



# CITY OF KENT, OHIO

CLERK OF COUNCIL

**To:** City Council Members  
Dave Ruller

**From:** Chris Hook  
Hope Jones  
Amy Wilkens

**Date:** July 29, 2024

**Re:** Consent Agenda

City Council Members and Dave Ruller,

On April 17, 2024, Council Member Chris Hook made a motion to explore the use of a consent agenda during the Regular City Council Meetings. This discussion is for the use of a consent agenda, with the goal of freeing up time during the meetings with less routine readings of resolutions, ordinances, and communications (housekeeping items), but still allowing the option to pull items off the consent agenda if in depth discussion is warranted.

Attached is a mockup of the change to the current agenda that would be made, if adopted, along with examples of agendas from the City of Highland Hills, Independence and Hudson who currently use the consent agenda format.

Things to consider:

1. Which items you would like included in this section. Suggestions:
  - a. Written Communication
  - b. City Manager's Report
  - c. Minutes
  - d. Housekeeping resolutions and ordinances (Budget Amendments, Then and Now, Grants, Easements)
  - e. Anything else you would like included

We are suggesting that if approved, it would be adopted for a trial period of six months and reviewed for addition to Council Standing Rules in the year 2025.

# EXAMPLE FOR DISCUSSION



City of Kent  
Wednesday, August 21, 2024  
Regular City Council Meeting  
320 S. Depeyster Street, Kent, OH 44240

## AGENDA

**6:55 P.M. Board of Control**

**7:00 P.M. Regular Council Meeting**

1. Roll Call
2. Opening Remarks and Pledge of Allegiance
3. Public Comment
  - 3.1. Anyone wishing to address Council must submit their written comments to the Clerk of Council at [councilclerk@kentohio.gov](mailto:councilclerk@kentohio.gov) by 4:30 p.m. on the meeting day. If also requesting to speak at the meeting, comments are limited to three (3) minutes.
4. **Motion/Second and Roll call for following items**

**Consent Agenda-** Items listed under the Consent Agenda are considered routine. If discussion by Council is desired on any item on the Consent Agenda, that item will be removed from the Consent Agenda by Council motion and considered in its normal sequence under the appropriate Committee.

  - 4.1. **\*Written Communication** (All placed on file in the Clerk of Council's office)
    1. Planning Commission Agenda for the August meeting received on July 29, 2024
    2. Portage County Solid Waste Policy Committee Meeting Minutes from June 18, 2024 were received on July 17, 2024
  - 4.2. **\*City Manager's Report**
  - 4.3. **\*July 24, 2024 Regular City Council Meeting Minutes**
  - 4.4. **\*August 7, 2024 Committee Meeting Minute Approval**
  - 4.5. **\*Actions Recommended:**
    - 4.5.1. Committee of Whole Action(s) Recommended
      1. Authorize use of consent agenda for a period of six months for feasibility, with possible incorporation into Council Standing Rules in 2025.

4.5.2. Community Development Action(s) Recommended

1. Authorize the designation of the property on Gougler as historically significant property, with an emergency clause.

4.5.3. Budget and Finance Action(s) Recommended

1. Authorize the submission of the proposed property tax liens, with the emergency clause.
2. Approve the "then and now" purchases, with the emergency clause.
3. Approve the 2024 budget appropriation amendments, with the emergency clause

4.5.4. Streets and Sidewalk Committee Action(s) Recommended

1. Approve the draft 'purpose and needs statement for the N. Mantua Street Project.
2. Approve the extension of the city water service to the proposed new townhome development at 2567 SR 43, including amending the service area agreement with Portage County Water Resources, with the emergency clause.
3. Authorize the new water planning study agreement to be executed with Portage County Resources, with the emergency clause.
4. Approve the new Crosswalk Art Agreement with Main Street Kent, with the emergency clause.

**Consent Ordinances read in title only, one round of voting to suspend and adopt/ Roll call**

4.6. **\*Legislation: Introduce, suspend rules requiring three reading and adopt those legislative items indicated with an asterisk (\*)**

4.6.1. **\*Draft 2024-** Certified Liens to the County

4.6.2. **\*Draft 2024-** Certified Liens to the County (Sidewalk)

4.6.3. **\*Draft 2024** Certified Liens to the County (Health Dept)

4.6.4. **\*Draft 2024-** Budget Appropriation

4.6.5. **\*Draft 2024** Then and Now

5. Legislation

5.2. **Community Development** Chair Rosenberg/ Vice-Chair Clapper

5.2.1. Draft 2024- Local historic property

5.4. **Streets, Sidewalks and Utilities** Chair Sidoti/ Vice-Chair Clapper

5.4.1. Draft 2024- Purpose and Needs Statement

5.4.2. **Draft 2024** New Water Service

5.4.3. Draft 2024- New Water Planning study agreement

5.4.4. **Draft 2024-** N. Water Street Crosswalk Art Agreement

6. Unfinished Business

7. New Business

8. Councilmembers' Comments

9. Mayor's Report

## **Adjourn**

Any person who requires an auxiliary aid or service for effective communication or a modification of policies and procedures to participate in any City or City Council public meeting or event should contact the Clerk of Council at 330-676-7555 or [councilclerk@kent-ohio.org](mailto:councilclerk@kent-ohio.org). Any request for auxiliary aid or other accommodation should be made as soon as possible, but no later than forty-eight hours prior to the event.

# Highland Hills

Amy Wilkens

**From:** Margaret Sikon <psikon@vhhohio.org>  
**Sent:** Friday, April 1, 2022 11:03 AM  
**To:** Renee Fox  
**Cc:** aday@chardon.cc; adminasst@louisvilleohio.org; agirardi@orangevillage.com; aimee.pientka@strongsville.org; ajoyner@cityofwarrensville.com; alexbbara@yahoo.com; Annette.Geissman@VillageofLodi.com; anovak@willoughbyohio.com; atrend@cityofwillowick.com; bbrooks@cityofavon.com; beald@independenceohio.org; Breanna\_Dull@cityoflorain.org; byoung@northcantonohio.gov; caldwell@fairlawn.us; ckremer@cityofstreetsboro.com; clerkofcouncil@cityofashtabula.com; dhladky@oakwoodvillageoh.com; drosenbaum@cityofwestlake.org; dschroeder@northroyalton.org; fgallam@brunswick.oh.us; finance@villageofbentleyville.com; fiscalofficer@genevaonthelake.org; fiscalofficer@southrussell.com; hawksd@auroraoh.com; hdunlap@broadview-heights.org; JKemper@cityofBayVillage.com; kpatton@medinaoh.org; lciofani@nridgeville.org; Liz.Westbrooks@fairviewpark.org; lvillers@stow.oh.us; Mary Ann Meola, Middleburgh Hts; mary.murphy@shakeronline.com; massaroloc@north-olmsted.com; maureen.bach@lakewoodoh.net; mbetsa@mayfieldvillage.com; mraber@hudson.oh.us; rbeck@ohmedinaco.org; schiavoni@cityofmentor.com; shanishalloyd@mayfieldheights.org; sma@nridgeville.org; tiffany.mekeel@strongsville.org; tknox@medinaoh.org; tsimons@bedfordoh.gov; ttabor@brecksville.oh.us; villageofburton@sbcglobal.net; vrosmarin@avonlake.org; wilkensa@kent-ohio.org; MaryJo Banish  
**Subject:** RE: Consent Agendas  
**Attachments:** February 16, 2022 Amended Council Agenda.pdf

Good morning,

Highland Hills Council does use a Consent Agenda, and I have attached a sample from our February meeting. Items on the Consent Agenda have a \* before the ordinance or resolution number to distinguish that it has been considered under the Consent Agenda. When it comes to the point in the meeting for Ordinances and Resolutions, the Consent Agenda titles are not read into the record again, and we just proceed with legislation to be considered.

Below is from our Rules of Council, which addresses the Consent Agenda:

(i) Consent Agenda. The agenda at any regular meeting of Council shall include a Consent Agenda. Items listed under the Consent Agenda are considered routine. Each item will be read individually into the record and the Consent Agenda will then be enacted as a whole by one motion and one roll call. There will be no separate discussion of these items. If discussion by Council is desired on any Consent Agenda item, or if discussion is requested by the public on any legislative item on the Consent Agenda, that item will be removed from the Consent Agenda by Council motion and considered in its normal sequence under the Regular Order of Business. The consent agenda shall list items including the following in the following format:

(1) Approval of minutes: \_\_\_\_\_.

(2) Legislation. Introduce, suspend rules requiring 3 readings and referral to committee, and adopt those legislative items indicated with an asterisk (\*).

*[Handwritten mark]*

Prior to calling for the roll call vote on the consent agenda, Council President shall ask if any Council member wishes to have any item on the consent agenda removed for discussion. Any person so requesting removal of any item shall have the effect of removing the item without motion or vote.

If you have any questions, please feel free to reach out to me.

Have a great day!

*Peg Sikou*

*Clerk of Council*

Village of Highland Hills  
Council Office  
3700 Northfield Road  
Highland Hills, Ohio 44122  
216-283-3000 ext. 2241  
[psikon@vhhohio.org](mailto:psikon@vhhohio.org)



*Procedure  
to remove  
an item  
from Consent  
agenda*

**From:** MaryJo Banish <[mbanish@brooklynohio.gov](mailto:mbanish@brooklynohio.gov)>  
**Sent:** Thursday, March 31, 2022 10:42 AM  
**To:** Renee Fox <[RFox@cityofbarberton.com](mailto:RFox@cityofbarberton.com)>  
**Cc:** [aday@chardon.cc](mailto:aday@chardon.cc); [adminasst@louisvilleohio.org](mailto:adminasst@louisvilleohio.org); [agirardi@orangevillage.com](mailto:agirardi@orangevillage.com); [aimee.pientka@strongsville.org](mailto:aimee.pientka@strongsville.org); [ajoyner@cityofwarrensville.com](mailto:ajoyner@cityofwarrensville.com); [alexbbara@yahoo.com](mailto:alexbbara@yahoo.com); [Annette.Geissman@VillageofLodi.com](mailto:Annette.Geissman@VillageofLodi.com); [anovak@willoughbyohio.com](mailto:anovak@willoughbyohio.com); [atrend@cityofwillowick.com](mailto:atrend@cityofwillowick.com); [bbrooks@cityofavon.com](mailto:bbrooks@cityofavon.com); [beald@independenceohio.org](mailto:beald@independenceohio.org); [Breanna\\_Dull@cityoflorain.org](mailto:Breanna_Dull@cityoflorain.org); [byoung@northcantonohio.gov](mailto:byoung@northcantonohio.gov); [caldwell@fairlawn.us](mailto:caldwell@fairlawn.us); [ckremer@cityofstreetsboro.com](mailto:ckremer@cityofstreetsboro.com); [clerkofcouncil@cityofashtabula.com](mailto:clerkofcouncil@cityofashtabula.com); [dhlady@oakwoodvillageoh.com](mailto:dhlady@oakwoodvillageoh.com); [drosenbaum@cityofwestlake.org](mailto:drosenbaum@cityofwestlake.org); [dschroeder@northroyalton.org](mailto:dschroeder@northroyalton.org); [fgallam@brunswick.oh.us](mailto:fgallam@brunswick.oh.us); [finance@villageofbentleyville.com](mailto:finance@villageofbentleyville.com); [fiscalofficer@genevaonthelake.org](mailto:fiscalofficer@genevaonthelake.org); [fiscalofficer@southrussell.com](mailto:fiscalofficer@southrussell.com); [hawksd@auroraoh.com](mailto:hawksd@auroraoh.com); [hdunlap@broadview-heights.org](mailto:hdunlap@broadview-heights.org); [JKemper@cityofBayVillage.com](mailto:JKemper@cityofBayVillage.com); [kpatton@medinaoh.org](mailto:kpatton@medinaoh.org); [lciofani@nridgeville.org](mailto:lciofani@nridgeville.org); [Liz.Westbrooks@fairviewpark.org](mailto:Liz.Westbrooks@fairviewpark.org); [lvillers@stow.oh.us](mailto:lvillers@stow.oh.us); Mary Ann Meola, Middleburgh Hts <[mmeola@mbhts.com](mailto:mmeola@mbhts.com)>; [mary.murphy@shakeronline.com](mailto:mary.murphy@shakeronline.com); MaryJo Banish <[mbanish@brooklynohio.gov](mailto:mbanish@brooklynohio.gov)>; [massaroloc@north-olmsted.com](mailto:massaroloc@north-olmsted.com); [maureen.bach@lakewoodoh.net](mailto:maureen.bach@lakewoodoh.net); [mbetsa@mayfieldvillage.com](mailto:mbetsa@mayfieldvillage.com); [mraber@hudson.oh.us](mailto:mraber@hudson.oh.us); Margaret Sikou <[psikon@vhhohio.org](mailto:psikon@vhhohio.org)>; [rbeck@ohmedinaco.org](mailto:rbeck@ohmedinaco.org); [schiavoni@cityofmentor.com](mailto:schiavoni@cityofmentor.com); [shanishalloyd@mayfieldheights.org](mailto:shanishalloyd@mayfieldheights.org); [sma@nridgeville.org](mailto:sma@nridgeville.org); [tiffany.mekeel@strongsville.org](mailto:tiffany.mekeel@strongsville.org); [tknox@medinaoh.org](mailto:tknox@medinaoh.org); [tsimons@bedfordoh.gov](mailto:tsimons@bedfordoh.gov); [ttabor@brecksville.oh.us](mailto:ttabor@brecksville.oh.us); [villageofburton@sbcglobal.net](mailto:villageofburton@sbcglobal.net); [vrosmarin@avonlake.org](mailto:vrosmarin@avonlake.org); [wilkensa@kent-ohio.org](mailto:wilkensa@kent-ohio.org)  
**Subject:** RE: Consent Agendas

Hi,

Brooklyn does not do Consent Agendas.

**VILLAGE OF HIGHLAND HILLS, OHIO  
REGULAR COUNCIL MEETING  
FEBRUARY 16, 2022  
7:00 P.M.  
AMENDED AGENDA**

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**REGULAR ORDER OF BUSINESS:**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **DISCUSSION BY PUBLIC:** Five-minute maximum, only on current agenda legislation.
5. **APPROVAL OF CONSENT AGENDA:** Items listed under the Consent Agenda are considered routine. Each item will be read individually into the record and the Consent Agenda will then be enacted as a whole by one motion and one roll call. There will be no separate discussion of these items. If discussion by Council is desired on any item on the Consent Agenda, that item will be removed from the Consent Agenda by Council motion and considered in its normal sequence under the Regular Order of Business.
  - a. \*Approval of minutes: January 3, 2022 Council Meeting
  - b. \*Approval of 2022 Council Budget
  - c. \*Legislation: Introduce, suspend rules requiring three readings and referral to committee, and adopt those legislative items indicated with an asterisk (\*):

**\*Resolution No. 2022-03:** A Resolution Authorizing the Mayor to Enter and Execute a Memorandum of Understanding Between the Cuyahoga County Board of Health and the Village of Highland Hills for Authority and Consent to Provide Phase II Stormwater Services for the Years 2022 through 2025, and Declaring an Emergency.

**\*Resolution No. 2022-04:** A Resolution Confirming Council's Appointment of a Member to the Village Board of Control, and Declaring an Emergency.

**\*Resolution No. 2022-05:** A Resolution Confirming Council's Appointment of a Member to the Village Planning Commission, and Declaring an Emergency.

**\*Resolution No. 2022-06:** A Resolution Confirming Council’s Appointment of Two Members to the Village Volunteer Firefighters Dependent Fund Board, and Declaring an Emergency.

**\*Resolution No. 2022-07:** A Resolution Confirming the Mayor’s Appointment of Collin Sullivan to the Local Board of Tax Review, and Declaring an Emergency.

**\*Resolution No. 2022-08:** A Resolution Confirming the Mayor’s Appointments to the Board of Control, and Declaring an Emergency.

