

LOCAL ORGANIZING COMMITTEES

Getting Started

- The first step is to select an Advisory Board within days of your selection as a RAGBRAI overnight community.
- The Advisory Board will select up to four outstanding Executive Committee Chairs. Executive Committee Chairs should include persons throughout the entire community.
- The Executive Committee Chairs will assist in selecting a Recording Secretary to prepare and distribute minutes of meetings.
- The Advisory Board will recommend to the Executive Committee Chairs the committee appointments.
- ASAP you should consider drafting a special citywide ordinance to deal with the many issues associated with a visit by RAGBRAI, including vendor fees, what to do about unlicensed vendors, etc. A sample of an ordinance is included in this section. (FD)

Guidelines for Choosing the Advisory Board

The Advisory Board is where the Executive Committee Chairs go for help to talk over community concerns and the challenges of each of the committees. The Advisory Board is typically made up of about five to seven members of the community. Although they are not a decision-making group, the Advisory Board is very helpful in gaining consensus and passing on information to the entire community. The Executive Committee Chairs should meet with the full Advisory Board at least once a month to update them on committee activities. This is also a great time for the Executive Committee Chairs to ask the Advisory Board for help with special challenges.

The Chamber of Commerce is usually responsible (but not always) for organizing the community. The chamber crosses the boundaries of civic, religious, and governmental organizations, and it holds the community knowledge needed to create the best "team" for your town. Therefore, we suggest that chamber staff might be Advisory Board members, or Recording Secretary on the Executive Committee.

An Advisory Board member should know many people in town and from all walks of life. Advisory Board members to consider would be prominent community leaders such as a bank president, a representative from your council, the mayor or a

council member, clergy, the school superintendent, a local radio/TV station manager or a newspaper publisher to serve as a link to the community. Another possible Advisory Board member is a public agency liaison. This person would work with the Advisory Board, all city and county officials and all subcommittees to keep the lines of communication open. Someone to consider for this position is a city council member or mayor who could clear red tape for the ride, i.e. Beverage Garden, Dram Shop and city ordinances.

In addition to a public agency liaison, a member of the county board of supervisors should be considered for the Advisory Board. A county supervisor can keep the county government and officials informed and can assist you along in the planning process.

You also might consider a bicyclist who often rides RAGBRAI and understands the bikers' needs. This person could be a major asset to the board.

Because keeping everyone informed on the progress of RAGBRAI planning is so crucial, it is important to involve an ACTIVE member of the city's staff, such as a city planner, administrator, clerk or the head of the public works department.

It is very important that members of the Advisory Board not serve as subcommittee chairs, or as members of any committee. They give impartial input because they are not involved in the daily process, and they can help assure that the necessary items get accomplished.

Guidelines for Choosing the Executive Committee

The Advisory Board selects the Executive Committee Chairs who will be the RAGBRAI team leaders for your community. Each town should have four Executive Committee Chairs sharing the responsibilities to make it easier on everyone. In general, RAGBRAI host communities have found it helpful to operate with Executive Committee Chairs due to the large number of meetings involved. Executive Committee Chairs should understand they must be available to attend all of their committee meetings for 25 weeks.

Most communities suggest forming a seven person Executive Committee made up of the four Executive Committee Chairs, the Recording Secretary, the Treasurer and the Sponsorship/Fundraising Chair. The Executive Committee Chairs must be able to serve as occasional arbitrators and be able to advise committees about budgeting. These individuals

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should be enthusiastic, motivated and dedicated to the betterment of the community. A list of the subcommittees to work with the Executive Committee Chairs is listed at the end of this section. Also included is a diagram of one town's organizing committee.

Traits of Successful Committees

- Create a cohesive committee that will work together as a group committed to the good of your community and RAGBRAI.
- Take the time to create a GREAT committee. Don't be satisfied with just a good committee.
- Engage people who will be committed to the "big picture." They will need to be educated about what RAGBRAI is and they will always need to keep the overall event in mind while working on their own projects.
- Enlist team players.
- Find positive people, who can be flexible, and who don't have oversized egos.
- Look beyond people who serve on every local committee. People who are too involved with other things can't give 100% - and RAGBRAI will require 100%.
- Be honest with the search. As an Advisory Board, you owe it to the community to find the RIGHT people to serve. Taking an extra week early in the process will make life easier in June and July!
- Take the job search seriously - and fill the positions with interested people who have a good sense of humor, want to promote your town to 15,000 overnight guests, are flexible, put the "big picture" ahead of personal achievement, have the time and talent and perseverance and patience to do the job well.
- RAGBRAI is a different event than other local events and RAGBRAI positions require different criteria. It will be vital that the RAGBRAI Organizing Committee be able to stimulate citywide involvement. Choosing those who always work together or a committee of friends greatly limits the opportunity to draw on others in the community who would be excellent, but are otherwise unknown. Having people with varied backgrounds working together will naturally generate more enthusiasm.
- Avoid asking people to serve because they've earned a position. There is no RAGBRAI position that falls under that category.
- Make certain that Executive Committee Chairs will be able to miss work, miss meals, etc. because it will happen. Having an understanding

employer and family will be essential before RAGBRAI is over!

- Having prior RAGBRAI experience is not imperative, but certainly has some advantages. However, just because someone has ridden on RAGBRAI doesn't mean that they can manage the campgrounds or the shuttle buses.
- Executive Committee Chairs must be chosen for tact, respect in the community and ability to motivate, encourage and sometimes push committee chairs to do what has to be done. They must be able to keep their committee chairs - who are concentrating on a specific task - focused on the big picture and how each committee fits into that picture.
- Find people who will have fun while they work. Volunteer work MUST be enjoyable, and it will be imperative that a positive tone is maintained from the first day.
- Some of the best Executive Committee Chair teams have been comprised of sets of husbands and wives!

Create a committee that will work together as a group for the good of your COMMUNITY and for RAGBRAI.

It is important that Executive Committee Chairs and Advisory Board members "gel" as a group. Social team-building activities are recommended at the beginning to create group cohesion. This is a must to be the best you can be!

Recording Secretary

The Recording Secretary assists the Executive Committee Chairs by organizing written communications and recording the minutes and all votes taken in all Advisory Board and General Meetings. This person should be a highly organized detail person. The chamber director or chamber staffer typically fills the role of the Recording Secretary for most committees.

There are approximately 25 weeks of General Meetings prior to RAGBRAI coming to your town, so it is of utmost importance to select a Recording Secretary who can take and distribute bullet point minutes for all General Meetings so everyone is informed at all times. The Recording Secretary also sends out meeting reminders prior to RAGBRAI meetings. Their job is to keep everyone on track in regards to meetings and keeping the various committees informed on all RAGBRAI related matters. Most communication is done via e-mail.

The Recording Secretary is responsible for providing each Executive Committee member and the

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RAGBRAI Director with current minutes from the General Meetings. In addition, each of the committees should forward key developments to the Recording Secretary to share with the Executive Committee and other committees. An example of a key development is the headline band was confirmed as the main entertainment.

The Recording Secretary is responsible for keeping the master list of names, addresses, phone numbers and e-mail addresses for all of the members of the RAGBRAI Organizing Committee. The Recording Secretary will send information to RAGBRAI twice for different purposes.

