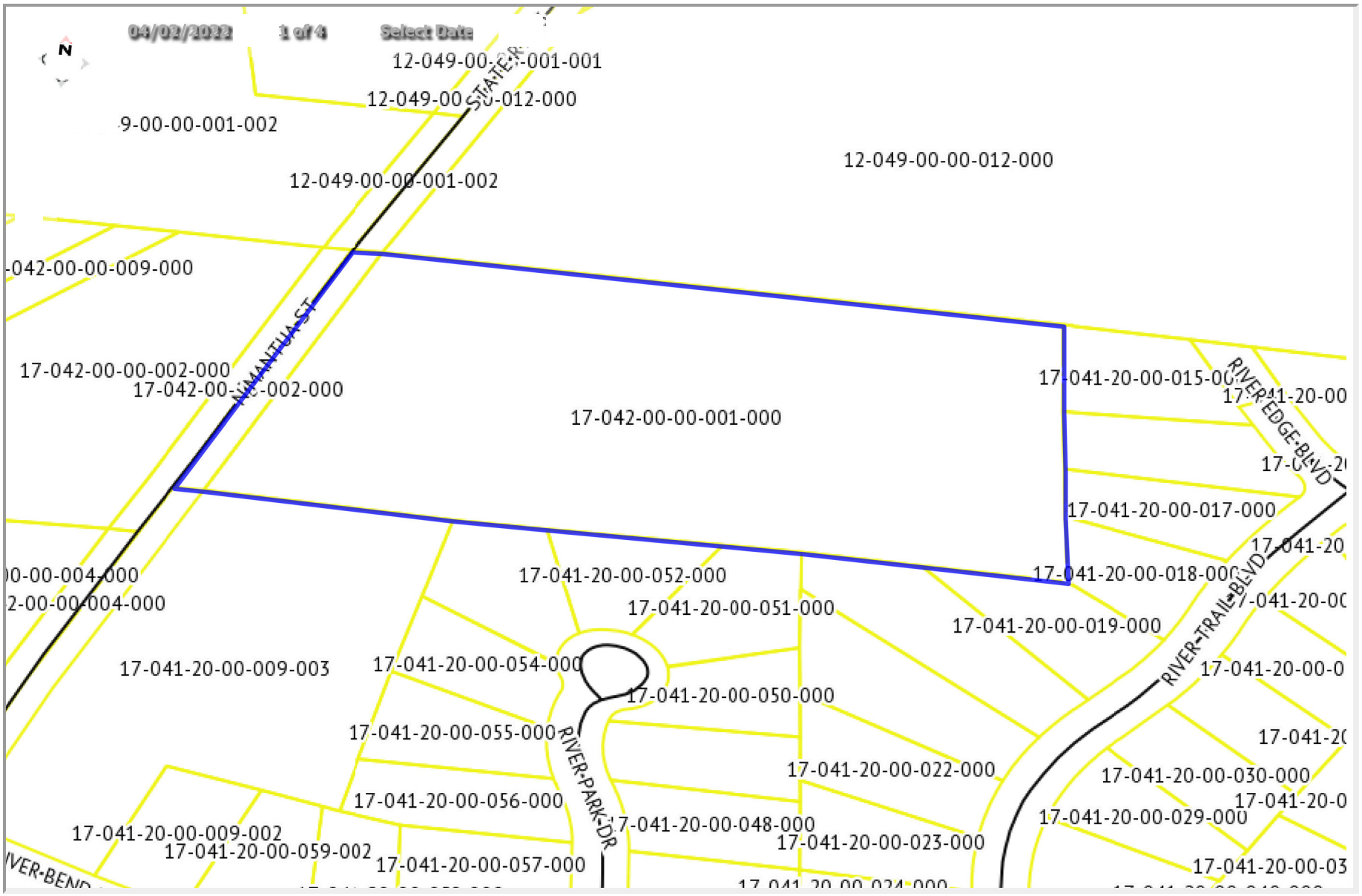

EXHIBIT B
PUBLIC IMPROVEMENTS

The Public Improvements consist of any "public infrastructure improvement" defined under ORC 5709.40(A)(8) and that directly benefits the Parcels and specifically include, but are not limited to, any of the following improvements that will directly benefit the Parcels and all related costs of those permanent improvements (including, but not limited to, those costs listed in ORC 133.15(B)):

- **Roadways**. Construction, reconstruction, extension, opening, improving, widening, grading, draining, curbing or changing of the lines and traffic patterns of roads, highways, streets, intersections, bridges (both roadway and pedestrian), sidewalks, bikeways, medians and viaducts accessible to and serving the public, and providing signage (including traffic signage and informational/promotional signage), lighting systems, signalization, and traffic controls, and all other appurtenances thereto.

