



Engineering Department

DATE: March 12, 2024

FROM: Gabe Schell, City Engineer

ITEM: KFYR TV Food Truck Festival

REQUEST:

Consider the request for the closure of 4th St. from the parking ramp entrance south to Broadway Ave and five parking spaces on the north side of Broadway Ave between 4th St. and the alley every Thursday starting July 11th, 2024 through August 29th, 2024 from 8AM to 10PM.

BACKGROUND INFORMATION:

KFYR TV is requesting approval of a street closure on 4th Street to facilitate a community event and festival. The Code of City Ordinance 10-05.1-3 provides a pathway for an organization to request approval for these types of events. The area requested for closure is similar to the area utilized in previous years by Urban Harvest. Attached is the application package and supporting information. A separate Environmental Health Permit may be required regarding the use of amplified music.

RECOMMENDED CITY COMMISSION ACTION:

Approve KFYR TV's request for a community event on 4th St. from the parking ramp entrance south to Broadway Ave and five parking spaces on the north side of Broadway Ave between 4th St. and the alley every Thursday starting July 11th, 2024 through August 29th, 2024 from 8AM to 10PM.

STAFF CONTACT INFORMATION:

Gabe Schell, City Engineer, 701-355-1507, gschell@bismarcknd.gov

ATTACHMENTS:

1. Application and Exhibits



Application for a Community Event in the Public Right of Way

The City Commission may grant permits for certain types of community events or festivals to take place upon the public streets, sidewalks, squares, avenues, or alleys of the City.

The sponsor of the event or festival shall submit to City Administration this completed application for a permit at least 45 days prior to the opening of the community event or festival. A completed application will be considered by the City Commission.

Name of Event: KFYR TV Food Truck Festival

Sponsoring Individual/Organization: KFYR TV

The purpose of the festival or event: to organize and hold a food truck, and farmers market event each Thursday between July 11th and August 29th, total of eight events.

The activities that will be held as part of the event: food trucks and farmers market vendors will show and sell their products. Live music will be held as well, all organized by KFYR TV. KFYR TV's newscasts will cover some of the Thursdays as news content.

Is the festival sponsored by a non-profit community service organization? No

If no, how does the event or festival constitute a community service? Yes, with Urban Harvest ceasing to exist, we/KFYR TV feels that this event will fill a void. With the marketing power of our television stations, newscasts, and social media presence we feel we can attract a strong turnout each week. This will help all businesses in the downtown district. We are downtown business that strongly desires and healthy and active downtown climate.

Dates and times: each Thursday, July 11th-August 29th, eight Thursday's.

Reoccurring Interval: each week/Thursday

Benefiter: Commercial X Non-Profit Organization

Event Manager/Coordinator Contact Information:

Name: Barry Schumaier, General Manager & V.P.

Address: 200 N 4th Street, Bismarck, ND 58501

Cell Phone: ██████████

Is Amplified Music present: Yes (If Yes, Environmental Health Permit Required)

Is Alcohol Served: No (If Yes, Police Department Permit Required)

Provide location map with layout of any street closures, on street parking utilization, impacts to sidewalks, emergency service access and vendor spaces.

Food Vendors will not be permitted in the public right of way unless they register with the event.

Final approval is required from Board of City Commissioners.

If approval is granted by the Board of City Commissioners, the applicant will be required to provide:

- Proof of liability insurance. Coverages to be \$2 million per occurrence and \$500,000 per person and add City of Bismarck to the policy as an additional insured.
- Proof of food vendors being licensed and inspected by Bismarck-Burleigh Public Health Department - Environmental Health Division
- If alcohol is being served, a permit from the Police Department is required.
- If amplified music is provided, a Noise Variance Permit issued from Bismarck-Burleigh Public Health Department - Environmental Health Division is required.

Failure to meet these requirements may result in revoking the approval.

All questions regarding this application should be directed to the City of Bismarck Traffic Engineer. 701.355.1505

To: City of Bismarck
From: Barry Schumaier, General Manager & V.P. , KFYR TV
Re: proposed street closure, Food Truck Festival, downtown Bismarck
February 5, 2024

Dear Mr. Mark Berg,
Consider this our formal request for a partial street closure, map attached for defined boundaries.

Dates: Every Thursday, July 11-August 29th, 2024, eight consecutive weeks.

Times: 8:00am-10pm each date.

Location: Lower Location: Lower half of 4th Street between Broadway (adjacent to KFYR TV) and Thayer (the 400 block), as well as five parking spaces in front of Wells Fargo entrance on Broadway for the Capital Farmers Market.

Responsibilities: KFYR TV will be the organizing and weekly coordinating partner, solely responsible for all details and communication. We/KFYR TV will be responsible for all booth and truck coordination, as well as promotional efforts, promoting to the entire KFYR TV coverage area, using all television and digital assets.

Non-profit component: KFYR TV's marketing team will search for and present to two sponsor/partners. This revenue, along with vendor revenue will allow us to pick a different non-profit company each week, that will receive a cash donation from KFYR TV.

