

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: May 13th 2019

AGENDA ITEM # Late Item

ITEM: Special Events – WOW 360 Events August Wyandotte Third Friday

PRESENTER: Heather A. Thiede-Champlin, Special Events Coordinator

INDIVIDUALS IN ATTENDANCE: Heather A. Thiede-Champlin, Special Events Coordinator

BACKGROUND: Below please find the requested dates for streets/property WOW 360 Event Productions would like to utilize for the special event to take place on August 16th 2019 in our beautiful City. They are requesting to move this event from the side streets to Biddle Avenue due to the other event taking place in the downtown on that evening. This application has been reviewed by the Special Events Coordinator, Recreation Superintendent, DPS Superintendent, Police and Fire Chiefs and is in full support of these exciting events to bring thousands of patrons to our community that will directly benefit our businesses. They are asking permission for the following event: (Details on attached)

Wine Crawl: August 16th 2019 6-11 pm -August 21, 2020 and August 20, 2021

- Biddle Avenue between Oak and Eureka Road
- Sycamore from Biddle to Alley – East
- Maple from Biddle to Alley – East
- Elm to Biddle to Alley – East
- Sycamore and Biddle to just past Coastal Thai
- Maple from Biddle to alley
- Elm from Biddle to the Alley – West
- First Street behind Chelsea's Menswear
- Gravel parking lot at the former City Hall 3131 Biddle
- Stage: YES
- 4' chain link fence and / or bike rack fencing to go around the event space. Set up on Friday at 9a.m.
- Electrical is needed (more details to follow closer to the event)
- Trash Cans – an ample supply of lined trash cans to be placed in the event area.
- City stage delivered on Friday morning.
- Dumpster to be placed in the lot on Oak & First.
- Cement barricades along with semitrucks to block Biddle Avenue at Eureka and Oak Street
- 35 - 8 ft tables to be delivered to the grass lot on Friday no later than 10 am.
- Use of Gator and / or golf carts

If there are any costs over stated amount in agreement for any city staff/material/property for said event, WOW 360 Event Productions will be responsible for those fees no later than 30 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by WOW 360 Event Productions. This means any glass, spills; broken items will need to be cleaned during the event. WOW 360 Event Productions must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached information).

STRATEGIC PLAN/GOALS: The City of Wyandotte hosts several quality of life events throughout the year. These events serve to purpose the goals of the City of Wyandotte by bringing our community together with citizen participation and supporting the local businesses and non-profit organizations.

ACTION REQUESTED: The Chief of Police is requested to apply to the Wayne County Office of Public Service for a road closing permit; he should be designated and authorized to sign said street closing permit document on behalf of the City of Wyandotte. Responsibility for all damage claims which may arise from the road closing must be assumed by the City of Wyandotte. The Fire Department should also be notified of this event to reroute emergency vehicles.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

DDA Expense to WOW 360 - \$2,500 per event per the contract

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Chief of Police, Department of Public Service, Recreation, Fire Department and Special Events Coordinator.

COMMISSION RECOMMENDATION: None

CITY ADMINISTRATOR'S RECOMMENDATION: *SDysdale*

LEGAL COUNSEL'S RECOMMENDATION: Approved.

MAYOR'S RECOMMENDATION: *ALP*

LIST OF ATTACHMENTS:

Event Description

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: May 13th 2019

RESOLUTION by Councilman _____

BE IT RESOLVED by the City Council that Council Concurs with the recommendation of the Special Event Coordinator to approve the use of city sidewalks, streets and property for the events held on the below dates:

Wine Crawl: August 16th 2019 6-11 pm - August 21, 2020 and August 20, 2021

- Biddle Avenue between Oak and Eureka Road
- Sycamore from Biddle to Alley – East
- Maple from Biddle to Alley – East
- Elm to Biddle to Alley – East
- Sycamore and Biddle to just past Coastal Thai
- Maple from Biddle to alley
- Elm from Biddle to the Alley – West
- First Street behind Chelsea's Menswear
- Gravel parking lot at the former City Hall 3131 Biddle
- Stage: YES
- 4' chain link fence and / or bike rack fencing to go around the event space. Set up on Friday at 9a.m.
- Electrical is needed (more details to follow closer to the event)
- Trash Cans – an ample supply of lined trash cans to be placed in the event area.
- City stage delivered on Friday morning.
- Dumpster to be placed in the lot on Oak & First.
- Cement barricades along with semitrucks to block Biddle Avenue at Eureka and Oak Street
- 35 - 8 ft tables to be delivered to the grass lot on Friday no later than 10 am.
- Use of Gator and / or golf carts

If there are any costs over stated amount in agreement for any city staff/material/property for said event, WOW 360 Event Productions will be responsible for those fees no later than 30 days after said event date. Any tents on the street or sidewalk must be weighted (no stakes are allowed to be used to anchor tents) to prevent collapse. Clean up before/during and after the event must be done by WOW 360 Event Productions. This means any glass, spills; broken items will need to be cleaned during the event. WOW 360 Event Productions must add the City of Wyandotte as additional insured to their insurance policy and sign a hold harmless agreement. Any requests made after this letter is reviewed and approved will be evaluated by the Special Events Coordinator and necessary Department Heads for approval/denial (Please see the attached information)

I move the adoption of the foregoing resolution.

MOTION by Councilmen _____

Supported by Councilman _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Alderman	_____
_____	Calvin	_____
_____	DeSana	_____
_____	Maiani	_____
_____	Sabuda	_____
_____	Schultz	_____

Request to Move Location of WINE CRAWL

Contact Info:

Julie Law & Josh Cade WOW 360

WOW 360 is an event marketing company that specialized in producing city festivals. Together we have over 30 years experience in the entertainment, marketing and hospitably industry.

We are requesting to move Wine Crawl back to Biddle Ave. The community feedback is that they would like to see the event go back to its original place on Biddle Ave. The prior approved request was to host the event on Elm, First and Maple.

Wine Crawl

August 16, 2019, August 21, 2020, August 20, 2021
6 p.m. – 11 p.m.

Event Overview:

Wyandotte's August Third Friday is the 15h Annual Wine Tasting event. A variety of Michigan and national wine brands will be invited to have booths at the wine tasting event. Reps will be on site to talk about their wine. The event will also have live music and vendor booths.

Road Closure:

Close Biddle Ave from Eureka to Oak starting at 8a.m. on Friday, August 16 and re-open at 12 midnight.

Road closures

- Biddle Avenue – From Eureka Rd. to Oak St.
- East of Biddle Ave.
 - Maple St. East of Biddle to alley
 - Elm St. east of Biddle to alley
 - Sycamore – east of Biddle to just past Second Step
- West of Biddle Ave
 - Sycamore St. west of Biddle to Coastal Thai
 - Maple St. west of Biddle to First Street.
 - Elm St. west of Biddle to the First Street .

City Requests:

- 4' chain link fence and / or bike rack fencing to be placed at the road closures. Need to make sure cars cannot move and drive through. Set up on Friday at 9a.m.
- "No Parking on Friday signs to be placed in all street closures areas on Thursday
- Electrical is needed (more details to follow closer to the event)
- Trash Cans – an ample supply of lined trash cans to be placed in the event area.
- City stage delivered on Friday morning, place at Oak & Biddle
- Dumpster to be placed in the lot on Oak & First.
- No other events are to take place within the approved footprint without written permission from WOW 360 and the Special Events Office.
- 35 - 8 ft tables to be delivered to the Biddle Ave no later than 10 am.
- Use of Gator and / or golf carts

Other Set up:

- Port a Johns delivered on Friday and picked up on Monday.
- Signage place throughout to visibly mark Event Areas, No Alcohol Beyond Points, Event Rules & Policies
- Security will be on site checking IDs at the gate.
- Shade tents will be placed in the area. No sidewalls.

Tear Down:

- Event areas will be cleaned and trash removed.
- Vendor booths, tents and port a johns to be removed on Sunday, or at the latest Monday morning.