

**Memorandum
Office of the City Clerk**



To: Thomas Thomas, City Manager
Subject: College Hill District – Retro Rally Event Requests
Date: April 25, 2016

Attached is a letter from Jennifer Horvath of Fred and Ethel's on behalf of the College Hill District Organization requesting permission for their annual Retro Rally event to be held on Saturday, June 4, 2016 from noon to 5:00 pm.

Also attached is a request to close 30th Street between 12th Avenue and 14th Avenue from 10:30 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 College Hill District Organization will have arts and craft vendors, outdoor entertainment, a pinup contest and a retro vehicle show. The closed areas of 30th Street will have retro vehicles parked from noon to 5:00 pm. It is noted that walkway access will be available for pedestrians (sidewalks will remain open). The businesses of the College Hill District are also requesting that the Public Works Department 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 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 \$1,200.00 from the College Hill District Fund for extra barricades, a tent for community use and five 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 30th Street between 12th Avenue and 14th Avenue, hanging decorations and banners on the signs and street posts, authorize staff to place a few 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 \$1,200.00, subject to College Hill District contacting the Police Department for traffic control if necessary, and removing the decorations and banners by June 6th.

Submitted by: Aleisha L. Patchin, City Clerk

Approved by: Thomas Thomas, City Manager

Retro Rally

1 message

jennifer horvath <frednethels@yahoo.com>
Reply-To: jennifer horvath <frednethels@yahoo.com>
To: "patchin.aleisha@rigov.org" <patchin.aleisha@rigov.org>

Tue, Apr 19, 2016 at 12:14 PM

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 June 4th, 2016 from 12pm- 5pm. College Hill is organizing arts and crafts vendors, outdoor entertainment, a pinup contest, and a retro vehicle show. All of our 2014 and 2015 events were run successfully and smoothly, and we look forward to continuing these traditions in College Hill.

The organization is requesting permission from the city to close 30th street from 12th ave. to 14th ave from 10:30am- 6pm on Saturday June 4th.

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. The detour would route traffic east on 12th street, south on 32nd st, 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 same detour route was used for Retro Rally 2014/2015 and College Hill-O-Ween 2014/2015. The traffic moved quickly and easily though this detour route. The Rock Island Fire Marshal and Police representative, Officer Landi, have approved the route.

The closed blocks of 30th street will have retro vehicles parked from 12-5pm. The right of way (sidewalks) will be left open for walking traffic, as well as an isle of at least 10 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.

In previous years we have requested temporary trash receptacles up and down the street, but the need for as many of these has lessened due to the attractive and permanent trash receptacles installed by the City in Fall 2014. We thank you for support in purchasing and installing those receptacles. We now ask for a only few additional temporary receptacles placed in the high traffic areas as seen on the attached map.

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 CHDO Promotions Committee and volunteers will maintain the decorations.

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 two years ago.

Lastly, we would like to use city funds in the amount of \$1200.00 for five Porta-potties, extra barricades, and a tent 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 and event insurance, and look forward to partnering with the city to make this another great event! Thank you for your help and consideration.

CITY OF ROCK ISLAND

PERMIT APPLICATION

STREET CLOSING REQUEST

APPLICANT INFORMATION

| | | | | |
|----------------------------------|-------------------------------------|--------------|-------------|-------------------|
| CONTACT NAME Jennifer Horvath | ADDRESS 1326 30 th St | CITY R.I. | STATE IL | ZIP CODE 61201 |
| TELEPHONE NO. 309-786-3511 | | | | |

| | | | | |
|------------------------------------|----------------------------------|------------|-------------|-------------------|
| ALTERNATE NAME Karolyn Williams | ADDRESS 1230 30 th | CITY RI | STATE IL | ZIP CODE 61201 |
| TELEPHONE NO. 309-235-0963 | | | | |

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

| Day(s) | Date(s) | Start Time | End Time |
|--------|--------------|------------|----------|
| 1 day | June 4, 2016 | 11AM | 6PM |

TYPE OF EVENT – PURPOSE (Block party, etc.) College Hill Retro Rally

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 _____ 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 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

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 |
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|-----------------------|
| License Number |
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|-----------------------------|
| License Printed Date |
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|------------------------------|
| License Delivery Date |
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Return completed application and additional documents to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/6/2016

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 1910 16th St Moline IL 61265 INSURED College Hill District Organization, Inc 1325 30th St Rock Island IL 61201-2864 | | CONTACT NAME: Chappell, Tom PHONE (A/C, No, Ext): (309) 797-6222 E-MAIL ADDRESS: FAX (A/C, No): (309) 797-3672 |
| | | INSURER(S) AFFORDING COVERAGE INSURER A: West Bend NAIC # 15350 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: |

