



Johnstown Events Committee Meeting  
Wednesday, June 16, 2021 - 4:30 PM  
AGENDA

1. Call to Order
2. Approval of Minutes
  - a. May 5, 2021
  - b. May 19, 2021
  - c. May 25, 2021
3. Point of Contact Details
4. Day-of Details
  - a. Roping/Marking timeline
  - b. Food Trucks
  - c. Programming
  - d. Clean up
5. Other Business
6. Adjourn



Johnstown Events Committee  
Wednesday, May 5, 2021 - 4:00 PM  
MINUTES

1. Call to Order

Ben Lee called to order the Events Committee for May 5, 2021 at 4:17 pm

Members Present - Benjamin Lee, Janet Piper, Amy Treciak  
Absent - Doug Lehner

Village Staff present - Police Chief Haroon, Teresa Monroe-Clerk of Council

Public present - Fire Chief Wright, Tim Swauger-Johnstown Monroe School Board President, Monica Gernert - JYAA, Chad Brown-Licking County Health Commissioner

2. Action on Minutes

a. April 23, 2021

**ACTION:** Ben Lee moved to Approve; Janet Piper seconded and all were in favor.

**AYES:** Benjamin Lee, Janet Piper

**NOES:** None

**ABSTAIN:** None

**Passed 2 - 0**

3. Committee Discussion - Breakout Meeting Updates

- Little Miss Firecracker/Miss Johnstown: Pageants moving forward; using Opera House.
- Johnstown-Monroe Schools: No public to use the practice field because new grass is planted. Waiting to see what health guidelines will be. Had concern for shell debris falling on the field, Chief Wright said in his experience with past shows, they have not seen damage; Tim Swauger said the concern is more if they were to go with bigger shells in the future, no objection to moving forward with the current state.
- Green Chapel Properties: Mr. Lee reached out, they have no issue with the exclusion zone over the wooded area to the south of JYAA, will be getting ok in writing as well.

4. Licking County Health Dept. Participation/Discussion w/ Commissioner Brown

Health Commissioner Chad Brown joined to provide direction for the event from the CDC and Licking County Health Department.

Updated guidance provided:

- There is no limit on seating capacity for outdoor events; no groups of more than ten sitting together and if there is, other groups should be ten feet from them.
- Suggests signage that talks about and encourages social distancing, make announcements during the event.
- Guidance is that if you are vaccinated and outdoors, you no longer need to wear a mask but if desired, event coordinators could still require them to be worn.
- Cases are dropping; as of today the case rate was 104 per 100,000, if it goes under 100 per 100,000 we will go back to category yellow. Governor said if cases dropped to 50 per 100,000 he will lift all orders.
- Food at the event is not a problem; would just need to socially distance people in line, give visual direction. Mr. Brown said he is willing to send a staff member to walk through the plan if needed for specific guidance. He would also be happy to give guidance on any plan sent to him.

Monica with JYAA asked if the groups of ten applied to JYAA property during the event; Mr. Brown said the same recommendations apply.

Mr. Swauger said he did not have any concerns, unless the village wants something different, they just plan to follow the Licking County Health rules.

5. School Participation/Discussion w/ School Board Representative

Tim Swauger said the girls softball field outfield is still growing grass, that could be a concern if it doesn't thicken up. On the practice field between the stadium and high school, ok with it being a viewing area, good with walking on it, sitting in lawn chairs or blankets, not ok with vehicles. Pedestrian traffic would also be weather dependent. Another area - girls softball field. Main concern is trash cleanup after the event.

Discussion with JYAA representative Monica Gernert. Mr. Lee asked for a resolution or something formal authorizing use of JYAA property for the event. Chief Haroon recommended left turn only when vehicles leave JYAA

6. Committee Consideration of Next Steps

Janet to follow up with Legion to see if they are available to present the colors.

Ben to check on .... and using village employees for cleanup

Follow up with Jim Lenner on food trucks, check on local food trucks for participation interest.

7. Schedule Next Meeting

8. Other Business

9. Adjourn

There was no further business and Mr. Lee adjourned the meeting at 5:43 pm.



