



# CITY OF KENT, OHIO

## OFFICE OF THE CITY MANAGER

To: Mayor and Members of Council

From: Suzanne Robertson, Executive Assistant  
*SR*

Date: July 18, 2011

RE: New Event Road Closures

---

The City Manager's Office has obtained two applications for special events that require street closures not previously approved by Council. The first application is for the event, Birthday Party for West Main Bridge sponsored by the Kent Historical Society. This event is part of the Society's "All About Kent Speaker Series" and is a celebration of the 135<sup>th</sup> anniversary of the completion of the Main Street Bridge. This event includes a recreation of the scene when the last stone was laid on the bridge in 1876. The second event is for the Park n' Roll Skate Challenge & Cookie Bake Off which is sponsored by Portage Skates. The purpose of this event is to raise money for Portage trail repair and encourage wellness in Portage County through the use of trails while encouraging the sport of skating.

Staff is respectfully requesting Council time to discuss the proposed road closures and seek Council's approval.

Thank you.

APPLICATION FOR SPECIAL EVENT  
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.  
City of Kent, 215 E. Summit Street, Kent, OH 44240

NAME OF EVENT Birthday Party for West Main Bridge  
ORGANIZATION SPONSORING EVENT Kent Historical Society  
APPLICANT NAME KENT HISTORICAL SOCIETY X PHONE 330-678-2712  
ADDRESS 237 E. Main St. KENT OH 44240

NAMES AND ADDRESSES OF ALL PERSONS WHO ARE IN CHARGE AND/OR WILL BE IN A RESPONSIBLE POSITION DURING THE EVENT:  
Tom Hatch - KHS. Sandy Halem (429 CARTHAGE AVE)  
JOHN BENE DIK (330-677-0929)

DATE OF EVENT SEPTEMBER 25, 2011 NO. OF PARTICIPANTS 400

REQUESTED PERMIT START TIME (INCLUDES SET-UP) 1<sup>00</sup> pm END TIME (INCLUDES CLEAN-UP) 5<sup>00</sup> pm

ACTUAL EVENT START TIME 2 pm EVENT END TIME 4:00  
(TENTATIVE)

IF PARADE: STARTING POINT MEDICAL ARTS BLDG ENDING POINT HOME SAVINGS PLAZA  
GOUGLER AND WEST MAIN

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 MAY BE REQUIRED BEFORE PERMIT CAN BE ISSUED. REVIEW CHAPTER 316 OF THE CODIFIED ORDINANCES OF THE CITY OF KENT.

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.

Sandra Halem  
Signature of Applicant

SUBMIT APPLICATION FOR PERMIT AT LEAST 30 DAYS IN ADVANCE, BUT NO SOONER THAN ONE YEAR IN ADVANCE.

Do not write below this line.

FOR POLICE DEPARTMENT USE

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

NAME \_\_\_\_\_ DATE \_\_\_\_\_ 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.  
H:\Documents\Manager\Misc.Forms\apps\specialevent.doc

HORSE AND WAGON WILL BE UNLOADED @ MEDICAL BLDG. @ 2pm;  
ENTER W. MAIN AT 245, CROSS RIVER @ GOUGLER; CROSS ON  
BRIDGE @ 3pm; STAND @ HOME SAVINGS UNTIL 3pm, pick up at 3:30

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/7/2011

**PRODUCER**

Brimfield Insurance Agency Inc.  
1204 Tallmadge Rd  
Kent OH 44240  
330-673-4919

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

NAIC#

INSURER A: **GRANGE MUTUAL**  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**INSURED**

**KENT HISTORICAL SOCIETY**  
237 E MAIN ST  
KENT OH 44240

**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input checked="" type="checkbox"/> OCCUR	CPP 2631565	12/27/10	12/27/11	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000		
		MED EXP (Any one person)				\$ 5,000			
		PERSONAL & ADV INJURY				\$ 1,000,000			
		GENERAL AGGREGATE				\$ 2,000,000			
		PRODUCTS - COMP/OP AGG				\$ 2,000,000			
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
		AUTOMOBILE LIABILITY <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 (Ea accident)
					BODILY INJURY (Per person)	\$			
					BODILY INJURY (Per accident)	\$			
					PROPERTY DAMAGE (Per accident)	\$			
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$		
						OTHER THAN AUTO ONLY: EA ACC	\$		
						AGG	\$		
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE				EACH OCCURRENCE	\$		
						AGGREGATE	\$		
							\$		
							\$		
							\$		
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTHER		
						E.L. EACH ACCIDENT	\$		
						E.L. DISEASE - EA EMPLOYEE	\$		
						E.L. DISEASE - POLICY LIMIT	\$		
		OTHER							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**EVENT: ALL ABOUT KENT SPEAKER SERIES**

**CERTIFICATE HOLDER**

CITY OF KENT  
SPECIAL EVENTS  
215 E SUMMIT ST  
KENT OH 44240

ATTN: SUZANNE

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MA<sup>30</sup> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Suzanne Bridgman*



New Event!

