

ORDINANCE NO. 2019 - 36

**AN ORDINANCE AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO APPROVE A NEW SPECIAL EVENT APPLICATION FROM THE CITY OF KENT PARKS AND RECREATION DEPARTMENT FOR THE KENT TORCH FEST TO BE HELD ON THURSDAY, JUNE 20, 2019, AND THE TEMPORARY CLOSURE OF WEST MAIN STREET FROM RIVER TO WATER STREET, AND DECLARING AN EMERGENCY.**

**WHEREAS**, the Kent Torch Fest is an event to commemorate the 50th anniversary of the Cuyahoga River fire that occurred on June 22, 1969; and

**WHEREAS**, the organizers would like to temporarily close West Main Street from River to Water Street beginning at 10 a.m. on Thursday, June 20th and continue until 10 p.m. that evening;

**WHEREAS**, the Kent City Council consents to authorizing the City Manager or his designee to sign the Special Event Application as long as he is comfortable and believes the safety and security of the City's citizens will not be adversely affected; and

**WHEREAS**, the time is of the essence as the event is scheduled for June 20, 2019.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Kent, Portage County, Ohio, at least three-fourths (3/4) of all members elected thereto concurring:

**SECTION 1.** That the Kent City Council authorizes the City Manager or his designee to execute the Special Event Application from the Kent Parks and Recreation Department in substantial conformance with the Special Event Application attached hereto as Exhibit "A", as long as the City Manager or his designee believes the safety and security of Kent's citizens are adequately projected.

**SECTION 2.** That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council, and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

**SECTION 3.** That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the residents of this City, for which reason and other reasons manifest to this Council this Ordinance is hereby declared to be an emergency measure and shall take effect and be in force immediately after passage.

PASSED: April 17, 2019  
Date

Jerry T. Fiala  
Jerry T. Fiala  
Mayor and President of Council

EFFECTIVE: April 17, 2019  
Date

ATTEST: Dawn Bishop  
Dawn Bishop  
Interim Clerk of Council

I, DAWN BISHOP, INTERIM CLERK OF COUNCIL FOR THE CITY OF KENT, COUNTY OF PORTAGE, AND STATE OF OHIO, AND IN WHOSE CUSTODY THE ORIGINAL FILES AND RECORDS OF SAID COUNCIL ARE REQUIRED TO BE KEPT BY THE LAWS OF THE STATE OF OHIO, HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF *ORDINANCE* No. \_\_\_\_\_, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
DAWN BISHOP  
INTERIM CLERK OF COUNCIL



## City of Kent, Ohio

Office of the City Manager

To: Dave Ruller, City Manager

From: Harrison Wicks, Assistant to the City Manager *HW*

Date: March 27, 2019

RE: New Special Event Application – Kent Torch Fest

The City Manager's Office has received a special event application for a new event known as the Kent Torch Fest and requires council approval. This event will take place **Thursday, June 20th from 4-9pm** on West Main Street, including the Main Street Bridge, between River Street and Water Street. The Franklin Mills Riveredge Park and Hometown Bank Plaza will also be included in the festival activities.

The event will temporarily close West Main Street from River to Water Streets beginning at 10am on Thursday, June 20<sup>th</sup> and continue until 10pm that evening.

The Kent Torch Fest is an event for residents, businesses, and the community to commemorate the 50<sup>th</sup> anniversary of the Cuyahoga River fire that occurred on June 22, 1969 and celebrate the work of the Kent community to make the river a destination for all to enjoy.

This event is part of a regional collaboration and includes a series of local ceremonies along the entire length of the Cuyahoga River. The first festival in the series will be held in downtown Kent (i.e. Kent Torch Fest).

The festival will include art installations, food vendors, and live music. A 'Passing of the Torch' ceremony will begin at 6:00pm in Franklin Mills Riveredge Park and culminate with the unveiling and dedication of a commemorative relief as well as highlight the Cuyahoga River as a national Water Trail.

