

KENT PARKS AND RECREATION

November 19, 2020 Board Packet Zoom Meeting 5:30

I. Call to Order

II. Roll Call

III. Minutes from October 15, 2020

IV. Personal appearances

V. Correspondence

A. Incoming

Quarterly Parks Report

B. Outgoing

Donation from Mike Pechac in honor of LaVonne Dunaway

VI. Staff Reports

A. Monthly Revenue

B. Monthly Expenditure

C. Parks Report

D. Recreation Report

E. Director Report

1. Crooked River Adventures Lease Agreement

2. Brady's Leap Trail Project Plan Holders

3. Fairchild Avenue Land Donation

Kent Park and Recreation
October 15, 2020
Zoom Meeting 5:30

Members Present:

Peter Orlando
Jake Ferlito
Kathleen Wiler
Neil Dukes

Staff Present:

Kevin Schwartzhoff
Nancy Pizzino
Megan Johns
Sam Tuttle
Karen Magilavy

Council Liaison

Gwen Rosenberg

The meeting was called to order at 5:30. Debbie is excused and Neil will be a few minutes late. There are no corrections or additions to the minutes. Jake moved to accept the minutes and Kathleen seconded, there was no discussion and the motion passed unanimously.

Correspondence

None

Revenue There are no questions.

Expenditures There are no questions.

Park Report All the Memorial Trees will be planted before Halloween. The backboards are up at Al Lease. Jake had heard the kids are happy with the renovated basketball court. The crew removed rotten timbers around playgrounds edges and blended the grass.

Recreation Report In November the preschool will drop down to 3 days due to low enrollment. Registration has started for the Turkey Trot. We will have 3 staggered start times with only 100 people at each start. Nancy spoke with the Health Department Director. Pete asked if runners have to wear masks. Nancy told the board that runners don't have to wear mask. Volunteers and staff have to wear masks. Runners must leave as soon as they finish. We will email results and will mail awards. The City of Green has cancelled their Thanksgiving race, we may get runners from that race. Running Ritchies advertises races, we have put flyers on our kiosks in the parks and we will put it in our newsletter too. We will do the clickers and instead of ripping the numbers off the bib we will record the numbers.

Director Report

1. Al Lease Basketball Court Project The court was crack sealed and 4 color coats were applied. The crew painted and installed backboard and poles.
2. Franklin Mills Riveredge Park Trail Stone Wall Project The stone wall has been in disrepair and has been fixed and new timber installed on top. There is a so much graffiti under the bridge.
3. Middlebury Boat Ramp Update Kevin talked to Merle Kuhn with Jim Bowling. The reason they didn't sign back in 2011 was they thought it included a bigger piece and they only wanted to sell the smaller sliver. He owns the land under the road and to the river. He did not contact John he just did not sign the agreement. Now it is just a matter of getting a price for the small volume of property. Kevin doesn't think it would be over \$1000. Pete said it's not unusual for people to own under the road. The survey was so expensive because part of township and that property was never subdivided. We did the whole survey because it would be expensive and we only wanted the small sliver and they would have the property subdivided for the multiple properties. That won't solve parking and litter problem. Sam will continue to pick up trash and we will install no parking signage.

So the police can enforce the parking. Kevin and Jim Bowling are still investigating a launch across the river.

4. Brady's Leap Trail Project Estimate, Funding & Schedule This project has been extended out about 1 year we were waiting on grant money from Recreation Trails Program. This will go out for bid November 19th and November 16th. There will be a prebid meeting on November 24th. Bids will be opened December 8th at 2pm. Pete has interviewed contractors with John and Jim Bowling, so let him know and keep him involved. There are quite a few structures; steps and a bike-rail, concrete and asphalt. So we will have to look at contractors and their sub-contractors. It will take a good concrete person and a good asphalt person and good construction person. The design on the entrance by the Main Street Bridge next to the Bisler Building is quite an attractive entrance and will direct people down to the river.

Pete asked if anyone had anything additional. If you have any items please send them to Kevin so we can get it on the agenda. If people ask questions please pass that along. People appreciate answers. We ended the meeting at 5:57.

