

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: Plaza Events - 2016
Date: February 16, 2016



Attached is a list of event applications that have been submitted to this office for Council consideration. Each application has been reviewed and approved by Executive Director Catherine Rodgers-Ingles. The City Clerk has also reviewed and approved each application. Most street closings for each event are the same as in past years. Application fees have been submitted for these events, and certificates of insurance have been received for most and will be coming in prior to the events as they have in the past.

There are five letters requesting a waiver of fees:

RIBCO is participating in the Tour de Brew this year, which is a RAGBRAI training ride throughout the Quad Cities. It is a leisurely daytime bicycle ride touring breweries along the Mississippi River to raise awareness and support for cancer patients and their families. All proceeds will go to the NormaLeah Ovarian Cancer Foundation. RIBCO is requesting to use the entire Plaza for bicycle parking only. According to Article VII, Division 6 of Chapter 8, Sec. 8-234 (d) of the Code of Ordinances, the operation of bicycles is prohibited on the Plaza. For RIBCO's event on Saturday, May 7, 2016 to move forward, it is recommended that Council temporarily waive the ordinance to allow bicycles on the Plaza for one day only. A copy of the identified section of the ordinance is attached.

In addition, RIBCO is requesting that the \$35.00 application fee and \$250.00 permit fee be waived for this event because they are not actively programming the Plaza. The letter is attached.

The District is requesting a waiver of the \$20.00 application fee and the \$35.00 permit fee for the Gallery Hop (May 6, 2016) and Fright Night in The District (October 27, 2016). As in years past, these fees have been waived. These two (2) events are provided to the public at no cost and benefit the community and local businesses. The letter is attached.

Gilda's Club Quad Cities is sponsoring Gilda's Run for Laughs, a 5K and 1 Mile Fun Run in which all funds raised will benefit the free social and emotional support services offered by Gilda's Club to all those affected by cancer. They are requesting a waiver of the \$35.00 permit fee for this event. This event is scheduled for Saturday, April 16, 2016. The Letter is attached.

Steve's Old Time Tap is sponsoring the Spring Chaser 5K Run/Walk. However, all proceeds benefit the American Red Cross of the Quad Cities area. They are requesting that the \$250.00 permit fee be waived. This event is scheduled for Saturday, April 30, 2016. The letter is attached.

The American Heart Association is sponsoring the Quad Cities Heart Walk in which all funds raised will go towards research, education and awareness of cardiovascular disease and stroke in the community. They are requesting a waiver of the \$20.00 application fee and the \$35.00 permit fee for this event. This event is scheduled for Saturday, May 21, 2016. The Letter is attached.

Also attached is a Resolution for the American Heart Association's Quad Cities Heart Walk, which will be held on Saturday, May 21, 2016 from approximately 8:00 am to noon. The northbound on-ramp to the Centennial Bridge will need to be temporarily closed for traffic regulation for the walkers.

RECOMMENDATION:

It is recommended that Council approve the events as well as the waiver of fees for the Tour de Brew, Gallery Hop, Fright Night, Gilda's Run for Laughs, Spring Chaser, and Quad Cities Heart Walk, adopt the Resolution for the American Heart Association's Quad Cities Heart Walk and temporarily waive Article VII, Division 6 of Chapter 8, Sec. 8-234 (d) of the Code of Ordinances to allow bicycles on the Plaza for one day only for RIBCO's Tour de Brew event on May 7th.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