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

For more information on the Kent Torch Fest and regional Xtinguish Celebration series please visit <https://xtinguishcelebration.com/torch-fest/>.

Thank you.

cc: Dawn Bishop, Interim Clerk of Council

APPLICATION FOR SPECIAL EVENT  
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES,  
ETC. City of Kent, 301 S. Depeyster Street, Kent, OH 44240

NAME OF EVENT Kent Torch Fest  
ORGANIZATION SPONSORING EVENT Kent Parks & Recreation / City of Kent  
APPLICANT NAME John Idone PHONE 330-673-8997  
ADDRESS 497 Middlebury Road, Kent, OH 44240

NAMES AND PHONE NUMBERS OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:

Harrison Wicks 330-676-7572  
Nancy Pizzino 330-673-8897 Ext 7273

DATE OF EVENT Thursday, June 20, 2019 NO. OF PARTICIPANTS +500  
REQUESTED PERMIT TIME: Start Set up 10 AM Start Event 4 PM  
End Event 9 PM End Cleanup 10 PM

IF PARADE: STARTING POINT N/A ENDING POINT N/A

USE OF CITY WATER NEEDED? Yes, food vendors  
(IF YES, PLEASE EXPLAIN)  
USE OF CITY ELECTRIC NEEDED? Yes, music stage  
(IF YES, PLEASE EXPLAIN)

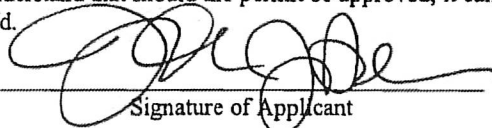
**In addition to the application please submit the following information:**

- Attach map to application showing proposed streets to be blocked off for event, and route of parade or race. (May be hand drawn.)
- Proof of Insurance is required before permit can be issued.
- Please attach list of possible vendors/booths to be part of event (food, retail, etc.).

Please submit application for permit at least 30 days in advance, but no sooner than one year in advance. For additional requirements please review Chapter 316 of The Codified Ordinance of the City of Kent. Please be advised that the use of marking paint on City pavement, curbs, sidewalks or other property is prohibited except if purchased at cost from Service Department (330-678-8105).

By signing this application, I am certifying that I have received a copy of the rules and regulations of Chapter 316 of the Codified Ordinances of the City of Kent, and I fully understand that should the permit be approved, it can be revoked if any of the provisions of this Chapter are violated.

Kent P/R John Idone  
Name of Applicant

  
Signature of Applicant

Office Use. Do not write below this line. \_\_\_\_\_ Sent to:  
Safety, Service, Fire, Police, and Health Departments for review and approval  
via \_\_\_\_\_ on \_\_\_\_\_.

