


MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
DATE: January 29, 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 City Bike Club to close Weed Park to vehicular traffic on Sunday, May 29, 2011 from 6:30am – 5:30pm for the 33rd 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 activity 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 2011 Melon City Criterium. Additionally, the Muscatine Recreation Advisory Commission at the January 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
Greg Harper, Event Sponsor

November 4, 2010

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

Dear Mr. Klimes

Preparations for the 33rd Annual Melon City Criterium bike race are beginning. The date for the bike race is Sunday, May 29, 2011.

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 32 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
Ph. 563-264-2086 hm
Cell 563-260-5393
gharper@machlink.com**

9c

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, Melon City Bike Club, Inc.
Address: 619 Sunrise Circle
Telephone number: 563-264-2086
E-mail address: gharper@machlink.com

2. Type of event that is planned:

33rd Annual Melon City Criterium, bicycle race.
Part of Memorial day weekend bike races.

3. Proposed location:

Weed City Park

4. Date(s)/Time(s): 5/29/2011 6:30 am - 5:30 pm

5. Expected length of use: 6:30 am - 5:30 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, race director
Melon City Bike Club, Inc.

Address(es): 619 Sunrise Circle - Bike Club - P.O. Box 431

Telephone Number(s): HM 563-264-2086 Cell - 563-260-5393

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

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

To be announced.

Kenny Labbe - announcer

9. List mechanical or electronic equipment to be used:

Start/Finish line stage with photo finish camera
PA System
located @ Parkington & Park drive

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

(1) Pace car - referee
(1) Motorcycle - referee

11. Number and types of animals to be used:

No Animals.

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

Professional Start/Finish line service. - mobile PA

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 & Volunteers - monitor access to park. Communicate with handheld radios - to start/Finish line officials.

14. All plans for the provision of security:

Melon City Bike Club & volunteers monitor
race course with hand held radios.

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 _____

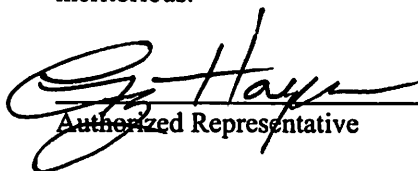
19. Have you provided a layout site plan for your proposed activity or event? Yes X No _____

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 _____

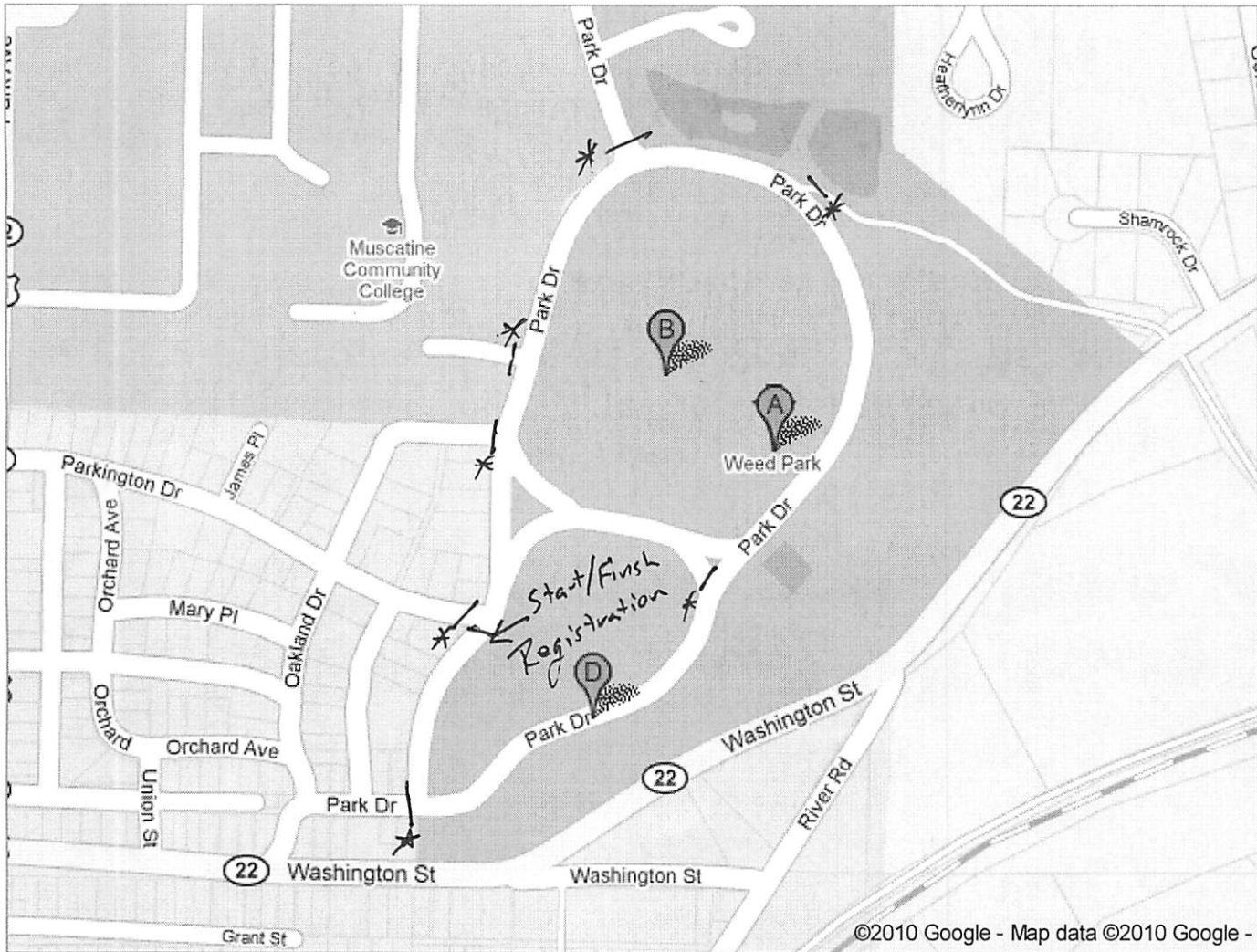
The applicant agrees to indemnify, defend and save harmless the City of Muscatine, together with its agents, officers and employees, from any and all claims, lawsuits, damages, losses and expenses, of whatever nature, which may result from or arise from the activity or event covered by the permit, including but not limited to the use of public ways, irrespective of whether said claims are frivolous or meritorious.


