

**Memorandum  
Office of the City Clerk**



**To:** Randall Tweet, Interim City Manager  
**Subject:** College Hill District – Retro Rally Event Requests  
**Date:** May 3, 2017

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Attached is a letter from Tim Kavanaugh of Kavanaugh’s Hilltop Tavern on behalf of the College Hill District Organization requesting permission for their 5<sup>th</sup> Annual Retro Rally event to be held on Saturday, June 3, 2017 from Noon to 5:00 p.m.

Also attached is a request on behalf of the College Hill District to close 30<sup>th</sup> Street from 12<sup>th</sup> Avenue to 14<sup>th</sup> Avenue from 11:00 a.m. to 6:00 p.m. along with two maps explaining the placement of signs and barricades and the detour route. The signatures from the neighbors and businesses that may be affected by this street closing are attached. The College Hill District Organization will have arts and craft vendors, food vendors, outdoor entertainment with sound amplification, a pinup contest and a car show. The closed areas of 30<sup>th</sup> Street will have car show vehicles parked from noon to 5:00 p.m. It is noted that walkway access will be available for pedestrians (sidewalks will remain open). Augustana College and South Park Church are allowing the use of their parking lots for the public on the day of the event.

The businesses of the College Hill District are also requesting that the Public Works Department provide “Street Closed” and “Detour” signs and proper barricades and place a few temporary trash receptacles at the locations included on the maps.

In addition, the College Hill District Organization is requesting permission to hang decorations (black and white checkered flags) and banners from signs and street posts throughout the College Hill District area to advertise the event. They would like to hang the decorations within a week prior to the event. The College Hill District Organization will remove the decorations and banners after the weekend.

The College Hill District Organization’s final request is for utilization of funds in an amount not to exceed \$1,500.00 from the College Hill District Fund for signage, a tent for community use and porta-potties for the public. The certificate of insurance is attached.

**RECOMMENDATION:**

It is recommended that Council approve the event; the requests for the street closing at 30<sup>th</sup> Street between 12<sup>th</sup> Avenue and 14<sup>th</sup> Avenue; the hanging of decorations and banners on the signs and street posts; authorize staff to provide signs and barricades and place trash receptacles at the locations as stated on the map; and utilize funds from the College Hill District Fund in an amount not to exceed \$1,500.00, subject to College Hill District contacting the Police Department for traffic control, and removing the decorations and banners by June 5<sup>th</sup>.

**Submitted by:** Judith H. Gilbert, City Clerk

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**Approved by:** Randall Tweet, Interim City Manager

College Hill District  
12-14 Ave & 30<sup>th</sup> Street  
Rock Island, IL 61201



May 3, 2017

Mayor Michael Thoms

Rock Island City Hall  
1528 - 3<sup>rd</sup> Avenue  
Rock Island, IL 61201

RE: Request for street closure and amplified music

Dear Mayor Thoms:

College Hill District (CHD) is requesting approval from the city of Rock Island for our annual Retro Rally event which happens on Saturday June 3, 2017 from 12-5pm this year. CHD is organizing arts, crafts and food vendors along with a Car Show, Pin Up Girl Contest and live music. Our past events have run successfully and we are looking forward to our 5th year.

The CHD is requesting permission to close 30th Street from 12th Ave to 14th Ave from 10:30-6pm for the Car Show area and safe passage to the vendor area which is the Augustana lot at 12th and 30th. Attached map shows the emergency vehicle and bus route which has been used in the past. We are also requesting Public Works to drop off "Street Closed" and "Detour" signs, proper barricades and temporary trash cans for the event.

CHD would like permission to hang decorations and will take them down after the weekend. Augustana and South Park Church are allowing the use of their parking lots for people this day.

Lastly we would like the use of city funds in the amount of \$1,500.00 to help pay for Porta Potties, signage and community tent area.

CHD businesses will be paying for live music, other entertainment and the event insurance. We are looking forward to another great event this year, we are growing with your support and help.

Thank you for your consideration with this request and all requests in the past.

Sincerely,

Tim Kavanaugh  
563.529.3203  
hilltop122830@gmail.com



ROCK ISLAND  
ILLINOIS

# CITY OF ROCK ISLAND

## PERMIT APPLICATION

### STREET CLOSING REQUEST

#### APPLICANT INFORMATION

*Tim Kavanaugh*      *1228-30th Street RI*      *563-529-3203*

CONTACT NAME <i>Jennifer Horvath</i>	ADDRESS <i>1326 30th St</i>	CITY <i>RI</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO. <i>309-786-3511</i>				

ALTERNATE NAME <i>Karolyn Williams</i>	ADDRESS <i>1319 30th St</i>	CITY <i>RI</i>	STATE <i>IL</i>	ZIP CODE <i>61201</i>
TELEPHONE NO. <i>309-<del>786</del> 788-0188</i>				

Street area to be blocked off: (attach map if possible) *30th Street* St/Ave  
 between *12 Ave* St/Ave and *14th Ave* St/Ave

Day(s) <i>1</i>	Date(s) <i>6-3-17</i>	Start Time <i>11 AM</i>	End Time <i>6 PM</i>
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TYPE OF EVENT – PURPOSE (Block party, etc.) *Car Show*

Will AMPLIFIED sound be used?      YES *X*      NO \_\_\_\_\_

If YES – a Sound Amplification Permit is required. Applications are available from the City Clerk. Fee for Sound Amplification Permit is \$25.00 per day. Sound Amplification after 6:00 pm and on Sundays requires approval by the City Council.

Will FOOD be sold?      YES *X*      NO \_\_\_\_\_

If YES – the City Health Inspector will be notified by the City Clerk and will contact you.

If event is open to the public, a Certificate of Insurance naming the City of Rock Island as additional insured is required.

