

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: January 12, 2013
RE: Request to use Public Property – HNI Corporation Company Picnic

INTRODUCTION:

Please accept this memo and the attached information as a request from Tim Heath and Peggy Starkweather representing the HNI Corporation to close Weed Park to the public on Sunday, August 18, 2013 from 9:00 a.m. to 5:00 p.m. for the 2013 HNI Corporate Company Picnic.

BACKGROUND:

The HNI Corporation has been very responsible in the past and has worked cooperatively with City staff and area neighbors. Due to thousands of participants in the park and the Aquatic Center being closed to the public but open for their event it has been requested due to safety concerns to close the park and Park Drive for this event.

As this is a slow period of the year for the Aquatic Center, the usage and financial impacts are greater for the pool due to this event utilizing the pool.

RECOMMENDATION/RATIONALE:

At this time, City staff would recommend that the City Council approve the request as submitted for the 2013 HNI Corporation Company Picnic for Sunday, August 18, 2013 in Weed Park.

Additionally, the Muscatine Recreation Advisory Commission at the January 2013 regular meeting fully endorsed the request by HNI Corporation.

BACKUP INFORMATION:

1. City Special Events 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.

C: Les Dennis, Park Maintenance Supervisor
Peggy Starkweather, HNI Corporation

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:

HNI Corporation
Address: 408 East 2nd Street Muscatine, IA
Telephone number: 563-272-7907
E-mail address: Starkweather@honcompany.com

2. Type of event that is planned:

HNI Corporation Family Fun Day and picnic

3. Proposed location:

Wood Park including the Aquatic Center. We are requesting that the entire park be closed to the public.

4. Date(s)/Time(s): Sunday August 18, 2013 9:00am - 5:00pm

5. Expected length of use: Saturday August 17th - Sunday August 18, 2013

6. Expected size of group: 5000

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

Tim Heth Vice President
Peggy Starkweather

Address(es): 200 Oak Street Muscatine IA 52601

Telephone Number(s): 563-272-7907 (Peggy)

E-mail address(es): Starkweather@honcompany.com

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

Incredible Events
4521 Hedge Road
Roxana, IL

Seth Redman
618-659-0262

9. List mechanical or electronic equipment to be used:

Mechanical rides and games
Equipment to prepare food

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

Golf and utility carts to be used by event coordinator and sheriff deputies. Vendor will also have large trucks and trailers parked on street. Approximately (6) school buses to shuttle members to and from park.

11. Number and types of animals to be used:

We will have pony rides with 6 ponies on site. Vendor will be responsible for clean up after the event.

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

(3) 400 watt full range speakers with 15" woofers and (2) 700amp sub-woofers.

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:

Park will be closed to traffic except for vendors, shuttle buses and emergency vehicles. Sheriff department will man entry barricades. Incredible Events staff will handle set up, tear down and clean up of the event.

14. All plans for the provision of security:

we have scheduled 10 Sheriff deputies to be on site for the duration of the event. (6) will man barricades and (4) will patrol park and side streets. Additional sheriff deputies will be on site during set up on Saturday until 8:00am Sunday

15. Beer or wine consumption? Yes No

16. Describe any items to be sold or distributed:

Nothing will be sold. However, food and prizes will be consumed / distributed throughout the day.

17. Is water connection requested? Yes No

18. Is electricity requested? Yes No

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

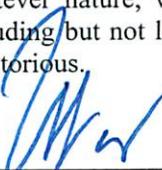
If yes, please attach.

If no, please explain:

we will provide a site layout within 30 days of event. Set up and layout will be similar to previous events.

20. Do you understand that you will be financially responsible for all site restoration needed to restore the site to pre-event status? Yes 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.



Authorized Representative

11/30/12

Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

YES NO


Parks & Recreation 1-8-13
Date

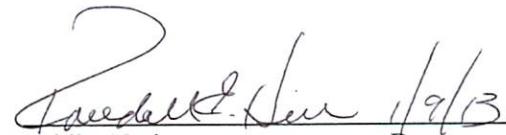
Comments:

Approval subject to
attendance at pre-event
meeting.

YES NO


Building & Zoning 1/14/13
Date

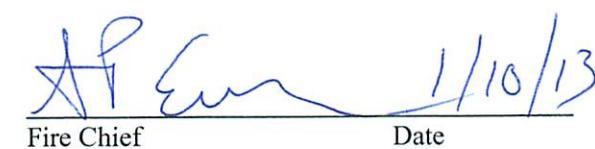
YES NO


Public Works 1/9/13
Date

YES NO


Police Chief 1/10/13
Date

YES NO


Fire Chief 1/10/13
Date

FINAL APPROVAL:

YES NO

City Administrator Date