\* LM of done 7/14/11 830am

\* original to KPD 7/14/11

APPLICATION FOR SPECIAL EVENT  
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.  
City of Kent, 215 E. Summit Street, Kent, OH 44240

NAME OF EVENT Park n Roll Skate Challenge & Cookie bake off  
ORGANIZATION SPONSORING EVENT "Portage Skates" www.portageskates.info  
APPLICANT NAME Misty Sommers PHONE 330-715-6177  
ADDRESS 1260 Munroe Falls Kent Rd, Kent OH

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

Misty Sommers (same as above)  
Jason Hawke (KSU Representative)

DATE OF EVENT Sept 24, 2011 NO. OF PARTICIPANTS 50 -> 100 people

REQUESTED PERMIT START TIME (INCLUDES SET-UP) 7:00am END TIME (INCLUDES CLEAN-UP) 2:00

ACTUAL EVENT START TIME 8:00 EVENT END TIME 1:00 Skate = 8:00 Registration 9:00 start - done by 11:00

IF PARADE: STARTING POINT Dix Stadium ENDING POINT Dix Stadium

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 MAY BE REQUIRED BEFORE PERMIT CAN BE ISSUED. REVIEW CHAPTER 316 OF THE CODIFIED ORDINANCES OF THE CITY OF KENT.

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.

Misty Sommers  
Signature of Applicant

SUBMIT APPLICATION FOR PERMIT AT LEAST 30 DAYS IN ADVANCE, BUT NO SOONER THAN ONE YEAR IN ADVANCE.

Do not write below this line:

FOR POLICE DEPARTMENT USE

MEMORANDUM AGREEMENT  YES  NO APPLICATION APPROVED

APPLICATION DISAPPROVED   
Name \_\_\_\_\_ Date \_\_\_\_\_

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.  
H:\Documents\Manager\Misc.Forms\appspeialevent.doc

## SOMMERS, MISTY

---

**From:** HAWK, JASON  
**Sent:** Wednesday, July 13, 2011 11:31 AM  
**To:** SOMMERS, MISTY  
**Subject:** Re: Sept 24th

Sorry Misty, I've been incredibly swamped with catching up after vacation and the fact that we're hosting a conference and golf outing today and tomorrow for other recreational staff members from colleges over the state.

As far as getting the permit, you'll need to go down to the City Manager's office and ask for a parade permit. Shannon is the receptionist and she'll be able to answer any questions you may have. The office is located across the street from the fire department on Depeyster Street.

I'll be in and out of my office for the rest of the week, so email is probably the best way to get ahold of me if you have further questions.

Warm Regards,  
Jason

---  
Jason Hawk  
Marketing Coordinator  
Recreational Services, Kent State University  
330-672-0465

On Jul 13, 2011, at 10:33 AM, SOMMERS, MISTY wrote:

Hi Jason – did you get my previous message? Sorry to bother you right after vacation, but it's getting down to the wire! Are you able to help me with the city permit for a skating event on Sept 24<sup>th</sup>? I'm thinking since it's less than 10 miles, but over a variety of terrain, I was going to just call it a "Skate Challenge" instead of a race or marathon. Might go with the whole 'Adventure' theme going on.

I have to leave early to take my Mother to the doctor's this afternoon, but I would really appreciate it if you could give me a call or email me when you get a chance so that I can follow up with you. Thanks!

Misty

---

MISTY SOMMERS | [mlsommer@kent.edu](mailto:mlsommer@kent.edu) | 330.672.1888 | KENT STATE UNIVERSITY, AOTS

Also [www.portage.skates.info](http://www.portage.skates.info)  
[portage.skates@gmail.com](mailto:portage.skates@gmail.com)