SIGNATURES of persons affected by the street closing MUST be submitted on attached petition indicating their approval or disapproval of the street closing. (If using Sound Amplification, neighbors' approval must also be obtained and can be provided on same form.)

This request requires City Council approval and must be received by the City Clerk at least two weeks before the City Council Meeting prior to your event. The City Council meets each Monday of the month excluding the last Monday of each month and holidays. In July and August, the City Council meets on the second and fourth Mondays of the month.

If approved, barricades will be delivered the Friday prior to your weekend event. If event is during the week, barricades will be delivered one working day prior to the event date. You will be responsible for setting up and taking down the barricades, and returning them to the corners where they were delivered so they may be picked up on the Monday following the weekend event/day following week day event.

  
Signature of Applicant

5-3-17  
Date of Application

**DO NOT WRITE BELOW THIS LINE...TO BE COMPLETED BY THE CITY CLERK'S OFFICE**

**APPROVALS**

Public Works	Police	City Council	Insurance
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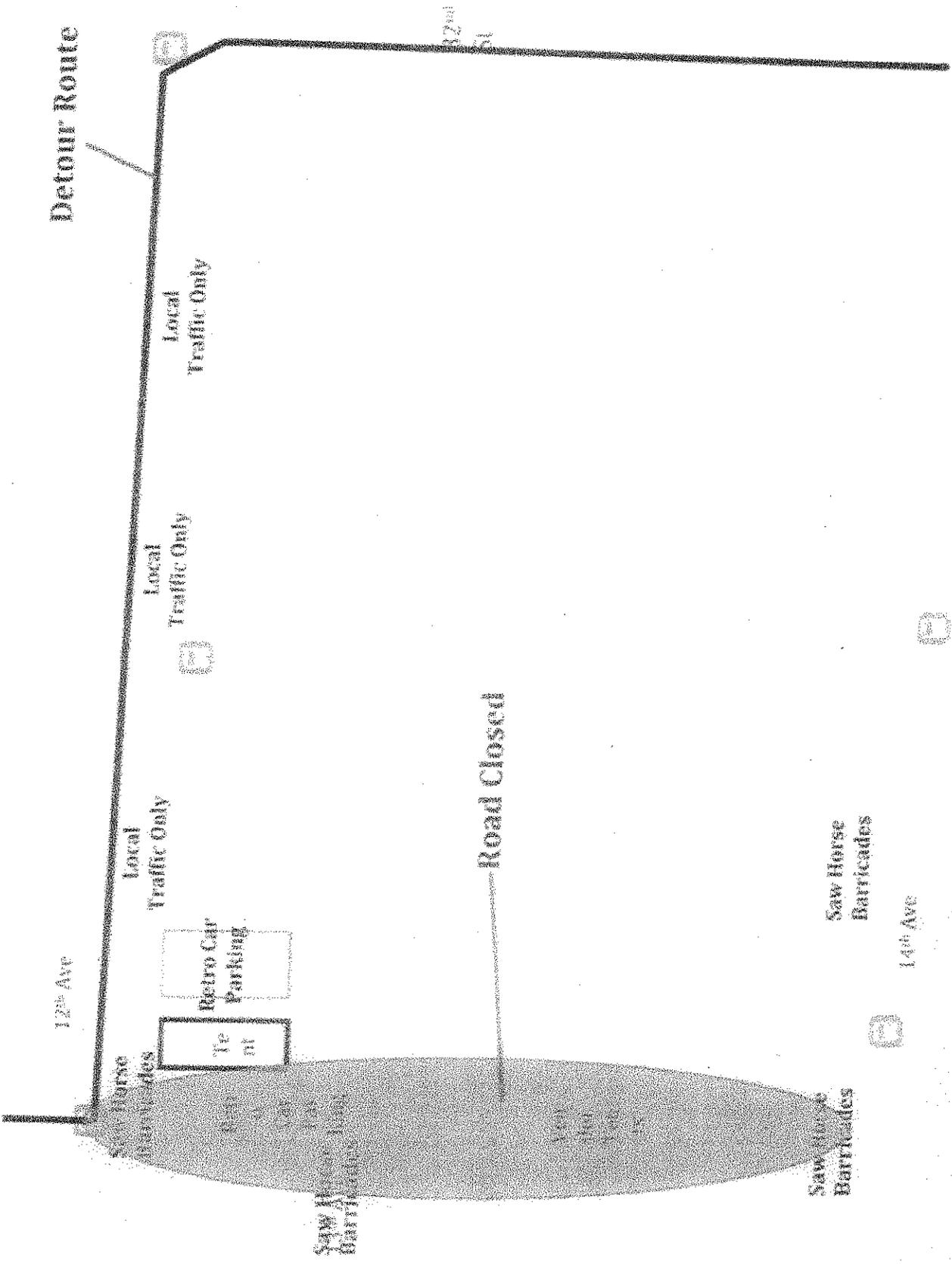
City Clerk Approval Date

License Number

License Printed Date

License Delivery Date

Return completed application and additional documents to:  
City Clerk's Office, 1528 3<sup>rd</sup> Avenue, Rock Island, IL. 61201  
(309) 732-2010



12th Ave

Detour Route

Saw Horse Barricades

Motorist Parking

Local Traffic Only



Local Traffic Only

Local Traffic Only

Road Closed

Saw Horse Barricades

Saw Horse Barricades

Saw Horse Barricades

14th Ave



12th St

12th Ave

Saw Horse  
Barricades

Local  
Traffic Only

Local  
Traffic Only

Local  
Traffic Only

32nd St

Saw Horse  
Barricades

Saw Horse  
Barricades

Saw Horse  
Barricades

14th Ave