Johnstown Events Committee  
Wednesday, May 19, 2021 - 4:30 PM  
MINUTES

1. Call to Order

Ben Lee called to order the Events Committee for May 19, 2021 at 4:32 pm

Members Present - Ben Lee, Janet Piper, Doug Lehner (arrived during)

Absent - Amy Treciak

Village Staff present - Mayor Chip Dutcher, Police Chief Haroon, Teresa Monroe

Public present - Monica with JYAA

2. Action Items Update

Updates provided:

- Janet Piper - the American Legion is a go on all items; she has been in touch with the Little Miss Firecracker team and Miss Johnstown and they would be happy to perform. They are having some trouble getting contestants but hopefully that will change. Committee will plan for a fifteen minute performance.
- Janet Piper - spoke with the Church of the Ascension and confirmed their parking lot would be available.
- Ben Lee - got the signed contract back from Hamburg.
- Ben Lee - Certificate of Insurance has been updated, spoke to Green Chapel Properties and they are fine with the new exclusion zone being over the trees on their property.
- Ben Lee - Schools have enlisted Dale Dickson and Mike Bumbaugh to work the sound booth at the stadium.
- Ben Lee - Amy Treciak reports there has not been a lot of feedback from downtown businesses, happy there is going to be an event but not much more in the way of additional participation.
- Ben Lee - updates from the CDC and State on masks; there will not be a need to unless we want to have a mask mandate for the event. Committee concurrence that it is an outdoor event and there will be no requirement, people can wear masks as they see fit. Additionally, committee does not see need to provide hand sanitizer or signage.
- Ben Lee – confirmed the event will have use of the stadium restroom facilities, discussion on need for additional porta-johns. Monica said JYAA restrooms are not open, they use porta-johns. Need to get a count on restroom stalls from the school to determine need.
- Ben Lee - village has a quote on a rider for insurance, \$250; will discuss in Finance Committee
- Ben Lee - will bring up having the village Street Dept. help with event cleanup; Doug Lehner to report back on his contact with any school groups needing

community service hours.

- Ben Lee - will follow up with the Boosters on coming to utilize the stadium concessions
- Chief Haroon - Discussion on need for floodlights in various areas; stadium lights should be sufficient, remove item from funding request

### 3. Day-of Programming Finalization

Ben Lee reached out to food truck operators, waiting on some responses; committee decision to solicit for additional interest on social media.

Committee worked to complete some questions in the Events Packet. Discussion on locations for no parking and for handicap parking and signage.

Doug Lehner updated that he had not heard anything back on groups for cleanup. Discussion on staggering groups of volunteers throughout the evening so there is not so much at the end of the night. Ben to check with village on ability to provide general cleanup items for volunteers- trash bags, gloves, cardboard trash cans.

Mr. Lehner reached out to Mr. Zirelli regarding band performance, waiting on response and decision.

#### Revised Safety Plan (Chief Haroon)

Review of updated safety plan with new exclusion areas; aerial maps provided by Chief. Discussion on supplies to be ordered for blocking off areas; 5,000 feet of tape and 500 stakes, needs to be discussion on who will set all of it up; Ben Lee said he would be available.

### 4. POC (Point Of Contacts & communication method)

Day of points of contact discussed as follows:

- MC/Programming coordination with performers; Janet Piper
- Food vendors; Doug Lehner
- Event cleanup/trash; Ben Lee and Doug Lehner
- Sound booth/school; Dale Dickson and Mike Bumbaugh
- Security; Chief Haroon
- Will check with Fire Department/Chief Wright to ask who will be their point of contact

### 5. Discussion on potential date for 2022 (re: JYAA scheduling)

Discussion on date of July 3rd again in 2022, potential for JYAA hosting a tournament and having on Friday night, July 1st, 2022 as an alternate. Further discussion on alternate locations as a possibility for keeping the event on July 3rd.

