



AGENDA

March 18, 2021 5:30PM

Due to the COVID – 19 pandemic, this meeting will be held virtually using the Zoom platform.

- I. Call to Order
- II. Roll Call
- III. Minutes
 - Special Board Meeting February 11, 2021
 - Regular Board Meeting February 18, 2021
 - Special Board Meeting February 22, 2021
 - Special Board Meeting February 23, 2021
 - Special Board Meeting February 26, 2021
- IV. Personal Appearances
- V. Correspondence
 - A. Incoming
 - B. Outgoing
- VI. Staff Reports
 - A. Monthly Revenue
 - B. Monthly Expenditures
 - C. Park Report
 - D. Recreation Report
 - E. Interim Director Report
 - 1. Director Application Process
 - 2. Middlebury Boat Ramp – limited access
 - 3. ODNR Paddling Improvement Grant
 - 4. Master Plan 2020



Special Park Board Meeting Minutes February 11, 2021 - 6:00 p.m. - Zoom

Due to the COVID – 19 pandemic, this meeting will be held virtually using the Zoom platform.

Chairman Mitchell called the meeting to order at 6:05 p.m.

Roll Call: Debbie Smelles, Jake Ferlito, Neil Dukes, Kathleen Wiler, Steve Mitchell

Others Present: Gwen Rosenberg, Council Liaison,
Suzanne Stemnock, Human Resource Director,
Melanie Baker, Interim Parks and Recreation Director.
Woody Woodard, OPRA

Motion made by Ms. Smelles to go into EXECUTIVE SESSION: In accordance with ORC Section 121.22 Section G, Item (1): "To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official." Seconded by Ms. Wiler.

On a roll call voting yes were Ms. Smelles, Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Mr. Dukes. Motion carried and the Board entered into executive session at 6:05 p.m.

Motion made by Mr. Dukes to return to the meeting, (7:23p.m.) seconded by Mr. Ferlito.

On a roll call, voting yes were Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Mr. Dukes, Ms. Smelles. Motion carried and the Board returned back to their meeting at 7:23 p.m.

Ms. Smelles moved to adjourn at 7:23 p.m. Seconded by Ms. Wiler. Motion carried by a voice vote of 5-0.

Respectfully submitted:

Approved by Board: _____

Melanie A. Baker,
Interim Service Director

Mr. Mitchell,
Park and Recreation Board Chairman



Due to the COVID-19 pandemic, this meeting will be held virtually using the Zoom Platform.

Kent Park and Recreation
February 18, 2021
Zoom Meeting 5:30

Members Present:

Steve Mitchell
Jake Ferlito
Neil Dukes
Kathleen Wiler
Debbie Smeiles

Staff Present:

Melanie Baker
Sam Tuttle
Megan Johns
Karen Magilavy
Nancy Pizzino

Council Liaison

Gwen Rosenberg

Mr. Mitchell called the meeting at 5:30. Roll was noted and is listed above. A motion to approve the minutes of January 21st was made. Mrs Smeiles moved to approve and Mrs. Wiler seconded, all were in favor and there was no discussion and the motion passed unanimously. Moving forward we will call individual board members votes instead of a show of hands. Mr. Mitchell yes Mrs. Smeiles yes Mr. Ferlito yes Mr. Dukes yes Mrs Wiler yes and the motion passed unanimously. Melanie will have the minutes for the special meetings of February at our next meeting

Personal Appearances None

Correspondence None

Staff Reports

Revenue Steve noted a drastic difference between 2020 and 2021. That is Covid related. It has had a huge impact.

Expenditures Nancy has cut expenses in expenditures because of less revenue. She has reduced staff, reduced days reduced food, supplies and rentals. The fiscal year runs calendar year would have been approved in November. We follow the same schedule as the rest of the city departments. Parks and Rec has

5 different account lines we did decrease by 20% in May as directed by the City Manager. Hopefully we will soon get back to normal. We have fewer kids in the Kidz Club and fewer staff. The kids that do attend are attending part time. The budget is presented in May and goes to the county in June. The next year's budget is prepared in August, September, and October. The Capital Budget is presented to council in November and the Operating Budget in December for final approval. All the city departments go into council together. The budget runs on calendar year. The budget is done by the director, and needs approved by the board in November. Our budget was submitted and is part of the city budget. Sam and Nancy received a copy this year. Melanie can send out copies to the board. We have 5 different lines that funds and revenue are allocated into, administration, fitness center, child care, and baseball/softball and tackle football. Any shortfalls are made up by the city's operating budget. Those funds are forwarded to different departments as council sees fit. Council appropriates and approves the budget in December. In May Dave Ruller had asked each department to decrease their budgets by 20%. The overall budget for P&R was decreased an additional 6.4% on top of the 20%. P&R has funding by our bond issue. Hopefully people start getting more comfortable and back to activities. We have increased a little bit in KYBS registration. Steve asked what is miscellaneous. Nancy said we get a onetime income from refund of unemployment. Next meeting add miscellaneous to the revenue report. We are trying to cut and eliminate as much as we can. Donations are toward trees and programs like Art in the Park, and last year we got a donation for \$10,000 for tackle football. Kathleen asked about getting a final budget for different programs. Nancy has a budget for every program, she can get budgets for any of the programs and put it into the board packet. Some lines have multiple programs and would not separate out into individual programs. Melanie asked Nancy and Sam if we do an annual report and if this would answer Kathleen questions. John always did graphs. They answered that they do that every year. Sam said last year there was not an annual report done. We can work on 2020 to get caught up. She does budgets before all programs so staff is aware how much to spend on expenses; supplies, food, field trips etc. This would help the new director too. We can send the 2019 annual report to the board to help their understanding.

