



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: May 23, 2023
Item: Special Event Designation – Gobble Gait

Council Action Requested:

Designate the 2023 Gobble Gait as a Special Event.

Background Information:

Included is the Special Event application, letter and maps from the Gobble Gait Event Coordinator Mary Anderson and Brian Radke, outlining the requests being made as part of their 25th Annual Gobble Gait on Thursday, November 23, 2023. The event footprint similar to last year – including an 8k and 2k course. Staff recommends approval of the event with the following conditions:

Street Closures:

- Closure of 2nd Street from Tyler St. to Spring St. from 7:00 a.m. to 11:30 am
- Closure of access to Northbound highway 61 and Southbound highway 61 to 2nd St. from 7:00 a.m. – 11:30 a.m.
- Coned lane on west side of Pleasant St. between 4th St. and Hwy 42
- Closure of alleys located on N. 2nd St. from Sibley St. to Tyler St. 7:00 a.m. – 9:00 a.m.

Parking:

- Event Organizers to provide & post No Parking signs.
- No Parking on 2nd St. from Tyler St. to Eddy St.
- No Parking on Eddy St. from 2nd St. to 4th St.
- No Parking on 4th St. from Eddy St. to Ashland St.

Cones/Barricades:

- Warning Lites to deliver equipment and placed by event volunteers and police staff.
 - 8 Type III barricades
 - 8 *Road Closed* signs
 - 4 *Caution Run Event in Progress* signs
 - 15 parade boards
- 2nd St. W. & Eddy – moved east side of bridge after runners are through
- 3rd St. W. & Frontage Road Off Vermillion St.
- 4th St. W. & Eddy
- Sibley St. & north alley (Lock & Dam Eatery area)
- Ramsey St. & north alley (Hastings Family Service area)
- Tyler St. & north alley
- Sibley St. & 3rd St.
- Ramsey St. & 3rd St.
- Tyler St. & 2nd St.

- Divide the roadway on Pleasant, from 4th to Nininger.
- Public Works Department to provide traffic cones & deliver to Oliver's Grove Park
- Event organizer will coordinate with Public Works before the event.
 - Event volunteers will set the course and take down. Event organizers will return City cones to the Public Works Office.

Other Conditions:

- Event Coordinator to obtain County Special Event Permit
- Event Coordinator to obtain Certificate of Insurance
- Organizers will notify the neighbors of the event and the activities in some format.
- Event organizer(s) and City staff will schedule a pre-event meeting prior to the event.
- Route markings on pavement will be made in chalk, no paint.
- Tent placement must be weighted for safety.
- Event organizers request Public Works Department to salt roads and path on the course in the event of inclement weather.
- Police Department provide and place electronic message board
- Amplified Music at the identified locations including:
 - Downtown 2nd St. from 7:00 a.m. – 11:30 a.m.
 - Hastings YMCA from 8:00 a.m. – 11:30 a.m.
 - Lock and Dam Parking area near the dam 8:00 – 11:00 a.m.
- Event organizers will supplement volunteers where police staff are unable to assist
 - Lead vehicle (PD) & end vehicle (Fire – if available) for 8k course
 - 2nd St. E/Railroad Tracks (Reserve)
 - 2nd & Tyler St. to assist East Hastings residents (Reserve)
 - 2nd and Eddy St. 7:00 a.m. – 11:30 a.m. (Reserve)
 - 4th & Eddy St. 8:15 a.m. – 9:30 a.m. (Volunteer)
 - 4th and Pleasant St. 8:30 a.m. until last runner (Volunteer)
 - County Road 42 and Madison St. 8:30 a.m. until last runner (2 Reserves)
- Event organizers will coordinate with Fire & EMS Department
 - Emergency vehicle will be deployed from station if issue arises

Financial Impact:

City resources including personnel and equipment are allocated to assist in this event at a similar level as previous years. Additional requests would be billed to cover City costs.

Advisory Commission Discussion:

Council Committee Discussion:

Attachments:

- Gobble Gait Special Event Permit Application
- Letter from Event Organizers
- Map of 8K and 2K Course
- Map from Warning Lites



SPECIAL EVENT PERMIT APPLICATION

General Event Information			
Event Name:			
Name of Event Coordinator:		Home Phone: ()	
		Work Phone: ()	
Name of Organization/Business Hosting Event:		Cell Phone: ()	
		E-mail:	
Mailing Address:		Website:	
On Site Contact Name:		On Site Contact Cell Phone: ()	
Type of Event (mark all that apply): <input type="checkbox"/> Downtown Event <input type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other:			
Date(s) Requested:			
Date	Day of Week	Time	Total Hours
		am/pm to am/pm	
		am/pm to am/pm	
		am/pm to am/pm	
Is this event: <input type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has this event been held in another City? <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
If yes, when was it held and where? _____			
Will an admission fee be charged? <input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No		Will donations be accepted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What will proceeds from the event be used for?			
Anticipated Attendance: Total _____ Per Day _____			
Will there be a tent(s) at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many and how big? _____	

Event Location Information
Location of the event (including the starting line, finish line and staging/disbanding areas):

List of any City parks/facilities to be used for the event:

VIII-08

Number of vehicles expected at the event:

Describe where participants will park:

If the event will take place on private property, has approval been obtained from the property owner(s)?