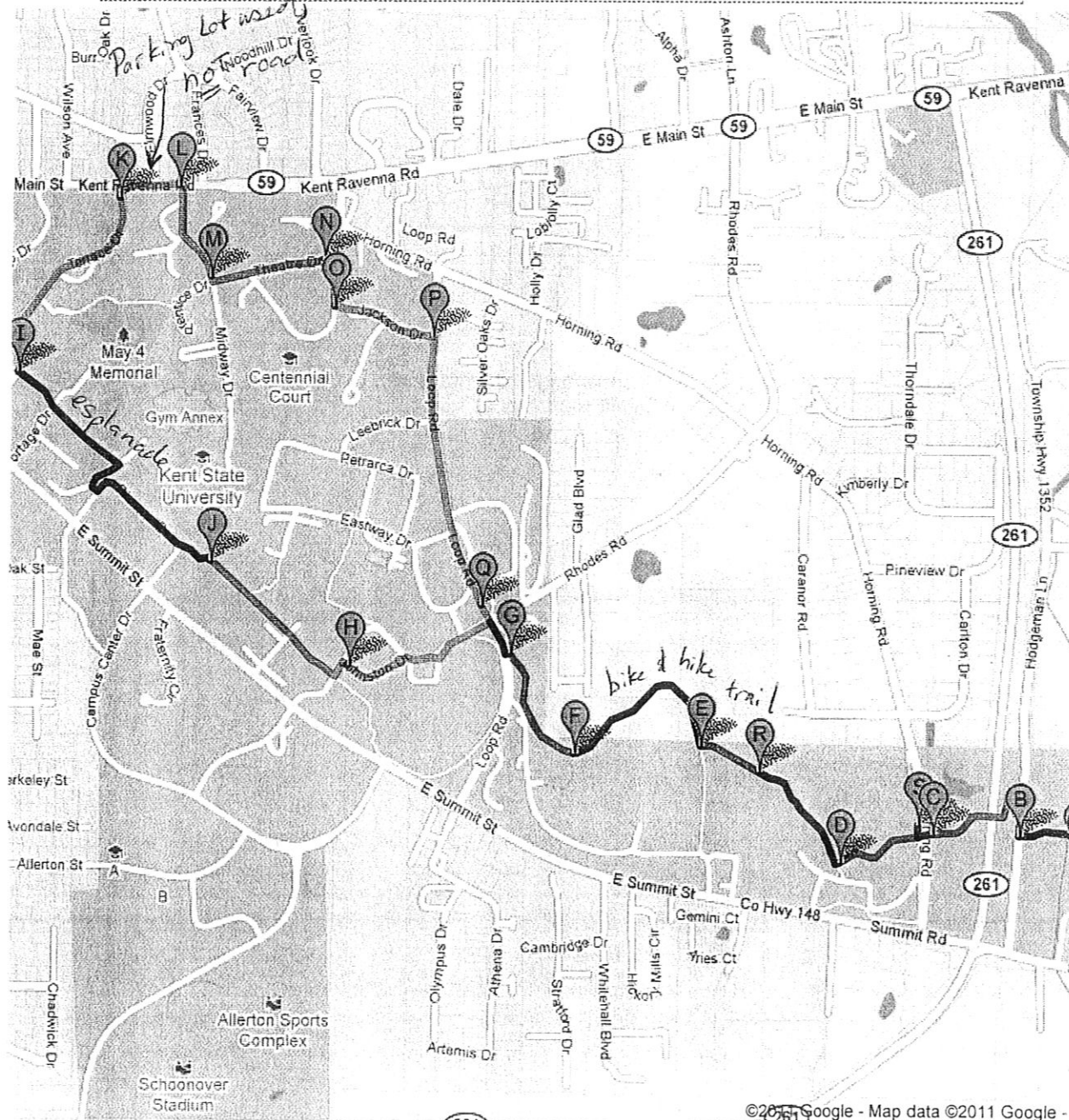
# Google maps

Directions to Unknown road  
6.0 mi – about 1 hour 59 mins

**Save trees. Go green!**  
 Download Google Maps on your phone at [google.com/gmm](http://google.com/gmm)



Walking directions are in beta. *Skate Challenge*  
 Use caution – This route may be missing sidewalks or pedestrian paths.



©2011 Google - Map data ©2011 Google

**Park n' Roll Cookie Bake-off  
September 24, 2011**

The Cookie Bake off is being held in conjunction with the Park n' Roll skating race to encourage wellness and nutrition in Portage County, and to bring awareness to the resources for wellness in Portage County.

