

Source: City Manager *Amal*

Agenda Item No: REP 165-13

To: **City Council**
From: **City Manager and Staff** *MM*

Council Meeting Date: Dec 2, 2013

Re: Street Closure Requests

EXECUTIVE SUMMARY:

The City Manager's Office has received two street closure requests.

DISCUSSION:

Ultramax Sports has requested the closure of Walnut Street, from 7th Street to 9th Street, from 4 am until 10 am, on December 14th for the annual Jingle Bell Run.

Mark Haim, has requested the closure of Elm Street, from 6th to 9th; 7th Street, from Elm to Locust; and, 8th Street, from Elm to Locust; on April 27, 2014 (rain date: May 4th, 2014) from 6:30 am until 8 pm, for the annual Earth Day Festival.

The Special Event Committee has reviewed and approved these requests contingent upon applicants providing certificate of liability insurance. The CID reviewed and approved the Earth Day Event at their November 12th Board meeting; the CID took no action on the Jingle Bell Run 5K.

FISCAL IMPACT:

n/a

VISION IMPACT:

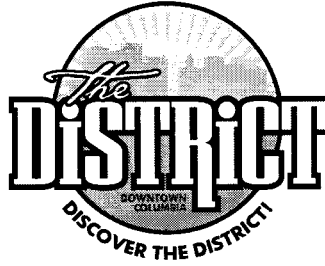
<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

The above events impact the vision in several ways - arts and culture, community pride and human relations - goal 4.2 (Columbia will be an inclusive community where people from all walks of life hear, appreciate, understand, respect, and trust each other, and where positive relationships are fostered and human rights are advanced) and also fulfills the mission statement of downtown which is to create a hip and vibrant district with a diversity of easily accessible businesses, residences, attractions and institutions; it is an exciting gathering place for all types of people.

SUGGESTED COUNCIL ACTIONS:

Motion to approve the street closure requests contingent upon the applicant's providing proof of liability insurance.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?		Federal or State mandated?	
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?		Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?		Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?		Primary Vision, Strategy and/or Goal Item #	
Operating/ Ongoing	\$0.00	Requires add'l facilities?		Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?		Fiscal year implementation Task #	



November 13, 2013

Carol Rhodes
City Manager's Office
701 E. Broadway, 5th floor
Columbia MO 65201

Carol,

The CID Board has approved the following request for street closures:

Purpose: Earth Day

Date & Time: 4/27/14 (Rain date 5/4/14) 6:30am -8pm

Proposed Street Closings: Elm from 6th to 9th; 7th & 8th from Elm to Locust

The CID took no action on the request below. The CID Board recently established guidelines requiring applications first be sent to the SEC. This application has not yet been presented to the SEC.

Purpose: Jingle Bell Run 5K

Date & Time: 12/14/13, 4am-10am

Proposed Street Closings: Walnut between 7th & 9th

Please call 442-6816 if you need any additional information. As always, we appreciate your assistance.

Sincerely,

Carrie Gartner, PhD
Director
Downtown Community Improvement District

CID Board

Blake Danuser
Binghams

Adam Dushoff
Addison's

Tony Grove
Grove Construction, LLC

Christina Kelley
Makes Scents

Richard King
The Blue Note

Michael McClung
Déjà vu, Resident

Tom Mendenhall
The Lofts at 308 Ninth

Allan Moore
Moore & Shryock

John Ott
Paramount Building

Deb Sheals
Historic Preservation
Consulting

Tom Schwarz
Landmark Bank

Ben Wade
Guitarfinder

Michael Wagner
Boone County National Bank

Marti Waigandt
808 Cherry

Andrew Waters
Columbia Daily Tribune

City of Columbia

Special Use Application Form

Thank you for choosing the City of Columbia to hold your event. Please fill out information below and send to Carol Rhodes, City Manager's Office, 701 E. Broadway, Columbia, MO 65201.

Date of application: 9/27/13

Event Information

Location of event (include a map of all streets that will be used): Peace Park & adj. streets (see pg.2)

Name of event: Columbia Area Earth Day Festival

Date(s): 4/27/14 (5/4/14 Rain date) and time of event (include setup and cleanup): 6:30 a.m. to 8 p.m.

Event hours from: 12 noon to: 7 p.m.

Detailed description of event: The Earth Day Festival is an educational event that promotes sustainability and eco-conscious living. It includes kids' activities, booths and displays, stage performances and more. It is a free event & has been put on for the past 24 years on a non-profit basis by the Columbia Earth Day Coalition, a joint effort of environmental groups, city agencies (Pub. Works, Parks & Rec.), as well as campus programs and groups.

