



STAFF REPORT

DATE: July 18, 2023

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

BACKGROUND: Lake Elmo Jaycees will hold their annual Huff n' Puff Days event August 10 through 13, 2023 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 10 through 13, 2023, 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 has been contracted for security at the event. 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.

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 2023 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 2023 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 10 through 13, 2023, 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 2023

II. Applicant Information

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

Applicant: Jessica Davis + Josh Regan

Title: Chairs

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

Business/Organization: Lake Elmo Jaycees

Daytime Phone: _____ Mobile Phone: 952-463-8428 Emergency Phone: _____

III. Event Timetable

A. Requested day and date: Aug 10-13, 2023

B. Requested Hours of Operation, from _____ a.m./p.m. to see below a.m./p.m.

C. Set up beginning day and date Aug 9, time _____ a.m./p.m.

D. Dismantle by day and date Aug 9, time _____ 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.

Thurs: Aug 10 5:30 pm - 10:30 pm
Fri: Aug 11 5:30 pm - 12:00 am
Sat: Aug 12 8:00 am - 12:00 am
Sun: Aug 13 10:00 am - 8:00 pm

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);
- ☒ 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): possible generator;
- ☐ 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; possible generator for beer trailer

- B. Will alcoholic beverages be served? ☒ Yes ☐ No

C. Name of liquor establishment: Lake Elmo Jaycees



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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.

Will provide insurance once event is approved - this is needed for insurance to approve

- 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 servers per our insurance requirement. We patrol for carrying on/off premises, provide security and ID checks for all being served. Wristbands after ID's are checked.

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

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

We will follow the Washington County sanitation & food handling guidelines - provide sanitizers, gloves, etc.

- 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:

Flat top grill (propane) + crockpots

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 & monitor the park continuously through the event. Specifically looking for safety, carry on/off infractions, wristbands, rechecking ID's as needed, checking for intoxication levels with the Sheriff's Dept as backup

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:

Jaycees & STS 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 & promote both to teams/patrons in pre-event meetings and during the event to respect private property, parking & cleaning up after themselves. We will do a final clean up after the event has ended & leave the park in better condition than we found it.

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 blue ink, consisting of a large, stylized 'J' followed by a series of loops and a final flourish.

Date of Application: _____

3/22/23



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Lake Elmo Jaycees		Date of organization October 1970		Tax exempt number 1072528	
Organization Address (No PO Boxes) P.O. Box 198		City Lake Elmo	State MN	Zip Code 55042	
Name of person making application Jessica Davis		Business phone		Home phone 952-463-8428	
Date(s) of event 8/10-8/13/2023		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name Stacy Meyer		City Hastings	State MN	Zip Code	
Organization officer's name Jessica Davis		City St. Louis Park	State MN	Zip Code 55426	
Organization officer's name Josh Regan		City South St. Paul	State MN	Zip Code	

Location where permit will be used. If an outdoor area, describe.

Lions Park, Lake Elmo. We will have an outdoor bar with pop up tent outside the concessions stand

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

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
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

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