- **Water/Sewer**. Construction, reconstruction or installation of public utility improvements (including any underground municipally owned utilities), storm and sanitary sewers (including necessary site grading therefore), water and fire protection systems, and all appurtenances thereto, including, but not limited to those associated with improvements described in "Roadways" above.

- **Environmental/Health**. Implementation of environmental remediation measures necessary to enable the construction of the private improvements on the Parcels or the Public Infrastructure Improvements, and the construction of public health facilities.

- **Utilities**. Construction, reconstruction, burial or installation of gas, electric and communication service facilities and all appurtenances thereto, including, but not limited to those associated with improvements described in "Roadways" above.

- **Stormwater**. Construction, reconstruction, relocation, modification and installation of stormwater and flood remediation projects and facilities, both for storm water quantity and quality, including the payment and reimbursement for such projects and facilities on private property when determined to be necessary for public health, safety and welfare.

- **Demolition**. Demolition, including demolition on private property when determined to be necessary for public health, safety and welfare.

- **Parks**. Construction or reconstruction of one or more public parks and park or recreational facilities, including grading, trees and other park plantings, park accessories and related improvements, multi-use trails and bridges, together with all appurtenances thereto.

- **Streetscape/Landscape**. Construction or installation of streetscape and landscape improvements including trees, tree grates, signage, curbs, sidewalks, scenic fencing, street and sidewalk lighting, trash receptacles, benches, newspaper racks, burial of overhead utility lines and related improvements, together with all appurtenances thereto, including, but not limited to streetscape improvements in conjunction with and along the roadway improvements described in "Roadways" above.

- **Real Estate**. Acquisition of real estate or interests in real estate (including easements) (a) necessary to accomplish any of the foregoing improvements or (b) in aid of industry, commerce, distribution or research.

- **Professional Services**. Engineering, consulting, legal, administrative, and other professional services associated with the planning, design, acquisition, construction and installation of the foregoing improvements and real estate.

CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 30, 2025

TO: Dave Ruller, City Manager

FROM: Bridget Susel, Community Development Director BOS

RE: Proposed Text Amendments to Zoning Code

The Community Development Department met with the Planning Commission on July 15, 2025 to discuss modifications to proposed text amendments to Zoning Code "Chapter 1104: Supplemental Zoning District Standards and Overlay Zoning Districts" based on public comments received at the May 7, 2025 Council Committee meeting. The modifications included changes to the wording in eight of the items and the deletion of one item.

As a summary reminder, pursuant to prior discussions with Kent City Council, the Community Development Department has been developing Zoning Code regulation language in order to codify the recommendations included in the "Update to the Design Guidelines" that was approved by Council in December 2023.

In October 2024, Council approved the first design-related Zoning Code amendments specific to the "Downtown/West River Overlay District" (Chapter 1104). Attached are the second design-related proposed amendments to Chapter 1104 of the Zoning Code. These proposed regulations address exterior building elements/features, materials and massing.

The Community Development Department also is addressing some other needed text amendments that will assist with clarifying some existing regulations, update Zoning District use tables to include the correct name for a previously amended land use and add a requirement for the complete removal of abandoned outdoor lighting fixtures.

The following chapters incorporate proposed text amendments:

- CHAPTER 1103: ZONING DISTRICTS, LAND USE, AND ZONING MAP
- CHAPTER 1104: SUPPLEMENTAL ZONING DISTRICT STANDARDS AND OVERLAY ZONING DISTRICTS
- CHAPTER 1106: GENERAL PROVISIONS

I am respectfully requesting time at the August 6, 2025 Council Committee meeting to discuss the proposed text amendments recommended by the Planning Commission in greater detail and to request Council authorization, with emergency, to incorporate the text amendments into the City's Zoning Code.

Please let me know if you require any additional information in order to add this item to the Land Use Committee agenda. Thank you.