2016 PLAZA AND DISTRICT EVENTS LIST

DATE	EVENT	HOURS	SPONSOR	LOCATION & STREET CLOSURES
Sat. Mar. 12 Setup begins 6:00am	St. Patrick's Grand Parade Viewing & Post Parade Party	9:00am - 7:00pm	Steve's Old Time Tap	Plaza West - 17 th St. between 2 nd & 3 rd Ave. & 3 rd Ave. between 17 th & 18 th St. & adjacent parking lot (access allowed to hotel)
Sat. Apr. 16 Setup begins 6:00am	Gilda's 5K Race and 1Mile Fun Run	9:00am - 11:00am	Gilda's Club Quad Cities	Plaza West/East, Stage East -18 th St. between 1 st & 3 rd Ave. Race begins and ends at 18 th St. & 2 nd Ave.
Sat. Apr. 30 Setup begins 6:00am	10 th Annual Steve's Old Time Tap Spring Chaser (5K Run-Walk)	9:00am - Noon	Steve's Old Time Tap & American Red Cross of the QC	Plaza/West 17 th St. at 3 rd Ave. & 2 nd Ave.
Fri. May 6 Setup begins - 3:00pm	Gallery Hop	5:00pm - 10:00pm	District	Plaza West/East, Stage East & Arts Alley
Sat. May 7 Setup begins 6:00am	Tour de Brew	8:00am - 8:00pm	RIBCO	No Streets Closed Use of Entire Plaza for Bicycle Parking Only Fundraiser (inside)
Fri. May 13 & Sat. May 14 Setup begins 5/13 2:00pm	Concert Series	6:00pm - 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sat. May 21 Setup begins 5/20 8:00am	Quad Cities Heart Walk	8:00am - Noon	American Heart Association	18 th St. between East/West Alley next to Blue Cat to East/West Alley next to Huckleberry's, Lot F & 2 nd Ave. between 17 th St. & 19 th St. (Includes Intersection of 18 th St. & 2 nd Ave. & Plaza & Resolution
Sat. May 21 Setup begins 2:00 pm	Concert Series	6:00pm - 12:30am	RIBCO	Plaza/Stage East No Street Closings
Fri. May 27, Sat. May 28 & Sun. May 29 Setup begins 5/27 2:00 pm	Concert Series	6:00pm - 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Fri. Jun. 10 & Sat. Jun. 11 Setup begins 6/9 11:00am	Gumbo Ya Ya	6/10 - 5:00pm - 12:30am 6/11 - 4:00pm - 12:30am	District	Plaza East/West, Stage East and Arts Alley - 2 nd Ave. between 17 th & 19 th St., 18 th St. between 1 st & 3 rd Ave. & Lot F
Fri. Jun. 17 & Sat. Jun. 18 Setup	Rock The District	6:00pm - 12:30am each night	Daiquiri Factory	Plaza East/West Stage East - 2 nd Ave. between

2016 PLAZA AND DISTRICT EVENTS LIST

begins 6/16 1:00pm				Arts Alley & 19 th St. & 18 th St. between 1 st & 3 rd Ave. & Parking Lot F
Fri. Jun. 24 & Sat. Jun. 25 Setup begins 6/23 1:00pm	Urban Street Games	6/24 - 4:00pm - 12:30am 6/25 - 8:00am - 12:30 am	Daiquiri Factory	Plaza East/West Stage East & Lot F 2 nd Ave. between Arts Alley & 19 th St. & 18 th St. between 1 st & 3 rd Ave.
Fri. Jul. 1 & Sat. Jul. 2 Setup begins 7/1 2:00pm	Concert Series	6:00pm - 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Fri. Jul.8 & Sat. Jul.9 Setup begins 7/7 1:00pm	Daiquiri Factory's 12 th Anniversary Party	6:00pm - 12:30am each night	Daiquiri Factory	Plaza/Stage East & Parking Lot F
Sat. Jul. 16 Setup begins 7/15 8:00 am	Rivers Edge Home Brew Festive-Ale	2:00pm - 7:00pm	District	Plaza/Stage East Parking Lot F Confined to Plaza
Fri. Jul. 22 & Sat. Jul. 23 Setup begins 7/22 2:00pm	Summer Concert Series	6:00pm - 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sat. Aug. 13 Setup begins 8/13 2:00pm	Summer Concert Series	6:00pm - 12:30am	RIBCO	Plaza/Stage East No Street Closings
Fri. Aug. 19 & Sat. Aug. 20 Setup begins 8/18 8:00am	Ya Maka My Weekend	8/19 - 5:00pm-12:30am 8/20 - 3:00pm -12:30am	District	Plaza West/East, Stage East, Arts Alley & Lot F 2 nd Ave. between 17 th & 19 th St. & 18 th St. between 1 st & 3 rd Ave.
Fri. Sep. 2, Sat. Sep. 3 & Sun. Sep. 4 Setup begins 9/2 2:00pm	Summer Concert Series	6:00pm - 12:30am each night	RIBCO	Plaza/Stage East No Street Closings
Sat. Sep. 3 & Sun. Sep. 4 Setup begins 9/2 5:00pm	Rock Island Grand Prix	9/3 - 8:00am - 6:00 pm 9/4 - 8:00am - 9:00pm	District	Downtown Streets & Parking Lot C
Thur. Oct. 27 Setup begins 10:00am	Fright Night in The District	5:00pm - 8:00pm	District	Plaza East/West, Stage East & Arts Alley - 2 nd Ave. between 17 th & 19 th St. & 18 th St. between 1 st & 3 rd Ave. Lot F

