



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

Kent Park and Recreation
May 20, 2021
Zoom Meeting 5:30

Members Present:

Steve Mitchell
Kathleen Wlller
Neil Dukes
Jake Ferlito

Staff Present:

Angela Manley
Melanie Baker

Megan Johns
Karen Magilavy

Council Liaison

Gwen Rosenberg

Steve called the meeting to order at 5:30. Roll was called and is listed above. Sam is at his daughter's softball game. **Debbie and Jake are absent.** Welcome to anyone watching on YouTube. **Kathleen moved to approve the minutes of April 15, and Neil seconded. Roll called to approve the minutes, all were in favor motion passed unanimously.** Welcome to Pat Hoagland of Brandstetter Carrol, he has reached out to Angela to see if we are ready to move forward on the Park and Recreation Master Plan.

Personal Appearances Pat Hoagland Brandstetter Carroll

Pat last met with Kevin Schwartzkoff in November 2019 and had started the work on the Parks and Recreation Master Plan. Kevin Schwartzkoff and Pat went and looked at all the parks. They started the survey and then covid hit and we stopped. Jake Ferlito joined the meeting. Pat noticed we have new faces on the board. Steve asked Pat if we had a contract with Branstetter Carroll? Yes we do. Pat shared the screen presentation with everyone. The start of the process is to see what the community needs. Do we need additional land, facilities, locations, costs and staff? BCI has done over 70 plans with Ohio and other states as well. Pat introduced the project team. The process works because of the public involvement. People have been going out the parks in droves due to covid. The process is a 4 phase process. 1. Evaluate 2. Engage 3. Envision 4. Plan. These steps will create a vision to make a plan. One of the first things to do after a survey is put together a steering committee and it should include; one elected official, staff, board member, representatives of the schools, seniors, athletic organizations, county parks, youth organizations and possibly

high school students and other city departments, neighborhood associations that may be interested. Brandstetter-Carroll maps the parks and facilities to identify “GAPS” in delivery of services. The benchmarking will compare items like parks per residents and compare to similar communities. What we hear from Kent residence is more important. We would have community events, stakeholder group meetings, surveys and mixers to raise awareness and create a buy in by the community. It creates awareness of Parks & Facilities, Programs & Events, and Trails & Natural Areas. A lot of input comes from the community through open houses, surveys, polls, and websites.

The timeline is fluid, we can start getting the steering committee together. A draft of the survey has been created, and we can get to the board for their comments. Then we can get a survey mailed out. We can be flexible doing meetings by zoom or in person. Steve asked about what kind of demographic information is on the survey? Pat said usually there is an ethnicity and income question. Usually there is a 20% return rate of the surveys. How do you analyze the most likely respondents? Will they most likely be middle to upper income brackets? Will we miss out on people’s opinions we really need? This is why we have a variety of ways for people to respond, such as sports involvement and people in the parks. What is the optimal size of the steering committee Pat said 12, 13, 14? Many people will be in the steak holder groups, meetings, and events.

Correspondence We have received a generous donation from Pete Orlando toward a memorial tree.

Staff Reports

Expenditures Angela found that several of the expenditures listed were the cost to the entire city. Such as google licensing and utilities. Our portion is not reflected in the expenditure reports. The system does not break it out by departments. Angela is researching to see if there is a different way to get the information.

Revenue No questions

Park Report Sam’s daughter had a rescheduled softball game. Yesterday Sam, Angela, and Steve toured the parks to see major and minor projects and park needs. That was very informative.