Expected attendance per day: Peak attendance ~5,000. Overall ~10,000.

Applicant Information

Applicant name: Mark Haim

Address: 1402 Richardson St., Columbia, MO 65201. Work address (more applicable) below

Email address: mail@columbiaearthday.org

Date of birth: 7/7/49

Phone and cell #: W 875-0539, H 442-2360, no cell

Fax #: N.A.

Company/Organization name (if applicable): Columbia Earth Day Coalition (sponsored project of MO Nuclear Weapons Ed. Fund)

Company address: 804-C E. Broadway, Columbia, MO 65201

Company phone #: 875-0539

Name of alternate contact person: Laura Wacker

Alternate's phone and cell #: W 875-0539, Cell 314-825-4444, no landline

Insurance company: Allied Insurance via Winter-Dent

Insurance company phone #: 449-8100

Contact person: Connie McCellan

Insurance Policy #: ACP 72-1-5435158

Special Use Application, Columbia Earth Day Festival, page 2

Location of event (Truncated on form): Peace Park on the MU Campus and adjacent streets including Elm from 6th to 9th, and 7th & 8th from Elm to Locust.

Street Closure: We have requested the closing Elm St. from 6th to 9th Streets, and 7th & 8th Streets from Elm to Locust. As we do each year, we plan to use this for our Street Fair, including Eco. Ave., sustainability education central. As in the past, we intend to coordinate the advanced posting of signs on meters regarding the street closure with the Columbia Police Dept., and plan to work with Andrea Shelton at Public Works to obtain the barriers to facilitate actual closing of the streets on Sunday morning.

Food Vendors: We coordinate our efforts on this front with the Columbia Health Dept. We instruct all food vendors to contact the Department to make sure that they are in compliance with all regulations and provide the Dept. with a list of all food vendors in advance of the event. We also have all vendors congregated in a food court to facilitate inspection on the day of the event.

Amplified Sound: We have music, as well as dance, poetry and spoken word entertainment from a stage in Peace Park. The volume is kept at a respectful level, and performances end by 7 p.m. The performances on the Peace Park stage are broadcast live over 89.5 KOPN.

Waste Removal & Recycling: We have worked for many years with the Columbia Public Works Dept. on this. They provide trash and recycling bins. Our volunteers place these bins throughout the festival and then collect them at the end of the day so that Public Works can pick them up. The University services the trash receptacles in Peace Park.

Street Closure Request Form
(Non-Construction Related Requests Only)

Name of Organization: Columbia Earth Day Coalition

Contact Person: Mark Haim

Address: 804-C E. Broadway, Columbia, MO 65201

Phone: 875-0539

**Location Requested
(include map):** Elm St. from 6th to 9th, 7th from Elm to Locust, 8th from Elm to Locust

**Date of Use of Closure:
(day/time)** April 27, 2014 (rain date May 4, 2014) 6:30 a.m. to 7:30 p.m.

Purpose: Earth Day Festival

The applicant is responsible for securing signatures of the property owners and tenants abutting the proposed closure or use indicating no objection to the requested use/closure. Attach a separate sheet if necessary.

Property Owner/Tenant Name

Address

See attached

I understand that this request is granted subject to the following conditions:

The sidewalk/street will not be used or blocked in such a manner that a safety hazard would occur or that an obstruction will be created that would unreasonably interfere with police, fire, or health of the city. Further, there will be no solicitation in the street, crosswalk or intersection and that violation of the above conditions will cause this permit to be rescinded. Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. **Exception: Parades**



Signature of Applicant

September 27, 2013

Date

Date Application Received: 9/27/2013
CCA Board: 11/12/13

Permit Approved:

Mike Matthes, City Manager

Date

PLEASE READ ORDINANCE INFORMATION AS FOLLOWS

Columbia Earth Day Coalition
804-C E. Broadway • Columbia, MO 65201 • 573-875-0539
www.columbiaearthday.org
mail@columbiaearthday.org

To Whom It May Concern:

We, the undersigned, owners or operators of neighboring businesses, have been informed that the Columbia Earth Day Coalition is requesting the closing of Elm St. (6th-9th), Eighth St. (Elm to Locust) and Seventh St. (Elm to Locust) for the Columbia Earth Day Festival on Sunday, April 27, 2014, with a rain date of Sunday, May 4, 2014. We have no objections to this street closing.

Business SUB SHOP, INC.