- **By March 11 send to RAGBRAI** the master list of names, addresses, phone numbers and e-mail addresses for all of the members of the RAGBRAI Organizing Committee. You will receive electronic forms to fill in from RAGBRAI during the initial visit to your community.
- **By June 17 e-mail the updates to RAGBRAI** regarding any changes in committee chair names. E-mail committee information to: anne@ragbrai.com and matt@ragbrai.com

Treasurer/Budget Chair

The Treasurer is typically the chair of the Budget Committee. A good choice for a Treasurer would be a CPA, banker or bookkeeper to assist the Executive Committee Chairs in planning a budget and monitoring all expenses. The Treasurer must meet with all committees by early March. The Treasurer looks to operate under or start a new 501(c)(3) or (c)(6) organization to operate under, opens a checking account and makes all payments and receives all invoices. The Treasurer also keeps a record of all written agreements.

Sponsorship/Fundraising Chair

The Sponsorship/Fundraising Chair is a person that has strong business connections in the community. They will develop sponsor packages to present to involve local businesses that would like to become involved with RAGBRAI in your community.

How the Executive Committee Works

Each of the Executive Committee Co-Chair members (see the Advisory Board Model in this section) should take responsibility for four/five of the 19 committees that they have some experience in. The committee chairpersons discuss their committees' progress and challenges with Executive Committee member. This allows each of the

Executive Committee members to concentrate his/her energy on smaller groups of responsibilities. (See the committee model example at the back of this section).

The first thing each committee must do is to set an initial budget for RAGBRAI. (Sample budgets are included in the Budget Committee section and on the FD) This should be done with the help of the Chair of the Budget Committee and the Treasurer, plus the appropriate Executive Committee member. All initial budgets are due to the Budget Committee by March 18.

The second thing to accomplish is to establish a working timeline with completion dates for specific items. All timelines must be turned in to the Executive Committee by the first of March so the grand plan can be drawn up. Then each of the 19 committee chairs shares this information with the entire RAGBRAI Organizing Committee and asks for input. This has been a great help to many of the towns because everyone knows the goals and the dates for completion.

Guidelines for Choosing Committee Chairs

After the Executive Committee Chairs are selected, the Advisory Board works closely with the Executive Committee Chairs to pick committee chairs. Building the appropriate leadership foundation is crucial to the town's success. Set clear standards for selecting the right people and then spend many days studying and discussing potential appointments before making the final choices.

The Advisory Board and the Executive Committee Chairs must be brutally honest when discussing who will be the best people to chair the committees. They must all understand that their discussions are confidential. The Advisory Board and the Executive Committee Chairs must take all the time necessary to consider their recommendations very carefully. Make a list of potential committee chairs, sleep on it, study it, research it, consider it again, and seek consensus. Each selection must be made in the context of the other selections, such as how will this committee chair work with this committee chairs.

The Advisory Board must believe that making the event a success for all is more important than appeasing a few. Some prominent citizens - particularly those who are in leadership positions for virtually every other community event - will expect to be appointed to chair committees. The Advisory Board must be ready to take the fallout when friends and neighbors demand to know why they were not chosen to chair committees.

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Things to Consider

- "Naturals" are not always the right choice for committee chairs. For example, the newspaper editor may seem like a "natural" to chair the Publicity Committee. But these people may not be able to delegate well or have the time to commit to do the job well. A local restaurant/pub manager will find it very hard to be committed to the community vision of RAGBRAI as the vendor chair while trying to make a profit in his/her restaurant/pub during RAGBRAI.
- Committee chairs must be individuals with leadership abilities who are committed to spending the time it takes to do the job right and be dedicated for 25 weeks before the ride. They should not be planning to ride RAGBRAI. Make sure their heart is in it!

General Meetings of the Local Organizing Committee

A General Meeting consists of the Executive Committee (4 Executive Committee Chairs, the Recording Secretary, the Treasurer and Sponsorship/Fundraising Chair) and the chairs of the 19 committees. This group is known as the RAGBRAI Local Organizing Committee. These general meetings are held when the RAGBRAI staff is in town.

While meetings should be fun and enjoyable for everyone, they also must be informative and held to about an hour. These meetings should be open to the general public. You should set an agenda and send out before each of the General Meetings and allow each of the 19 committees to give a brief report so that everybody is aware of what's going on.

These meetings will allow all 19 committees to share their challenges and accomplishments and keep everyone aware of the big picture. This helps all team members tell the real RAGBRAI story and keep the rumor mill in check.

The Executive Committee members should meet at various times over and above the General Meetings to keep abreast of all of the committees. This will reduce any duplication of effort by the committees and make sure they don't overlap.

A General Meeting will be held each time RAGBRAI Director Matt Phippen and/or the Marketing Director Anne Lawrie come to town. They will begin meeting with the Executive Committee Chairs and all 19 committee chairs in February. Again, these meetings should last no longer than one hour.

The meetings in your community follow a Monday-Tuesday or a Monday-Wednesday schedule. Your town's time schedule is listed by day/date that your town hosts RAGBRAI. (Example: Sat 7/23 is the starting town that hosts on Saturday, July 23rd) Please consult the calendar for the exact dates of the meetings.

The WEST is considered the first four towns that RAGBRAI will stay overnight in and the EAST the last four towns.

The meeting schedule is typically set up as follows:

General Meeting for West Towns (Monday-Tuesday Schedule)

- **Mondays at Noon**
Overnight Town of Saturday, July 23 (Starting)
- **Mondays at 5:00 p.m.**
Overnight Town of Sunday, July 24
- **Tuesdays at 7:00 a.m.**
Overnight Town of Monday, July 25
- **Tuesdays at Noon**
Overnight Town of Tuesday, July 26

General Meeting for East Towns (Monday-Tuesday Schedule)

- **Mondays at Noon**
Overnight Town of Saturday, July 30 (Ending)
- **Mondays at 5:00 p.m.**
Overnight Town of Sunday, July 29
- **Tuesdays at 7:00 a.m.**
Overnight Town of Monday, July 28
- **Tuesdays at Noon**
Overnight Town of Tuesday, July 27

General Meeting for All Towns (Monday-Wednesday Schedule)

- **Mondays at 12:00 noon**
Overnight Town of Saturday, July 23 (Starting)
- **Mondays at 5:00 p.m.**
Overnight Town of Sunday, July 24
- **Tuesdays at 7:00 a.m.**
Overnight Town of Monday, July 25
- **Tuesdays at 12:00 noon**
Overnight Town of Tuesday, July 26
- **Tuesdays at 5:00 p.m.**
Overnight Town of Wednesday, July 27
- **Wednesdays at 7:00 a.m.**
Overnight Town of Thursday, July 28
- **Wednesdays at 12:00 noon**
Overnight Town of Friday, July 29
- **Wednesdays at 5:00 p.m.**
Overnight Town of Saturday, July 30 (Ending)

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You will need to find a location that can accommodate these meetings. Please consult the calendar for the exact dates of the meetings.

Individual Committee Meetings

Additionally each committee chair and the appropriate Executive Committee member(s) will meet with the RAGBRAI staff at specified times on the days of the normally scheduled meetings during the planning process. The timing of these meetings is based on deadlines that each committee needs to meet to be ready in time for RAGBRAI. This also gives everyone time to talk over their challenges and share successes.

The committee meeting with the RAGBRAI staff can be held before or after the General Meeting. Individual committees will meet with the RAGBRAI staff to discuss matters pertaining specifically to their committee. The RAGBRAI staff should be notified as to when and where these committee meetings will take place.

This handbook is divided into sections by committee. At the beginning of each section, the special meeting dates are emphasized.

Committee Descriptions

Responsibilities have been divided in various ways over the years. You can set up your committees to best meet the needs of your community.

