

**Memorandum
Office of the City Clerk**



To: Thomas Thomas, City Manager
Subject: College Hill District – Retro Rally Event Requests
Date: April 7, 2014

Attached is a letter from Annette Zapolis of Cool Beanz Coffeehouse on behalf of the College Hill District Organization requesting permission for their 2nd annual Retro Rally event to be held on Saturday, May 31, 2014 from Noon to 5:00 pm. In the event that there is inclement weather, they are requesting a rain date of Sunday, June 1st.

Also attached is a request to close 30th Street between 12th Avenue and 14th Avenue from 11:00 am to 6:00 pm along with two maps explaining the placement of signs, barricades and detours. The signatures from the neighbors and businesses that may be affected by this street closing is attached. The closed areas of 30th Street will have vendors, street performers and parked vehicles. It is noted that walkway access will be available for pedestrians. The businesses of the College Hill District are also requesting that the Public Works Department place trash receptacles at the locations included on the maps. In addition, the College Hill District Association will be erecting a 40 foot tent in the Augustana College parking lot on 12th Avenue and 30th Street. It is noted that Augustana has granted permission for the College Hill District to use the parking lot. In addition to erecting the tent, the College Hill District is requesting permission to use water from a fire hydrant to fill 12 50-gallon barrels that will be attached to the poles for the tent located in the Augustana College parking lot.

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 10 days prior to the event. 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 signs and decorations for advertising the event and for two police officers to be present for traffic control. In addition, a portion of the funds will be utilized for four porta-potties for the public. The certificate of insurance is attached.

RECOMMENDATION:

It is recommended that Council approve the event with the rain date and the requests for the street closing at 30th Street between 12th Avenue and 14th Avenue, utilization of water from a fire hydrant, hanging decorations and banners on the signs and street posts, authorize staff to place trash receptacles at the locations as stated on the map, and utilizing 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, contacting the Fire Marshal for life safety inspection of the tent and removing the decorations, banners and signage by June 6th.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

Rock Island City Council Members,

College Hill Organization is requesting approval from the city of Rock Island for our Retro Rally event, to happen Saturday May 31st 2014 from 12pm- 5pm (with a rain date for June 1st). College Hill is organizing arts and crafts vendors, outdoor entertainment, a pinup contest, and a retro vehicle show. This event is to happen in conjunction with Handy True Value 30th Anniversary Party, live music at Kavanaugh's, and a party joined between Against the Grain and Cool Beanz with live music.

The organization is requesting permission from the city to close 30th street from 12th ave. to 14th ave from 11am- 5:30pm on Saturday May 31st. In the case of inclement weather, the organization will choose to hold the event Sunday June 1st during the same hours. We ask that, in the case of bad weather on the 31st, the organization may be granted permission to close the street June 1st instead.

We are requesting public works to drop off saw horses at 30th street at 14th, 13th, and 12th avenues, and at the east ally running parallel to 30th st. We would request a "local traffic only sign at the east ally entrance on 12th ave, and detour signs at 30th and 12th and 32st and 12th. We are requesting "no parking on street" signs on 32nd street. The detour would route traffic east on 12th street, south on 32nd street, and back to 14th avenue. This route is already used each day for metro link buses, and mostly runs through an Augustana parking lot.

The closed blocks of 30th street will have vendors, street performers including jugglers and clowns, and retro vehicles parked from 12-5. The right of way (sidewalks) will be left open for walking traffic, as well as an isle of at least 8 feet will be open for walking in the street.

Please see attached map for street closing requests and signed permission petitions from affected neighbors and businesses.

We are also requesting that public works drop off trash receptacles at the locations included in the map attached.

We would like Public works permission to use water from a hydrant to fill 12, 50 gallon barrels that attach to the tent poles, for the 40 x 60 tent located at the Augustana parking lot.

CHDO would like permission to hang decorations (black and white checkered flags) and banners advertising the event from signs and posts throughout College Hill, including at the main intersection. These will be hung and taken down within 10 days of the event. The decorations will be maintained by the CHDO Promotions Committee and volunteers.

CHDO will be erecting a 40 foot tent in the Augustana College parking lot on 12th ave and 30th Street. Augustana has granted College Hill permission to use this lot, as well as neighboring lots for parking. Augustana and South Park Presbyterian have given CHDO permission to use their lots for additional parking. We will be directing traffic to the additional parking with the event signs purchased last year.

CHDO would like request to use the previously allotted CHD funds, not to exceed \$1500. This money would be spent on campaign style signs, banners, decorations, and print advertising to promote the event.

Another portion of the above requested funds would be used to pay 2 police officers to be present to help direct traffic at the major intersections.