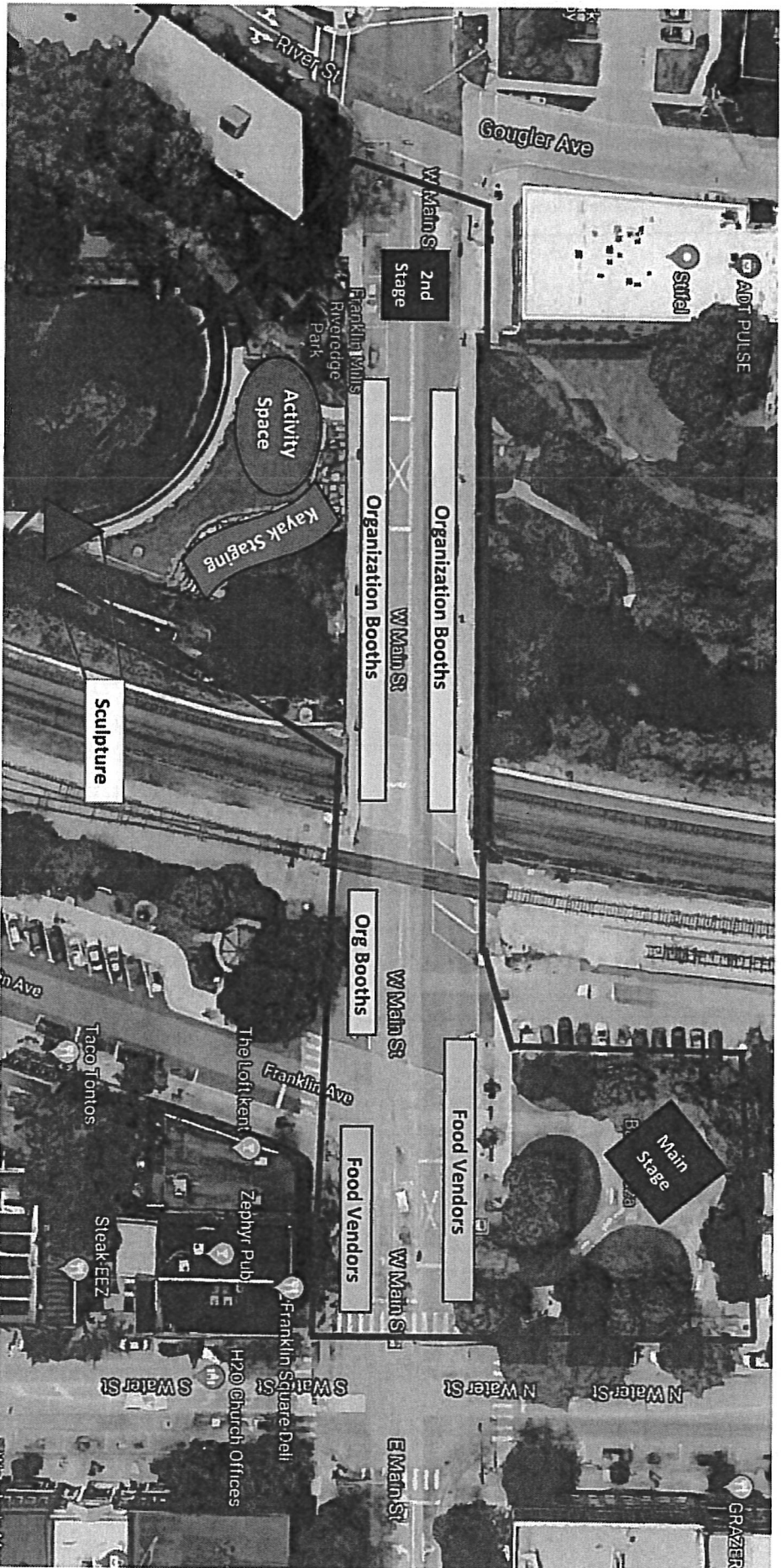
MEMORANDUM AGREEMENT \_\_\_\_\_ YES \_\_\_\_\_ NO  
APPLICATION APPROVED \_\_\_\_\_ APPLICATION DISAPPROVED \_\_\_\_\_

PROOF OF INSURANCE REQUIRED BY ORDINANCE 316.04 HAS BEEN REVIEWED AND APPROVED.

\_\_\_\_\_  
Law Director Date

IF APPLICATION IS APPROVED, PERMIT WILL BE ISSUED BY THE CITY MANAGER.

# Kent Torch Fest – Event Map (Thursday, June 20, 2019)



**Set Up:**  
 Road Closure Begins 10am  
 Main Stage & 2<sup>nd</sup> Stage Set up 10-4pm  
 Org & Food Vendor Set up 3-4pm

**Program Schedule:**  
 4:00-4:30pm Hal Walker (*Tentative*) – 2<sup>nd</sup> Stage  
 4:30-6:00pm Alex Bevan – 2<sup>nd</sup> Stage  
 6:00-6:15pm Poetry Readings – 2<sup>nd</sup> Stage  
 6:15-7:00pm Ceremony & Sculpture Unveil – 2<sup>nd</sup> Stage & Riveredge Park  
 7:00-9:00pm Chardon Polka Band – Main Stage, Hometown Bank Plaza

