



STAFF REPORT

DATE: June 5, 2018

CONSENT

TO: Mayor and Council

AGENDA ITEM: Special Event Permit for National Night Out Event

SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:

Last year 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 was approved by Council, including a road closure of Laverne Ave N from 36th St N to the fire station.

The event will be largely the same as last year's event. Staff is recommending an official City sponsorship this year through the approval of the special event permit application submitted by the event's committee. Furthermore, staff is recommending that public works vehicles are displayed at the event along with necessary public works staff. City staff from the administration department also plans to attend the event and staff a table with City information and handouts.

ISSUE BEFORE COUNCIL:

Should the Council approve the special event permit for the citywide National Night Out event at Lion's Park? Should the Council approve the closure of Laverne Ave N from 36th St N to the fire station?

PROPOSAL:

Like last year, this event is aimed at the entire community and is larger event than the typical neighborhood National Night Out gatherings. As a result, the event will use the public land/facilities at Lion's park and the City's insurance. The City's insurance can only cover the event if approval of the special event permit is granted, or City-sponsorship is otherwise provided.

The resident group/committee will again have activities and other amenities be made available to residents during the designated times as donated by local businesses and community groups.

Event Timetable:

5:00 PM – 8:00 PM on Tuesday, August 7th, 2018. With road closure and initial setup starting around 4:00 PM.

Location:

The event will once again 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:

If approved, the event would be using the City's property and liability insurance at no additional costs to the City or event representatives

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.

Activities, giveaways, and other amenities will be provided by local business, clubs, churches, and the Washington County Library. There are plans to have live music and a drumline.

Food:

The event organizers will not be direct selling, or providing food, but they will once again reach out to El Coronel Food Truck (often parked outside the Lake Elmo Inn) to park along Laverne Ave. for attendees. El Coronel would 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:

Vehicle displays and staff participation will be focused at the Lion's Park area, but different from last year, the Fire Department will bring their vehicles to neighborhoods that request them to do so. The availability of vehicles and staff will be managed by the Fire Department based on what they are able to provide.

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 36th St from 4:00PM to 8:00PM
- 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 special event permit for the citywide National Night Out event at Lion’s Park and the closure of Laverne Ave N from the fire station north to 36th St from 4:00pm to 8:00pm”

ATTACHMENTS:

- Special Event Permit Application



Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

SPECIAL EVENT PERMIT APPLICATION

I. Title and Brief Description of Event

Lake Elmo National Night Out
- a block party style event for city

II. Applicant Information

The applicant is responsible for answering all questions, including inquiries from media and citizens.

Applicant: Tom DeGree

Title: resident

Address: 3337 Lake Elmo Ave, 55042

Business/Organization: NNO planner

Daytime Phone: _____ Mobile Phone: 612-388-2446 Emergency Phone: same

III. Event Timetable

A. Requested day and date: Tues. Aug. 6th, 2019

B. Requested Hours of Operation, from 4 a.m. (p.m.) to 8 a.m. (p.m.)

C. Set up beginning day and date 8/6 - 5pm, time 5 a.m. (p.m.)

D. Dismantle by day and date 8/6, time 8 a.m. (p.m.)

E. Anticipated number of participants: 300; and spectators: total

IV. Insurance

Attach to this application either an insurance policy or a certificate of insurance including the policy number and showing liability amounts. The policy must state that any outside area to be used for an event is covered. The policy must also show evidence that the requested event is not excluded from insurance liability.

V. Check All Items that Apply to your Event

- Use of a Public Facility (note facility): bathrooms;
- Event participant and/or spectator parking areas (describe): _____;
- Entertainment or stage location (provide to-scale drawings);
- Construction or erection of temporary structures (may need permit: check with planning department);
- Trash containers (indicate # and locations): Same as Huff-Puff
- Portable toilet facilities (indicate # and locations): _____;
- First aid facilities (indicate who is providing): _____;
- Parade and/or parade floats (may need permit);
- Fireworks and/or pyrotechnics site (may need permit, check with the fire department);
- Cooking facilities, open flame, or vehicle fuels (may need permit, check with fire department);
- Electricity (indicate source and plan): _____;
- Other (please describe): _____

VI. Food, Beverages, and/or Entertainment

A. If your event includes music, live entertainment, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise.

guitar & voice

B. Will alcoholic beverages be served? ___ Yes No

C. Name of liquor establishment: _____



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D. For service of alcohol outside a licensed premise, include a diagram showing the defined area of the alcohol concession service and attach a copy of your certificate of liquor liability insurance covering the limits of the alcohol service area.

E. If serving alcohol, describe how you will ensure that alcohol will be possessed and consumed only by those persons 21 years or older. Describe all security measures in place.

F. Will food and/or non-alcoholic beverages be served? Yes No

G. If yes, describe sanitation and food-handling procedures:

H. If yes, you will need to have a Temporary Food License from Washington County. Attach a copy of your Temporary Food License to this application.

I. If you intend to cook food in the event area, describe your area layout, including fuel or electrical sources to be used:

VII. Vendors or Concessionaires

List what vendors/concessionaires you will have at your event and list their Sales Tax ID Number:

VIII. Security and Safety Procedures

A. Describe your proposed procedures for security and crowd control:

- volunteers at each end of event
- volunteers walking

B. If the event is to occur at night, describe how you will light the event area in order to increase the safety of participants and spectators coming to and leaving the event:

NA

IX. Clean-up

List persons responsible for clean-up duties:

Tom DeGore

X. Mitigation of Impacts on Others

Describe how you intend to mitigate the impacts of the special event on businesses, churches, neighbors, motorists, and others:

NA

Note: Any condition which causes adverse impacts may be cause to revoke the Special Events Permit



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Applicant Signature: _____

A handwritten signature in black ink, appearing to be "J. M. D.", written over a horizontal line.

Date of Application: _____

3/14/19