



# City Of Kent Fire Department

320 S. Depeyster St.

Kent, Ohio 44240

330. 673.8814

330.676.7374 Fax

To: Dave Ruller, Hope Jones, Amy Wilkens

From: John Tosko

Date: April 17, 2020

I am requesting council's authorization to sell the older model Police and Fire VHF-band radios to All Season Distribution. These radios have been made obsolete by the purchase of the MARCS Motorola radios purchased in 2018. The radios have been inventoried and the quote offer attached.

**ALL SEASON DISTRIBUTION**

**QUOTE**

1759 County Route 37  
 West Monroe, NY 13167  
 Phone: 844-735-5896  
 Email: art@allseasondistribution.com  
 Prepared by: Art

|              |           |
|--------------|-----------|
| DATE:        | 3/12/2020 |
| QUOTE #      | 9941      |
| Customer ID  |           |
| Valid Until: | 3/22/2020 |

**Customer**

**Brock Murphy**  
**Kent Fire Department**  
 320 S Depeyster St  
 Kent, OH 44240

| DESCRIPTION  | QUANTITY | LOT OFFER  | TOTAL      |
|--|----------|------------|------------|
| One lot of Radio Equipment As Described.                                   | 1 Lot    | \$1,125.00 | \$1,125.00 |
| <b>Offer is for emailed inventory list with any associated accessories</b> |          |            |            |

**TERMS AND CONDITIONS**

By signing and accepting quote, customer certifies that they are authorized to sell above items on behalf of above named agency. Customer also certifies they have represented equipment in an accurate manner, to the best of their ability. |  
**Customer Acceptance (sign below):**

x \_\_\_\_\_  
 Print Name:

**TOTAL OFFER**      \$1,125.00

Deductions will be made on the final purchase price for missing, or severely damaged equipment.  
 If you have any questions about this purchase offer, please don't hesitate to contact us.

*Thank You For The Opportunity*



**ALL SEASON DISTRIBUTION**

**QUOTE**

1759 County Route 37  
 West Monroe, NY 13167  
 Phone: 844-735-5896  
 Email: art@allseasondistribution.com  
 Fax: 877-328-2174  
 Prepared by: Art  
 Customer

|              |           |
|--------------|-----------|
| DATE:        | 4/16/2020 |
| QUOTE #      | 10512     |
| Customer ID  |           |
| Valid Until: | 4/26/2020 |

**KENT POLICE DEPARTMENT**  
 301 S Depeyster Street  
 Kent, OH 44240

| DESCRIPTION                              | QUANTITY | LOT OFFER | TOTAL    |
|--|----------|-----------|----------|
| One lot of Radio Equipment As Described. | 1 Lot    | \$400.00  | \$400.00 |
| Offer is for emailed inventory list      |          |           |          |

**TERMS AND CONDITIONS**  
 By signing and accepting quote, customer certifies that they are authorized to sell above items on behalf of above named agency. Customer also certifies they have represented equipment in an accurate manner, to the best of their ability. |  
**Customer Acceptance (sign below):**  
 x \_\_\_\_\_  
 Print Name:

**TOTAL OFFER \$400.00**

Deductions will be made on the final purchase price for missing, or severely damaged equipment.  
 If you have any questions about this purchase offer, please don't hesitate to contact us.

*Thank You For The Opportunity*





## LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager  
From: Hope L. Jones, Law Director  
Date: April 28, 2020  
Re: Moratorium on Impact Fees/City Match

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Mr. Ruller,

I request that a discussion for proposed legislation to place a temporary moratorium upon the collection of the Parks and Recreation fees as outlined in Chapter 1191 be placed on the May 6, 2020 Agenda. Since I began my tenure with the City, we have sporadically talked about the reasoning for the City's matching fee provision and whether or not to re-examine and possibly repeal it. As you know, the "match" comes from the City's General Fund. As we begin the hard discussions regarding the reduction in income tax revenues, I believe that now is the time to take a look at this Chapter to ensure that the City is exercising the "best practices" in matching these fees.

It is my opinion that the entire fee structure (including the developers fee to the Parks and Recreation fund) be subject to the moratorium so that not only the fees but the fee structure and how the fees are derived can be reviewed to ensure sound legal and practical considerations.



## LAW DEPARTMENT MEMORANDUM KENT, OHIO

To: Dave Ruller, City Manager  
From: Hope L. Jones, Law Director  
Date: April 28, 2020  
Re: Authorization to Apply for COVID-19 Grants

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Mr. Ruller,

I request that a discussion for proposed legislation to allow the City to apply for accept COVID-19 specific grants from local, state or federal agencies be placed on the May 6, 2020 Agenda. I believe that such a measure will allow the City to file for these grants more quickly and hopefully get the funding, supplies, etc. faster. Of course, if this general authorization is not acceptable to any agency we can return for specific authorization. I am hoping this will do.



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

**To:** Dave Ruller, City Manager  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** April 30, 2020  
**Re:** FY2020 Appropriation Amendments, Transfers, and Advances

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

**Fund 201 – Water Fund**

Increase        \$    50,000    Water/ Other (O&M) – Additional funding for the construction of water improvements including construction of new festival water services as part of the N Water Street Improvement project, per J Bowling 4/22/20 memo.

*Rhonda Hall*

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Rhonda Hall

FROM: Jim Bowling

DATE: April 22, 2020 *JSB*

RE: North Water Street – Appropriation Request

The Service Department is requesting \$50,000 in appropriations from the Water Fund (201) for construction of water improvements including construction of new festival water services as part of the North Water Street Improvement project. The new festival water services will provide better more reliable access to potable water for festivals that use North Water Street. The 2019 Capital Improvement Plan Update included this amount for 2020 but it was inadvertently left out of the 2020 Operating Budget.

C: Melanie Baker  
Jon Giaquinto  
Brian Huff  
Cathy Wilson



# CITY OF KENT, OHIO

CLERK OF COUNCIL

## MEMO

**To:** Mayor Jerry T. Fiala  
City Council Members Amrhein, DeLeone, Ferrara, Kuhar, Rosenberg, Shaffer, Sidoti, Turner, Wallach

**From:** Amy Wilkens, Clerk of Council

**Date:** April 29, 2020

**Re:** Boards and Commission Applicant Packet

Board and Commission interviews were postponed due the cancelling of the April 1, 2020 Council Committee Meeting due to the Governor's stay at home order. The Clerk of Council is requesting Council time to review and approve moving forward with filling vacant spots on the City's Boards and Commissions that were to be held then.

During the April 15, 2020 combined Committee and Regular Council meeting a motion was made and passed to forgo the interview requirement and to proceed with reviewing applications and voting on appointments.

Attached is the applicant packet of candidates for your review. An Executive Session has been planned at the end of the Committee Meetings to discuss the applicants. Voting will occur and appointments will be made at the Regular Council Meeting on May 20, 2020.

Please let me know if you have any questions concerning the attached materials or if you need additional information. Thank you.

CC: Dave Ruller  
Hope Jones  
Kevin Schwartzhoff  
Bridget Susel  
Dawn Bishop  
Harrison Wicks





## Boards and Commissions May 2020 Candidates\*

### **Board of Building Appeals** - Six (6) Vacancies

- No Applicants

### **Board of Health** - One (1) Vacancy (Unexpired Term Ending 8/16/20)

1. Louise Frederick      New
2. Kathleen Erwin      New (also applied for Civil Service, PARTA & Shade Tree)

### **Civil Service**- One (1) Vacancy

1. Lee Higgins      Seeking re-appointment
2. Marilyn Sessions      Served Previously
3. Kathleen Erwin      New (also applied for Board of Health, PARTA & Shade Tree)

### **Design and Preservation Committee** - One (1) Vacancy

1. Howard Boyle II      Seeking re-appointment
2. Gretchen Keillor      New

### **Equalization Assessment Board** – Twelve (12) Vacancies

- No Applicants

### **Fair Housing Board**- One (1) Vacancy

- No Applicants

### **Loan Review Board**- One (1) Vacancy

- No Applicants

### **Parking Action Committee** -Two (2) Vacancies

- No Applicants

### **Parks and Recreation Board** -One (1) Vacancy (Unexpired Term Ending 1/19/21)

1. Robert Szygenda      New
2. Kathleen Wiler      New
3. Kristin Berthiaume      New
4. Jillian Tipton      New
5. Jason Church      New

### **Stormwater District Review and Appeals** -Two (2) Vacancies

- No applicants

**DEADLINE IS MARCH 24, 2020 AT NOON.**

**All applicants must appear before Council to be interviewed. This includes new applicants and reappointments. Interviews will be held on Wednesday, April 1, 2020.**

#### **BOARD OF BUILDING APPEALS**

Volunteer. Six (6) Vacancies: One (1) Vacancy for a *General Contractor*, One (1) Vacancy for a *Registered Heating & Air Conditioning Contractor*, One (1) Vacancy for *General Public* and Three (3) vacancies for *Alternates*. TERM: Three (3) years commencing immediately through 12/31/2023.

#### **BOARD OF HEALTH**

Volunteer. One (1) Vacancy: The Board of Health is created in accordance with Kent City Charter Chapter 66(A). The Board of Health of the City may make such orders and regulations as it deems necessary for its own government for the public health, the prevention or restrictions of disease and the prevention, abatement or suppression of nuisances. *No member of the Board shall serve more than two (2) full terms consecutively*. TERM: To fill an unexpired term until 8/16/2020.

#### **CIVIL SERVICE**

Volunteer. One (1) Vacancy: The Kent Civil Service Commission prescribes, amends, and enforces rules for classification of positions in the civil service of the City government and the Kent City School District. These rules include matters such as examinations resignations, appointments, promotions, removals, transfers, layoffs, suspensions, reductions and reinstatements. The Civil Service Commission is composed of three individuals that must be a resident of either Kent City or Franklin Township. TERM: Six (6) years commencing immediately through December 31, 2026.

#### **DESIGN AND PRESERVATION COMMITTEE**

Volunteer. One (1) Vacancy. Must be elector of the City. Members shall have, to the highest extent possible, a demonstrated knowledge, experience, or interest in architecture and/or historic preservation. Members must possess a determination to work for the overall improvement of the quality of the physical environment of the City. TERM: Three (3) year term commencing 4/17/20 through 12/31/2023.

#### **EQUALIZATION ASSESSMENT BOARD**

Volunteer. Twelve (12) vacancies. Must be elector of the City as well as a property owner. Members of the Board shall hear objections to estimated special assessments for particular projects in the City. Boards for specific projects shall be selected, by lot, from the Assessment Equalization Board. TERM: Three (3) years.

#### **FAIR HOUSING BOARD**

Volunteer. One (1) Vacancy. City of Kent codified ordinances Chapter 557.05: There is hereby created the Fair Housing Board to consist of seven members who shall be qualified electors of the City. They shall be appointed by Council. Of the members first appointed, one shall hold office for a term of one year; one for a term of two years; and the other for a term of three years; and their successors shall be appointed for terms of three years. All vacancies shall be filled by appointment for the remainder of the unexpired term. TERM: Three (3) years commencing 4/18/20 through 12/31/23.

#### **LOAN REVIEW BOARD**

Volunteer. One (1) Vacancy available for a *Local Attorney*. The City's Loan Review Board is responsible for reviewing loan applications from qualified businesses seeking Economic Development Administration (EDA) funding to assist with needed commercial start-up or production expansion costs. TERM: Five (5) years commencing immediately through 12/31/2025.

### **PARKING ACTION COMMITTEE**

Volunteer. Two (2) vacancies. Must be elector of the City. Responsible for administering the policy recommendations of the Parking Management Planning Committee. Composed of the City of Kent Community Development Director; City of Kent Safety Director; City of Kent Service Director; a representative from the Kent Area Chamber of Commerce; and five (5) members of the Business Community, appointed based on : 1. Geographic Basis – (e.g.: East and West Main Streets, North and South Water Streets, Franklin Avenue, side streets...) and 2. Land Use Basis – (e.g.: Church, service, retail, housing and nightclub representation...) TERM: Commencing immediately through 12/31/2023.

### **PARKS AND RECREATION BOARD**

Volunteer. One (1) vacancy. The Parks and Recreation Board was created in accordance with Kent City Charter Section 61(a). This Board consists of five (5) members who are electors of the City. Four (4) members are appointed by the Council and one (1) member is appointed by the Board of Education. TERM: To fill an unexpired term commencing immediately until 01/19/21.