Cc: Hope Jones, Law Director
Eric Fink, Assistant Law Director
Tim Sahr, Development Engineer
Kailyn Cyrus, Development Planner
Kathy Coleman, Clerk of Council

Attachment

Staff is recommending proposed amendments to the City of Kent Planning and Zoning Code for two new land uses: (Black text = existing to remain; Blue text = proposed new text, Green text = existing headings in Zoning Code, red text = stricken language, Purple text = discussion item only)

Proposed Zoning Code Text Amendments

1103.07 TABLE OF LAND USES BY DISTRICT

Land Use	O-R	R-1	R-2	R-3	R-3A	R-4	R-C	C-R	IC-R	C	C-D	N-C	U	R-T-O	I	Development Condition
~~Accessory Buildings~~ Subordinate Structures	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Section 1106.10

SECTION 1103.08: O-R: OPEN SPACE-RECREATION DISTRICT
SECTION 1103.09: R-1: LOW DENSITY RESIDENTIAL DISTRICT
SECTION 1103.10: R-2: MEDIUM DENSITY RESIDENTIAL DISTRICT
SECTION 1103.11: R-3: HIGH DENSITY RESIDENTIAL DISTRICT
SECTION 1103.12: R-3A: EXTENDED HIGH DENSITY RESIDENTIAL DISTRICT
SECTION 1103.13: R-4: MULTIFAMILY RESIDENTIAL DISTRICT
SECTION 1103.14: R-C: HIGH DENSITY MULTIFAMILY-COMMERCIAL DISTRICT
SECTION 1103.15: C-R: COMMERCIAL HIGH DENSITY MULTIFAMILY RESIDENTIAL DISTRICT
SECTION 1103.16: IC-R: INTENSIVE COMMERCIAL RESIDENTIAL DISTRICT
SECTION 1103.17: C: COMMERCIAL DISTRICT
SECTION 1103.18: C-D: COMMERCIAL DOWNTOWN DISTRICT
SECTION 1103.19: N-C: NEIGHBORHOOD COMMERCIAL DISTRICT
SECTION 1103.20: U: UNIVERSITY DISTRICT
SECTION 1103.21: R-T-O: RESEARCH, TECHNOLOGY AND OFFICE DISTRICT
SECTION 1103.: I: INDUSTRIAL DISTRICT

Strike and amend the language, as listed below, in every table in the above specified Zoning Code sections:

(b) Permitted Uses.	(c) Conditionally Permitted Uses.
(1) ~~Accessory Buildings~~ Subordinate Structures (Section 1106.10)	

1106.12 FENCES AND WALLS.

(g) Maximum Height. No fence or wall hereafter erected may be in excess of six (6) feet in height above the grade of the surrounding land, except that the ~~Planning Commission~~ Community Development Director may approve a height of up to eight (8) feet in I: Industrial Districts if the ~~Planning Commission~~ Community Development Director determines that a higher fence is necessary for the safety and security of the site based on the use of the site or any use of an adjoining site.

1106.17 EXTERIOR LIGHTING AND GLARE.

(E) Abandoned and Inoperable Lighting. When a light fixture is removed or deemed abandoned or inoperable, all brackets, poles, bases, wiring and any other structural element that was part of or in support of a lighting fixture must be removed and the site on which it was located restored to align with the surrounding site conditions.

1104.01 ARCHITECTURAL DESIGN REVIEW OVERLAY DISTRICTS.

1104.01 (f). Downtown / West River Overlay District Exterior Design Requirements.

(1). Signs and Lighting

i. Box and cabinet wall signs are prohibited.

ii. Internally lit signs are prohibited.

iii. Wall and blade signs for street level and second story uses must be externally lit.

iv. Wall and blade signs must use dimensional letter forms, a minimum of a half-inch in depth, and cannot be painted acrylic.

v. Back-lit/halo illumination signs can be installed on buildings with a minimum of three (3) or more stories, measured from street level finished grade, and that contain commercial or mixed uses.

vi. containing commercial or mixed uses and with a minimum of three (3) or more stories, measured from street level finished grade.