Yes No

Please include a site plan for the event location that show the location of the starting line, finishing line, staging areas, tents, vendors, parking areas, sound amplification equipment and any other areas that will be setup as part of the event.

Event Route Information

Does the event propose to require the use of any public right of way (crossing or traveling within)? Yes No

List all public right of way that will be used during the event:

City Streets _____

Trails/Sidewalks _____

County Roads _____

State Road _____

Other Right of Way _____

Have you received approval for the use of any County or State right-of-way? Yes No Not applicable

Does the route require the closing or partial closing of any streets, intersections or crossings? Yes No

If yes, please describe: _____

(The City of Hastings reserves the right to require street closings)

Please include a detailed map showing the proposed route. The route map must show what roadways, trails and sidewalks will be used and the direction the participants will travel. All street names must be clearly labeled.

Event Safety Information

Number of volunteers assisting with the event:

Do you have a contingency plan if volunteers don't show up? Yes No

If yes, please summarize: _____

Is the promoter aware of any problems that may arise during the event? Yes No

If yes, please summarize: _____

Have arrangements been made for emergency medical services? Yes No

If yes, please summarize: _____

Will alcohol be served or sold at the event? No Yes (a temporary beer or liquor license is required)

Will there be a raffle or other regulated gambling activity at the event? No Yes (a temporary gambling permit is required)

Will the event include the sale of any products or services? No Yes (please provide a list of your approved event vendors):

Will the event include the sale of any food or beverages? No Yes (health department permits are required, please provide a list of your approved food vendors):

Event Signage and Sound Information

Please include a route map detailing where all DIRECTIONAL signage will be placed for the event.

Please include a map detailing where all signs ADVERTISING the event will be placed.

Will any sound amplification equipment be used at the event? Yes No

If yes, please describe where in the event area the equipment will be used and what time the equipment will be used: _____

Insurance Information

Insurance coverage shall be maintained for the duration of the event with a minimum \$1,000,000 combined single limit and a minimum \$2,000,000 aggregate limit. If food or non-alcoholic beverages are sold or provided at the event the insurance policy shall also include an endorsement for product liability in an amount not less than \$1,000,000. Proof of insurance coverage must be provided at least 5 days prior to the event.

I have read and agree to all ordinances and rules associated with this special event permit. I certify that the answers are true and correct to the best of my knowledge.

Signature

Date

Please return completed form to Paige Marschall-Bigler at pmarschall@hastingsmn.gov or mail in to Parks Department 920 10th St W, Hastings MN 55033. Call 651-480-6182 with any questions.

OFFICE USE ONLY

Date application submitted: _____

Date application approved by CC: _____

Required resources:

- Police Reservists: _____
- Equipment: _____
- City staff: _____

Insurance information received: _____

Licenses/permits obtained: _____



ANDERSON RACE MANAGEMENT

Event/Race Name: Hastings Gobble Gait

Event Location:

Downtown area
202 2nd St
Hastings, MN 55033

Event Date:

Thursday, November 23, 2023

Number of Participants: 3,000-4,000

Event Schedule:

7:00 am - Check in
8:30 am - 2K & 8K Start Time

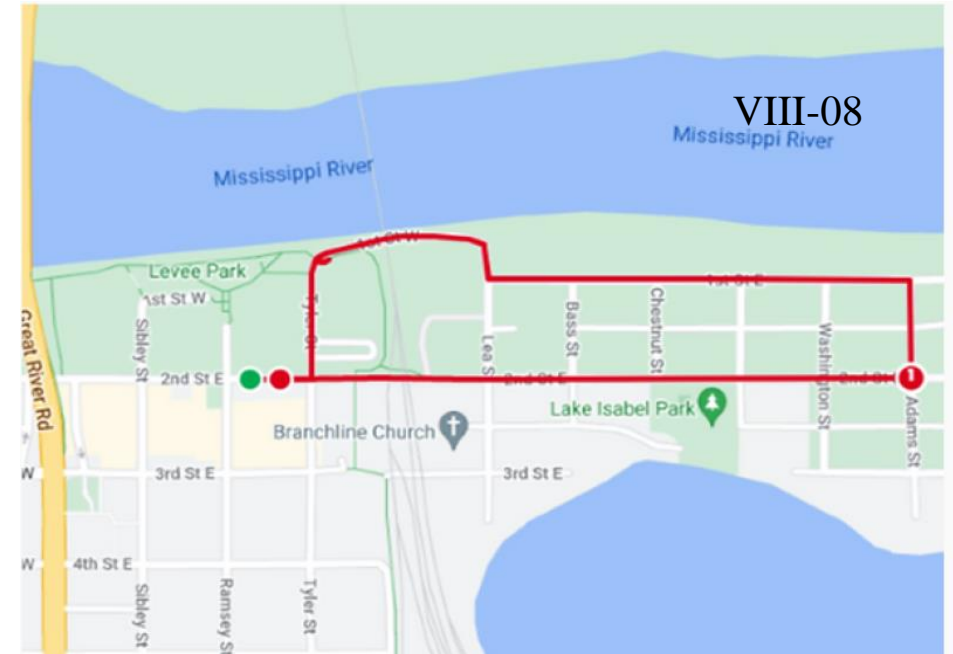
Start/Finish Locations:

On 2nd Street, just east of Sibley Street
*8K starts first near Sibley Street and will go West
*2K starts near Tyler Street and will go East
Both finish at the 8K Start line

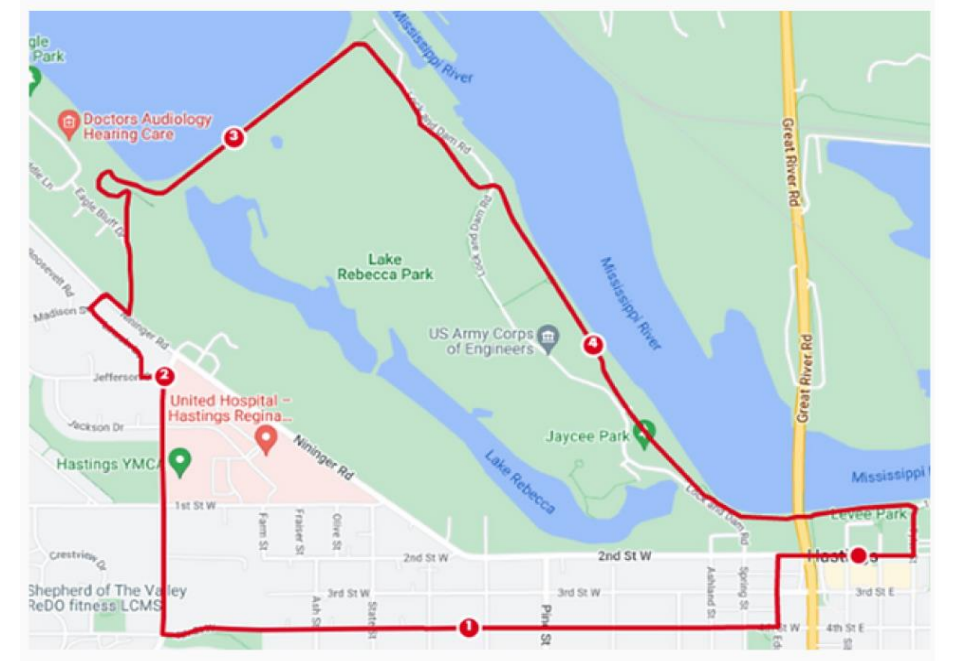
Route Links:

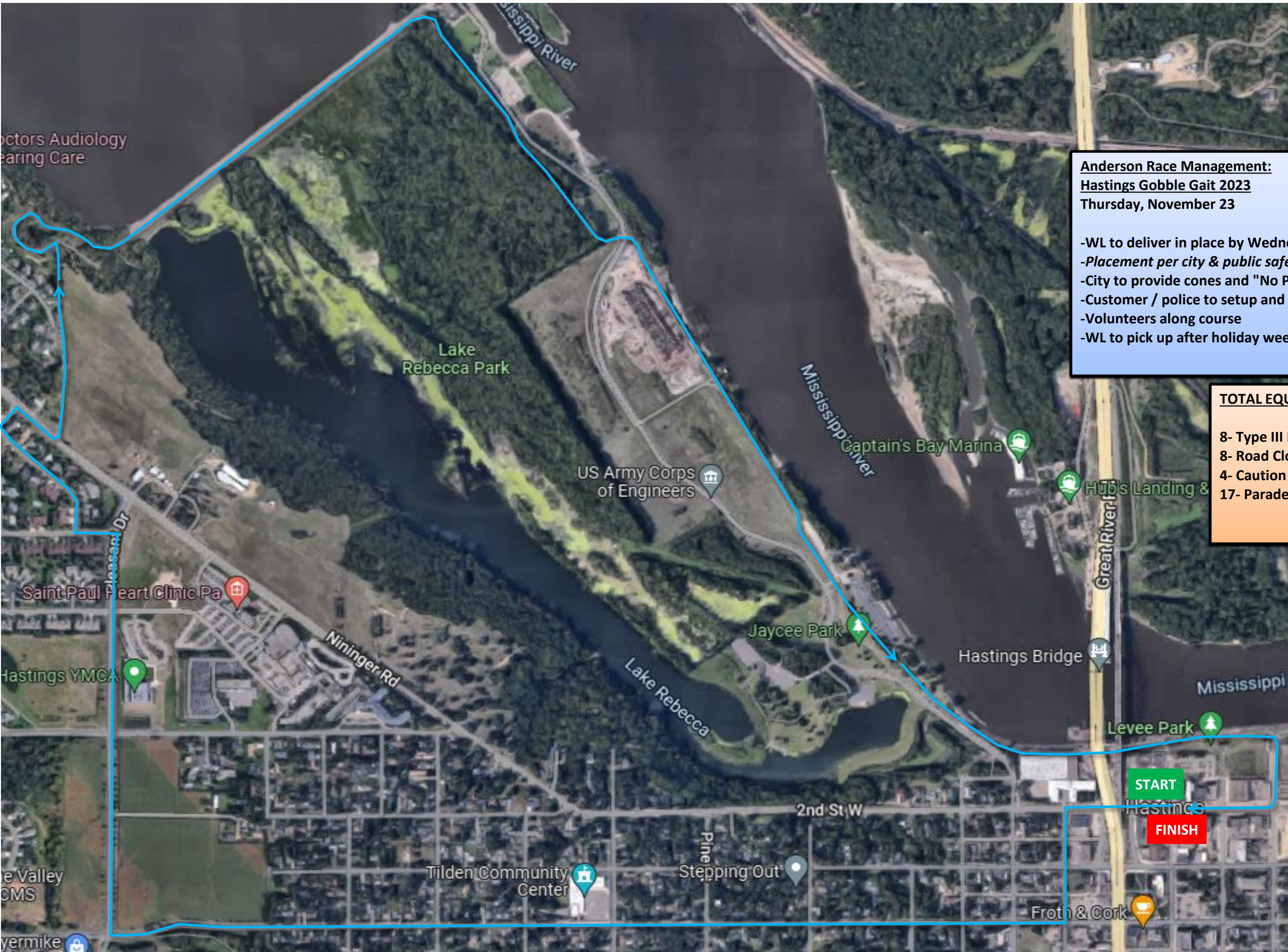
2K - <https://www.mapmyrun.com/routes/view/5106471358>
8K - <https://www.mapmyrun.com/routes/view/2322394849/>