### **STORMWATER DISTRICT REVIEW AND APPEALS BOARD**

Volunteer. Two (2) Vacancies. The Board will hear appeals regarding disputes brought by owners and non-owners concerning application of the city's Stormwater Utility Chapter and will have the authority to make adjustments to provide relief due to unique circumstances which reduce the burden of operating, constructing, repairing and maintaining the Stormwater utility system. Term: Two-year term commencing immediately through 12/31/2022.

*NOTE: By statutory definition, "elector" means anyone of voting age and a resident of the City. The Kent City Charter Section 8.01 mandates that all appointments to City Boards and Commissions shall be electors of the City, with the exception of the Board of Building Appeals.*

### **APPLICATION PROCESS**

APPLICATIONS ARE NOW BEING ACCEPTED THROUGH **MARCH 24, 2020 AT NOON**. Interviews will be scheduled by the Clerk for **April 1, 2020** at 7:00 p.m. during Council Committee Meetings

1. Fill out the online application at [www.kentohio.org/184/Boards-Commissions](http://www.kentohio.org/184/Boards-Commissions)
2. Or, print, complete and sign a Boards and Commissions application and return to Amy Wilkens, Clerk of Council
  - Email ***signed*** application to [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org)  
**OR**
  - Mail application to 301 S. Depeyster St. Kent, OH 44240

Questions? Contact the Clerk of Council at (330) 678-8007 or Email [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org)

**BOARD  
OF HEALTH**



Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Thu, Feb 27, 2020 at 10:35 AM

Online Boards & Commissions Application

Note

All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.

|   |   |
|---|---|
| First Name  | Louise  |
| Last Name   | Frederick   |
| Address   | <a href="#">226 S Pearl St</a>  |
| City  | Kent  |
| State   | OH  |
| Zip Code  | 44240   |
| Home Phone Number   | Field not completed   |
| Cell Phone Number   | (330) 221-7341  |
| Email Address   | <a href="mailto:laweezie241@gmail.com">laweezie241@gmail.com</a>  |
| # of years you have lived in Kent   | 35  |
| Education   | Associate of Applied Science in Nursing, 2013. Currently enrolled in RN-BSN program through Ohio University, expected to finish Summer 2020. Plans to pursue MSN, hopeful to enroll Fall 2020.  |
| Place of Employment   | University Hospitals Portage Medical Center   |
| Political Party   | Democrat  |
| Are you a registered voter?   | Yes   |
| Which boards, commissions and committees are you applying for:  | Board of Health   |
| Please provide educational and professional background to assist Council in review of your application. | I have worked in healthcare my entire professional career. Working in the community as a Licensed Practical Nurse, I have experience as a school nurse (Cuyahoga Falls), jail nurse (Portage County), and home health nurse (Portage County). I then went on to advance as a Registered Nurse, currently employed at University Hospitals Portage Medical Center.   |
| Why are you interested in this appointment?   | With my nursing experience, I have been able to see the importance of community health and preventative care. Heart failure, chronic obstructive pulmonary diseases, and diabetes are three of the most common patient populations have frequent hospital re-admissions. Working with these groups has made it abundantly clear that we can do better in educating our community, both those diagnosed with these diseases as well as their family members. I also feel that there is a very large portion of our population who are completely unaware of all of the services that the city can offer in regards to health and health information. I would love the opportunity to continue to learn about what we, as a city, can offer our residents and how we can increase awareness to important health matters in our community. |
| Resume or other   | <a href="#">Frederick, Louise RESUME FEB-2020.pdf</a>   |

2/27/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application  
qualifications

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Email not displaying correctly? [View it in your browser.](#)

# Louise Frederick

226 S Pearl St ♦ Kent, Ohio 44240

Phone: (330) 221-7341 ♦ Email: LaWeezie241@gmail.com

Registered Nurse

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|                   |  |                                 |                                    |
|-------------------|--|---------------------------------|------------------------------------|
| <b>Profile</b>    | Extremely organized individual with excellent time management skills, ability to multi-task well, excels in leadership roles. Ability to remain calm and clear-minded during stressful situations, always keeping patient safety a priority. Excellent communication skills, ability to earn and maintain the trust of patients and their families quickly. ACLS and BLS certified, plans to pursue Cardiovascular Certification.                    |                                 |                                    |
| <b>Education</b>  | Currently enrolled in RN-BSN program through Ohio University, expected to finish Summer 2020. Plans to pursue MSN, hopeful to enroll Fall 2020.  |                                 |                                    |
|                   | <u>Herzing University, Akron Campus – Akron, Ohio</u>  |                                 | 12/2013                            |
|                   | <i>Associate of Applied Science in Nursing</i>   |                                 |                                    |
|                   | ♦ Preceptorship: Summa Health System – Barberton, Ohio – Emergency Department  |                                 |                                    |
|                   | <u>Northcoast Medical Training Academy – Kent, Ohio</u>  |                                 | 2/2008                             |
|                   | <i>Licensed Practical Nurse Diploma</i>  |                                 |                                    |
| <b>Experience</b> | <u>Summa Rehab Hospital – Akron, Ohio</u>  | <i>Registered Nurse</i>         | 11/2017-4/2019                     |
|                   | Provided skilled nursing care on an as needed basis for up to six post-acute rehab patients at a CARF accredited facility; specializing in programs for stroke, brain injury, spinal cord injury, and amputee patients.  |                                 |                                    |
|                   | <u>University Hospitals Portage Medical Center – Ravenna, Ohio</u>   | <i>Registered Nurse</i>         | 8/2014–presently employed          |
|                   | Staff nurse on the Step-Down unit, caring for four to six critical care patients. Including chest pain patients, cardiac drips, BiPap units, post-heart cath and pacemakers. Frequent title of Resource Nurse, responsible for staff assignments and placing patients appropriately. Worked closely with and earned the respect of Cardiologists and Internal Medicine Doctors. Served as a mentor to many new graduate nurses and other co-workers. |                                 |                                    |
|                   | <b>Select Achievements</b>   |                                 |                                    |
|                   | ♦ 2017 Cameos of Caring Nominee, a nationally recognized award which honors exceptional bedside nurses   |                                 |                                    |
|                   | ♦ UH Portage Step-Down Stroke Champion, working alongside UH Portage’s Stroke Coordinator to assist in the efforts to obtain Stroke Certification for our hospital   |                                 |                                    |
|                   | ♦ Developed and implemented new forms and staff orientation material used daily on the Step-Down unit to assist in appropriate patient assignments and tracking of different patient populations and procedures  |                                 |                                    |
|                   | <u>St. Luke Lutheran Community – Akron, Ohio</u>   | <i>Licensed Practical Nurse</i> | 8/2011- 4/2013 &<br>4/2008-10/2009 |
|                   | Provided competent nursing care for up to 20 residents each shift in a skilled rehab/long-term care setting, obtaining vital signs, performing assessments, administering medications and performing wound care.   |                                 |                                    |
|                   | <b>Select Achievements</b>   |                                 |                                    |
|                   | ♦ Recipient of 2009 AOPHA Star Award, based on resident recommendations for exemplary patient care   |                                 |                                    |
|                   | <u>Birchaven Village – Findlay, Ohio</u>   | <i>Licensed Practical Nurse</i> | 12/2009-7/2011                     |
|                   | Provided competent skilled nursing care for up to 16 patients each shift, patient population including post-CABG, hip and knee arthroplasties, spinal surgeries, stable cerebral vascular accidents, seizures, and peritoneal dialysis.  |                                 |                                    |
|                   | <b>Select Achievements</b>   |                                 |                                    |
|                   | ♦ Initiated effort to reorganize and re-format commonly used forms which resulted in more efficient communication between healthcare staff   |                                 |                                    |





Council, Clerk of <councilclerk@kent-ohio.org>

### Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Fri, Mar 20, 2020 at 3:55 PM

### Online Boards & Commissions Application

**Note**

*All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.*

|   |   |
|---|---|
| First Name  | Kathleen  |
| Last Name   | Erwin   |
| Address   | 514 Valleyview Dr   |
| City  | Kent  |
| State   | OH  |
| Zip Code  | 44240   |
| Home Phone Number   | 3306771975  |
| Cell Phone Number   | 13308087540   |
| Email Address   | kaferwin@yahoo.com  |
| # of years you have lived in Kent   | 30+   |
| Education   | BS Zoology, Ohio University   |
| Place of Employment   | University Hospitals Portage MC 1982-2019 retired   |
| Political Party   | Democratic  |
| Are you a registered voter?   | Yes   |
| Which boards, commissions and committees are you applying for:  | Board of Health, Civil Service Commission, Portage Area Regional Transportation Authority, Shade Tree Commission  |
| Please provide educational and professional background to assist Council in review of your application. | I was employed @ Robinson Memorial / Portage Med Center in the laboratory as a Medical Technologist for 33 years. During this time, I also worked on and managed the Laboratory Information System for 13+ years. |
| Why are you interested in this appointment?   | I would be interested in any area where there is a need, I would like to be more aware of and involved in the city.   |



4/22/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

Resume or other  
qualifications

*Field not completed.*

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**CIVIL SERVICE  
COMMISSION**



# CITY OF KENT, OHIO

CITY COUNCIL

**Deadline – March 24, 2020 at NOON.**

We rely heavily upon citizen participation through Boards, Commissions and Committees to effectively assist City Council and the Administration staff in planning a better community.

Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org) or mail to the address at the bottom of this application. All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.

NAME: Lee Higgins PHONE: 330-678-9220 (HOME)

ADDRESS: 1232 Woodhill Dr. 330-701-2245 (CELL)

EMAIL: akentman@sbcglobal.net

EDUCATION: B.S. Industrial Educ. University of Maryland

OCCUPATION: Human Resource Consultant

PLACE OF EMPLOYMENT: Retired

POLITICAL PARTY: Democrat

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: Sixteen years of service to the City of Kent as a Civil Service Commissioner.

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? My experience brings a degree of continuity in knowledge of the State Regulations

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

I have always appreciated the opportunity to serve the City.

I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: Civil Service Commission

2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE:

*Lee Higgins*

DATE: March 23, 2020

\*\*\* The City of Kent reserves the right to perform background checks.



Council, Clerk of &lt;councilclerk@kent-ohio.org&gt;

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**Fwd: FW: Lee Higgins recommendation**

2 messages

**Wilkens, Amy** <wilkensa@kent-ohio.org>

Fri, Apr 17, 2020 at 9:13 AM

To: Garret Ferrara <ferrara@kent-ohio.org>, Gwen Rosenberg <rosenbergg@kent-ohio.org>, Heidi Shaffer <shaffer@kent-ohio.org>, Jack Amrhein <amrhein@kent-ohio.org>, Jerry Fiala <fialaj@kent-ohio.org>, John Kuhar <kuhar@kent-ohio.org>, Michael DeLeone <deleone@kent-ohio.org>, Robin Turner <turner@kent-ohio.org>, Roger Sidoti <sidoti@kent-ohio.org>, Tracy Wallach <wallach@kent-ohio.org>, Clerk of Council <councilclerk@kent-ohio.org>

Good Morning,

I am sharing an email I received in support of Lee Higgins' application for the Civil Service Commission. I have responded to Allyson thanking her and informing her I would forward it on. It will be part of the application packet when we interview for Boards and Commission, which was originally scheduled for April 1, 2020. I am hoping we can tackle the interviews during the May 6, 2020 Committee meeting. More to follow.

Have a nice weekend everyone,  
Amy

**Amy Wilkens | City of Kent | Clerk of Council**

301 S. Depeyster St. | Kent, OH 44240

p: 330.676.7555 | e: [wilkensa@kent-ohio.org](mailto:wilkensa@kent-ohio.org)**Shape  
your future  
START HERE >****United States<sup>®</sup>  
Census  
2020**

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**From:** Allyson Chicoski**Sent:** Thursday, April 16, 2020 6:54 PM**To:** [wilkensa@kent.edu](mailto:wilkensa@kent.edu)**Subject:** Lee Higgins recommendation

April 16, 2020

Dear Mayor Fiala and Council Members of Kent,

I am writing to you today to express my desire for you to appoint Mr. Lee Higgins back onto the Kent Civil Service Commission. Please note that in no way am I representing the Kent Civil Service Commission, instead I am speaking from my personal experience. I am a current commissioner of the City of Kent's Civil Service Commission. My appointment started in May of 2018. As you can see, based on my time in this role, I am a novice. In my short time on the commission, I have found Mr. Higgins to be very knowledgeable and he provides an expertise both from his long-standing history on the commission, and with his background career in human resources.

