

**COUNCIL ACTION FORM**

**SUBJECT: AMES PATRIOTIC COUNCIL REQUESTS FOR MEMORIAL DAY PARADE**

**BACKGROUND:**

Each year the Ames Patriotic Council conducts a community observance of Memorial Day. This observance involves a parade from City Hall to the Municipal Cemetery, followed by a community memorial service at the Cemetery.

The following requests for May 28, 2018, are presented for City Council approval in order to facilitate the Memorial Day observance:

- Closure of Pearle Avenue and Fifth Street from east of Pearle Avenue through the Clark Avenue intersection from 9:00 a.m. to 11:00 a.m. for the line-up and start of the parade entries.
- Temporary closure of Clark Avenue from Fifth to Ninth Street (for movement of the parade) between 10:30 a.m. and 11:00 a.m.
- Temporary closure of Ninth Street between Clark Avenue and Maxwell Avenue (for movement of the parade) between 10:45 a.m. and 11:00 a.m.
- Temporary closure of Sixth Street at Clark Avenue and of Duff Avenue at Ninth Street as the parade moves through those intersections.

A blanket Temporary Obstruction Permit is also requested for the closed areas. It should also be noted that temporary closures of residential streets that intersect Ninth Street and Clark Avenue will occur as the parade progresses. Public Works will provide barricades for all of the street closure areas. Barricades will be staffed by parade volunteers and/or residents of the area. Most intersection closures will last for only a few minutes.

The Ames Police Department will present the colors as well as provide a lead car for the parade and will assist participants through the Ninth Street and Duff Avenue intersection.

The rain location for activities will be the Ames Municipal Auditorium. No lost parking meter revenue is anticipated due to the holiday.

**ALTERNATIVES:**

1. Approve the Ames Patriotic Council's requests for use of City facilities and services as outlined above for the community's Memorial Day observance on May 28, 2018.
2. Ask the Ames Patriotic Council to pursue alternate plans for the Memorial Day observance.
3. Deny the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

The parade and memorial service at the Municipal Cemetery are an integral part of the community's annual Memorial Day commemoration.

Therefore, it is the recommendation of the City Manager that the City Council approve Alternative #1 as stated above.



# SPECIAL EVENT APPLICATION

## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** Memorial Day Parade and Ceremony

**Description**

Parade from City Hall to Municipal Cemetery then Ceremony.

**Event Category**

- Athletic/Recreation
- Exhibits/Misc.
- Festival/Celebration
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Other (please explain)

Clark to 9th St to Cemetery

**Anticipated Attendance**

Total 100 Per Day \_\_\_\_\_

### DATE/TIME

**Setup** Date 5/28/18 Time 10:00 am Day of Week Monday

**Event Starts** Date 5/28/18 Time 10:30 am Day of Week Monday

**Event Ends** Date 5/28/18 Time 12:00 pm Day of Week Monday

**Teardown Complete** Date 5/28/18 Time 5:00 pm Day of Week Monday

**Rain Date, if applicable** 5/28/18

**Rain Location, if applicable** City Hall

**LOCATION**

- Region**  
 (Select one or more)
- Main Street Cultural District (Downtown)
  - Campustown District
  - Iowa State University Property
  - City Parks
  - Other (please explain) Clark to 9th St Cemetery

**Please note** that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from MSCD if the event occurs in Downtown. Please contact the appropriate office well in advance:

-  
 Downtown - Main Street Cultural District: (515) 233-3472                      events@amesdowntown.org  
 Campustown - Campustown Action Association: (515) 450-8771              director@amescampustown.com  
 Iowa State University - Events Authorization Committee: (515) 294-1437      eventauthorization@iastate.edu

**CONTACTS**

**Host Organization** Ames Patriotic Council

**Local Contact** (Required)      **Name**      Anita Elliott

**Address**      1005 Stafford Ave

**Telephone**      515.232.4057

**Cell Phone**      515.290.3516 (preferred)

**Email**      anita.elliott@iawgcap.com

**At least ten business days prior to the event, Organizer must submit Emergency Contact List, including names and numbers of all coordinators, volunteers, and location assigned to each.**

**Yes No**

- Is this an annual event? How many years have you been holding this event? \_
- Is this event open to the public?
- Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)?

If yes, please list

NOTE 1: Years holding event - 50+.

NOTE 2: Would like to have 6th St blocked off Clark to Pearl.