2K



8K





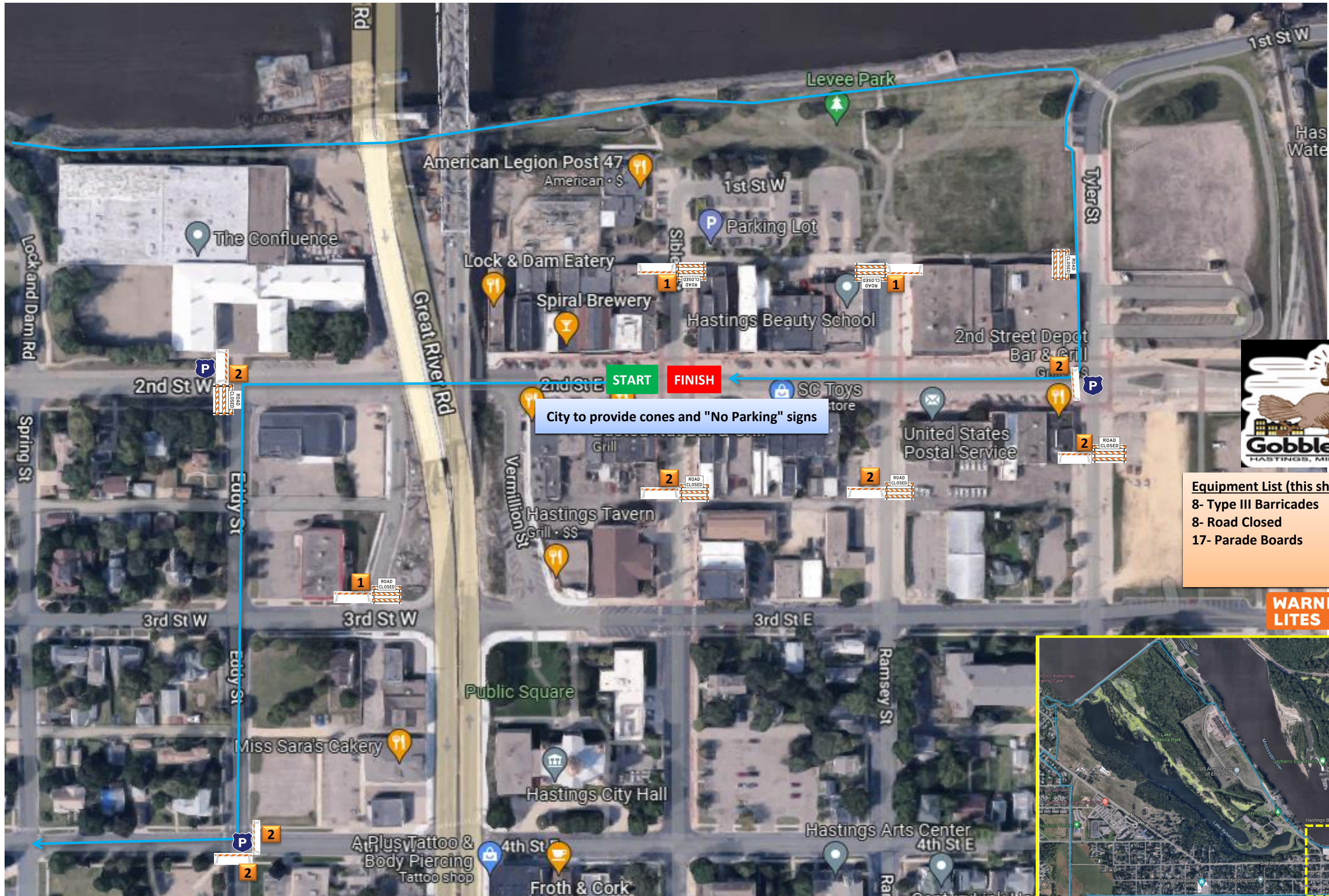
Anderson Race Management:
Hastings Gobble Gait 2023
 Thursday, November 23