### 6. Other Business

1. Discussion on day of schedule time estimates as follows:

- 8:00 am Start roping off exclusion areas; Chief Haroon said when the fireworks arrive it should become an exclusion zone; Ben Lee will check with the school
- 5:00 pm - 6:00 pm Food trucks to begin arriving
- 6:00 pm Open up parking
- 7:00 pm - 7:30 pm open up stadium/concessions
- 8:00 pm Program start; American Legion presentation of the colors, National Anthem, Introduction to the event/speakers, music/entertainment
- 9:30 pm - 9:45 pm Fireworks start
- 11:00 pm Food trucks end
- 11:30 pm Scene clear

2. Follow up items:

- Chief Haroon said we need to provide adequate notice on closing the handicap parking lot; Ben to ask the schools on that.
- Reach out to Mayor Dutcher and Jim Lenner to see if either would like to speak
- Discussion on entertainment; committee on board with Shane Langley to sing patriotic songs, schools have said Mike Bailey may be able to put together a patriotic video; Ben said he would respond back to them.
- Ben Lee to turn in the completed Village Event packet
- Ben Lee to email Hamburg to get an idea on set up time.
- Noted the biggest outstanding items right now are food truck participation, band/choir participation, and event cleanup.

7. Adjourn

**ACTION:** Ben Lee moved to Adjourn; Janet Piper seconded and all were in favor.

**AYES:** Ben Lee, Doug Lehner, Janet Piper

**NOES:** None

**ABSTAIN:** None

**Passed 3 - 0**

Meeting adjourned at 5:38 pm.



Johnstown Events Committee  
Tuesday, May 25, 2021 - 5:00 PM  
MINUTES

1. Call to Order

Ben Lee called to order the Events Committee for May 25, 2021 at 5:32 pm

Members Present - Benjamin Lee, Janet Piper

Absent - Doug Lehner, Amy Treciak

Village Staff present - Teresa Monroe

Public present - Tim Swauger

2. Action on Minutes

a. April 23, 2021

**ACTION:** Benjamin Lee moved to Approve; Janet Piper seconded and all were in favor.

**AYES:** Benjamin Lee, Janet Piper

**NOES:** None

**ABSTAIN:** None

**Passed 2 - 0**

3. Food Truck Assignments - Final

Review of food truck vendor list and those who have expressed interest. Need to convey to vendors there is no monetary guarantee in sales, no electric provided, location in designated area is first come first serve. The school boosters plan to sell drinks and popcorn etc. at the stadium.

4. Outstanding Task Updates

Updates:

- Stakes are being ordered, tape and trash cans have been received.
- Porta-john quote is \$800 for one handicap and five non-handicap stalls; Jack Liggett is ordering. Location/placement to be determined; Tim Swauger said to think about placement as far as lines forming behind them and blocking peoples view. Locations proposed; two near the food trucks, two by the baseball diamond and leave the handicap stall at the handicap area.
- Dumpster for event cleanup being donated by Local Waste; discussion on location. Tim Swauger said placement anywhere on hard surface, their asphalt or concrete is fine.
- Waiting on response from the Mayor and Village Manager to see if either would like

to make remarks at the event.

- Waiting to hear from Mike Bailey (patriotic video)
- Janet Piper spoke to Shane Langley said he would be happy to sing the National Anthem and other patriotic songs.
- Janet Piper said she would be willing to speak on behalf of the Events Committee; Chief Haroon said he would tentatively speak as well.
- Tim Swauger to put Shane Langley in touch with Dale Dickson on sound and music for his performance.
- Discussion on stadium lighting; Tim Swauger said Dale Dickson and Mike Bumbaugh will be in the press box and can be point of contact for lighting. Will also have maintenance there.
- Mr. Zirille politely declined invitation to play at the event due to vacation.

#### Outstanding Items:

- Mike Bailey and the patriotic video creation
- Janet Piper noted she is exploring a couple other options for the scoreboard display
- Need to identify who will help with staking/roping off areas and putting the cardboard trash cans together and placement.
- Need to determine exact placement for dumpster and porta-johns
- Need to identify volunteers for event cleanup

#### 5. Program Finalization

Ben Lee said he feels good about "day of" list; will send out along with point of contact list.

Reach back out to see if Boosters or American Legion would have interest in running a 50/50 drawing; Ben to ask Tim Swauger about Boosters and Janet to ask American Legion.

Ben Lee will be turning in the event packet to the village; would also like to start being advertised on social media; discussion on wording.

#### 6. Other Business

No further business.

#### 7. Adjourn

**ACTION:** Benjamin Lee moved to Adjourn; Janet Piper seconded and all were in favor.

**AYES:** Benjamin Lee, Janet Piper  
**NOES:** None  
**ABSTAIN:** None

**Passed 2 - 0**

Meeting adjourned at 6:17 pm.