(2). Building Design: Exterior Elements, Materials and Massing

i. Street level/first floor height requirement, measured at grade, is a minimum of twelve (12) feet. Lower street level height is permitted only if the height is the same as abutting properties.

ii. Materials used on the street level/first floor, measured at grade, building façade frontage must be constructed of durable materials, including but not limited to masonry, stone or other material that requires minimal maintenance. Use of stucco, fiber cement siding, or insulated finishing systems (i.e. vinyl siding) is prohibited on the street level/first floor and the second story building façade frontage.

iii. Street level/first floor, measured at grade, building facade frontage must incorporate a first or second story façade projection or recessed offset of 6-18 inches to differentiate the street level/first floor and/or second story from the upper floors.

iv. Newly constructed buildings must incorporate a minimum of two (2) building features on the building façade frontage that are visible on abutting properties. Building features include, but are not limited to, choice of building materials, arches, pilasters, columns, cornices, window style/sizing, door style and fixed appurtenances such as canopies and lighting fixtures.

v. Newly constructed buildings with a height more than two (2) feet taller than existing abutting properties must step back stories above thirty-five feet, measured at grade.

(3) Street Level Windows and Entrances

i. All windows on the street level/first floor, measured at grade, building façade frontage must provide views that allows the public visibility of the interior.

ii. Windows must be constructed of clear or lightly tinted glass. Any tinting of windows must allow a minimum of 80% of sunlight to pass through windows located on the street level/first floor, measured at grade. Reflective glass is prohibited.

iii. Windows located on the street level/first floor, measured at grade, building façade frontage must have a minimum of eighteen (18) inches between grade and the bottom sills of the windows.

iv. A minimum of 50% of the street level/first floor, measured at grade, building façade frontage facing a public street must be comprised of windows. All horizontally proportioned windows on the street level/first floor must be divided into vertically proportioned components through the use of multi-part window components such as mullions, muntins or grilles.

v. A minimum of one (1) entrance located on the building façade frontage must orient towards the public street and be differentiated from the abutting façade through the inclusion of a projected entranceway feature, including but not limited to a, canopy, portico, overhang, or cover.

Open discussion and input from Planning Commission with regards to regulating exterior façade color (façade and accent elements).

- Two Commissioners stated the property owner/tenant should be able to determine color based on business type and branding without regulatory limitations.
- One Commissioner supported regulating use of neutral color on the main portions of business but acknowledged difficulty in identifying/defining neutral with enough specificity it could be codified. This Commissioner did not have concern with use of colors for trim/accent features.
- One Commissioner saw both perspectives as having value (regulating color vs. not regulating color).

CITY OF KENT, OHIO

DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 28, 2025

TO: Dave Ruller, City Manager

FROM: Eric Helmstedter, Economic Development Director EH

RE: Special Event Permit: Kent State University Homecoming Parade

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The Kent State University Homecoming Parade is traditionally held on East Main Street, but this year it will need to use an alternate route because of the East Main Street Project. Kent State University has identified a new proposed route and has submitted a special event permit application to hold its Homecoming Parade on Saturday, October 11, 2025.

The Homecoming Parade will begin at 10:30 a.m., and the new proposed route will have the parade start at the intersection of Loop Road, Johnston Drive and Rhodes Road. The Parade will proceed southbound on Loop Road to Summit Street, then continue westbound on Summit Street, where it will conclude at the intersection of Summit Street and Terrace Drive. A number of street closures have been requested.

I am respectfully requesting time at the August 6, 2025 Council Committee session to discuss this item in more detail and to request Council's authorization, with emergency, for the alternate route and associated street closures from 7:00 a.m. to 1:00 p.m. on October 11, 2025.

Please let me know if you have any questions concerning the attached materials or if you need any additional information to add this to the August 6, 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: Homecoming Parade
EVENT DATE & TIME: 10/11/2025 - 10:30 AM - 12:00 PM
EVENT LOCATION(S): Loop Road and Summit Street (between Loop Road and Terrace Drive)
EVENT PROCEEDS BENEFICIARY: N/A; no funds raised.

APPLICANT INFORMATION

Organization Sponsoring Event: Center for Student Involvement; Kent State University

Is it Nonprofit: ☑ **YES** ☐ **NO**

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

Applicant Name: Joe Robinson Title/Position: Asst. Director

Mailing Address 120 Kent Student Center City: Kent State: OH Zip: 44240

Phone: 330-672-5288 Email: jrobi118@kent.edu

Name(s) and phone number(s)of person(s) responsible during the event:
Joe Robinson - 740-816-2746
Katie Syvanych - 330-316-6401

Event Website (if applicable):

EVENT INFORMATION

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

Provide a detailed description of the Event (please attach flyer or additional sheet if needed):
Annual Kent State University Homecoming Parade. This event is the culmination of a full week of home-
coming programming that brings together students, alumni, and Kent community members.

