



## STAFF REPORT

DATE: July 20, 2021

**Consent**

**TO:** Mayor and City Council

**FROM:** Julie Johnson, City Clerk

**AGENDA ITEM:** Lake Elmo Jaycees Special Event Permit & Temporary Liquor License for Huff n' Puff Days

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**BACKGROUND:** Lake Elmo Jaycees will hold their annual Huff n' Puff Days event August 12 through 15, 2021 and have requested an on-sale temporary special event liquor license to allow for the safe sale of alcoholic beverages at the event. They are also requesting a special event permit.

City Council is respectfully requested to consider approval of a temporary on-sale liquor license issued to the Lake Elmo Jaycees for their annual Huff n' Puff Days event held August 12 through 15, 2021, subject to approval of the Director of Alcohol and Gambling Enforcement. In addition, the City Council is requested to waive the \$25 liquor license fee, the fee for the Lion's Park ball field lighting and the special event permit fee of \$75

**ISSUE BEFORE COUNCIL:** Should the Council approve the special event permit, liquor license and waive the fees for the liquor license, special event permit and ball field lighting? Should the Council place conditions on the approval requiring sheriff's deputies for the event?

**PROPOSAL DETAILS/ANALYSIS:** The City Council approves special event permits under City Code Section 110.70. The code establishes standards for special events in the following areas: maximum number of people, sound equipment, sanitary facilities, security, food service, fire protection, duration of special event, and a cleanup plan. Prior to the issuance of a permit, the City Council, may impose any other conditions reasonably calculated to protect the health, safety and welfare of persons, attendant or of the citizens of the City of Lake Elmo including, but not limited to, restrictions on parking and vehicle access, lighting, litter and noise.

With respect to security and safety procedures, the Washington County Sheriff's Department is recommending security at the event provided by the Washington County Sheriff's Department at a cost of \$50 per hour per deputy. The Jaycees also have volunteers patrolling the site to provide additional security. Alcohol sales are proposed for the same hours as past years: Thursday 5:30 p.m. – 10:30 p.m., Friday 5:30 p.m. – 12:00 a.m., Saturday 8:00 a.m. – 12:00 a.m., and Sunday 10:00 a.m. – 8:00 p.m. Washington County Sheriff's Department is proposing two deputies on Thursday 6:00 p.m. – 10:00 p.m.; Friday and Saturday 6:00 p.m. – 12:00 a.m.; and Sunday from 4:00 p.m. – 8:00 p.m. This is the same level of security provided in past years and staff would support this recommendation. The cost is \$50/hour per deputy with a four hour minimum, for a total of \$2,000.

Clean up would be completed by volunteers including trash pickup surrounding the area after the event.

**FISCAL IMPACT:** The only financial impact to the City is loss of revenue for the special event permit, ball field lighting and liquor license. These funds were not budgeted as is has been past practice to waive those fees for Huff N Puff.

**OPTIONS:**

- 1) Approve the special event permit for Huff n Puff Days 2021 with the following conditions:
  - The event shall be held as described in the application
  - Waiver of the special event permit fee, liquor license fee and ball field lighting fee
  - Deputies will be onsite as recommended by the Washington County Sheriff's Office
- 2) Approve the special event permit for Huff n Puff Days 2021 with different conditions
- 3) Do not approve the special event permit for Huff n Puff Days

**RECOMMENDATION:**

If removed from the consent agenda, staff recommends the following motion:

**“Motion to approve a special event permit and temporary on-sale liquor license issued to the Lake Elmo Jaycees for their Huff n’ Puff Days event held August 12 through 15, 2021, subject to approval of the Director of MN Alcohol and Gambling Enforcement Division, and waive the liquor license fee, special event permit fee and the fee for Lion’s Park ball field lighting.”**

**ATTACHMENTS:**

- Special Event Permit Application
- Liquor License 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

Huff N' Puff Days

Softball tournament, music, concessions

### II. Applicant Information

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

Applicant: Josh Regan

Title: Event chair

Address: P.O. Box 198, Lake Elmo, MN 55042

Business/Organization: Lake Elmo Jaycees

Daytime Phone: \_\_\_\_\_ Mobile Phone: 651-895-7333 Emergency Phone: \_\_\_\_\_

### III. Event Timetable

A. Requested day and date: August 12-15, 2021

B. Requested Hours of Operation, from see attached a.m./p.m. to \_\_\_\_\_ a.m./p.m.

C. Set up beginning day and date Aug. 11, 2021, time 12:00 a.m./(p.m.)

D. Dismantle by day and date Aug. 16, 2021, time 10:00 a.m./(p.m.)

E. Anticipated number of participants: unknown; and spectators: unknown

### 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): Park/Concessions building
- ☐ 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); Ticket booth, 20x40 tent, Announcing stand in park
- ☒ Trash containers (indicate # and locations): contracted / we pay for \_\_\_\_\_;
- ☒ Portable toilet facilities (indicate # and locations): contracted / we pay for \_\_\_\_\_;
- ☒ First aid facilities (indicate who is providing): Kits onsite \_\_\_\_\_;
- ☐ 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): We have generators \_\_\_\_\_;
- ☐ 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.

Music at low volumes during game times

B. Will alcoholic beverages be served? X Yes \_\_\_\_\_ No

C. Name of liquor establishment: College City



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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.

We are tips trained per insurance requirement  
All servers receive training each shift  
We constantly patrol area ensuring no carry on/off  
Wristbands to verify age

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

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

Sinks and buckets in concessions building per food  
license requirement (licensed through Washington County.)

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.

We have asked for it in advance but they don't send them with too much advance.

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

Roasters and Flat propane grill

## 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:

We patrol and monitor park continually throughout the event with several people whose only responsibility is to monitor for carry on/off infractions, wristbands, and reveal ID if in question and look out for intoxicated patrons to cut off.

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:

Park lights

IX. Clean-up

List persons responsible for clean-up duties:

All volunteers

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:

We encourage and promote both to teams in pre-event package and to patrons during the event to respect private property. We also go around the surrounding area after the event for trash pick-up.

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



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Applicant Signature: \_\_\_\_\_

*Josh Regan*

Date of Application: \_\_\_\_\_

*7/9/21*



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 222, St. Paul, MN 55101  
651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
Lake Elmo Jaycees		October 1970		1072528	
Address		City	State	Zip Code	
PO Box 198		Lake Elmo	Minnesota	55042	
Name of person making application		Business phone		Home phone	
Jessica Davis		952-463-8428			
Date(s) of event		Type of organization			
August 12-15, 2021		<input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Annie Regan		South St. Paul	Minnesota	55075	
Organization officer's name		City	State	Zip Code	
Josh Regan - Event Chair		South St. Paul	Minnesota	55075	
Organization officer's name		City	State	Zip Code	
			Minnesota		
Organization officer's name		City	State	Zip Code	
			Minnesota		

Location where permit will be used. If an outdoor area, describe.  
Lions Park in Lake elmo

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
NA

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Approved Director Alcohol and Gambling Enforcement

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**