


MEMORANDUM

To: Gregg Mandsager, City Administrator
From: Richard Klimes, Director of Parks and Recreation 
Date: January 12, 2013
RE: Request To Use Public Property – Great River Days 2013

INTRODUCTION:

Please accept this memo and the attached information as a request from Mr. Kerry Keller and Mr. J.J. Koehler representing Great River Days Inc. to use the Muscatine Riverfront from Monday, July 22, 2013 to Sunday, July 28, 2013 for the Annual Great River Days Community Celebration.

BACKGROUND:

The request submitted by Great River Days Inc. includes the closing of the Muscatine Riverfront from the new boat launch parking lot area to the Millennium Plaza. The event request activities include: carnival rides, live bands, youth activities, car and motorcycle shows, arts and crafts fair and a beer tent. The Cedar Street entrance will remain open to allow for boater access to the harbor and new boat launch area. If the event details change, either the new boat launch or the old boat launch will be accessible to the boating public.

This event does include the request to have a beer tent. Alcohol is allowed by permit on the Riverfront from Mad Creek to Linn Street extended to the Mississippi River.

Normal event fees will be charged by the City for this special event. The fees charged will include but are not limited to: building rentals, electrical supply, picnic table delivery, fencing, event security, permits, licenses, and site restoration if needed.

RECOMMENDATION/RATIONALE:

At this time, City Staff would recommend that the City Council approve the request from Great River Days Inc. to use the Muscatine Riverfront from July 22, 2013 to July 28, 2013 for Great River Days 2013 subject to the following conditions:

1. The group agrees to work with the City Staff to develop a site plan to include the location of the beer tent that is not in violation of the City Code.
2. The group agrees to obtain all the appropriate permits and licenses from all appropriate regulatory agencies as required.
3. The group provides the appropriate Certificates of Insurance prior to the event.
4. The group representatives attend all pre-event meetings.
5. The group agrees to pay all appropriate facility and event fees to include but not limited to site restoration fees.

At the January 2013 regular Muscatine Recreation Advisory Commission meeting a unanimous consensus was offered by the Commission to approve the request for Great River Days 2013.

BACKUP INFORMATION:

1. City Special Event Application Form – City Code Title 3, Chapter 14

Thank you for your time and attention to this matter. Please contact me if you have any comments, questions, or concerns.

Attach

C. Les Dennis, Park Maintenance Supervisor
Kerry Keller, Great River Days Inc.
J.J. Koehler, Great River Days Inc.

CITY OF MUSCATINE

TITLE 3, CHAPTER 14

License # _____
Wallet # _____
Sticker # _____
Receipt # _____
Issued _____
Expires _____

APPLICATION FOR USE OF ANY STREET, SIDEWALK, ROADWAY, ALLEY,
PARK, PUBLIC WAY, PROPERTY OR FACILITY

1. Name of applicant and sponsoring organization, if any:

Great River Days, Inc
Address: 223 E 2nd St Muscatine IA
Telephone number: 563-263-4901 or 571-0155
E-mail address: KKeller@gwestoffice.net

2. Type of event that is planned:

Annual Summer Festival, Includes concerts, beverage tent, parade, Arts/Craft, Activities for all ages, Carnival, Fireworks

see attached Schedule of events from previous Events.

3. Proposed location:

Riverside Park / Riverfront
All of the area from Mad Creek to the Millennium Plaza and
From the rail Road tracks to the Rivers edge. will ~~also~~ also request
Parade Route #1 w/ the Parade application

4. Date(s)/Time(s): Closure Monday July 22 Sunday July 28 / Event 7/24 to 7/27

5. Expected length of use: one week

6. Expected size of group: 3000-500

7. Names of any person or persons in charge of the proposed use at the specified location:

Kerry Keller 2509 Canterbury Rd Muscatine 563-571-0155
JS Koehler 30909 141 Av W Ill City, IL 309-791-1209

Address(es): } See Above

Telephone Number(s): }

E-mail address(es): KKeller@gwestoffice.net JS@ESSElectronics.com

8. Names and addresses of any persons to be featured as entertainers or speakers:

To be determined

currently we are in contact with various groups and hope to sign by 3-31-13

9. List mechanical or electronic equipment to be used:

- Will request use of all Electric available in said area
- will coordinate w/ MPW for water &
- will use portable generators

10. Number and type of any motor vehicles or other forms of transportation to be used, including bicycles, boats, carriages and golf carts:

2-4 Golf Carts, 1 gator, pick up trucks, misc. Carn. Vehicle
Fork truck

11. Number and types of animals to be used:

None

12. A description of any sound amplification to be used:

Normal Sound & Light equipment for concert venue

13. Proposed monitoring of the group and/or activity including the number of people who will direct traffic, set up, clean up and maintain order, if necessary:

Volunteer groups for set up / tear down clean up, some volunteers for entry gate supervision
use of MPD and off duty officers for ~~area~~ monitoring concerts and carnival areas & traffic issues

14. All plans for the provision of security:

1. volunteer groups to monitor entrance areas and riverfront traffic
2. MPD - Coordinate with Bret Tackington for use of off duty officers for event security

15. Beer or wine consumption? Yes X No

16. Describe any items to be sold or distributed:

Arts/Crafts by vendors, Home based business vendors, (Aunt, Watkins etc.)
possible local business vendors

17. Is water connection requested? Yes X No

18. Is electricity requested? Yes X No

19. Have you provided a layout site plan for your proposed activity or event? Yes X No

If yes, please attach. *See Attached.

If no, please explain:

20. Do you understand that you will be financially responsible for all site restoration needed to restore the site to pre-event status? Yes X No

The applicant agrees to indemnify, defend and save harmless the City of Muscatine, together with its agents, officers and employees, from any and all claims, lawsuits, damages, losses and expenses, of whatever nature, which may result from or arise from the activity or event covered by the permit, including but not limited to the use of public ways, irrespective of whether said claims are frivolous or meritorious.

[Signature]
Authorized Representative

12-28-12
Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

☒
YES

☐
NO

Michael Blum 1-8-13
Parks & Recreation Date

☒
YES

☐
NO

[Signature] 1/14/13
Building & Zoning Date

☒
YES

☐
NO

Robert E. Lee 1/9/13
Public Works Date

☒
YES

☐
NO

B. Talbot 1/10/13
Police Chief Date

☒
YES

☐
NO

JP Evers 1/10/13
Fire Chief Date

Comments:

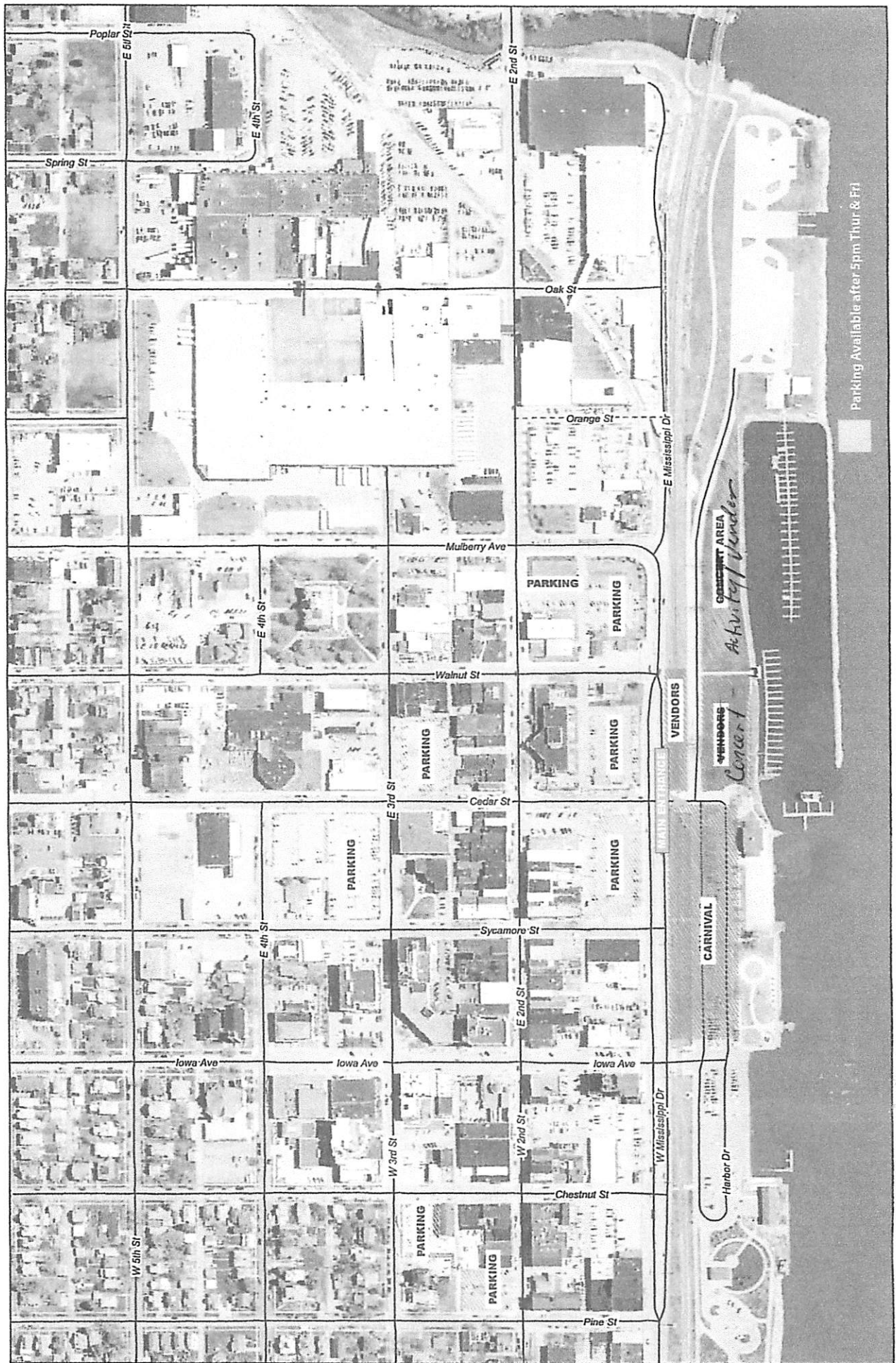
Approval subject to
attendance at pre-event
meetings.

