



STAFF REPORT

DATE: July 2, 2019

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 9 through 12, 2018 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 8 through 11, 2019, 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. This is the same level of security provided last year 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 cost of the deputies at the event will be about \$2,000. The City received a donation of \$15,000 from the Jaycees this year which exceeds the budgeted amount of \$10,000 and is more than the 2018 donation of \$12,700. Staff is proposing that the City pay the cost of deputies in the estimated amount of \$2,000 which would not negatively impact the City's budget due to the \$5,000 excess in the amount donated by the Jaycees this year.

OPTIONS:

- 1) Approve the special event permit for Huff n Puff Days 2019 with the following conditions:
 - The event shall be held as described in the application
 - 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 2019 with different conditions
- 3) Do not approve the special event permit for Huff n Puff Days

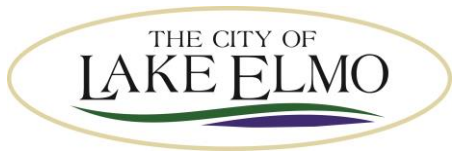
RECOMMENDATION:

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 8 through 11, 2019, 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 and with the City paying for the cost of security during the event.”

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: Bryan Oliverius

Title: President

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

Business/Organization: Lake Elmo Jaycees

Daytime Phone: _____ Mobile Phone: 763-291-2324 Emergency Phone: _____

III. Event Timetable

A. Requested day and date: August 08-11, 2019

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 07, 2019, time Noon a.m./p.m.

D. Dismantle by day and date Aug 12, 2019, 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

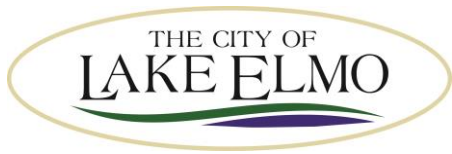
- A. If your event includes music, live entertainment, sound amplification or any other noise impact, please describe, including the intended hours of the music, sound or noise.

announcement booth - during game times

Music at low volumes 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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Applicant Signature: _____

Date of Application: _____



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
Bryan Oliverius 763-291-2324

Date(s) of event Type of organization
August 8-11, 2019 ☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit

Organization officer's name City State Zip Code
Bryan Oliverius Blaine Minnesota 55434

Organization officer's name City State Zip Code
Chris Theilen - Event Chair Moundsview Minnesota 55434

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