In addition to his knowledge, I find him to be equitable, honest, and open-minded, qualities I feel are necessary for a civil service commissioner. On a personal note, Mr. Higgins and myself (I believe Chris Klein & Dawn Bishop would agree but I cannot speak for them), get along very well. He is very personable and respectful of me, and I have enjoyed getting to know him. He also displays dependability and fairness to the City of Kent's workers from his many years of service.

Please consider this letter of recommendation for Mr. Higgins as you appoint a commissioner to this role. I know that this decision is not mine to make but I hope that his experience, years of service, dedication, and recommendation from a current commissioner will help guide you in your decision to reappoint Mr. Higgins to the Kent Civil Service Commission. Thank you for your time and consideration.

Sincerely,

Allyson S. Chicoski

Sent from [Mail](#) for Windows 10

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**Wilkins, Amy** <[wilkensa@kent-ohio.org](mailto:wilkensa@kent-ohio.org)>  
To: Clerk of Council <[councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org)>

Mon, Apr 20, 2020 at 3:23 PM

**Amy Wilkins | City of Kent | Clerk of Council**

[301 S. Depeyster St.](#) | Kent, OH 44240

p: 330.676.7555 | e: [wilkensa@kent-ohio.org](mailto:wilkensa@kent-ohio.org)



**Shape  
your future  
START HERE >**

United States®  
**Census  
2020**

[Quoted text hidden]





**Online Form Submittal: Online Boards & Commissions Application**

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Thu, Jan 30, 2020 at 11:14 AM

**Online Boards & Commissions Application**

Note

*All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.*

|   |   |
|---|---|
| First Name  | Marilyn   |
| Last Name   | Sessions  |
| Address   | <a href="#">7347 Westview Rd</a>                                  |
| City  | Kent  |
| State   | OH  |
| Zip Code  | 44240   |
| Home Phone Number   | 330-760-0471  |
| Cell Phone Number   | 330-760-0471  |
| Email Address   | msessions@ht.bank   |
| # of years you have lived in Kent   | 30  |
| Education   | Kent State University   |
| Place of Employment   | Hometown Bank   |
| Political Party   | Republican  |
| Are you a registered voter?   | Yes   |
| Which boards, commissions and committees are you applying for:  | Civil Service Commission  |
| Please provide educational and professional background to assist Council in review of your application. | 32 years as a Human Resource Professional                         |
| Why are you interested in this appointment?   | Was previously a member of this board and enjoyed it tremendously |
| Resume or other qualifications  | Field not completed   |

Email not displaying correctly? [View it in your browser.](#)



Council, Clerk of &lt;councilclerk@kent-ohio.org&gt;

## Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Fri, Mar 20, 2020 at 3:55 PM

### Online Boards & Commissions Application

#### Note

*All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.*

|   |   |
|---|---|
| First Name  | Kathleen  |
| Last Name   | Erwin   |
| Address   | <a href="#">514 Valleyview Dr</a>   |
| City  | Kent  |
| State   | OH  |
| Zip Code  | 44240   |
| Home Phone Number   | 3306771975  |
| Cell Phone Number   | 13308087540   |
| Email Address   | <a href="mailto:kafderwin@yahoo.com">kafderwin@yahoo.com</a>  |
| # of years you have lived in Kent   | 30+   |
| Education   | BS Zoology, Ohio University   |
| Place of Employment   | University Hospitals Portage MC 1982-2019 retired   |
| Political Party   | Democratic  |
| Are you a registered voter?   | Yes   |
| Which boards, commissions and committees are you applying for:  | Board of Health, <b>Civil Service Commission</b> , Portage Area Regional Transportation Authority, Shade Tree Commission  |
| Please provide educational and professional background to assist Council in review of your application. | I was employed @ Robinson Memorial / Portage Med Center in the laboratory as a Medical Technologist for 33 years. During this time, I also worked on and managed the Laboratory Information System for 13+ years. |
| Why are you interested in this appointment?   | I would be interested in any area where there is a need, I would like to be more aware of and involved in the city.   |

4/22/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

Resume or other  
qualifications

*Field not completed.*

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# DESIGN & PRESERVATION



# CITY OF KENT, OHIO

RECEIVED  
MAR - 5 2020  
BY: Amy W...  
CITY COUNCIL

**Deadline - March 24, 2020 at NOON.**

We rely heavily upon citizen participation through Boards, Commissions and Committees to effectively assist City Council and the Administration staff in planning a better community.

Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org) or mail to the address at the bottom of this application. **All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.**

NAME: Howard T. Boyle II PHONE: 330-678-1855 (HOME)

ADDRESS: 1485 River Edge Drive, Kent, OH 44240 330-842-2500 (CELL)

EMAIL: htboyle@gmail.com hboyle@ht.bank

EDUCATION: Bachelor of Arts, History, Ashland University 1972

OCCUPATION: Banker

PLACE OF EMPLOYMENT: Hometown Bank, Kent, OH

POLITICAL PARTY: N/A

(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: I have served on this committee since its inception. I have lived and worked in the city my entire life.

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? I think we have been successful in the past and I would like to continue the success.

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:

I have worked with every City Manager in the city and I have great pride in the work we have done.  
I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: Design and Preservation Committee 2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE:  DATE: 3-3-2020

\*\*\* The City of Kent reserves the right to perform background checks.



Council, Clerk of &lt;councilclerk@kent-ohio.org&gt;

## Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Mon, Mar 23, 2020 at 10:51 PM

### Online Boards & Commissions Application

#### Note

*All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.*

|   |  |
|---|--|
| First Name  | Gretchen   |
| Last Name   | Keillor  |
| Address   | <a href="#">439 Rockwell St.</a>   |
| City  | Kent   |
| State   | Ohio   |
| Zip Code  | 44240  |
| Home Phone Number   | 3303222580   |
| Cell Phone Number   | 3303222580   |
| Email Address   | <a href="mailto:gretchen.keillor@gmail.com">gretchen.keillor@gmail.com</a>   |
| # of years you have lived in Kent   | 1  |
| Education   | Master of Community Planning, University of Cincinnati<br>Bachelor of Arts, Hope College   |
| Place of Employment   | Level20, part of the Progressive family  |
| Political Party   | <i>Field not completed.</i>  |
| Are you a registered voter?   | Yes  |
| Which boards, commissions and committees are you applying for:  | Design and Preservation Committee  |
| Please provide educational and professional background to assist Council in review of your application. | While I work now for a branch of Progressive insurance, my education and majority of prior work experience is in urban and campus planning. I have a Master's degree from University of Cincinnati's College of DAAP in Community Planning, and I worked for nearly five years at an award-winning international design firm based in Boston called Sasaki. At Sasaki, I worked as an urban and campus planner on a number of planning |

projects, and assisted architects, landscape architects, environmental designers, and ecologists to provide a planner's perspective on their projects as well. Please see my planning portfolio at <https://gretchenkeillor.com/planning> for some highlighted projects. One of my favorite projects was actually one that I completed while in graduate school, a community plan for the historic neighborhood of Lower Price Hill in Cincinnati; I led a team that worked closely with community members to articulate their vision for their neighborhood, which was then shared with Cincinnati's city council and used to guide historically-sensitive development in that neighborhood.

I am passionate about the design of communities for the people who live in them, and truly believe that a positive sense of place can powerfully impact the lives of residents. Design and historical preservation are key elements of creating a sense of place, by being thoughtful and intentional about the community's aesthetic elements as well as celebrating the unique historic roots that give a place its character.

On a more personal note, I love this town; my husband and I moved from Boston back to Northeast Ohio to be near family, but specifically chose Kent for our Northeast Ohio home because we recognize that it is such a special place. We bought a century-old house in need of restoration within walking distance of downtown in a historic neighborhood, because we believe in celebrating the past while investing in the future -- and we have loved sowing more permanent roots here.

---

Why are you interested in this appointment?

I want to give back to my community by lending my professional expertise to the continued improvement of this city's physical environment.

---

Resume or other qualifications

[G. Keillor Resume\\_20200323.pdf](#)

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Email not displaying correctly? [View it in your browser.](#)

# GRETCHEN KEILLOR

gretchenkeillor.com  
330.322.2580  
gretchen.keillor@gmail.com

## Full-stack product designer, urbanist, and maker from the Midwest

Including both digital design to urban and campus planning, my skillset is broad. I have collaborated on multiple national award-winning projects in the roles of digital designer and urban planner. I am passionate about exploring challenges at the intersection of people, cities, and technology. The common thread throughout my career has been my desire to apply design thinking to solve practical problems, creatively finding solutions that place people at the center. Current research: typologizing America's small towns.

### LEVEL20 AT PROGRESSIVE

Cleveland, OH

#### Senior User Experience Designer

Nov 2019 - Present

*Collaborate with a cross-functional team to bring products to market in a fast-paced start-up environment*

- Capitalize on the resources of a Fortune 500 company to innovate on existing products and services
- Participate as a fully integrated team in all phases of product development, from product strategy and user research through design and development
- Practice agile methodology for product development

### SASAKI

Boston, MA

#### User Experience Lead

Jan 2017 - Oct 2019

*Led UX/UI research, design, and prototyping to create effective and delightful end-to-end experiences*

- Led a cultural shift within the team from technically-focused to user-focused
- Conducted and synthesized user research using methods like interviews, affinity mapping, and personas
- Constructed sitemaps, behavior flows, and wireframes to shape product experience
- Designed pixel-perfect mockups for websites, tool platforms, data visualizations, and dashboards
- Led prototype development, testing of initial concepts, and beta testing for pre-launch products

#### Urban & Campus Planner

Jul 2015 - Jan 2017

*Engaged in community-focused analysis and communication to shape urban and campus plan development*

- Conducted spatial analysis, developed projections, researched existing conditions, and benchmarked against precedents to inform context for design options
- Engaged communities through public meetings and digital tools to learn about their experiences, generate ideas, and vet proposed designs
- Generated multiple design options; synthesized feedback into a refined preferred option
- Developed phased implementation plan to guide the plan to fruition
- Documented final plan in diagrams, infographics, and written reports

#### Planning & Strategies Intern

Jul 2014 - Dec 2014

*Crafted the story of each project I was a part of while working with project teams*

- Created final reports, case studies, and interactive website deliverables
- Completed spatial analysis to map enrollment needs across physical resources

### COMMUNITY LEARNING CENTER INSTITUTE

Cincinnati, OH

#### Consultant Planner

Jan 2015 - May 2015

*Led the community planning process for Lower Price Hill neighborhood, based around Oyler School*

- Engaged the community through a series of public meetings including a hands-on mapping charrette
- Examined and compiled case studies on other historic neighborhoods dealing with vacancy, conducted research into affordable housing strategies
- Compiled findings into a community plan document, including creating before-and-after renderings

### DOMOKUR ARCHITECTS

Akron, OH

#### Marketing Coordinator

Jul 2012 - Jun 2014

*Assisted in a variety of areas including graphic design, project administration, and business development*

- Developed visual communication documents (proposals, interview materials, etc.)
- Orchestrated website presence, e-newsletter, social media, and blog accounts

### EDUCATION

#### Master of Community Planning (MCP)

University of Cincinnati, Cincinnati OH, 2015

- Named 2015 Outstanding DAAP Graduate
- Focused on visual communication, social equity, and community engagement methods

#### Bachelor of Arts, International Studies

Hope College, Holland MI, 2009

### PROFICIENCIES

#### Design

InDesign  
Illustrator  
Photoshop  
UXPin  
Figma  
Sketch  
InVision  
SketchUp

#### Development & Data

HTML  
CSS / Sass  
Git / Bitbucket  
NPM  
React  
AWS  
Tableau  
QGIS / ArcMap

**PARKS & RECREATION  
BOARD**

\*Interviewed in December



# CITY OF KENT, OHIO

CITY COUNCIL

**Deadline – November 26, 2019 at NOON.**

We rely heavily upon citizen participation through Boards, Commissions and Committees to effectively assist City Council and the Administration staff in planning a better community.

We appreciate the time and effort citizens generously give to aid us in our efforts to provide excellent government service.

Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org) or mail to the address at the bottom of this application.

NAME: Robert D Szygenda PHONE: 440-384-0897 (HOME)

ADDRESS: 1078 DeLeane Dr. S/A (CELL)

EMAIL: rszygenda@sbcglobal.net

EDUCATION: BSBA

OCCUPATION: Operations Manager - Distribution

PLACE OF EMPLOYMENT: Rexel

POLITICAL PARTY: \_\_\_\_\_  
(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: 4 yr. high school multi-sport athlete, 4 yr. collegiate athlete, Park & Rec Assistant softball coach and Park & Rec. Head soccer coach

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? Want to improve the Park & Rec experience for the community and help to keep the program moving forward.