The following is a list of possible committees and their responsibilities:

Beverage Garden

Organizes and staffs the Beverage Garden for the community. We highly recommend that a community should have only one Beverage Garden. Attends March 10 Overnight Town Meeting in Des Moines.

Budget

Sets up an initial budget by March 18 and handles all funds for the community. The Budget Committee should be a committee of at least five, with the Committee Chair (Treasurer) and four Budget Co-chairs, one to work with each of the Executive Committee Chairs and to attend each of the Executive Committee Chair's meetings. Attends March 10 Overnight Town Meeting in Des Moines.

Campgrounds

Selects camping areas that are **at no cost to registered riders**. Works with the Shower, Sanitation & Recycling committee to arrange shower and bathroom locations. Plans vehicle parking. Works with large groups for possible off-site camping. Works very closely with the Housing

Committee. Attends March 10 Overnight Town Meeting in Des Moines.

Communications

Coordinates all communication during RAGBRAI. Will work closely with all committees, but especially Shuttle Service, Information Center and Public Safety Committees.

Electrical

Electric service is so important for campgrounds, entertainment, and food and beverage service that a dedicated electrician should serve on an electrical subcommittee, working closely with the various committee chairs to coordinate the electrical needs for the town during RAGBRAI's stay.

Entertainment & Special Events

Coordinates all entertainment, from special rider involvement contests to bands during the RAGBRAI visit as well as any special events.

Food & Vendors

Coordinates all food vendors for serving approximately 15,000 evening meals and 2,000 breakfasts the next morning. Extremely important- perhaps Co-chairpersons. Fields requests from individuals and organizations that want to sell products and services. This includes the distribution and sale of ice to the vendors, Beverage Garden and possible RAGBRAI participants. Works with RAGBRAI and local authorities to keep renegade vendors outside the community.

Hospitality

Involves the community in a welcome and farewell for RAGBRAI. Helps promote the community theme and organizes the production and sales of T-shirts. Coordinates beautification of the community. Works closely with the Publicity Committee. Plans town halls and community gatherings prior to RAGBRAI.

Housing

Arranges private home stays and special camping for riders. Will work closely with Campgrounds Committee. Should have an answering machine, e-mail and ability to create a database.

Information Center

Located in the Main Campground, it must be the key center for information about your entire operation. Any inquiry should be able to be answered at this center. You may set up satellite centers in town, but you should have just one main Information Center. Information Center volunteers should make sure that all vendors have copies of your town's tabloid and that all are aware of your town's setup and where riders should go for additional information.

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Law Enforcement

Enforces campground and beverage establishment security. Hires additional officers as needed. Devises, implements traffic plans (bike and vehicles) in town. The committee chair should be either the local police chief, sheriff or a representative from the police/sheriff's department. Attends March 10 Overnight Town Meeting in Des Moines.

Medical

Organizes recruits and schedules and supplies a medical team to serve in the campgrounds. Attends March 10 Overnight Town Meeting in Des Moines.

Publicity

Four sub-groups work under the Publicity Committee: Signs, Marketing/Media, Maps and the Speakers Bureau. The Publicity Committee coordinates release of information to the media to generate local interest in RAGBRAI. The committee also selects a theme and designs town logo. Writes the mission statement. Oversees printing a tabloid as a hand out to riders. Works closely with the Hospitality and the Web & Social Media Committee.

Public Safety

Coordinates traffic control, parking, street conditions, weather monitoring and other safety issues. Will work closely with the police department, street department and the RIDE RIGHT representative.

RIDE RIGHT

Addresses all safety concerns in the city and on the route to the next host town. Will work closely with the city street department, public safety committee, county engineers and the DOT. Conducts safety seminars for young and old residents, and promotes RIDE RIGHT the day of RAGBRAI. Preferably the head of this subcommittee should be a member of a bike club or should have ridden RAGBRAI.

Showers, Sanitation & Recycling

In charge of providing adequate showers for the riders. Plans for the trash and recycling collection. Plans for the rental, location and servicing of portable toilets for the city; RV waste dumping, etc.

Sponsorship/Fundraising

Coordinates fund-raisers and getting donations from businesses. Attends March 10 Overnight Town Meeting in Des Moines.

Transportation

Arranges transportation from campgrounds to entertainment, food service and showers. Arranges vehicles including golf carts and gators. Sets up route schedules and recruits drivers, hosts and hostesses. Secures parking areas. Works closely with Public Safety and Law Enforcement Committee.

Volunteers

Arranges for total community involvement, from kindergartners to people in nursing homes. Works with the volunteers from the start and keeps them involved through the day RAGBRAI arrives. Probably will need more than one person on this committee to help with recruiting. It would be helpful if the people on this committee know many people residing in and around the area.

Web & Social Media

Must have knowledge of setting up a Web site. Should be very creative. Be able to constantly update the town's web site and social media sites such as Twitter, Facebook and Instagram. Works very closely with the Publicity Committee.

Overnight Host Town Meeting

RAGBRAI will host an orientation meeting in Des Moines on Thursday, March 10 from 9:00 a.m. until 4:00 p.m. for all Local Organizing Committee members of the current year as well as the previous year's committees. The meeting is scheduled for the Holiday Inn Mercy Campus in downtown Des Moines.

The meeting serves as an orientation for the Local Organizing Committees, providing them with information and giving them an opportunity to talk to the previous year's Committees. Various chairs from the previous year will speak to the group regarding what worked for them and what didn't work.

The Beverage Garden, Law Enforcement, Campground and Medical Chairs should plan to attend the special breakout sessions for those particular committees.

Invited Attendees:

- Executive Committee
- Advisory Committee (optional)
- Beverage Garden Chair
- Law Enforcement Chair
- Campground Chair
- Medical Chair
- Other Interested Chairs

Overnight Town Executive Committee Workshop

RAGBRAI will host a workshop in Des Moines on Thursday, May 26 from 10:00 a.m. until 3:00 p.m. for all Executive Committee members of town committees. This meeting will allow the Executive Committees from each of the towns to network with each other and learn what is planned in the other overnight host communities. (Location TBD)

Ordinances & Resolutions

It is recommended that each of the overnight towns pass special city ordinances or resolutions regarding guidelines for vending during RAGBRAI. (Refer to sample ordinances/resolutions at the end of this section) (FD)

RAGBRAI believes that most money generated in a community should stay with the local town, which means vendors with a local connection should be encouraged to participate. The ordinances or resolutions help to keep uninvited vendors out and give law enforcement a tool to keep them from setting up shop. Ordinances should be written only after the Budget Committee Chair and Treasurer have determined the overall initial budget. Appropriate vendor fees can then be determined

Risk Management

This is a brief overview of the many situations that can occur at your event. Don't let lack of planning ruin the day for you. Use this guide as a start. Analyze the risks that you face with this event and decide how you will handle each of them – avoid the risk, transfer the risk (hire competent contractors) or assume the risk and minimize the size of the loss.

Risk management can also be done by transferring the risk in the form of an insurance contract. Good risk management can lower the cost of that insurance contract for you. Work with your insurance professional to cut the risks.