REQUESTED PERMIT TIME: Start set up: 7:00 AM Start event: 10:30 am
End event: 12:00 PM End cleanup: 1:00 PM

Anticipated attendance: 1000

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: $

Who will receive the proceeds:

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: _____

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: _____

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: _____

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: _____

MUSIC/SOUND AMPLIFICATION

Describe any music and/or amplifying equipment that is part of your event: Will work with Woodsy's Music to provide professional-grade audio to the parade's grandstand area, which is currently slated to be set up along the University Student Green on Summit Street (by the University Library and Student Center).

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: _____

Number of portable restrooms: _____ Number of handwashing facilities: _____

Delivery date and time: _____ Post event removal date and time: _____

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): _____

Loop Road and Summit Street (between Loop Road and Terrace Drive). Also, we will need to close Loop Road to Jackson Drive for parade staging purposes. We will feed the parade from the intersection of Loop Road, Johnston Drive, and Rhodes Road. Therefore, Johnston Drive and Rhodes Road (to College Towers Apartments on Rhodes Rd.) will need to be closed as well.

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: N/A.

Number of tents and size of each: N/A.

Method in which tent(s) will be secured: N/A.

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: 0 Number of Merchandise/Service/Informational Vendors: 0

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: This annual event brings together both the university and Kent communities in the name of Blue and Gold pride. Due to the nature of the homecoming parade, there will be road closures that may affect businesses along Summit Street and The parade will take place between 10:30 AM - 12 PM, so that is when they may be affected.

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.

~~Joe Robinson~~ Michael O'Karma Director Kent State University — 6-26-25

Applicant Name | Applicant Signature | Date

Michael O'Karma
Senior Director
Kent State University

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

ACKNOLWEDGEMENT

Subject in all cases to the protections, immunities, and limitations provided by the laws of the State of Ohio, including but not limited to Ohio Revised Code 9.27.

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.

MG 6-26-25

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.~~

MG 6-26-25

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.

MG 6-26-25

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.

MG 6-26-25

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.

MG 6-26-25

Initials and Date

HOMECOMING PARADE ROUTE - ICE ARENA STAGING

Roughly 1.20 miles.

Staging area.

Grandstand area by Student Green/ISB/Library.

Parade route from Loop/Rhodes, Loop/Summit, Summit to Terrace.

To Whom It May Concern:

Kent State University will be having the 2025 edition of the annual Homecoming Parade on Saturday, October 11, 2025.

Each entrant is responsible for securing their own parade mobility, whether by foot or vehicle. Signs and/or banners are also the responsibility of the entrant. Entries are welcome to pass out promotional items and/or candy to the parade spectators, both children and adults. *Please note that throwing promotional items and/or candy is not permitted as this creates a safety hazard for spectators.*

Please note that all entries are to be in good taste and family friendly. Any music played as part of the parade is to be the clean radio version.

Each student organization entry (not departments or community groups) will be required to have at least one representative attend an in-person, pre-parade session to discuss expectations, day-of logistics, and policies and procedures. Failure to have at least one representative attend in-person for one of the required sessions will result in the removal of a group from the parade. Dates for the required sessions are September 24 and 29, and October 8, 2025. All three sessions will be at 6 PM in room 220 of the Kent Student Center. offerings.

During the parade, entries are not permitted to stop to perform. Entries stopping, if to dance or for anything else during the parade, not only creates large gaps, but also initiates a safety concern for both the City of Kent and Campus police. If an entry is in violation of this principle and is stopping throughout the parade, the University reserves the right to dismiss the group from the parade.

The parade will step-off at 10:30 a.m. from the Kent State University campus on the intersection of Loop Road, Johnston Drive, and Rhodes Road by the University Ice Arena. The parade will then proceed from Loop Road to Summit Street, and then down Summit Street towards the Kent Campus. The parade route will conclude at the intersection of Summit Street and Terrace Drive. This is a new parade route from year's past and is roughly 1.20 miles in length. The parade will conclude around 11:30 a.m. as always.