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:  
As active as possible in the school system (Davey).

I WOULD LIKE TO BE CONSIDERED FOR:  
1<sup>st</sup> CHOICE: Board of Parks and Rec. 2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE: [Signature] DATE: 11/19/19

\*\*\* The City of Kent reserves the right to perform background checks.





# CITY OF KENT, OHIO

CITY COUNCIL

**Deadline – November 26, 2019 at NOON.**

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Below is an application form that would give us a little background information. Please fill this out if you think you could devote sufficient time to serve on one of our Boards. You may use additional pages, if necessary. If you have a resume, you may attach it to the application. Please return to: Clerk of Council at [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org) or mail to the address at the bottom of this application.

NAME: Kathleen Wiler PHONE: 330-807-6406 (HOME)

ADDRESS: 621 Park Ave., Kent, OH 44240 330-807-6406 (CELL)

EMAIL: kswiler@gmail.com

EDUCATION: M.A. School Counseling - Kent State, B.S. Social Science - Providence College

OCCUPATION: Stay at home mother

PLACE OF EMPLOYMENT: \_\_\_\_\_

POLITICAL PARTY: \_\_\_\_\_  
(OPTIONAL EXCEPT WHEN APPLYING FOR CIVIL SERVICE COMMISSION AND INCOME TAX BOARD OF REVIEW WHERE INFORMATION IS REQUIRED BY LAW)

EXPERIENCE RELATED TO THIS APPOINTMENT: 19 years as an NCAA Division I coach at Kent State and Miami Universities; several years coaching youth field hockey.

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? I would like to apply my experience to a position that can support and advance KPR youth sports and other programming.

ANYTHING YOU CARE TO ADD, SUCH AS EXPERIENCE ASSOCIATED WITH THE CITY:  
I have directed youth field hockey clinics/camps through KPR.

I WOULD LIKE TO BE CONSIDERED FOR:

1<sup>st</sup> CHOICE: Kent Parks and Rec 2<sup>nd</sup> CHOICE: \_\_\_\_\_

SIGNATURE: Kathleen Wiler DATE: 11-25-19

\*\*\* The City of Kent reserves the right to perform background checks.





Council, Clerk of &lt;councilclerk@kent-ohio.org&gt;

## Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Tue, Feb 18, 2020 at 1:27 PM

### Online Boards & Commissions Application

#### Note

*All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.*

|   |   |
|---|---|
| First Name  | Kristin   |
| Last Name   | Berthiaume  |
| Address   | <a href="#">851 Admore Drive</a>  |
| City  | Kent  |
| State   | OH  |
| Zip Code  | 44240   |
| Home Phone Number   | <i>Field not completed</i>  |
| Cell Phone Number   | 330-212-5485  |
| Email Address   | <a href="mailto:theberthiaumes@howardhanna.com">theberthiaumes@howardhanna.com</a>  |
| # of years you have lived in Kent   | 6 years   |
| Education   | M.S.  |
| Place of Employment   | Howard Hanna  |
| Political Party   | Democratic  |
| Are you a registered voter?   | Yes   |
| Which boards, commissions and committees are you applying for:  | Park & Recreation Board   |
| Please provide educational and professional background to assist Council in review of your application. | I have been involved in athletics and extracurricular recreation my entire life. I was a dual sport college athlete and then was also a collegiate coach and am now involved in the extracurricular sports and activities of my two sons here in Kent. I have extensive experience in coaching at all levels, organization of recreational programs, fields, schedules, etc. Both of our boys participate in sports through Kent Park and Recreation, along with numerous programs that KPR offers, including the musical theater, summer camps, kids night out, etc. We use Kent's park systems almost daily and truly value all that the Park and Recreation programs offer for Kent residents. |
| Why are you interested in this appointment?   | To help impact the parks and recreation programs so that others can benefit as much as my family has.   |
| Resume or other qualifications  | <a href="#">resume.docx</a>   |

Email not displaying correctly? [View it in your browser.](#)

# KRISTIN E. BERTHIAUME

851 Admore Drive, Kent, OH 44240 cell: 330-212-5485  
theberthiaumes@howardhanna.com

## EDUCATION

**Smith College**, Northampton, MA

Master of Science degree in Exercise and Sport Studies awarded May, 2005

**Elms College**, Chicopee, MA

Bachelor of Arts degree in Media/Communication awarded May, 2003  
Minor in Coaching and Mathematics

## EXPERIENCE

**Howard Hanna Real Estate Services**

**October 2014 - Present**

**LICENSED REALTOR** - Assist clients with the buying and selling of real estate. Responsible for marketing, negotiating, and communicating with clients and potential buyers in regards to the sale of real estate.

**Hiram College**, Hiram, OH

**August 2006- May 2014**

**HEAD SOFTBALL COACH** - Responsible for all aspects of running a successful and comprehensive collegiate softball program. Duties performed include student recruitment and retention, student advising, practice planning and implementation, fundraising, budget analysis and development, alumni relations, media relations, camp/clinic development, promotion, and implementation, and game management and administrative duties.

**Hiram College**, Hiram, OH

**August 2006- May 2014**

**LECTURER IN LIFE FITNESS AND WELLNESS COURSE** - Created and taught daily lesson plans and labs that corresponded with class syllabus and course book. Taught 18-20 students on the importance on wellness as a whole for the body and mind. Taught course load of 2 credits, which included lectures, presentations, practical labs and exams.

**Elms College**, Chicopee, MA

**August 2005-July 2006**

**ASSISTANT SOFTBALL COACH** - Worked closely with the head coach to achieve success in the classroom and on the field, and helped lead team to an NAC Conference Championship and an appearance in the NCAA Tournament. Responsible for catchers and pitchers, working with the short game both offensively and defensively, created conditioning programs and coached first base.

**Elms College**, Chicopee, MA

**August 2005-July 2006**

**ADMISSION COUNSELOR** - Traveled throughout the Northeast to local high schools, college fairs and shows, for the recruitment of students for enrollment into the college. Worked closely with families and prospective students on application materials, as well as financial aid packages.

**Yeshiva Academy**, Longmeadow, MA

**August 2003-June 2005**

**PHYSICAL EDUCATION TEACHER** - Primary physical education teacher for grades K-8. Responsible for lesson plans, execution of daily plans and safety of all students. Implemented first field day for the Academy.

**Longmeadow High School**, Longmeadow, MA

**November 2003-June 2005**

**HEAD VARSITY SOFTBALL COACH** - Taught young women the fundamentals of softball, while instilling life values and educating on the possibilities for higher education in the future.

**Smith College**, Northampton, MA

**August 2003-May 2005**

**ASSISTANT FIELD HOCKEY COACH** - Assisted head coach in all aspects of coaching a collegiate field hockey team; including travel arrangements, practice planning, goalie and conditioning training, budget planning, camp and clinic organization, recruiting and addressing student academic needs.

(continued)

## **MEMBERSHIPS/BOARDS**

Board Member of the Lakes at Franklin Mills Master Association  
Member of the Kent Area Chamber of Commerce  
Member of the Akron Canton Board of REALTORS  
Member of the National Accreditation of REALTORS  
Member of the National Fastpitch Coaches Association  
Central Representative for the NCAA Softball RAC, 2012-2014 (acted as stand in rep on National Call twice)  
President of the North Coast Athletic Conference Softball Coaches, 2012-2014  
Vice President of the North Coast Athletic Conference Softball Coaches, 2010-2012  
Member of the National Fastpitch Coaches Association  
Member of the Elms College Field Hockey Team, 1999-2002  
Member of the Elms College Softball Team, 2000-2003

## **AWARDS/RECOGNITION**

### **HIRAM COLLEGE**

Coached team to first winning season in nearly two decades, *2007-2014*  
North Coast Athletic Conference Coach of the Year, *2007*  
Set 39 new school records for single season and all-time statistics, including single season wins  
Set 6 new NCAA statistical records  
5 consecutive North Coast Athletic Conference Tournament appearances, *2007, 2008, 2009, 2010, 2011*  
North Coast Athletic Conference Tournament Runners-up, *2008*  
North Coast Athletic Conference Tournament Champions, *2009, 2011*  
2 (including first-ever program) appearances in the NCAA Softball Tournament, *2009, 2011*  
NCAA National Tournament Central Regional Runners-up, *2011*  
Coached 41 All-North Coast Athletic Conference selections  
Coached the NCAA Division III Statistical Champion for "Toughest to Strike Out", *2007, 2008, 2010*  
Coached the North Coast Athletic Conference "Player of the Year", *2009, 2010*  
Coached 9 All-Region Selections (4 first team, 5 third teams)  
Coached 1 NFCA All-American  
Coached 4 ESPN All-Academic Selections  
NFCA All-Academic Team, *2007, 2008, 2009*

### **ELMS COLLEGE**

Hall of Fame Inductee, *2012 (field hockey and softball) and 2015 (member of 2003 Softball Team)*  
North Atlantic Conference Coaching Staff of the Year, *2006*  
North Atlantic Conference Champions, *2000, 2003, 2006*  
NCAA Tournament Appearances, *2003, 2006*  
All-NAC Conference/All-Tournament Selection (Field Hockey and Softball), *1999-2003*  
Elms College NCAA Woman of the Year, *2003*

## **COMPUTER SKILLS**

EMT Admissions/Recruiting Software  
Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, FileMaker Pro  
Microsoft Works Software  
Internet Explorer, Chrome



## Online Form Submittal: Online Boards & Commissions Application

1 message

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Mon, Feb 17, 2020 at 7:45 PM

### Online Boards & Commissions Application

#### Note

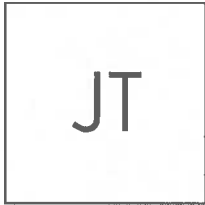
All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.

|   |   |
|---|---|
| First Name  | Jillian   |
| Last Name   | Tipton  |
| Address   | 447 Park Ave.   |
| City  | Kent  |
| State   | Ohio  |
| Zip Code  | 44240   |
| Home Phone Number   | Field not completed   |
| Cell Phone Number   | 216-287-8288  |
| Email Address   | <a href="mailto:jillianrtipton@gmail.com">jillianrtipton@gmail.com</a>  |
| # of years you have lived in Kent   | 7   |
| Education   | Bachelors of Arts: Early Childhood Education & Intervention Specialist  |
| Place of Employment   | Executive Director of the Akron Chapters of The American Institute of Architects & The Construction Specifications Institute.   |
| Political Party   | Field not completed   |
| Are you a registered voter?   | Yes   |
| Which boards, commissions and committees are you applying for:  | Park & Recreation Board   |
| Please provide educational and professional background to assist Council in review of your application. | Prior to my position with the Akron Chapters of AIA & CSI, I held a variety of roles in the field of outdoor education. As the Camp Director of two different properties located in the Cuyahoga Valley National Park and on the Chesapeake Bay in Maryland, I have been responsible for program planning and implementation, managing capital campaigns in the interest of property development and successfully managed community relationships, donations, and successful grant applications and evaluations.  |
| Why are you interested in this appointment?   | With my background in outdoor programming and facility management, I feel I am uniquely qualified to become an active participant of this board. As a participant and volunteer in a variety of Kent Parks & Rec programs and frequent visitor of our parks and athletic fields, I understand how hard our Kent Parks & Rec staff work to support our community and children. I am most interested in this appointment to further support our Kent Parks & Rec staff as they continue providing outstanding programming and facilities for the residents of Kent and the greater Portage county area. |
| Resume or other qualifications  | JRT Resume.PDF  |

2/18/2020

City of Kent, Ohio Mail - Online Form Submittal: Online Boards & Commissions Application

Email not displaying correctly? [View it in your browser.](#)



# JILLIAN R. TIPTON

jillianrtpion@gmail.com | (216) 287-8288  
447 Park Avenue, Kent, Ohio 44240

## PROFESSIONAL SUMMARY

Experienced Executive Director offering expertise in fundraising and educational program management. Outstanding public speaker with diverse marketing skills. Accomplished in the development of school, public and outdoor programming, including design, recruitment and evaluation. Demonstrated success in cementing community relationships and cultivating high-performing teams.

