KENT PARKS AND RECREATION
September 17, 2020 Board Packet Zoom Meeting 5:30

I. No Call to Order

II. Roll Call

III. Minutes from August 20, 2020

IV. Personal appearances

V. Correspondence
   A. Incoming
      1. Quarterly Parks Report
      2. Parks and Recreation Board Responsibilities
   B. Outgoing
      1. Memorial Tree Donation for Mary Neuzil

VI. Staff Reports
   A. Monthly Revenue
   B. Monthly Expenditure
   C. Parks Report
   D. Recreation Report
   E. Director Report
      1. Middlebury Road River Access Ramp Update
      2. Downtown Gazebo Project Update
      3. Fairchild Avenue Property Donation Update
      4. Franklin Mills Riveredge Park Stone Wall Repair
Kent Park and Recreation  
August 20, 2020  
Zoom Meeting 5:30

**Members Present:**
- Peter Orlando
- Debbie Smeiles
- Kathleen Wiler

**Staff Present:**
- Kevin Schwartzhoff
- Megan Johns
- Sam Tuttle
- Karen Magilavy

**Council Liaison**
Gwen Rosenberg

The meeting was called to order at 5:35. Neil is unable to leave work and Jake had a school meeting. Kathleen will have to leave the meeting at 6pm. There are no corrections or additions to the minutes. Debbie moved to accept the minutes and Kathleen seconded, there was no discussion and the motion passed unanimously.

**Correspondence**

**Incoming**
1. Including the quarterly park fee report.
2. This will be covered in Park Report.

**Outgoing**
1. The donations made for the gazebo weathervane have been sent down to Budget & Finance.

**Revenue** No questions

**Expenditures** No comments

**Park Report** The weathervane will be installed by Central Maintenance tomorrow. The Skate Park was vandalized for the first time in 8 years. Sam had to use a new graffiti remover called Elephant Snot to remove the graffiti. It is biodegradable and works very well. A medically impaired driver entered Kramer Field #3 and drove through the field on through the fence and we have a claim into his insurance. We are trying to collect from his insurance.

**Recreation Report**
Flag Football and Soccer have had deadlines extended. Flag Football has more kids than any year yet. A new Air Conditioner has been installed at the Fitness Center. Tackle Football/Cheer is cancelled due to Covid. All the Adult Softball Leagues are full, we are trying to get a Thursday League going. We are still working with the schools on how to run the KPR Kidz Club. We are waiting on schedules and transportation arrangements. The State has increased the child care ratio to 18 per staff member. If we only take 9 we would qualify for additional funding. It will depend on the number of students attending. The June grant money helped cover cleaning supplies. We did not receive as much in July. Pete asked Megan if the schools close will you offer all day care? Megan is working on hiring staff so she may be able to offer all day care at the rec. Longcroy has very low numbers we are trying to get the kids bused to the Rec Center. Our Bonnie Dunaway passed away and we had councilors in to talk to the kids. She will be much missed.

**Pete would like to make a motion before Kathleen has to leave.** Pete moves to call an executive meeting to discuss several different personal matters, limited to the Director and the 5 board members. Date and time to be determined. Debbie so moves and Kathleen seconded and all were in favor and the motion passed unanimously.
Director Report

1. Middlebury Road River Access Ramp  Back in 2009 in John’s Director Report he was working with the Kuhn’s to get a sliver of land on the river side of Middlebury. They had never signed the agreement to sell the land at the Middlebury River Access and they have requested the ramp be closed. In a 2014 board report John’s report said he was pleased to report the Kuhn’s donated the needed strip of property in exchange for utility bills owed to the city. We received a letter from Attorney Scott Flynn last year saying that they never signed that agreement. Kevin is meeting with Hope Jones the City Law Director and Jim Bowling City Engineer on Monday. Since KSU Crooked River adventures is closed we have not opened the canoe livery this summer. There is at least one company in Cuyahoga Falls is using the ramp quite often. Sam’s crew stops out there to clean up litter. Even if they sell to the city the problem will remain; people parking across the street and blocking traffic and leaving big messes. Even if they sell to the city it won’t get rid of the trash and parking all over the place. Kevin has the agreement and there is no signature. Jim and Kevin will look at the bike trail by Thompkins for a different canoe access point. This was originally a subdivision of Franklin Township and Kent Boat Club had small motor boats using the ramp. We paid for the title search and have to have the property lines redrawn. He wanted the property subdivided and transferred and recorded before he signed, and we were not going to do that because the city would pay for subdividing the property and forgive sewerage easement after signing. We thought this was done and Pete said Eric Fink the assistant Law Director is very organized and may have the signed document somewhere or know about it. The Kuhn’s attorney had no remedy and did not mention the Sewerage Fees. Why didn’t the Attorney contact Parks and Rec, why didn’t we find out back in October? They should reach out to the other canoe rental places. There is no mention of the sewerage fees. Kevin looked for a copy of the agreement and did not find it. Pete and Debbie would like to attend the meeting with the Law Director. Debbie shared a screen shot from the auditor’s website, showing the property. We had talked about eminent domain years ago and decided against it. If the agreements were signed and in someone’s file would it still be able to be executed? Debbie asked Gwen if council had heard anything about it. She said this is the first she heard about it. When it comes out for discussion Kevin can go to council.