Sec. 8-234. Specified:

- (a) Public uses not allowed on public streets and sidewalks by this code shall be prohibited on the plaza.
- (b) Persons and domesticated animals shall be prohibited from entering or placing any objects, materials, or substances in the plaza planters or causing another person to enter or place the former in the plaza planters except for necessary maintenance and emergencies.
- (c) Portable sandwich board signs are permissible in front along the sidewalk and entrance of the business, provided a minimum walking distance of five feet (5') shall be maintained to allow for the pathway of pedestrians. No portable sandwich board sign shall be illuminated, nor shall the sign contain moving parts or have balloons, streamers or similar adornments attached to it. The city prohibits portable sandwich board signs being displayed during district special events (activities). Portable sandwich board signs shall only be displayed during business operating hours and shall be removed at the end of each business day. Businesses shall be prohibited from displaying more than one portable sandwich board sign. Such sign must not present a risk to public safety; and must be removed in adverse weather conditions. The city does not require a permit for said signs. Any business erecting a portable sandwich board sign shall indemnify and hold harmless the city of Rock Island and its officers, agents and employees from any claim arising out of the presence of the sign on city property or rights of way. Portable sandwich board signs placed in violation of this section will result in immediate and permanent removal of said sign.
- (d) With the exception of uniformed police and auxiliary bike patrol officers in the performance of their duties, the operation of bicycles, skateboards and other vehicles on the plaza shall be prohibited.
- (e) The city shall prohibit from the plaza any activity the content or intent of which violates any laws of the state and ordinances of the city.
- (f) Also prohibited from the plaza shall be those activities involving equipment, objects, materials, or vehicles either prohibited on the plaza by this article or capable of causing damage to the plaza.
- (g) No person shall cause damage or discoloration to the plaza surfaces, plaza fixtures and plantings by application of salts, chemical corrosives, petroleum derivatives, any substances which adhere or leave permanent or nonpermanent markings, vehicle markings from unauthorized vehicles, maintenance equipment not approved by the city, or physical abuse.
- (h) No person shall apply any chemicals or other substances to plaza surfaces for the purpose of snow and/or ice removal.
- (i) Any person failing to comply with this section shall be responsible for all repair and/or replacement costs, in addition to penalties established under this article.

OK. 2/4/2016
[Signature]

February 4, 2016

Ms. Aleisha Patchin, City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

Dear Aleisha,

RIBCO Inc. is respectfully applying for the attached event permit for use of the Great River Plaza on Saturday, May 7th, 2016. RIBCO will be participating in the Tour de Brew, a RAGBRAI training ride throughout the Quad Cities.

The event is a leisurely daytime tour of breweries along the Mississippi River Trail in an effort to raise awareness and support for cancer patients and their families. Proceeds will go to Normaleah Ovarian Cancer Foundation. We would like to use the plaza area for bicycle parking only.