## SKILLS

- Grant & Fundraising Experience
- Social Media Marketing
- Geographic Territory Sales Experience
- Staff & Participant Recruitment
- Salesforce Proficiency
- Program Development & Evaluation
- Experiential Student-Centered Learning Proficiency

## WORK HISTORY

**Executive Director** | AIA Akron & Akron-Canton CSI 01/2018 - CURRENT  
- Akron, OH

- Develops, maintains, and supports two strong Boards of Directors while maintaining fiscally responsible budgets and strategic priorities.
- Coordinates successful revenue-generating activities to support operations including recruitment, retention, and educational programs.
- Maintains all communications and marketing, including newsletters, social media platforms and websites to deliver messaging that creates a stronger brand. Enhanced open rate by 12%.
- Builds and strengthens productive and valuable industry partnerships to drive collaboration, engagement and revenue development.
- Identifies and submits grant applications for state, federal and private funding mechanisms.

**Camp Director** | YMCA of Delaware - Wilmington, DE 04/2017 - 01/2018

- Established and managed budget and business operations of an overnight camp and retreat center with an operating budget exceeding \$2.5 million; ensured all programming was relevant, effective and fiscally responsible.
- Provided leadership and direction for all programming, including overnight and day camps, family camps, and school groups through direct supervision of 130 full-time and part-time staff and volunteers serving over 400 participants on a weekly basis.
- Managed community relationships, donations, grant applications and evaluations.
- Executed stewardship activities designed to establish donor relationships, deepen engagement and foster an environment that

led to philanthropic gifts.

- Oversaw in-house solicitation mailings and other fundraising initiatives by developing fundraising materials including mailings, e-blasts and social media campaigns.
- Responsible for participant recruitment and retention, focusing on the educational benefits of non-traditional, interactive, social, and highly engaging learning opportunities.

**Grants & Funded Initiatives Program Manager** | Girl Scouts of North East Ohio - Macedonia, OH 09/2015 - 11/2016

- Aided in the development, implementation, and assessment of grant-funded community-based learning experiences reaching over 20,000 members with a working budget totaling in over \$300,000 to serve a broad geographic territory.
- Facilitated the implementation of in and after-school programming for a diverse set of school districts while proactively networking within the region and identifying opportunities for growth.
- Designed, developed, and implemented strategic reoccurring and individual events which supported the overall Girl Scout mission including field trips, in-school and after-school programming, and trainings for educators, volunteers and community members.
- Met with project stakeholders including educators and funders on a to assess progress and make adjustments while maintaining an active and visible presence in the their communities.

**Camp & Events Coordinator** | Girl Scouts of North East Ohio - Macedonia, OH 05/2013 - 09/2015

- Recruited, trained, managed, evaluated, and recognized a team of adult volunteers and staff that sustained program delivery including archery, canoeing, high-ropes courses, and astronomy.
- Utilized various membership databases to keep accurate records of personnel and attendee attendance and communication, while designing, delivering and evaluating programs to meet the needs and interests of the target population.
- Designed exciting, hands-on programs and curriculum for day and residential camps, leader-in-training programs, weekend programming, and off-site and high risk activities for both children and adults.
- Drove engagement and outreach through the development of program guides, attending conferences and camp fairs, and social media marketing.

**EDUCATION**

Capital University, Columbus, OH

2010

**Bachelor of Arts:** Early Childhood Education & Special Education

**PROFESSIONAL ORGANIZATIONS**

Kent Junior Chamber of Commerce - President  
Leadership Portage County - Class of 2019



Council, Clerk of <councilclerk@kent-ohio.org>

Online Form Submittal: Online Boards & Commissions Application

2 messages

noreply@civicplus.com <noreply@civicplus.com>  
To: councilclerk@kent-ohio.org

Mon, Feb 24, 2020 at 12:28 PM

Online Boards & Commissions Application

Note

All candidates must appear in person for an interview to be considered for a position. This applies to reappointments as well as new applicants.

|   |  |
|---|--|
| First Name  | Jason  |
| Last Name   | Church   |
| Address   | 484 Overlook Dr  |
| City  | Kent   |
| State   | OH   |
| Zip Code  | 44240  |
| Home Phone Number   | 3308421657   |
| Cell Phone Number   | 330-842-1657   |
| Email Address   | jasonchurch1@gmail.com   |
| # of years you have lived in Kent   | 5  |
| Education   | Associated in Architectural Drafting   |
| Place of Employment   | Evolve IP  |
| Political Party   | Independent  |
| Are you a registered voter?   | Yes  |
| Which boards, commissions and committees are you applying for:  | Park & Recreation Board  |
| Please provide educational and professional background to assist Council in review of your application. | My education and skills cover a wide variety of outdoor knowledge and technology can benefit from how we look at making the most out of our recreational impact in our community.  |
| Why are you interested in this appointment?   | I want to play a part in the community I live in to help enhance its natural resources, and recreational opportunities for current and future generations. My family and I are passionate about the outdoors. We have traveled the US backpacking, hiking, mountain bike racing, kayaking, and fishing. I have been apart of local and national organizations that focus on multi-use trail advocacy. I will bring my learned skills and knowledge to help our community grow its outdoor lifestyle. |
| Resume or other qualifications  | JasonChurch.docx   |

Email not displaying correctly? [View it in your browser.](#)

Clerk of Council <councilclerk@kent-ohio.org>  
To: Dave Ruller <rullerd@kent-ohio.org>

Mon, Feb 24, 2020 at 12:43 PM

Got it! I will respond to him today.

Amy Wilkens, M.A.Ed  
Clerk of Council



## Jason A. Church

Phone: 330-842-1657

Email: [jasonchurch1@gmail.com](mailto:jasonchurch1@gmail.com)

Kent, OH

**Core competencies:** Experienced in developing and aligning technologies for a seamless cloud migration strategy to the private and public cloud for mid to enterprise-sized businesses combined with an Implementation Management skill that has demonstrated a history of working in the information technology and services industry. Skilled in IT Leadership, Negotiation, Sales, Data Center, Business Development, and Marketing Strategy. Conducted Process Analysis, Provided Recommendations for IT Solutions, Served as Project Leader, Implemented Complex Business Solutions, Effectively Balanced Multiple Priorities, Developed and Maintained Project Documentation, Worked with Limited Oversight, Demonstrated Direct Responsibility for Project. Recognized across the organization for IT architecture expertise and sought as a resource for resolution of unique or complex IT problems. Strong operations professional.

---

### *Evolve IP Senior Sales Engineer 2014 to Present*

- Providing solution-based technical Cloud services expertise support for to the sales executives
- Aid, the sales team in all facets of the sales process from qualifying opportunity, 's with partners to the close of the sale
- Subject matter expert of Azure services, M365, VMware DaaS & Citrix VDI, Veeam, and Zerto DRaaS
- Provide technical knowledge of Cisco Umbrella, Trend Micro, Alert Logic, SolarWinds, and Single Sign-On products
- Technical discovery and analysis of customers' existing environment and provide cloud solving technology products
- Present solution narratives, SOWs, Salesforce quotes and Visio's diagrams of future Cloud infrastructure
- Architect network integrations to Cloud datacenters utilizing SDWAN, WAN and LAN infrastructure
- Strong focus on providing a strategic and clear migration path to the Cloud
- Deliver of Compliance Cloud environments such as HITRUST/HIPAA, PCI, and ITAR

### *Paragrid/Evolve IP Director of Operations 2012-2014*

- Overall resource allocation of Helpdesk and Onboarding Engineers
- Recruiting, selecting, orienting, training, assigning, scheduling, and coaching employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures
- Project management of MSP hosting and Consulting practices
- Preparing and completing action plans for onboarding new customers into the cloud; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Help Desk management of SLA and ticket resolution
- Management of the ConnectWise PSA system to maintain and improve Onboarding efficiencies

### *NRP Group*

#### *IT Director 2002 – 2012*

- Responsible for development and tracking of operating and capital budget
- Managed, lead, and evaluated eight employees
- Established and sustained outstanding relationships with vendors and business partners
- Design and Manage software development and deployment of MS SharePoint, Sage Timberline Office, Yardi, and Laserfiche Document Management
- Designed and implemented 95 site Cisco private network
- Implemented and maintained multiple sites Cisco VOIP and Unified Communications
- Developed and managed the Business Continuity Plan
- Developed electronic business process management for various departments
- Planned and implemented MPLS network for regional offices
- Contributed a broad range of ideas to the strategic plan and core values for the company
- Analyzed emerging industry technology trends and industry standards
- Executed VMware and Citrix Desktop, Xen App virtual environment
- Custom technology site design of Community Centers and Conference Rooms
- Design custom Tablet Apps and Touch Screen Kiosk

## EDUCATION

Pittsburgh Technical Institute, Pittsburgh, PA: associates, Specialized Technology and Computer-Aided Drafting, April 1997

**City of Kent  
Income Tax Division**

---

**March 31, 2020**

**Income Tax Receipts Comparison - ( Excluding 0.25% Police Facility Receipts )**

**Monthly Receipts**

|   |             |
|---|-------------|
| Total receipts for the month of March, 2020 | \$1,190,224 |
| Total receipts for the month of March, 2019 | \$1,125,424 |
| Total receipts for the month of March, 2018 | \$1,051,604 |

**Year-to-date Receipts and Percent of Total Annual Receipts Collected**

|   | <u>Year-to-date<br/>Actual</u> | <u>Percent<br/>of Annual</u> |
|---|--------------------------------|------------------------------|
| Total receipts January 1 through March 31, 2020 | \$3,701,881                    | 24.94%                       |
| Total receipts January 1 through March 31, 2019 | \$3,414,213                    | 15.89%                       |
| Total receipts January 1 through March 31, 2018 | \$3,267,321                    | 15.40%                       |

**Year-to-date Receipts Through March 31, 2020 - Budget vs. Actual**

| <u>Year</u> | <u>Annual<br/>Budgeted<br/>Receipts</u> | <u>Revised<br/>Budgeted<br/>Receipts</u> | <u>Year-to-date<br/>Actual<br/>Receipts</u> | <u>Percent<br/>Collected</u> | <u>Percent<br/>Remaining</u> |
|-------------|---|--|---|------------------------------|------------------------------|
| 2020        | \$ 14,844,630                           | \$ 14,844,630                            | \$ 3,701,881                                | 24.94%                       | 75.06%                       |

**Comparisons of Total Annual Receipts for Previous Ten Years**

| <u>Year</u> | <u>Total<br/>Receipts</u> | <u>Change From<br/>Prior Year</u> |
|-------------|---------------------------|-----------------------------------|
| 2010        | \$ 10,453,032             | -0.28%                            |
| 2011        | 10,711,766                | 2.48%                             |
| 2012        | 12,063,299                | 12.62%                            |
| 2013        | 12,397,812                | 2.77%                             |
| 2014        | 13,099,836                | 5.66%                             |
| 2015        | 14,592,491                | 11.39%                            |
| 2016        | 14,133,033                | -3.15%                            |
| 2017        | 14,687,372                | 3.92%                             |
| 2018        | 14,384,958                | -2.06%                            |
| 2019        | 14,731,654                | 2.41%                             |

