

MEMORANDUM

TO: Greg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation *RK*
DATE: February 10, 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 Heth and Sheila Kordick representing the HNI Corporation to close Weed Park to the public on Sunday, August 21, 2011 from 9:00am to 4:00pm for their 2011 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 Aquatic Center both usage and financial efficiencies 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 2011 HNI Corporation Company Picnic for Sunday, August 21, 2011 in Weed Park. Additionally, the Muscatine Recreation Advisory Commission has fully endorsed this event request in the past.

BACKUP INFORMATION:

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

C: Les Dennis, Park Maintenance Supervisor
Sheila Kordick, 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 St., Muscatine IA 52761

Telephone number: 563-272-7167

E-mail address: kordicks@honcompany.com

2. Type of event that is planned:

HNI Corporation Company Picnic

3. Proposed location:

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

4. Date(s)/Time(s): Sunday, August 21, 2011 Picnic runs from 9 am - 4 pm

5. Expected length of use: Saturday, August 20, 2011 through Sunday, August 21, 20

6. Expected size of group: 4000-4500

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

Tim Heth
Sheila Kordick

Address(es): 200 Oak St., Muscatine IA 52761

Telephone Number(s): 563-272-7506 and 563-272-7167

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

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

Incredible Events 4521 Hedge Rd., Roxana 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 sheriffs deputies. Vendor will also have large trucks and trailers parked on the streets in the park. Vendors will have access to the park and we will have approximately six buses to shuttle members to the park.

11. Number and types of animals to be used:

We may have pony rides - if we do there will be six 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. Sheriffs 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 4 sheriffs deputies to be on-site for the duration of the event. Two will patrol the park and two will be stationed at barricades at Colorado and Washington.

15. Beer or wine consumption? Yes No

16. Describe any items to be sold or distributed:

No items will be sold but there will be food and prizes distributed.

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

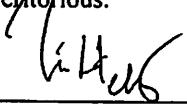
If yes, please attach.

If no, please explain:

We don't have the site layout but we can request from the event vendor if needed.

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

2/1/11

Date

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

 YES NO

Michael Morris 2-1-11
Parks & Recreation Date

Comments:

Approval subject to pre-event
meeting details.

 YES NO

Building & Zoning Date

 YES NO

Randall & Seil 2/10/11
Public Works Date

Harvest Inspector APP.
REQUIRED

 YES NO

B. Taketa 2/8/11
Police Chief Date

 YES NO

AC of glam 2-9-11
Fire Chief Date

FINAL APPROVAL:

 YES NO

City Administrator Date