

**COUNCIL ACTION FORM**

**SUBJECT:           REQUESTS FOR RUN FOR THE ROSES**

**BACKGROUND:**

The members of Alpha Omicron Pi and the Ames Area Running Club are proposing to host their 35<sup>th</sup> annual Run for the Roses event on Sunday, October 17 from 6:00 a.m. to 1:00 p.m. The event includes a 5k race/walk, 10k race, kid's run, and a post-race breakfast. An estimated 900 guests are anticipated to attend.

The race involves a new route compared to previous years. City staff believes the new route will involve fewer runner/traffic conflicts compared to the previous route, and will allow east/west traffic to flow unimpeded along Mortensen Road. Runners will park at the Hansen Ag Center on Mortensen Road and the race will assemble on Hayward Avenue adjacent the Towers.

**In order to facilitate the movement of participants, temporary street closures are required on Sunday, October 17 from 6:00 a.m. to approximately 1:00 p.m. on Hayward Avenue from the corner of Lot 61G to Storm Street and on State Avenue from Tripp Street to Mortensen Road.**

**Runners will use the trail path from Sheldon Avenue to Dotson Drive, crossing State Avenue. Additionally, runners will use coned-off portions of the following streets, which will remain open to traffic during the event:**

- **Hayward Avenue from Storm Street to Knapp Street**
- **Knapp Street from Hayward Avenue to Sheldon Avenue**
- **Sheldon Avenue from Knapp Street to Hunt Street**

The streets will reopen as runners pass through each area during the final run. CyRide routes will only be slightly affected at the Ames Middle School turnaround, where buses will wait for a gap in the runners to enter and exit the turnaround. Public Works will provide barricades and traffic cones to facilitate the road closures, and volunteers will staff them. A blanket temporary obstruction permit for the race area is requested.

Event organizers have indicated they will place signs in the affected areas prior to the event and will go door to door with the event information.

**ALTERNATIVES:**

1. Approve the requests for Run for the Roses on October 17, 2021.
2. Deny the requests and direct staff to work with organizers to find an alternate location for the event.

**CITY MANAGER'S RECOMMENDED ACTION:**

Run for the Roses is a long-standing philanthropic event in Ames. The event has been well-organized in previous years and the proposed route has been selected to minimize potential conflicts with vehicular traffic.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



# SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name Run For The Roses - 35TH ANNUAL  
Location/Address HANSEN AGI CENTER - 2508 MORTENSEN RD

Region (Select one or more)

- Ames Main Street (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain) - SEE 5K + 10K ROUTE MAP

AMES, IA 50011

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 Ames Main Street if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Ames Main Street: (515) 233-3472    Campustown - director@amesdowntown.org  
 Campustown Action Association: (515) 450-8771    ISU - Events director@amescampustown.com  
 Authorization Committee: (515) 294-1437    eventauthorization@iastate.edu

## TIMELINE

Setup Date 10/16/21 Time 12PM - 2PM M T W R F Sa Su ○ ○ ○ ○ ○ ● ○  
 Event Starts Date 10/17/21 Time 6AM - M T W R F Sa Su ○ ○ ○ ○ ○ ● ○

Detailed Description of Event Activities (written overview of event and what's going to happen)

PREPARE HANSEN SITE FOR THE EVENT  
CONDUCT REGISTRATION, RACE PACKET PICKUP  
SET UP ARENA AREA FOR POST RACE ONELET  
BREAKFAST  
CONDUCT 10K 5K + KIDS RUN - SEE MAP  
POST RACE AWARDS CEREMONY

Event Ends Date 10/17/21 Time 11AM M T W R F Sa Su ○ ○ ○ ○ ○ ● ○  
 Teardown Complete Date 10/17/21 Time 1PM M T W R F Sa Su ○ ○ ○ ○ ○ ● ○

## Event Category

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

Rain Date N/A Rain Location N/A

Yes  No  Is this an annual event? If yes, how many years? 34

## For Office Use Only

Documents Received

Date: 5-12-21

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (if not included)
- Vendor List (\$50 fee/each)
- Parking fees

