

**COUNCIL ACTION FORM**

**SUBJECT: REQUESTS FROM KHOI FOR 5<sup>TH</sup> BIRTHDAY CELEBRATION**

**BACKGROUND:**

KHOI Community Radio plans to host a fifth birthday celebration on Saturday, August 12<sup>th</sup>. The event will consist of a street closure in front of the KHOI studio on the 400-block of Douglas Avenue, where a band will perform. Food will be provided inside the studio building, and the event will be broadcast on the radio.

To facilitate this event, organizers have made the following requests:

- Closure of Douglas Avenue from 5<sup>th</sup> Street to the alley north of Main Street from 3:00 p.m. to 11:59 p.m.
- Closure of eight metered parking spaces (\$4.80 loss to the Parking Fund)
- A blanket Temporary Obstruction Permit

City staff is requesting a waiver of the parking fees due to the small dollar amount and the administrative cost of collecting the fees. A Noise Permit application has been submitted to the Police Department for the musicians. A certificate of insurance has been obtained. A letter of support has been provided by the Main Street Cultural District for the event, and event organizers have consulted with businesses in the affected area regarding the event.

**ALTERNATIVES:**

1. Approve the requests, including street and parking closures, a blanket Temporary Obstruction Permit, and waiver of fees as stated above.
2. Approve the requests, but require reimbursement for the lost parking revenue.
3. Do not approve the requests.

**MANAGER'S RECOMMENDED ACTION:**

The proposed event is a celebration of a local non-profit's anniversary. The event is open to the public, and KHOI has successfully held other events in the downtown area.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the KHOI 5<sup>th</sup> birthday celebration requests, including street and parking closures, a blanket Temporary Obstruction Permit, and waiver of fees as stated above.



## SUMMARY OF EVENT

### DESCRIPTION

**Event Name** KH01 5th Birthday Party

**Description** We will be having a birthday celebration for the 5th year of KH01 FM 89.1. We will have a band performing between 6 and 10 p.m. and we will block off between 5th st. and the alley ~~between~~ just before Main street.

**Event Category**

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



**Anticipated Attendance**

Total 250 Per Day -

### DATE/TIME

<b>Setup</b>	Date <u>Aug. 12</u>	Time <u>3 PM</u>	Day of Week <u>Saturday</u>
<b>Event Starts</b>	Date <u>Aug. 12</u>	Time <u>4 PM</u>	Day of Week <u>Saturday</u>
<b>Event Ends</b>	Date <u>Aug. 12</u>	Time <u>11 PM</u>	Day of Week <u>Saturday</u>
<b>Teardown Complete</b>	Date <u>Aug. 12</u>	Time <u>12 AM</u>	Day of Week <u>Sunday</u>

**Rain Date, if applicable** NONE

**Rain Location, if applicable** NONE

## LOCATION

### Region

(Select one or more)

- Main Street Cultural District (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

**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

Campustown - Campustown Action Association: (515) 450-8771

Iowa State University - Events Authorization Committee: (515) 294-1437

events@amesdowntown.org

director@amescampustown.com

eventauthorization@iastate.edu

## CONTACTS

### Host Organization

KHOL FM 410 Douglas Ave, Ames, IA 50010

### Local Contact (Required)

*Must be present during event*

Name: Allen Gildehaus

Address: 3833 Welbeck Dr., Ames, IA 50010

Telephone: 515, 450-1846 (Allen); 515-292-2878 (KHOL)

Cell phone: 515, 450-1846

Email: gildy1968@gmail.com; kholradio@gmail.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? 5

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



July 21, 2017

Mayor and City Council  
City of Ames  
515 Clark Ave  
Ames, IA 50010

Dear Mayor Ann Campbell and City Council,

The Ames Main Street Cultural District supports the closure of the 400 block of Douglas from 5<sup>th</sup> street to the alley (leaving the alley open) in the Main Street Cultural District for the KHOI 5<sup>th</sup> birthday celebration. Events of this nature help MSCD achieve its vision of making downtown Ames the primary destination of Central Iowa by creating an economically vibrant district with unique living, dining, and entertainment experience.

Sincerely,

A handwritten signature in blue ink that reads "Paul Livingston".

Paul Livingston  
2017 MSCD Board President