If you can not find umbrella policies locally, the RAGBRAI staff will help you locate companies that offer policies. Insurance should be built into your committee's budget. **The Treasurer typically has the responsibility of securing the proper insurance for the event.**

- Well lit areas help avoid trips and falls. Make sure that steps, cracks, joints and level changes are clearly marked and well lit.
- Volunteers need to be trained! The banker does not drive tent stakes every day; the insurance man does not lift cases of beer every day.
- You have to make sure your volunteers do not over exert themselves or try and go beyond their limitations. Make sure you have adequate help to keep volunteer shifts to three hours at a time.
- Give adequate breaks and make sure everyone has enough water to drink! On hot days avoid alcohol, colas and carbonated drinks. Lost fluids need to be constantly replaced.
- House keeping - clean up your mess! A tidy area will help avoid losses that occur from falling objects or trips over items.

- Tents or other temporary structures can cause severe injuries if they fall or are blown over. Make sure temporary structures are adequately moored to avoid being tipped or blown over.
- Health is a critical issue. A group of cyclists contracted a virus caused directly by the introduction of the virus into ice. Hand washing with soap is the best prevention. Make sure you have no standing water. Do not allow bare hands to be put in ice tanks that will store cans of beverage or food. Train all volunteers on the proper methods of food handling. Work with local health/food inspectors and the Iowa Department of Inspections and Appeals. Know food safety laws and requirements.
- Do all participants and volunteers sign a waiver? We think they should! You need to warn of the hazards and have them understand that they are giving up their right to sue. Work with legal counsel to review all contracts.
- Identify the risks of loss: What are the areas that you could expect to have a loss occur in. Obviously, the Beverage Garden is the most likely. See the information provided in the Beverage Garden Committee section for more information on loss prevention.
- The golf cart has been a very poor means of transportation. You must have absolute control over the operation of the golf carts and experienced in driving in a crowd! No one under 21 should operate the carts. All occupants in the cart should be seated. We recommend no golf carts except medical and law enforcement.
- Electrical supply is an issue that should be addressed at all locations. Is the power supply adequate to avoid blowing fuses or circuit breakers? Are the cords grounded properly? Any frayed or cut power cords? Get rid of those that could cause a short.

Crisis Management

In the event of a natural or man-made disaster or a large-scale emergency, a unified command system may be used to manage the incident. The command system shall consist of, but will not be limited to the Police Chief and/or Sheriff, Fire Chief and the County Emergency Management Coordinator.

To prevent rumors, if an incident occurs, ALL media information should come through your appointed crisis management spokesperson who shall conduct media briefings as necessary.

A written plan devised by the Public Safety Committee should be distributed to every committee and all volunteers. The RAGBRAI office should also be provided a copy of this plan by June 1.

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MEETING SCHEDULE WITH RAGBRAI STAFF (General Meetings and Committee Meetings)

COMMITTEE	ALL TOWNS (Mon/Tues/Wed)	
Advisory Board	February 7/8/9	
Executive Committee	February 14/15/16	
Hospitality	February 21/22/23	
Publicity	February 21/22/23	
Web & Social Media	February 21/22/23	
Campgrounds (scout potential sites)	February 21/22/23	
COMMITTEE	ALL TOWNS	
Executive (<i>Host Town Meeting in Des Moines</i>)	March 10	
Medical (<i>Host Town Meeting in Des Moines</i>)	March 10	
Beverage Garden (<i>Host Town Meeting in Des Moines</i>)	March 10	
Law Enforcement (<i>Host Town Meeting in Des Moines</i>)	March 10	
Campground (<i>Host Town Meeting in Des Moines</i>)	March 10	
COMMITTEE	WEST (Mon/Tues)	EAST (Mon/Tues)
Campground (<i>Finalize Campground</i>)	February 28/31	March 21/22
Food & Vendors	February 28/31	March 21/22
COMMITTEE	WEST (Mon/Tues)	EAST (Mon/Tues)
Housing	March 28/29	April 11/12
Showers, Sanitation & Recycling	March 28/29	April 11/12
COMMITTEE	ALL TOWNS (Mon/Tues/Wed)	
Information Center	April 18/19/20	
Volunteers	April 18/19/20	
Entertainment/Special Events	April 18/19/20	
Beverage Garden	April 18/19/20	
COMMITTEE	WEST (Mon/Tues)	EAST (Mon/Tues)
Communications	May 2/3	May 9/10
Transportation	May 2/3	May 9/10
COMMITTEE	ALL TOWNS (Mon/Tues/Wed)	
Food & Vendors (<i>Walk through Vendor/Garden area</i>)	May 16/17/18	
Beverage Garden (<i>Walk through Vendor/Garden area</i>)	May 16/17/18	
Entertainment (<i>Walk through Vendor/Garden area</i>)	May 16/17/18	
Electrical (<i>Walk through Vendor/Garden area</i>)	May 16/17/18	
COMMITTEE	ALL TOWNS (Sat - Sat)	
RIDE RIGHT (<i>Ride the RAGBRAI Route</i>)	Week of June 4-11	
COMMITTEE	ALL TOWNS (Mon/Tues/Wed)	
Law Enforcement	June 20/21/22	
Public Safety	June 20/21/22	
Final General Meeting & Executive Committee	July 11/12/13	
OTHER IMPORTANT DATES	ALL TOWNS	
Host Town Meeting in Des Moines	March 10, 2022	
Executive Committee Workshop (location TBD)	May 26, 2022	
Wrap-up Meetings	August 29-31, 2022	



TIMELINE & CHECKLIST

To make things run smoothly, the Executive Committee needs to be concerned that the following planning items be completed in a timely fashion on or about these designated dates.

This could be the start of your master timeline.

FEBRUARY 2022

- Select an Advisory Board (Town Leaders)
- Select an Executive Committee of 4 Executive Committee Chairs, Treasurer, Sponsorship/Fundraising Chair and a Recording Secretary (Advisory)
- Select 19 Committee Chairs (Advisory & Executive)
- Initial Web site design hosted and linked to RAGBRAI, post generic city map online, post information concerning Housing requests begin May 1 and associated liability issues online (Web & Social Media and Publicity & Housing)
- Post the welcome letter from Mayor online (Web & Social Media)
- Select four committee members and start working with all chairs on their budgets (Budget & Treasurer)
- Committee meetings begin as soon as chair is named (All Committees)
- Meet with RAGBRAI Staff (Advisory)
- Meet with RAGBRAI Staff (Executive)
- Develop Sponsorship/Fundraising Packages (Sponsorship/Fundraising)
- Recruit 4 outstanding sub-chairs (Publicity)
- Recruit 4 outstanding sub-chairs (Volunteer)
- Contact the Iowa Department of Inspections and Appeals to inquire about inspections and safety enforcement rules in your area (Food & Vendors)
- Begin process to set up tax exempt status through a local organization (Budget & Treasurer)
- Begin working on mission statement (Publicity)
- Post town information and a city map online as soon as possible (Publicity and Web & Social Media)
- Develop plans for Special Ordinances/Resolutions (Budget & Executive Committee)
- Begin working on timelines (All Committees)
- Determine proposed campground area (Campground)

MARCH 2022

- If a starting or ending town, decide on long term parking, and airport shuttles and send to RAGBRAI for Participant's Guide and Web Sites (Executive)
- Pass out volunteer request form (Volunteer)
- Determine how many volunteers you will need (All Committees)
- Develop a form for all committees (Electrical)
- Planning meeting to discuss issues that affect these committees (Law Enforcement & Public Safety)
- Planning meeting to discuss issues that affect these committees (Publicity & Volunteer)
- Ads in newspaper, on radio and fliers in church bulletins, grocery stores, utility bills, etc. to recruit hosts (Housing & Publicity)
- Look for sponsorship of Beverage Garden and obtain written bids from beverage distributors (Beverage Garden & Sponsorship/Fundraising)
- Return completed history form to RAGBRAI for newspaper information (Executive)
- Post vendor applications online, even if the fees aren't set (Food & Vendors and Web & Social Media)
- Post form for residents to sign up to house riders online (Housing and Web & Social Media)