2. Gouger Ave Property Update  The property sold at auction and the new owners will demolish the residential buildings and will renovate the remaining building.

3. The gazebo has been completed. Sam and crew landscaped the area. There will be a ribbon cutting.

4. Council approved the land donation last night. The Law Director will formalize the donation. Kevin said an easement will not be needed.

At 6:21 the meeting ended
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8.03 Park & Recreation Board
The Park and Recreation Board shall consist of five (5) members who are electors of the City. Four (4) members shall be appointed by the Council and one (1) member shall be appointed by the Board of Education and they shall serve without compensation for terms of five (5) years; provided, however, that members of the present Board of Park Commissioners and Recreation Commission shall complete their unexpired terms as the initial members of the Park and Recreation Board. Thereafter, successors shall be appointed as follows: one (1) by the Council for a five (5) year term commencing January 1, 1976; one (1) by the Board of Education for a five (5) year term commencing January 1, 1977 and one (1) by Council for a three (3) year term beginning January 1, 1977; thereafter, each member shall be appointed for a five (5) year term and shall continue in office until a successor is appointed.

The Board shall elect one of its own members as chairman to serve a term of two (2) years. Vacancies on the Board shall be filled in the same manner as original appointments were made. The organization and duties of the Board shall be as provided for in the ordinances of Council. The Park and Recreation Board shall be subject to the purchasing, and financial appropriations and other regulatory ordinances or resolutions of City Council, but shall have the power and duty to employ a Director subject, however, to the confirmation of such employment by a majority of the members of Council, and such other employees as are necessary to the execution of its duties and it shall develop, control, equip, and manage playgrounds, playfields, gymnasiums, swimming pools, indoor recreation centers and any lands or buildings owned by the City for park or recreation purposes. The Director shall be responsible to the Park and Recreation Board and shall not be subject to civil service. The Park and Recreation Board may remove the Director or such other employees for cause. (Amended 11-04-75.)
165.03 OFFICERS AND DUTIES.

(a) The officers of the Park and Recreation Board shall be chairperson, vice-chairperson and secretary, elected for two year terms at the annual organizational meeting in January every other year, beginning in January, 1975. The chairperson may not succeed himself in that office.

(b) The chairperson shall preside at all meetings, following an order of business agreed upon by the Board. He or she shall appoint all committees, see that the officers and members are faithful to their responsibilities, and report upon request to the City Manager or Council as to the work and progress of the Board.

(c) The vice-chairperson shall carry out the duties of the chairperson in the chairperson's absence.

(d) The secretary shall fully record all proceedings of the Board, and distribute to each Board member a copy of the minutes at least five days before the next scheduled meeting. Such minutes shall be a matter of public record, available for scrutiny at the Park and Recreation Department. (Ord. 1976-11. Passed 2-4-76.)

165.04 MEETINGS.

(a) The annual organizational meeting of the Park and Recreation Board shall be held in January. Regular monthly meetings shall be held thereafter. Special meetings may be called by the chairperson or by any three members of the Board, provided seventy-two hours notice is given all members and public notice is given in a newspaper of general circulation three days in advance.

(b) A majority of members of the Board shall constitute a quorum, but no question shall be decided affirmatively unless a majority of the Board vote in its favor.

(c) Any member of the Board absent from three regular meetings shall forfeit his or her term, unless one or more of these absences shall have been excused by the Board.

A member may be excused from Park and Recreation Board meetings by advising the chairperson of an expected absence; however, two unexcused absences shall constitute neglect, and the Board shall then recommend removal of that member to the appointing authority.

(d) All regular and special meetings shall be open to the public, and notification of the time, place and agenda for such meetings shall be given through a newspaper of general circulation three days in advance. (Ord. 1976-11. Passed 2-4-76.)

165.05 DIRECTOR AND STAFF.

(a) The Park and Recreation Board shall employ a professionally qualified Park and Recreation Director, who shall be the chief administrative officer of the Park and Recreation Department. The Director's appointment however, shall be subject to confirmation by Council. The Director shall be responsible to the Park and Recreation Board and may be removed, with cause, by the Board with thirty days written notice.

