


## MEMORANDUM

TO: Gregg Mandsager, City Administrator  
FROM: Richard Klimes, Director of Parks and Recreation   
DATE: December 9, 2011  
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 Bike Club to close Weed Park to vehicular traffic on Sunday, May 27, 2012 from 6:30 a.m. to 5:30 p.m. for the 34<sup>th</sup> 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 2012 Melon City Criterium. Additionally, the Muscatine Recreation Advisory Commission at the December 2011 regular meeting fully endorsed the request to use Weed Park for this event.

## BACKUP INFORMATION:

1. City Special Events 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 for Melon City Bike Club, Inc.

Address: 619 Sunrise Circle P.O. Box 431

Telephone number: 563-260-5393

E-mail address: gharper@machlink.com

2. Type of event that is planned:

Bicycle races  
Permitted by: United States Cycling  
[www.usacycling.org](http://www.usacycling.org)

3. Proposed location:

Weed City Park

4. Date(s)/Time(s): Sunday, May 27, 2012

5. Expected length of use: 6:30 am - 6:30 pm

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

Address(es): 619 Sunrise Circle

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:

None

9. List mechanical or electronic equipment to be used:

Tenspeed drive professional finishline service

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

2 vehicles as pace car - safety

11. Number and types of animals to be used:

NONE

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

professional sound stage / finishline service

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:

Melon City Bike Club members will setup  
clean up - provide corner marshalls

14. All plans for the provision of security:

Bike patrol. 1

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

16. Describe any items to be sold or distributed:

Approved food vendor  
Steve's Meat market

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.

Greg C. Hayr  
Authorized Representative

12/17/2011  
Date

**TO BE COMPLETED BY CITY DEPARTMENTS:**

I have reviewed the attached application with the following recommendations:

Recommend  
Approval

☒ YES ☐ NO

Michael Miller 12-8-11  
Parks & Recreation Date

Comments:

Approval subject to pre meet  
meeting.

☒ YES ☐ NO

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

☒ YES ☐ NO

[Signature] 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

**FINAL APPROVAL:**

☐ YES ☐ NO

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





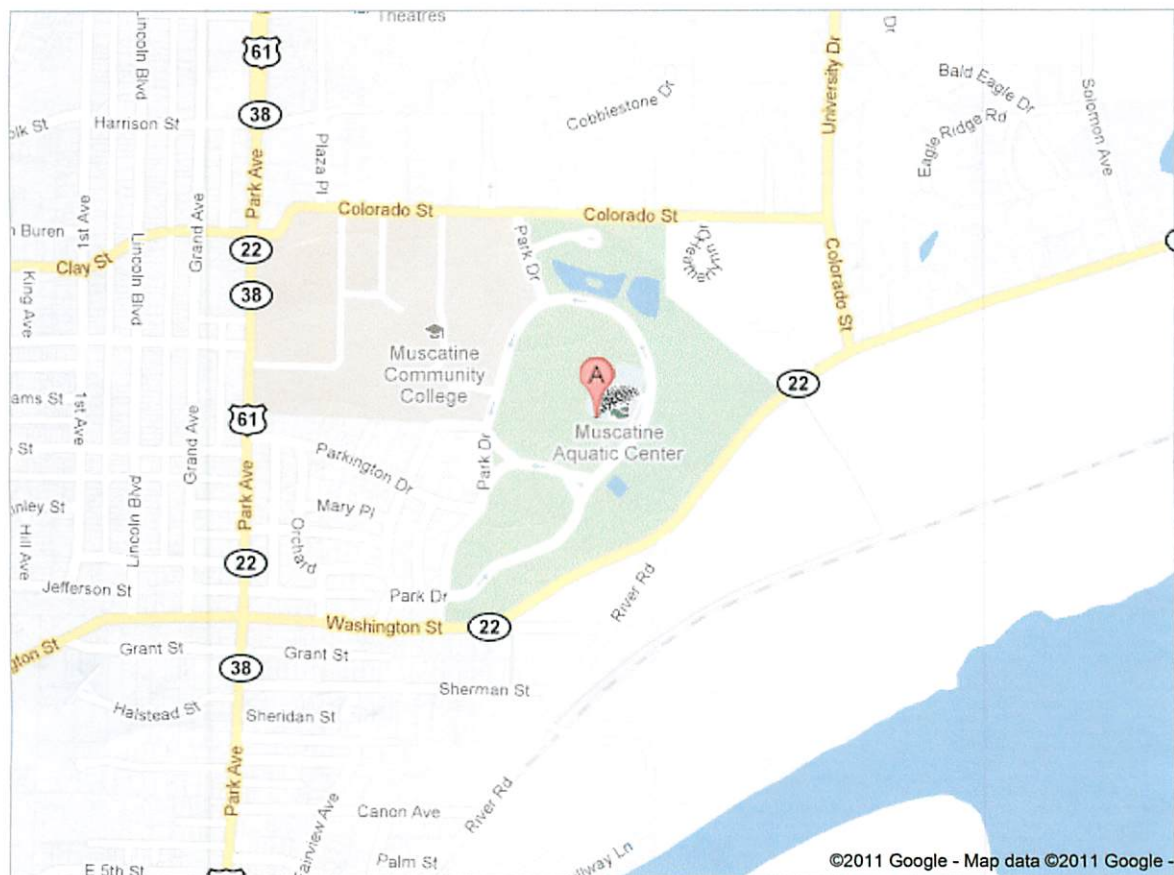
Weed Park, Muscatine, IA

Get Google Maps on your phone



Text the word "GMAPS" to 466453

**A. Weed Park**  
Muscatine, Iowa  
1 review



**November 29, 2011**

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



**Dear Mr. Klimes**

**Preparations for the 34th Annual Melon City Criterium bike races are beginning. The date for the bike race is Sunday, May 27, 2012.**

**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 33 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 will 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**