Lastly, we would like to use these funds for four Porta-potties for community use.

Individual businesses will be paying for live music and other entertainment at their locations. The organization will be paying for outdoor entertainment, the large tent and event insurance, and look forward to partnering with the city to make this a great event! Thank you for your help and consideration.

Annette Zapolis
College Hill District Organization, Chairman



ROCK ISLAND ILLINOIS

CITY OF ROCK ISLAND PERMIT APPLICATION STREET CLOSING REQUEST

Contact Name: Annette Zepolis
Address: 1325 30th St Rock Island
Telephone: 708 473 2000

Alternate Name: Jennifer Horvath
Address: 1326 30th St RI
Telephone: 309 786 3511

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

Day(s) May 31 Date(s) Start Time 11am End Time 6pm

TYPE OF EVENT - PURPOSE (Block Party, etc.) Colley Hill Retro Rally

Will AMPLIFIED sound be used? YES [X] NO

If YES - a Sound Amplification Permit required. Application is available from City Clerk. Fee for Sound Amplification Permit is \$25/day. Sound Amplification after 6:00 P.M. and on Sundays requires approval of City Council.

Will FOOD be SOLD? YES NO [X]
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 done 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 [Handwritten Signature]

Date of Application 3-31-14

Do not write below line - to be completed by City Clerk's Office

Table with 4 columns: Public Works, Police, City Council, Insurance

City Clerk approval: Date:

Return completed application and additional documents to: City Clerk's Office, 1528 3rd Avenue, Rock Island, IL 61201 309-732-2010

CITY OF ROCK ISLAND
STREET CLOSING
NEIGHBORHOOD APPROVAL PETITION

We, the undersigned, approve of the requested street closing for 30 St/Ave
 between 12 St/Ave and 14 St/Ave
 from 11 am to 6 pm on May 31st
Start Time End Time Day(s) /Date(s)

We understand that a _____ is to be held on the aforementioned date. We have also been notified of any SOUND AMPLIFICATION in conjunction with this event.

Cool Beans
 Fred & Ethel's
 Times Comics
 Resident
 General Dentistry
 Lundgrens
 Hilltop Headshop
 Kavanaugh's
 Sunshines Dance
 Estate of Grace
 Precision
 Perfect Hand
 Sports DEPOT
 Skates Bar/Shop

NAME	ADDRESS	APPROVE STREET CLOSING	APPROVE SOUND AMPLIFICATION
Annette Zapoli	1325 30 th St Rock Island	✓	✓
Jennifer Horvath	1326 30 th St RI	✓	✓
Tim Eberhart	1329 - W Ave RI	✓	✓
Bob P	1323 1/2 30 th St RI	✓	✓
Jim H	1311 - 30 St RI	✓	✓
Jim C	2965 - 13 Ave. R.I.	✓	✓
John K	1309 30 th St	✓	✓
Diane Kavanaugh	1228 - 30 St	✓	✓
Denise C Wolstein	1303 - 30 th St	✓	✓
Kardyn Williams	1230 - 30th St.	✓	✓
Dieb Fildan	1315 30 th St	✓	✓
K-H	1316 30 th St	✓	✓
Sam Cochran	1312 30 th	✓	✓

