

## MEMORANDUM

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October 13, 2021

TO: Honorable Mayor and City Commissioners

VIA: James Slaton, City Manager

FROM: Jennifer Nanek, City Clerk

SUBJECT: Lake Wales YMCA Annual Turkey Trot November 25, 2021  
Special Event Permit

SYNOPSIS: The approval of the special event permit application will allow the Lake Wales YMCA to hold their Annual “Turkey Trot 5K” on Thanksgiving Day, November 25, 2021 and allow for the temporary closing of a portion of the Marketplace downtown and several city intersections.

### RECOMMENDATION

It is recommended that the City Commission consider taking the following action:

1. Approve the special event permit application from the Lake Wales YMCA to hold the annual “Turkey Trot 5K” on Thanksgiving Day, November 25, 2021 between the hours of 8:00 a.m. and 9:00 a.m.
2. Approve the temporary closing of a portion of the Marketplace on Park Avenue for staging of the event between 7:00 a.m. and 8:00 a.m. and for the closing ceremonies beginning at 9:00 a.m. to approximately 10:00 a.m.
3. Approve the temporary closing of several intersections along the route as the runners approach, the temporary closing of a city street and the route as follows:  
Park Avenue from 1<sup>st</sup> Street to Scenic Highway, Scenic Highway to Cypress Gardens Lane, Cypress Gardens Lane to Crystal Avenue to North 3<sup>rd</sup> Street, 3<sup>rd</sup> Street at Crystal Avenue to Park Avenue and east to Lakeshore Blvd. crossing Lakeshore to Lake Wailes Park, following the bike path (Lake Wailes Trail) to 8<sup>th</sup> Street crossing over to Lakeshore Blvd. and following Lakeshore to Polk Avenue, Polk Avenue to 5<sup>th</sup> Street, 5<sup>th</sup> Street to Johnson Avenue to 4<sup>th</sup> Street, 4<sup>th</sup> Street to Central Avenue to 3<sup>rd</sup> Street and then to Stuart Avenue, Stuart Avenue to 1<sup>st</sup> Street and back to the Marketplace on Park Avenue where the 5K ends.

### BACKGROUND

The Lake Wales YMCA submitted a special event permit application to hold the annual “Turkey Trot 5K” on Thanksgiving Day, November 25, 2021 between the hours of 8:00 a.m. and 9:00 a.m. This application includes a request for the temporary closing of a portion of the Marketplace on Park Avenue to allow for the staging of the event which will begin at 7:00 a.m. to 8:00 a.m. with the 5K beginning at 8:00 a.m. At the conclusion of the event there will be a closing ceremony in

the Marketplace at 9:00 a.m. to approximately 10:00 a.m. The YMCA has also requested the temporary closing of several intersections along the route for the protection of the runners as they approach and the temporary closing of Lakeshore Blvd. from 8<sup>th</sup> Street to Polk Avenue. The route and streets involved will include the following:

Park Avenue from 1<sup>st</sup> Street to Scenic Highway, Scenic Highway to Cypress Gardens Lane, Cypress Gardens Lane to Crystal Avenue to North 3rd Street, 3rd Street at Crystal Avenue to Park Avenue and east to Lakeshore Blvd. crossing Lakeshore to Lake Wailes Park, following the bike path (Lake Wailes Trail) to 8<sup>th</sup> Street crossing over to lakeshore Blvd. and following Lakeshore to Polk Avenue, Polk Avenue to 5<sup>th</sup> Street, 5<sup>th</sup> Street to Johnson Avenue to 4th Street, 4<sup>th</sup> Street to Central Avenue to 3<sup>rd</sup> Street and then to Stuart Avenue, Stuart Avenue to First Street and back to the Marketplace on Park Avenue where the 5K ends

City departments have reviewed the permit application and approved the event. There will be no cost to the City for in-kind services. The Lake Wales Police Department will use off-duty officers to be positioned on the route at intersections where runners will cross. Lake Wales Police Department VOICE and cadets will also be assisting with this event. The sponsor will be responsible for all costs associated with this event and providing sanitary facilities and clean up services along the route and at the Marketplace. Certificate of Liability Insurance is provided as required.

#### **OTHER OPTION**

Do not approve this special event permit application or the temporary intersection closings

#### **FISCAL IMPACT**

There will be no cost to the City for in-kind services associated with this event. The sponsor will pay 100% of the cost for off-duty officers and provide all clean up services.

#### **ATTACHMENTS**

Special Event Permit Application  
Notarized Agreements of Financial Responsibility  
Turkey Trot 5K route