



STAFF REPORT

DATE: March 6, 2024

CONSENT

TO: Honorable Mayor and City Council

AGENDA ITEM: Special Event Permit for National Night Out Event

SUBMITTED BY: Julie Johnson, City Clerk

BACKGROUND:

In 2018 the City was approached to participate in a National Night Out event in order to bring the community together in an annual gathering. The special event was been approved in 2018 and the following years. The City was approached again this year to seek approval for the special event and road closures as was done in the past.

The event will be very similar to the 2022 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. Staff is recommending that the City sponsor the event further by including Public Works Staff and vehicles, as well as Fire Department Staff and vehicles. Administration Staff will also be present.

ISSUE BEFORE COUNCIL:

Should the Council approve the special event permit for the citywide National Night Out event at Lion's Park and waive the permit fee (\$75.00)? 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 a 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 will cover this event if this Special Event Permit is approved, and requires no additional coverage. Staff is following guidance from the League of Minnesota Cities' Parks & Recreation Loss Control Guide.

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:

6:00 PM – 8:00 PM on Tuesday, August 6, 2024. 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. Nearby business owners and organizations 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.

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 a DJ playing music.

Food:

The event organizers will once again reach out to food trucks to park along Laverne Ave. for attendees. Interested food vendors 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 are permitted.

Additional Information:

Vehicle displays and staff participation will be focused at the Lion's Park area, and the Fire Department plans to be available for any specific neighborhood gatherings requesting a Fire Department visit. 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, the Fresh E-Newsletter, and the printed newsletter mailed to each Lake Elmo Address.

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 and waive the permit fee 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 on Tuesday, August 6th, 2024”

ATTACHMENTS:

- Special Event Permit Application



Special Event Permit Application

I. Title and Brief Description of Event

Lake Elmo National Night Out - Block party style event for city

II. Applicant Information

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

Applicant: Molly Brendmoen Title: Resident

Address: 3631 Laverne Ave North Lake Elmo, MN 55042

Business/Organization: Lake Elmo Night Out Planner/Organizer

Daytime Phone: _____ Mobile Phone: 651-338-3410 Emergency Phone: _____

III. Event Timetable

- A. Requested day and date: Tuesday August 6th, 2024 Event is 6pm-8pm
- B. Requested Hours of Operation, from 4 pm a.m./p.m. to 9pm a.m./p.m.
- C. Set up beginning day and date Tuesday, August 6th, 2024, time 4:30 pm a.m./p.m.
- D. Dismantle by day and date Tuesday, August 6th, 2024, time 9pm a.m./p.m.
- E. Anticipated number of participants: 500; and spectators: Total amount

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): Street Parking;
- 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 amount and request as previous years;
- Portable toilet facilities (indicate # and locations): Same amount and request as previous years;
- 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): Locations already in place, same as previous years - would take more;-)
- 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.
TBD- multiple business with tables and tents, possible bouncy house, food truck

B. Will alcoholic beverages be served? ___Yes ___x No

C. Name of liquor establishment: _____

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:

Same as previous years - food truck - each stand responsible for their own waste and clean up

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:

We will have a food truck as we have had the previous years - self contained power

The Lake Elmo Inn uses their own generator for power for their ovens

VII. Vendors or Concessionaires

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

TBD

VIII. Security and Safety Procedures

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

Volunteers at each end of the event and volunteers walking around at the event

Fire, Life, Safety are onsite for the event

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:

Molly Brendmoen will pick up anything left in the area at the end of the night- each business is responsible for picking up the area around their table and any debris from their craft/giveway.

Public works has provided additional garbage and recycling bins and set them in place day of and emptied and removed them the next day. We are hoping for the same this year.

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

Applicant Signature: Molly Brendmoen

Date of Application: January 16th, 2024