**Quarterly Parks Report
From: Building Department
2020**

Month	Address	Developer	Fee	Matching Funds
January	977 BRUCE DR	WAYNE HOMES	350.00	350.00
			350.00	350.00
February	1253 Cindy Circle 912 Stonewater Dr	Classic Homes of Aurora Wayne Homes	540.00	540.00
			720.00	720.00
			1,260.00	1,260.00
March	NONE		0.00	0.00
			0.00	0.00
			0.00	0.00
		First Quarter Totals:	1,610.00	1,610.00
		Year-To-Date Totals:	1,610.00	1,610.00
April	NONE		0.00	0.00
May	NONE		0.00	0.00
			0.00	0.00
June 17th	1572 Elizabeth Court	Stewart Building	540.00	540.00
June 29th	1265 Cindy Circle	Wayne Homes	540.00	0.00
			1,080.00	540.00
		Second Quarter Totals:	1,080.00	540.00
		Year-To-Date Totals:	2,690.00	2,150.00
July	NONE		0.00	0.00
			0.00	0.00
August	232 E. School St	Wayne Homes	1,080.00	0.00
			1,080.00	0.00
September	NONE		0.00	0.00
			0.00	0.00
		Third Quarter Totals:	1,080.00	0.00
		Year-To-Date Totals:	3,770.00	2,150.00
October	NONE		0.00	0.00
			0.00	0.00
November			0.00	0.00
			0.00	0.00
December			0.00	0.00
			0.00	0.00
		Fourth Quarter Totals:	0.00	0.00
		Year-To-Date Totals:	3,770.00	0.00

Memo

TO: Dave Ruller
FROM: Kevin Schwartzhoff *KS*
DATE: November 5, 2020
RE: Kent Parks and Recreation Donation

Kent Parks & Recreation Department has received a donation of \$1,200 from Mike Pechac in memory of Lavonne Dunaway. With this donation Kent Parks and Recreation Department will be honoring Ms. Dunaway with a plaque that will be mounted at the Kent Recreation Center.

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

Journal Accounts	2020 Budget	October 2019	YTD 2019	October 2020	YTD 2020
Fees & Charges	\$349,386.00	\$31,334.00	\$281,373.00	\$10,662.00	\$157,017.00
Park Rentals	\$40,178.00	\$2,705.00	\$37,062.00	\$3,020.00	\$26,631.00
Sponsorships	\$7,996.00	\$0.00	\$7,996.00	\$0.00	\$10,250.00
KYBS Registration	\$29,688.00	\$0.00	\$29,668.00	\$0.00	\$25,689.00
KYBS Sponsors	\$4,970.00	\$0.00	\$4,970.00	\$0.00	\$3,625.00
Non-Res Fees	\$12,515.00	\$1,544.00	\$10,749.00	\$468.00	\$5,665.00
Fitness Center	\$39,118.00	\$5,088.00	\$35,636.00	\$2,166.00	\$19,705.00
Donations	\$10,750.00	\$250.00	\$10,750.00	\$0.00	\$11,696.00
Misc	\$28,484.00	\$20,431.00	\$28,283.00	\$170.00	\$28,177.00
Kids Club	\$386,211.00	\$46,288.00	\$310,186.00	\$8,123.00	\$219,132.00
	\$909,296.00	\$107,640.00	\$756,673.00	\$24,609.00	\$507,587.00