As we are not actively programming the plaza, RIBCO respectfully requests that the application and permit fees be waived.

Attached is the completed plaza activity permit. I have contacted our insurance carrier and a certificate of insurance will follow, pending approval. I will be in contact with Rock Island Police to discuss appropriate security measures.

Thank you.
Sincerely,

[Signature]

Terrence G. Tilka
President
RIBCO, Inc.
1815 Second Avenue
Rock Island, IL 61201
(309) 793-0085



January 30, 2016

Ms. Aleisha Patchin, City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

Dear Aleisha,

Enclosed please find applications for the following events:

Gallery Hop!	May 6, 2016
Gumbo Ya Ya	June 10 & 11, 2016
Rivers Edge Homebrew Festiv-Ale	July 16, 2016
Ya Maka My Weekend	August 19 & 20, 2016
Rock Island Grand Prix	September 3 & 4, 2016
Fright Night inThe District	October 27, 2016

As in the past, we are requesting that the Application and Permit fees be waived for Gallery Hop and Fright Night in The District. These events are non-revenue generating and benefit the community and local businesses. These events are provided to the public at no cost.

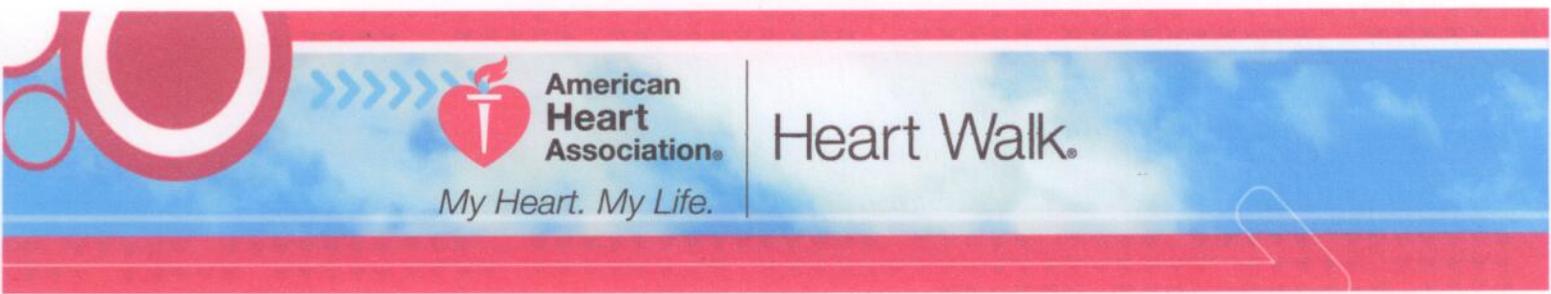
I will forward all necessary certificates of insurance upon their renewal in May, 2016. A check for \$80.00 is enclosed to cover the application fees.

Sincerely,

A handwritten signature in cursive script that reads "Catherine".

Catherine Rodgers-Ingles
Executive Director
The Downtown Rock Island Arts & Entertainment District

OK [Signature] 1/7/2014



January 4, 2016

Ms. Aleisha Patchin, City Clerk
City of Rock Island
1528 Third Avenue
Rock Island, IL 61201

Dear Aleisha,

The American Heart Association is respectfully applying for the attached event permit for use of the Great River Plaza for the 2016 Quad Cities Heart Walk.

2016 will mark the 22nd year for this event/fundraiser, and, as in the past, we will comply with all rules and regulations set forth in the enclosed application.

We respectfully request as a 501c3 non-profit, that the application and permit fees be waived as this is the major fundraiser for the American Heart Association in the Quad Cities and the monies raised will go towards research, education, and awareness in our community and furthering our mission of building healthier lives free of cardiovascular disease and stroke. We have loved having the event in The District in the past couple of years and would like to continue.