Park Report There is just a lot of snow. The crew makes sure all our parking lots and the sidewalks are clear. The 4 wheeler does the downtown and board walk and stairs and it takes an entire day. Any park that has a sidewalk has to be cleared. Sam and crew created a floating boardwalk at Jesse Smith vernal pool. They used all recycled product for the entire thing and it only cost \$47 in bolts. It can be made longer if needed in the future. Debbie asked if we still do city sidewalks. Yes we do we just got the machine back from being repaired. The north leg was just completed from the High School to 261. As soon as the south leg is done we will work on the east leg. That is difficult because it is 2 lanes. This is the most snow we have seen in a couple of years. The snow plow cover the sidewalks.

Recreation Report We have a new photo contest now. Home Town Bank is sponsoring the prizes. \$100 for each photo contest of each season. Debbie asked for clarification they don't have to live in Kent just take pictures of Kent. Steve asked how we get our information out to people, we have a flyer for the contest. Nancy said we do an e-newsletter every month. We send a monthly newsletter, we have the marquee out front, and we are in the Tree City Bulletin and active with social media and our website. The e-newsletter goes to our entire data base. If we want to target specific group we can. Kathleen said we should send specific emails to let people who were in the program last year that people need reminded for that specific program. Gwen said to target programs that need to boost numbers. Patty will put events on the down town electronic sign. Applications for Art in the Park were sent out and we will not have the Adult Egg hunt, we would need to get sponsor and collect all the giveaway and having 800 people in the park is not a good idea because of Covid. Tumbling is back this year, we did not run it last year. Kim, Megan, and Meryl are putting together a plan for a traveling youth egg hunt at 5 different parks. Youth must register, it is free and we will cap it at 500. The different parks will have groups spread out and if they win a prize they would come to the Shelterhouse in Fred Fuller. They can visit the parks and socially distance. Hopefully the Kent Jaycees will

sponsor and volunteer again. Steve said he would be happy to help. Debbie said not a lot of business have the money for the Adult Egg Hunt. Megan has CPR and First Aid training coming up and our staff can keep up their required trainings. Another Babysitter Training is coming up in March and Megan spoke with Mike Lewis of the KPD as Melanie suggested last month. The kids will get used to seeing police officers and not be scared. Once kids are trained they can volunteer at Kids Night Out to get experience. Registration for Hawaiian hangout will begin April 1st. We also will offer Hawaiian Hang out Jr for the preschoolers. We can't do field trips or the inflatable obstacle course. We will only take 20 kids and we used to take 50. Right now the before and after school program has 50 kids each only attending 2 days a week. Hopefully next year we will get back up to 150. Megan has kindergarten parents interested in attending next year. We usually had daily and weekly rates, but not this year. Megan spoke with Jim Soyars and the school feels that the hybrid program is working and expect to continue this for the rest of the school year. Jake had heard that the teacher's vaccines were lost in Tennessee, due to the bad weather. Our payments for childcare from Job and Family services is also so low because, the kids approved for full time cannot get enough hours to qualify for those families. They cannot reach 7 hours and we get paid hourly only \$5 per hours. We closed Longcoy so we could cut staff and food orders. The licensing requires certain standards for food. We used the Curtis Foundation for our summer program kids and community kids. We have had some staff with Covid and if kids had it we don't allow them to attend. We did get a grant in the summer to cover some of the cleaning expenses. We are constantly cleaning and sanitizing.

Summer Camp planning has begun right now we can have 9 kids per classroom compared to pre-pandemic where it was 30 or 45. Based on the numbers per table 24 to 28. Megan will bring the attendance up to about 30 kids at each camp. Megan did a survey to ask parents with kids in the program last summer about summer camp and how comfortable they are with swimming, bussing, etc. We are hoping to open camps to current families in April and new families in May. Jake said the swimming pool repairs haven't started yet, maybe soon because the swim team just finished. Jake asked Nancy about Flag Football and will it be held in the spring? We are not cancelling Flag Football and had talked about running it opposite tackle football. We talked about running it in the spring. Then any kids who want to do both would be able to do so. She said please have the parent call me. We may have 5-6 week clinic for Flag Football before the tackle season.

