



## STAFF REPORT

DATE: June 5, 2018  
**REGULAR**  
ITEM #: 12

**TO:** Mayor and Council

**AGENDA ITEM:** National Night Out Event at Lion's Park

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

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### **BACKGROUND:**

City staff was approached by a group of residents with the desire to initiate an annual citywide National Night Out event. This group of residents stated they would like to use the National Night Out premise to bring residents together in one central location, while being more-inclusive of new residents. The event is planned to run from 6:00 PM – 9:00 PM on Tuesday, August 7<sup>th</sup>, 2018.

In order to accommodate a larger number of people, the proposed event will take place at Lion's Park. There will also be a need for a road closure on Laverne Ave. between 36<sup>th</sup> St. N to just north of Fire Station 1. By keeping Laverne Ave. open from Fire Station 1 to the south, this will allow firefighters to exit the fire station and get to any potential calls via Laverne and Upper 33<sup>rd</sup> St. By closing this portion of Laverne Ave., room will be created for vehicles from the Public Works and Fire Departments to be displayed, as well as vehicles/equipment from the Washington County Sheriff's Office. The road closure will also provide an added layer of safety to residents attending the event.

### **ISSUE BEFORE COUNCIL:**

Should the Council approve the sponsorship of the citywide National Night Out event at Lion's Park?  
Should the Council approve the closure of Laverne Ave N from 36<sup>th</sup> St N to the fire station?

### **PROPOSAL:**

As this event is aimed at the entire community, it is larger event, and will use the public land/facilities, staff recommends that Council approve the sponsorship of the citywide National Night Out event at Lion's Park. This will make the event an official City-sponsored event and allow for it to be covered under the City's insurance.

With the additional scale of the event, the resident group has proposed additional activities and amenities be made available to residents during the designated times.

### **Event Timetable:**

6:00 PM – 9:00 PM on Tuesday, August 7<sup>th</sup>, 2018.

### **Location:**

As previously stated, the event will take place at Lion's Park, and within the closed portion of Laverne Ave. Any vehicles, booths, or other entertainment/activities will be positioned in the Lion's Park parking lot or on Laverne Ave. All vehicles and booths will be kept off of the ballfield in order to maintain the sod and field integrity.

**Parking:**

Parking will be available along the nearby streets, and a representative from Christ Lutheran Church has offered their parking lot. Nearby business owners may also be contacted for additional parking.

**Insurance:**

As stated previously, this City-sponsored event would be using the City's property and liability insurance at no additional costs if the sponsorship is approved.

**Restrooms:**

Event attendees will have access to the Lion's Park restrooms and the on-site portable restroom. The facilities in Christ Lutheran Church will also be made available.

**Entertainment:**

As with the theme of National Night Out, vehicles and equipment from the Public Works and Fire Departments, as well as the Washington County Sheriff's Department, will be displayed along Laverne Ave. and in the Lion's Park parking lot.

The Washington County Library will provide programming to suit the needs/desires of the event committee. Nate Deprey has expressed strong interest on behalf of Washington County in being involved with the proposed event, and mentioned there are several different activities that the Library would provide depending on the space available. At the last meeting, Nate discussed holding a movie viewing inside the library, or creating a "Story Stroll" where a story is detailed by walking from "station to station." Any additional costs would be covered by the Washington County Library.

This resident group has also planned to reach out to local business owners to setup booths where they can provide additional activities for attendees. Activities may include face painting, prize wheels, bounce house sponsorship, etc. Proposed activities will be vetted by City staff to ensure they would require no additional insurance or permit considerations.

**Food:**

The event organizers will not be direct selling, or providing food, but the El Coronel Food Truck (often parked outside the Lake Elmo Inn) will be parked along Laverne Ave. for attendees. El Coronel will be using their own insurance, and already has the necessary permitting in place. Any free refreshments given away by booths/business-owners will have no impact on insurance needs and is permitted.

No alcohol will be served at the event.

**Additional Information:**

Because this will be a City-sponsored event, if approved, the obligations of the Public Works and Fire Departments will be shifted to this event. Vehicle displays and staff participation will be focused at the Lion's Park area, rather than other neighborhood events throughout the City as in years past.

City staff will help to promote the event via the City's website, Facebook page, and the Fresh.

**FISCAL IMPACT:**

No cost outside of staff time in preparation for the event, promoting the event, and for those who will be attending the event.

**OPTIONS:**

- 1) Approve the sponsorship of the citywide National Night Out event at Lion's Park as proposed including the closure of Laverne Ave N from the fire station north to 36<sup>th</sup> St from 5:30pm to 9:30pm
- 2) Approve the sponsorship of the citywide National Night Out event at Lion's Park under different parameters
- 3) Do not approve the National Night Out event at Lion's Park.

**RECOMMENDATION:**

*“Move to approve the City-sponsorship of the citywide National Night Out event at Lion's Park and the closure of Laverne Ave N from the fire station north to 36<sup>th</sup> St from 5:30pm to 9:30pm”*

**ATTACHMENTS:**

None.