This parade is a cherished, annual tradition here at Kent State University and we look forward to a new rendition of this celebration with a new route. If you have any questions, please contact the Center for Student Involvement at Kent State University at csi@kent.edu and/or 330-672-2480.

Best,

Joe Robinson

Joe Robinson

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 235 Highlandia Drive, Suite 200 Baton Rouge LA 70810	**CONTACT NAME:** Caitlin Knoll **PHONE (A/C, No, Ext):** 512-652-2445 **FAX (A/C, No):** **E-MAIL ADDRESS:** Caitlin_Knoll@ajg.com
INSURED IUC0000-01 Kent State University 310 Harbourt Hall, 615 Loop Road Kent, OH 44242	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** Inter University Council - Insurance Consortium **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 456994728 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			IUCIC-GL-JULY 2024-2025	7/1/2024	7/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ Not Covered $ 1,000,000 $ 3,000,000 $ Included $
A	**AUTOMOBILE LIABILITY** X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			IUCIC-AL-JULY 2024-2025	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		IUCIC-GL-JULY 2024-2025	7/1/2024	7/1/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	ELL/Professional Liability (Claims Made)			IUC-IC-ELL JULY 2024-2025	7/1/2024	7/1/2025	Each Occurrence Aggregate	$1,000,000 $3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Kent is named as an additional insured for any events sponsored and/or approved by Kent State University.

CERTIFICATE HOLDER

CITY OF KENT
LAW OFFICE
319 S WATER ST
PO BOX 5192
KENT OH 44240

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Ohio | Department of Taxation

tax.ohio.gov

Reset Form

STEC U
Rev. 3/15

Sales and Use Tax
Unit Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

City of Kent, OH

(Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

KENT STATE UNIVERSITY PURCHASES ARE EXEMPT FROM SALES TAX BASED ON THE EXEMPTION FOUND IN SECTION 5739.02 (B) (1) OF THE OHIO REVISED CODE "SALES TO THE STATE OR ANY OF ITS POLITICAL SUBDIVISIONS."

Purchaser must state a valid reason for claiming exception or exemption.

Kent State University
Purchaser's name

Public University
Purchaser's type of business

227 Kent Student Center
Street address

Kent, OH, 44242-0001
City, state, ZIP code

Joe Robinson — Assistant Director
Signature — Title

05/27/2025
Date signed

Vendor's license number, if any

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either Administrative Code Rule 5703-9-10 or 5703-9-25.

This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with Administrative Code Rule 5703-9-14.

For 2025 Kent State University Homecoming Parade
on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

Name: Paloma Kent
Address: 1450 E. Summit St.
Kent, OH 44240
Signature: Brittany Wagner

Name:_____
Address:_____
_____
Signature:_____

Name:_____
Address:_____
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Signature:_____

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For 2025 Kent State University Homecoming Parade on October 11, 2025.

Date: 6.23.25

New Special Event Road Closure Petition

The Province Kent

Name: Nicole Dorsey
Address: 609 S. Lincoln St. Kent OH 44240
Signature: [signature]

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For 2025 Kent State University Homecoming Parade
on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

University Edge

Name: Weslee Smith
Address: 5694 Rhodes Road
Kent, OH 44240
Signature: W Smith

Name:_____
Address:_____
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For 2025 Kent State University Homecoming Parade
on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

Name: Gold Zone Ridge
Address: 548 E. Summit
Kent, OH 44240
Signature: [signature] 7-7-25

Name:_____
Address:_____
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For 2025 Kent State University Homecoming Parade
on October 11, 2025.

Date: 7/15/25

New Special Event
Road Closure Petition

College Towers

Name: AJ Yount
Address: 1800 Rhodes Rd
Kent, OH 44240
Signature: [signature]

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For 2025 Kent State University Homecoming Parade on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

642 E. Summit Street

Name: Larry Nashan
Address: 642 E. Summit St
Signature: [signature]

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For 2025 Kent State University Homecoming Parade on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

Name: Thomas Balter
Address: UNIT
_____
Signature:_____

Name:_____
Address:_____
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Signature:_____

Name:_____
Address:_____
Thomas R :
Signature:_____

Name: UNIVERSITY CHURCH
Address: 1456 Summit ST
KENT, OH 44240
Signature: Thomas R. Balter

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Address:_____
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For 2025 Kent State University Homecoming Parade
on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

Delta Gamma House

Name: Adrijana Medic
Address: 1068 Fraternity Circle
Kent OH 44240
Signature: [signature]

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For 2025 Kent State University Homecoming Parade on October 11, 2025.