Submitted by



Director of Budget and Finance

**2020 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended March 31, 2020**

| <b>Monthly Receipts</b> |                      |                      |                     | <b>Comparisons</b> |                       |
|-------------------------|----------------------|----------------------|---------------------|--------------------|-----------------------|
| <b>Month</b>            | <b>2018</b>          | <b>2019</b>          | <b>2020</b>         | <b>Amount</b>      | <b>Percent Change</b> |
| January                 | \$ 1,153,204         | \$ 1,146,434         | \$1,268,783         | \$ 122,350         | 10.67%                |
| February                | 1,062,513            | 1,142,355            | 1,242,873           | 100,518            | 8.80%                 |
| March                   | 1,051,604            | 1,125,424            | 1,190,224           | 64,800             | 5.76%                 |
| April                   | 1,656,767            | 1,649,439            |                     |                    |                       |
| May                     | 1,229,804            | 1,283,213            |                     |                    |                       |
| June                    | 1,266,792            | 1,381,758            |                     |                    |                       |
| July                    | 1,054,319            | 1,047,029            |                     |                    |                       |
| August                  | 1,073,511            | 1,126,859            |                     |                    |                       |
| September               | 1,290,237            | 1,256,730            |                     |                    |                       |
| October                 | 1,110,361            | 1,158,466            |                     |                    |                       |
| November                | 1,010,080            | 1,070,525            |                     |                    |                       |
| December                | 1,425,765            | 1,343,423            |                     |                    |                       |
| <b>Totals</b>           | <b>\$ 14,384,958</b> | <b>\$ 14,731,654</b> | <b>\$ 3,701,881</b> | <b>\$ 287,668</b>  |                       |

| <b>Year-to-Date Receipts</b> |                      |                      |             | <b>Comparisons</b> |                       |
|------------------------------|----------------------|----------------------|-------------|--------------------|-----------------------|
| <b>Month</b>                 | <b>2018</b>          | <b>2019</b>          | <b>2020</b> | <b>Amount</b>      | <b>Percent Change</b> |
| January                      | \$ 1,153,204         | \$ 1,146,434         | \$1,268,783 | \$ 122,350         | 10.67%                |
| February                     | 2,215,718            | 2,288,789            | 2,511,656   | 222,868            | 9.74%                 |
| March                        | 3,267,321            | 3,414,213            | 3,701,881   | 287,668            | 8.43%                 |
| April                        | 4,924,088            | 5,063,652            |             |                    |                       |
| May                          | 6,153,892            | 6,346,864            |             |                    |                       |
| June                         | 7,420,684            | 7,728,622            |             |                    |                       |
| July                         | 8,475,003            | 8,775,651            |             |                    |                       |
| August                       | 9,548,514            | 9,902,510            |             |                    |                       |
| September                    | 10,838,752           | 11,159,240           |             |                    |                       |
| October                      | 11,949,112           | 12,317,707           |             |                    |                       |
| November                     | 12,959,193           | 13,388,231           |             |                    |                       |
| December                     | 14,384,958           | 14,731,654           |             |                    |                       |
| <b>Totals</b>                | <b>\$ 14,384,958</b> | <b>\$ 14,731,654</b> |             |                    |                       |

**2020 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**  
**as of Month Ended March 31, 2020**

| <b>Monthly Receipts</b> |                     |                     |                     | <b>Comparisons</b> |                       |
|-------------------------|---------------------|---------------------|---------------------|--------------------|-----------------------|
| <b>Month</b>            | <b>2018</b>         | <b>2019</b>         | <b>2020</b>         | <b>Amount</b>      | <b>Percent Change</b> |
| January                 | \$ 441,024          | \$ 432,020          | \$ 453,880          | \$ 21,860          | 5.06%                 |
| February                | 408,429             | 402,645             | 443,892             | 41,247             | 10.24%                |
| March                   | 439,804             | 429,564             | 443,272             | 13,709             | 3.19%                 |
| April                   | 475,808             | 463,208             |                     |                    |                       |
| May                     | 434,264             | 426,386             |                     |                    |                       |
| June                    | 437,151             | 421,609             |                     |                    |                       |
| July                    | 392,738             | 400,822             |                     |                    |                       |
| August                  | 417,869             | 427,280             |                     |                    |                       |
| September               | 398,667             | 424,497             |                     |                    |                       |
| October                 | 425,598             | 444,044             |                     |                    |                       |
| November                | 450,474             | 447,742             |                     |                    |                       |
| December                | 430,640             | 449,522             |                     |                    |                       |
| <b>Totals</b>           | <b>\$ 5,152,467</b> | <b>\$ 5,169,340</b> | <b>\$ 1,341,044</b> | <b>\$ 76,816</b>   |                       |

| <b>Year-to-Date Receipts</b> |                     |                     |             | <b>Comparisons</b> |                       |
|------------------------------|---------------------|---------------------|-------------|--------------------|-----------------------|
| <b>Month</b>                 | <b>2018</b>         | <b>2019</b>         | <b>2020</b> | <b>Amount</b>      | <b>Percent Change</b> |
| January                      | \$ 441,024          | \$ 432,020          | \$ 453,880  | \$ 21,860          | 5.06%                 |
| February                     | 849,453             | 834,665             | 897,772     | 63,107             | 7.56%                 |
| March                        | 1,289,257           | 1,264,228           | 1,341,044   | 76,816             | 6.08%                 |
| April                        | 1,765,066           | 1,727,436           |             |                    |                       |
| May                          | 2,199,330           | 2,153,823           |             |                    |                       |
| June                         | 2,636,481           | 2,575,432           |             |                    |                       |
| July                         | 3,029,218           | 2,976,254           |             |                    |                       |
| August                       | 3,447,088           | 3,403,534           |             |                    |                       |
| September                    | 3,845,755           | 3,828,031           |             |                    |                       |
| October                      | 4,271,352           | 4,272,076           |             |                    |                       |
| November                     | 4,721,826           | 4,719,818           |             |                    |                       |
| December                     | 5,152,467           | 5,169,340           |             |                    |                       |
| <b>Totals</b>                | <b>\$ 5,152,467</b> | <b>\$ 5,169,340</b> |             |                    |                       |

**2020 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts from Kent State University**  
**(Excluding 0.25% Police Facility Receipts)**

**Comparisons of Total Annual Receipts for Previous Ten Years**

| <b>Year</b> | <b>Total<br/>Receipts</b> | <b>Percent<br/>Change</b> |
|-------------|---------------------------|---------------------------|
| 2009        | \$ 4,090,788              | 4.37%                     |
| 2010        | 4,267,465                 | 4.32%                     |
| 2011        | 4,246,372                 | -0.49%                    |
| 2012        | 4,436,666                 | 4.48%                     |
| 2013        | 4,603,095                 | 3.75%                     |
| 2014        | 4,778,094                 | 3.80%                     |
| 2015        | 4,916,874                 | 2.90%                     |
| 2016        | 5,056,433                 | 2.84%                     |
| 2017        | 5,144,861                 | 1.75%                     |
| 2018        | 5,152,467                 | 0.15%                     |
| 2019        | 5,169,340                 | 0.33%                     |

**2020 CITY OF KENT, OHIO**  
**Comparison of Income Tax Receipts**  
**Police Facility Dedicated Income Tax Receipts - 1/9 of Total ( 0.25% )**  
**as of Month Ended March 31, 2020**

| <b>Monthly Receipts</b> |                     |                     |                   | <b>Comparisons</b> |                       |
|-------------------------|---------------------|---------------------|-------------------|--------------------|-----------------------|
| <b>Month</b>            | <b>2018</b>         | <b>2019</b>         | <b>2020</b>       | <b>Amount</b>      | <b>Percent Change</b> |
| January                 | \$ 144,134          | \$ 143,288          | \$ 158,582        | \$ 15,294          | 10.67%                |
| February                | 132,799             | 142,778             | 155,359           | 12,581             | 8.81%                 |
| March                   | 131,436             | 140,662             | 148,778           | 8,116              | 5.77%                 |
| April                   | 207,073             | 206,157             |                   |                    |                       |
| May                     | 153,708             | 160,384             |                   |                    |                       |
| June                    | 158,331             | 172,700             |                   |                    |                       |
| July                    | 131,775             | 130,864             |                   |                    |                       |
| August                  | 134,174             | 140,842             |                   |                    |                       |
| September               | 161,261             | 157,074             |                   |                    |                       |
| October                 | 138,780             | 144,792             |                   |                    |                       |
| November                | 126,246             | 133,801             |                   |                    |                       |
| December                | 178,201             | 167,909             |                   |                    |                       |
| <b>Totals</b>           | <b>\$ 1,797,917</b> | <b>\$ 1,841,250</b> | <b>\$ 462,719</b> | <b>\$ 35,991</b>   |                       |

| <b>Year-to-Date Receipts</b> |                     |                     |             | <b>Comparisons</b> |                       |
|------------------------------|---------------------|---------------------|-------------|--------------------|-----------------------|
| <b>Month</b>                 | <b>2018</b>         | <b>2019</b>         | <b>2020</b> | <b>Amount</b>      | <b>Percent Change</b> |
| January                      | \$ 144,134          | \$ 143,288          | \$ 158,582  | \$ 15,294          | 10.67%                |
| February                     | 276,934             | 286,066             | 313,941     | 27,875             | 9.74%                 |
| March                        | 408,369             | 426,729             | 462,719     | 35,991             | 8.43%                 |
| April                        | 615,442             | 632,885             |             |                    |                       |
| May                          | 769,150             | 793,269             |             |                    |                       |
| June                         | 927,481             | 965,969             |             |                    |                       |
| July                         | 1,059,256           | 1,096,833           |             |                    |                       |
| August                       | 1,193,430           | 1,237,675           |             |                    |                       |
| September                    | 1,354,691           | 1,394,748           |             |                    |                       |
| October                      | 1,493,471           | 1,539,540           |             |                    |                       |
| November                     | 1,619,717           | 1,673,341           |             |                    |                       |
| December                     | 1,797,917           | 1,841,250           |             |                    |                       |
| <b>Totals</b>                | <b>\$ 1,797,917</b> | <b>\$ 1,841,250</b> |             |                    |                       |

**2020 CITY OF KENT, OHIO**  
**Comparison of Total Income Tax Receipts - Including Police Facility Receipts**  
**as of Month Ended March 31, 2020**

| <b>Monthly Receipts</b> |                      |                      |                     | <b>Comparisons</b> |                       |
|-------------------------|----------------------|----------------------|---------------------|--------------------|-----------------------|
| <b>Month</b>            | <b>2018</b>          | <b>2019</b>          | <b>2020</b>         | <b>Amount</b>      | <b>Percent Change</b> |
| January                 | \$ 1,297,339         | \$ 1,289,722         | \$ 1,427,381        | \$ 137,660         | 10.67%                |
| February                | 1,195,312            | 1,285,134            | 1,398,232           | 113,099            | 8.80%                 |
| March                   | 1,183,039            | 1,266,086            | 1,339,002           | 72,916             | 5.76%                 |
| April                   | 1,863,839            | 1,855,595            | -                   |                    |                       |
| May                     | 1,383,512            | 1,443,596            | -                   |                    |                       |
| June                    | 1,425,124            | 1,554,458            | -                   |                    |                       |
| July                    | 1,186,094            | 1,177,893            | -                   |                    |                       |
| August                  | 1,207,685            | 1,267,700            | -                   |                    |                       |
| September               | 1,451,498            | 1,413,804            | -                   |                    |                       |
| October                 | 1,249,141            | 1,303,258            | -                   |                    |                       |
| November                | 1,136,326            | 1,204,325            | -                   |                    |                       |
| December                | 1,603,965            | 1,511,332            | -                   |                    |                       |
| <b>Totals</b>           | <b>\$ 16,182,875</b> | <b>\$ 16,572,904</b> | <b>\$ 4,164,616</b> | <b>\$ 323,674</b>  |                       |

| <b>Year-to-Date Receipts</b> |                      |                      |              | <b>Comparisons</b> |                       |
|------------------------------|----------------------|----------------------|--------------|--------------------|-----------------------|
| <b>Month</b>                 | <b>2018</b>          | <b>2019</b>          | <b>2020</b>  | <b>Amount</b>      | <b>Percent Change</b> |
| January                      | \$ 1,297,339         | \$ 1,289,722         | \$ 1,427,381 | \$ 137,660         | 10.67%                |
| February                     | 2,492,651            | 2,574,855            | 2,825,614    | 250,758            | 9.74%                 |
| March                        | 3,675,690            | 3,840,942            | 4,164,616    | 323,674            | 8.43%                 |
| April                        | 5,539,530            | 5,696,537            |              |                    |                       |
| May                          | 6,923,042            | 7,140,133            |              |                    |                       |
| June                         | 8,348,165            | 8,694,591            |              |                    |                       |
| July                         | 9,534,260            | 9,872,484            |              |                    |                       |
| August                       | 10,741,944           | 11,140,185           |              |                    |                       |
| September                    | 12,193,443           | 12,553,989           |              |                    |                       |
| October                      | 13,442,583           | 13,857,247           |              |                    |                       |
| November                     | 14,578,910           | 15,061,572           |              |                    |                       |
| December                     | 16,182,875           | 16,572,904           |              |                    |                       |
| <b>Totals</b>                | <b>\$ 16,182,875</b> | <b>\$ 16,572,904</b> |              |                    |                       |