**Break Down:**  
 9-10pm  
 Road Closure Ends 10pm





## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/21/2019

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Jackson, Dieken & Associates 27893 Clemens Rd Westlake OH 44145-1169	<b>CONTACT NAME:</b> Ben Sutton <b>PHONE (A/C, No. Ext):</b> 330-562-5145 <b>FAX (A/C, No.):</b> 330-562-5146 <b>E-MAIL ADDRESS:</b> ben@suttoninsurance.com														
<b>INSURED</b> City of Kent 930 Overholt Drive Kent OH 44240	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : US Specialty Insurance Company</td> <td style="text-align: center;">29599</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : US Specialty Insurance Company	29599	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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**COVERAGES**      **CERTIFICATE NUMBER: 469066880**      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSUR LTR	TYPE OF INSURANCE	ADD. SUBR (NSD, WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL. AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-ECT <input type="checkbox"/> LOC OTHER:		PKG80610679	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (E's occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (E's accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		PKG80610679	2/1/2019	2/1/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 For Info Only  
 Excess coverage applies to General Liability, including Sexual Abuse, Stop Gap Liability and Employee Benefits

<b>CERTIFICATE HOLDER</b>  City of Kent 930 Overholt Dr Kent OH 44240	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Kelly McKean</i>
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<b>Potential Vendor List for Kent Torch Fest</b>		
<b>Status</b>	<b>Organization</b>	<b>Name/Contact Info.</b>
	Cuyahoga Valley National Park	
	Environmental Education Council of Ohio	
	Green Energy Ohio	
	Haymaker Farmers' Market	
	Kent Environmental Council	
	KSU Student Recreation & Wellness	
	ODNR Division of Natural Areas and Preserves	
	Keelhaulers Canoe Club	
	Share the River	
	Portage Park District	
	Student Org: Biology Club	
	Student Org: Habitat for Humanity : KSU	
	Student Org: Herrick Conservatory and Sustainability Club	
	Student Org: Kent State Environmental Society	
	Student Org: Sustainable Living at Kent	
	The Nature Conservancy in Ohio	
	The Ohio EPA	
	West Creek Conservancy	
	Akron Zoo	
	Biological Sciences	
	Biological Sciences Water Quality Quest Team	
	The Campus Kitchen	
	Center for Student Involvement	
	Clean Fuels Ohio	
	Cleveland Metro parks	
	Community Engaged Learning	
	Cuyahoga River Restoration	
	Cuyahoga Valley Environmental Education Center	
	Davey Resource Group, Inc	
	Don't Break the Lake/ Cuyahoga 50/ Sustainable Cleveland	
	EnviroScience	
	Friends of the Crooked River	
	Great Lakes Biomimicry	
	Greater Akron Innovator Network for Sustainability (GAINS)	

	Habitat for Humanity of Portage County	
	Kent City Schools	
	Kent Cycle	
	Kent Parks and Recreation	
	Kent Sustainability Commission	
	Kent Stormwater Management	
	Office of Sustainability	
	Ohio River Foundation (for Ohio River)	
	Ohio Wetland Association	
	PARTA	
	Portage County Clothing Center	
	Portage County Solid Waste District	
	Portage County Soil & Water District	
	Standing Rock Cultural Arts	
	The Holden Arboretum and Botanical Gardens	
	Wick Poetry Center	
<b>Potential Food Vendors</b>		
	Burnside BBQ	
	Grazers	
	Erie Street Kitchen	
	Roll Call Burgers	

**Petition to Businesses: Kent Torch Fest – Thursday, June 20, 2019 Road Closure**

The Kent Torch Fest is an event for residents, businesses, and the community to commemorate the 50<sup>th</sup> anniversary of the Cuyahoga River fire that occurred on June 22, 1969 and celebrate the work of the Kent community to make the river a destination. The Kent Torch Fest is part of a regional collaboration and includes a series of local ceremonies along the entire length of the Cuyahoga River. The first festival in the series will be held in downtown Kent!