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- Meet regarding volunteer recruitment forms online (Volunteer and Web & Social Media)

MARCH 2022 (continued)

- Recruit local cyclists or clubs to help (RIDE RIGHT)
- Post Community Information section for residents to visit to find weekly progress, notes and decisions (Publicity and Web & Social Media)
- Meet with Electrical Committee, if committee has electrical needs (Electrical & Various Committees)
- Recruit coaches and counselors (Beverage Garden)
- Obtain written bids for toilets, showers and dumpsters from suppliers (Showers, Sanitation & Recycling)
- Meet with RAGBRAI Staff (Hospitality, Publicity and Web & Social Media)
- Send completed Advisory Board, Executive Committee and Committee Chair forms to RAGBRAI. Include name, address, e-mail and phone numbers of all committee members. (Recording Secretary)
- Set vendor fees (Budget and Food & Vendors)
- Determine proposed location of Beverage Garden (Beverage Garden)
- All initial budgets due to Budget Committee and develop overall initial budget (Budget & All Committees)
- Determine portable toilet need (Beverage Garden, Food & Vendors and Showers, Sanitation & Recycling)
- Planning meeting for issues affecting committees (Campground & Information Center)
- Planning meeting for issues affecting committees (Information Center & Volunteer)
- Survey committees for information for handbook (Information Center)
- Develop publicity and signage plan (Publicity)
- Begin Housing campaign (Housing)
- Design a program to track requests and match with hosts (Housing)
- Attend Host Town Meeting in Des Moines at the Holiday Inn Mercy Campus – Downtown (Executive, Beverage Garden, Law Enforcement, Medical & Campgrounds)
- Planning meeting for issues affecting committees (Campground & Housing)
- Talk to school students about volunteering (Volunteer, RIDE RIGHT & Hospitality)
- Town meeting to update community on progress, dispel rumors, hand out forms (All Committees)
- Planning meeting for issues affecting committees (Beverage Garden and Food & Vendors)
- First meeting with food vendors (Electrical and Food & Vendors)
- Explore Liability insurance (Executive)
- Planning meeting for issues affecting committees (Beverage Garden, Food & Vendors, and Showers, Sanitation & Recycling)
- Create game plan for fund raising and start campaign (Sponsorship/Fundraising)
- Planning meeting for issues affecting committees (Hospitality & Publicity)
- Planning meeting for issues affecting committees (Public Safety & RIDE RIGHT)
- Planning meeting for issues affecting committees (Publicity and Web & Social Media)
- Select official newspaper or printer to print the tabloid (Publicity)
- Meet with RAGBRAI Staff (Showers, Sanitation & Recycling and Food & Vendors)
- Electrician meeting (Electrical)
- Planning meeting for issues affecting committees (Housing & Volunteers)
- Develop PowerPoint presentation about RAGBRAI needs of volunteers, housing, etc. (Publicity)
- Plan for committees to submit all their purchases/expenses and plan for bidding procedures (Budget/Fundraising)
- Develop signage that is highly visible for Information Center (Information Center & Publicity)
- Meet with RAGBRAI Staff, walk-through of campgrounds (Campground)
- Determine proposed locations for official RAGBRAI bike shops (Campground)

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APRIL 2022

- Plan and Promote a Town Hall Meeting for your community (Hospitality & Publicity)
- Planning meeting for issues affecting committees (Beverage Garden and Entertainment & Special Events)
- Meet to discuss Beverage Garden security issues (Beverage Garden & Law Enforcement)
- Select entertainment (Entertainment & Special Events)
- Complete Art for T-shirt and Print T-shirts (Publicity)
- Develop recruiting displays to place in businesses (Volunteer)
- Meet to discuss security issues and keeping a quiet campground (Campground & Law Enforcement)
- Meet to develop a print media, radio, television and fliers plan for RIDE RIGHT (Publicity & RIDE RIGHT)
- Develop a plan and schedule for promoting bicycle safety for adults and children. Plan to disseminate RIDE RIGHT information/ brochures in area schools (RIDE RIGHT)
- Post community news on beautification projects, safety concerns, etc. for residents online (Web & Social Media and Hospitality)
- Place order for portable toilets and showers, if needed (Showers, Sanitation & Recycling)
- Determine location/time for AA meetings and send to RAGBRAI (Hospitality)
- Meet with RAGBRAI Staff (Beverage Garden and Entertainment & Special Events)
- Recruit officers (Law Enforcement)
- Arrange vehicle for shuttles and recruit shuttle drivers (Transportation)
- Distribute volunteer recruitment forms throughout the community (Volunteer)
- Recruit clean-up crew (Beverage Garden)
- Start selling T-shirts (Hospitality)
- Meet regarding bike and vehicle routes (Law Enforcement, RIDE RIGHT & Public Safety)
- Meet to discuss crisis management and severe weather plans (Law Enforcement & Public Safety)
- Tabulate total volunteers needed for committees (Volunteer)
- Meet regarding signage plan for the town route (Public Safety, Publicity & RIDE RIGHT)
- Develop plan to promote recycling and can redemption (Publicity and Showers, Sanitation & Recycling)
- Develop and promote Kids' Art Contest (Publicity & Hospitality)
- Planning meeting for issues affecting committees (Campground & Medical)
- Entertainment contracts returned, invitation to celebrities, secure locations and staging, secure rain site (Entertainment & Special Events)
- Meet regarding private toilets (Housing and Showers, Sanitation & Recycling)
- Determine number of showers needed (Campgrounds & Showers and Sanitation & Recycling)
- Determine how many first aid stations will be needed (Medical)
- Complete written plan for placement of cones, barricades & signs (Public Safety)
- Develop a plan to involve merchants (Publicity)
- Contact local officials about safety issues of town's bike route (RIDE RIGHT)
- Hold bike rodeo to promote bike safety in all schools (RIDE RIGHT)
- Conduct safety survey of sites to be used during RAGBRAI (Public Safety)
- Post finalized theme and logo online (Publicity and Web & Social Media)
- Compile list of possible emergency shelters (Public Safety)
- Start assigning vendor locations (Food & Vendors and Electrical)
- Hold a meeting with all merchants (Publicity)
- Determine locations of first aid stations (Medical)
- Contact Communications Committee for a hard-line phone (Information Center)

