


MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: February 2, 2014
RE: Request To Use Public Property – Melon City Criterium

INTRODUCTION:

Please accept this memo and the attached information as a request from Mr. Greg Harper representing the Melon City Bike Club to close Weed Park to vehicular traffic on Sunday, May 25, 2014 from 6:00 a.m. to 6:00 p.m. for the 36th annual Melon City Criterium Bike Race.

BACKGROUND:

The Melon City Bike Club has been very responsible in the past and has worked cooperatively with City Staff and area neighbors. The event will involve hundreds of bicyclists racing around Weed Park. This request needs to be approved by the City Council due to the request to close Weed Park and Park Drive to vehicular traffic.

RECOMMENDATION/RATIONALE:

At this time, City Staff would recommend that the City Council approve the request as submitted for the 2014 Melon City Criterium.

Additionally, the Muscatine Recreation Advisory Commission at the January 2014 regular meeting fully endorsed the request to use Weed Park for this event as requested.

BACKUP INFORMATION:

1. City Special Event Application Form – City Code Title 3, Chapter 14
2. Event Sponsor Letter of Request

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
Mr. Greg Harper, Melon City Bike Club

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:

Greg Harper c/o Melon City Bike Club, Inc.

Address: P.O. Box 431, Muscatine, IA 52761

Telephone number: 563-260-5393

E-mail address: gharper@machlink.com

2. Type of event that is planned:

36th Annual Melon City Criterium, Bicycle RACE

3. Proposed location:

Weed City Park
Muscatine, IA

4. Date(s)/Time(s): 5/25/2014

5. Expected length of use: 6am - 6pm

6. Expected size of group: 2000+

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

Greg Harper

Melon City Bike Club, Inc

Address(es): P.O. Box 431

Telephone Number(s): 563-260-5393

E-mail address(es): gharper@machlink.com

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

Various regional & national level bicycle racers

9. List mechanical or electronic equipment to be used:

Professional finishline service with camera
Portable sound system

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

1 - support car
1 support motor cycle

11. Number and types of animals to be used:

No Animals

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

Professional portable sound stage

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:

Melan City Bike Club members & volunteers
cross walk monitor
~~Band~~ Handheld radio and cell phone communication

14. All plans for the provision of security:

Muscatine Police bike patrol
Melon City Bike Club volunteers
Hand held radio & cell phone communication

15. Beer or wine consumption? Yes _____ No X

16. Describe any items to be sold or distributed:

Approved food vendor

17. Is water connection requested? Yes _____ No X

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.

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.


Authorized Representative

1/8/2014
Date

DATE: 5/15/13

By: [Signature]

May 25, 2014

Deliver to Weed Park

- 14) 10' Barricades
- 1) 4' Sawhorse
- 35) No Parking Cones

May 24

Set out "No Parking" cones
& barricades at locations on map

Event organizer will pick up all cones
& barricades when done & leave at
the maintenance shed.

Colorado entrance
2) 10' barricades

WEED
PARK

Hillcrest/Park Dr.
2) 10' barricades

2) 10' barricades

Weed Park
Maintenance Shed

At alley off Parkington -
2) 10' barricades

2) 10' barricades

Parkington/Park Dr. -
2) 10' barricades

WEED
PARK

Entrance -
2) 10' barricades
1) 4' sawhorse

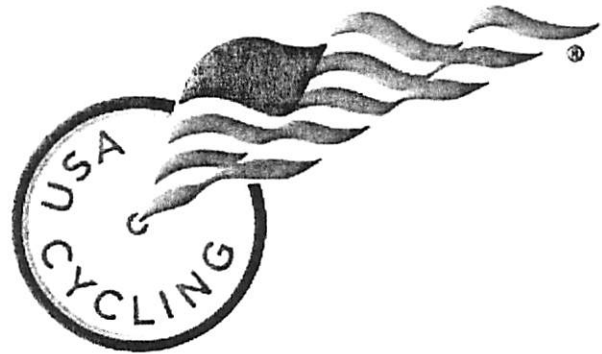
HWY 22 E

WASHINGTON

Author: [Signature]
Date: 5/15/2013
The author does not guarantee this map to be free from errors or inaccuracies and
disclaims any responsibility for interpretations from this map or decisions based thereon.
Document Path: F:\Work\Hog\MAPS\Special Events\2012_WeedParkClosure_WeedCityCouncil.mxd

November 6, 2013

**Rich Klimes, Director
Muscatine Parks and Recreation
City Hall
Muscatine, IA. 52761**



Dear Mr. Klimes

Preparations for the 36th Annual Melon City Criterium bike races are beginning. The date for this year's bike race is Sunday, May 25, 2014.

The Melon City Bike Club requests the closure of Weed City Park roads to vehicle traffic for the day of the bike race. Weed Park road closure would be from 6:30 a.m. to 5:30 p.m.

Melon City Bike Club members will cooperate with the Muscatine Police dept., Parks and Recreation dept. and the City Street dept. in safety measures for the Melon City Criterium. Road barricades, street sweeping, posting of no parking signs are examples of the assistance the city provides. The Melon City Bike Club has received excellent cooperation from the city for 34 years. The Melon City Bike Club will abide by all city requirements and I look forward to working with your department again this year. The certificate of insurance with the city named as a third party will be forwarded to city hall prior to the bike race.

Local clubs, organizations, or vendors may be selling food in the park the day of the bike race with the proper city permits.

The aquatic center is a great facility for the racers to change clothes. Could the aquatic center be open for the racers again this year?

Go by bike,

**Greg Harper, □ race director □
Melon City Criterium Committee
Melon City Bike Club, Inc.
P.O. BOX 431
Muscatine, IA. 52761
Cell 563-260-5393
gharper@machlink.com**