Director Report

1. We are working with OPRA. The application process closed February 1st. They received 152 applications and reduced that to 52 applications. Melanie and Suzanne and Woody further narrowed it down to 15 for the board. One person withdrew. When the board met the February 11th it was narrowed down to 8. Now they are setting up interviews for next Monday and Tuesday. We will meet again Monday and Tuesday to discuss and narrow that down to 3 or 4. Candidates will receive a list of questions and then in person visits for the last 3 or 4 candidates. The applications were excellent, all seem to be strong candidates. Melanie would like to encourage the board before the interviews, please read the chapter 165 of the codified ordinances and the charter of the boards and commissions. It will help as you go through the interviews. You will know exactly what the responsibilities and duties of the Parks & Recreation Director and of board members. Gwen was reviewing the charter before the meeting. The budget, expenditures, and the timeline is covered in the ordinance.
2. The Harvey House is a multi-family building with 8 units at 700 Lake St. The Park in Lieu Fee would be \$6240. The developer is requesting they get designated for 55 and older. Then the formula would change from 2.6 per unit to 2.0 per unit. It would be updated in the future if he gets the federal designation. **Melanie requested a motion for approval based on codified ordinance for \$6240.** Debbie asked how a single family unit has an occupancy of 2.6. Melanie said it is based on the code: multi-family is 3.2 and everything else is 2.6. Melanie will suggest to the new director that this chapter of the ordinance be revisited. The developer is Jerry Coen. **A motion was made to accept the Park in Lieu Fee for 700 Lake St. of \$6240. Mrs. Smeiles moves, Mrs. Willer seconded.** Park in Lieu requires land for park development and the developer can pay a fee instead of land. In

larger developments there can be a combination of land and fees. The fees goes to parks capital improvements. Green space is desirable but fees are accepted if land is not available. The minimum development is 3 acres. Previously the city matched that fee and that question is on moratorium right now. The Law Director is still looking into the matching fees. **Vote taken: Mr Ferlito yes Mr. Mitchell yes Mrs. Wiler yes Mrs. Smeiles yes Mr. Dukes yes, and all in favor motion passed unanimously.**

3. Melanie is requesting approval of the Brady Leap Project memorandum of understanding to be signed by the board and city manager. The total loan of \$460,000 to the Parks and Recreation Board. And the city will contribute \$120,000, the amount due will be adjusted after completion of the project, to reflect actual charges. This will leave a balance of \$340,000. To be used to pay down the loan; Park Fee for 211 Franklin \$12,000 Park Fee for 700 Lake St \$6,800 CDBG funding for parking lot improvement at the rec, \$15,000, a portion of the Building Capital \$5,000, city sidewalk snow removal done by the park crew annually \$16,000. The city is unable to commit an inspector for this project because of other projects. **Melanie asks for a motion to approve as written, Mr. Dukes moves and Mr. Ferlito seconded.** It is going to council in March for approval. It is a 5 year repayment commitment. The contract will be adjusted when complete. The Brady Lake Project will include expanding and widening the trail, adding the stairs with bike stairs at Main St. Bridge. The trail will be widened from Main to where the Crain Avenue Trail is completed, right at Brady Leap. At this point the trail will be continued to the Main Street Bridge. This includes 3 entrances to the trail it will include grading and handicap accessibility there will also be stair cut in to create another access to the river near the flat rocks. The old observation deck has been removed and a new one will be installed and new lighting. This whole trail connects from Ravenna, Towner's Woods, and River Bend to downtown then to Tallmadge.. The CDBG monies from the Rec Center parking lot can be used for this project because it meets the same federal requirements. The Parking Lot at the Rec can get better prices from asphalt companies since there is not federal requirements to be met. The Rec Parking Lot will still get done this year. Sam can piggyback with an asphalt company that is already working for the city. Steve said looking at the numbers we will be paying \$68,000 back to the city. It is a source of worry since our revenue has gone down. Hopefully we will regain the revenue. P&R bond issues stays relatively flat. We have a bond issue coming up can we increase instead of a renewal? The cuts will only be for 5 years. **The motion was voted on Mr. Ferlito yes Mr. Mitchell yes Mrs Smeiles yes Mr. Dukes yes, Mrs Wiler yes. All in favor motion passed unanimously.**

4. Melanie received information about the Freedom Trail Connector from Jim Bowling of Engineering. Summit County Metro Park is designing a connector from the Freedom Trail to the Tompkins Trailhead. The map shows the parking area and pedestrian bridge over the rail road tracks and gets bikers and hikers safely around Middlebury Rd. Summit County Metro Parks have received grants and federal funding and do not need any money or contributions from Kent other than a right of way on the road. We have great connectivity within the city and the neighboring communities.

Additional: The minutes for the executive sessions in February will be include in the March minutes. Gwen suggestion the board consider an audit on the budget to look for redundancy and inefficiencies. Look for a reset to new director. Borrowing less would be worthwhile. Steve said we should look at our chapter 165 and for the Director and the Board Members responsibilities.

At 7:30 Adjourn Motion made by Kathleen, and Jake seconded and all in Favor.



