



STAFF REPORT

DATE: July 5, 2017

REGULAR

ITEM #: 6

MOTION

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

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: Lake Elmo Jaycees will hold their annual Huff n' Puff Days event August 10 through 13, 2017 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, 2017, 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? If so, should the City contribute to the cost of the deputies?

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 Jaycees are proposing to have people patrol the event and monitor the park continually for infractions. There is no live band included in the event this year. 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 6:30 p.m. – 10:30 p.m.; Friday and Saturday 6:00 p.m. – 12:00 a.m.; and Sunday from 4:00 p.m. – 8:00 p.m. Staff would support this recommendation. The cost is \$45/hour per deputy with a four hour minimum, for a total of \$1,800. If required to have the deputies as outlined above, the Jaycees are looking for City to make a contribution toward the cost of the deputies.

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

FISCAL IMPACT: The cost of the deputies at the event will be about \$1,800. The Council may participate in that cost at whatever level they deem appropriate. There was nothing in the City's budget for this event. However, the City will receive a donation of \$11,400 from the Jaycees this year. Staff is proposing a contribution from the City toward the cost of deputies in the amount of \$1,400.

OPTIONS:

- 1) Approve the special event permit for Huff n Puff Days 2017 with the following conditions:
 - The event shall be held as described in the application received on June 15, 2017.
 - Waive 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 2017 with different conditions
- 3) Do not approve the special event permit for Huff n Puff Days

RECOMMENDATION:

“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, 2017, 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
- Certificate of Liability Insurance



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, kids games, concessions

II. Applicant Information

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

Applicant: Mike Slobodnik

Title: President

Address: PO Box 198, Lake Elmo, MN, 55042

Business/Organization: Lake Elmo Jaycees

Daytime Phone: _____ Mobile Phone: 952-210-6097 Emergency Phone: _____

III. Event Timetable

A. Requested day and date: August 10-13, 2017

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 09 2017, time Noon a.m./p.m.

D. Dismantle by day and date Aug 14, time 10 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 bldg ;
- ☐ 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 and 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 on site ;
- ☐ 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); Propane grill
- ☒ 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.
announcement booth - during game times

B. Will alcoholic beverages be served? ☒ 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 traing 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 bldg

per food license requirement (licensed throught 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 dont send them in 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 whos
only resonsibility is to monitor for carry on/off infractions, wristbands and repeal 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 sourounding 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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651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

Applicant Signature: 
President JCI
Lake Elmo

Date of Application: 6-1-17



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 Lake Elmo Jaycees		Date organized October 1970	Tax exempt number 1072528
Address PO Box 198	City Lake Elmo	State MN	Zip Code 55042
Name of person making application Bryan Oliverius		Business phone 763-291-2324	Home phone
Date(s) of event August 10-13, 2017	Type of organization <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Mike Slobodnik- President	City Minneapolis	State MN	Zip Code 55410
Organization officer's name Justin Schwingle- PRVP	City South st. paul	State MN	Zip Code 55075
Organization officer's name 	City 	State MN	Zip Code
Organization officer's name 	City 	State MN	Zip Code

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

Lions park, Lake Elmo, MN. We will be having a beer Trailer next to the concessions build, behind counters and blocked off to prevent unauthorized access

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.
Insurance By Design, LLC 14041 Burnhaven Drive, suite #101, Burnsville, MN, 55337. \$1,000,000

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

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

TEMPORARY 1 TO 4 DAY ON SALE SUNDAY LIQUOR LICENSE

Identification Number: 65280

Licensee Name: Lake Elmo Jaycees
Address: PO Box 198
City, State, Zip: Lake Elmo, MN 55042

Event Location: Lions Park

Event Dates: From 8/10/2017 To 8/13/2017





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/13/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance By Design, LLC 14041 Burnhaven Drive Suite 100 Burnsville MN 55337	CONTACT NAME: Scott Rupp PHONE (A/C, No. Ext): (952) 808-7002 E-MAIL ADDRESS: scottr@insurancedesign.net FAX (A/C, No): (952) 808-7004
INSURED JCI Minnesota 1405 N Lilac Drive Suite #125 Golden Valley MN 55422	INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale Insurance Company NAIC # INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** CL169602455**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$2,500 Deductible <input checked="" type="checkbox"/> Excl Athletic Part GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	ACS0000376	9/22/2016	9/22/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability		ACS0000376	9/22/2016	9/22/2017	Each Occurrence \$1,000,000 Annual Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Provides evidence of insurance for the Lake Elmo Jaycees as respects the Huff n Puff Days to be held 8/10 - 8/13/2017. The City of Lake Elmo is named Additional Insured under the General Liability per written contract.

CERTIFICATE HOLDER

City of Lake Elmo
Bryan Oliverius
3800 Laverne Ave N
Lake Elmo, MN 55042

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

LuAnn Paulet/LBP

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