**\*Resolution No. 2022-09:** A Resolution Confirming the Mayor’s Appointment of Robert Wright to the Strategic Plan Committee, and Declaring an Emergency.

**\*Resolution No. 2022-10:** A Resolution Confirming the Mayor’s Appointments to the Fair Housing Board, and Declaring an Emergency.

**\*Resolution No. 2022-11:** A Resolution Confirming the Mayor’s Appointment of Theodora Moore to the Records Commission, and Declaring an Emergency.

**\*Resolution No. 2022-12:** A Resolution Confirming the Mayor’s Appointments to the Board of Zoning Appeals, and Declaring an Emergency.

**\*Resolution No. 2022-13:** A Resolution Confirming the Mayor’s Appointments to the Senior Advisory Board, and Declaring an Emergency.

**\*Resolution No. 2022-14:** A Resolution Approving the Mayor’s Appointment of Members to the Tax Incentive Review Council, and Declaring an Emergency.

**\*Resolution No. 2022-15:** A Resolution Confirming the Mayor’s Re-Appointment of Robert Wright to the Planning Commission, and Declaring an Emergency.

**\*Resolution No. 2022-16:** A Resolution Confirming the Mayor’s Re-Appointment of Theodora Moore and Chip Smith to the Personnel Review Board, and Declaring an Emergency.

6. **COMMUNICATIONS**

7. **REPORTS AND COMMUNICATIONS FROM THE MAYOR**

8. **DEPARTMENT HEAD REPORTS**

9. **REPORT FROM PRESIDENT OF COUNCIL**

10. **REPORT FROM COUNCIL COMMITTEES:**

Finance	Michael L. Goodwin
Properties/Buildings	Derrick A. Williams
Public Works	Cassandra Pride
Rules	Cynthia D. Beard
Safety	Geavona Greene
Committee of Whole	Michael L. Goodwin

11. **REPORT FROM COUNCIL REPRESENTATIVES TO REGULATORY OR OTHER BOARDS:**

Audit	Cassandra Pride
Board of Control	Cassandra Pride
Board of Zoning Appeals	Derrick A. Williams
Fair Housing Commission	Cynthia D. Beard
Human Resources Committee	Geavona Greene
Planning Commission	Michael L. Goodwin
Senior Advisory Board	Cassandra Pride
Tax Incentive Review Council	Michael L. Goodwin

12. **ORDINANCES AND RESOLUTIONS:**

a. **THIRD READING CONSIDERATION: None**

b. **SECOND READING CONSIDERATION: None**

c. **FIRST READING CONSIDERATION:**

**CONSIDERED ON CONSENT AGENDA:**

**\*Resolution No. 2022-03:** A Resolution Authorizing the Mayor to Enter and Execute a Memorandum of Understanding Between the Cuyahoga County Board of Health and the Village of Highland Hills for Authority and Consent to Provide Phase II Stormwater Services for the Years 2022 through 2025, and Declaring an Emergency.

**\*Resolution No. 2022-04:** A Resolution Confirming Council's Appointment of a Member to the Village Board of Control, and Declaring an Emergency.

**\*Resolution No. 2022-05:** A Resolution Confirming Council's Appointment of a Member to the Village Planning Commission, and Declaring an Emergency.

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**\*Resolution No. 2022-14:** A Resolution Approving the Mayor's Appointment of Members to the Tax Incentive Review Council, and Declaring an Emergency.

**\*Resolution No. 2022-15:** A Resolution Confirming the Mayor's Re-Appointment of Robert Wright to the Planning Commission, and Declaring an Emergency.

**\*Resolution No. 2022-16:** A Resolution Confirming the Mayor's Re-Appointment of Theodora Moore and Chip Smith to the Personnel Review Board, and Declaring an Emergency.

**ADDED TO AGENDA:**

**Ordinance No. 2022-17:** An Ordinance Authorizing the Mayor to Enter and Execute a Contract with the Northeast Ohio Regional Sewer District for use of the Community Cost Share Fund for the Mill Creek Watershed Partnership Membership.

**Ordinance No. 2022-18:** An Ordinance Authorizing the Mayor to Enter and Execute a Depository Agreement with Huntington National Bank for the Deposit of Active, Inactive or Interim Public Funds, and Declaring an Emergency.

**Ordinance No. 2022-19:** An Ordinance Authorizing the Mayor to Enter and Execute a Depository Agreement with the Middlefield Banking Company for the Deposit of Active, Inactive or Interim Public Funds, and Declaring an Emergency.

**Ordinance No. 2022-20:** An Ordinance Authorizing the Mayor and President of Council to Enter and Execute a Contract with the Northeast Ohio Regional Sewer District for Use of the Community Cost Share Fund for the Shaker House Parking Lot Project.

**Ordinance No. 2022-21:** An Ordinance Authorizing the Mayor and President of Council to Enter and Execute a Contract on an Emergency Basis with Kone for Emergency Repairs to the Elevators in the Shaker House, and Declaring an Emergency.

13. **MISCELLANEOUS PUBLIC COMMENT:** Five-minute maximum on discussion by public.
14. **ADJOURNMENT**

# Independence

10. Consent Agenda. The agenda at any regular meeting of Council shall include a Consent Agenda. Items listed under the Consent Agenda are considered routine. Each item will be read individually into the record through a proper motion seeking title only. Council shall properly move to suspend the rule for 2 readings per Article II, Section 6 of the City's Charter. The Consent Agenda will then be enacted as a whole by one motion and one roll call vote. There will be no separate discussion of these items. If discussion by Council is desired on any Consent Agenda item, or if discussion is requested by the public on any legislative item on the Consent Agenda, that item will be removed from the Consent Agenda by Council through an approved motion and considered in its normal sequence under the Order of Business. The Consent Agenda shall list items including the following in the following format:

- A. Approval of minutes of any previous Council meetings.
- B. Legislation. Introduce, suspend rules requiring 2 readings and referral to committee, and adopt those Resolutions/Ordinances indicated with an asterisk (\*).

Prior to calling for the roll call vote on the Consent Agenda, the Mayor shall ask if any Councilperson wishes to have any item on the Consent Agenda removed for discussion. Any Councilperson so requesting removal of any item shall have the effect of removing the item from the Consent Agenda without motion or vote.

- 12. Ordinances and Resolutions for Second Reading.
- 13. Ordinances and Resolutions for First Reading.
- 14. Miscellaneous business.
- 15. Adjournment.

## ARTICLE IV. VOTING

### Rule 12.

- A. Voting on a motion whether to read the title only of any legislation in its entirety and/or to suspend the required two readings per Article II, Section 6 of the City's Charter, shall be by the calling of the question by the Mayor by stating all in favor of the motion and identifying the matter. Any Councilpersons in favor of the motion shall signify their approval by stating "yes." If the motion is not unanimous, the Mayor shall subsequently state all opposed to the motion and identify the matter. Any Councilpersons not in favor of



**CITY COUNCIL MEETING**  
405 E. COLBY STREET, WHITEHALL, MI  
COUNCIL CHAMBERS  
JUNE 25, 2024  
6:00 p.m.

**AGENDA**

1. Meeting called to Order
  - Pledge of Allegiance
2. Approval of Agenda
3. Consent Agenda
  - Approval of the June 11 Work Session and Council Meeting Minutes
  - Approval of Accounts Payable
  - Communications
4. Messages from the Mayor, Council, and City Manager
5. Public Comment \*
6. Old Business
  - Funnell Field Request
7. New Business
  - Whitehall Band Tag Day Request
  - Resolution 24-23 Budget Amendment #3
8. Public Comment \*
9. Adjournment

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City of Whitehall, 405 E. Colby Street, Whitehall, MI 49461; 231-894-4048

\* **PUBLIC COMMENT:** Citizens wishing to speak on any subject matter or with regard to items on the agenda should use this opportunity. As a courtesy to the council, state your name, and direct your comments to the board. Please limit comments to three minutes. If you have questions or issues that need to be addressed, contact City Hall during regular business hours.

**Amy Wilkens**



**From:** Melissa Raber <mraber@hudson.oh.us>  
**Sent:** Thursday, March 31, 2022 10:15 AM  
**To:** Renee Fox; VRosmarin@avonlake.org; aday@chardon.cc; agirardi@orangevillage.com; aimee.pientka@strongsville.org; ajoyner@cityofwarrensville.com; alexbbara@yahoo.com; Annette.Geissman@VillageofLodi.com; anovak@willoughbyohio.com; atrend@cityofwillowick.com; bbrooks@cityofavon.com; beald@independenceohio.org; byoung@northcantonohio.gov; caldwell@fairlawn.us; cityclerk@louisvilleohio.org; ckremer@cityofstreetsboro.com; council@parmaheightsoh.gov; drosenbaum@cityofwestlake.org; dschroeder@northroyalton.org; Fijabi Julien-Gallam; finance@villageofbentleyville.com; fiscalofficer@genevaonthelake.org; fiscalofficer@southrussell.com; hawksd@auroraoh.com; hdunlap@broadview-heights.org; JKemper@cityofBayVillage.com; kpatton@medinaoh.org; lciofani@nridgeville.org; liz.westbrooks@fairviewpark.org; lvillers@stow.oh.us; mary.murphy@shakeronline.com; maureen.bach@lakewoodoh.net; mbanish@brooklynohio.gov; mbetsa@mayfieldvillage.com; rbeck@medinaco.org; SBiviano@akronohio.gov; tguenther@wadsworthcity.org; tiffany.mekeel@strongsville.org; tknox@medinaoh.org; tsimons@bedfordoh.gov; Tabor, Tammy; villageofburton@sbcglobal.net; wilkensa@kent-ohio.org  
**Subject:** RE: Consent Agendas

Good Morning-

Below is from the City of Hudson's Charter:

(13) Consent agenda - At the request of any member of Council, without cause, an item in this portion of the agenda can be removed and placed on the legislative portion of the agenda for regular action. The consent agenda may include reports from various departments, bid awards, items having had two previous readings, acceptance of property and dedications, easement agreements, and such other items as Council determines. Items which may not be included on the consent agenda are those which impose a tax or propose a levy or question for popular consideration on the ballot. Action on any item on the consent portion of the agenda shall not eliminate the need for a greater majority vote if one is called for by the Charter or these Council Rules. The consent agenda requires two motions; one to suspend the rules and a second motion for approval;

Regards,

**Melissa Raber, CMC**

Business Operations Manager – Professional Services  
City of Hudson - Engineering Department  
1140 Terex Road  
Hudson, Ohio 44236  
(330) 342-1770-Office  
(330) 342-1773-Direct  
(330) 342-8414-Fax  
www.hudson.oh.us



# City of Hudson, Ohio

## Meeting Agenda - Final City Council

*Jeffrey L. Anzevino, Mayor*  
*Christopher W. Foster, President of Council (Ward 2)*  
*Christopher A. Banweg, Council Member (At-Large)*  
*Michael W. Bird, Council Member (Ward 4)*  
*Patricia L. Goetz, Council Member (Ward 1)*  
*Karen E. Heater, Council Member (At-Large)*  
*Nicole V. Kowalski, Council Member (At-Large)*  
*Skylar J. Sutton, Council Member (Ward 3)*

*Thomas J. Sheridan, City Manager*  
*Marshal Pitchford, Acting City Solicitor & Special Counsel*  
*Aparna Wheeler, Clerk of Council*

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Tuesday, May 21, 2024

6:30 PM

Town Hall  
27 East Main Street

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Executive Session to begin at 6:30 p.m., followed by Council meeting at 7:30 p.m.

1. **Call to Order**

2. **Executive Session**

*To interview applicants for boards and commissions.*

3. **Pledge of Allegiance to the Flag**

4. **Roll Call**

5. **Approval of the Minutes**

- A. 24-0048 **Minutes of Previous Council Meetings**  
**Brief Description:** Draft minutes of previous meetings are provided for City Council's review and approval.  
**Attachments:** May 7, 2024 Council Meeting Minutes - Draft  
May 14, 2024 Council Workshop Minutes - Draft

6. **Proclamations**

- A. 24-0049 **Special Recognition of Principal Beth Trivelli**  
**Brief Description:** Mayor Anzevino will recognize the retirement of Principal Beth Trivelli for her dedicated service to education.  
**Attachments:** Principal Beth Trivelli Retirement 2024

7. **Public Comments**8. **Correspondence and Council Comments**9. **Report of Manager**10. **Appointments**

*Applications due May 31, 2024 for partial term vacancy on Planning Commission - Ward 1.*

11. **Consent Agenda**A. 24-0050 **A Motion to Acknowledge the Timely Receipt of the April 2024 Monthly Financial Report**

**Brief Description:** Financial summaries are provided each month for Council's review.

**Attachments:** April 2024 Financial Report

**Legislative History:**

5/14/24 City Council Workshop item forwarded to the City Council

B. 24-59 **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE AUDITOR OF STATE FOR FINANCIAL AUDIT SERVICES FOR THE CITY OF HUDSON FOR THE 2023 AUDIT.**

**Brief Description:** This legislation authorizes the City Manager to enter into a contract for the City's annual audit for 2023.

**Attachments:** City of Hudson FY23 Engagement Letter

Resolution No. 24-59

**Legislative History:**

5/14/24 City Council Workshop item forwarded to the City Council

C. 24-60 **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH OSBORN ENGINEERING FOR THE VETERAN'S WAY RETAINING WALL FEASIBILITY STUDY.**

**Brief Description:** The Veterans Way Retaining Wall Feasibility Study will develop a set of alternative design solutions that will be used to identify the final construction design method to repair a failing retaining wall originally constructed with the Milford Road Connector project located near the Veterans Way railroad overpass.

**Attachments:** Location Map

Resolution No. 24-60

**Legislative History:**

5/14/24 City Council Workshop item forwarded to the City Council

- D.     24-61     **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AMENDED LOCAL PUBLIC AGENCY (“LPA”) AGREEMENT WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE ADAPTIVE SIGNALS PROJECT (PID# 116924); AND DECLARING AN EMERGENCY.**

**Brief Description:** The Adaptive Signals Project is funded in part by federal funds and must adhere to all Ohio Department of Transportation (ODOT) requirements. The Akron Metropolitan Area Transportation Study (AMATS) administers the project funding through a Congestion Mitigation/Air Quality (CMAQ) grant. After the project bids were opened, staff contacted AMATS to inquire about additional grant funding. AMATS confirmed the availability of \$347,541, bringing the total CMAQ grant to \$2,666,480. ODOT then requires the City to approve an amended agreement and cover 20% of the local match, along with any project cost overruns. ODOT will contribute a maximum of 80% toward eligible construction costs.

**Attachments:**    Amended LPA Agreement

Resolution No. 24-61

**Legislative History**

5/14/24           City Council Workshop           item forwarded to the City Council

- E.     24-62     **A RESOLUTION AUTHORIZING THE SALE OF A HUDSON EMERGENCY MEDICAL SERVICE VEHICLE NO LONGER NEEDED FOR MUNICIPAL PURPOSES; AND DECLARING AN EMERGENCY.**

**Brief Description:** This resolution authorizes the sale of an EMS vehicle “as is” to Church Hill Rescue Squad in Hawkins County, Tennessee.

**Attachments:**    Resolution No. 24-62

**Legislative History**

5/14/24           City Council Workshop           item forwarded to the City Council

**12. Legislation**

- A. 24-49 AN ORDINANCE AMENDING SECTION 410.01, SCHEDULE I, “EXISTING POSTED SPEED LIMITS,” OF THE TRAFFIC CODE TO LOWER THE SPEED LIMIT FROM 35 MILES PER HOUR TO 30 MILES PER HOUR ON E. STREETSBORO STREET (SR 303) BETWEEN COLLEGE STREET AND N. HAYDEN PARKWAY; AND DECLARING AN EMERGENCY.**

***Brief Description:*** Based upon the results of a recent Speed Zone Study submitted to the Ohio Department of Transportation, it has been determined that the speed limit along E. Streetsboro Street (SR 303) from College Street to N. Hayden Parkway should be lowered from 35 mph to 30 mph.

