



Johnstown Events Committee
Thursday, March 24, 2022 - 5:00 PM
MINUTES

1. Call to Order

Janet Piper called to order the Events Committee for March 24, 2022 at 5:00 pm

Members Present - Janet Piper, Doug Lehner
Absent - Ben Lee

Staff present - Police Chief Haroon, Teresa Monroe

Public present - Kelsie Thrash - JYAA, Dale Dickson - Johnstown School Superintendent, Tim Swauger - Johnstown School Board President, Brian Bemiller - Monroe Township Fire Dept., Bruce Tolle - American Legion Post 254

2. Action on Minutes

a. January 24, 2022

ACTION: Doug Lehner moved to approve; Janet Piper seconded and all were in favor.

AYES: Doug Lehner, Janet Piper

NOES: None

ABSTAIN: None

Passed 2 – 0

3. Current state of 2022 planning

Food Truck Discussion and Placement – Eight have responded and accepted. Ben Lee has the list of names that he has been working with and will forward. There is also a Kettle Corn vendor that will be placed at the lower end of the field near the visitor side gate.

A) Need to know how many of the food trucks will need 220 electric and how many will be using a generator.

B) How long is each trailer? This will determine the placement of each truck. Whether this will be a drop off or if they will stay attached.

C) Cost of the food trucks that will be going back to the event. It is usually a flat rate and a percentage of their sales.

D) Who are the food trucks that have committed and have they signed a contract with the City of Johnstown for the event?

E) What time will they be allowed to set up and tear down?

F) Food truck placement - will need to be in a flat area. Not able to hook into the poles for electricity. Talked about several different areas and logistics of each which will be looked into by the Chief, Brian Bemiller and Mr. Dickson.

G) Barricades on Chambers Way

- H) Plywood under the Dumpster
- I) Day of Event – Food Truck Vendors will need point of contact.

Entertainment

- A) Band for the Evening - At it Again has committed but not gotten back with Ben regarding the contract. Tim will reach out to Shane Langely and Austin Thorpe about the contract and if they have one that they normally use and then have the City sign off on.
- B) Shane Langely will be singing the National Anthem acapella for us like he did last year.
- C) Band is to play on the track and on a stage. If they need plywood to let the school know and they may be able to borrow some of the plywood used for the Varsity Show.
- D) Any other type of music needs to be submitted on MPG. Little Miss Firecracker and Miss Johnstown will need to perform the week before the event so that they can practice with the lighting, music
- E) Patriotic Video – Frank Brinker with American Legion has been in contact with the school and Janet is to follow up. Mr. Beers is the person to contact and this is something that could be used for community service hours by one of the high school students. This needs to be completed by the end of the school year. The National Anthem is not to be part of the video.
- F) 50/50 will be done by the American Legion again.

Handicapped Parking – In front of the school, extending up to first section of student parking. The American Legion Auxiliary has volunteered to help with the parking in these two areas only.

Exclusion Zone

- A) Once the guys are there to set up the fireworks which is usually around 2:00pm you will not be allowed to walk beyond or use the path to go over to the school and to Belt Park. They will make a call to the Fire Dept which is usually to Brian Bemiller, let them know that they are there and once that happens the exclusion zone is closed until they leave.
- B) Hopefully, there will be a new walking path that will be completed by the tree line that people will be able to use where the new softball field is.
- C) Who is going to tape off the Exclusion Zone, time and date? July 2nd or 3rd?

JYAA

- A) Will let us use one of their gators and walkie talkies.
- B) They are not going to charge for parking.
- C) They are not having any food trucks at their site. Will check with board about opening up their concession stand.

Corporate Sponsorships

- A) Need a formal letter that can be sent out to several businesses along with that “face to face” contact. It should not be someone from council making the request for a donation. Per the City Finance Director these contributions can be tax deductible. Tim Swauger will check with Kroger to see if it is possible to use one week or one month of “round up” to help support the event.
- B) Gold, Platinum, Bronze, Silver Sponsorships - Due to the time of year and the many changes that are going on this may be tabled for next year. The thought was for \$10,000 or \$5,000, \$1000 sponsorships would receive preferred parking, seating, banner and advertising on the big screen.

Day of and Before Tasks

- A) Need point of contact between the vendors and setting up.
- B) Need to determine timing of setting up and tearing down.
- C) Have stakes from last year that we can use. Possibly need more tape.
- D) Finalize a Volunteer Pool from within the Community that can assist as needed day before, day of and next day.
- E) Get Gator back to JYAA – It is okay to leave in the police garage for a few days.

4. Other Business

- A) Next two meetings - Due to scheduling conflicts the larger group could not meet again until May and June on Thursday, May 19th 5:00 pm and Thursday, June 30th 5:00pm. The smaller group can meet as needed.

5. Adjourn

- ACTION:** Doug Lehner moved to adjourn; Janet Piper seconded and both were in favor.
- AYES:** Doug Lehner, Janet Piper
- NOES:** None
- ABSTAIN:** None

Passed 2 - 0

Meeting adjourned at 6:28 pm