(b) The Board shall employ personnel necessary for the operation of the Park and Recreation Department. All such employees shall be responsible to the Director, but any employee may seek redress from the Board at any time. In such cases, the Board shall hold a hearing on the complaint and advise the Director of its findings.

(c) The Board shall set salary and wage scales to cover all employees, and shall establish qualifications and responsibilities for staff personnel.

(Ord. 1976-11. Passed 2-4-76.)
165.06 DIRECTOR: RESPONSIBILITIES; DUTIES.

The Park and Recreation Director shall:

(a) Supervise acquisition of equipment, maintenance and operation of all parks and recreation land, facilities and programs;

(b) Hire all employees;

(c) Submit an annual estimate of contemplated revenues and expenditures for the next fiscal year to the Park and Recreation Board no later than the regular November meeting each year;

(d) Submit to the Board a report of the planned programs, capital improvements, acquisitions, etc., to be carried out during the next calendar year no later than the regular November meeting each year;

(e) Submit an annual report to the Board no later than the regular February meeting of the Board, covering the operation of the Park and Recreation Department during the past year;

(f) Cause to be carried out any policies decided upon by the Board;

(g) Submit recommendations on all problems to be considered by the Board relating to programs, facilities, training and other matters needing professional advice;

(h) Submit agenda items to be considered to the chairperson of the Board at least one week prior to each regularly scheduled meeting;

(i) Approve the payment of all expenditures under the jurisdiction of the Board.

(Ord. 1976-11. Passed 2-4-76.)

165.07 BOARD: RESPONSIBILITIES; DUTIES.

The Park and Recreation Board shall:

(a) Submit to the City Manager, Finance Director and Council, no later than the first of December, an estimate of contemplated revenues and expenditures for the next fiscal year to be included in the general Municipal budget;

(b) Submit a report of the planned programs, capital improvements, acquisitions, etc., to be carried out during the next calendar year to Council no later than the end of December each year;

(c) Submit a written annual report to the Council no later than the first Council meeting in March of each year, covering the operation of the Park and Recreation Department and the Park and Recreation Board for the immediate past year.

(d) Submit such other reports to the City Manager and Council as are requested;

(Ord. 1976-11. Passed 2-4-76.)

(e) Make at least an annual review of all parks, recreational facilities and programs to assure that there is satisfactory maintenance of facilities and operation of recreation programs. At least two Board members shall make the observation and report results to the whole Board;

(Ord. 2016-18. Passed 3-16-16.)

(f) Develop and adopt a long-range program for the acquisition and improvement of park and recreation areas and review, update and extend this program annually.

(g) Encourage citizens to attend Board meetings and assure them their suggestions and criticisms will receive thoughtful consideration;
Memo

TO: Dave Ruller
FROM: Kevin Schwartzhoff
DATE: August 17, 2020
RE: Kent Parks and Recreation Donation

Kent Parks & Recreation Department has received a donation of $100 towards the purchase of a memorial tree in memory of Mary Helen Neuzil. The tree was purchased by Peter J. and Lois A. Orlando.

The check has been forwarded to Budget and Finance and will be held until Council formally accepts the donation. Please request the necessary authorization from City Council to accept the donation. Your attention to this matter is appreciated.

PC: Budget & Finance
Amy Wilkens, Clerk of Council
Kent Parks & Recreation Board
# Kent Parks and Recreation Dept

## Revenue Ledger

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Parks Report
September 2020

1. Mowing crews are out in full force.

2. We cleared out the entrance beds to Plum Creek and mulched.

3. All fields are lined and ready for the fall sports leagues.

4. We are pruning all parks.

5. We have repaired some boards that rotted out on the boardwalk behind the Water Treatment Plant. There are more that are going to need replacement in the future.

6. We are cleaning graffiti as needed.

7. Siefer Electric installed a new Led light in the gazebo.

8. We have cut a few trees that have fallen across the bike and hike and downtown trails.

9. We will send the sidearm mowing down the Bike and Hike trail to cut back the tall vegetation.
Recreation Department Report
September 2020

Flag Football - Currently we have 199 enrolled, up from last year. 112 (5/6 grade), 58 (3/4 grade) 29 (1/2 grade). Marcus Wright, Director for the Kent Youth Tackle League is conducting clinics every Thursday for all the players in 3 - 6th grades throughout the season. Youth Soccer - We have 76 enrolled for Travel Soccer and 142 in Rec Soccer. League begins this weekend. Garyn is working with the Portage County League Reps for the Rec Travel League.

Adult Softball - We currently have 58 teams this fall. We are running 7 different league. This year for the first time we started a Thursday night men’s league. Tim Wunderle has been doing a great job on promoting proper and safe measures for Covid.

The KPR Fitness Center - Senior classes to begin next week. Dan will be teaching Silver Sneakers on Thursday's starting September 17 at 11:30 and Pound for Seniors on Tuesday's at 10 a.m. beginning September 22.