1. HOMEMADE - All cookies must be homemade but it is not necessary that the participant develop the recipe. Please make sure you cite the complete source of the recipe if it is not your own.
2. ANY STYLE - Cookies may be any shape or type (drop, bar, rolled, no-bake, etc.). There will be THREE categories cookies may be entered into. (see attached sheet for categories and judging criteria.) If you are entering the same cookie into more than one category, you do not need to pay extra registration fees, but you will need to supply the appropriate amount of cookies for each division.
3. HOW MANY - Furnish 100 bite-size cookies (per division) for public tasting. Please bring them to the Cookie Bake-Off area on plate(s)/platter(s) that you will not need to have returned and provide adequate covering (clear wrap is preferable for viewing). Please place 4 cookies separately in a baggie for judging. Upon arrival to the registration area, an anonymous label with your entry number will be attached for unbiased judging.
4. TYPE RECIPE - Recipe **must** be submitted no later than the day before the bake-off. You must also provide a separate sheet with a list of ingredients to display. (For allergy purposes.) Recipe **MUST** be emailed to [portageskates@gmail.com](mailto:portageskates@gmail.com). See [www.portageskates.info](http://www.portageskates.info) for more specifics.
5. RECIPE USAGE - A recipe book will be created from all recipes submitted and may be purchased on event day. Please note: We reserve the right to use your recipe, with the source noted, at the committee's discretion for recipe book sales and future, charitable activities.
6. REGISTER - How to register: Go to the eventbrite website (link here) to secure a registration form. Submit the registration form and registration fees (\$5 or less).
7. PEOPLE'S CHOICE - In addition, we will also offer all contestants and festival guests the opportunity to vote for their "People's Choice" cookie. The winner will be announced at the end of the event. (Winner need not be present to receive award.) This will be the most honored award during the event and the winner will receive a trophy and \$30 gas card.
8. AWARDS - Trophies, Ribbons and/or certificates will be awarded to the top three contestants in each Bake-Off category. We will also present awards for Best Vegan cookie and Best Gluten-free cookie.
9. All cookies submitted will be used for public sampling. Extra cookies are welcomed to help support the event. Any cookies leftover from the event will be donated to the Kent Food Bank.

Registration information for online form:

**Park n' Roll Cookie Bake-off to be held September 24, 2011**

Participant Name:

Contact Information:

(include company/bakery if desired):

Address:

Phone number(s):

E-Mail:

Category for entry 1

Category for entry 2

Category for entry 3

Category for entry 4

Category for entry

Default statement regarding recipe submission



Did you know\* . . .  
Roller skating is almost twice  
as safe as a playground,  
3X safer than football and  
baseball,  
4X safer than bicycling,  
5X safer than basketball!

\*Based on 1993 statistics from the U.S.  
Consumer Product Safety Commission

It all adds up. . .

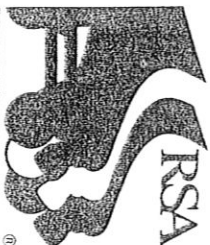
Roller skating is a safe and healthy activity perfect for most school curriculums.

Why not offer roller skating classes at your school? They broaden your educational base. They also introduce students to a healthy activity they can enjoy throughout the rest of their lives.

The roller skating class program is easy to set up with the help of your local Roller Skating Association (RSA) member. They'll work with you to develop the type of program that best fits your school's needs. Classes can be at the skating center, or at the school—which ever works best for you.

The program is sure to be a hit with students. They'll appreciate the variety in your fitness program, and you'll have the satisfaction of knowing you're offering them a quality recreational alternative.

For more information on starting a roller skating program at your school, contact your local skating center today!



Roller Skating Associations  
7301 Georgetown Road  
Suite 123  
Indianapolis, IN 46268  
(317) 875-3390  
Fax (317) 875-3394

ROLLER SKATING ASSOCIATIONS®

**EVENT TITLE:** Portage Park-n-Roll and Cookie bake-off

**PURPOSE:** Raise money for Portage trail repair and encourage wellness in Portage county through use of trails and to encourage the sport of skating.

**DETAILS:**

- Sept 24<sup>th</sup> – Advertise event at Parent's Weekend (help support parent's weekend and football attendance through discounted ticket sales to participants) – register at eventbrite.com  
8:00 marathon registration, 9:00 marathon starts and cookie registration begins, 11:00 judging is done and marathon is ended, cookie tent is opened. 1:00 end time. 2:00 goal of cleanup for parking area.
- Registration fee of \$30-35/skater – goal of 100 registered. (tshirt included)
- Vendors interested in holding booths? - \$50 donated to Portage Park Fund (pyro apparel, bont skates, etc)
- Music+"Name that tune" giveaways, roped off area in parking lot for safe skating, Cookie baking contest, festival atmosphere and health awareness promoted through posters and displays
- Tshirt would include sponsors on back. Sponsors can pay extra for phone or website. Design to be done by Rachel Adkins designs. (Allpro or Primal Screen?)