Name (printed) KIRK E. WACKER

Signature K.E. Wacker

Date 9/26/13

Business PCM Sound

Name (printed) Mike Moore

Signature Mike Moore

Date 9/26/13

Business Mc Press Association

Name (printed) Karen Philp

Signature K. Philp

Date 9-26-13

Business ABC II

Name (printed) DAVID MAXWELL

Signature David Maxwell

Date 9-26-13

Business BARWITT PRINT SHOP

Name (printed) Brian Kramse

Signature Brian Kramse

Date 9/26/13

Business Donna's Repair

Name (printed) Bobbie Wood

Signature Bobbie Wood

Date 9/26/13

Business SHAKESPEARE'S PIZZA

Name (printed) TORBY EPSTEIN

Signature Torby Epstein

Date 9/27/13

Business _____

Name (printed) _____

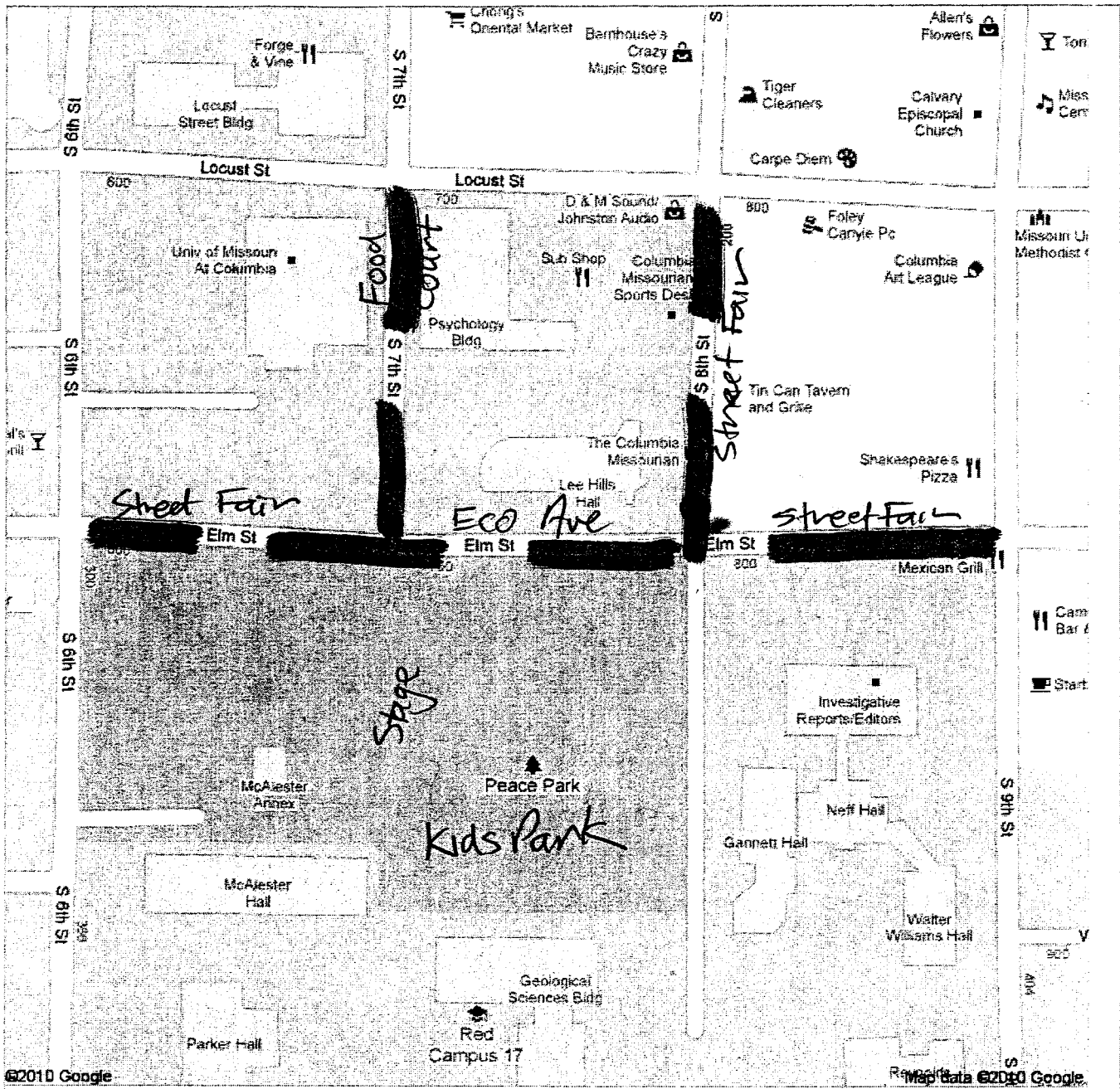
Signature _____

Date _____

Google maps

Address Elm St & S 8th St
Columbia, MO 65201

Notes Elm St. From 6th to 9th
Streets.
7th & 8th Sts. from Elm to
Locust.