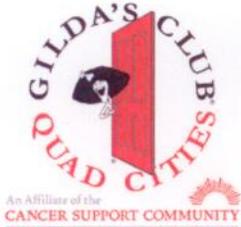
The event will take place on Saturday, May 21, 2016 with set up the entire day prior. We will hire a security guard overnight to keep our tents secure and volunteers will arrive as early as 5:30 a.m. on event day. The event will kick off at 8 a.m. and come to completion before noon. 3,000 participants are anticipated. We also ask for a temporary closure of the northbound onramp to the Centennial Bridge for participants to cross. The participants will use the sidewalk on the Bridge, so no other closures are necessary.

Attached are the completed plaza activity permits. I have contacted our insurance carrier and a certificate of insurance will follow.

Thank you.

Sincerely,

Alexandria Sheffler
Heart Walk Director
American Heart Association
4885 Utica Ridge Rd
Davenport, IA 52807
(563) 323-4321



Gilda's Run for Laughs

5K & 1 Mile Fun Run

Dear Ms. Patchin,

We are requesting a permit for our annual 5K fundraiser, which we hope to hold in Rock Island on Saturday, April 16th, 2016. All proceeds from Gilda's Run for Laughs will benefit the free social and emotional support services offered by Gilda's Club Quad Cities to all those affected by cancer.

We also request that the permit fees be waived. For over 11 years, this 5K has been held in downtown Bettendorf. We are very excited about having this event to Rock Island again, creating an exciting new life for this family-friendly event. The event will not only draw people downtown, but all funds raised will help local families touched by any type of cancer. On our behalf, please share this letter of request with the Rock Island City Council Members to consider waiving the \$35 permit fee.

As we will incorporate use of the Great River Plaza before, during and after the actual race, we have enclosed both the City of Rock Island license application and a Great River Plaza Activity Event permit applications. We are working closely with The District and Rock Island Brewing Company in order to enhance the event and provide a unique experience to our participants and guests. Immediately following the race, we intend to hold an after-race celebration at RIBCO. Cornbelt Running Club will also provide their expertise thereby ensuring a safe and successful event.

Also enclosed please find maps of the race course. Per your request, we have modified the route to reduce the manpower necessary for traffic control and minimize impact on the immediate area. We plan to close only 18th Street between 1st and 3rd Avenues to accommodate the start and finish of the race, and will work with the Rock Island Police Department to control traffic throughout the course.

Proof of general liability insurance coverage will be provided once the event permits have been approved. If you have any additional questions, please call Sally Werner or Pam Tone at 563-326-7504 or e-mail pam@gildasclubqc.org. Thank you for your positive consideration.

Regards,

Sally Werner

CEO

Gilda's Club Quad Cities



Steve's Old Time Tap
Spring Chaser 5K

January 18, 2016

Ms. Aleisha Patchin
City Clerk
1528 Third Avenue
Rock Island, IL 61201

Event Permit Request

Dear Ms. Patchin:

We are requesting a permit for our 10th annual event, Steve's Old Time Tap Spring Chaser, to be held Saturday, April 30, 2016. This event is a 5K Run/Walk and **all** proceeds benefit the American Red Cross of the Quad Cities Area. Since the inception of our event in 2007, we have raised over \$36,000 for the American Red Cross of the Quad Cities Area.

This year we are requesting that the permit fee be waived. This event not only draws people to downtown Rock Island, but is a non-revenue generating event; **all** proceeds go to the American Red Cross of the Quad Cities Area and help support vital lifesaving programs and services including disaster relief and health and safety education, and help raise awareness and funding. On our behalf, please share this letter of request with the Rock Island City Council Members to consider waiving the \$250 permit fee.

Enclosed with our permit application, please find a course map, proof of insurance and contact information for both race directors.

If you have any questions, please call Jayna Gallagher at 309-721-6378 or jaynagallagher1101@gmail.com, or Holly Sparkman at 309-749-7280 or hksparkman@gmail.com . Thank you for your consideration.