Park Board Meeting Minutes

February 22, 2021 - 6:00 p.m. - Zoom

Due to the COVID – 19 pandemic, this meeting will be held virtually using the Zoom platform.

Chairman Mitchell called the meeting to order at 6:00 p.m.

Roll Call: Debbie Smeiles, Jake Ferlito, Kathleen Wiler, Steve Mitchell

Others Present: Gwen Rosenberg, Council Liaison,
Suzanne Stemnock, Human Resource Director,
Melanie Baker, Interim Parks and Recreation Director.
Woody Woodard, OPRA

Motion was made by Mr. Mitchell, to excuse Mr. Dukes. Seconded by Ms. Wiler.

On a roll call voting yes were Ms. Smeiles, Ms. Wiler, Mr. Ferlito, Mr. Mitchell. Motion carried and Mr. Dukes was excused from the meeting.

Motion made by Ms. Smeiles to go into EXECUTIVE SESSION: In accordance with ORC Section 121.22 Section G, Item (1): "To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official." Seconded by Ms. Wiler.

On a roll call voting yes were Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Ms. Smeiles. Motion carried and the Board entered into executive session at 6:00 p.m.

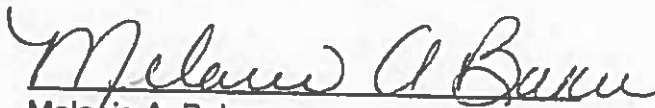
Motion made by Mr. Mitchell to return to the meeting, (8:50 p.m.) seconded by Mr. Ferlito.

On a roll call, voting yes were Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Ms. Smeiles. Motion carried and the Board returned back to their meeting at 8:50 p.m.

Ms. Smeiles moved to adjourn at 8:50 p.m. Seconded by Ms. Wiler. Motion carried by a voice vote of 4-0.

Respectfully submitted:

Approved by Board: _____



Melanie A. Baker,
Interim Service Director

Mr. Mitchell,
Park and Recreation Board Chairman



Park Board Meeting Minutes

February 23, 2021 - 6:00 p.m. - Zoom

Due to the COVID – 19 pandemic, this meeting will be held virtually using the Zoom platform.

Chairman Mitchell called the meeting to order at 6:00 p.m.

Roll Call: Jake Ferlito, Kathleen Wiler, Steve Mitchell, Debbie Smeiles- joined shortly after roll.

Others Present: Gwen Rosenberg, Council Liaison,
Suzanne Stemnock, Human Resource Director,
Melanie Baker, Interim Parks and Recreation Director.
Woody Woodard, OPRA

Motion was made by Mr. Mitchell, to excuse Mr. Dukes. Seconded by Ms. Wiler.

On a roll call voting yes were Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Ms. Smeiles. Motion carried and Mr. Dukes was excused from the meeting.

Motion made by Ms. Wiler to go into EXECUTIVE SESSION: In accordance with ORC Section 121.22 Section G, Item (1): "To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official." Seconded by Mr. Ferlito.

On a roll call voting yes were Mr. Ferlito, Mr. Mitchell, Ms. Smeiles, Ms. Wiler.
Motion carried and the Board entered into executive session at 6:00 p.m.

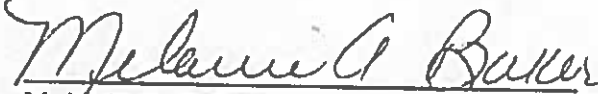
Motion made by Mr. Mitchell to return to the meeting, (9:00 p.m.) seconded by Mr. Ferlito.

On a roll call, voting yes were Mr. Mitchell, Ms. Smeiles, Ms. Wiler, Mr. Ferlito.
Motion carried and the Board returned back to their meeting at 9:00 p.m.

Ms. Wiler moved to adjourn at 9:00 p.m. Seconded by Mr. Ferlito. Motion carried by a voice vote of 4-0.

Respectfully submitted:

Approved by Board: _____



Melanie A. Baker,
Interim Service Director

Mr. Mitchell,
Park and Recreation Board Chairman



Special Park Board Meeting Minutes
February 26, 2021 - 6:00 p.m. - Zoom

Due to the COVID – 19 pandemic, this meeting will be held virtually using the Zoom platform.

Chairman Mitchell called the meeting to order at 6:00 p.m.

Roll Call: Debbie Smeiles, Jake Ferlito, Kathleen Wiler, Steve Mitchell, Neil Dukes

Others Present: Gwen Rosenberg, Council Liaison,
Suzanne Stemnock, Human Resource Director,
Melanie Baker, Interim Parks and Recreation Director.
Woody Woodard, OPRA

Motion made by Mr. Dukes to go into EXECUTIVE SESSION: In accordance with ORC Section 121.22 Section G, Item (1): "To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official." Seconded by Mr. Ferlito.

On a roll call voting yes were Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Ms. Smeiles, Mr. Dukes. Motion carried and the Board entered into executive session at 6:00 p.m.

Motion made by Ms. Smeiles to return to the meeting, (6:46 p.m.) seconded by Ms. Wiler.

