

ORDINANCE NO. 2022 - 018

AN ORDINANCE AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO APPROVE A NEW SPECIAL EVENT APPLICATION FOR THE JUNETEENTH JUBILEE TO BE HELD ON SATURDAY, JUNE 18, 2022, AND THE TEMPORARY CLOSURE OF WILLOW STREET, AND DECLARING AN EMERGENCY.

WHEREAS, the Juneteenth Jubilee is an event to commemorate the African-American culture that became a national federal holiday on June 17, 2021; and

WHEREAS, the organizers would like to temporarily close Willow Street between East Main Street and the south driveway of the Center for Architecture and Environmental Design building beginning at 11 a.m. on Saturday, June 18th 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 18, 2022.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Kent, Portage County, Ohio, that:

**SECTION 1.** Kent City Council authorizes the City Manager or his designee to execute the Special Event Application in substantial conformance with the 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.** 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.** 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: February 10, 2022  
Date

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

EFFECTIVE: February 10, 2022  
Date

ATTEST: Amy Wilkens  
Amy Wilkens  
Clerk of Council

I, AMY WILKENS, 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. 2022-018, ADOPTED BY THE COUNCIL OF THE CITY OF KENT ON February 10, 2022.

(SEAL)

Amy Wilkens  
AMY WILKENS  
CLERK OF COUNCIL

# MEMORANDUM OF UNDERSTANDING

IN RE: Juneteenth Jubilee

A memorandum of understanding between Lashonda Taylor, the sponsor of the event, and Chief of Police Nicholas Shearer, representing the City of Kent, regarding a SPECIAL EVENT PERMIT for the Juneteenth Jubilee.

1. **A. NATURE AND LOCATION OF THE EVENT** – The Juneteenth Jubilee will involve a combination of performances, vendors' booths, displays, demonstrations, musical performances, and workshops. Attendees may attend performances, shop at vendor booths and participate in workshops where participants perform. Food will be served by food trucks participating in the event. The event is to be held in the area of the Kent State University Esplanade near Willow St. and the green area between Haymaker Pkwy. and Willow St. The event is scheduled for Saturday, June 18, 2022 from 11:00 a.m. to 10:00 p.m. Willow St. will be barricaded between Main St. and the South driveway for the Center for Architecture and Environmental Design Building for pedestrian traffic and vendor booths.
2. **STREET BARRICADES** - Barricades, provided by the Kent City Service Department, will be placed blocking S. Willow St. at Main St. and S. Willow St. at the South driveway for the Center for Architecture and Environmental Design Building. The sponsor of the event agrees to erect barricades at the start of the festival and remove them at the end of the event. Kent City Service Department will pick up the barricades after the conclusion of the event.
3. **316.04 - RULES, GUIDELINES, CONDITIONS AND REQUIREMENTS**
  - A. **ACCESS TO BUSINESSES AND RESIDENCES** - No vehicular traffic will be allowed in the barricaded area during times of the event. Open to pedestrian traffic only.
  - B. **ALCOHOLIC BEVERAGES** – None.
  - C. **ANTI-DISCRIMINATION PROVISIONS** - Yes
  - D. **FIRE PREVENTION/ SUPPRESSION** - Per Kent F.D. inspection and requirements.
  - E. **FOOD VENDORS** - Prepared food will be sold and served per Health Commissioner's requirements.
  - F. **HEALTH AND SANITATION** - Portable toilets shall be provided by the sponsor and available within the festival area.
  - G. **FIRST AID** - A first aid station shall be provided.
  - H. **DATE AND HOURS** - Saturday June 18, 2022. Starting time (including set-up) 7:00am to 11:00 pm (including clean-up) Actual event times from 11:00am to 10:00pm.
  - I. **EVENT WAIVERS**- None required.
  - J. **MECHANICAL RIDES** - No
  - K. **NEIGHBORHOOD APPROVAL** - Notification of affected residents & businesses is required via email or flyer.
  - L. **NOISE LIMITATIONS** - Per city ordinance
  - M. **PAVEMENT PROTECTION** – None
  - N. **SPECIAL PERMITS** – None.
  - O. **SECURITY & TRAFFIC CONTROL** - Traffic will be maintained with barricades provided by the City Service Department.
  - P. **TRASH & RECYCLING** - The sponsor is responsible for all trash to be cleaned from the festival area at event's end. It is the sponsor's responsibility to add additional trash receptacles for this event.
  - Q. **UTILITY SERVICES** - D.N.A.
  - R. **GAMBLING** - No
  - S. **VENDOR ACCESS** - Vendors will have access to the festival area for set-up between 7:00am and 11:00am and clean up between 10:00pm and 11:00pm.