***Attachments:*** Exhibit - SR 303 Speed Limit Lowering  
Ordinance No. 24-49

*Third Reading*

***Legislative History***

4/9/24	City Council	item forwarded to the City Council
4/16/24	City Council	first reading
4/23/24	City Council Workshop	item forwarded to the City Council
5/7/24	City Council	second reading
5/14/24	City Council Workshop	item forwarded to the City Council

- B. 24-50 A RESOLUTION ACCEPTING THE RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCIL TO CONTINUE COMMUNITY REINVESTMENT AREA AGREEMENTS AND JOB CREATION GRANT PROGRAM AGREEMENTS WITH THE CITY OF HUDSON, COUNTY OF SUMMIT.**

***Brief Description:*** The City has established a Tax Incentive Review Council (TIRC) to periodically review each existing Community Reinvestment Area (CRA) and Job Creation Grant Agreement for compliance and to make recommendations to continue, modify or terminate each of the agreements. The duly appointed TIRC met on March 5, 2024, reviewed each CRA and Job Creation Grant Agreement and made certain recommendations to City Council.

***Attachments:*** TIRC Minutes 3.5.2024  
Resolution No. 24-50

*Third Reading*

***Legislative History***

4/9/24	City Council	item forwarded to the City Council
4/16/24	City Council	first reading
4/23/24	City Council Workshop	item forwarded to the City Council
5/7/24	City Council	second reading
5/14/24	City Council Workshop	item forwarded to the City Council

C. 24-58 **AN ORDINANCE AMENDING CHAPTER 1064 ENTITLED “COMMUNITY ROOMS” OF THE CODIFIED ORDINANCES TO INCLUDE RENTAL FEE EXEMPTIONS**

**Brief Description:** This code amendment was first discussed at the January 9, 2024, workshop. The amendment would authorize the Hudson troop organizations of the Boy Scouts of America and the Girl Scouts of the United States of America, to be exempt from rental fees associated with city rental space. At the January meeting the Council requested that the legislative language be reviewed. This has been completed and is being brought back to the Council for consideration.

**Attachments:** Ordinance No. 24-58 (revised for 5-7-24)

*Second Reading*

**Legislative History**

4/23/24	City Council Workshop	discussed
4/23/24	City Council Workshop	item forwarded to the City Council
5/7/24	City Council	first reading
5/14/24	City Council Workshop	item forwarded to the City Council

D. 24-63 **A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE A NEW PARK FACILITY RESERVATION POLICY.**

**Brief Description:**

The purpose of the new policy is to limit facility reservations so that ample usage remains for the public and does not restrict availability.

**Attachments:** Exhibit A: Park Reservation Policy (Revised for 5-21-24)

Resolution No. 24-63

*First Reading: Staff requests a motion to postpone to August 6, 2024, Council meeting and referral to Park Board to offer feedback on the proposed policy.*

**Legislative History**

5/14/24	City Council Workshop	discussed
5/14/24	City Council Workshop	item forwarded to the City Council

E. 24-64 **AN ORDINANCE ADOPTING A HUDSON CITY FLAG, AND DECLARING AN EMERGENCY.**

**Brief Description:** This Ordinance would adopt a Hudson City Flag. Staff have been working with KSU to develop a final design for consideration. Based on Council comment and recommendations, Staff has a final design for Council consideration.

**Attachments:** Exhibit A: City Flag (for 5-21-24)

Ordinance No. 24-64

*First Reading*

**Legislative History**

5/14/24	City Council Workshop	discussed
5/14/24	City Council Workshop	item forwarded to the City Council

- F.     24-65     **A RESOLUTION REPEALING RESOLUTION NO. 08-147 AND WITHDRAWING THE AUTHORIZATION GRANTED TO THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE VILLAGE OF BOSTON HEIGHTS FOR JOINT PLANNING AND ECONOMIC PURPOSES.**

**Brief Description:** A memorandum of understanding was signed by former Hudson Mayor William Currin and former Boston Heights Mayor Bill Goncy.

**Attachments:**    Resolution No. 08-147  
                              Resolution No. 24-65

*First Reading*

**Legislative History**

5/14/24	City Council Workshop	discussed
5/14/24	City Council Workshop	item forwarded to the City Council

**13. Executive Session**

*To discuss pending litigation.*

**14. Adjournment**

**To view staff reports for agenda items, click on the corresponding file numbers (blue underlined links) next to the titles.**

\*   \*   \*   \*   \*

*The mission of the Hudson City Government is to serve, promote and support, in a fiscally responsible manner, an outstanding community that values quality of life, a well-balanced tax base, historic preservation, with a vision to the future, and professionalism in volunteer and public service.*



# CITY OF KENT, OHIO

## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 28, 2024  
TO: Dave Ruller, City Manager  
FROM: Bridget Susel, Community Development Director *B.S.*  
RE: Designation: Unitarian Universalist Church of Kent

The City of Kent's Committee on Design & Preservation received correspondence from the Unitarian Universalist Church of Kent (UUC), requesting the Committee consider recommending to Kent City Council that the UUC church building, located at 228 Gougler Avenue, be designated as a "Local Historic Property," as defined in the City's Historic Preservation Chapter 1393.

Pursuant to the requirements of Chapter 1393, the Committee on Design & Preservation held a meeting on June 12, 2024 to discuss the designation request and the members of the Committee voted unanimously to recommend to Council that the Unitarian Universalist Church of Kent be designated as a "Local Historic Property."

A public hearing has been scheduled to be held at 7:05 p.m., at the start of the August 7, 2024 Committee meeting, in order to seek comments from the public on the proposed designation.

I am respectfully requesting time at the August 7, 2024 Committee meeting to discuss the designation of the building in greater detail and to request Council affirm the Committee on Design & Preservation recommendation and formally approve designating the Unitarian Universalist Church of Kent (UUC) church building as a "Local Historic Property."

If you need any additional information in order to add this item to the Committee agenda, please let me know.

Thank you.

Attachment

Cc: Amy Wilkens, Clerk of Council  
Hope Jones, Law Director  
2024 UUC Designation File



Unitarian Universalist Church of Kent  
Established 1866

RECEIVED

MAY 05 2024

COMMUNITY DEVELOPMENT  
CITY OF KENT

May 2, 2024

Design and Preservation Committee  
Bridget Susel, Community Development Director  
930 Overholt Road  
Kent, Ohio 44240

Dear Ms. Susel:

**RE: Request for Local Historic Designation for the Unitarian Universalist Church of Kent**

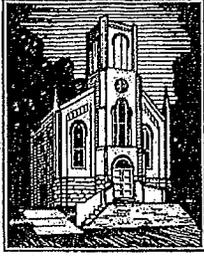
On behalf of the Unitarian Universalist Church of Kent, I would like to formally request that the Unitarian Universalist Church of Kent be awarded “Local Historic Property” designation.

Built on land donated by city father Marvin Kent (1816-1908), the Unitarian Universalist Church (originally called the First Universalist Church of Kent) at 228 Gougler Ave. (formerly called River Street) has been the home of the congregation since the building was dedicated in August 1868. Thus, the building is the oldest Church in the city still used by the congregation for worship. For more than 150 years, the Church has commanded a place in Kent’s skyline on the North side of the Cuyahoga River and played a role in the history of the city, state and nation.

Among the many highlights, which figure into a designation of “Local Historic Property” for “character, interest, or value as part of the development, heritage or cultural characteristics of the City, the State of Ohio or the United States” are:

- **The Founding of the First Universalist Church of Kent:** On May 28, 1866, the First Universalist Church of Kent was organized by 19 charter members, including James D. Haymaker (1809-1889), grandson of the founder of Kent, and Dr. Aaron M. Sherman (1826-1919), who had served as a surgeon during the Civil War and subsequently was elected a representative to the Ohio General Assembly. The original minister was the Rev. Andrew Willson (1835-1911), who has been called the Universalist “missionary of the Western Reserve” for building six churches and helping organize four others. He was also one of the “corporators” of Buchtel College (now the University of Akron). (In 1870, John and Elizabeth Buchtel, who donated \$100,000 to make the Universalist college in Akron possible, were members of the Kent Universalist Church.)

\* **The Architecture of the Church:** With the exception of the front entrance, the exterior of the Church looks much as it did when dedicated in August 1868. Built upon the strong sandstone of the Cuyahoga River, the Church was constructed with stones hauled from a quarry in Warren, Ohio; the brick was made on site with the rich red clay found in the Kent area. The Church still bears many of the hallmarks of its Victorian-era architecture – a heavy bell tower (although the steeple was blown down in a storm in 1920), curved stone window lintels, brick dental detail along the roof line and



Unitarian Universalist Church of Kent  
Established 1866

**Selected Bibliography**

Unitarian Universalist Church of Kent records. Unitarian Universalist Church Annex, Gougler Ave., Kent.

Unitarian-Universalist Church of Kent Collection. Kent State University Libraries. Special Collections & Archives.

Newspapers:

*Akron Beacon Journal*  
*Kent Courier*  
*Portage County Democrat*

Other Primary and Secondary Sources:

Capuzza, Jamie C. (2023). *The Fifth Star: Ohio's Fight for Women's Right to Vote*. Kent, Ohio: Kent State University Press.

DiPaolo, Roger J. (2009) *Rooted in Kent: 101 Tales from the Tree City*. Kent, Ohio: Kent Historical Society Press, 2009.

Fildes, Robert R. (1997). "The Unitarian Universalist Church of Kent: Factual Information on the History of the Congregation and on the Church Building: Its History, Construction, Condition and Potential." Kent, Ohio: Unitarian Universalist Church of Kent.

Grismer, Karl H. *The History of Kent: Historical and Biographical*. Kent, Ohio: The Kent Historical Society, 2001.

Hanson, E.R. (1882). *Our Woman Workers: Biographical Sketches of Women Eminent in the Universalist Church for Literary, Philanthropic and Christian Work*. Chicago: The Star and Covenant Office.

Hitchings, Catherine F. (1975). "Universalist and Unitarian Women Ministers," *The Journal of the Universalist Historical Society*. Vol 10, pp. 1-165.

Robinson, Elmo A. (1923). *The Universalist Church in Ohio*. [Akron? Ohio]: Ohio Universalist Convention.

Upton, Harriet Taylor (1910). *History of Western Reserve*. Chicago and New York: Lewis Publishing Co.

"The Universalists," The University of Akron Archives and Special Collections, Online Exhibition, (<https://blogs.uakron.edu/archives/buildingbuchtel-theuniversalists/>, accessed March 14, 2024)

Troyer, Loris C. *Portage Pathways*. Kent, Ohio: Kent State University Press, 1998.



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

TO BE PUBLISHED ONCE IN THE **CLASSIFIED LEGAL SECTION** OF THE RECORD  
COURIER ON WEDNESDAY, JULY 31, 2024

### **NOTICE OF PUBLIC HEARING**

#### **CITY OF KENT LOCAL HISTORIC PROPERTY DESIGNATION**

**WEDNESDAY, AUGUST 7, 2024  
7:05 P.M.**

**KENT FIRE STATION, LOWER LEVEL  
320 SOUTH DEPEYSTER STREET  
KENT, OHIO 44240**

The City of Kent will hold a public hearing on the designation of the property, owned by the Unitarian Universalist Church of Kent, located at 228 Gougler Avenue, Kent, as a “Local Historic Property.” The public hearing will be held Wednesday, August 7, 2024 at 7:05 p.m. in the lower level training room of the Kent Fire Station, located at 320 South Depeyster Street, Kent, Ohio. The hearing provides the City with the opportunity to present the public with information regarding the proposed designation of the property as a “Local Historic Property” and time will be allotted to accept public comments on the proposed designation. The designation of the property will allow for the recognition of the building as a local historic property within the Kent community.

All citizens are encouraged to participate in the public hearing on the City’s designation of the building as a “Local Historic Property.” Persons with special needs and non-English speaking persons are encouraged to participate in this public hearing and should contact the City of Kent Community Development Department by Tuesday, August 6, 2024 so that proper accommodations can be arranged.

All written comments or questions should be directed to Bridget Susel, Community Development Director, via email at [bridget.susel@kentohio.gov](mailto:bridget.susel@kentohio.gov) or mailed to: City of Kent, Community Development Department, 930 Overholt Road, Kent, Ohio 44240, by Tuesday, August 6, 2024.

**THIS PUBLIC HEARING AND ALL OTHER MEETINGS OF THE KENT CITY  
COUNCIL, ARE OPEN TO THE PUBLIC.**



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 30, 2024  
TO: Dave Ruller, City Manager  
FROM: Bridget Susel, Community Development Director *BS*  
RE: Design Guidelines & Proposed Regulations

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The update to the Design Guidelines was adopted on December 20, 2023 (Ordinance 2023-091) and the Design Guidelines became recommendations for development and sign projects occurring within the “Downtown/West River Overlay District”(Overlay District). During the December 2023 Committee meeting discussion, several members of Council requested that a future Committee discussion be held to evaluate whether or not some or all of the approved Design Guideline recommendations could be included in the Zoning Code as regulations.

CT Consultants, the consulting firm selected to work on the update to the Design Guidelines, did develop a list of proposed regulations (standards) for the City’s consideration. The Community Development Department staff has developed a table (see attached), which lists all of the design guidelines recommendations approved by Council in December 2023, and the correlating proposed regulation(s) that could be considered for adoption.

The attached table is for comparative and Council discussion purposes only. Any text amendment to the Zoning Code will require the following:

1. Public hearing and discussion of proposed text amendments with the Planning Commission;
2. Recommendation from the Planning Commission on proposed text amendments submitted to City Council;
3. Public hearing at City Council meeting;
4. City Council Committee discussion of the Planning Commission’s recommendation(s).
5. City Council legislative authorization of the text amendments, if any, to be added to the Zoning Code.

Several of the proposed regulations developed by the consultants addressed multiple design guideline concepts and others were already addressed through existing regulations the City has in its current Zoning Code. If Council wishes to proceed with codifying any of the current design guideline recommendations, the Community Development Department staff is recommending an amendment to Section 1104.01 “Architectural Design Review Overlay Districts” of the Zoning Code be drafted that will incorporate a new subsection that specifies the design “requirements” for projects that are located within the Overlay District.

As a reminder, the update to the Design Guidelines had numerous opportunities for public input (see footnote) so the current Design Guideline recommendations and the consultant's proposed regulations (standards) were developed with all of that input taken into consideration.

It also should be noted that the Overlay District is not a historic district and the recently updated Design Guidelines recommendations and any proposed regulations that may be authorized by Council, are not associated in any way with the U.S. Secretary of the Interior's "*Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.*" If Council proceeds with designating a historic district in the future, different design guidelines will need to be developed that focus specifically on the U.S. Secretary of the Interior's historic standards.

I am respectfully requesting time at the August 7, 2024 Council Committee meeting to discuss the proposed regulations in greater detail and to get Council's input on how it wishes staff to proceed.

If you need any additional information to add this item to the agenda, please let me know.

Thank you.

Attachments

Cc: Hope Jones, Law Director  
Amy Wilkens, Clerk of Council  
CD Department Planning & Zoning staff

FOOTNOTE: 1) 6-15 & 6-16-22 small group interviews; 2) 7-6-22 consultant public work session; 3) 7-6-22 Council Committee work session #1; 4) 6-6-23 ARB work session; 5) 6-8-23 Committee On Design & Preservation work session; 6) 7-5-23 Council Committee work session #2; 7) 9-19-23 Planning Commission work session; 8) 12-6-23 Council Committee work session #3.

# Chapter 1104: SUPPLEMENTAL ZONING DISTRICT STANDARDS AND OVERLAY ZONING DISTRICTS

## SECTION 1104.01: ARCHITECTURAL DESIGN REVIEW OVERLAY DISTRICTS

An overlay district is a district superimposed over one or more zoning districts or part of a district(s) that imposes additional requirements that apply to the underlying zone(s).