Street Closure Request Form
(Non-Construction Related Requests Only)

Name of Organization:

Ultramax Sports/Arthritis Foundation

Contact Person:

Kaela Porvlig

Address:

7430 W Hwy 40, Columbia, MO 65202

Phone:

573-268-5044

Location Requested
(include map):

Walnut St - 7th St → 9th St.

Date of Use of Closure:
(day/time)

12/14/2013 4AM-10AM

Purpose:

Arthritis Foundation Jingle Bell Run 5K

The applicant is responsible for securing signatures of the property owners and tenants abutting the proposed closure or use indicating no objection to the requested use/closure. Attach a separate sheet if necessary.

Property Owner/Tenant Name

Address



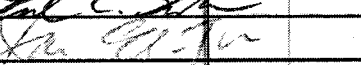
811 E Walnut St.



819 E. Walnut St.



810 E. Walnut St.

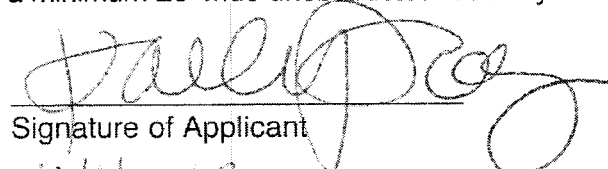


825 E. Walnut

I understand that this request is granted subject to the following conditions:

The sidewalk/street will not be used or blocked in such a manner that a safety hazard would occur or that an obstruction will be created that would unreasonably interfere with police, fire, or health of the city. Further, there will be no solicitation in the street, crosswalk or intersection and that violation of the above conditions will cause this permit to be rescinded. Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. **Exception: Parades**

Signature of Applicant


11/11/2013

Date

Date Application Received:

11/12/13

CCA Board:

11/12/13

Permit Approved:

Received
Updated Version
11/12/13

Mike Matthes, City Manager

Date

PLEASE READ ORDINANCE INFORMATION AS FOLLOWS

Street Closure Request Form
(Non-Construction Related Requests Only)

Name of Organization: Ultramax Sports / Arthritis Foundation
Contact Person: Kaela Porvig
Address: 7430 W Hwy 40, Columbia, MO 65202
Phone: 573-268-5044
Location Requested
(include map): Walnut St - 7th St → 9th St.
Date of Use of Closure: 12/14/2013 4AM-10AM
(day/time)
Purpose: Arthritis Foundation Jingle Bell Run 5K

The applicant is responsible for securing signatures of the property owners and tenants abutting the proposed closure or use indicating no objection to the requested use/closure. Attach a separate sheet if necessary.

Property Owner/Tenant Name

Address

<u>[Signature]</u>	<u>811 E. Walnut St.</u>
<u>[Signature]</u>	<u>819 E. Walnut St.</u>
<u>[Signature]</u>	<u>810 E. Walnut St.</u>

I understand that this request is granted subject to the following conditions:

The sidewalk/street will not be used or blocked in such a manner that a safety hazard would occur or that an obstruction will be created that would unreasonably interfere with police, fire, or health of the city. Further, there will be no solicitation in the street, crosswalk or intersection and that violation of the above conditions will cause this permit to be rescinded. Fire department access shall be maintained by providing a minimum 20' wide unobstructed roadway width. **Exception: Parades**

[Signature]
Signature of Applicant

11/11/2013
Date

Date Application Received: 11/01/13
CCA Board: 11/12/13

Permit Approved:

Mike Matthes, City Manager

Date

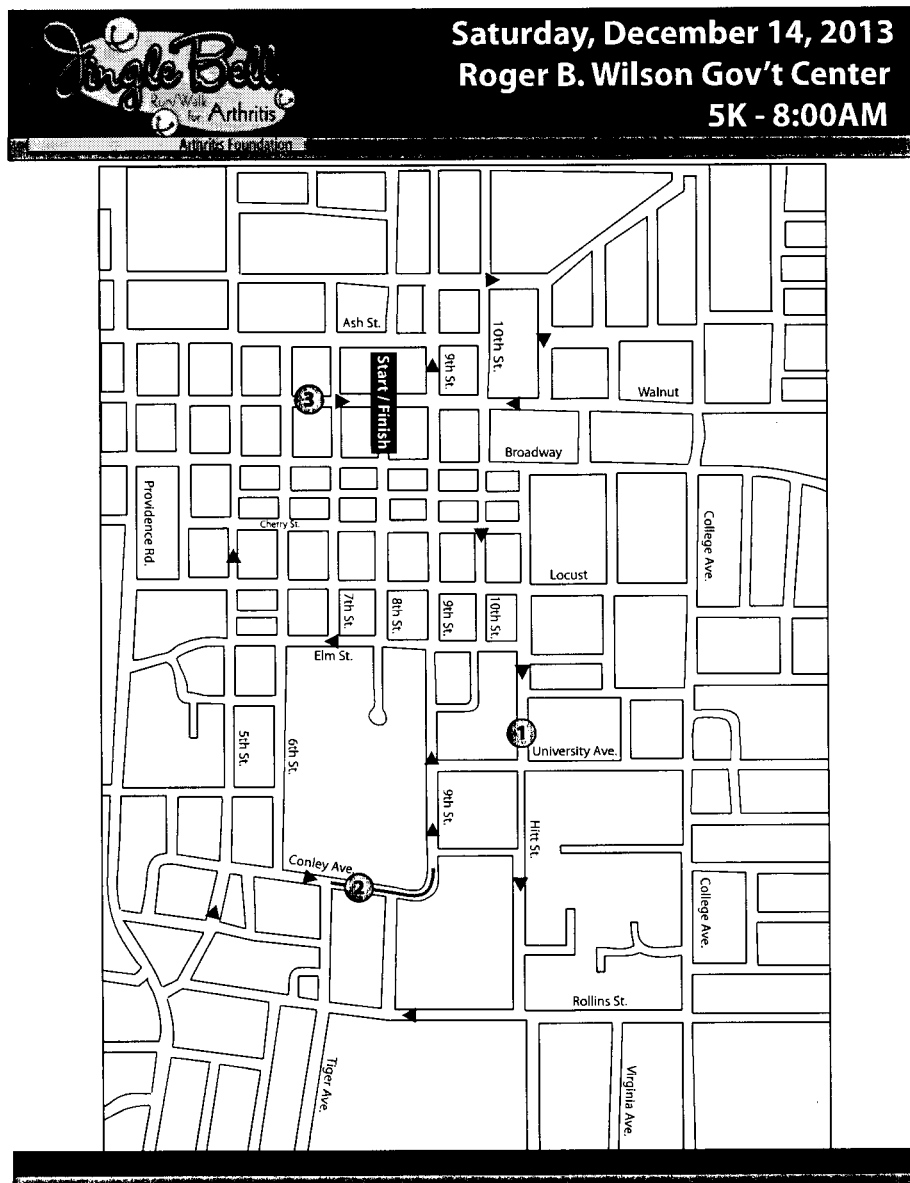
PLEASE READ ORDINANCE INFORMATION AS FOLLOWS

Good Morning,

I came into your shop a few weeks ago and also sent an email after I visited trying to get a signature for my road closure permit for the Jingle Bell Run on Saturday, December 14th. The race is beginning and ending on Walnut and I am requesting a closure from 4:00AM until 10:00AM that morning between 7th St. and 9th St.

I have attached a course map. If you could let me know via email that you are okay with the street closure during that time frame, I would really appreciate it. I could also come by for a signature if the store owner or manager is in at any time.

I appreciate your time. Thanks!





Megan Gotcher <mrgotche@gocolumbiamo.com>

Parade - Special Events Permit : 11-1-2013 10:25:02 am

1 message

kaela@ultramaxsports.com <kaela@ultramaxsports.com>

Fri, Nov 1, 2013 at 10:25 AM

To: MRGOTCHE@gocolumbiamo.com, CSPERKIN@gocolumbiamo.com, klshouse@gocolumbiamo.com

The following form submission was received on the City of Columbia website. The sender has been notified of the successful receipt of this request. Recipients should respond to this request within a reasonable time frame, normally within 1 to 3 business days. For more information regarding origin of this message or to report spam contact the Webmaster at webmaster@gocolumbiamo.com.

Below are the results of a Web form submitted on: November 1st, 2013 at 10:25AM (CDT).