On a roll call, voting yes were Mr. Dukes, Ms. Wiler, Mr. Ferlito, Mr. Mitchell, Ms. Smeiles. Motion carried and the Board returned back to their meeting at 6:46 p.m.

Mr. Dukes moved to adjourn at 6:46 p.m. Seconded by Mr. Ferlito. Motion carried by a voice vote of 4-0.

Respectfully submitted:

Approved by Board: _____

Melanie A. Baker,
Interim Service Director

Mr. Mitchell,
Park and Recreation Board Chairman

Kent Parks and Recreation Dept

Revenue Ledger

Journal Accounts	2021 Budget	February 2020	February 2021	YTD 2020	YTD 2021
Fees & Charges	\$366,647.00	\$27,227.00	\$10,603.00	\$37,226.00	\$12,975.00
Park Rentals	\$27,699.00	\$2,495.00	\$2,265.00	\$5,530.00	\$4,775.00
Sponsorships	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
KYBS Registration	\$40,000.00	\$17,034.00	\$11,148.00	\$18,604.00	\$14,206.00
KYBS Sponsors	\$3,625.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
Non-Res Fees	\$6,215.00	\$1,425.00	\$780.00	\$2,073.00	\$1,040.00
Fitness Center	\$25,000.00	\$2,712.00	\$5,465.00	\$9,083.00	\$6,901.00
Donations	\$12,996.00	\$5,000.00	\$0.00	\$5,000.00	\$1,690.00
Misc	\$150,000.00	\$318.00	\$0.00	\$569.00	\$4,905.00
Kids Club	\$275,000.00	\$42,175.00	\$9,217.00	\$70,958.00	\$16,117.00
TOTALS	\$922,182.00	\$98,386.00	\$40,478.00	\$149,043.00	\$63,609.00

Detail General Ledger Report

G/L Date Range 02/01/21 - 02/28/21

Invoice Number	Vendor	Description	Invoice Date	Distribution Amount
1/27/21 Invoices	Ohio Edison Company	2021 electric bills citywide	02/01/2021	1,198.56
1/22/21 INVOICE	The East Ohio Gas Co./Dominion Energy, Ohio	2021 Citywide Heating Bills	02/05/2021	888.30
2/21 Invoices	Ohio Edison Company	2021 electric bills citywide	02/12/2021	436.55
Jan 2021	Ohio Edison Company	2021 electric bills citywide	02/26/2021	574.91
1/19/21 INVOICE	AT & T Corp.	AT & T Bills Citywide 2021	02/05/2021	18.60
9872427864	Verizon Wireless Serv, LLC	IT - Annual Cellular Charges	02/12/2021	120.33
1865588	City of Tallmadge	2021 Basketball gym rental	02/19/2021	52.50
290204	Aris Company	Portable Toilets	02/19/2021	69.60
PAY ENDING 1/31	Luke Schumm	Youth basketball ref	02/05/2021	75.00
ABUSE PREVTN 21	Beth Cardina	KKC Jan '21: Child Abuse Prevention Trainer	02/12/2021	25.00
1800940	Jerry Pate Turf & Irrigation, Inc./Century Equip.	Mower Service	02/12/2021	755.00
1800906	Jerry Pate Turf & Irrigation, Inc./Century Equip.	Mower Service	02/12/2021	1,898.70
32271	Stauffs Corporation/Aid Pest Control	Pest Control	02/19/2021	25.00
5013738644	Comidoc/Des Moines, IA	IT - 2021 Printer Lease & Maintenance	02/26/2021	263.33
96	John Dunn/Twinsburg CPR and Safety	Recreation Jan. '21: Babysitter's Trainer	02/05/2021	600.00
338678201012421	Charter Comm. Holdings, LLC/Spectrum	IT - 2021 Spectrum ELAN & FIA Payments	02/05/2021	36.86
73877701011321	Charter Comm. Holdings, LLC/Spectrum	IT - 2021 Spectrum ELAN & FIA Payments	02/05/2021	324.02
2/21 Legal Afscm	Ohio Afscme Legal Care Plan	AFSCME Legal Care Plan 02/2021	02/05/2021	20.00
4328740	Republic Svcs of Ohio Hauling, LLC/Republic Waste	Trash Removal	02/12/2021	114.00
4329149	Republic Svcs of Ohio Hauling, LLC/Republic Waste	Trash Removal	02/12/2021	114.00
JAN 2021 INV.	AT & T U-Verse	Internet	02/12/2021	55.14
2021 FSO FEES	Kent City Health Dept	2021 Food Service License Fees- Kramer and	02/12/2021	520.00
348277901011321	Charter Comm. Holdings, LLC/Spectrum	2021 Park Building internet services	02/19/2021	59.99
39041007	Broadcast Music Inc	2021 Annual Fee for License of music	02/19/2021	368.00
2021 YOUTH BBALL	Lake Athletic Booster Club	2021 Basketball Tournament Fees - Frank	02/19/2021	200.00
345	Massillon Youth Sports Assoc.,	2021 Basketball Tournament Fees - Lucas	02/19/2021	190.00
281396369	SportsPilot, Inc.	2021 Recreation Program Scheduler	02/19/2021	40.00