**KENT POLICE DEPARTMENT  
MARCH 2020**

|                             | MARCH<br>2019 | MARCH<br>2020 | TOTAL<br>2019 | TOTAL<br>2020 |
|-----------------------------|---------------|---------------|---------------|---------------|
| CALLS FOR SERVICE           | 2542          | 1624          | 7412          | 6067          |
| FIRE CALLS                  | 375           | 370           | 1164          | 1099          |
| ARRESTS, TOTAL              | 146           | 107           | 380           | 401           |
| JUVENILE ARRESTS            | 10            | 2             | 18            | 20            |
| O.V.I. ARRESTS              | 13            | 7             | 32            | 42            |
| TRAFFIC CITATIONS           | 278           | 144           | 841           | 716           |
| PARKING TICKETS             | 1064          | 662           | 3046          | 2464          |
| <b>ACCIDENT REPORTS</b>     |               |               |               |               |
| ACCIDENT REPORTS            | 60            | 47            | 178           | 184           |
| Property Damage             | 34            | 25            | 124           | 102           |
| Injury                      | 1             | 8             | 2             | 25            |
| Private Property            | 17            | 9             | 42            | 32            |
| Hit-Skip                    | 7             | 4             | 7             | 18            |
| OVI Related                 | 0             | 1             | 0             | 3             |
| Pedestrians                 | 1             | 0             | 3             | 4             |
| Fatals                      | 0             | 0             | 0             | 0             |
| <b>U.C.R. STATISTICS</b>    |               |               |               |               |
| Homicide                    | 0             | 0             | 0             | 0             |
| Rape                        | 0             | 0             | 0             | 0             |
| Robbery                     | 1             | 2             | 3             | 2             |
| Assault Total               | 15            | 23            | 38            | 51            |
| Serious                     | 2             | 1             | 3             | 2             |
| Simple                      | 13            | 22            | 35            | 49            |
| Burglary                    | 5             | 9             | 15            | 18            |
| Larceny                     | 19            | 34            | 73            | 74            |
| Auto Theft                  | 4             | 0             | 4             | 1             |
| Arson                       | 0             | 0             | 0             | 0             |
| Human Trafficking:Servitude | 0             | 0             | 0             | 0             |
| Human Trafficking:Sex Acts  | 0             | 0             | 0             | 0             |
| <b>TOTAL</b>                | <b>44</b>     | <b>68</b>     | <b>133</b>    | <b>146</b>    |
| <b>CRIME CLEARANCES</b>     |               |               |               |               |
| Homicide                    | 0             | 0             | 0             | 0             |
| Rape                        | 0             | 0             | 0             | 0             |
| Robbery                     | 0             | 1             | 0             | 1             |
| Assault Total               | 8             | 18            | 32            | 46            |
| Serious                     | 2             | 0             | 3             | 1             |
| Simple                      | 6             | 18            | 30            | 45            |
| Burglary                    | 1             | 0             | 5             | 3             |
| Larceny                     | 3             | 10            | 8             | 19            |
| Auto Theft                  | 0             | 0             | 0             | 0             |
| Arson                       | 0             | 0             | 0             | 0             |
| Human Trafficking:Servitude | 0             | 0             | 0             | 0             |
| Human Trafficking:Sex Acts  | 0             | 0             | 0             | 0             |
| <b>TOTAL</b>                | <b>12</b>     | <b>29</b>     | <b>45</b>     | <b>69</b>     |



## KENT FIRE DEPARTMENT MONTHLY INCIDENT REPORT FEBRUARY 2020

### FIRE INCIDENT RESPONSE INFORMATION

#### Summary of Fire Incident Alarms

|                                   |  |
|-----------------------------------|--|
| City of Kent                      |  |
| Kent State University             |  |
| Franklin Township                 |  |
| Sugar Bush Knolls                 |  |
| Mutual Aid Given                  |  |
| <b>Total Fire Incident Alarms</b> |  |

| CURRENT PERIOD |           |           | YEAR TO DATE |            |            |
|----------------|-----------|-----------|--------------|------------|------------|
| 2020           | 2019      | 2018      | 2020         | 2019       | 2018       |
| 46             | 54        | 39        | 91           | 96         | 81         |
| 24             | 15        | 15        | 45           | 25         | 33         |
| 12             | 19        | 19        | 22           | 45         | 22         |
| 1              | 0         | 0         | 1            | 0          | 2          |
| 7              | 6         | 4         | 10           | 9          | 4          |
| <b>90</b>      | <b>94</b> | <b>77</b> | <b>169</b>   | <b>175</b> | <b>142</b> |

#### Summary of Mutual Aid Received by Location

|                         |  |
|-------------------------|--|
| City of Kent            |  |
| Kent State University   |  |
| Franklin Township       |  |
| Sugar Bush Knolls       |  |
| <b>Total Mutual Aid</b> |  |

|          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|
| 0        | 0        | 0        | 1        | 0        | 2        |
| 0        | 0        | 1        | 0        | 0        | 1        |
| 0        | 0        | 1        | 0        | 0        | 1        |
| 0        | 0        | 0        | 0        | 0        | 0        |
| <b>0</b> | <b>0</b> | <b>2</b> | <b>1</b> | <b>0</b> | <b>4</b> |

### EMERGENCY MEDICAL SERVICE RESPONSE INFORMATION

#### Summary of Emergency Medical Service Responses

|  |  |
|--|--|
| City of Kent                                     |  |
| Kent State University                            |  |
| Franklin Township                                |  |
| Sugar Bush Knolls                                |  |
| Mutual Aid Given                                 |  |
| <b>Total Emergency Medical Service Responses</b> |  |

| CURRENT PERIOD |            |            | YEAR TO DATE |            |            |
|----------------|------------|------------|--------------|------------|------------|
| 2020           | 2019       | 2018       | 2020         | 2019       | 2018       |
| 209            | 202        | 186        | 419          | 450        | 388        |
| 35             | 27         | 34         | 57           | 49         | 53         |
| 39             | 45         | 49         | 74           | 104        | 93         |
| 0              | 1          | 2          | 1            | 1          | 2          |
| 3              | 3          | 1          | 6            | 4          | 7          |
| <b>286</b>     | <b>278</b> | <b>272</b> | <b>557</b>   | <b>608</b> | <b>543</b> |

#### Summary of Mutual Aid Received by Location

|                         |  |
|-------------------------|--|
| City of Kent            |  |
| Kent State University   |  |
| Franklin Township       |  |
| Sugar Bush Knolls       |  |
| <b>Total Mutual Aid</b> |  |

|          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|
| 2        | 3        | 1        | 2        | 3        | 4        |
| 0        | 0        | 0        | 0        | 0        | 0        |
| 0        | 0        | 0        | 0        | 2        | 0        |
| 0        | 0        | 0        | 0        | 0        | 0        |
| <b>2</b> | <b>3</b> | <b>1</b> | <b>2</b> | <b>5</b> | <b>4</b> |

### TOTAL FIRE AND EMERGENCY MEDICAL SERVICE RESPONSE INCIDENTS

|            |            |            |            |            |            |
|------------|------------|------------|------------|------------|------------|
| <b>376</b> | <b>372</b> | <b>349</b> | <b>726</b> | <b>783</b> | <b>685</b> |
|------------|------------|------------|------------|------------|------------|

### TOTAL ALL RESPONSES, INCLUDING MUTUAL AID

|            |            |            |            |            |            |
|------------|------------|------------|------------|------------|------------|
| <b>378</b> | <b>375</b> | <b>352</b> | <b>729</b> | <b>788</b> | <b>693</b> |
|------------|------------|------------|------------|------------|------------|



## KENT CITY HEALTH DEPARTMENT STATISTICAL REPORT 2020

3. A.

|                                  | March 2020          | YTD 2020             | March 2019          | YTD 2019             |
|----------------------------------|---------------------|----------------------|---------------------|----------------------|
| <b>HEALTH DEPT. \$ COLLECTED</b> |                     |                      |                     |                      |
| FamAbuse fund                    | \$ 1,279.50         | \$ 4,195.52          | \$ 1,300.50         | \$ 4,218.02          |
| Vital Stats Rev.                 | \$ 8,956.50         | \$ 29,368.50         | \$ 9,103.50         | \$ 29,686.00         |
| Child Abuse                      | \$ 2,559.00         | \$ 8,390.98          | \$ 2,601.00         | \$ 8,435.98          |
| State VS                         | \$ 7,677.00         | \$ 25,173.00         | \$ 7,803.00         | \$ 25,308.00         |
| B Perm Rev                       | \$ 32.00            | \$ 91.00             | \$ 27.00            | \$ 99.00             |
| B Perm State                     | \$ 160.00           | \$ 455.00            | \$ 135.00           | \$ 495.00            |
| Food Estab.                      | \$ 2,542.25         | \$ 18,867.25         | \$ 3,444.75         | \$ 19,361.75         |
| Food Service                     | \$ 9,660.19         | \$ 78,258.37         | \$ 19,799.25        | \$ 81,185.00         |
| <br>                             |                     |                      |                     |                      |
| SolWst Tickets                   | \$ 0.00             | \$ 50.00             | \$ 0.00             | \$ 0.00              |
| Housing                          | \$ 7,361.25         | \$ 18,072.50         | \$ 5,215.00         | \$ 17,622.00         |
| Swim Pools                       | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| SolWst(Trks)                     | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| Tattoo Establishments            | \$ 0.00             | \$ 375.00            | \$ 0.00             | \$ 0.00              |
| *Misc                            | \$ 285.00           | \$ 288.00            | \$ 0.00             | \$ 0.00              |
| - AOHC Conf. Refund              |                     |                      |                     |                      |
| FDA Grant Funds RFE Revenue      | \$ 0.00             | \$ 500.00            | \$ 6.00             | \$ 8.00              |
| MAC Claiming                     | \$ 0.00             | \$ 2,763.99          | \$ 13,787.26        | \$ 13,787.26         |
| Tobacco Grant                    | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 6,530.00          |
| **ST Subsidy                     | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| <br>                             |                     |                      |                     |                      |
| <b>TOTAL COLLECTED</b>           | <b>\$ 40,512.69</b> | <b>\$ 186,849.11</b> | <b>\$ 63,222.26</b> | <b>\$ 206,736.01</b> |
| <br>                             |                     |                      |                     |                      |
| <b>TO STATE</b>                  |                     |                      |                     |                      |
| FamAbuse fund                    | \$ 1,241.13         | \$ 2,603.25          | \$ 1,261.50         | \$ 4,091.50          |
| Food Estabs                      | \$ 168.00           | \$ 1,092.00          | \$ 224.00           | \$ 1,148.00          |
| Bur.Permits                      | \$ 160.00           | \$ 341.00            | \$ 135.00           | \$ 495.00            |
| Child Abuse                      | \$ 2,482.23         | \$ 8,139.27          | \$ 2,522.97         | \$ 8,182.92          |
| State VS Qtrly                   | \$ 7,677.00         | \$ 25,173.00         | \$ 7,803.00         | \$ 25,308.00         |
| Food Service                     | \$ 482.00           | \$ 3,694.00          | \$ 952.00           | \$ 4,002.00          |
| Food Vendors                     | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| Swim Pools                       | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| Wells                            | \$ 0.00             | \$ 0.00              | \$ 0.00             | \$ 0.00              |
| <b>TOTAL</b>                     | <b>\$ 12,210.36</b> | <b>\$ 41,042.52</b>  | <b>\$ 12,898.47</b> | <b>\$ 43,227.42</b>  |
| <br>                             |                     |                      |                     |                      |
| <b>TOTAL ASSETS</b>              | <b>\$ 28,302.33</b> | <b>\$ 145,806.59</b> | <b>\$ 50,323.79</b> | <b>\$ 163,508.59</b> |
| +Admin fee to Vital Stats        | \$ 115.13           | \$ 377.55            | \$ 117.07           | \$ 379.67            |
| -3% FamAbuse                     | \$ 38.37            | \$ 125.87            | \$ 39.04            | \$ 126.59            |
| -3% ChildAbuse                   | \$ 76.76            | \$ 251.68            | \$ 78.03            | \$ 253.08            |