**EVENT LOCATION:**

Marathon starts at Dix Stadium. Hike and Bike trail is main part of course, continuing to esplanade then down past the brain. Turn around at bus parking lot in front of ROTC building and then continues behind Music and Speech, turning right to follow street in front of new dorms. Use of loop road to catch hike and bike trail again back to Dix Stadium. Cookie Tent/Vendors set up at Dix Stadium parking lot. Marked off area for skating 'floor' and DJ. Volunteer jam skaters and Derby teams available for entertainment/autographs. (No Derby bouts – just for celebrity value.)

**EVENT CONCEPT:**

Gather massive amount of skaters (inline and quad) at the start of a trail. All skaters must register at registration table (waiver form?). Have a starting 'line' done in chalk where skate will start. At the starting time, announce the countdown (10, 9, 8 etc) then let skaters go. Dix Stadium in background of start for good photo opp. Skaters will be organized with those interested in speed (elite) in front, less experienced in the back. (Bikes participating will start separately.) Trail will be marked with chalk lines for all directions, but maps will be handed out also. Checkpoints will have volunteers with water coolers and paper cups. (Perhaps we can get ACME to donate bananas?) Volunteers on bikes will follow route with 2-way radios (possibly donated by radio club?) for those who need first aid /assistance/pick up. Skate ends where it started. Booths will be set up for food, music, and t-shirts for finishers. Festival style event at end for community socialization. Cookie tent for nutrition promotion.

Bakers can register for the event in three possible areas: Energy cookie (pre/during workout), Post workout Recovery cookie (to aid muscle recovery), Reward cookie (reward for being so good the rest of the week!). Website would encourage education of proper nutrition for working out and training for a marathon. Cookie bake-off would award trophy for winner of each category and ribbons for second and third places. Honorary award for the best gluten-free cookie or vegan cookie. Ingredients must be printed on a sheet for display in front of the cookies for allergies. Cookies judged by the entire population at the event by paper ballot in a box. (Still establishing official judges) Maybe radio personalities or President Lefton or something? Then have an honorary award for 'crowd favorite'.

**SPONSORS POSSIBLE: (sponsor can be monetary or supplies – compensate with advertising/booth)**

AllPro Sports in Kent (tshirt donation?)

Any Roller Rinks and skating companies from other marathons in the area

Acme in Kent (bananas/water?)

Radio club (2-way radios)

GNC

Four seasons trophies

Stow Sports or Dick's

Downtown businesses

Pair up with KSU rec center for Adventure series (Jason Hawke's idea)

**SERVICES/SUPPLIES NEEDED:**

DJ – (3 Guys Production volunteered their services)

Tables for registration and check points (rental)

Coolers/paper cups/bananas for check points (Acme?)

T-shirts for volunteers (to identify) and separate ones for skaters/participants

EMT/ambulance on hand for first aid (ask Jim Brumbaugh about this)

Flyers, posters, waiver forms, volunteer sign up sheets, sponsor agreements, booth sign ups. (online)

Announce in paper (Lisa Abraham @thebeaconjournal.com) + local news channels + facebook/web

Chalk for marking path

First Aid kits

Port-a-Potties? (unless already there or can find place to start with restrooms)

Caution tape/streamers for marking off areas + free standing posts for trail signs?

Rollerhutt donating outdoor rink supplies for event

**BOOTHS POSSIBLE: (tentative?)**

Food vendors with portable booths – (Jenna's DiRusso Stand, Backerai, Guy's Pizza, Mike's Place)

Skate companies (ezeefit, Bont, Twincam, etc.)

Sports stores

Clothing stores (Kent Outfitters)

Candy vendors (Stoddard's)

**AWARENESS BOOTHS:**

Ask portage county high schools to get students involved in creating posters/displays showing health benefits of outdoor exercise for various diseases/conditions. They can choose from:

<b>TOPICS:</b> Alzheimers Cancer Diabetes Depression Heart Disease Anxiety Obesity Diversity/Unity/Community spirit Rheumatoid Arthritis	<b>PORTAGE SCHOOLS:</b> Atwater - Waterloo High School Aurora - Aurora High School Garrettsville - James A Garfield High School Kent - Kent Digital Academy Kent - Theodore Roosevelt High School Mantua - Crestwood High School Mogadore - Field High School Ravenna - Maplewood Career Center Ravenna - Ravenna High School Ravenna - Southeast High School Rootstown - Rootstown High School Streetsboro - Streetsboro High School Windham - Windham High School
---	--

**OTHER IDEAS:**

- Can we get the KSU Black Squirrel or something to show up on skates?
- Can we get donations of canopy tents for a first aid area and/or eating area?

Portage Park District info:

<http://www.portageparkdistrict.org/funding.htm>