- WL to deliver in place by Wednesday
- Placement per city & public safety request / requirements
- City to provide cones and "No Parking" signs as needed
- Customer / police to setup and takedown
- Volunteers along course
- WL to pick up after holiday weekend

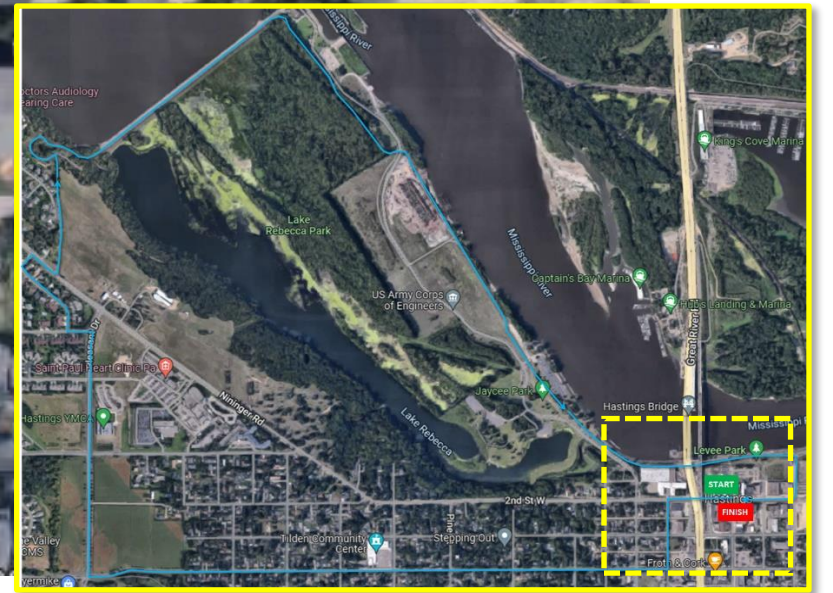
TOTAL EQUIPMENT LIST

- 8- Type III Barricades
- 8- Road Closed
- 4- Caution Run Event in Progress
- 17- Parade Boards