**(A) Purpose.** The purpose of this Section is to

- (1) Designate and define one or more Architectural Design Overlay Districts within the City of Kent; and
- (2) To define the process for amending existing overlay districts; and
- (3) Designate new overlay districts.

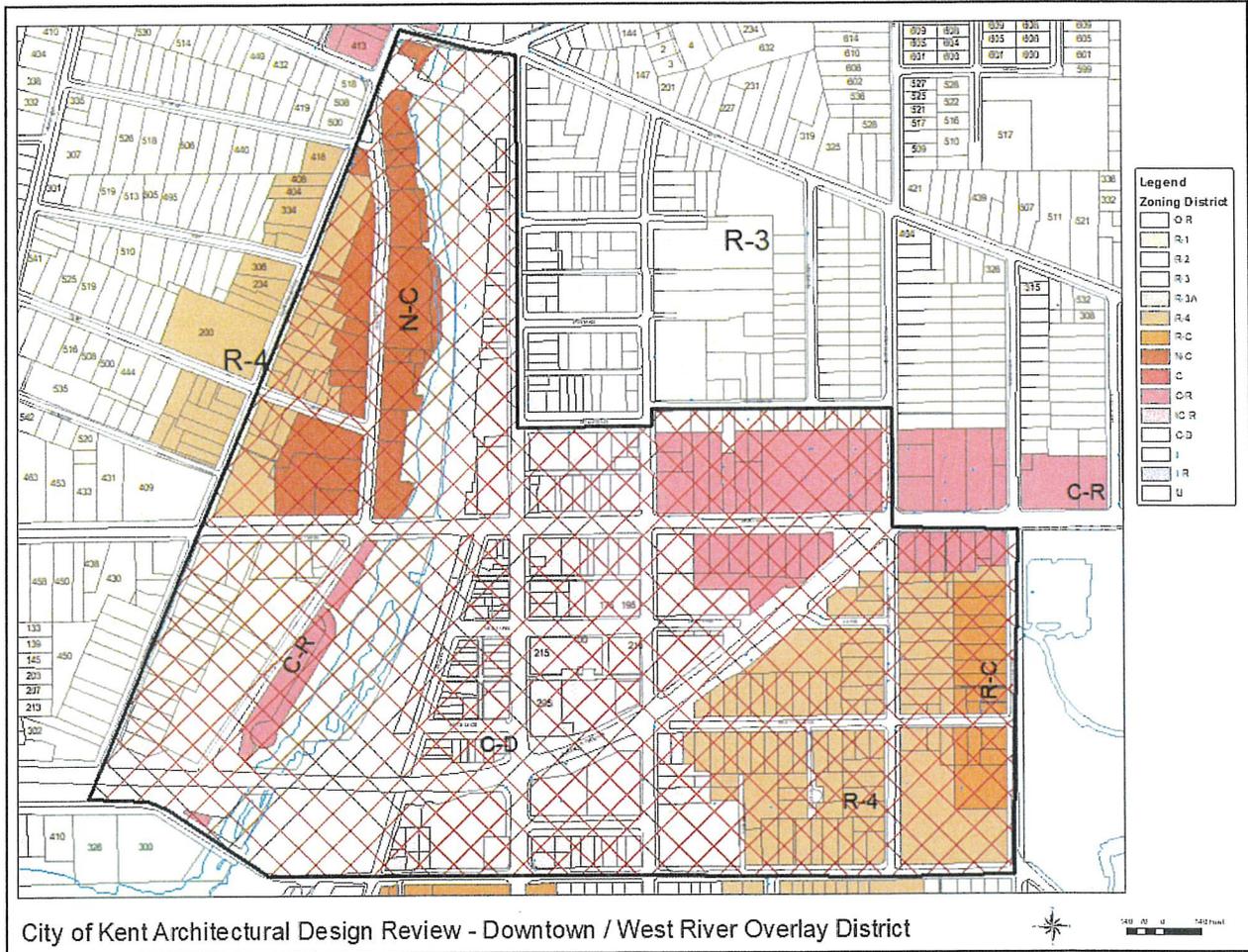
**(B) Design Guidelines.** This Section works in conjunction with [Section 1111.04](#): of this Code and utilizes the Design Guidelines adopted by reference herein for each individual overlay district. [Appendix A](#): Design guidelines for the Kent Design Overlay District.

**(C) Applicability.** The provisions of this Section and related sections of the Code are applicable to properties located within the Architectural Design Review Overlay District subject to [Section 1111.04](#):. All such projects must obtain a Certificate of Appropriateness from the Architectural Review Board prior to submitting applications for other additional reviews which may be required, including Site Plan Review ([Section 1111.02:\(D\)](#)), Conditional Zoning Certificates ([Section 1111.01:\(C\)\(3\)\(c\)](#)), Sign Permits ([Section 1109.04](#):), Zoning Permits ([Section 1111.01:\(C\)](#)) or Building Permits.

**(D) Architectural Design Review Overlay Districts.** The City may designate one or more areas within the corporation limits of the City of Kent as an Architectural Design Review Overlay District.

- (1) **Downtown / West River Overlay District.** This overlay district is subject to "The Design Guidelines for the Kent Design Overlay District," ([Appendix A](#)) as adopted by Kent City Council on November 18, 2009 and any amendments thereto. The area of the City to be incorporated into this district is shown in [Figure 12](#).
- (2) Reserved for future overlay district.

Figure 12. West River Overlay District



**(E) Amendments/Additional Districts.**

- (1) Any overlay district may be amended upon the approval of Kent City Council;
- (2) Additional overlay districts may be created upon approval of Kent City Council, pursuant to the procedures in [Section 1112.01](#);
- (3) The following entities may propose an amendment to an existing overlay district or the creation of a new overlay district:
  - (a) The Architectural Review Board;
  - (b) Planning Commission; City staff; or
  - (c) Property owners within the geographic area of an existing or proposed overlay district providing that the property owners have obtained signatures supporting the proposal of no less than 51% of the properties in the overlay district.

Design Guideline (Adopted December 20, 2023. ORD 2023-091)	Overlay District: Proposed & Existing Regulations (Zoning Code Text Amendment)
<b>1. Building Placement (page 9)</b>	
Locate public areas such as lobbies, retail, and dining along building walls that abut the street or pedestrian walk areas so that they are visible & accessible.	Prohibit residential uses on first floor of buildings located in the Overlay District.
At the intersection of two streets, the front facades on both streets should be sited to clearly define the corner & enhance a sense of street enclosure.	<a href="#">Existing Regulation: Commercial-Downtown (C-D) District: No setback from front building line of parcel. Can specify this applies to new construction in the Overlay District for buildings in the C-R District.</a>
To enhance the special nature of downtown streets with an appropriately composed & cohesive architectural presence that expresses the character of the area.	<a href="#">Existing Regulation: Commercial-Downtown (C-D) District: No setback from front building line of parcel. Can specify this applies to new construction in the Overlay District for buildings in the C-R District.</a>
<b>2. Building Design-Massing, Exterior Materials (pages 11-15)</b>	
Ground floor heights should provide a welcoming scale of 14 feet or greater.	Minimum first floor height requirement, at grade, is 12 feet.
Use of structural bays, expressed columns, and window elements should be utilized to promote a pedestrian scale.	
Building massing should delineate & communicate the base, middle, & top of the building.	Street level building facades must incorporate a first or second story transition line using design elements such as, but not limited to cornices, belt courses, fenestration, banding, changes in exterior façade material(s), or upper story setback elements to distinguish the first floor from the upper floors.
Building massing should emphasize key building features such as primary entries.	
Building massing should promote a sense of human scale at the street level by distinguishing this level from the remainder of the building's stories.	
Contemporary architecture is encouraged when the design also incorporates some elements of traditional form and massing visible in other existing buildings in the surrounding area.	Newly constructed buildings must incorporate a minimum of 2 design elements that are visible on abutting properties.
Adaptive reuse involving the renovation of existing structures for a new use or purpose is strongly encouraged.	If regulated, will conflict with demolition ordinance.
A building's mass, scale, form, height, and floor-to-floor horizontal alignment can vary, but should not be in stark contrast to its surroundings. Consideration should be given to the surrounding context within approximately one block of the proposed development on both sides of the street.	Buildings with 150 feet or more of street level frontage must include a façade plane change with a minimum depth or projection of 3 feet differentiating first floor from upper floors.
Street wall height may vary throughout the street and within each block to support architectural variety, but the height of the street wall should aim to align the established height along the majority of the block frontage.	Minimum first floor height requirement, at grade, is 12 feet. Lower can be proposed if it aligns with abutting properties.
Variation in the arrangement & placement of windows, doors, materials & design patterns should be used to emphasize building features, such as entries, corners, & changes in interior use.	
Design elements and features used on the street level façade should coordinate with upper floor design elements to result in cohesive building design.	
Locate publicly accessible commercial/office spaces, not private spaces, along the street level to facilitate a safer & more vibrant environment for pedestrians.	Prohibit residential uses on first floor of buildings located in the Overlay District.
All visible facades of a building should be treated equally in terms of material, color, & design details.	Require building facades that abut ROW, including public alleys, to use same materials, color and design.
Synthetic materials, including but not limited to artificial stone, slag brick, and resin should be used in ways that avoid excessive imitation or false replication of natural materials.	Use of stucco, fiber cement siding, or exterior insulating finishing systems (EIFS) on the street level building facades first floor façade of a building is prohibited.
Excessive uniformity is discouraged, but variations in materials should be balanced to create a unified sense of whole in an area.	
Building facades should incorporate materials that are appropriate to individual massing components & create connectivity to the public realm.	Street level building facades must be constructed of durable materials appropriate for pedestrian contact including, but not limited to masonry, stone or other materials that require minimal or no maintenance.
Bolder, brighter colors, including corporate branding colors, may be applied to areas or elements of the building where they are ancillary to the main features of the building to storefront space and are applied in ways that do not dominate the overall color palette.	Façade colors must be muted, subtle earth tones, or neutral colors with low reflectance factor.
Bolder, brighter colors can be balanced by integrating natural materials and textures into the overall façade design.	Bolder, brighter colors limited to use on façade trim, accent elements, ancillary features and signs.
Consideration should be given to the color's of a building's body, trim & accents & details to be highlighted, when considering building colors.	Use of metallic, fluorescent, day glow, or neon colors is prohibited.
Use of materials that gracefully weather, or develop a patina, depicting the passage of time, can add unique coloring & design elements that complement more contemporary design details.	No proposed regulation since this references accent elements.
When considering dominant color choices for a façade, attention needs given to a façade's positioning on the street and how various colors reflect or absorb sunlight throughout various points of the day.	Façade colors must be muted, subtle earth tones, or neutral colors with low reflectance factor.

<b>2. Building Design-Street Level Windows and Entrances Continued (pages 16-17)</b>	
Maximize the transparency of the street level façade to allow views of the use & activity within the building.	A minimum of 60 percent of the street level façade, situated between 3 feet and 10 feet at grade, must be comprised of windows that allow unobstructed and clear views of the indoor space or product display areas.
Use of retractable or full-length windows that open are encouraged to activate the public realm.	
Large expanses of glass should be subdivided into smaller units.	Glass expanses on the street level building façade must not exceed 15 linear feet and are to be divided by window framing or other element to break up the expanse.
Windows should generally utilize traditional proportions & be taller than they are wide.	Window height must be greater than widow width.
Upper floor windows should generally include a defined lintel & sill.	Reflective glass or reflective coatings on the exterior of a building is limited to a maximum reflectance factor of 0.25.
Use of bay windows at the street level should be discouraged.	Bay windows are prohibited on the street level front façade.
Position entrances at active locations that enable & promote pedestrian walkability & connectivity.	Buildings must orient a minimum of one entrance towards the street and it must be easily differentiated from the abutting façade.
Entrances should be designed to pronounce their purpose and location through the use of recessed or projected features that add variation to the horizontal plane of the street level façade.	
Adequately recess or cover entrances to provide shelter from the elements.	
Entrances should be easily identifiable and create a transitional space between the building and the street level.	
<b>2. Building Design-Large Buildings, Mixed Uses, &amp; Corners (page 18)</b>	
Larger buildings should provide multiple entrances along frontages greater than 100 feet in length.	Corner buildings are required to occupy a minimum frontage of 90% on one street and a minimum of 60% on the secondary street.
Mixed use buildings with shared entrances to upper story uses should use architectural elements, furnishings, and/or landscaping to clearly articulate and differentiate them from street level commercial/retail entrances.	Newly constructed buildings that are more than two stories taller than surrounding, existing buildings, must preserve the "street wall" by stepping back the upper floors a minimum of 10 feet from the existing established street wall height.
At the intersection of two streets, the building corner should be defined by incorporating a prominent architectural feature and/or differentiation in design from the facades on both streets that make up the corner.	
Buildings located on corners need to take into consideration buildings on opposite corners.	
<b>2. Building Design-Awnings (page 19)</b>	
Care should be taken when placing awnings to preserve views down the street.	<a href="#">Existing Regulation: Maximum area is 1 s.f. per linear foot of awning/canopy, not to exceed 40 s.f.</a>
Awnings should be consistent with, & relate to, the façade design of the building.	<a href="#">Existing Regulation: Awning/canopy must not extend beyond the width of the building or tenant space, nor encroach above the roof line.</a>
The design of awnings from one building & block to the next should be diverse, but remain compatible with the overall street context of the area.	<a href="#">Existing Regulation: A minimum clearance of 8 feet must be maintained above grade (sidewalk).</a>
Awnings should be designed as individual components & not be continuous along the buildings' street level.	<a href="#">Existing Regulation: Awning/canopy must not extend more than 6 feet from the face of the building to which it is attached.</a>
The color of awnings should complement the building façade.	<a href="#">Existing Regulation: Signs may be placed on an awning/canopy that is located on a first- or second-story building frontage, including those fronting a parking lot or pedestrian way.</a>
Awnings should not obscure architectural building features.	<a href="#">Existing Regulation: Internal illumination of canopy/awning is prohibited.</a>
Awnings should be made of durable materials designed for exterior use.	Awnings and canopies must be constructed of material designed for outdoor use.
<b>3. Signs (page 20-23)</b>	
Use of materials that exhibit craftsmanship & which contribute to individual business identity should be used.	Box or cabinet wall signs are prohibited
Use of dimensional letter forms (min. of 1/2" deep) on wall and blade signs are preferred to flat, vinyl, or painted acrylic.	Blade and wall signs must use dimensional letter forms, a minimum of 1/2" deep, and cannot be painted acrylic.
Fasteners & other sign attachment devices should be integrated into the façade design & not cause unnecessary damage.	<a href="#">Existing Regulation: Mounting hardware, such as supports and brackets, must complement design of the sign, the building and be compatible with design and scale of sign. Brackets and/or hardware must not extend more than 4" from outside face of sign.</a>
Window signs should not block views into an establishment and allow pedestrians to see through them.	<a href="#">Existing Regulation: Window signs must not exceed 50% of the area within a single window pane and the total area of all window signs must not exceed 50% of the total window area per tenant.</a>
Illumination external to the sign surface with lighting directed at the sign is desirable for street level businesses.	Wall or blade signs for street level businesses must be externally lit.
Backlit signs, in certain circumstances, may be acceptable, but illumination should be muted and not stark.	Back-lit/halo illumination signs are permitted for buildings with 3 or more stories.
Power sources, raceways, and conduit should be concealed.	Power sources, raceways, and conduit must be concealed.
Internally lit exterior signs are strongly discouraged.	Internally lit signs are prohibited.
Neon signs can be displayed in a window, but mounting a neon sign externally on a building is strongly discouraged.	External mounting of neon signs is prohibited.
Sign lighting should be consistent with the overall building lighting.	
Sign lighting should provide support to nighttime pedestrian activity.	
Halo illumination should be considered for signs that will be displayed on taller buildings, structures with large massing, or signs that will be displayed above the street level.	Back-lit/halo illumination signs are permitted for buildings with 3 or more stories.
External illumination of signs is preferred for smaller storefronts on the street level.	Wall or blade signs for street level businesses must be externally lit.
Scale the brightness and visual impact of sign illumination to the surrounding area's level of activity while ensuring that the light level from the sign does not overpower other signs on the street or the façade.	<a href="#">Existing Regulation: Light trespass and illumination regulated in Zoning Code Section 1106.17</a>

# Kent Police Department

## MEMORANDUM

**To:** Kent City Council  
Dave Ruller, City Manager  
**From:** Chief Nicholas Shearer  
**Date:** July 16, 2024  
**Subject:** Grant Funding

This memorandum is to serve as a request to Kent City Council to accept grant funding in the amount of \$150,000 over a two-year period for a juvenile diversion PASS grant through the Ohio Department of Youth Services. This grant opportunity does not require any local matching funds. The funds will be dispersed in stages. The first disbursement will cover the remainder of the 2024 budget year in the amount of \$37,500.