Detail General Ledger Report

G/L Date Range 10/01/20 - 10/31/20

Include Sub Ledger Detail

Exclude Accounts with No Activity

Vendor	Description/Project	Date	Type	Credit Amount
Cody F. Mulneix	2020 Adult Softball Fall Umpire	10/02/2020	Check	600.00
Jason White	2020 Adult Softball Fall Umpire	10/02/2020	Check	475.00
Jayanta Datta	2020 Flag Football Ref	10/02/2020	Check	60.00
Kenric Johnson	2020 Flag Football Ref	10/02/2020	Check	120.00
Luke Schumm	2020 Flag Football Ref	10/02/2020	Check	105.00
John Smith	2020 Flag Football Ref	10/02/2020	Check	110.00
Nicholas Williams	2020 Flag Football Ref	10/02/2020	Check	100.00
Jayanta Datta	2020 Fall Youth Soccer	10/02/2020	Check	40.00
Justin Dunfee	2020 Adult Softball Fall Umpire	10/02/2020	Check	20.00
Noah Locke	2020 Fall Youth Soccer	10/02/2020	Check	135.00
William Christopher Stresing	2020 Fall Youth Soccer	10/02/2020	Check	30.00
Patrick Kirby	2020 Fall Youth Soccer	10/02/2020	Check	20.00
Philip Vorhauer	2020 Fall Youth Soccer	10/02/2020	Check	30.00
Simon Hassler	2020 Fall Youth Soccer	10/02/2020	Check	45.00
E Hassler	2020 Fall Youth Soccer	10/02/2020	Check	30.00
Kenric Johnson	2020 Adult Softball Fall Umpire	10/02/2020	Check	325.00
Adam T. Livengood	2020 Adult Softball Fall Umpire	10/02/2020	Check	300.00
Robert W Roe II	2020 Adult Softball Fall Umpire	10/02/2020	Check	250.00
John Paul Wood	2020 Adult Softball Fall Umpire	10/02/2020	Check	200.00
Joseph P. Sidoti	2020 Adult Softball Fall Umpire	10/02/2020	Check	100.00
Dylan Holley	2020 Adult Softball Fall Umpire	10/02/2020	Check	100.00
Brendan Daniels-Smith	2020 Flag Football Ref	10/02/2020	Check	60.00
Amy Gear	2020 KPR Fitness Center Instructor	10/09/2020	Check	51.00
Jayanta Datta	2020 Flag Football Ref	10/16/2020	Check	30.00
Brendan Daniels-Smith	2020 Flag Football Ref	10/16/2020	Check	100.00
Justin Dunfee	2020 Adult Softball Fall Umpire	10/16/2020	Check	10.00
Jayanta Datta	2020 Fall Youth Soccer	10/16/2020	Check	90.00
Amy Gear	2020 KPR Fitness Center Instructor	10/16/2020	Check	68.00
Dylan Holley	2020 Adult Softball Fall Umpire	10/16/2020	Check	150.00
Ella C. Hassler	2020 Fall Youth Soccer	10/16/2020	Check	20.00
Simon Hassler	2020 Fall Youth Soccer	10/16/2020	Check	20.00
Kenric Johnson	2020 Adult Softball Fall Umpire	10/16/2020	Check	300.00
K Johnson	2020 Flag Football Ref	10/16/2020	Check	100.00
Cody F. Mulneix	2020 Adult Softball Fall Umpire	10/16/2020	Check	225.00
Joseph P. Sidoti	2020 Adult Softball Fall Umpire	10/16/2020	Check	250.00

Detail General Ledger Report

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Include Sub Ledger Detail

Exclude Accounts with No Activity

Smith	2020 Flag Football Ref	10/16/2020	Check	120.00
Luke Schumm	2020 Flag Football Ref	10/16/2020	Check	45.00
Natalie E. Silk	2020 Fall Youth Soccer	10/16/2020	Check	70.00
John Paul Wood	2020 Adult Softball Fall Umpire	10/16/2020	Check	175.00
Nicholas Williams	2020 Flag Football Ref	10/16/2020	Check	100.00
Geena Nicole Wiedlund	2020 KPR Fitness Center Instructor	10/16/2020	Check	160.00
Adam T. Livengood	2020 Adult Softball Fall Umpire	10/16/2020	Check	225.00
Noah Locke	2020 Fall Youth Soccer	10/16/2020	Check	130.00
Jason White	2020 Adult Softball Fall Umpire	10/16/2020	Check	350.00
Robert W Roe II	2020 Adult Softball Fall Umpire	10/16/2020	Check	450.00
Jayanta Datta	2020 Flag Football Ref	10/30/2020	Check	120.00
Brendan Daniels-Smith	2020 Flag Football Ref	10/30/2020	Check	60.00
Jason White	2020 Adult Softball Fall Umpire	10/30/2020	Check	325.00
Robert W Roe II	2020 Adult Softball Fall Umpire	10/30/2020	Check	275.00
Kenric Johnson	2020 Adult Softball Fall Umpire	10/30/2020	Check	12.50
Cody F. Mulneix	2020 Adult Softball Fall Umpire	10/30/2020	Check	437.50
John Paul Wood	2020 Adult Softball Fall Umpire	10/30/2020	Check	350.00
Joseph P. Sidoti	2020 Adult Softball Fall Umpire	10/30/2020	Check	300.00
Service Welding Inc	welding on backboards	10/30/2020	Check	369.60
Cole Christy	2020 Fall Youth Soccer	10/30/2020	Check	40.00
Finn Obraza	2020 Fall Youth Soccer	10/30/2020	Check	40.00
Jayanta Datta	2020 Fall Youth Soccer	10/30/2020	Check	30.00
John Smith	2020 Flag Football Ref	10/30/2020	Check	40.00
Luke Schumm	2020 Flag Football Ref	10/30/2020	Check	120.00
Kenric Johnson	2020 Flag Football Ref	10/30/2020	Check	180.00
Geena Nicole Wiedlund	2020 KPR Fitness Center Instructor	10/30/2020	Check	170.00
Amy Gear	2020 KPR Fitness Center Instructor	10/30/2020	Check	51.00
Detect Alarm Systems Inc	repair motion sensor	10/02/2020	Check	170.00
City of Kent/Vehicle Mnt Div.	Equipment Maintenance	10/09/2020	Check	1,510.19
Stauffs Corporation/Aid Pest	Monthly Pest Control Service	10/09/2020	Check	25.00
Detect Alarm Systems Inc	Alarm Monitoring	10/23/2020	Check	300.00
Allen Drain Service Inc	Sewer Maintenance	10/23/2020	Check	425.00
Siefer electric, Inc	Electrical Services	10/23/2020	Check	102.11
Complete Outdoor Installation,	rebuild stone wall	10/23/2020	Check	2,825.00
AT & T U-Verse	internet	10/02/2020	Check	55.14
Republic Svcs of Ohio Hauling,	Trash Removal	10/02/2020	Check	114.00
Republic Svcs of Ohio Hauling,	Trash Removal	10/02/2020	Check	114.00
Janitorial Services, Inc.	PARKS & RECREATION FACILITY CLEANING	10/09/2020	Check	1,580.00
Ohio Afscme Legal Care Plan	AFSCME Legal Care Plan 10/2020	10/09/2020	Check	305.00
SportsPilot, Inc.	2020 League Scheduler Fee	10/09/2020	Check	40.00