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MAY 2022

- Complete "100 Questions" exercise (Executive)
- Meet with RAGBRAI Staff (Information Center & Volunteers)
- Walk-through with Action Services for portable toilets (Campground and Showers, Sanitation & Recycling)
- Determine locations for portable toilets and showers (Campground and Showers, Sanitation & Recycling)
- Planning meeting for issues affecting committees (Communications & Transportation)
- Line up stages, sound, lighting and supplies and look for sponsors (Entertainment & Special Events)
- Hold T-shirt Day (Hospitality)
- Start accepting housing requests on May 1 from registered participants as confirmed by RAGBRAI and post housing application online (Housing and Web & Social Media)
- Develop maps of the city designed for directing riders to their hosts (Housing & Publicity)
- Call county engineers and/or DOT about repairing major safety hazards (RIDE RIGHT)
- Planning meeting for issues affecting committees (RIDE RIGHT, Web & Social Media)
- Ride route for first time on bicycles to next town (RIDE RIGHT)
- Begin to post food available by vendors, churches, etc. online, show vendor areas on online map. Update as available (Food & Vendors, Web & Social Media and Publicity)
- Finalize Dram Shop insurance and other insurance issues (Beverage Garden)
- Sign placement plan finalized and Burma Shave contest (Publicity)
- Survey locations to determine if owners would allow them to be used as shelters (Public Safety)
- Determine beverage distributor, determine fencing type and quantity, determine hours of operation, assign volunteer schedule, determine housing & food needs, finalize schedule for entertainment, finalize site and size of the Beverage Garden (Beverage Garden)
- Meet to finalize Beverage Garden entertainment (Beverage Garden and Entertainment & Special Events)
- Meet to determine signs needed (Entertainment & Special Events and Publicity)
- Post finalized schedule of entertainment online (Entertainment & Special Events and Web & Social Media)
- Meet with various committees that may need ice (Food & Vendors and Various Committees)
- Develop plans to correct safety deficiencies (Public Safety)
- Planning meeting for issues affecting committees (Public Safety and Web & Social Media)
- Check bike route for road conditions (RIDE RIGHT)
- Update campground description online (Web & Social Media and Campground)
- Meet with RAGBRAI Staff (Communications & Shuttles)
- Meet to set up a secure area in Beverage Garden (Beverage Garden & Law Enforcement)
- Meet to determine the shuttle stops that will be needed (Beverage Garden, Food & Vendors, Campground and Transportation)
- Maps of community to the RAGBRAI Medical Director (Medical)
- Order needed medical supplies (Medical)
- Map locations of toilets and showers (Showers, Sanitation & Recycling and Publicity)
- Written clean-up plan (Showers, Sanitation & Recycling)
- Complete emergency shelter surveys to determine capacity, etc. (Public Safety)
- Develop worker chart for intersections (Public Safety)
- Planning meeting for issues affecting committees (Transportation and Web & Social Media)
- Judge Kids' Art Contest (Publicity)
- Meet regarding shuttle routes (Law Enforcement, Shuttle & Public Safety)
- Develop signage for shuttles and shuttle stops (Publicity & Transportation)
- Meet to finalize maps of all shuttle routes for Web site and tabloid (Publicity & Transportation)
- Attend Overnight Town Executive Committee Workshop in Des Moines (Executive)

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JUNE 2022

- Town map of assigned locations of bike clubs/teams & charters in campgrounds sent directly to the list provided (Campground)
- Meet with RAGBRAI and RIDE RIGHT officials & ride the route to next overnight town (RIDE RIGHT)
- Submit road conditions report to RAGBRAI (RIDE RIGHT)
- Visit senior citizens to recruit (Volunteer)
- Command center location, finalize communication needs (Communications)
- Planning meeting for issues affecting committees (Communications & Law Enforcement)
- Special needs (staging, lighting, etc.) of entertainment (Entertainment & Special Events)
- Determine additional signage needed, secure barricades, electric signs and other equipment needed, determine number of personnel needed (Law Enforcement & Public Safety)
- Develop tabloid distribution plan (Publicity)
- Sell ads for buses (Shuttle and Food & Vendors)
- Reach fund raising goal (Sponsorship/Fundraising)
- Send letters with locations to official RAGBRAI bike shops with campground map (Campground)
- Send letters to clubs and teams with campground map and their suggested camping location (Campground)
- Review of the shuttle routes and parking locations (Transportation & Law Enforcement)
- Letters to riders and hosts (Housing)
- Check back with officials about correcting any safety hazards on road (RIDE RIGHT)
- Vendor assignment map to RAGBRAI. Include locations of RAGBRAI Information & Merchandise trailers (Food & Vendors)
- Finalize information for handbook (Information Center)
- Advertising deadline for tabloid (Publicity)
- Meet with RAGBRAI Staff, walk-through Vendor, Beverage Garden & Entertainment areas (Electrical, Entertainment & Special Events, Beverage Garden and Food & Vendors)
- Submit finalized bike and support vehicle routes into and out of town to the RAGBRAI Staff (Law Enforcement)
- Submit winning entries of Kids' Art Contest to RAGBRAI Staff (Publicity & Hospitality)
- Cut-off date for large group camping requests (Campground)
- All Co-chairs and 19 committee chairs drive route in shuttle bus (Transportation & All Committees)
- Written communication plan, give copy to RAGBRAI (Communications)
- Planning meeting for issues affecting committees (Housing & Information Center)
- Meet with Medical Committee (Information Center & Medical)
- Complete corrective actions of safety deficiencies (Public Safety)
- Review crisis and severe weather plans with all committees (Public Safety)
- Recruit volunteers at malls, stores, etc. (Volunteer)
- Meet regarding program for orientation meeting (Hospitality, Information Center & Volunteer)
- Synopsis of events sent to RAGBRAI (Entertainment & Special Events)
- Food & Vendor Committee gives RAGBRAI the name of the person who will deal with renegade vendors the day of the event (Food & Vendors)
- Town map of assigned locations of Friends of RAGBRAI sent to RAGBRAI, if any (Food & Vendors)
- Attend safety meeting for Law Enforcement and Public Safety consisting of Iowa State Patrol Safety Education Coordinator, county sheriff, and local police from overnight and pass-through towns. (Law Enforcement & Public Safety)
- Submit Crisis Management and Severe Weather Plan to RAGBRAI (Law Enforcement & Public Safety)

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- Letters to people living along the bike route from your town to next overnight (RIDE RIGHT)
- Meet regarding renegade and illegal vendors (Law Enforcement and Food & Vendors)
- E-mail the updates to RAGBRAI regarding any changes in committee chairs (Recording Secretary)
- Post bicycle and support vehicle routes, RV parking and dump site information online (Web & Social Media, Publicity, RIDE RIGHT, Law Enforcement and Public Safety)
- Check bike and vehicle route for final time (RIDE RIGHT)
- Volunteer training (Beverage Garden)
- Written guides & tips for workers (Communications)
- Determine decorations for the bike route in and out of town, determine welcome and farewell location and decorations, sponsor a town beautification day or days (Hospitality)

JULY 2022

- Meet with RAGBRAI Staff for final meeting before RAGBRAI arrives (All Committees)
- Clean stage areas (Entertainment & Special Events)
- Send regret letters, post online that housing is now closed (Housing and Web & Social Media)
- Review Informational Handbook with committee chairs (Information Center)
- Second walk-through with Action Services (Campground and Showers, Sanitation & Recycling)
- Finalize traffic routes (Public Safety & Law Enforcement)
- Tabloid deadline (Publicity)
- Maps of all traffic routes and emergency shelters (Public Safety & Publicity)
- Post entertainment line-up and show locations online (Web & Social Media, Publicity and Entertainment)
- Big phone and e-mail push to remind volunteers of orientation meeting (Volunteer)
- Build message boards (Information Center)
- Schedule volunteers (Entertainment & Special Events)
- Distribute emergency shelter location maps and traffic routing maps (Public Safety)
- Schedules and assignments for volunteers (Campground)
- Training of medical team (Medical)
- Driver training and drive actual routes (Transportation)
- Final details with other chairs (Entertainment & Special Events)
- Volunteer orientation and training meeting (All Committees)
- Hand out radios/phones (Communications)
- Clean up gravel and make rail crossings safer (RIDE RIGHT)
- Signs posted, tent and boards set up (Information Center)
- RAGBRAI XLIX begins!