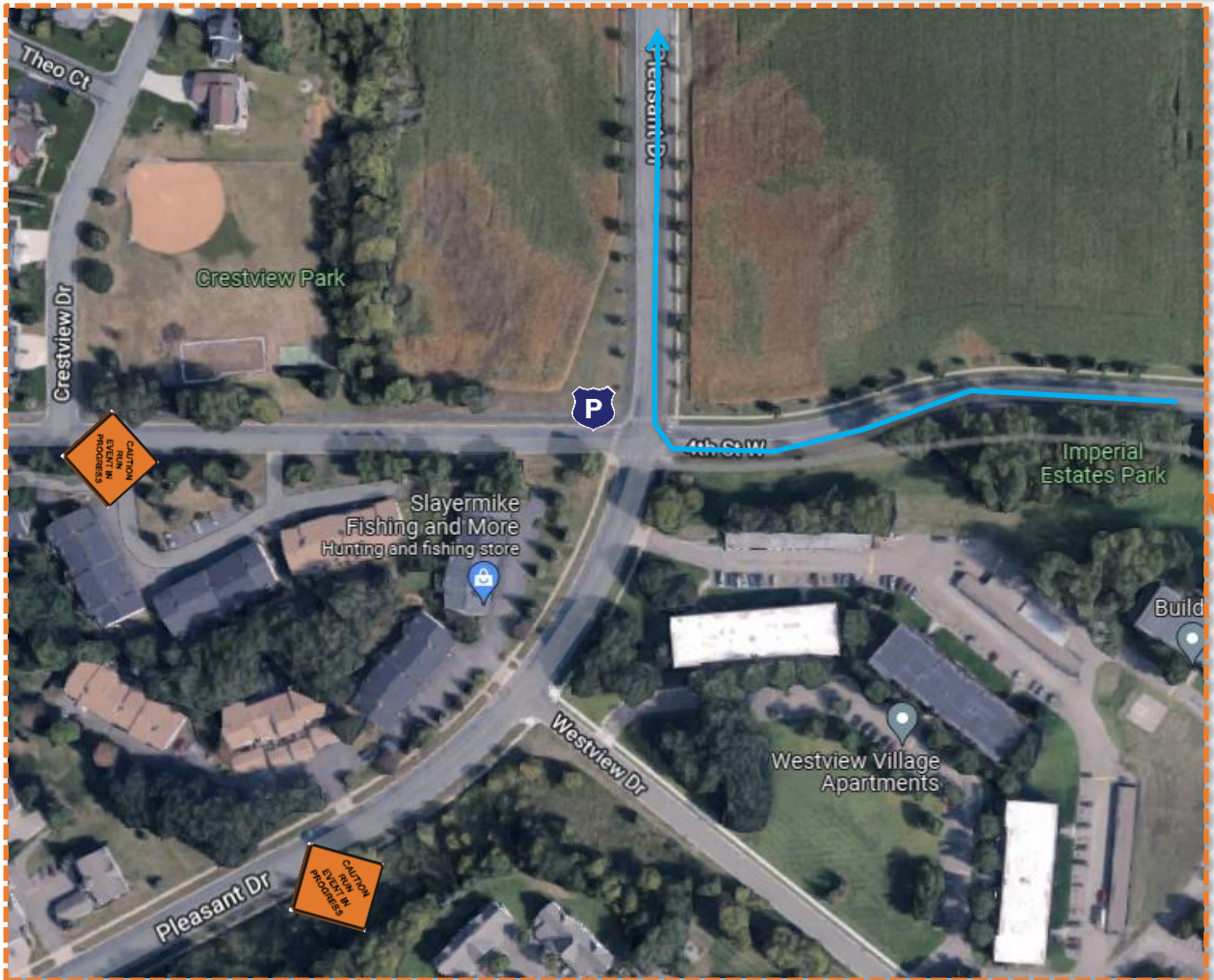
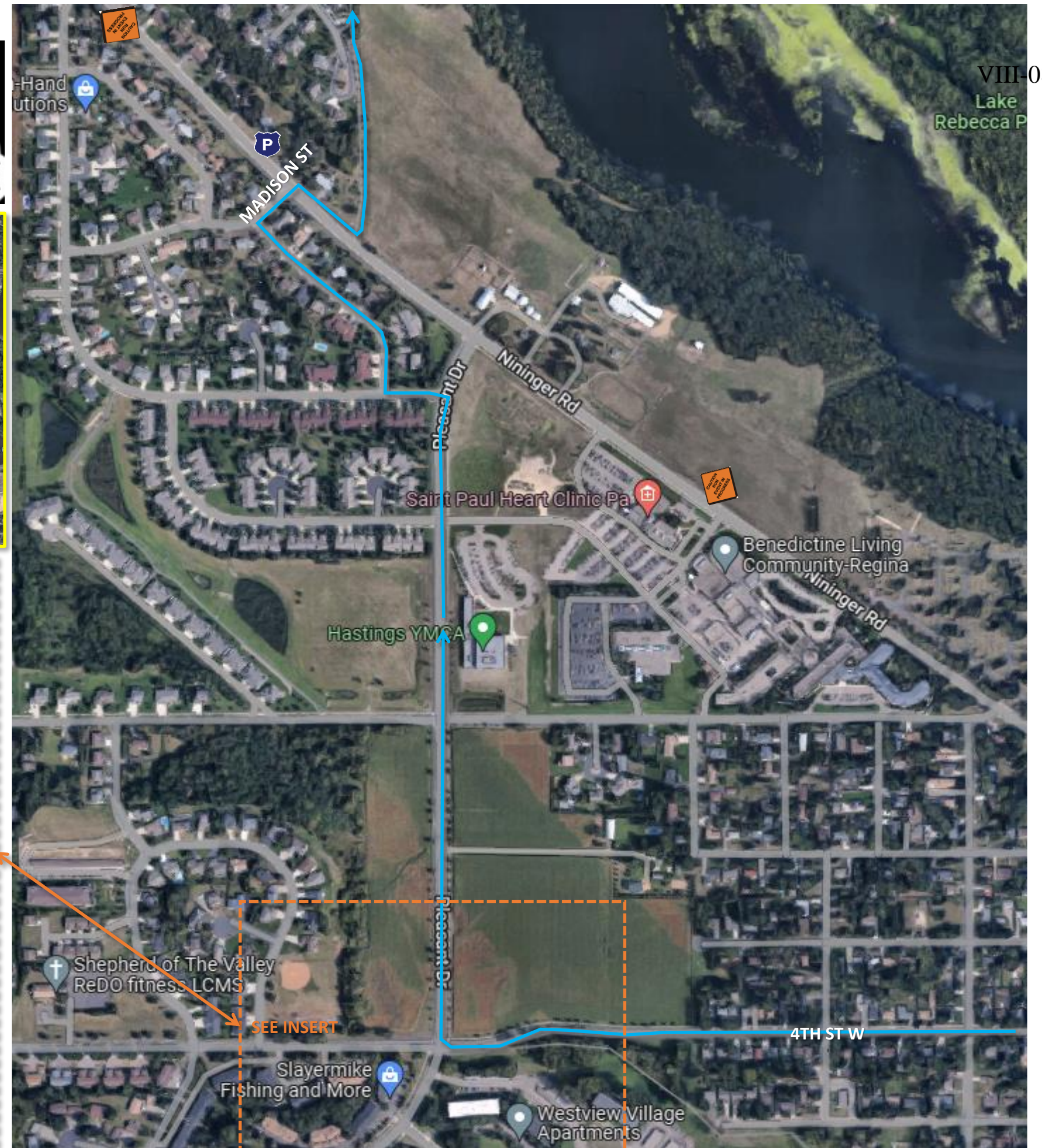
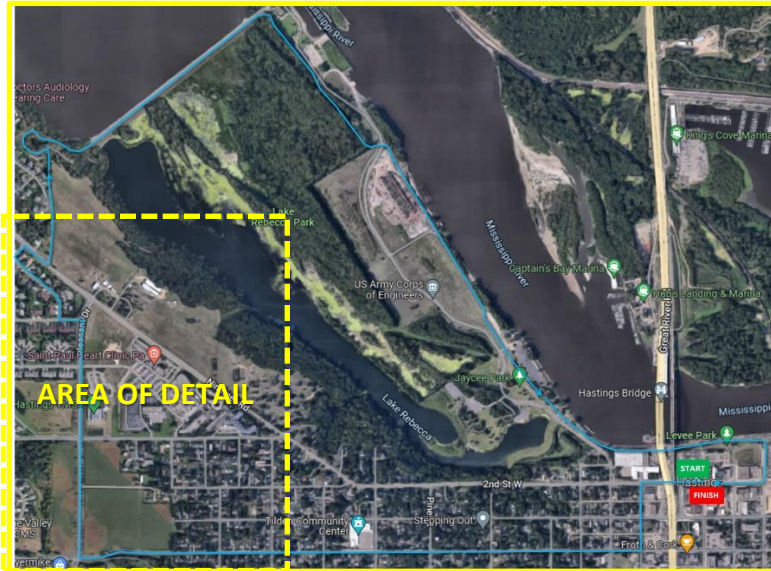
Equipment List (this sheet only)
 8- Type III Barricades
 8- Road Closed
 17- Parade Boards