During the 2024 budget year, I request the Budget & Finance Director be given the approval to appropriate the following funds:

124-01-510-104-7340: \$ 1,040.00  
124-01-510-104-7420: \$ 3,597.50

The remainder of the money in the grant for budget year 2024 will assist in paying officer overtime and benefits, and the juvenile counselor salary and benefits. At this time, I do not need a budget amendment for these and Portage County will reimburse the city for these costs on a quarterly basis.



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

**To:** Dave Ruller, City Manager  
Hope Jones, City Law Director  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** July 30, 2024  
**Re:** Request for Ordinance Certifying Delinquent Non-Utility Debtors to Portage County

*Rhonda C. Hall*

Annually Kent City Council receives listings of unpaid delinquent mowing bills, property maintenance violations-citations, zoning violations-citations, and other code enforcement violations and health department violations-citations to be placed as a tax lien on the real property that generated the delinquent charges.

In continuation of this annual "housekeeping practice" I am respectfully requesting City Council authorization for an ordinance certifying the attached list of delinquents and otherwise uncollectable fines/fees to the County Auditor to allow for the placement of the certified amount on the real property tax list and duplicate against the property served by the non-payment of various code enforcement actions and declaring an emergency.

A request for City Council approval of a separate ordinance to provide certification of listings for Utility Billing outstanding delinquent debts is also being submitted under separate cover. The County has indicated that separate ordinances are required for us to distinguish their remittance of collected amounts in a way that will enable City revenue accounting entries to the appropriate funds.

If we receive payment, or a request for a payment plan, of any of the above delinquent items by August 29, 2024, the individual will be removed from the final list submitted to the Portage County Auditor on September 2, 2024.

Thank you in advance for your support and assistance in this matter.

**City of Kent Community Development Delinquent Fees/Fines in 2024**

<u>Owner Name</u>	<u>Address</u>	<u>Parcel Number</u>	<u>Amount</u>	<u>Date(s) Incurred</u>	<u>KCO: Description</u>
CAPSTONE 72 PROPERTIES LLC COOPER MARY L (TOD) (MARY JANE SKIBISKI)	1580 ARTEMIS DR 331 W ELM ST	17-004-00-00-015-001	\$ 345.00	5/29/24	119.05 mowing
ULION INVESTMENT CO LTD 317 LAKE STREET LLC	5924 HORNING RD 317 LAKE ST	17-012-20-00-098-000 17-022-00-00-028-000 17-031-21-00-069-000	80.00 356.20 326.91	5/20/23; 9/18/23; 5/9/24 10/17/2023 10/27/2023	119.05 mowing 1414.01 trash removal 1414.01 trash removal
STACY MARY C HOSTETLER LARRY E	1111 LAKE ST 315 N LINCOLN	17-032-10-00-070-000 17-024-33-00-061-000	140.00 345.00	10/7/2023 7/1/2024	119.05 mowing 119.05 mowing
SUNTHEIMER TERRY L LEVAN BRIAN	687 LONGCOY 559 VINE ST	17-030-10-00-133-000 17-013-10-00-076-000	300.00 340.00	7/2/2024 9/18/2023	1410.04 debris from fire 119.05 mowing
BOSAK STEVEN & MICHELLE	135 W WILLIAMS	17-012-10-00-022-000	500.00	3/13/2024	1411.09 porch disrepair; 1417.04 elec service drop detach; 1411.10 chimney disreapir; 1411.06 gutter/downspout disrepair; 1411.06 roof disrepair
HORNING JOSEPH T II BAKER KATHLEEN A	134 E SUMMIT ST 221 VALLEY VIEW ST	17-013-10-00-022-000 17-006-11-00-032-000	300.00 145.00	10/9/2023 5/9/2024	1315.01 work w/o permit front steps 119.05 mowing
<b>CD Total Fines to Auditor 7/24/24</b>			<u>\$ 3,178.11</u>		

## City of Kent: Delinquent Fines/Unpaid Fees: Dept. of Health 2024

<u>Address</u>	<u>Parcel Number</u>	<u>Owner</u>	<u>Complaint Number</u>	<u>Date Fine Issued</u>	<u>Amount Due</u>
249 Harris	17-012-20-00-199-000	Marcus Wright	24-26	5/9/2024	\$ 160.00
1637 Olympus	17-004-00-00-025-004	Golden Flash Rentals	24-24	5/8/2024	120.00
318 E Main	17-024-40-00-021-000	Adair Holdings	24-15	3/12/2024	40.00
305 University	17-024-33-00-030-000	Paigemax	24-8	2/6/2024	160.00
1637 Olympus	17-004-00-00-025-004	Golden Flash Rentals	23-55	12/13/2023	160.00
302 University	17-024-33-00-092-000	Kent Devonshire	23-51	12/12/2023	100.00
<b>Total</b>					<u>\$ 740.00</u>



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

**To:** Dave Ruller, City Manager  
Hope Jones, City Law Director  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** July 30, 2024  
**Re:** Request for Ordinance Certifying Unpaid Concrete Sidewalk Bills to Portage County

City of Kent Codified Ordinance 521.06 allows for the certification of unpaid property owner billings for sidewalk/street repairs to the County Auditor to be placed as a lien on the real property that generated the unpaid expenses. This action aligns with the City's financial enforcement remedies for City code enforcement violations, unpaid utility bills, and special assessments. Unpaid Sidewalk Repair Bills, when applicable, are a part of these annual "housekeeping actions" to collect outstanding monies that are owed to the City.

In continuation of this practice, I am respectfully requesting City Council authorization for an ordinance certifying the attached list for the 2023 Annual Concrete Repair Programs of Unpaid Concrete Sidewalk Repair Accounts to the County Auditor to allow for the placement of the certified amount on the real property tax list and duplicate against the property having had required sidewalk repairs and declaring an emergency.

The County has indicated that separate ordinances are required to separate their remittance of collected amounts so that City revenue accounting entries can be made to the appropriate funds.

If we receive payment, or a request for a payment plan, of any of the above delinquent items by August 29, 2024, the individual will be removed from the final list submitted to the Portage County Auditor on September 2, 2024.

Thank you in advance for your support and assistance in this matter.

# 2023 Annual Street Resurfacing / Concrete Repairs

Ohio Revised Code 715.261  
Kent Codified Ordinance 521.06

	PARCEL ID #	ADDRESS	PROPERTY OWNER	AMOUNT
1	17-010-60-00-039-000	1183 Norwood St.	John Henry & Madison Sharp	<u>\$ 4,283.60</u>
				<b>Total</b> <u><u>\$ 4,283.60</u></u>



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

**To:** Dave Ruller, City Manager  
Hope Jones, City Law Director  
**From:** Rhonda C. Hall, CPA, Director of Budget and Finance  
**Date:** July 30, 2024  
**Re:** Request for Ordinance Certifying Delinquent City Utility Debtors to Portage County

*Rhonda C. Hall*

In October of 2012 Kent City Council approved Ordinance 2012-110 amending Sections 913.07, 915.72, 921.24 and 935.14 of the Kent Codified Ordinances allowing for the certification of delinquent water use charges, wastewater use charges, storm water utility charges and recycling/solid waste collection charges to the County Auditor to be placed as a tax lien on the real property that generated the delinquent charges. This action aligned the City's possible enforcement remedies for the above listed "Utility Billing Charges" with already existing "housekeeping authority" for other City code enforcement violations and special assessments.

In continuation of this practice, I am respectfully requesting City Council authorization for an ordinance certifying the attached list of delinquent and otherwise uncollectable Utility Billing Accounts to the County Auditor to allow for the placement of the certified amount on the real property tax list and duplicate against the property served by the non-payment of utility bills and declaring an emergency.

A request for City Council approval of a separate ordinance to provide certification of listings for non-Utility Billing outstanding delinquent debts is also being submitted under separate cover. The County has indicated that separate ordinances are required to separate their remittance of collected amounts so that City revenue accounting entries can be made to the appropriate funds.

If we receive payment, or a request for a payment plan, of any of the above delinquent items by August 29, 2024, the individual will be removed from the final list submitted to the Portage County Auditor on September 2, 2024.

Thank you in advance for your support and assistance in this matter.

## City of Kent: 2024 Delinquent Fines and Unpaid Fees Dept. - Utility Billing

Owner Name	Address	Parcel #	Amount	Date Delinquent	Description of Fine/unpaid fee	Loc. ID
Shanholtzer, Matthew	260 Mckinney	17-043-20-00-035-000	\$ 37.96	7/24/2023	Water / Sewer	85630
Sukahe, Nicholas	170 N Prospect	17-025-10-00-217-000	150.76	8/25/2023	Water / Sewer	39460
J Cummings, Penelope J.	899 Stonewater	17-029-20-00-010-035	55.94	8/25/2023	Water / Sewer	86494
Wendel, Barbara	606 Marilyn	17-010-70-00-040-000	163.97	9/15/2023	Water / Sewer	24070
Onders, Kristin	471 Stinaff	17-030-10-00-094-000	34.09	11/13/2023	Water / Sewer	52370
Lightel, Darin	707 S Depeyster	17-013-20-00-094-000	6.79	12/4/2023	Water / Sewer	5510
Morese, Alexander	908 Stonewater	17-029-20-00-009-008	63.68	12/18/2023	Water / Sewer	87456
Reed, Jason	1424 Lakewood	17-045-10-00-080-000	98.23	1/16/2024	Water / Sewer	85972
Ollis, Henry	1544 Vine	17-006-12-00-18-000	122.89	1/16/2024	Water / Sewer	5030
Densmore, Timothy	734 Cuyahoga	17-030-20-00-062-000	44.40	2/26/2024	Water / Sewer	56980
Morris, Brian	1290 Denise	17-028-10-00-013-000	65.69	3/18/2024	Water / Sewer	42770
Allen, Ryan	491 Brentwood	17-010-10-00-058-000	130.36	3/18/2024	Water / Sewer	25990
Riggs, Jason	335 Woodard	17-030-20-00-029-000	26.68	2/15/2024	Water / Sewer	58450
Zappie, Joseph	426 Spaulding	17-028-20-00-087-000	74.46	3/18/2024	Water / Sewer	40790
Dougherty, Garry	504 Fairchild	17-030-20-00-152-000	144.45	2/15/2024	Water / Sewer	57450
Opendoor Property Trust	647 Woodside	17-031-22-00-043-000	176.35	6/3/2024	Water / Sewer	71850
Richland Home Buyers, LLC.	627 Yacavona	17-004-20-00-042-000	44.77	6/3/2024	Water / Sewer	23920
Owens, Michael	1386 Athena	17-004-00-00-023-010	15.68	6/3/2024	Water / Sewer	27770
May, Christopher & Jennifer	124 W Elm	17-01220-00-050-000	58.29	7/8/2024	Water / Sewer	11680
Miller, David	1066 Deleone	17-029-10-00-053-000	217.83	6/3/2024	Water / Sewer	77930
Wuensch, Oliver	1380 Athena	17-004-00-00-023-005	52.73	6/3/2024	Water / Sewer	27750
Northcoast Homes , LLC	1110 Franklin	17-012-20-00-207-000	26.20	7/16/2024	Water / Sewer	10740
Butler, Becky	617 Ada	17-010-03-00-052-000	20.66	7/16/2024	Water / Sewer	20690
Krach, Justin	332 Crain	17-024-34-00-034-000	87.95	7/16/2024	Water / Sewer	66860
May, Christopher & Jennifer	124 W Elm	17-012-20-00-184-000	58.29	7/8/2024	Water / Sewer	11680
PayPay properties, LLC.	257 Lake	17-031-21-00-067-000	24.36	7/8/2024	Water / Sewer	68870
Haaz Moonbase, LLC.	166 Currie Hall	45-004-00-00-054-000	244.53	7/8/2024	Water / Sewer	10455
Surgen, Timothy	425 Cuyahoga	17-030-20-00-218-000	141.11	6/3/2024	Water / Sewer	56520
Miller, David	1066 Deleone	17-029-10-00-053-000	217.83	6/3/2024	Water / Sewer	77930
Kirk, James	121 S. Prospect	17-025-20-00-104-000	20.81	6/3/2024	Water / Sewer	14400
Wuensch, Oliver	1380 Athena	17-004-00-00-023-005	52.73	6/3/2024	Water / Sewer	27750
Rock White, LLC	432 Rockwell	17-030-20-00-018-000	55.83	6/3/2024	Water / Sewer	57680
Owens, Michael	1386 Athena	17-004-00-00-023-010	15.68	6/3/2024	Water / Sewer	27770
Richland Home Buyers, LLC.	627 Yacavona	17-009-20-00-042-000	44.77	6/3/2024	Water / Sewer	23920
Opendoor Property Trust	647 Woodside	17-031-22-00-043-000	176.35	6/3/2024	Water / Sewer	71850
NNIA Properties, LLC	901 E Main	17-023-10-00-161-000	2,658.84	6/3/2024	Water / Sewer	63100
Rock, Maria	111 Overlook	17-023-10-00-088-000	78.35	4/22/2024	Water / Sewer	61260
Sweeney, Paul	541 E School	17-013-20-00-289-003	166.82	4/22/2024	Water / Sewer	49113
Rastetter, Stephen	4309 Newcomer	17-046-00-00-019-002	27.28	4/22/2024	Stormwater	87580
Hamilton, Brandon	336 Miller	17-024-33-00-020-001	179.95	4/22/2024	Water / Sewer	71910
Dougherty, Garry	504 Fairchild	17-030-20-00-152-000	144.45	3/18/2024	Water / Sewer	57450
Zappie, Joseph	426 Spaulding	17-028-20-00-087-000	74.76	3/18/2024	Water / Sewer	40790
Riggs, Jason	335 Woodard	17-030-20-00-029-000	26.68	3/18/2024	Water / Sewer	58450
Weier, Andrew	5314 S Water	45-004-00-00-004-000	1,372.09	3/18/2024	SEWER ONLY	1617
Franklin Avenue Properties	427 Franklin	17-025-40-00-071-000	27.98	3/18/2024	Water / Sewer	87342
Rock, Maria	111 Overlook	17-023-10-00-088-000	39.85	3/18/2024	Water / Sewer	61260
Ferry, Ronald	1452 Mogadore	17-008-00-00-028-000	23.88	3/18/2024	Water / Sewer	8580
Allen, Ryan	491 Brentwood	17-010-10-00-058-000	130.36	3/18/2024	Water / Sewer	25990
Fletcher, Patricia	1076 Graham	17-041-10-00-036-000	181.60	3/18/2024	Water / Sewer	73100
Morris, Brian	1290 Denise	17-028-10-00-013-000	65.69	3/18/2024	Water / Sewer	42770
Trivedi, Dharti	209 Dodge 1/2	17-012-20-00-151-000	82.75	3/18/2024	Water / Sewer	7835
Densmore, Timothy	734 Cuyahoga	17-030-20-00-062-000	44.40	2/26/2024	Water / Sewer	56980
Butler, Becky	617 Ada	17-010-03-00-052-000	20.66	2/26/2024	Water / Sewer	20690
Franklin Avenue Properties	425 Franklin	17-025-40-00-071-000	119.33	2/5/2024	Water / Sewer	87340
Verma, Sunita & Bipin	1660 Olympus	17-004-00-00-019-000	59.69	2/5/2024	Water / Sewer	27960
Ollis, Henry	1544 Vine	17-006-12-00-138-000	122.89	1/16/2024	Water / Sewer	5030
Read, Jason	1424 Lakewood	17-045-10-00-080-000	98.23	1/16/2024	Water / Sewer	85972