AFTER RAGBRAI

- Take all signage down in your town the following morning (RIDE RIGHT)
- Return all borrowed or rented equipment (All Committees)
- Community clean up (All Committees)
- Send out thank you notes (All Committees)
- Complete surveys (All Committees)
- Final meeting with RAGBRAI Staff on August 26-28 (All Committees)

ADVISORY BOARD



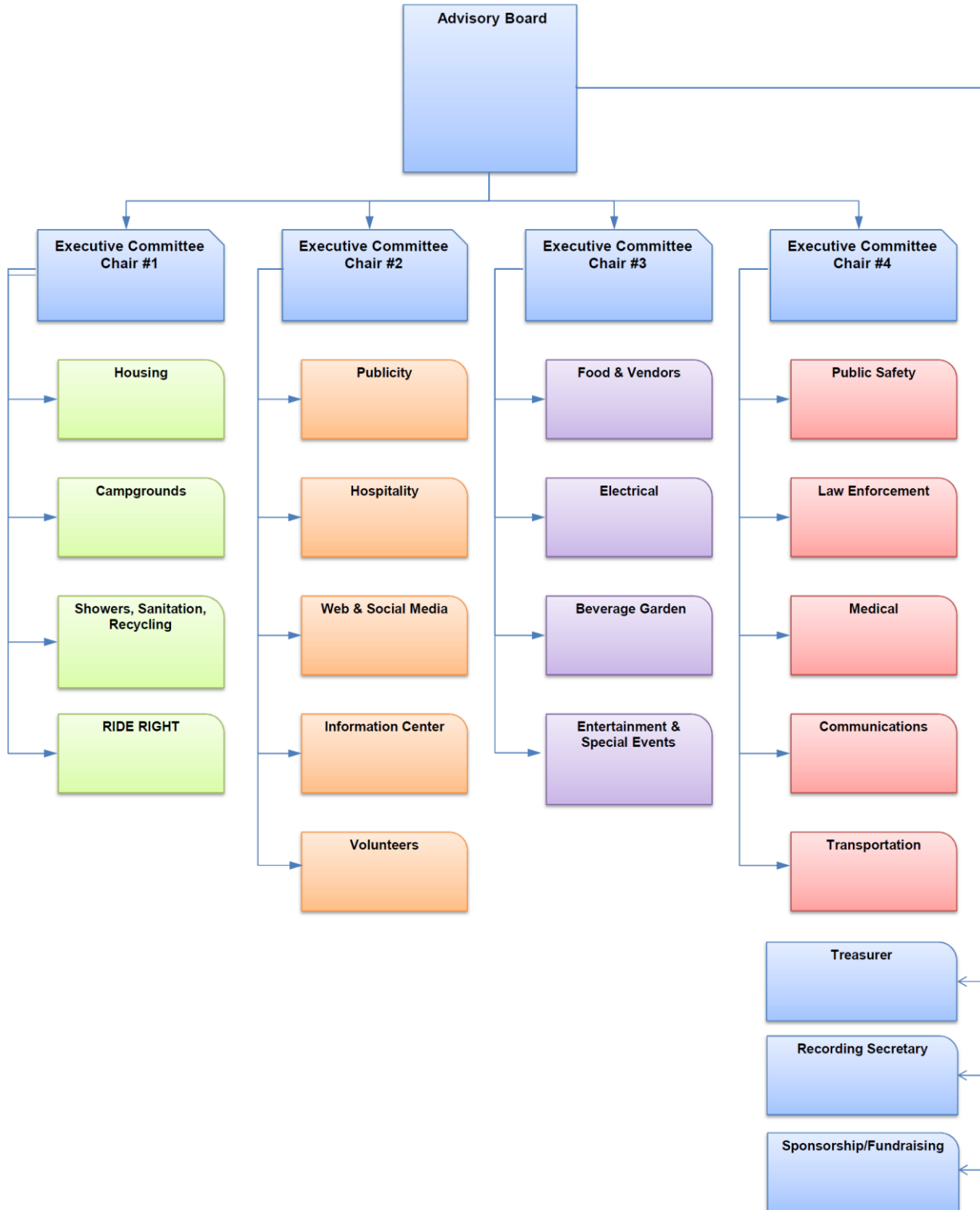
EXECUTIVE COMMITTEE



**ADVISORY BOARD AND EXECUTIVE COMMITTEE SHOULD MEET MONTHLY,
OR MORE FREQUENTLY WHEN NECESSARY.**

LOCAL ORGANIZING COMMITTEE

This is the way some towns have organized their Local Organizing Committees. You MUST do what will work best for your town! Executive Committee chairs should have experience in the committee areas in which they are involved. (FD)



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City Ordinance (sample)

IOWA LAKE, IOWA - ORDINANCE NO. 15-O-2009-2010

AN ORDINANCE AMENDING THE 1994 RECODIFICATION OF THE MUNICIPAL CODE OF THE CITY OF IOWA LAKE, IOWA ENACTED TO ASSIST CITY OFFICIALS AND THE RAGBRAI COMMITTEE DEAL WITH THE PUBLIC HEALTH AND SAFETY ISSUES CREATED BY THE INFUSION OF A LARGE NUMBER OF PEOPLE INTO THE CITY OF IOWA LAKE WHEN THE DES MOINES REGISTER'S ANNUAL GREAT BICYCLE RIDE ACROSS IOWA (RAGBRAI) ARRIVES IN IOWA LAKE ON JULY 25, 2013, AND DEPARTS ON JULY 26, 2013

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF IOWA LAKE, IOWA:

Section I. That the 1994 Recodification of the Municipal Code of the City of Iowa Lake, Iowa be amended by the following Ordinance designated "RAGBRAI ORDINANCE", which because of its temporary nature shall not be printed as part of the permanent Code of Ordinances. The RAGBRAI Ordinance is as follows:

"RAGBRAI ORDINANCE"

Section 1. Definitions.

A. As used herein, "food" shall include food products of all kind including food packaged for consumption off premises as well as meals prepared for consumption either on or off premises. Food shall also include beverages of every kind, including both alcoholic and nonalcoholic, except for water provided without cost to the consumer.

B. As used herein, "person" shall include any individual person, club, group, organization, partnership, corporation or entity of any kind.

C. The RAGBRAI Committee for purposes herein shall be defined as the Advisory Board and the Executive Committee as designated by the City and the Iowa Lake Chamber Board.

Section 2. Commercial Vendor Booth – Permit Required.

No for-profit person, shall provide or sell food or goods to the public in Iowa Lake, Iowa on July 25, 2013 or July 26, 2013 at a location other than their regularly-established place of business unless said person shall first obtain a Commercial Vendor Booth Permit from the Iowa Lake RAGBRAI Committee through the Iowa Lake Chamber office located at 12 West 6th Street, Iowa Lake, Iowa. The City of Iowa Lake shall approve all permits.

Section 3. Commercial Vendor Booth Fees

The fee for a Commercial Food Booth Permit shall be \$700.00.

Section 4. Commercial Vendor Booth Location

A Vendor who has been granted an Iowa Lake Commercial Vendor Booth Permit shall locate its temporary sale facility at a location, and only at that location, to be determined by the official Iowa Lake RAGBRAI Committee.

Section 5. Non-Profit Vendor Booth – Permit Required

No non-profit person of any kind shall provide or sell food or goods to the public in Iowa Lake on July 25, 2013 or July 26, 2013, at a location other than their regularly-established place of business unless said person or entity shall first obtain a Non-Profit Vendor Booth permit from the Iowa Lake RAGBRAI Committee through Iowa Lake Chamber located at 12 West 6th Street, Iowa Lake, Iowa. The City of Iowa Lake shall approve all permits.

