

**COUNCIL ACTION FORM**

**SUBJECT:** YSS 45<sup>TH</sup> ANNIVERSARY CELEBRATION

**BACKGROUND:**

YSS is hosting its 45<sup>th</sup> Anniversary Celebration on June 10, 2021. This event is open to the public and will take place at the YSS main office building located at 420 Kellogg Avenue. There will be a food truck, games, and cake/cookies/ice cream.

The event is scheduled from 4:00 p.m. to 6:00 p.m. In order to facilitate this event, YSS has requested approval for the following:

- Blanket Vending License and waiver of fee (\$50 loss to City Clerk's Office)
- Closure of Kellogg Avenue between Main Street and Fifth Street from 3:00 p.m. to 6:45 p.m.
- Blanket Temporary Obstruction Permit for Kellogg Avenue between Main Street and Fifth Street from 3:00 p.m. to 6:45 p.m.
- Closure of 7 metered parking spaces between Main Street and Fifth Street from 3:00 p.m. to 6:00 p.m. and waiver of fees (estimated loss of \$5.25 to the Parking Fund).

YSS has contacted the other affected business within the closed area (10Fold Architecture) regarding the event plans and the approval process. Other businesses not directly impacted but in the vicinity of the event area have also been notified by YSS.

**ALTERNATIVES:**

1. Approve the requests from YSS for its 45<sup>th</sup> Anniversary Celebration on June 10, 2021, including the waiver of fees.
2. Approve the requests as outlined above, but require YSS to pay for lost parking meter revenue and the blanket Vending License.
3. Deny the requests.

**CITY MANAGER'S RECOMMENDED ACTION:**

The event organizers have taken appropriate steps to plan and implement an event that is open to the public and showcases YSS and the services it has been providing in the community for 45 years.

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 YSS 45th Anniversary Celebration  
Location/Address 420 Kellogg Ave

Region (Select one or more)

- Ames Main Street (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 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 -  
Campustown Action Association: (515) 450-8771 ISU - Events  
Authorization Committee: (515) 294-1437

director@amesdowntown.org  
director@amescampustown.com  
eventauthorization@iastate.edu

## TIMELINE

Setup Date 6/10/2021 Time 2:59 pm M T W R F Sa Su

Event Starts Date 6/10/2021 Time 2:59 pm M T W R F Sa Su

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

We would like to set up around 3pm and will be cleaned up by 6:45pm.  
The event runs from 4-6pm on June 10.  
We will have a food truck, 6 speakers, games (corn hole, yard games, balloons, sidewalk chalk, etc.), cake/cookies/ice cream. It's a party for all of Ames!

Event Ends Date 6/10/2021 Time 3:00 pm M T W R F Sa Su

Teardown Complete Date 6/10/2021 Time 3:00 pm 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  Rain Location No rain date.

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

## For Office Use Only

Documents Received

Date: 5-25-21

- Completed Application
- Fireworks Application (\$25 fee)
- Insurance Certificate
- Public Safety & Event Management Plan
- Site Plan/Route Map (\$25 fee) (Road Rate)
- 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 *OK*
- Fire: Jason Ziph or Rich *OK* Higgins
- Parks & Rec: Craig Kaufman or Joshua Thompson
- Public Works: Brad Becker or Dave Cole
- Police: Jason Tuttle or Geoff Huff Tom Shelton
- Water: Heidi Petersen
- Risk Management: Bill Walton

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

### City Council Meeting

Date 6-8-21  
 Added to Agenda with CAF  
Approved Y N

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

**CONTACTS**

Sponsor/Applicant Name

Address

City  State  Zip Code

Daytime Phone  Cell Phone

E-mail

Alternate Contact Name

Daytime Phone  Cell Phone

E-mail

**ATTENDANCE**

Anticipated Daily Attendance

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:

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

Percentage of net proceeds going towards fundraising  %

Percentage of net proceeds going towards for-profit entity  %

**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

NT  
5th Street

↑  
KELLOGG  
AVE

Methodist church

Parking lot

Habit

Bldg  
4  
lease

OPEN SIDEWALK

~~X~~  
Microphone

YSS  
420  
Kellogg  
Ave

YSS  
Parking  
Lot

Alley

FOOD TRUCK

KonaIce

Alley

BARRICADES

open parking spaces until alley

MAIN STREET

SV



June 1, 2021

Honorable Mayor Haila & City Council  
Ames City Hall  
515 Clark Ave  
Ames, IA 50010

RE: YSS 45<sup>th</sup> Anniversary Celebration

Dear Honorable Mayor Haila and City Council,

YSS is planning to host an Anniversary Celebration on Thursday, June 10, 2021. The event will run from 4:00-6:00pm and is open to the public. Further information is available on the recently submitted Special Events Application.

We would like a Temporary Obstruction Permit, 7 requested parking spaces & waiver of fees, waiver of fee for Blanket Vendor Permit and street closure on Kellogg Ave. just south of 5<sup>th</sup> Street from 3:00pm – 6:45pm.

Thank you for your consideration of this request and continued to support.

Regards,

Andrew Allen  
YSS President and CEO



TO: Mayor John Haila  
Gloria Betcher  
Tim Gartin  
David Martin  
Rachel Junck  
Amber Corrieri  
Bronwyn Beatty-Hansen  
Nicole Whitlock  
Steve Schainker, City Manager

FROM: Steve Goodhue  
2021 Board President  
Ames Main Street

DATE: 6/1/2021

RE: YSS 45<sup>th</sup> Anniversary Block Party

Ames Main Street is proud to offer its support for the YSS 45<sup>th</sup> Anniversary Block Party. We also endorse the necessary street closures throughout Downtown Ames that the event will require, such as Kellogg from Main to 5<sup>th</sup>. Events of this nature help Ames Main Street 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 experiences.

Sincerely,

A handwritten signature in black ink that reads 'Steve Goodhue'.

Steve Goodhue  
2021 Ames Main Street Board President

CC: Kim Frey, Director, Ames Main Street