COVERAGES CERTIFICATE NUMBER: CL164600297 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 SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|---------------------------------|---------------|-------------------------|-------------------------|--|
| X | COMMERCIAL GENERAL LIABILITY | | | | | |
| A | CLAIMS-MADE X OCCUR | X | 1799063 | 10/22/2015 | 10/22/2016 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 Additional Insured \$ |
| | GEN'L AGGREGATE LIMIT APPLIES PER | | | | | |
| X | POLICY PROJECT LOC | | | | | |
| | OTHER: | | | | | |
| | AUTOMOBILE LIABILITY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | ANY AUTO ALL OWNED AUTOS HIRED AUTOS | SCHEDULED AUTOS NON-OWNED AUTOS | | | | |
| | UMBRELLA LIAB EXCESS LIAB | OCCUR CLAIMS-MADE | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | DED RETENTION \$ | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | Y/N | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | N/A | | | | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | |

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

CERTIFICATE HOLDER

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

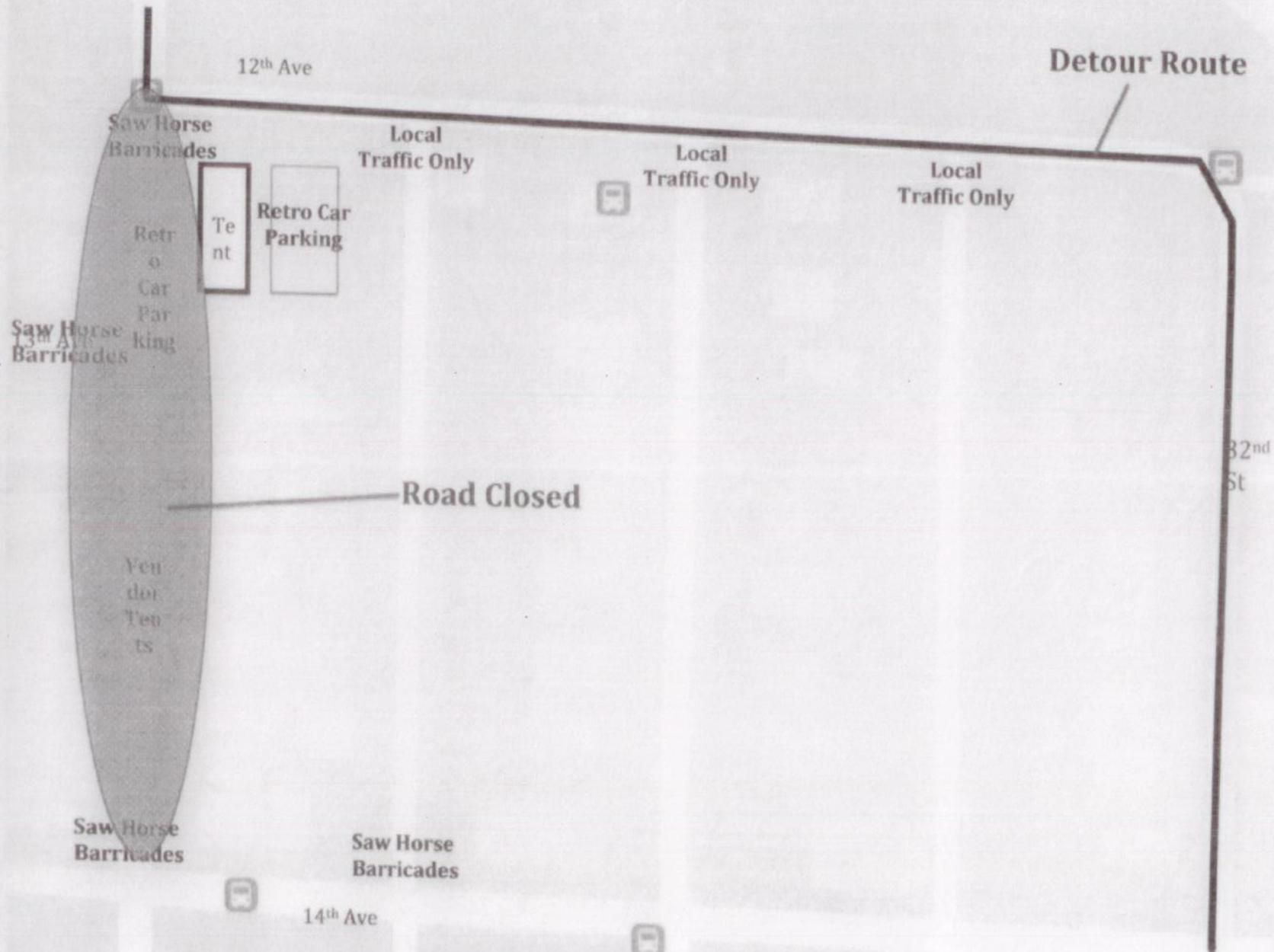
CANCELLATION

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 Chappell/TOM

Thomas G. Chappell



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