FINAL APPROVAL:

☐
YES

☐
NO

City Administrator Date



2012 Site Plan

CITY OF MUSCATINE
LICENSE APPLICATION

LICENSE #
WALLET#
STICKER#
RECEIPT#
ISSUED
EXPIRES

TITLE 5, CHAPTER 7
CIRCUSES; CARNIVALS

APPLICANT'S NAME Great River Days, Inc
NAME OF CARNIVAL/CIRCUS CDAC Amusments
BUSINESS ADDRESS 5701 So. LaFayette Av
Peoria, IL 61607
TELEPHONE 309-697-3468
PROPOSED LOCATION OF CIRCUS OR CARNIVAL Riverfront Parking Lot
between clock tower & Sycamore Street

PROPOSED DATES OF OPERATION July 24 TO July 27

ADDITIONAL REQUIREMENTS:

*tear down over night Sat & will have
All Items Gone by Sunday Afternoon.*

1. LICENSE FEE \$220.00 (FEE FOR CIRCUS WITH A NON-PROFIT SPONSOR IS \$110.00)
2. BOND \$5,000
3. INSURANCE CERTIFICATES WITH THE FOLLOWING MINIMUM REQUIREMENTS:
 - GENERAL LIABILITY - \$1,000,000 BODILY INJURY; \$100,000
PROPERTY DAMAGE (OR \$1,000,000 COMBINED SINGLE LIMIT)
 - AUTO - \$250,000/\$500,000 BODILY INJURY; \$100,000 PROPERTY DAMAGE
(OR \$500,000 COMBINED SINGLE LIMIT)
 - WORKER'S COMPENSATION - STATUTORY
4. IF CIRCUS/CARNIVAL IS TO BE HELD ON CITY PROPERTY, THIS APPLICATION MUST BE APPROVED BY CITY COUNCIL.
5. APPROVAL OF PROPOSED OPERATIONS BY THE POLICE CHIEF, FIRE CHIEF, BUILDING & ZONING ADMINISTRATOR AND HEALTH INSPECTOR ON BACK OF THIS FORM.

SUPPLEMENTAL APPLICATION FOR CIRCUS/CARNIVAL LICENSE

I HEREBY CERTIFY THAT THE PROPOSED PLANS FOR THE CARNIVAL/CIRCUS ARE IN CONFORMANCE WITH ALL APPLICABLE PROVISIONS OF STATE AND CITY ORDINANCES, CODES AND REGULATIONS UNLESS OTHERWISE NOTED.

COMMENTS: _____


HEALTH INSPECTOR

COMMENTS: _____


BUILDING & ZONING ADMINISTRATORCOMMENTS: Good Pending Pre Event meeting
POLICE CHIEF

COMMENTS: _____


FIRE CHIEF

CITY COUNCIL APPROVAL _____

DATE _____