Authorized Representative

1/5/2011
Date



- A. **Weed Park**
Muscatine, IA - 0.1 ft N
- B. **Weed Park Maintenance**
1211 Park Avenue, Muscatine, IA -
(563) 263-5464 - 398 ft NW
- C. **Weed Park Maintenance**
1211 Park Avenue, Muscatine, IA -
(563) 263-5464 - 398 ft NW
- D. **City of Muscatine: Aquatic Center**
1 Weed Park, Muscatine, IA - (563) 263-0884 -
0.2 mi SW



* location of street barricades with ~~course~~ marshalls



32nd Annual Melon City Criterium

Sunday, May 30, 2010

Weed Park, Muscatine, Iowa

\$9600 Prize list

Sponsored by the *Melon City Bike Club, Inc.*

USA Cycling permit 2010-1202/ Helmets required for all Events

Event	Distance	Prizes	Time	Entry fee	Field limit
LAJRS 15-18	10 miles	\$300/6 places	8:45am	\$15	75
Masters 50+	14 miles	\$300/6 places	9:30am	\$25	75
Masters 60+	14 miles	\$100/3 places	9:30am	\$25	75
Women 4	10 miles	\$400/6 places	10:15am	\$25	50
Elite Men Cat. 4	14 miles	\$500/10 places	10:45am	\$25	150
Masters 40+	14 miles	\$500/10 places	11:30am	\$25	75
Women 1,2,3	14 miles	\$800/10 places	12:15pm	\$25	100
Women 3	14 miles	\$100/3 places	12:15pm	\$25	100
Youth 5-6	.5 mile *	Trophies/3 places	1:00pm	\$5	
Youth 7-9	.5 mile *	Trophies/3 places		\$5	
Juniors 10-12	2 miles	Medals/3 places		\$5	
Juniors 13-14	2 miles	Medals/3 places		\$5	
Elite Cat. 5 19+	8 miles	Trophies/ 3 places	1:30pm	\$15	50
Masters 30+	14 miles	\$600/10 places	2:15pm	\$25	75
Elite Men Cat. 3	18 miles	\$1000/15 places	3:00pm	\$30	150
Pro/ Elite 1-2	40 miles	\$5000/25 places	4:00pm	\$40	150

- * Short course (upper loop) ½ mile per lap (youth races)
- \$10 discount on second race entered by the same rider
 - Registration closes ½ hour before event.
 - Women 3 & Masters 60+ \$100/3 places additional prize
- Medals 3 places, U 23 will be scored in the women 1,2,3 and mens 1,2 races
- Medals 3 places, LAJRS race categories Jr. men/women 10-12/13-14/15-16/17-18
 - Entry fee includes \$3 USCF insurance/\$1 IBRA surcharge.
 - **2010 Iowa Cup Event**
 - **Late fee after May 20, 2010**
 - **No Refunds/ No free lap**
 - Make checks payable to Melon City Bike Race
 - Mail entries to:
 - Melon City Criterium
 - C/o Bob Hayes
 - 2654 Timberbrook Ct.
 - Muscatine, IA 52761
 - <http://www.memorialdayweekendbikeraces.com/>
 - <http://www.muscatinecycling.com/MelonCityCriterium.html>

TO BE COMPLETED BY CITY DEPARTMENTS:

I have reviewed the attached application with the following recommendations:

Recommend
Approval

☒
YES

☐
NO

Michael Miller 1-6-11
Parks & Recreation Date

Comments:

Approval subject to pre event meeting.

☒
YES

☐
NO

[Signature] 1/13/11
Building & Zoning Date

☒
YES

☐
NO

Constance Klein 1/13/11
Public Works Date

☒
YES

☐
NO

B. Telford 1/10/11
~~Police Chief~~ Date

☒
YES

☐
NO

AC of Cam 1-10-11
Fire Chief Date

FINAL APPROVAL:

☐
YES

☐
NO

City Administrator Date