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Exclude Accounts with No Activity

City of Tallmadge	2020 Youth Basketball League and spectator	10/16/2020	Check	4,830.00
Lori L. Covington/1st Choice CPR	Preschool Sept '20: Staff Training	10/16/2020	Check	120.00
Janitorial Services, Inc.	PARKS & RECREATION FACILITY CLEANING	10/23/2020	Check	2,309.92
Charter Comm. Holdings, LLC/Spectrum	service for park garage-600 Majors Lane	10/23/2020	Check	59.99
Republic Svcs of Ohio Hauling,	Trash Removal	10/30/2020	Check	114.00
Republic Svcs of Ohio Hauling,	Trash Removal	10/30/2020	Check	114.00
Independence Office & Business	Parks & Recreation Office Supplies	10/16/2020	Check	53.67
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/02/2020	Check	2,326.25
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/02/2020	Check	1,765.40
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/02/2020	Check	746.00
D & K Materials Inc	Landscape Supplies	10/02/2020	Check	141.98
Leppo Inc./Leppo Equip.	Equipment Parts	10/02/2020	Check	19.30
Shelly Materials, Inc	Limestone	10/09/2020	Check	59.17
Staples, Inc./Staples Contract &	Cleaning Supplies	10/09/2020	Check	54.99
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/09/2020	Check	110.00
Copley Ohio Newspapers,	record courier subscription	10/09/2020	Check	186.99
Lowe's Company Inc	Maintenance Supplies	10/09/2020	Check	138.57
Lowe's Company Inc	Maintenance Supplies	10/09/2020	Check	177.52
Lowe's Company Inc	Maintenance Supplies	10/09/2020	Check	172.82
Lowe's Company Inc	Maintenance Supplies	10/09/2020	Check	27.08
Lowe's Company Inc	Maintenance Supplies	10/09/2020	Check	305.02
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/09/2020	Check	5,456.20
Northern Safety Co., Inc	Safety Supplies	10/16/2020	Check	326.22
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/16/2020	Check	1,248.25
Running Ritchie's Inc/Ritchies	302020 Recreation Uniform/equipment	10/16/2020	Check	87.85
Sam's Club	Maintenance Supplies	10/23/2020	Check	107.82
Hasty Awards	2020 Flag football and Fall Soccer awards	10/23/2020	Check	1,557.44
Arthur Metzger/Ace of Kent	Maintenance Supplies	10/16/2020	Check	64.98
Arthur Metzger/Ace of Kent	Maintenance Supplies	10/16/2020	Check	6.99
Arthur Metzger/Ace of Kent	Maintenance Supplies	10/16/2020	Check	64.98
Arthur Metzger/Ace of Kent	Maintenance Supplies	10/16/2020	Check	9.59
A.M. Leonard Inc.	Landscape Supplies	10/23/2020	Check	241.11
LCN Holdings Inc./Lake Cty	Trees	10/30/2020	Check	589.96
Synchrony Financial/RFCFS, LLC	2020 Recreation Supplies	10/30/2020	Check	99.42
Access Techniques	Keys	10/30/2020	Check	15.00
Baker Vehicle Systems	Parts	10/30/2020	Check	19.14
Oliger Seed Company	Landscape Supplies	10/30/2020	Check	73.25
Eliza Bruner	COVID-19	10/02/2020	Check	62.00
D & K Materials Inc	2020 KYBS Infield Mix	10/09/2020	Check	255.63
Charter Comm. Holdings, LLC/Spectrum	2020 KKC Rec Wifi/Internet	10/09/2020	Check	126.97
Lori L. Covington/1st Choice CPR	Preschool Sept '20: Staff Training	10/16/2020	Check	120.00
Kent County Schools	2020 KKC Background Checks	10/16/2020	Check	48.00
Synchrony Financial/RFCFS, LLC	2020 KKC Supplies	10/23/2020	Check	462.04
Synchrony Financial/RFCFS, LLC	2020 KKC Supplies	10/30/2020	Check	40.57
Running Ritchie's Inc/Ritchies	2020 KKC camp shirts	10/30/2020	Check	268.75