Pennant Ohio, LLC.	345 N Mantua	17-025-10-00-059-010	137.73	1/16/2024	Water / Sewer	87300
Hamilton, Brandon	336 Miller	17-024-33-00-020-001	67.10	12/18/2023	Water / Sewer	71910
Morse, Aexander	908 Stonewater	17-029-20-00-009-008	63.68	12/18/2023	Water / Sewer	87456
Constellation Ohio, LLC.	1600 E Summit	17-004-00-00-006-016	112.43	12/18/2023	Water / Sewer	85586
Bintz, Williams	132 Wilson	17-023-10-00-184-000	61.93	12/4/2023	Water / Sewer	64080
Fregoso, Benjamin	452 Crain	17-024-33-00-099-000	73.86	12/4/2023	Water / Sewer	66930
Speedy Rentals	321 Dodge	17-012-20-00-130-000	65.54	12/4/2023	Water / Sewer	7930
Lightel, Darin	707 S Depeyster	17-013-20-00-094-000	6.79	12/4/2023	Water / Sewer	5510
Bassam, Ahmad	1112 Silver Meadows	17-028-10-00-116-000	518.20	11/13/2023	Water / Sewer	41995
Kotkowski, Robert	421 Stinaff	17-030-10-00-103-000	234.08	11/13/2023	Water / Sewer	52280
Roberts, Bret	565 Harvey	17-032-20-00-134-000	102.73	11/13/2023	Water / Sewer	87636
Century 21 Prestige	1624 Chadwick	17-005-20-00-034-000	372.71	11/13/2023	Water / Sewer	4180
Yacoub, Mohammad	1275 Carol	17-028-10-00-079-000	125.79	11/13/2023	Water / Sewer	43110
Constellation Ohio, LLC.	1588 E Summit	17-004-00-00-006-015	14.16	11/13/2023	Water / Sewer	85588
Onders, Kristin	471 Stinaff	17-030-10-00-094-000	34.09	11/13/2023	Water / Sewer	52370
Craig, Erin	1036 Deleone	17-029-10-00-048-000	183.00	11/13/2023	Meter Replacement	77880
Craig, Erin	1037 Deleone	17-029-10-00-048-000	218.78	11/13/2023	Water / Sewer	77880 (2)
Crawford, Wilma (Benton, Gerald)	726 W Main	17-026-20-00-061-000	120.76	10/19/2023	Water / Sewer	37840
Benjamin, Beth	723 Beryl	17-005-20-00-032-000	311.43	10/19/2023	Water / Sewer	3950
Lombardi, Lynn	528 E School	17-013-20-00-304-000	4.07	10/19/2023	Water / Sewer	48940
Pennant Ohio, LLC.	345 Mantua	17-025-10-00-059-010	96.17	10/19/2023	Water / Sewer	87300
Constellation Ohio, LLC.	1600 E Summit	17-004-00-00-006-016	99.69	10/19/2023	Water / Sewer	85586
Rodriguez, Helen	440 Allen	17-043-10-00-028-000	122.62	10/19/2023	Water / Sewer	77345
Chhatwani, Prakash	1624 Olympus	17-004-00-00-020-000	87.78	9/18/2023	Water / Sewer	27860
Delta Bravo Properties, LLC.	309 Woodard	17-030-20-00-032-000	82.11	9/18/2023	Water / Sewer	58380
Starzyk, Larry	130 University B	14-024-33-00-085-000	4.81	9/11/2023	Water / Sewer	63610
Murray, Joseph	131 University	17-024-33-00-036-000	45.05	9/12/2023	Water / Sewer	63470
Rubin, Adam & Julie	147 Lake	17-031-21-00-010-000	132.15	9/14/2023	Water / Sewer	68770
Pennant Ohio, LLC.	361 N Mantua	17-025-10-00-059-011	65.26	9/15/2023	Water / Sewer	87310
Schumann, David	262 Columbus #2	17-024-34-00-065-000	61.10	8/25/2023	Water / Sewer	86588
Harris, Sonita	319 Highland	17-024-34-00-036-000	34.98	8/25/2023	Water / Sewer	66000
Green Acres Properties, LLC.	1110 S Water	17-012-20-00-177-000	39.37	8/25/2023	Water / Sewer	1860
Sukahe, Nicholas	170 N Prospect	17-025-10-00-217-000	150.76	8/25/2023	Water / Sewer	39460
Constellation Ohio, LLC.	210 Highland	17-024-34-00-019-000	130.53	8/25/2023	Water / Sewer	66030
Perfect, Andrew	489 Miller	17-031-22-00-015-000	12.00	8/25/2023	Water / Sewer	72190
Goldzone Rentals	548 E Summit	17-013-10-00-120-000	4,321.15	8/25/2023	Water / Sewer	27600
676 The Genesis Kent 3	8000818 Hickory Mill	17-004-00-00-036-001	351.53	8/25/2023	Water / Sewer	83480
Paigemax Development	535 S Lincoln	17-013-10-00-105-000	153.53	8/25/2023	Water / Sewer	47835
Howe, Nathan & Megan	1076 Verona	17-029-10-00-064-000	48.64	7/24/2023	Water / Sewer	77690
Casto, James	1245 Overbrook	17-010-10-00-007-000	70.72	7/24/2023	Water / Sewer	25890
HDS Properties	1194 Garth	17-028-20-00-067-000	70.72	7/24/2023	Water / Sewer	42040
Annevar Namkrow FLP	1098 Graham	17-041-10-00-041-000	63.40	7/24/2023	Water / Sewer	73108
Constellation Ohio, LLC.	1592 E Summit	17-004-00-00-006-015	7.93	7/24/2023	Water / Sewer	85590
Caldwell, Rod	356 Cherry	17-007-10-00-108-000	105.88	7/24/2023	Water / Sewer	7100
Shanholtzer, Matthew	260 Mckinney	17-043-20-00-035-000	37.96	7/24/2023	Water / Sewer	85630
Paigemax Development	249 Lake	17-031-21-00-066-000	168.42	7/24/2023	Water / Sewer	68850
Gray, Jesse	986 Meloy	45-004-00-00-015-003	395.38	7/30/2024	Stormwater	87600
RT 7th, LLC.	4957 Sunnybrook	45-016-00-00-006-000	820.75	7/30/2024	Stormwater	50553
Scott, Michael J.	111 Gill	17-010-00-00-014-000	308.74	7/30/2024	Stormwater	25757
Banks, Joseph E.	109 Gill	17-010-00-00-015-000	100.52	7/30/2024	Stormwater	25756
Banks, Joseph E.	107 Gill	17-010-00-00-015-000	175.84	7/30/2024	Stormwater	25755
Katsaros, Alexandria	105 Gill	17-010-00-00-016-000	201.04	7/30/2024	Stormwater	25754
<b>TOTAL</b>			<u>\$ 20,441.57</u>			



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:** July 31, 2024  
**Re:** Then and Now Purchase Order Approval Request

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Dave,

In accordance with Section 5705.41 (D) of the Ohio Revised Code the City must receive approval from Council for all Then and Now purchase orders of more than \$3,000 on a monthly basis. We implemented the Then and Now purchase orders a few years ago and have requested and received approval from Council on an annual basis. We would like to change this to a monthly basis as an unauthorized item for Council to approve going forward at the second meeting of each month. Attached is the list of all Then and Now purchase orders that exceeded the threshold from January 1, 2024 to July 31, 2024.

Thank you.

# Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number

Summary Listing

**Department 01.108 Safety Department,Fire Services/Prevention/EMS**

Purchase Order	2024-00000002	G/L Date	01/02/2024	Amount	3,024.00
Description	FD aladtec annual subscription	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	01/03/2024	Discounted	.00
Vendor	3605 - Aladtec, Inc.	Completed Date	01/11/2024	Expensed	3,024.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2024-00000014	G/L Date	01/02/2024	Amount	10,161.12
Description	FD annual advice & guidance policy, procedure manuals & bulletin	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	01/04/2024	Discounted	.00
Vendor	4391 - Lexipol, LLC	Completed Date	01/11/2024	Expensed	10,161.12
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2024-00000387	G/L Date	01/09/2024	Amount	3,173.99
Description	FD elevator maintenance 1.1.24-12.31.24	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	01/10/2024	Discounted	.00
Vendor	1612 - Schindler Elevator Corp.	Completed Date	01/25/2024	Expensed	3,173.99
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2024-00000800	G/L Date	02/14/2024	Amount	11,867.04
Description	FD med unit head gasket/cylinder repairs	Deliver by Date		Voided	.00
Department	01.108 Safety Department,Fire Services/Prevention/EMS	Printed Date	02/15/2024	Discounted	.00
Vendor	3157 - Sarchione Ford Inc.	Completed Date	03/07/2024	Expensed	11,867.04
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

**Department 02.202 Board of Health,Sanitation & Inspections**

Purchase Order	2024-00000460	G/L Date	01/11/2024	Amount	9,500.00
Description	2024 Membership Dues	Deliver by Date	01/11/2024	Voided	.00
Department	02.202 Board of Health,Sanitation & Inspections	Printed Date	01/17/2024	Discounted	.00
Vendor	5101 - Assoc. Ohio Health Commissioners/Local Public	Completed Date	01/25/2024	Expensed	9,500.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

# Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number

Summary Listing

Purchase Order	2024-00000471	G/L Date	01/11/2024	Amount	31,396.00
Description	Vital Statistics Technology Fees Oct-Dec 2023	Deliver by Date	01/11/2024	Voided	.00
Department	02.202 Board of Health, Sanitation & Inspections	Printed Date	01/17/2024	Discounted	.00
Vendor	1758 - Treasurer, State of Ohio/Ohio Dept Health/Colombus	Completed Date	01/25/2024	Expensed	31,396.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **03.530 Park & Recreation Board, Park Services**

Purchase Order	2024-00000894	G/L Date	02/27/2024	Amount	5,170.00
Description	KPR Jerseys 2024	Deliver by Date		Voided	.00
Department	03.530 Park & Recreation Board, Park Services	Printed Date	02/28/2024	Discounted	.00
Vendor	3097 - Custom Shirts & Sportswear LLC	Completed Date	02/29/2024	Expensed	5,170.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Purchase Order	2024-00000907	G/L Date	02/28/2024	Amount	7,400.00
Description	KPR CCSG RSS Bathroom Reno 2024	Deliver by Date		Voided	.00
Department	03.530 Park & Recreation Board, Park Services	Printed Date	02/29/2024	Discounted	.00
Vendor	1290 - Kline & Kavali Mechanical	Completed Date	02/29/2024	Expensed	7,400.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **04.402 Community Development Department, Zoning & Building Inspection**

Purchase Order	2024-00000113	G/L Date	01/02/2024	Amount	4,100.00
Description	CD - Court Case #2023 CV 00092 - Reimbursement of Rental Fines	Deliver by Date		Voided	.00
Department	04.402 Community Development Department, Zoning & Building Inspection	Printed Date	01/02/2024	Discounted	.00
Vendor	5231 - Guska, Matthew Jerome	Completed Date	01/04/2024	Expensed	4,100.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Department **05.501 Public Services Department, Water Plant**

Purchase Order	2024-00001665	G/L Date	07/09/2024	Amount	6,431.37
Description	WTP - Booster pump #1 rebuild	Deliver by Date		Voided	.00
Department	05.501 Public Services Department, Water Plant	Printed Date	07/09/2024	Discounted	.00
Vendor	4866 - DXP Enterprises, Inc./North Shore Pump	Completed Date	07/15/2024	Expensed	6,431.37

# Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
Department <b>05.560 Public Services Department,Central Maintenance Division</b>				
Purchase Order	2024-00000668	G/L Date	01/31/2024	Amount 3,255.76
Description	CM219 Parts	Deliver by Date		Voided .00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	01/31/2024	Discounted .00
Vendor	2112 - Rush Trk Ctrs of Ohio Inc/Rush Truck Ctr, Akron	Completed Date	02/22/2024	Expensed 3,255.76
Type	Then/Now	Expiration Date		Remaining .00
Status	Complete		Encumbered	.00
Purchase Order	2024-00000779	G/L Date	02/12/2024	Amount 6,726.00
Description	CM Annual Support & Maintenance	Deliver by Date		Voided .00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	02/22/2024	Discounted .00
Vendor	5035 - GIS Workshop LLC/gWorks	Completed Date	02/28/2024	Expensed 6,726.00
Type	Then/Now	Expiration Date		Remaining .00
Status	Complete		Encumbered	.00
Purchase Order	2024-00000964	G/L Date	03/05/2024	Amount 3,343.95
Description	CM Materials	Deliver by Date		Voided .00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	03/06/2024	Discounted .00
Vendor	2222 - Core & Main LP	Completed Date	03/07/2024	Expensed 2,386.95
Type	Then/Now	Expiration Date		Remaining .00
Status	Complete		Encumbered	.00
Purchase Order	2024-00000970	G/L Date	03/06/2024	Amount 13,133.60
Description	CM Water Meters & Meter Supplies	Deliver by Date		Voided .00
Department	05.560 Public Services Department,Central Maintenance Division	Printed Date	03/06/2024	Discounted .00
Vendor	1380 - Neptune Equipment/NECO	Completed Date	03/14/2024	Expensed 13,133.60
Type	Then/Now	Expiration Date		Remaining .00
Status	Complete		Encumbered	.00
Department <b>07.708 Budget &amp; Finance Department,Financial Admin.</b>				
Purchase Order	2024-00000389	G/L Date	01/09/2024	Amount 25,715.00
Description	Nov & Dec 2023 Parking Fines	Deliver by Date		Voided .00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/09/2024	Discounted .00

# Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number

Summary Listing

Vendor	1495 - Portage County Municipal Court	Completed Date	01/18/2024	Expensed	25,715.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00000391	G/L Date	01/09/2024	Amount	32,901.58
Description	Support & Licensing 1/24-12/2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/09/2024	Discounted	.00
Vendor	3337 - Tyler Technologies, Inc.	Completed Date	01/11/2024	Expensed	32,901.58
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00000456	G/L Date	01/11/2024	Amount	35,986.61
Description	Income tax share	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/11/2024	Discounted	.00
Vendor	1275 - Kent City Schools	Completed Date	01/18/2024	Expensed	35,986.61
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00000599	G/L Date	01/23/2024	Amount	8,424.21
Description	2023 Bal. 4th quarter Hotel/Motel Bed Taxes	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/23/2024	Discounted	.00
Vendor	3466 - Destination Kent Convention & Visitors Bureau, Inc	Completed Date	02/01/2024	Expensed	8,424.21
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00000611	G/L Date	01/24/2024	Amount	16,681.32
Description	2023 electric bill for water plant	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/24/2024	Discounted	.00
Vendor	1394 - Ohio Edison Company	Completed Date	01/25/2024	Expensed	16,681.32
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00000665	G/L Date	01/30/2024	Amount	3,288.45
Description	Balance of Heating Bills for 2023	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	01/30/2024	Discounted	.00
Vendor	3794 - East Ohio Gas Co./Dominion Energy Ohio, The	Completed Date	02/01/2024	Expensed	3,288.45

# Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number

Summary Listing

Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
<b>Purchase Order</b>	2024-00000724	<b>G/L Date</b>	02/07/2024	<b>Amount</b> 8,589.24
<b>Description</b>	Water Tank Painting/Middlebury Road Resurfacing	<b>Deliver by Date</b>		<b>Voided</b> .00
<b>Department</b>	07.708 Budget & Finance Department,Financial Admin.	<b>Printed Date</b>	02/07/2024	<b>Discounted</b> .00
<b>Vendor</b>	1433 - Ohio Treasurer/OPWC	<b>Completed Date</b>	02/08/2024	<b>Expensed</b> 8,589.24
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
<b>Purchase Order</b>	2024-00000754	<b>G/L Date</b>	02/08/2024	<b>Amount</b> 190,674.00
<b>Description</b>	Policy #U24PKG80168 2/1/24-2/01/2025	<b>Deliver by Date</b>		<b>Voided</b> .00
<b>Department</b>	07.708 Budget & Finance Department,Financial Admin.	<b>Printed Date</b>	02/08/2024	<b>Discounted</b> .00
<b>Vendor</b>	5248 - Wichert Insurance Svcs, Inc./Wichert Ins.	<b>Completed Date</b>	02/15/2024	<b>Expensed</b> 190,674.00
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
<b>Purchase Order</b>	2024-00000810	<b>G/L Date</b>	02/15/2024	<b>Amount</b> 8,934.32
<b>Description</b>	Customer Support for March thru June 2024	<b>Deliver by Date</b>		<b>Voided</b> .00
<b>Department</b>	07.708 Budget & Finance Department,Financial Admin.	<b>Printed Date</b>	02/20/2024	<b>Discounted</b> .00
<b>Vendor</b>	4996 - CentralSquare Technologies, LLC/Superion, LLC	<b>Completed Date</b>	03/21/2024	<b>Expensed</b> 8,934.32
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
<b>Purchase Order</b>	2024-00001049	<b>G/L Date</b>	03/19/2024	<b>Amount</b> 3,612.55
<b>Description</b>	Dec 2023 balance of invoice	<b>Deliver by Date</b>		<b>Voided</b> .00
<b>Department</b>	07.708 Budget & Finance Department,Financial Admin.	<b>Printed Date</b>	03/19/2024	<b>Discounted</b> .00
<b>Vendor</b>	1310 - Life Force Mgmnt Inc	<b>Completed Date</b>	03/21/2024	<b>Expensed</b> 3,612.55
Type	Then/Now	Expiration Date	Remaining	.00
Status	Complete		Encumbered	.00
<b>Purchase Order</b>	2024-00001136	<b>G/L Date</b>	04/03/2024	<b>Amount</b> 14,805.00
<b>Description</b>	GAAP basis Financial statements for 2023	<b>Deliver by Date</b>		<b>Voided</b> .00
<b>Department</b>	07.708 Budget & Finance Department,Financial Admin.	<b>Printed Date</b>	04/03/2024	<b>Discounted</b> .00
<b>Vendor</b>	2662 - James G. Zupka, CPA Inc./Zupka & Assoc.	<b>Completed Date</b>	04/04/2024	<b>Expensed</b> 14,805.00
Type	Then/Now	Expiration Date	Remaining	.00

# Purchase Order Report

G/L Date Range 01/01/24 - 07/30/24

Sort by Department - Purchase Order Number

Summary Listing

Status	Complete			Encumbered	.00
Purchase Order	2024-00001179	G/L Date	04/08/2024	Amount	15,025.00
Description	Collected Fines for March 2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	04/08/2024	Discounted	.00
Vendor	1495 - Portage County Municipal Court	Completed Date	04/08/2024	Expensed	15,025.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00001654	G/L Date	07/05/2024	Amount	8,166.02
Description	Municipal Net Profit Tax April & May 2024	Deliver by Date		Voided	.00
Department	07.708 Budget & Finance Department,Financial Admin.	Printed Date	07/05/2024	Discounted	.00
Vendor	4039 - Kent Franklin JEDD	Completed Date	07/10/2024	Expensed	8,166.02
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Department <b>10 Civil Service</b>					
Purchase Order	2024-00001553	G/L Date	06/19/2024	Amount	3,650.00
Description	CS-Police Captain Asmt	Deliver by Date		Voided	.00
Department	10 Civil Service	Printed Date	06/20/2024	Discounted	.00
Vendor	5252 - Ryan-Ramsey HR Solutions LLC	Completed Date	06/24/2024	Expensed	3,650.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2024-00001554	G/L Date	06/19/2024	Amount	3,650.00
Description	CS-Police Lieutenant Assessment	Deliver by Date		Voided	.00
Department	10 Civil Service	Printed Date	06/20/2024	Discounted	.00
Vendor	5252 - Ryan-Ramsey HR Solutions LLC	Completed Date	06/24/2024	Expensed	3,650.00
Type	Then/Now	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00



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:** July 30, 2024  
**Re:** FY2024 Appropriation Amendment #5

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

**Fund 001 – General**

Increase \$ 21,000 IT / Other (O&M) – Add'l appropriations to cover monitoring and protection of IT Systems through 2024 per N. Ceicil 7/25/2024 memo.  
Increase 45,000 CDBG / Personnel & Benefits – Appropriate funds to cover the salary of the Sustainability Coordinator through 2024 per B Susel 7/8/2024 memo.

**Fund 136 – CHIP Grant**

Increase \$ 35,000 CHIP/ Other (O&M) – Approp add'l funds to cover the final owner-occupied housing rehab project, per B. Susel 7/30/24 memo.

**Fund 201 – Water**

Increase \$ 10,500 Water / O&M – Appropriate add'l funds for monitoring and protecting IT Systems, per N. Cecil 7/23/24 memo.

**Fund 202 – Sewer**

Increase \$ 10,500 Sewer / O&M – Appropriate add'l funds for monitoring and protecting IT Systems, per N. Cecil 7/23/24 memo.  
Increase 500,000 Sewer / WRF/ Capital – Add'l approp. to cover construction cost increases for the Primary Clarifier No. 1 Rehab project per J. Bowling 7/26/2024 memo.  
Increase 50,000 Capital / SVC – Capital Facilities – Add'l approp. to cover more dependable emergency back-up power options at WRF per J. Bowling 7/26/2024 memo.



# CITY OF KENT, OHIO

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## Information Technologies Department Memorandum

To: Rhonda Hall, Budget and Finance Director  
From: Nicholas Cecil, IT & Communications Director  
Date: 7/25/2024  
Re: Cyber Security Funds Appropriation

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Ms. Hall,

I am requesting the appropriation of \$42,000 to contract with a Security Operations Center (SOC) for the monitoring and protection of the City's information technology systems. Funds will need to be allocated as follows: \$21,000 (50%) to 001-09-570-728.7340, \$10,500 (25%) to 201-07-570-728.7340 and \$10,500 (25%) to 202-07-570-728.7340.

Thank you,  
Nicholas Cecil



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 8, 2024  
TO: Rhonda Hall, Budget & Finance Director  
FROM: Bridget Susel, Community Development Director  
RE: Appropriations Request: Sustainability Coordinator Position

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The Community Development Department has hired Julie Morris as the City's full-time Sustainability Coordinator. This position had been a part-time contractual position, shared with Kent State University, and had been funded through the Misc. Contractual Service line (001.04.540.401.7390).

The contract ended June 30, 2024 and Julie's first day as a full-time employee with the City of Kent July 8, 2024. Based on her start date, the below listed amounts need to be appropriated in order to adequately fund the specified payroll lines through December 31, 2024:

\$30,000 (wages) 001.04.540.414.7001  
\$ 4,200 (OPERS) 001.04.540.414.7004  
\$ 435 (Medicare) 001.04.540.414.7005  
\$ 9,750 (health insurance) 001.04.540.414.7006  
\$ 600 (Workers' Compensation) 001.04.540.414.7009  
\$44,985

I am respectfully requesting that a total of \$45,000.00 be appropriated to the above-listed payroll lines at the August 7, 2024 Council Committee meeting.

Please let me know if you need any additional information in order to have this item added to the Council Committee meeting agenda.

Thank you.



# CITY OF KENT, OHIO

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## DEPARTMENT OF COMMUNITY DEVELOPMENT

DATE: July 30, 2024  
TO: Rhonda Hall, Budget & Finance Director  
FROM: Bridget Susel, Community Development Director  
RE: Appropriations Request: CHIP RLF

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The Community Development Department has recently awarded its fifth and final owner-occupied housing rehabilitation project to a contractor as part of the City's 2022 CHIP grant program. Additional appropriations will be needed for the 2024 CHIP Program Income Fund (RLF) in order to have adequate funding available to enter into a contract for the needed work. The appropriations request is as follows:

\$35,000.00: CHIP Program Income Expenditures (line 136.04.540.413.7992)

I am respectfully requesting that the above-listed appropriation requests be presented to Council for authorization at the August 7, 2024 Committee meeting.

Please let me know if you need any additional information in order to process this request.

Thank you.

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Rhonda Hall  
Dave Ruller

FROM: Jim Bowling *Job*

DATE: July 26, 2024

RE: Water Reclamation Facility - Appropriation Requests

The Service Department is requesting to appropriate \$550,000 from the Sewer Fund (202) for the following projects:

- **WRF Rehabilitation No. 1 Primary Clarifier (2023WRF003)** – We are requesting \$500,000 for this critical project, that is partially funded by OPWC and Local ARPA funds. The project was recently bid and the prices received were significantly higher than expected. After researching the causes of the price increase, modifying the plans to eliminate extraneous costs, and increasing the Engineer’s Estimate, the project is being rebid. The additional funds are needed to cover the construction cost increases.
- **WRF - Emergency Back-up Power (New Project)** – We are requesting \$50,000 to start addressing a new concern at the Water Reclamation Facility (WRF). There has been a recent change in Ohio Edison’s operations that has an unintended consequence of extending the time to address power outages at the WRF. This increases the risk of extended outages at the facility which could cause pollution to the Cuyahoga River, an OEPA violation, and potentially killing the micro-organisms necessary to the water treatment process. This funding will be used to consult with an engineering firm to determine/advise the City on the best method to provide more dependable emergency back-up power and other technical issues at the WRF.

We appreciate the consideration of these requests.

Please let me know if there are any questions.

c: Melanie Baker  
Brian Huff  
Cori Wimer  
Bill Schesventer  
Cathy Wilson

CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Amy Wilkens

FROM: Jim Bowling *Job*

DATE: May 24, 2024

RE: North Mantua Street –Purpose and Need Statement

The Service Department is requesting council time and consideration of the attached purpose and need statement for North Mantua Street. The purpose and need statement is a document used for the most impactful federally funded roadway projects. Purpose and needs statements were established and approved by previous City Councils for Summit Street, the Fairchild Avenue Bridge and East Main Street Projects. The document defines the most significant needs in the project area and the nature in which they should be corrected.

The North Mantua Street Purpose and Need Statement was developed in conjunction with a Citizens Advisory Committee (CAC), Kent City School District and the Davey Tree Company. Several meetings with the public and the CAC were held to determine the needs for the area. After the document was drafted, the CAC reviewed the document and a meeting was held to discuss the document and recommend changes to the document. The attached document reflects the combined efforts of the City Staff, Kent City School District, Davey Tree Company and the CAC to define the purpose and needs along North Mantua Street and the adjacent areas.

The document will guide the design team, stakeholders, and CAC in determining and evaluating alternates that we hope will be implemented along North Mantua Street in the near future. We appreciate Council consideration of the Purpose and Need and recommend it for approval.

c: Hope Jones  
Sandy Lance  
Melanie Baker  
Jon Giaquinto



## **NORTH MANTUA STREET IMPROVEMENTS PURPOSE AND NEED STATEMENT (DRAFT)**

**Project Area** – The project area is located along North Mantua Street (St. Rt. 43) from approximately Needham Avenue to the Kent city limits. This project corridor includes Theodore Roosevelt High School, Standing Rock Cemetery, residences in the River Bend development and the current and future entrances to Davey Tree (Davey’s research campus is scheduled to open in 2025). Population in this area includes approximately 2,100 students at Stanton Middle and Theodore Roosevelt High schools, a future capacity of 400 employees at Davey Tree and approximately 150 houses in River Bend.

**History** – This stretch of roadway is less than one-mile. It is well-traveled, with schools, a residential development and the corporate headquarters for a major company in the area. It also serves as the northern gateway into the City of Kent.

Public concerns involving traffic safety, vehicular speeds, vehicular ingress/egress and pedestrian safety have been expressed about this area for over 20 years. Proposals to deal with the issues have been explored at various times since the early 2000’s. This included traffic studies to consider installing a traffic signal at River Bend Boulevard, discussions about widening St. Rt. 43, and a conceptual layout of proposed improvements using a boulevard concept. The traffic studies did not meet the criteria to install a traffic signal and none of the other ideas moved beyond the conceptual state.

**Needs** – This section of North Mantua Street regularly has a volume of 17,000 to 18,000 vehicles per day, coupled with motorists traveling faster than the posted speed limit, and a transition from four lanes to two lanes. The result is lane jockeying, difficulties for motorists entering and exiting River Bend and Davey Tree and unsafe pedestrian crossing conditions. In addition, while this area serves as an entrance into the city it lacks the aesthetic appeal of a main gateway. The current bike and pedestrian facilities do not meet the demands of the community. Also, there are plans for a new active transportation trail to traverse the area and strong pedestrian and bike connections to the new trail are critical. A figure depicting the new trail location can be found on page 3.

**Project Goals** – This project is an opportunity to transform this stretch of North Mantua St. to improve facilities and better serve the needs of all users (motorists, bicyclists, and pedestrians) traveling this road, residents living in this area, students, staff and others entering and exiting Theodore Roosevelt High School, as well as employees and visitors to Davey Tree. The goal is to



provide an aesthetically pleasing, stress-free street that meets the current demands of the communities living and working in this area.

Throughout the planning, design and construction phases, the project team should consistently ensure that the project goals minimize possible negative impacts and accentuate positive impacts to residential neighborhoods and access to businesses and educational facilities in this area. This project should build on the transportation planning and other principles espoused in the City's Bicentennial and Climate Action Plans, and were used in the East Main Street, Summit Street and Crain Avenue projects. The project must integrate concepts from these plans along with input and collaboration from Davey Tree and Kent City Schools, the Citizens Advisory Committee, the stakeholders and public meetings.

This project will be successful if it achieves the following:

- 1) Improves safety for all users
- 2) Balances vehicular needs with improvements to other modes of transportation
- 3) Improves vehicle ingress and egress
- 4) Improves aesthetic and gateway features

#### **Project Considerations –**

- **Reduce Vehicular Speeds and Safety**
  - Provide enhancements to reduce vehicular speeds on SR 43, particularly during posted school zone times.
  - Balance the need for efficient vehicular movements with the need for safe bicycle and pedestrian crossings.
  - Look at ways to minimize "lane jockeying" that occurs along North Mantua St., especially where the roadway transitions from two lanes to four lanes.
- **Active Transportation Needs**
  - Provide enhancements to improve pedestrian and cyclist crossings on North Mantua Street.
  - Reduce the apprehension of crossing Mantua Street at all locations.
  - Provide facilities to accommodate large groups walking to and from Theodore Roosevelt High School.
  - Provide the long-term bike/pedestrian trail facilities in the project area that are part of the Lake Rockwell Trail.



- Improvements should integrate with future bike/pedestrian facilities on the School District Campus and Davey Tree's SEED Campus.
- **Vehicle Ingress/Egress**
  - Reduce traffic delays for turning movements onto North Mantua Street, from River Bend Boulevard and Davey Tree.
  - Explore ways to increase visibility when turning onto State Route 43.
  - Provide adequate ingress and egress from the Kent City Schools campus, which meets their needs.
- **Aesthetics/Gateway**
  - Implement aesthetic features that will also increase safety and encourage motorists to drive slower.
  - Provide a sense of arrival to motorists traveling southbound into Kent. It should be clear to drivers that they have "arrived" and therefore should slow down as they enter the City.

### Proposed New Trail Location



CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Amy Wilkens

FROM: Jim Bowling *Job*

DATE: July 22, 2024

RE: 2567 SR 43 – Request for Water Service

The property owner of 2567 SR 43 has requested water service from the City of Kent. They are currently developing plans to construct 104 Townhomes on the property, which is located on SR 43 approximately 1,200 feet south of Meloy Road. The property is located in the Brimfield-Kent Joint Economic Development District (JEDD) and is currently in the Portage County Water Resources (PCWR) service area for drinking water. However, PCWR has agreed verbally to allow the City to serve this property as Kent is the only public water source in the area.