- T. WAIVERS, SPORTING EVENTS - D.N.A.
- U. ASCAP REQUIREMENTS - Permit holders shall be responsible for fulfilling ASCAP (American Society of Composers, Authors, and Publishers) requirements for any music played at a special event, including but not limited to reporting requirements. In addition, the permit holder shall be responsible for any costs charged to the City or the applicant by ASCAP for said event.
- V. PROJECTED COSTS - The projected costs for city services that will be utilized for this event are shown on "**Attachment A.**" Other, unforeseen costs may be associated with the actual event.
- W. WEATHER ALERT RADIO SYSTEM AND WARNINGS – The City of Kent has available two weather radios programmed to NOAA's National Weather Service. Severe weather alerts are received through tone activation and respective messaging. Sponsors agree to provide a warning system that's capable of alerting event participants. Warning alerts may be made with one of the following; (Public Address System, Bull Horn, Air Horn, Two-Way Radios posted at various locations throughout the course, Etc.)

4. **PERMIT REVOCATION** The sponsor understands that the City of Kent maintains the authority to cancel the permit at any time up to and during the event if an emergency situation should dictate.

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Lashonda Taylor,      Date:  
Event Sponsor

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Nicholas Shearer,      Date:  
Chief of Police

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William Myers,      Date:  
Fire Chief

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Melanie Baker,      Date:  
Service Director

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Joan seidel,      Date:  
Health Commissioner

APPLICATION FOR SPECIAL EVENT  
PARADES, FESTIVALS, CARNIVALS, PUBLIC ASSEMBLIES, ETC.  
City of Kent, 319 S. Water Street, Kent, OH 44240

NAME OF EVENT Juneteenth Jubilee

ORGANIZATION SPONSORING EVENT Kent State University

APPLICANT NAME Lashonda Taylor PHONE 3306728657

ADDRESS 1 Eastway Drive Kent Ohio 44242 2nd Floor University Library Executive Offices

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

Lashonda Taylor cell 3302833605

DATE OF EVENT 6/18/2022 NO. OF PARTICIPANTS 300

REQUESTED PERMIT TIME: Start Set up 7 am Start Event 11 am  
End Event 10 pm End Cleanup 11 pm

IF PARADE: STARTING POINT \_\_\_\_\_ ENDING POINT \_\_\_\_\_

USE OF CITY WATER NEEDED? No

(IF YES, PLEASE EXPLAIN)

USE OF CITY ELECTRIC NEEDED? No

(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.

Lashonda Taylor  
Name of Applicant

Lashonda Taylor  
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.

## Exhibit A

## 2022 ORIGINAL APPROPRIATIONS

<u>Fund - Department/Division</u>	<u>Personnel &amp; Benefits</u>	<u>Other than Personnel &amp; Benefits</u>	<u>Capital</u>	<u>Reserve/ Debt Service</u>	<u>Contingency</u>	<u>Fund &amp; Department Total</u>
<b>General Fund (001)</b>						
City Council	\$ 179,605	\$ 24,625	\$ -	\$ -	\$ -	\$ 204,230
Mayor	13,487	3,400				16,887
Community Support		103,000				103,000
City Manager	346,579	56,925				403,504
New City Hall Facility						-
Information Technology	99,834	236,200				336,034
Urban Renewal		60,700				60,700
Human Resources	107,023	15,310				122,333
Civil Service	32,445	32,925				65,370
Law	337,667	78,405				416,072
Budget & Finance	472,834	137,700				610,534
Community Development	716,473	198,025				914,498
Economic Development	132,602	19,650				152,252
Health	573,810	206,758				780,568
Public Parking		89,200				89,200
Main Street Program		66,500				66,500
Service Administration	252,748	397,875				650,623
Shade Tree		100,875	10,000			110,875
Adjunct Facilities						-
Building	371,590	57,275				428,865
Land banking		8,000				8,000
Engineering	100,279	97,100				197,379
Miscellaneous & Sundry		428,150				428,150
Contingency					100,000	100,000
Fund Total	3,736,976	2,418,598	10,000	-	100,000	6,265,574
<b>West Side Fire (101)</b>						
Fire	291,203	14,300				305,503
Fund Total	291,203	14,300	-	-	-	305,503
<b>Street Construction Maintenance &amp; Repair (102)</b>						
Service	1,234,295	1,013,894				2,248,189
Contingency					25,000	25,000
Fund Total	1,234,295	1,013,894	-	-	25,000	2,273,189
<b>State Highway (103)</b>						
Service		60,000				60,000
Fund Total	-	60,000	-	-	-	60,000
<b>Recreation (106)</b>						
Parks & Recreation	1,437,322	670,100	190,000			2,297,422
Fund Total	1,437,322	670,100	190,000	-	-	2,297,422
<b>Food Service (107)</b>						
Health	113,187	19,900				133,087
Fund Total	113,187	19,900	-	-	-	133,087
<b>Income Tax (116)</b>						
Budget/Finance/IncTaxAdmin	136,034	487,650				623,684
Managed Reserve				25,540		25,540
Fund Total	136,034	487,650	-	25,540	-	649,224