The event will be held **Thursday, June 20, 2019 from 4-9pm**. Road closure of West Main Street between Gougler Avenue and Water Street would be in effect from 10am to 10pm.




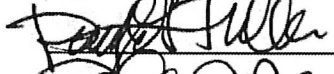
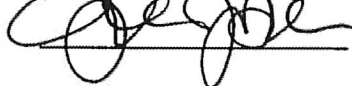
We are asking business owners to sign this petition in approval of the proposed road closure of West Main Street between Gougler Avenue and Water Street. This petition will be presented to the City of Kent for approval before moving forward with further planning. Thank you for your consideration!

I support the proposed road closure of West Main Street between Gougler Avenue and Water Street for the     Kent Torch Fest     on   June 20, 2019  . The event will run from   4pm   to   9pm   with road closure in effect from   10am   to   10pm  .

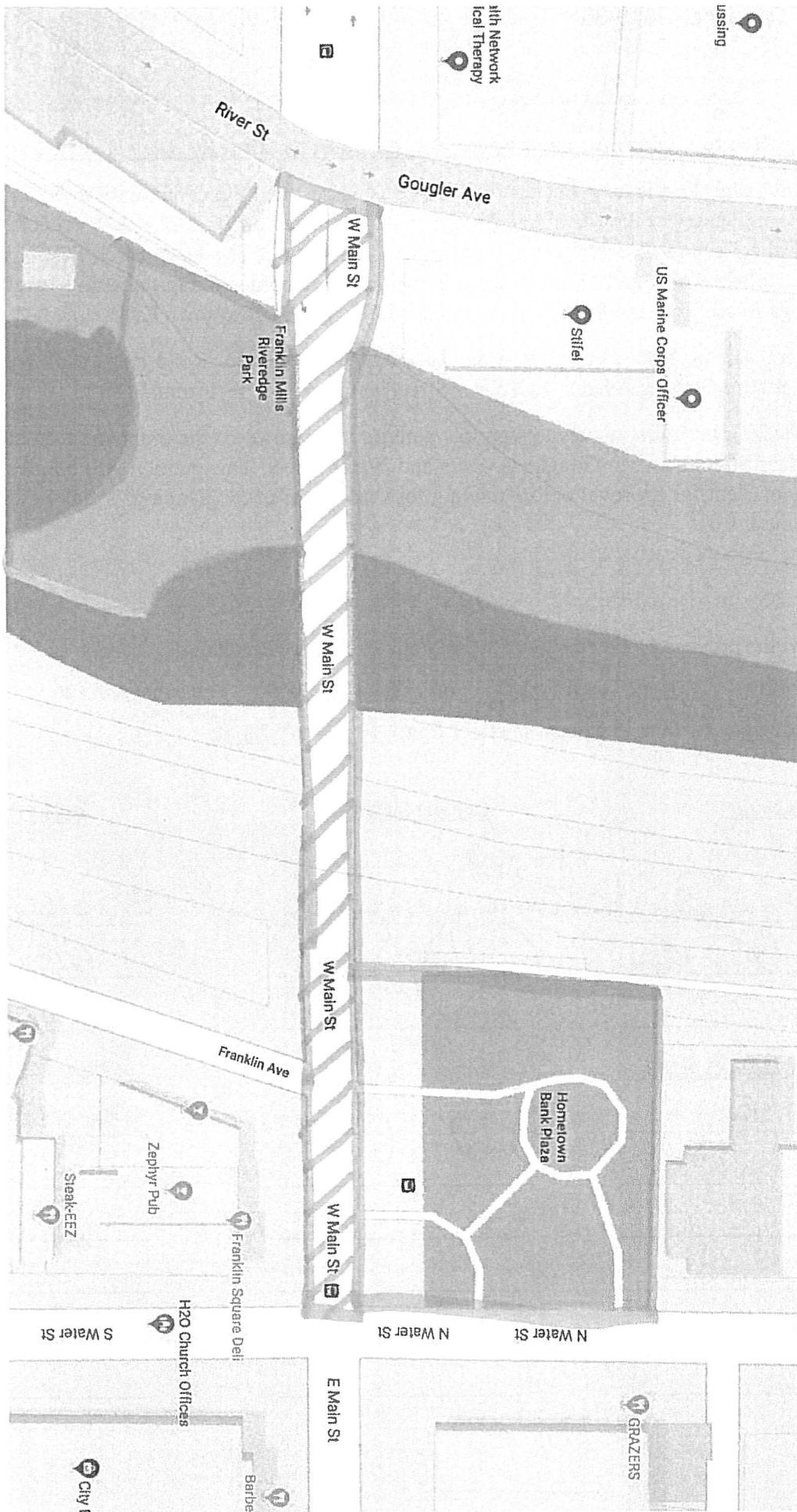
**Business Name**

**Contact Signature**

**Phone #**

Hometown Bank	 MARILYN SESSIONS	330-673-9827
FRANKLIN ST. DBI		673-2942
THE LOFT		330-549-3582
WEST ENGR PLACES		330-819-7755
Kent P + R		330-842-2381
_____	_____	_____
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***An opportunity for residents, businesses, and the community to commemorate the 50<sup>th</sup> anniversary of the Cuyahoga River fire that occurred on June 22, 1969 and celebrate the work of the Kent community to make the river a destination for all to enjoy! The Kent Torch Fest is part of a regional collaboration and includes a series of local ceremonies along the entire length of the Cuyahoga River. The first festival in the series will be held in downtown Kent! Beginning at 4:00pm the festival will include art installations, food trucks, and live music with musical acts such as Alex Bevan, the Chardon Polka Band, and more! A 'Passing of the Torch' ceremony will begin at 6:00pm in Riveredge Park and culminate with the unveiling and dedication of a commemorative relief as well as highlight the Cuyahoga River as a national Water Trail!***

When: 4 - 9pm, Thursday, June 20, 2019

Where: Downtown Kent (Riveredge Park, Main Street Bridge, & Hometown Bank Plaza)

Who: This event is free and open to everyone!