The proposed facility will require the extension of a 12-inch watermain south along SR43 from a waterline that currently terminates approximately 450 feet north of the property requesting service.

Kent Codified Ordinance **913.09 Water Service Outside the City** and the JEDD agreement outline the fees for properties in Brimfield Township. The Utilization fee is estimated to be \$65,780. The ordinance also requires the waterline be extended across the total frontage of the property to allow for orderly development of the utility. A copy of the property owner's request, preliminary site plan, and product line are attached.

We are requesting water service approval pending the agreement modification with PCWR.

The water system has adequate facilities to provide for the demand generated by the development.

C: Melanie Baker  
Hope Jones  
Tim Sahr  
Bridget Susel  
Gary Labajetta  
Kevin Alspach, AECOM

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# Petros Development Group

Brian Pickering, Petros Development Group

4223 Brecksville Road

Richfield, OH 44286

July 5, 2024

City of Kent

Attn: Jim Bowling, Tim Sahr

930 Overholt Road

Kent, OH 44240

Dear Jim and Tim,

I hope this letter finds you well. I am writing to request water service for a new project located on State Route 43 in Kent. As we have discussed, this project is a residential development that will have 104 Townhomes and access to public water is necessary for the successful completion and operation of the project. I have include a site plan and a copy of the townhouse elevations and floor plans.

Our team has thoroughly planned the development, and obtaining water service from the City of Kent is essential to proceed with our timeline and meet regulatory requirements. We have ensured that all necessary permits and

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environmental clearances are either in place or have been applied for. We are eager to begin construction this fall on this project.

To facilitate this process, I kindly request water service per the City of Kent codified ordinance 913.09. We welcome the opportunity to meet the City of Kent to discuss the requirements, timeline, and any associated fees or documentation needed to initiate water service. Additionally, if there are any specific forms or applications that need to be completed, please provide guidance on where to access them or how to proceed.

Please let me know at your earliest convenience when we can arrange a meeting or if there are any further steps we should take before this matter can be taken to the Kent City Council for approval. I am available at 440.503.2341 or via email at [bpickering@petrosdg.com](mailto:bpickering@petrosdg.com) to coordinate a suitable time.

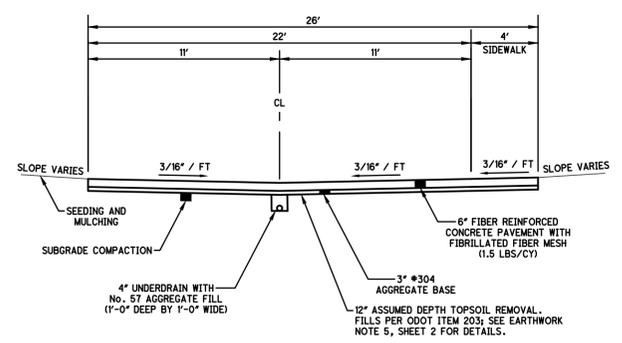
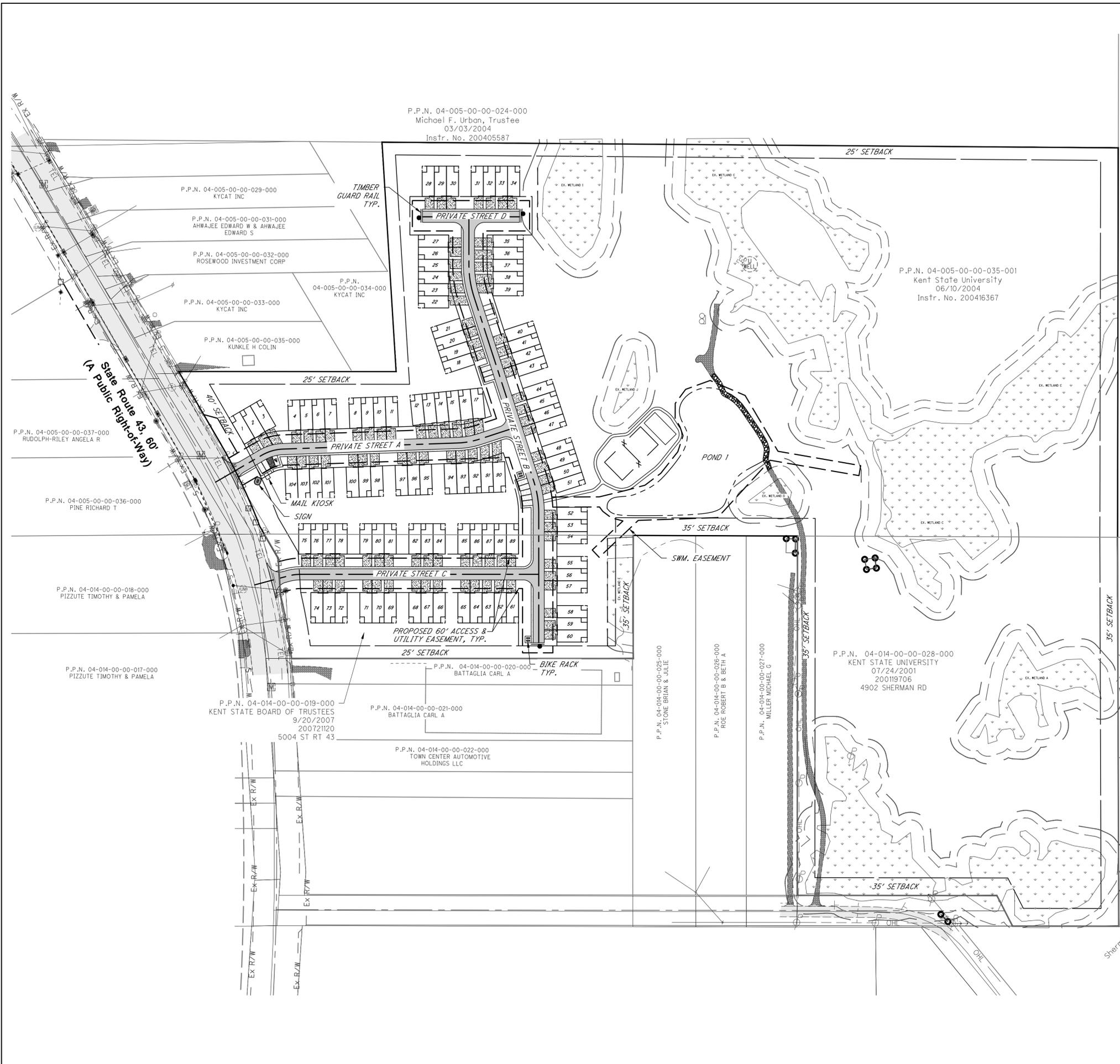
Thank you for your attention to this matter. We look forward to collaborating with the City of Kent to ensure a smooth process for water service connection for our project on State Route 43.

Sincerely,



Brian Pickering

Petros Land Development



P.P.N. 04-006-00-00-008-000  
 Michael F. Urban  
 09/05/2004  
 Vol. 561, Pg. 429

LOT 6  
 LOT 13  
 S/L 4R  
 S/L 3R  
 S/L 2

**SITE INFORMATION:**

SITE LOCATION: 5036 STATE ROUTE 43, BRIMFIELD TOWNSHIP, OHIO  
 PARCELS:

04-005-00-00-035-001	27.8 AC	KENT STATE UNIVERSITY
04-014-00-00-019-000	3.9 AC	KENT STATE UNIVERSITY
04-014-00-00028-000	11.2 AC	KENT STATE UNIVERSITY

SITE AREA: 42.9 AC  
 PROPOSED TOTAL UNITS: 104  
 PROPOSED TOTAL LINEAR FEET ACCESS AISLE: 2235  
 APPROXIMATE DEVELOPED ACREAGE: 13.1  
 APPROXIMATE UNDEVELOPED ACREAGE: 29.8  
 DENSITY: 2.42 UNITS/AC  
 DISTANCE BETWEEN BUILDINGS: 25'  
 BUILDING DIMENSIONS: 60' X 24'

WETLAND PROTECTION: SECTION 506.06, D, 3, a & b  
 -MIN. 25' NO DISTURBANCE SETBACK  
 -MIN. 40' BUILDING AND PAVEMENT SETBACK

**DAVEY Resource Group**  
 1310 SHARON COPLEY ROAD, P.O. BOX 37  
 SHIRON-CENTER, OHIO 46274  
 (PHONE) 330.950.0004 (FAX) 988.820.8423

**WOODLAND RESERVE OVERALL SITE PLAN**

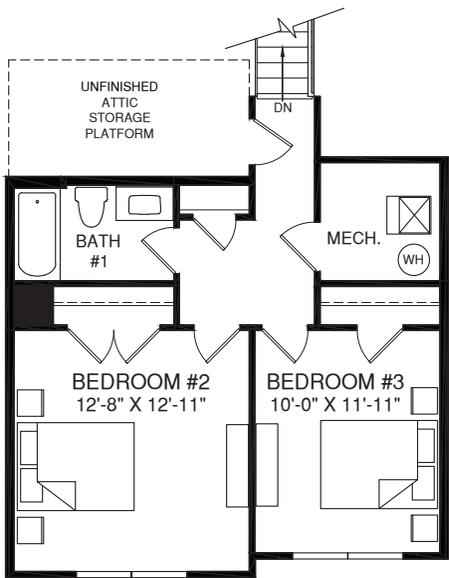
PROJECT NUMBER: 2567

DATE: 2024-06-26

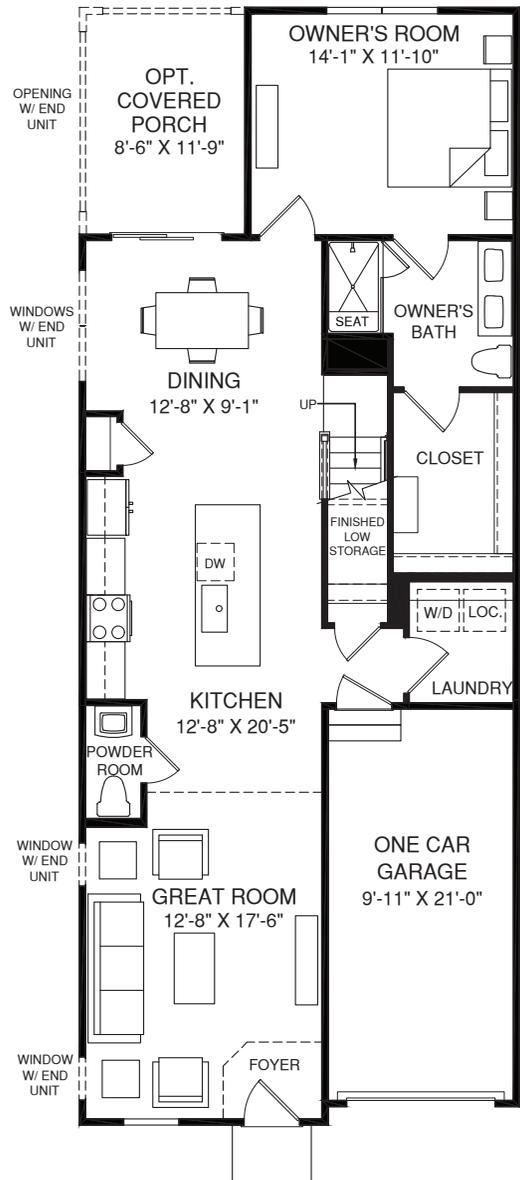
4

41

# NASSAU COVE



UPPER LEVEL



MAIN LEVEL



Although all illustrations and specifications are believed correct at the time of publication, the right is reserved to make changes, without notice or obligation. Windows, doors, ceilings, and room sizes may vary depending on the options and elevations selected. Optional items indicated are available at additional cost. This brochure is for illustrative purposes only and not part of a legal contract. It is recommended that the architectural blueprints be reserved for further clarification of features. Not all features are shown. Please ask our Sales and Marketing Representative for complete information.

Elevations shown are artist's concepts. Floor plans may vary per elevation. Ryan Homes reserves the right to make changes without notice or prior obligation.

R70324NCV00v01CRSL Concrete



CITY OF KENT  
DEPARTMENT OF PUBLIC SERVICE  
DIVISION OF ENGINEERING

MEMO

TO: Dave Ruller  
Amy Wilkens

FROM: Jim Bowling *Job*

DATE: July 26, 2024

RE: North Water Street – Crosswalk Art Agreement

The Service Department is requesting council time and approval to execute the attached N. Water Street Crosswalk Art Agreement with Main Street Kent (MSK). The crosswalk art is an essential piece of the design that was demonstrated at the Better Block event held in 2018. The art installation is important for place making, aesthetics and traffic safety as demonstrated in a recent study. The agreement sets the foundation for a couple of key factors moving forward. The first key point is that MSK will maintain the artwork in the crosswalks, including touch ups and repainting areas that may be disturbed due to utility crossing, etc. In addition, the agreement sets the expectation that the artwork will remain until the road is resurfaced next and that there is no commitment beyond the next resurfacing to reinstall this particular artwork.

The costs for this work are included in the current project budget.

Thank you for your time and consideration of this request.

C: Melanie Baker  
Hope Jones  
Brad McKay  
Gary Labajetta  
Rhonda Hall  
Jon Giaquinto  
Cathy Wilson

## **N. WATER STREET CROSSWALK ART AGREEMENT**

THIS AGREEMENT is made by and between the CITY OF KENT, OHIO (hereinafter referred to as “CITY”) and MAIN STREET KENT (hereinafter referred to as “Main Street”).

**WHEREAS**, the above parties would like to integrate public art into the Kent Community, consistent with the City’s Public Art Plan; and

**WHEREAS**, the above parties would like to heighten the awareness of the Mill District and its value to our community; and

**WHEREAS**, the above parties want to increase the safety of vulnerable road users; and

**WHEREAS**, the above parties desire to install crosswalk art along N. Water Street; and

**WHEREAS**, the scope of the crosswalk art includes approximately ten crosswalks on N. Water Street from Main Street to Fairchild Avenue;

**NOW, THEREFORE**, for mutual consideration, it is agreed between the parties as follows:

A) Main Street will perform the following:

- Manage the design process including the selection of artists to design the crosswalk art and follow the public art process as per 1106.20 of the City Ordinances.
- Research paint types and obtain quotes for all the painting materials.
- Organize volunteers to paint the crosswalks.
- Maintain the crosswalks including touch up.
- Repaint crosswalks in areas where the pavement was removed and replaced due to a utility cut or another similar event.

B) The City will perform the following:

- Pay for the design, the paint, and the painting materials up to a maximum of \$15,000.
- Setup and remove traffic control for road closure when the crosswalk art is installed and when required for future maintenance.
- Notification of the public for street closures.

C) There is no commitment to reinstall the artwork after the artwork is removed during the next resurfacing of North Water Street.

IN WITNESS WHEREOF, the parties hereby acknowledge said agreement by their signatures below.

THE CITY OF KENT, OHIO

By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_

Date

Address: \_\_\_\_\_

\_\_\_\_\_

Approved as to form by:

\_\_\_\_\_

MAIN STREET KENT

By: \_\_\_\_\_

Its: \_\_\_\_\_

\_\_\_\_\_

Date

Address: \_\_\_\_\_

\_\_\_\_\_

Certificate of Director of Budget and Finance

It is hereby certified that the amount of FIFTEEN THOUSAND Dollars (\$15,000) required to meet the contract, agreement, obligation, payment or expenditure, for the above, has been lawfully appropriated or authorized or directed for such purpose and is in the City Treasury or in the process of collection to the credit of the Capital Fund (301) free from obligation or certificates now outstanding.

\_\_\_\_\_  
Rhonda Hall, Director of Budget and Finance

\_\_\_\_\_  
Date