KENT CITY HEALTH DEPARTMENT  
STATISTICAL REPORT 2020

3. A.

| STATISTICAL REPORT Cont.         | March 2020 | YTD 2020    | March 2019 | YTD 2019    |
|----------------------------------|------------|-------------|------------|-------------|
| <b>PERMIT/lic.</b>               |            |             |            |             |
| Food Estabs                      | 6          | 20          | 7          | 32          |
| Food Service                     | 17         | 75          | 31         | 108         |
| FS Vending                       | 1          | 13          | 0          | 0           |
| Home Sewage                      | 0          | 0           | 0          | 0           |
| Housing                          | 0          | 44          | 20         | 61          |
| Solid Waste                      | 0          | 0           | 0          | 0           |
| Swim Pools                       | 0          | 0           | 0          | 0           |
| Septic Haul.                     | 0          | 0           | 0          | 0           |
| Tattoo Parlors                   | 0          | 1           | 0          | 0           |
| Other                            | 0          | 0           | 0          | 0           |
| <b>TOTAL</b>                     | <b>24</b>  | <b>153</b>  | <b>58</b>  | <b>201</b>  |
| <b>MOSQ.CONT.</b>                |            |             |            |             |
|                                  | Interns    | Staff       |            |             |
| <b>SURVEILLANCE</b>              |            |             |            |             |
| Sites Treated                    | 0.0        | 0.0         | 0.0        | 0.0         |
| Adulticide                       | 0.0        | 0.0         | 0.0        | 0.0         |
| * Tot Man Hrs                    | 0.0        | 0.0         | 0.0        | 9.0         |
| <b>COMPLAINTS</b>                |            |             |            |             |
| Received                         | 11         | 80          | 2          | 8           |
| Abated                           | 4          | 16          | 2          | 9           |
| <b>LEGAL COMPL.</b>              |            |             |            |             |
| Filed                            | 0          | 0           | 0          | 0           |
| Pre-trials                       | 0          | 0           | 0          | 0           |
| Trials                           | 0          | 0           | 0          | 0           |
| <b>COMM.DISEASE</b>              | 0          | 0           | 0          | 27          |
| Not Available                    |            |             |            |             |
| <b>IMMUNIZATIONS - CANCELLED</b> | 0          | 31          | 8          | 26          |
| Child                            | 0          | 10          | 0          | 0           |
| Adult                            | 0          | 13          | 0          | 0           |
| <b>BIRTH Copies issued</b>       | <b>330</b> | <b>1270</b> | <b>468</b> | <b>1264</b> |
| <b>DEATH Copies issued</b>       | <b>523</b> | <b>1527</b> | <b>399</b> | <b>1548</b> |



## 2020 Q1 Report

**Marketing Committee** - The Main Street Kent marketing committee promotes downtown Kent's shops, restaurants, bars, nightlife, arts, culture, outdoor recreation, events, public art, unique character and more. Main Street Kent hosts year round events, drawing people from the immediate area and from afar. This committee "spreads the word" about what Kent has to offer, promoting the businesses and features of downtown Kent through a variety of media.

**Committee members include:** Mike Beder, downtown business owner; Roger Hoover, Rust Creative owner/creative director; Cheryl Ann Lambert, Kent State University School of Journalism and Mass Communication assistant professor; Pam Petrus, owner of DIVERSA Advertising; Michelle Sahr, downtown business owner; Heather Malarcik and Lesley Sickle, Main Street Kent staff.

**Marketing Plan** - The MSK marketing plan guides our efforts to increase attendance and profitability of events, strategically market the downtown Kent experience to specific audiences, increase activity on our [website](#) and social media through quality content and [blogging](#), communicate with our fans/followers/event attendees, and more.

**Kent State Student Media** - A portion of our marketing messaging is geared toward students, faculty and staff at Kent State. This includes paid tweets on Twitter, digital ads on [www.kentwired.com](#), print advertising in a variety of publications, and utilizing their "street team" to disseminate events information on campus.



**Social Media/Email Marketing** - We market the assets of downtown Kent daily via social media, strengthening the Main Street Kent presence on Twitter, Instagram, and Facebook. We also send an e-blast to our **3,924 Constant Contact** subscribers twice per month, highlighting upcoming events, business of the week, and a volunteer spotlight. Followers: [Facebook](#) - 15,477, Rating: 4.8/5; [Twitter](#) - 3,249; [Instagram](#) - 4,563

Social media ads and "boosts" are placed on a monthly basis, depending on the scheduled marketing theme. Other content is delivered on a daily basis covering events, business specials, art features, new businesses/expansions, volunteers, beautification efforts, and more.

**Women in Business** - During March, our focus was Kent's Women in Business - specifically supporters of Main Street Kent. This included a dedicated [landing page](#) on our website, and social media posts to showcase many of Kent's amazing women-run businesses.







**91.3 FM The Summit** - Main Street Kent messaging on this public radio station focuses on things like the lively downtown scene, arts, events, and more. Ads are customized to highlight the many assets and activities Kent has to offer, attracting people from OH and western PA.

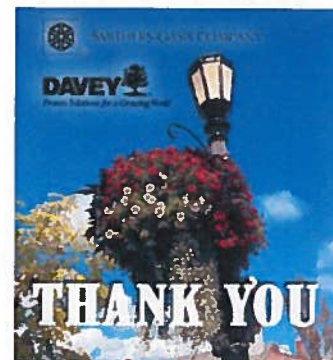
**Kent Rainbow Weekend** - What started as a bar crawl turned out to be an entire weekend of entertainment, arts, and education – in celebration of the LGBTQ+ community. On March 6 and 7, the entertainment lineup consisted of a comedy show, storytelling, drag shows, open mic, live music, art exhibits, drag karaoke, community art projects, and more. Banners adorned the W. Main St. bridge and a downtown crosswalk was temporarily painted in rainbow stripes in celebration of this first time event. A portion of bar crawl proceeds benefited Kent State’s LGBTQ+ Center Emergency Fund. The event turnout was fantastic, and Kent was widely recognized for being the inclusive and loving community it is! Sponsored by ABSOLUT, Hall-Green Agency, and NOPEC.



**Design Committee** - MSK board member Dylan Ball is the chair of this committee, which is intended to be the “designing voice of the Kent community,” and is focused on the aesthetics of our downtown.

**Committee members include:** Alex Catanese, Each + Every design director; Kelly Dietrick, Troppus Projects owner/artist; Annie Flaherty, Envisage Group vice president of technology service; Doug Fuller, retired architect/preservationist; Tom Hatch, Focus Curriculum president; Larrie King, Glyphix Studio/KSU assistant professor; Jen Mapes, KSU Department of Geography assistant professor; Elaine Mattern, The Davey Tree Expert Company brand manager; Allan Orashan, Century 21 realtor; Harrison Wicks, assistant to Kent City Manager

**Adopt-A-Spot** - We’re busy getting ready for the 2020 Adopt-A-Spot program. With the onset of COVID-19 and its negative impact on our downtown businesses, we launched a GoFundMe campaign to raise money to help pay for the flowers rather than asking our small business sponsors for support this year. The response from the community has been fantastic, and we still have support from our larger businesses/organizations, so we are good to go! Freedom Lawn Care will prep, weed, and water the beds throughout the season. K&M Gardens will care for the hanging flower baskets, sponsored by The Davey Tree Expert Company and Smithers-Oasis.





**Spring Tulips** - Volunteers planted 1,000 tulip bulbs in four flowerbeds near Hometown Bank Plaza to add a splash of color and fill the gap before the flowerbeds get planted in May – they’re blooming now and look great!

**Kiosk Maps** - The downtown kiosk map backs were recently updated with photos and information about downtown events. Listed by month, this includes main events put on by many Kent organizations, and includes the MSK website for further information. (Note: updated info sticker being created due to event postponements/cancellations.)



**Business Enhancement Committee** - MSK board member Josh Rider leads this committee, with a focus on driving traffic through the doors of older business as well as newer ones. The committee searches out opportunities for the businesses to work together on events, promotions, and other collaborative efforts.

**Committee members include:** Mike Beder, downtown business owner; Mike Finley, Hall-Green Agency owner; Todd Kamenash, KSU assistant dean of students; Patrick Madonio, Brimfield Insurance owner; Jessica Ryan, Handcrafted owner and Michelle Sahr, downtown business owner.



**Restaurant Week** - For one week in January, many downtown restaurants participated by offering special, price-fixed menus for guests to enjoy. By offering a set price for a combination of menu items, guests are able to try a few different things at a discounted price. During a typically slower time for restaurants, this promotion helps draw interest to our local eateries, enticing people to try new places and make new “favorites.”



**Chocolate Walk** - Feb. 8, 2020. Two hundred fifty tickets were sold to this event, where business owners met many new customers and had a busy day. The Kent State Hotel & Conference Center donated an overnight stay and dinner for two as a raffle prize package in which all attendees were entered to win. Guests came from cities all around for this event where people love getting out of the house to enjoy an adventure in downtown Kent - right before Valentine's Day.



**KSU & the City of Kent: Better Together** - Board members Todd Kamenash and Josh Rider were joined by Executive Director Heather Malarcik in presenting information to Kent State employees about opportunities to get involved with Main Street Kent. Including volunteering, shopping locally, and other ways of supporting the organization and the city, first-hand experience was shared with viewers in this interactive webinar. We hope to continue this collaboration with Kent State's Human Resources Department.

**Operations Committee** - Our Executive Team is focused on the overall sustainability of our organization, including succession planning for our Board of Directors and committee leaders, board development, and fundraising.

- **President** - Eric Decker, Portage Community Bank
- **Vice President** - Maggie McKendry, Kent State University Athletics
- **Treasurer** - Mike Lewis, Hometown Bank
- **Secretary** - Dominique Bollenbacher, Habitat for Humanity of Portage County
- **Past President** - Regan Gettens, Fairmount Properties

**Board of Directors** - Dylan Ball, Competitive Interiors; Sage Culley, The Davey Tree Expert Company; Todd Kamenash, Kent State University; Julie Kenworthy, Kent Historical Society; Josh Rider, KSU Center for Adult and Veteran Services; Robin Spano, Kent State University Bookstore; and Tom Wilke, City of Kent.

**Board of Governors** - Mike Beder, Tree City Coffee, Water Street Tavern, Franklin Hotel Bar & Venice Café; Mike Finley, Hall-Green Agency



**Friends of Main Street Kent** - The Friends of MSK program continues to grow, garnering support from an increasing number of stakeholders. We rely on our downtown businesses and community members to support our organization so we can continue our great work in downtown Kent. For a full list of "friends," visit our website: <http://www.mainstreetkent.org/about/our-supporters/>

**Volunteers** - Volunteers are the driving force behind Main Street Kent. We're always recruiting new people to help us work toward our mission. This includes our Board of Directors, committee members, volunteer gardeners, event staff, and all of the great people who dedicate their valuable time to MSK projects. So far in 2020, volunteers have given 299 hours of time and expertise to Main Street Kent. The national average value for one volunteer hour is \$25.43, so that's a total of \$7,603.57 in time donated to MSK during the first quarter of the year!



We appreciate the ongoing support of the City of Kent! We look forward to continuing our partnership with the many organizations (<http://www.mainstreetkent.org/our-supporters>) that help us continue our mission: ***Making downtown Kent a fun, vibrant and thriving place!***

# Main Street Kent

## PROFIT AND LOSS

January - March, 2020

|  | TOTAL                |
|--|----------------------|
| Income   |                      |
| 4030 Corporate Sponsors & Foundations                  |                      |
| 4031 Board Member Donations                            | 144.60               |
| 4040 Friend of Main Street Kent                        | 5,658.57             |
| <b>Total 4030 Corporate Sponsors &amp; Foundations</b> | <b>5,803.17</b>      |
| 4200 City Contribution & Adopt a Spot (Non-Eligible)   | 17,755.32            |
| <b>Total Income</b>                                    | <b>\$23,558.49</b>   |
| GROSS PROFIT   | <b>\$23,558.49</b>   |
| Expenses   | <b>\$53,726.73</b>   |
| NET OPERATING INCOME                                   | <b>\$ -30,168.24</b> |
| Other Income   |                      |
| 4065 Fundraising Events                                |                      |
| 4310 Art & Wine Festival                               | 4,560.35             |
| 4320 Potterfest  |                      |
| 4321 Kent Potterfest Income                            | 12,202.43            |
| <b>Total 4320 Potterfest</b>                           | <b>12,202.43</b>     |
| 4330 Oktoberfest                                       |                      |
| 4331 Oktoberfest Income                                | 1,000.00             |
| <b>Total 4330 Oktoberfest</b>                          | <b>1,000.00</b>      |
| 4340 Chocolate Walk                                    | 7,147.04             |
| 4360 Seven Courses                                     | 500.00               |
| 4410 International Festival                            | 500.00               |
| <b>Total 4065 Fundraising Events</b>                   | <b>25,909.82</b>     |
| 4398 Rainbow Weekend Expenses                          | -8,241.32            |
| 4420 Ugly Sweater Fundraiser                           | 85.00                |
| Other Income   | 9,766.90             |
| <b>Total Other Income</b>                              | <b>\$27,520.40</b>   |
| NET OTHER INCOME                                       | <b>\$27,520.40</b>   |
| NET INCOME   | <b>\$ -2,647.84</b>  |