Regards,

Jayna Gallagher and Holly Sparkman

RESOLUTION NO. 03-2016

HIGHWAY RESOLUTION

WHEREAS, the **American Heart Association** is sponsoring a **Heart Walk** in the **CITY of ROCK ISLAND** which event constitutes a public purpose;

WHEREAS, this **Heart Walk** will require the temporary closure of the **northbound on-ramp to the Centennial Bridge, a State Highway in the CITY of ROCK ISLAND, at First Avenue.** (Note: When crossing the Centennial Bridge, will use sidewalk only – no closures needed.)

WHEREAS, Section 4-408 of the Illinois Highway Code authorizes the Department of Transportation to issue permits to local authorities to temporarily close portions of State Highways for such public purposes;

NOW THEREFORE, BE IT RESOLVED by the CITY COUNCIL of the **CITY of ROCK ISLAND** that permission to **temporarily regulate ramp traffic on the northbound on-ramp to the Centennial Bridge, a State Highway in the CITY of ROCK ISLAND, at First Avenue** as above designated, be requested of the Department of Transportation.

BE IT FURTHER RESOLVED that this closure shall occur during the approximate time period between the hours of **8:00 a.m. and 12:00 p.m. on Saturday, May 21, 2016.**

BE IT FURTHER RESOLVED that this closure is for the public purpose of use for the **American Heart Association/Heart Walk.**

BE IT FURTHER RESOLVED that traffic from that closed portion of highway shall be detoured over routes with an all-weather surface that can accept the anticipated traffic, which will be maintained to the satisfaction of the Department and which is conspicuously marked for the benefit of traffic diverted from the State Highway. *The detour route shall be as follows: **No Detour Needed.** *To be used when appropriate

BE IT FURTHER RESOLVED that the **American Heart Association** assumes full responsibility for the direction, protection, and regulation of the traffic during the time the detour is in effect.

BE IT FURTHER RESOLVED, that police officers or authorized flaggers shall, at the expense of the **American Heart Association**, be positioned at each end of the closed section and at other points (such as intersections) as may be necessary to assist in directing traffic through the detour.

BE IT FURTHER RESOLVED, that police officers, flaggers, and officials shall permit emergency vehicles in emergency situations to pass through the closed area as swiftly as is safe for all concerned.

BE IT FURTHER RESOLVED, that all debris shall be removed by the **American Heart Association** prior to re-opening the State Highway.

BE IT FURTHER RESOLVED, that such signs, flags, barricades, etc., shall be used by the **American Heart Association/Heart Walk** as may be approved by the Illinois Department of Transportation. These items shall be provided by the American Heart Association.

BE IT FURTHER RESOLVED, that the closure and detour shall be marked according to the Illinois Manual on Uniform Traffic Control Devices.

BE IT FURTHER RESOLVED that an occasional break shall be made in the procession so that traffic may pass through. In any event, adequate provisions will be made for traffic on intersecting highways pursuant to conditions noted above. (Note: this paragraph is applicable when the Resolution pertains to a parade or when no detour is required.)

BE IT FURTHER RESOLVED, that the **American Heart Association** hereby agrees to assume all liabilities and pay all claims for any damage which shall be occasioned by the closing described above.

BE IT FURTHER RESOLVED, that the American Heart Association shall provide a comprehensive general liability insurance policy or an additional insured endorsement in the amount of **\$100,000 per person and \$500,000 aggregate** which has the Illinois Department of Transportation and its officials, employees, and agents as insured and which protects them from all claims arising from the requested road closing.

BE IT FURTHER RESOLVED, that a copy of this Resolution be forwarded to the Department of Transportation to serve as a formal request for the permission sought in this Resolution and to operate as part of the conditions of said permission.

ADOPTED by the CITY COUNCIL of the CITY OF ROCK ISLAND this 22nd day of February 2016, A.D.

MUNICIPAL CLERK

APPROVED by the CITY COUNCIL of the CITY of ROCK ISLAND this 22nd day of February 2016, A.D.

ATTEST: _____
MUNICIPAL CLERK

MAYOR