



**REQUEST FOR COMMISSION ACTION**  
**CITY OF INDEPENDENCE**  
**March 14, 2019**

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**Department** Administration                      **Director Approval** Kelly Passauer

**AGENDA ITEM** (1) Consider a request from Main Street to close the 200 block of North Penn from 4:30 PM to 8 PM on May 2nd, August 1st, September 5th; and to close the 300 block of North Penn on June 6th for First Thursday; and (2) Consider a request to place hanging baskets downtown.

**SUMMARY RECOMMENDATION** City Staff recommends approval.

**BACKGROUND** We have received a request from Main Street to close the 200 block of North Penn from 4:30 PM to 8 PM on May 2nd, August 1st, September 5th; and to close the 300 block of North Penn on June 6th for First Thursday. They are also wishing to have food trucks, farmers market and also to open the sidewalks for artists and vendors to come sell their goods. In June, they wish to have a Birthday Party for Eclectix Art Gallery & Gifts which is why the event is being moved that month.

Last year the City Attorney prepared a resolution similar to what is done for Neewollah for this event. The City Attorney has indicated that the City should have no responsibility for supervising the event as that would be Main Street's obligation. In addition, the City Attorney suggests that Main Street require vendors to require insurance coverage as applicable and have both the City and Main Street named as additional insureds.

Their second request pertains to placing hanging baskets downtown. They will bring a sample of the basket and answer any questions at the meeting.

**BUDGET IMPACT** There is no anticipated budget impact.

**SUGGESTED MOTION** (1) I move to authorize adopting a resolution allowing Main Street to close the 200 block of North Penn from 4:30 PM to 8 PM on May 2nd, August 1st, September 5th; and to close the 300 block of North Penn on June 6th for First Thursday; and (2) I moved to authorize Main Street to place hanging baskets downtown.

**SUPPORTING DOCUMENTS** Request and Resolution

**From:** [Independence Main Street](#)  
**To:** [Kelly Passauer](#); [Craig Whitehead](#); [David Cowan](#)  
**Subject:** Request  
**Date:** Friday, March 08, 2019 10:39:08 AM

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Kelly,

Independence Main Street would like to sponsor First Thursday again this year. We are asking the commission to let us block off the 200 Block of North Penn from 4:30PM-8:00PM on the following dates:

May 2nd, 2019  
August 1st 2019  
September 5th

We would ask that the month of June (June 6th)we block off the 300 block of North Penn. We will be working with Eclectix Art Gallery & Gifts in help them organize a Birthday Party for the Gallery and after meeting with their director, The Chamber of Commerce and myself we felt rather than shut the block down on a busy Saturday morning it would be fitting to piggy back onto a First Thursday event if we would be willing to move it to the 300 Block. We are more then happy to move the event if the commission is ok with it.

This year we will be moving the farmers market only on First Thursday's to the West Side parking stalls in the 200 Block of North Penn rather than their normal spot on Myrtle to allow them to have some shade in those hot summer evenings.

Our other plans are the same. We will invite a maximum of three foods trucks to attend, we are lining up entertainment and usually invite the children's summer theater to do a teaser. In September we are hoping to work with the HS and sponsor a downtown pep assembly. We will invite vendors to set up on the sidewalks and as we did last year work with Mr. Cowan to make sure everyone is ADA Compliant.

Lastly, Independence Main Street's Design committee would like to be placed on the agenda to ask the commission to grant us permission to place hanging baskets in the downtown area. We will bring an example of the basket for viewing and answer any questions they may of about placement and watering.

Please let me know if you have any questions or need more information from us.

Thank you,  
Tabatha Snodgrass

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Tabatha Snodgrass, Executive Director

Independence Main Street

109 East Main St. P.O. Box 611

Independence, KS 67301

## RESOLUTION NO. 2019-\_\_\_\_\_

### A Resolution Authorizing First Thursday

WHEREAS, Independence Main Street seeks approval for conducting an event called "First Thursday" to be held on the first Thursday of May, June, August and September 2019.

NOW THEREFORE, Be it Resolved by the Governing Body of the City of Independence, Kansas:

- Section 1: The request of Independence Main Street to conduct an event called First Thursday on the first Thursday of May, June, August and September, 2019 is approved.
- Section 2: Subject to coordination with City staff, permission is given to block off the 200 Block of North Penn and/or the 300 Block of North Penn for the event.
- Section 3: Permission is given for Independence Main Street to grant authority to a small band, artists, vendors, and food trucks to be located in the areas that have been blocked off. It shall be the responsibility of Independence Main Street to regulate placement and usage of the blocked off areas, and for all participants to follow all city ordinances and state laws that may apply. All vendors and food trucks authorized by Independence Main Street shall obtain general commercial liability insurance approved by Independence Main Street naming both the City of Independence and Independence Main Street as additional insureds, and provide proof of the same upon request.

*Adopted by the Governing Body of the City of Independence, Kansas on March 14, 2019.*

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Louis Ysusi, Mayor

ATTEST:

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David Schwenker, City Clerk