Section 6. Non-Profit Vendor Booth Fees

The fee for a local Non-Profit Vendor Booth Permit shall be \$300.00.

Section 7. Non-Profit Vendor Booth Location

A vendor who has been granted a Iowa Lake Non-Profit Vendor Booth Permit shall locate its temporary facility at a location, and only at that location, to be determined by the official Iowa Lake RAGBRAI Committee.

Section 8. Health Regulations

A person issued a commercial or non-profit food booth permit pursuant to this Ordinance shall comply with the Iowa Department of Health and Buena Vista County Department of Health rules and regulations, including obtaining appropriate permits, pertaining to the sale and dispensing of food for consumption on its premises.

Section 9. Refundable Cleanup Deposit

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Permitted vendors shall pay, at the time of application, a \$100.00 refundable deposit. If cleanup of the site is approved by the Sanitation Committee, the deposit will be refunded.

Section 10. Declining Permit

The Iowa Lake RAGBRAI committee shall make recommendations to the City of Iowa Lake. The City of Iowa Lake shall approve all permits and have sole discretion to decline to issue a permit for any reason, provided, however, that no applicant for a permit shall be denied based upon the race, creed, color, sex, age, or country of origin of the applicant.

Section 11. Application Deadline

All applications for permits must be received by June 1, 2013. Applications received after this date are not ensured of approval and are subject to a \$250 late fee.

Section 12. Electrical Service

The fee for providing electrical service to each booth shall be \$75.00 per booth. Additional charges may apply if more than basic electrical needs are requested.

Section 13. Outdoor Alcoholic Beverage Garden.

The presence of 20,000 to 25,000 extra people in Iowa Lake on July 25, 2013, many of whom may be consuming alcoholic beverages, has the potential to overwhelm local law enforcement personnel. Therefore, in order to ensure public safety and to facilitate police protection, the Council determines that there may be no more than one applicant permitted to operate an outdoor alcoholic beverage garden from a temporary location with a five day or fourteen day beer permit and/or five day or fourteen day liquor license. To help support the cost incurred by the Iowa Lake RAGBRAI Committee to host RAGBRAI as an overnight stop, the Iowa Lake RAGBRAI Committee, or its designee, shall have the first option to apply for the necessary permits or licenses to operate such alcoholic beverage garden at such location, but if the Committee does not secure such a permit and/or license before July 1, 2013, the Council shall have the option to consider applications from other vendors. Businesses that have an existing liquor license for an outdoor beverage garden as of the date of approval of this Ordinance shall be permitted to operate such within the space defined in their license.

Section 14. Motorized Vehicles

The use of motorized vehicles such as scooters, golf carts, ATV's, etc. are prohibited in event venue areas, as designated by the Iowa Lake RAGBRAI Committee, unless specifically authorized by the Committee or Iowa Lake Public Safety.

Section 15. Nuisance.

The sale of food or the erection of a temporary facility for the sale of food or other merchandise without a commercial or non-profit vendor permit on July 25, 2013 and July 26, 2013 is in violation of this Chapter shall be considered a nuisance as defined by Section 8-1-1(A) of this Municipal Code. If this type of nuisance is determined to exist by the Director of Public Safety, an emergency abatement procedure pursuant to 8-1-8 of the Municipal Code is hereby authorized and may be executed by any peace officer or those acting at their discretion by dismantling and removing the nuisance without notice.

Section 16. Violations - Penalties

Selling or supplying food or goods to the public without a Iowa Lake Commercial/Non-Profit Vendor Booth Permit on July 25, 2013 or July 26, 2013 when such a permit is required, is in violation of this Ordinance. The City of Iowa Lake at its sole discretion could issue a permit, subject to receipt of booth fee, regular late fee, and an additional late fee of \$250.00.

Section 17. Street Closings

During the Effective dates of this ordinance and without prior Council approval regarding the blocking of any city streets, any Iowa Lake police officer, or those at their direction, may place barricades or road blocks in any City street, alley or roadway to redirect vehicular traffic in order to enhance the proper and safe flow of bicycle and vehicular traffic within the City limits of the City of Iowa Lake.

Section 18. Effective

The provisions of this Ordinance shall be in effect upon passage by the Iowa Lake City Council and remain in effect until 5:00 p.m. on July 26, 2013.

Section 19. Certain Ordinances Suspended

Effective July 25, 2013 6:00am to July 26, 2013 5:00pm, Ordinances 9-10-2, Chapter 9-11 as related to bicycles, and Section 9-12-3 of the City Municipal Code shall be suspended and shall not be enforced.

Section 20. Authority.

Any and all issues and appeals regarding this ordinance will be brought to the local Iowa Lake RAGBRAI Committee and the City of Iowa Lake for resolution.

Section II. All previous ordinances or parts of such ordinances in conflict with provisions of this Ordinance are hereby repealed.

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Section III. If any section, provision or part of this Ordinance shall be adjudged to be invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole, or any section thereof, or part thereof, not adjudged invalid or unconstitutional.

Section IV. This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

PASSED AND APPROVED this _____ day of _____, 2013.

John R. Davison, Mayor

ATTEST:

Justin P. Smith, City Clerk

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RAGBRAI Ottumwa 2016

Tuesday, May 3, 7am
Bridge View Center

AGENDA

- I. Call to Order – Mayor Tom Lazio
- II. Approval of April 19 Meeting Minutes
- III. Treasurer’s Report – Marc Roe, Alex Barr
- IV. General Announcements
- V. Committee Reports – Brief status update, changes from last meeting
 - a. Jeff Messerschmitt
 - i. Communications – Gene McCall, Matt Bresch
 - ii. Law Enforcement – Mark H. Miller, Tom McAndrew
 - iii. Medical – Dr. VanMaanen, David Howard
 - iv. Public Safety – Larry Seals, Tony Miller
 - v. Transportation – David Silverio
 - b. Mary Beth Hammer
 - i. Campgrounds – Gene Rathje, Skip Stevens
 - ii. Housing – Joan Fall, Sherry North
 - iii. Ride Right – Eve Schindler, Marsha Parker
 - iv. Showers, Sanitation & Recycling – Chris Cobler
 - c. Abby Kisling
 - i. Hospitality – Cherie Langland, Connie Ferguson
 - ii. Information Center – Jolynn Messer, Liz Schiller
 - iii. Publicity – Abby Kisling, Kelly Genners, Tom Rodgers
 - iv. Volunteers – Jeremy Weller, Sean Flattery
 - v. Web & Social Media – Hannah Wallace
 - d. Pam Kaupins
 - i. Beverage Garden – Brian Morgan, Kevin Hatfield
 - ii. Electrical – Mike Songer, Joe Munley
 - iii. Entertainment – Fred Zesiger, Melissa Little, Tara Bresch
 - iv. Food & Vendors – Jody Gates
- VI. Adjourn Full Meeting – 8am

Breakout sessions begin at 8am for Beverage Garden, Entertainment & Special Events

Next Meeting: Tuesday, May 17, 7am @ Bridge View Center. Breakout sessions for Info Center, Volunteers, Communications, and Transportation.

RAGBRAI Ottumwa 2016 Mission: Positively showcase Ottumwa to encourage return visits as well as create a fun, safe, and unique experience for all guests during RAGBRAI XLIV.