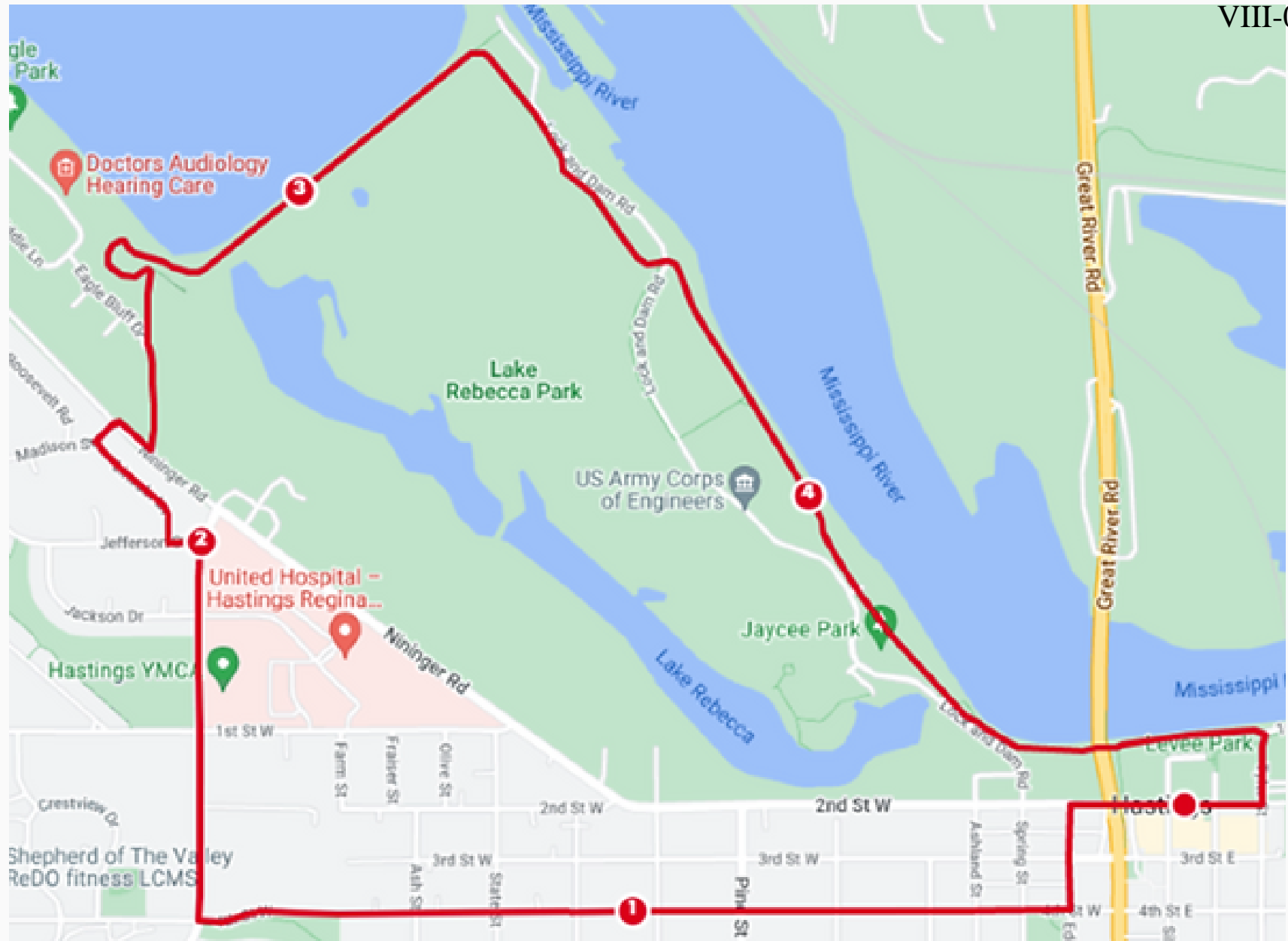


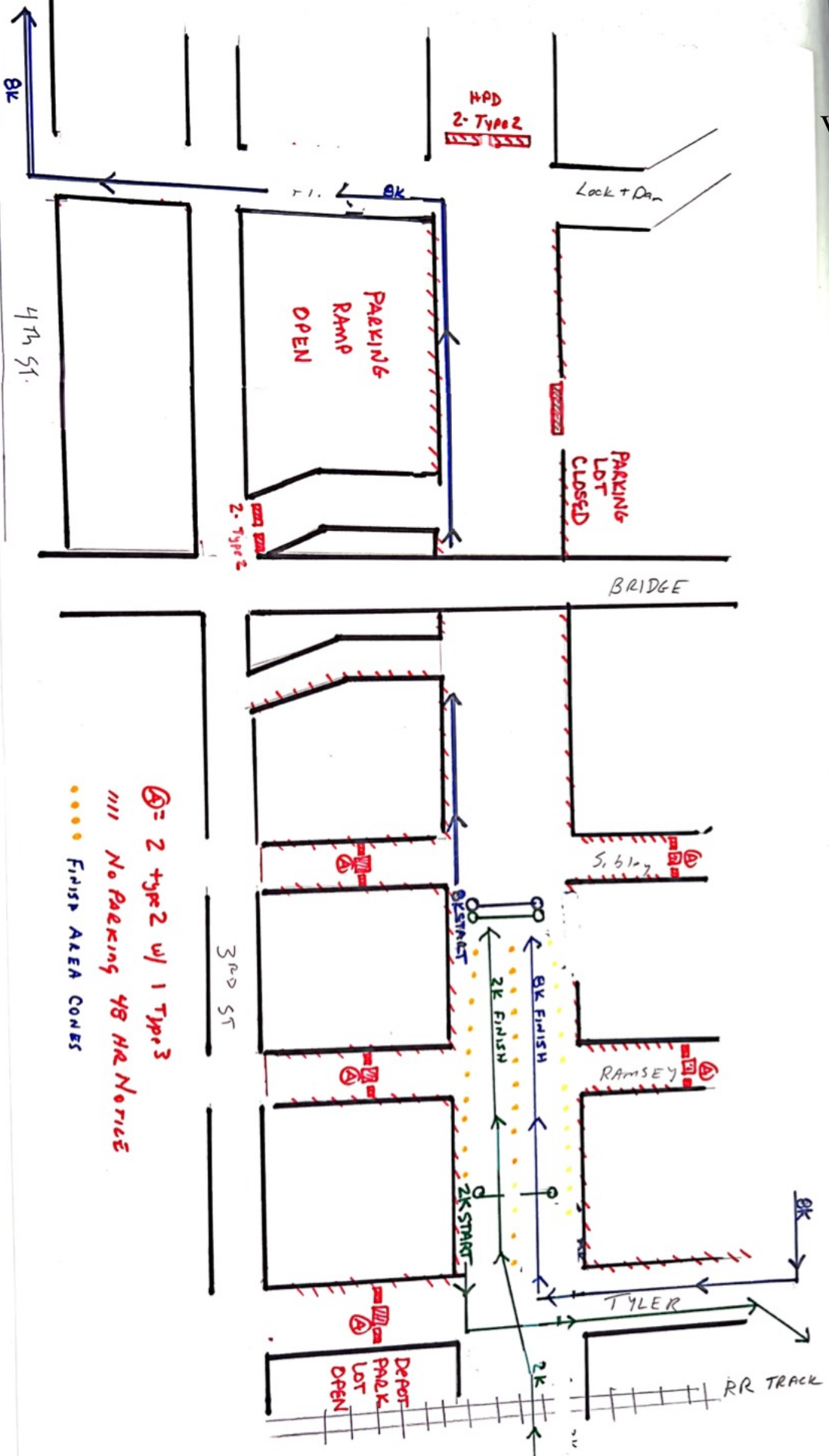


Equipment List (this sheet only)
4- Caution Run Event in Progress

WARNING LITES







(A) = 2 type 2 w/ 1 Type 3
 III No Parking 48 Hr Notice
 ●●●● FINISH AREA CONES