Recreation Spring sports are in full swing. Flag Football clinic starts in June it will be run by Marcus Wright. We got the indoor locations for a couple of the sports camp. We were worried about all the school construction. Outdoor Basketball will be back this summer. Our Fitness Center will have an outdoor Zumbathon at Stonewater Field. We are offering Art Camp with Standing Rock Cultural Arts. There will be 2 age groups and the camp will be held at Fred Fuller Park. There will be a Babysitter Training this Saturday. The last Kids Night Out was May 1st it will be back in the fall. Summer Camp registration is going on now. The camps have added many things they did not get to do last summer; such as visits to Crooked River Adventures, Kent Police Department and Kent Social Service. The Davey Camp will get to go to Popped for free popcorn, and to the Kent Free Library. Megan is working with the Kent Health Department and ODJFS about Covid Precautions. Next school year is looking promising for Kent Kidz Club and Lil Learners Preschool. We will see how quickly our number rebound to pre-pandemic enrollment. Kathleen asked about upcoming events and if it will be blasted out. Megan said yes they will. Neil asked about the concession stand at Kramer. He was checking to see if we heard anything back. Several years ago the concession was put out to bid and no one returned the bid to run the concession stand. Angela would like to revisit that for fall. She had one vendor interested in bringing in a food cart. She discussed this with the City Manager. Only 3 spaces in the city can have food carts. There is a mandate against outside food vendor carts. She has asked to be included in future discussion because the ban applies to the parks as well. The current food license for the Kramer concession stand only allows prepackaged food. Some upgrades are needed to step up licenses.

Director Report

1. Master Plan Update (*See Personal Appearance*) Pat’s number one priority is the mail survey. How the board choses to nominate people. Give name and contact info to Karen. When you approach someone tell them we are gathering names, would you be interested. Don’t promise they are on the committee. Start with 12 – 15 people if you go any more it would be very cumbersome.

Jake has to leave but asked a questions he said the Lions Club wanted to put benches in the park. Angela said we will look into that.

2. Brady's Leap – Portage Bike and Hike Update Angela toured the trail to see all of the progress. It is a fantastic project. ODNR needs some invoices submitted and engineering took care of that. The next segment grant is due in August. Jim Bowling and Rhonda of engineering are working on that. Melanie said the project has hit bedrock. We have committed the mulch from yard waste site to make a great base. They may use the actual bedrock to cut into the steps. The trees Sam wanted to save are still alive.
3. Park in Lieu Fee Moratorium At the council meeting it was discussed was to move the moratorium to the end of August. This only holds up the city matching portion. The developer still pays their portion. The formula they were using was over 30 years old. They are looking at a way to make the fee more equitable.
4. Concessions in the Parks This item was discussed in Park Report.
5. Sponsorship Opportunities Angela has reached out to Look Strategies. She has worked with them in the past to provide year round sponsorship opportunities. She is gathering information to give to him like programs, parks, events. There is no cost to the city as they keep a small portion of the sponsorship.
6. Kent Roosevelt Athletics Angela and Garyn met with Mark Pfaff the Roosevelt High School Athletic Director. They talked about how we can benefit each other's programs. We will be involved in each other's programs.
7. Gazebo (Located within New DORA) People are getting back out and Franklin Ave has been very crowded. People are taking advantage of getting outside. Main Street Kent has the Gazebo reserved on weekends. Thinking about temporary signage promoting Parks and Rec. This is something we should pursue. The area is has a lot of visibility.
8. General Departmental Housekeeping Overview of my first several weeks being part of the team, Angela thinks things are going well. She has been observing how people interact and operate. She is preparing to address some items and she may ask for an executive session to discuss some things in the future.
9. 2022 P&R Budget We will start discussing our 2022 budget very soon, before we go to Budget and Finance and then to council for approval.
10. Future Board Meeting Time Everybody is still happy with 5:30. It works well for staff because it is the end of the work day.

That's it for Angela's first meeting and Melanie's last. Melanie said thank you to the board it was great working with the staff. She wishes Angela nothing but success. Looking forward to collaboration in the future. The board thanked her for her strong leadership and she is always welcome at our meetings. Steve asked if we will continue zoom meetings. Gwen said council will discuss in June/July. Angela said we will follow the other city departments, possibly continue through the end of the year.

At 7:00 Adjourn Motion made by Neil, and Kathleen seconded and all in Favor.