## Sponsorship Opportunities

### **Title Sponsor (\$3,000 and above)**

- Naming rights to the community event (i.e. Kent Torch Fest Presented by...)
- Spoken recognition at the event and company name and logo featured on all signage at the event
- Company name and logo on all print material, print and digital advertisements, press releases, and digital promotions
- Company name featured in all social media promotional messages
- Logo most prominently placed on event map

### **Spotlight Sponsor (\$1,000)**

- Spoken recognition at the event and company name and logo featured on all signage at the event
- Company name and logo on all print material, print and digital advertisements, press releases, and digital promotions
- 20 social media mentions throughout event promotion
- Logo prominently placed on event map

### **Community Sponsor (\$500)**

- Spoken recognition at the event and company name and logo featured on all signage at the event
- Company name and logo on all print material, print and digital advertisements, press releases, and digital promotions
- 10 social media mentions throughout event promotion
- Logo placed on event map

### **Small Business/Individual Sponsor (\$250/\$100)**

- Spoken recognition at the event
- 5 total social media mentions throughout event promotion (Businesses Only)
- Logo placed on event map (Businesses Only)

## Sponsor Here:

Please select the level of sponsorship requested.

- Title Sponsor (\$3,000 and above)**
- Spotlight Sponsor (\$1,000)**
- Community Sponsor (\$500)**
- Small Business/Individual Sponsor (\$250/\$100)**

Business/Individual Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **PAYMENT DEADLINE: April 26, 2019**

Please return this completed form and contribution to:  
Kent Parks & Recreation Department  
Attn: Kent Torch Fest Planning Committee  
497 Middlebury Road  
Kent, OH 44240

**(If writing a check, please make it out to 'Kent Parks & Recreation Department')**

For more information and to get involved with the event, visit [xtinguishcelebration.com](http://xtinguishcelebration.com) or email Harrison Wicks at [wicksh@kent-ohio.org](mailto:wicksh@kent-ohio.org).