12th Ave

Detour Route

Saw Horse Barricades

Local Traffic Only

Local Traffic Only

Local Traffic Only

Tent

Retro Car Parking

Retro Car Parking

Saw Horse Barricades

Road Closed

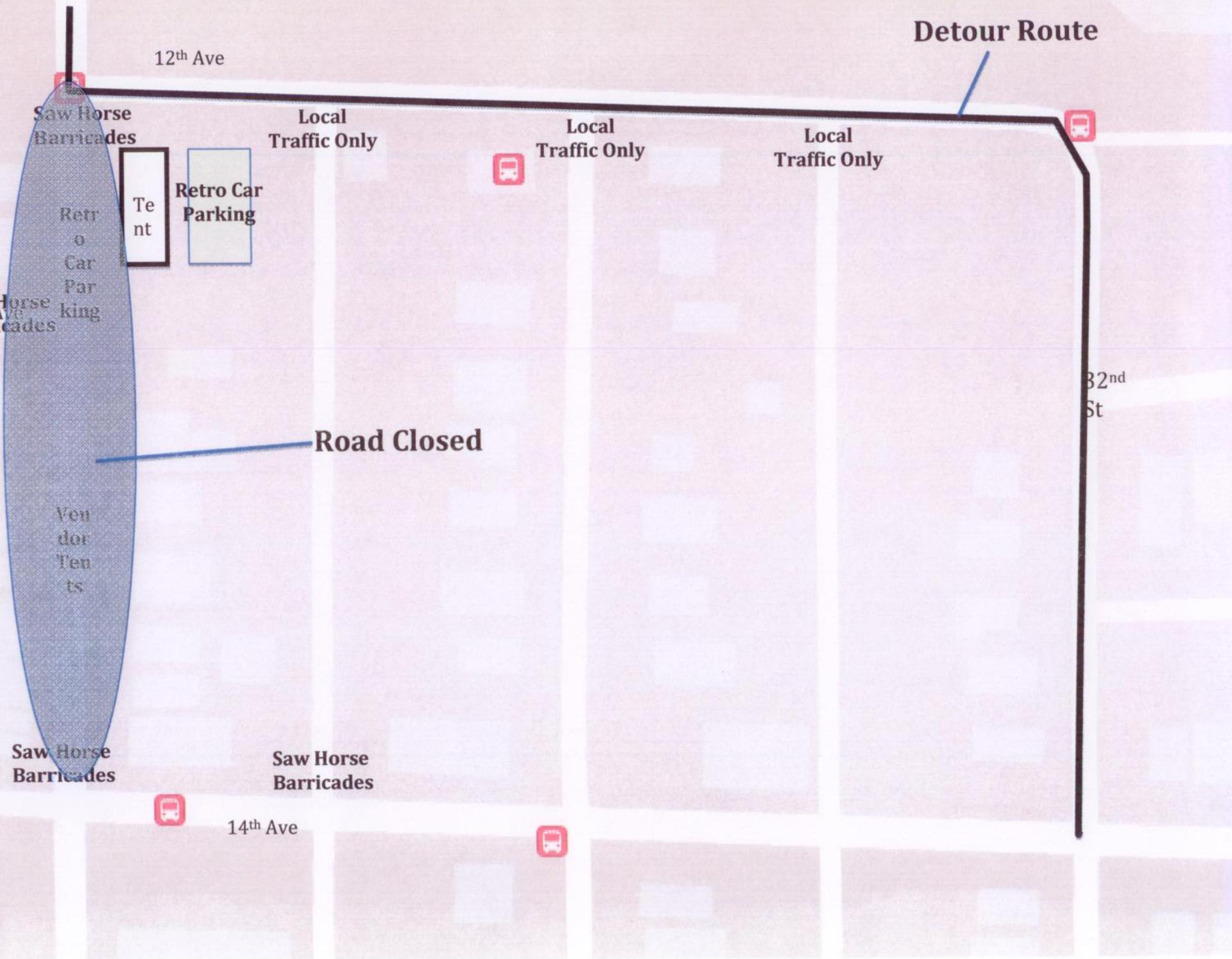
Vendor Tents

Saw Horse Barricades

Saw Horse Barricades

32nd St

14th Ave



12th Ave

**Saw Horse
Barricades**

**Local
Traffic Only**

**Local
Traffic Only**

**Local
Traffic Only**

**Saw Horse
Barricades**

32nd St

**Saw Horse
Barricades**

**Saw Horse
Barricades**

14th Ave



PRESENTS THE SECOND ANNUAL:

RETRO RALLY

AND STREET FAIR

SATURDAY MAY 31ST 12-5PM

IN COLLEGE HILL - 14TH AVE & 30TH ST. ROCK ISLAND

Rain Date: June 1st

**VINTAGE VEHICLES
LIVE BANDS
PIN UP CONTEST
SIDEWALK SALE
VENDORS
STREET PERFORMERS
& MUCH MORE**

**WANT TO SHOW OFF YOUR
RIDE OR BE A VENDOR?
Email Jennifer at:
RetroRallyRI@gmail.com**



Visit Facebook for Updates and Details!



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/28/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Tom Chappell Insurance Agency, Inc 1910 16th St Moline, IL 61265	CONTACT NAME: PHONE (A/C, No, Ext): 309-797-6222 E-MAIL ADDRESS: tom@tcia-ins.com	FAX (A/C, No): 309-797-3672
	INSURER(S) AFFORDING COVERAGE	
INSURED College Hill District Organization, Inc 1325 30TH ST ROCK ISLAND, IL 61201	INSURER A: West Bend	NAIC # 15350
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		NSC1799063	10/22/2013	10/22/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Rock Island is listed as additional insured on policy. Certificate for Retro Rally and Street Fair, Saturday 05/31/14 from 12-5pm at 14th ave and 30th st Rock Island, Il. 61201

CERTIFICATE HOLDER

City of Rock Island
 1528 3rd Ave
 Rock Island, IL 61201

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Thomas A. Chappell

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