Detail General Ledger Report

G/L Date Range 02/01/21 - 02/28/21

2021 B.BALL FEES	Little Eagles Developmental Basketball Assoc.	2021 Basketball Tournament Fees - Lucas	02/19/2021	240.00
2021 BBALL FEES	TFN Camps & Clinics, Inc.	2021 Basketball Tournament Fees - Lucas	02/19/2021	195.00
1st half 2020	Portage County Treasurer	1ST HALF REAL ESTATE 2020 TAXES	02/19/2021	1,665.17
81797-2	Janitorial Services, Inc.	CLEANING PARK & RECREATION FACILITIES	02/19/2021	698.44
Fairchild	Portage County Treasurer	First half real estate 2020 taxes	02/26/2021	126.02
1823539-0	Independence Office & Business Supply Co., Inc.	2021 Office Supplies general	02/05/2021	56.25
1824831-0	Independence Office & Business Supply Co., Inc.	2021 Office Supplies general	02/05/2021	45.20
1/16/21-2	Synchrony Financial/RFCFS, LLC	2021 Recreation supplies (Walmart)	02/05/2021	19.80
902835	Lowe's Company Inc	Maintenance Supplies	02/05/2021	15.93
902058	Lowe's Company Inc	Maintenance Supplies	02/05/2021	213.49
902452	Lowe's Company Inc	Maintenance Supplies	02/05/2021	68.22
902354	Lowe's Company Inc	Maintenance Supplies	02/05/2021	68.22
59452	Kline & Kavali Mechanical	Plumbing Supplies	02/05/2021	50.00
S-0474409	Leppo Inc./Leppo Equip.	Parts and Supplies	02/05/2021	42.85
449863/735343A	Amazon.com LLC	2021 Recreation supplies	02/05/2021	110.06
2545-2	Arthur Metzger/Ace of Kent Enterprises LLC	Maintenance Supplies	02/19/2021	38.17
2611-2	Arthur Metzger/Ace of Kent Enterprises LLC	Maintenance Supplies	02/19/2021	47.16
2591-2	Arthur Metzger/Ace of Kent Enterprises LLC	Maintenance Supplies	02/19/2021	11.18
2510-2	Arthur Metzger/Ace of Kent Enterprises LLC	Maintenance Supplies	02/19/2021	14.53
3468314511	Staples, Inc./Staples Contract & Com'l LLC	Maintenance Supplies	02/19/2021	61.99
2633-2	Arthur Metzger/Ace of Kent Enterprises LLC	Maintenance Supplies	02/19/2021	12.99
2021 TOURNEY	Streetsboro Junior Baseball and Softball	20201 KYBS Baseball Tournament Fee - Simon and Wilson	02/19/2021	750.00
0128	Harry Oschip/Great Lakes Baseball League	2021 KYBS League Fees - Simon and Wilson	02/19/2021	420.00
347451	Danny Clayton/DC Performance Training Center	2021 KYBS Baseball Facility Rental-Simon & Wilson	02/26/2021	900.00
ABUSE PREVENTN 21	Beth Cardina	KKC Jan '21: Child Abuse Prevention Trainer	02/12/2021	170.00
2021 REC CENTER	Kent City Health Dept	2021 Food Service License Fees- Kramer and Rec Center	02/12/2021	285.00

Detail General Ledger Report

G/L Date Range 02/01/21 - 02/28/21

333971901013021	Charter Comm. Holdings, LLC/Spectrum	2021 KKC Internet Services	02/19/2021	126.97
KKC REIMB. 1/21	Kyle Fitzpatrick	Jan KKC '21: Supply Reimbursement	02/05/2021	30.00
1/16/21 inv.	Synchrony Financial/RFCFS, LLC	2021 KKC supplies (Walmart)	02/05/2021	52.76
1791437	U.S. Foodservice, Inc	2021 KKC food and supplies	02/12/2021	602.93
1/27/21 invoices	Ohio Edison Company	2021 electric bills citywide	02/01/2021	929.98
12/07-1/07/21	Kent Water & Sewer	2021 Storm Water Utilities for Fitness Center	02/05/2021	85.64
Jan 2021	Ohio Edison Company	2021 electric bills citywide	02/26/2021	945.87
Jan-April 2021	Zayed G. Algahmi/Gahmi Real Estate LLC	2021 KPR Fitness Center Rent	02/01/2021	11,000.00
PAY ENDING 1/31	Glynis E. Palmisano	2021 Fitness Instructor	02/05/2021	40.00
PAY ENDING 1/31	John Trifero	2021 Fitness Instructor	02/05/2021	68.00
PAY ENDING 1/31	Geena Nicole Wiedlund	2021 Fitness Instructor	02/05/2021	75.00
PAY ENDING 1/31	Amanda C. Yarosik	2021 Fitness Instructor	02/05/2021	17.00
PAY ENDING 1/31	Amy Gear	2021 Fitness Instructor	02/05/2021	68.00
PAY ENDING 1/31	Christine Ann Cherkala	2021 Fitness Instructor	02/05/2021	68.00
PAY ENDING 1/31	Christina Drsek	2021 Fitness Instructor	02/05/2021	85.00
PAY ENDING 2/14	Christine Ann Cherkala	2021 Fitness Instructor	02/19/2021	68.00
PAY ENDING 2/14	Christina Drsek	2021 Fitness Instructor	02/19/2021	68.00
pay ending 2/14	Amy Gear	2021 Fitness Instructor	02/19/2021	51.00
PAY ENDING 2/14	Glynis E. Palmisano	2021 Fitness Instructor	02/19/2021	40.00
PAY ENDING 2/14	John Trifero	2021 Fitness Instructor	02/19/2021	68.00
PAY ENDING 2/14	Amanda C. Yarosik	2021 Fitness Instructor	02/19/2021	17.00
PAY ENDING 2/14	Geena Nicole Wiedlund	2021 Fitness Instructor	02/19/2021	60.00
509	Bill Marcum/Marcum Martial Arts	2021 Fitness Program	02/05/2021	160.00
9850	Health & Fitness, Inc.	2021 KPR Fitness center maintenance	02/19/2021	184.00
1/16/21-3	Synchrony Financial/RFCFS, LLC	2021 Fitness supplies (Walmart)	02/05/2021	15.92

