


## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
DATE: December 9, 2011  
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 19, 2012 from 9:00 a.m. to 4:00 p.m. for their 2012 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 2012 HNI Corporation Company Picnic for Sunday, August 19, 2012 in Weed Park.

Additionally, the Muscatine Recreation Advisory Commission at the December 2011 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 E 2nd Street Muscatine IA 52761  
Telephone number: 563-272-7907  
E-mail address: starkweather@hnicompany.com

2. Type of event that is planned:

HNI Corporation Family Fun Day and picnic

3. Proposed location:

Weed Park including Aquatic Center. we are requesting that the entire park be closed to the public.

4. Date(s)/Time(s): Sunday, August 19, 2012 from 9:00am-4:00pm  
5. Expected length of use: Saturday, August 18, 2012 thru Sunday August 19, 2012  
6. Expected size of group: 4,000-4,500  
7. Names of any person or persons in charge of the proposed use at the specified location:

Tim Heth  
Peggy Starkweather

Address(es): 200 Oak Street Muscatine IA 52761  
Telephone Number(s): 563-272-7506 or 563-272-7907  
E-mail address(es): starkweather@hnicompany.com

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

Incredible Events  
4501 Hedge Road  
Oxana, IL

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 vendor 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- 700 watt 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 and shuttle buses. Sheriff deputies will man the barricades. Incredible Events and volunteers will handle set up and clean up of the event.

14. All plans for the provision of security:

We will schedule 6 Sheriff deputies to be on-site for the duration of the event. 4 will patrol the park and side streets and 2 will be stationed at barricades.

15. Beer or wine consumption? Yes \_\_\_\_\_ No X

16. Describe any items to be sold or distributed:

Nothing will be sold but food and prizes will be distributed.

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 \_\_\_\_\_ No X

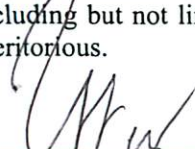
If yes, please attach.

If no, please explain:

We will provide a site layout within 30 days of the 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 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.

  
\_\_\_\_\_  
Authorized Representative

12/16/11  
\_\_\_\_\_  
Date



**TO BE COMPLETED BY CITY DEPARTMENTS:**

I have reviewed the attached application with the following recommendations:

Recommend  
Approval



YES



NO

*Richard Miller* 12-8-11  
Parks & Recreation Date



YES



NO

*[Signature]* 12/8/11  
Building & Zoning Date



YES



NO

*Frederick C. Lee* 12/8/11  
Public Works Date



YES



NO

*B. Talbot* 12/12/11  
Police Chief Date



YES



NO

*AC [Signature]* 12-12-11  
Fire Chief Date

Comments:

Approval subject to present meeting.

**FINAL APPROVAL:**



YES



NO

\_\_\_\_\_  
City Administrator Date