

**Memorandum
Office of the City Clerk**

To: Thomas Thomas, City Manager
Subject: St. Patrick's Day Parade - March 18, 2017
Date: August 11, 2016



Attached is an application from the St. Patrick Society and a Resolution to temporarily close off the east side of 15th Street (Route 67) from 2nd Avenue to the Centennial Bridge for the annual St. Patrick's Day Parade to be held on Saturday, March 18, 2017 between 11:00 am and 1:00 pm. It is noted that prior to the parade, a Riverbend Food Bank Drive will commence at 11:00 am with the parade actually starting at 11:30 am.

The staging area for the parade is on 5th Avenue (the parking lane and two (2) traffic lanes) from 16th Street to 23rd Street and 23rd Street between 4th and 5th Avenues. The parade will begin at the intersection of 23rd Street and 4th Avenue.

A certificate of insurance will be submitted prior to the event. The Police Department will create the Operations Order for the event.

RECOMMENDATION:

It is recommended that Council approve the event for the St. Patrick Society and adopt the Resolution.

Submitted by: Aleisha L. Patchin, City Clerk
Approved by: Thomas Thomas, City Manager

CITY OF ROCK ISLAND

LICENSE APPLICATION



ACTIVITY PERMIT

APPLICANT INFORMATION

SPONSOR NAME/ORGANIZATION	ADDRESS	CITY	STATE	ZIP CODE
St. Patrick Society, GCA	P.O. Box 4487 Davenport, IA 52808	Davenport	IA	52808
TELEPHONE NO.				

CONTACT PERSON	ADDRESS	CITY	STATE	ZIP CODE
Julie Walton	P.O. Box 4487	Davenport	IA	52808
TELEPHONE NO.				
563-505-9779				

ACTIVITY DETAILS

Type of Activity: (Check Appropriate Activity)

<input checked="" type="checkbox"/> Parade	<input type="checkbox"/> Run	<input type="checkbox"/> Walk	<input type="checkbox"/> March	<input type="checkbox"/> Bicycle Ride	<input type="checkbox"/> Other (specify below)
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Our parade begins at 11:30 a.m., but immediately preceding that at 11:00 a.m. is a food drive/collection by RiverBend foodbank along Parade route.

DATE OF ACTIVITY (MONTH/DAY/YR)	EVENT START TIME (AM/PM)	EVENT END TIME (AM/PM)
03/18/17	11:00 A.M.	1:00 P.M.
SETUP OF EVENT (MONTH/DAY/YR)	SET UP BEGINS (AM/PM)	SET UP ENDS (AM/PM)
03/18/17	8:00 A.M.	11:00 A.M.

Estimated number of: (Place Number in Appropriate Box)

Participants: 3000	Floats: 45	Vehicles: 30	Bands: 4	Wheelchairs: 0	Horses: 2	Other: -
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CITY OF ROCK ISLAND LICENSE APPLICATION

Number of volunteers available for traffic control: Arranged with RIPD

Contact the Police Department to arrange for traffic control. Telephone Number: (309) 732-2402

Tail car provided by sponsor: Yes _____ No X

Ambulance/first aid provided by sponsor: Yes _____ No X

Route for Activity: Detailed description and map of city streets and property involved in activity must be attached to this application. Starting and ending locations as well as direction of travel need to be clearly indicated. If State-owned streets are included in route, Department of Transportation permission will be required for closing of streets. Please allow additional time (at least one month to six weeks) for this to be completed.

Are any State-owned streets involved? Yes X No _____ Unknown _____

Identify State-owned streets, if known. Route 67; Centennial Bridge

Does sponsor provide barricades? Yes _____ No X

Are barricades required from City? Yes X No _____ Qty unk. - exact # available on request.

Insurance requirements: In submitting this application, the undersigned agrees to provide certification of Liability Insurance Coverage for this event in an amount not less than \$300,000.00 for any person, and \$500,000.00 for any one accident, with the City of Rock Island being listed as additional insured for claims or damages which may arise out of said event. The undersigned further agrees to reimburse the city of Rock Island for any and all costs that exceed \$200.00 for the use of City streets and personnel.

Notification to Residents: In the case of applications for new events and/or new routes, the sponsor of said new event shall notify the residents and/or businesses located along said race route, parade route, or other, for that specific activity, in writing, at least three (3) weeks prior to City Council consideration. Prior to Council consideration, sponsor shall notify and obtain written approval or disapproval from the residents and/or businesses and submit a copy of same to the City Clerk. Any resident and/or business who objects to said event shall have the opportunity to be heard at the City Council meeting during which time the event is to be considered.

Note: The sponsor notification form for any new event/route is available in the City Clerk's office.

A copy of your application will be submitted to the Police Department for assistance with any needed traffic control. All required insurance papers must be attached to this application. Permit cannot be issued without proof of insurance.

St. Patrick Society, GCA
by: Julie Walker
Signature of Applicant V.P., Parade co-chair

August 9, 2016
Date of Application

CITY OF ROCK ISLAND

LICENSE APPLICATION

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

City Council Approval Date

City Clerk Approval Date

Route Map and/or Information Included

Insurance Information Included

License Number

License Printed Date

License Delivery Date

Return Completed Application to:
City Clerk's Office, 1528 3rd Avenue, Rock Island, IL. 61201
(309) 732-2010

RESOLUTION NO. 15-2016

HIGHWAY RESOLUTION

WHEREAS, the ST. PATRICK SOCIETY is sponsoring a PARADE in the CITY of ROCK ISLAND which event constitutes a public purpose;

WHEREAS, this PARADE will require the temporary closure of the east side of 15th Street (ROUTE 67) a State Highway in the CITY of ROCK ISLAND, from 2nd Avenue to the Centennial Bridge.

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 close off the east side of 15th Street (ROUTE 67) a State Highway in the CITY of ROCK ISLAND, from 2nd Avenue to the Centennial Bridge 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 11:00 a.m. and 1:00 p.m. on SATURDAY, MARCH 18, 2017.

BE IT FURTHER RESOLVED that this closure is for the public purpose of A PARADE.

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 parking of vehicles shall be prohibited on the detour routes to allow an uninterrupted flow of two-way traffic.) * The detour route shall be as follows: No Detour Needed.

*To be used when appropriate

BE IT FURTHER RESOLVED that the ST. PATRICK SOCIETY 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 ST. PATRICK SOCIETY, 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 ST. PATRICK SOCIETY prior to re-opening the State Highway.

BE IT FURTHER RESOLVED, that such signs, flags, barricades, etc., shall be used by the ST. PATRICK SOCIETY as may be approved by the Illinois Department of Transportation. These items shall be provided by the ST. PATRICK SOCIETY.

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 ST. PATRICK SOCIETY 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 ST. PATRICK SOCIETY 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 August 2016,
A.D.

MUNICIPAL CLERK

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

ATTEST: _____
MUNICIPAL CLERK

MAYOR