Parks Report

March 2020

1. We have rebuilt some old bleachers and will place them on Fairchild soccer field #1.
2. Aris Company will handle the Porta-pots for the season. We have had them in the past. They will be delivered March 29.
3. We cleaned up some graffiti along the trail.
4. Parks are open. We will keep an eye out for snow, and close them if we need to.
5. We have worked up all ballfields and will add dirt to all the low spots.
6. Snow removal has been done as needed..
7. We have cleaned up most of the winter debris in all the parks.
8. We have refurbished 8 picnic tables.
9. We have the batting cages up at Kramer.

**Recreation Department Report
March 2021**

1. **Youth Soccer-** Registration's open for Spring/Summer Soccer.
2. **Kent Youth Baseball and Softball:** Major Sponsor secured again this year—Dunkin Donuts. Season begins next week with practices.
3. **Youth Egg Hunt:** Unfortunately, this year's event has been cancelled due to Covid.
4. **KPR Fitness Center:** We are up and running with all classes that were previously cancelled due to Covid. Fencing, Martial Arts, Tumbling started back up. We are looking at adding Silver Sneakers again beginning in April.
5. **Tennis Lessons:** Sunday Tennis and Youth Tennis lessons will resume beginning in May. Sheila Shiu will be instructing these again.
6. **Adult Softball:** All leagues are almost full. These leagues will begin in May.
7. **Sports Camps:** These camps will continue to run this summer. We are waiting on approval for the use of indoor facilities. If we are not able to use indoor, we will do what we can to offer these programs outdoor.

KPR Kidz Club and Preschool

BABYSITTER'S TRAINING:

The next Babysitter's Training on Saturday, March 20th is full with 13 kids. KPR Officer, Matt Butcher, will be presenting at the training.

KPR KIDZ CLUB ENROLLMENT & UPCOMING CHANGES:

29 Davey, 26 Rec = 55 Total

Kent City School's hybrid students will transition from a 2 day in person learning schedule to a 4 day schedule starting Tuesday, April 6th. All current KPR Kidz Club children have the option to attend before and/or after school care Tuesday - Friday at that time and must maintain the same schedule each day. If space is available, registration will open to previous KPR Kidz Club families. We will continue to provide care at Davey and Rec, and will open Longcoy next school year.

KIDS NIGHT OUT:

The next KNO will be on Saturday, April 10th at the Rec from 6-10pm. March KNO was full with 24 kids and there were 2 teens that completed our Babysitter's Training who volunteered in each classroom.

SPRING BREAK "HAWAIIAN HANGOUT" @ REC:

The Rec will be open from 6:30 am to 6:00 pm from March 29th through April 1st for all day child care for K-6th graders. Registration has now opened to the public and information was sent out to the schools.

SPRING BREAK "HAWAIIAN HANGOUT" @ PRESCHOOL:

This is the first year preschool will be open from 9:00 am to 2:00 pm from March 29th through March 31st during Kent City Schools spring break. Registration has now opened to the public and information was emailed to current and previous preschool families through ePACT.

KENT REC LICENSING INSPECTION:

ODJFS completed their annual child care inspection at the Rec this month. Everything went well with very few low risk non-compliances and no major non-compliances.