Turkey Trot— Plans will begin for the upcoming event. More details to come.

KPR Kids Club—

CHILD CARE TRAININGS:
We are allowing all School Age and Preschool staff to take a renewal training on Communicable Disease scheduled at the Rec on September 19th. COVID 19 will be used as an example in the chain of infection, hand washing rules, symptoms to send kids home etc.

HIRING REC LEADERS:
To accommodate families needing all day care if schools go to all remote we are still in need of mid-shift Rec Leaders from about 8:30-3:00. High School diploma required and experience in child care preferred. At this time, we are only providing care on the days children attend school.

KPR KIDZ CLUB ENROLLMENT:
We are still enrolling kids at both our Rec Center and Davey sites. We were not able to open the Longcoy site for before/after care at this time, but hope to by January depending on how many remote students move to blended learning by then and will need care.

The grant payments will continue if each site remains at the ratio of 1 staff per 9 children, rather than increasing to 1:18 again. We are considering this at Davey and Rec only for Aug/Sept.

KPR KIDZ CLUB PREVIOUS ENROLLMENT:
September 2020 KPR Kidz Club Enrollment: 53
September 2019 KPR Kidz Club Enrollment: 152
September 2018 KPR Kidz Club Enrollment: 150
September 2017 KPR Kidz Club Enrollment: 138
September 2016 KPR Kidz Club Enrollment: 138

Lil Learner’s Preschool - Enrollment is low, but contacting other preschool programs to see if they have a waiting list and to ask them to send anyone our way.
1. **Middlebury Road - River Access Ramp Update:**
   Hope Jones, Law Director is again requesting the Kuhn's sell the strip of property in front of the boat ramp to the City of Kent. There is still the issue of the unpaid water bills that could be used in the sale.

2. **Downtown Gazebo Update:**
   Ribbon Cutting was held on Wednesday, September 2.

3. **Fairchild Avenue Property Donation Update:**
   Waiting for the deed to come back from Diamond Title to finalize the transfer of the property to the city.

4. **Franklin Mills Riveredge Park Stone Wall Repair:**
   Repair of the stone wall on the trail segment under Haymaker Parkway. A portion of the stone wall, wood top rail are missing and some stones need replaced. We will repair with the same type of construction that is currently in place. We had quotes ranging from $2,825 - $15,000. We will be using C.O.I. Stonework, ($2,825 bid), they are very experienced in stonewall construction. The work will require closing the trail at various times.

5. **Al Lease Park Basketball Court Repair**
   Repair the basketball court at Al Lease Park. We were going to apply for a NatureWorks Grant for 2020 but grants were suspended due to Covid-19. The cost for the repair in the grant application was $30,000.
   I'd like to recommend we repair the court with a trowel grade patchbinder filler to all cracks, level, sand to flush surface. Finish with a 3 coat color system and stripe for $9,800. This repair should insure a safe, level, color coated, striped & crack free court for 5 to 7 years.
   I have used this Sealmaster crack system repair on other courts with very good results: [https://sealmaster.net/products/crack-fillers/trowel-grade-crack-filler/](https://sealmaster.net/products/crack-fillers/trowel-grade-crack-filler/)
   The court has continued to deteriorate and is in need of repair this fall.
   Pictures of the court cracking and Cost Proposal are attached.
Franklin Mill Riveredge Trail Stone Wall — missing wall section and missing wood timber top rail
**ASPHALT SURFACE ENTERPRISES, INC.**

**Quote To:** CITY OF KENT  
**Job Name:** BB COURT  
**Date of Plans:** 09/09/2020

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<th>UNIT</th>
<th>UNIT PRICE</th>
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<td>CLEAN EXISTING COURT OF ALL DIRT AND DEBRIS. REMOVE ALL VEGETATION FROM CRACKS. F/I A TROWEL GRADE PATCHBINDER FILLER TO ALL CRACKS. LEVEL SAND TO FLUSH.</td>
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<td>F/I A NEW 3 COAT (1) COLOR SYSTEM TO ENTIRE COURT(Colors to be determined) LAY OUT AND STRIPE TO REGULATION.</td>
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<td>* WE CANNOT GUARANTEE CRACKING WILL NOT REAPEAR OR NEW CRACKING TO DEVELOP.*</td>
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**GRAND TOTAL**  
$9,800.00

**Notes:** Price is based on quantities per infield measurements.  
**Quote is **Non Prevailing wage.  

**Acceptance of Proposal**  
- The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  
All payments later than 10 days after the due date shall bear interest at 10% per annum.

**Date of Acceptance:**

**Signature:**

**Authorized: FLETCHER CHRISTIE**

Note: This proposal may be withdrawn by us if not accepted within 30 days.