Date: 7/7/25

New Special Event Road Closure Petition

(Alpha Phi)
Name: Nicole Bluso
Address: 1063 Fraternity Circle Kent, OH 44240
Signature: Nicole Bluso

Name:
Address:
Signature:

Name: Phi Delta Theta
Address: 1060 Fraternity Circle Kent, OH 44240
Signature:

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For 2025 Kent State University Homecoming Parade October 11, 2025.

Date: 7/7/2025

New Special Event Road Closure Petition

Phi Mu House

Name: Sheila Mendoza

Address: 1061 Fraternity Circle,

Signature: Sheila Mendoza

Name: Kacy Vanscoy
Address: 1061 Fraternity Circle
Signature: Kacy Vanscoy

Name: Ashley Spooner
Address: 1061 Fraternity Circle
Signature: Ashley Spooner

Name: Mara Phillips
Address: 1061 Fraternity Circle
Signature: Mara Phillips

Name:_____
Address:_____
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Name:_____
Address:_____
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Signature:_____

For 2025 Kent State University Homecoming Parade on October 11, 2025.

Date: 7/9/2025

New Special Event Road Closure Petition

Sigma Sigma Sigma House

Name: Abby Snowberger
Address: 1066 Fraternity Circle, Kent, OH 44240
Signature: Abby M. Snowberger

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For 2025 Kent State University Homecoming Parade on October 11, 2025.

Date: 7/2/25

New Special Event Road Closure Petition

Delta Zeta House

Name: DZGK House Corp. Jennifer Anderson
Address: 1064 Fraternity Cr. Kent OH 44240
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For 2025 Kent State University Homecoming Parade
on October 11, 2025.

Date:_____

New Special Event Road Closure Petition

Kent State University

Name: DOUG PEARSON
Address: 615 LOOP ROAD
KENT, OH 44240
Signature: Doug Pearson

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KENT STATE UNIVERSITY | Division of Student Life

Public Relations Notification ☐
Safety ☐

RECEIVED 6/23/25 TRC

DATE: 06/23/2025

TO: Tim Coyne, Senior Business Manager, Division of Student Life

FROM: Joe Robinson, Associate Director, Center for Stu

RE: **Request for contract approval for the Division of Student Life ***

In accordance with university Administrative policy 3342-5-04.1 regarding contract administration (http://www.kent.edu/policyreg/administrative-policy-contract-administration), the attached contract or agreement is for:

Name of contracting department: Kent Student Center and Involvement

Department index number contract will be paid from: 336011

Name of non-university contracting party: City of Kent

Contract effective date: 10/11/2025 **Contract termination date:** 10/11/2025

Contracted amount (or range of scheduled fees): $0.00

Location(s) of event or services to be performed: Loop Rd. - E. Summit Street

If contract is for an event, please circle one: ● **In-person event** **Virtual event**

Brief description of event, services, or goods procured by the contract or, if not a purchasing contract, the nature of the agreement:
This is a city application for road closures for the 2025 KSU Homecoming Parade on October 11, 2025.

With the signing and submittal of this request, **I certify that this contract is valid and the contract has been reviewed and deemed legally sufficient by the Office of General Counsel.** Any necessary changes have been made and initialed by the appropriate representative.

Joe Robinson	Joe Robinson (Jun 23, 2025 11:21 EDT)	06/23/2025
Requester's printed name	Requester's signature	Date

As department director, I have reviewed the contract(s) or agreement(s) and attest to its validity.

Benjamin Davis	Benjamin Davis	06/23/2025	TRC
Department director's printed name	Department director's signature	Date	Timothy Coyne

Once all contracting parties, university and non-university, have signed, please forward the full contract along with a bio and/or background information for the person, performer, or service provider (including the website and any additional resource information) with this cover page to Tim Coyne (tcoyne1@kent.edu), Senior Business Manager, Division of Student Life.

* Senior Director, Finance and Technology can approve contracts up to or equal to $10,000.00. Associate VP, Administration can approve contracts up to or equal to $99,999.99. Senior VP for Student Life must approve all contracts exceeding $99,999.99.

Version 7/1/2022