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Exclude Accounts with No Activity

Carlton	2020 Fitness Instructor	10/09/2020	Check	68.00
Christine Ann Cherkala	2020 Fitness Instructor	10/09/2020	Check	68.00
Christina Drsek	2020 Fitness Instructor	10/09/2020	Check	51.00
Glynis E. Palmisano	2020 KPR Fitness Center Instructor	10/09/2020	Check	40.00
John Trifero	2020 Fitness Instructor	10/09/2020	Check	34.00
Amanda C. Yarosik	2020 Fitness Instructor	10/09/2020	Check	17.00
John Trifero	2020 Fitness Instructor	10/16/2020	Check	68.00
Amanda C. Yarosik	2020 Fitness Instructor	10/16/2020	Check	17.00
Glynis E. Palmisano	2020 KPR Fitness Center Instructor	10/16/2020	Check	40.00
Daniel DelliQuadri	2020 Fitness Instructor	10/16/2020	Check	20.00
Christina Drsek	2020 Fitness Instructor	10/16/2020	Check	68.00
Christine Ann Cherkala	2020 Fitness Instructor	10/16/2020	Check	51.00
Josie Carlton	2020 Fitness Instructor	10/16/2020	Check	17.00
Daniel DelliQuadri	2020 Fitness Instructor	10/30/2020	Check	20.00
Glynis E. Palmisano	2020 KPR Fitness Center Instructor	10/30/2020	Check	40.00
John Trifero	2020 Fitness Instructor	10/30/2020	Check	34.00
Christine Ann Cherkala	2020 Fitness Instructor	10/30/2020	Check	51.00
Christina Drsek	2020 Fitness Instructor	10/30/2020	Check	85.00
Amanda C. Yarosik	2020 Fitness Instructor	10/30/2020	Check	17.00
Charter Comm. Holdings, LLC/Spectrum	2020 KKC Fitness Wifi/Internet	10/23/2020	Check	201.01
Synchrony Financial/RFCFS, LLC	2020 KPR Fitness supplies	10/23/2020	Check	91.08
Synchrony Financial/RFCFS, LLC	2020 KPR Fitness supplies	10/30/2020	Check	3.43



Parks Report November 2020

1. We have begun leaf clean up in the parks.
2. We are done lining fields for the season.
3. We are getting all snow removal equipment ready for the winter.
4. We planted the memorial trees in Fred Fuller.
5. We repaired some of the shelterhouse light poles with LED lights.
6. We will be closing all restrooms for the season.
7. We repaired more deck boards on the boardwalk.

Recreation Department Report November 2020

- 1, **Youth Basketball - 6 Kent teams** K-1st grade begins this weekend. The new program outline will be each team on Saturday will have a clinic for 1/2 hour lead by RHS basketball coaches followed by 1/2 hour of game play. The goal is to enhance the program by training the volunteer coaches proper basketball technique and begin early enough with this age group to advance his/her skill level.
2. **Tree City Turkey Trot** - Currently we are at 60 registered. We need a minimum of 110 to run the race.
3. **KPR Photo Contest** - We are running a photo contest for the community. We have had some awesome pictures submitted in. The purpose of this was to get people out into the parks and view the beauty of fall. Hometown Bank is our sponsor and has provided us with \$275 for the top 3 prizes. You can view the photos on our website under photo contest. Judging will take place the week of thanksgiving.