SUMMER CAMP REGISTRATION:

We are hoping to open registration to current Lil Learners Preschool and KPR Kidz Club families on April 1st and then to the public on May 3rd. Some details are still pending due to Covid, but the following has been confirmed for camps:

KPR Kidz Club @ Davey

Kids going into 1st-3rd grades
9am-4pm
Mon-Fri

KPR Kidz Club @ Rec

Kids going into 1st-7th grades
6:30am-6pm
Mon-Fri

Jr. Exped at Plum Creek

Kids going into 4th-8th grades
9am-4pm
Mon-Fri

KPR Lil Learners Preschool

3-5 year olds
9am-12:30pm
Mon-Thurs



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kentparksandrec.com

MEMO

TO: Park and Recreation Board

FROM: Melanie Baker, Interim Parks and Recreation Director

DATE: March 11, 2021

RE: Middlebury Boat Ramp – limited access – Summer of 2021.

Engineering Project

Middlebury Road Sanitary Sewer Pump Station – limits access.

The City's engineering department is out for bid for a complete reconstruction and maintenance and repair of the Middlebury Road sanitary sewer pump station, the Yacavona sanitary sewer pump station and new sanitary sewer lines along Middlebury Road and in the rear of homes on Middlebury Road.

This project is currently out for bid, with a bid opening is scheduled for March 30th, and an anticipated award by the end of May when funding will be available.

Part of the project is requiring a road closure which could last for 3 months. The road will be open to local traffic but all other traffic will be provided an alternate route. This will limit the ability for Parks and Recreation to utilize the boat ramp as in the past. We will work out details when the project is awarded and we are aware of the construction schedule.

Private Property – limits access.



As you can see from the diagram above, there is a small portion of land that is privately owned that actually limits and hinders access to the boat ramp that is located on Middlebury Road.

We were recently informed by our Law Department that the property owner does not wish to sell this portion of land to the City. As well the property owner does not wish to have any trespassing of cars and people on their property this year and will likely want some enforcement.

With that said, I have temporarily suspended, scheduling any activities that would utilize this ramp for Park and Recreation purposes, to limit our liability and possibility of trespassing.

I have asked the Law Director to set up a meeting with the property owner and his attorney to discuss the issue at hand with this parcel and the possible impacts it has on Park programs and City operations.

I will follow up with the Board and staff.



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MEMO

TO: Park and Recreation Board

FROM: Melanie Baker, Interim Parks and Recreation Director

DATE: March 11, 2021

RE: ODNR Paddling Improvement Grant

The City of Kent provided a letter of support to Peter Bode, West Creek Conservancy for allowing a flow gauge to be installed in the Cuyahoga River at the Main Street Bridge area. This flow gauge will allow for a real-time look at the existing conditions in the river at that point.

Mr. Bode is working with OHM and the Cuyahoga River Water Trail partners to establish a Cuyahoga River Safety Protocol. This monitor along with one other one that will be placed in the Cuyahoga River in Cuyahoga Falls near the Sheraton will monitor the flow of water at those points and provide guidance for safe entry and use of the river. The entire 100 miles of the river was analyzed and it was determined that these 2 spots were great places for additional monitoring.

It is the Cuyahoga River Water Trail partners desire to establish a "Cuyahoga River Safety Protocol" similar to a traffic light for entry into the river. Green means safe, yellow means use caution and red mean unsafe conditions exist. The overall goal is to educate all levels of water uses what is going on with the river in real time so as to assist with safe use and travel on our beautiful asset the Cuyahoga River.

There is no cost or work required by the City with this project at this time, only a letter of support which was completed and signed by the City Manager. However, this could prove to be a very valuable tool to share on our many social media platforms and with the Fire Department in the spring and during heavy rains, to assist managing the use of the river.

Another great way Kent is providing safe, active use of our parks and rivers.



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MEMO

TO: Park and Recreation Board

FROM: Melanie Baker, Interim Parks and Recreation Director

DATE: March 11, 2021

RE: Master Plan 2020.

A copy of the 1995 Master Plan as well as the information for the Master Plan 2020 from Brandstetter Carrol was forwarded to all Park Board members on March 3, 2021 for review.

I have received a call from Mr. Patrick Hoagland, from Brandstetter Carrol as to where we were in the process of starting up with the Master Plan again. I explained and shared where we were in the process of looking for a new Director. I stated that I would report to the Board and get back in touch with him as to the procedure to move forward.

I would like to discuss where the Board is on the Master Plan? Do we want to move forward as laid out in Brandstetter's contract? If so, we need to discuss a steering committee. Has one been established? If not, what does that committee look like? How many people do we want to assist the Board? We will need to develop a list of possible candidates to ask to sit on the committee. Staff will need to set up a meeting with Brandstetter to discuss the committee and how soon we would need to get that committee formed. Once the committee is formed Brandstetter and the new Director can develop a schedule of targeted dates in which to complete certain actives like demographic studies, review of previous Master Plans, funding studies, program analysis, parks and facility reviews, etc.

I would recommend that the Board discuss the Master Plan and their desire to move forward. If it is agreed to move forward, I would recommend the Board establish a list of individuals that they feel would be good to be a part of a steering committee, review and read the 1995 Master Plan, and then have an initial meeting with Brandstetter in April to discuss next steps. This way when the new Director arrives, they will be at the beginning of the process and the new Director can work with the Chairman of the Parks and Recreation Board to pick up the lead for the project.