## Special Events Meeting

Date \_\_\_\_\_

Time \_\_\_\_\_

Room \_\_\_\_\_

## Documents Sent:

- Alcohol License ABD \_\_\_\_\_
- Fireworks Permit
- Road Race Permit
- TOP
- Vending Permit
- Other \_\_\_\_\_

## Departments Included

- City Manager: Brian Phillips and Tasheik Kerr
- CyRide: Jenny Bethurem or Rob Holm or Kevin Gries
- Electric: Mark Imhoff
- Fire: Jason Ziph or Rich Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle or Geoff Huff
- Water: Heidi Petersen
- Risk Management: Bill Walton

CAA: Karin Chitty  
 AMS: Kim Frey  
 ISU: Events Authorization Committee

## City Council Meeting

Date \_\_\_\_\_

Added to Agenda with CAF Approved Y N

Reminder Date \_\_\_\_\_

**CONTACTS**

Sponsor/Applicant Name AMES AREA RUNNING CLUB/ISU ALPHA OMEGAPHI SORORITY/DON MUFF  
 Address 1312 SCOTT CIR.  
 City AMES State IA Zip Code 50014  
 Daytime Phone 515-292-2725 Cell Phone 515-290-8837  
 E-mail Donjammuff@hotmail.com  
 Alternate Contact Name ROMAN LYNCH  
 Daytime Phone 515-231-9445 Cell Phone 515-231-9995  
 E-mail Roman.Lynch@american-national.com

**ATTENDANCE**

Anticipated Daily Attendance 900-1,000

Yes No

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:

\_\_\_\_\_

**ORGANIZATION STATUS/PROCEEDS**

For-Profit

Bona Fide Tax Exempt

Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts: VARIES BY AGE/DATE REGISTERED; \$10-40 PER PERSON

Are vendor or other fees required? If yes, please provide amounts:

\_\_\_\_\_

Percentage of net proceeds going towards fundraising 100 %

Percentage of net proceeds going towards for-profit entity 0 %

**SECURITY**

Ames Police Department 24 hour non-emergency phone number: 515-239-5133

Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

July 23, 2021

Mayor Haila  
City Council Members

Dear Mayor Haila & City Council Members,

The Ames Area Running Club and Iowa State's Alpha Omicron Pi Sorority will be hosting their 35<sup>th</sup> Anniversary **Run For The Roses** 5K Run/Walk, 10K Run and Kids Fun Run on Sunday morning, October 17 at the Hansen Agricultural Center, 2508 Mortensen Road. Attached, are a flyer and course map with all the details.

Our representatives (Mike Clayton, Roman Lynch & Don Muff) met on July 22 with Ames city staff representing the City Clerk, Assistant City Manager, Police and Fire Departments, Streets and Roads Department and Cy Ride – to review all aspects of our event.

The Run/Walk routes for this year's **Run For The Roses** have been revised to accommodate our Ag. Center location versus the routes used at our previous Ames Middle School location. This will result in a reduction of Ames full and partial street closings. As a result, we respectfully ask for the following full and partial temporary street closures:

- Hayward Avenue from Mortensen to Storm Street – Full
- Hayward Avenue from Storm to Knapp Street – South bound lanes coned
- Knapp Street to Sheldon Avenue – East bound lane coned
- State Street – Full closure – Full Closure to North & South bound traffic
- CMS warning signs on selected areas of State Street and Mortensen

We will have trained volunteers manning the cross-walk between the Hansen Center and the starting and finish areas on Hayward Avenue and Mortensen Road.

Thank you for your consideration!

Sincerely,  
Don Muff  
President, Ames Area Running Club



campustown  
action  
association

Campustown Action Association  
119 Stanton Ave, Suite 602  
Ames, IA 50014

August 5, 2021

The Campustown Action Association is supportive of the Run for the Roses race being held October 17th. The course skirts around just the outer edges of the Campustown District. They have selected a Sunday morning, on an away game weekend, which further minimizes how the district and neighborhood is affected. Routes will be marked, and they have a proven history of successful events. CAA will add the run to our calendar and the CAA September newsletter to help notify the district. We see no issues for concern and wish them great success for race day.

Sincerely,

Karin Chitty  
Executive Director