KKC NOVEMBER ENROLLMENT

Davey

W/F AM: 4

T/Th AM: 11

W/F PM: 8

T/Th PM: 19

Rec

W/F AM: 4

T/Th AM: 7

W/F PM: 8

T/Th PM: 13

Total Enrollment

Sept: 53

Oct: 51

Nov: 53

LAVONNE DUNAWAY MEMORIAL DONATION

We received a check for \$1200 from Mike Pechac, a close family friend of Bonnie's. The money was collected from him and his wife, Dr. Sharmaine Pechac with the intent to honor her at the Kent Rec. In her years at the Rec as a Recreation Leader working with numerous kids in the KPR Kidz Club and Camps, Bonnie spent a lot of time in the kitchen which was then turned into a classroom. She was in charge of "Cooking with Ms. Bonnie" and in her last school year with us, was responsible for homework help in this new classroom. We feel that this room would be a great place to remember all she did for KPR. We'd like to use the money towards a plaque placed outside the entrance to the room, similar to Robert Wright's outside the main entrance of the building, along with a mural on the wall that would reflect various memories we have of her.

CRISIS DRILLS

All KPR Kidz Club sites and the preschool will be completing crisis drills with guidance from the Kent Police Department. The officers will be visiting on these days to monitor the drills and make any changes necessary, along with answering any questions from the children. All parents are notified in advance.

DIRECTOR REPORT November 2020

1. Crooked River Adventures Lease Agreement

Kent State has asked to re-negotiate the Lease Agreement for 2021. The service was put on-hold for 2020 and at this time we are not positive on how operations will occur in 2021. They've asked to pay a 7% revenue share for 2021. Their proposal is attached for your review.

I recommend we accept their proposal, I believe the service they offer our community is more important than the income we receive.

2. Brady's Leap Trail Project Plan Holders

The Legal Bid Advertisement was published on November 11 and 18, I will be able to report on whom has taken out plans thru November 19. The pre-bid meeting is November 24 and the Bid Opening is scheduled for December 8.

3. Fairchild Avenue Land Donation

We have received the Title for the property on Fairchild Avenue. The land donation of .377 is adjacent to Forrest Lakes Preserve. The land was donated by TransOhio Properties.

Crooked River ADVENTURES

Proposal for Revision of Lease Agreement: Summer 2021

INTRODUCTION

Kent State University's Department of Recreational Services (DRS) proposes to revise the lease agreement with Kent Parks and Recreation for the 2021 livery season.



BACKGROUND

Rising costs (see chart below) over the last five years and uncontrollable factors have changed the landscape of our livery operation at Tannery Park and facilitate a need to re-evaluate our operational expenses.

Increased Expenses	2016	2020
Staffing (minimum wage increase)	\$12,000	\$26,000
Lease Agreement	\$2,100	\$4,500
Maintenance and repairs	\$1,000	\$3,000
Total Revenue	\$16,000	\$37,000

With minimal net profit (see chart), Recreational Services analyzed the operation and proposes a new lease agreement reinstating a percentage share of the revenue. This agreement would be similar to past agreements prior to 2019.

	5-year average
Revenue	\$29,000
Expenses	\$28,000
Net Profit	\$1,000



RATIONALE

There are many uncontrollable factors which could prevent us from having a profitable season:

- Weather: cold days, rainy days, river levels, etc.
- Participation
 - Patronage lost to local competitors (Burning River, Float the River) with the 2020 closure of CRA
 - Population still wary of participation due to pandemic
- Covid-19 related shutdown: possibility of being shut down due to the pandemic



PROPOSAL

The Department of Recreational Services proposes a revenue share of 7% to be paid to Kent Parks and Recreation by October 31, 2021. This amount will cover all costs associated with the livery lease. Projected revenue for fiscal year '21 is over \$42,000, which would equate to about a \$3,000 projected revenue share for the lease fee. The revenue share will allow both organizations to benefit from new operational procedures implemented to increase the likelihood of a successful season. Tentative new methods to include:

- Revised trip offerings based on popularity and profitability
- Assessment of staffing costs based on Burning River's staffing model
- Enhanced driver/trailer training to reduce maintenance/equipment costs

CONCLUSION

We appreciate and hope for the opportunity to continue to partner with Kent Parks and Recreation on the Crooked River Adventures livery. The connection to the community is one we value and we hope to strengthen that connection by providing another successful summer of livery operations at Tannery Park in 2021. We believe this proposal will allow both Kent Parks and Recreation and the KSU Department of Recreational services to work together to contribute to that success. Please feel free to reach out to clukas@kent.edu with any questions or to move forward with the drafting of a lease agreement for 2021.