Name of Group/Organization Filing Permit:

: Ultramax Sports

Name: Kaela Rorvig
Email: kaela@ultramaxsports.com
Address: 906 West Boulevard North
City: Columbia
State: MO
Zipcode: 65203
Phone: 573-268-5044

Purpose of Parade -Special Events Permit: Jingle Bell Run/Walk for Arthritis 5K & Mile Walk

Proposed Date: 12/14/2013

Time: (Start to Finish): 8:00AM - 9:30AM

Approximate number of persons in parade/special event: 700

Proposed Route or Location: Start/Finish at 8th & Walnut.

5K Route:

1. Runners/Walkers head east on Walnut.
2. Left turn onto 9th St.
3. Right turn onto Park Ave.
4. Right turn onto Orr St.
5. Right turn onto Walnut St.
6. Left turn onto 10th St.
7. Left turn onto Locust
8. Right turn onto Hitt St.
9. Right turn onto Rollins St.
10. Right turn onto 5th St.
11. Right turn onto Conley Ave. (turns into 9th St.)
12. Left turn onto Elm St.
13. Right turn onto 5th St.
14. Right turn onto Walnut.

1-Mile Route:

1. Walkers head east on Walnut.
2. Left turn onto 9th St.
3. Right turn onto Park Ave.
4. Right turn onto Orr St.
5. Right turn onto Walnut St.
6. Left turn onto 10th St.
7. Right turn onto Broadway (walkers will be directed to walk on the sidewalk).
8. Right turn onto 6th St.
9. Right turn onto Walnut.

*Maps available upon request. Have met with Lt. Shouse-Jones and Perkins.

Name: Donna Henderson
Address: 9433 Olive Blvd.
City: St. Louis
State: MO
Phone: 314-447-4883

IP: 69.29.74.194
Form: Parade - Special Events Permit



Megan Gotcher <MRGOTCHE@gocolumbiamo.com>

Fwd: Jingle Bell Run 5K - 12/14/2013

Forwarded

Kaela Rorvig <kaela@ultramaxsports.com>
To: Megan Gotcher <MRGOTCHE@gocolumbiamo.com>

Tue, Nov 12, 2013 at 8:38 AM

My first email - October 15th.



Kaela Rorvig - Event Manager
kaela@ultramaxsports.com
Columbia - Springfield - Kansas City

Begin forwarded message:

From: Kaela Rorvig <kaela@ultramaxsports.com>
Date: October 15, 2013 9:08:15 AM CDT
To: eyecandycomo@yahoo.com
Subject: Jingle Bell Run 5K - 12/14/2013

Good Morning!

We have been hired by the Jingle Bell Run for Arthritis 5K to take care of the logistics and planning for their race on December 14th. I'm working on getting a road closure permit for Walnut St. between 7th St. and 9th St. from 4:00AM until 10:00AM. I came by yesterday for a signature to get your approval, but was told that sending an email for approval would be my best bet.

If you are okay with this street closure, either let me know when you would maybe be in so that I could get your signature, or an approval via email would suffice (I'd just need your name and the address of your shop).

Let me know if you have any questions. I look forward to hearing back from you! Thanks,



Kaela Rorvig - Event Manager
kaela@ultramaxsports.com
Columbia - Springfield - Kansas City



Megan Gotcher <mrgotche@gocolumbiamo.com>

Fwd: Jingle Bell Run 5K

1 message

Kaela Rorvig <kaela@ultramaxsports.com>
To: Megan Gotcher <MRGOTCHE@gocolumbiamo.com>

Tue, Nov 12, 2013 at 8:38 AM

Second email - October 31st.



Kaela Rorvig - Event Manager
kaela@ultramaxsports.com
Columbia - Springfield - Kansas City

Begin forwarded message:

From: Kaela Rorvig <kaela@ultramaxsports.com>
Date: October 31, 2013 8:46:24 AM CDT
To: eyecandycomo@yahoo.com
Subject: Jingle Bell Run 5K

Good Morning,

I came into your shop a few weeks ago and also sent an email after I visited trying to get a signature for my road closure permit for the Jingle Bell Run on Saturday, December 14th. The race is beginning and ending on Walnut and I am requesting a closure from 4:00AM until 10:00AM that morning between 7th St. and 9th St.

I have attached a course map. If you could let me know via email that you are okay with the street closure during that time frame, I would really appreciate it. I could also come by for a signature if the store owner or manager is in at any time.

I appreciate your time. Thanks!



Kaela Rorvig - Event Manager
kaela@ultramaxsports.com
Columbia - Springfield - Kansas City