



## STAFF REPORT

DATE: July 5, 2022

**Consent**

**TO:** Mayor and City Council

**FROM:** Julie Johnson, City Clerk

**AGENDA ITEM:** Special Event Permit for Bridge the Valley Bike Rally

---

**BACKGROUND:** The Stillwater Sunrise Rotary will hold their 2<sup>nd</sup> annual Bridge the Valley Bike Rally event on Sunday, August 14, 2022 and have requested a special event permit. There are two routes that would travel through the northern portion of Lake Elmo with a rest stop for participants at Green Acres. The applicant has applied for a permit through Washington County as well to address major county road crossings. It is anticipated that riders would pass through Lake Elmo between 8:30 a.m. and noon.

City Council is respectfully requested to consider approval of a special event permit for the event and the applicant has requested that the city waive the application fee.

**ISSUE BEFORE COUNCIL:** Should the Council approve the special event permit and waive the fee for the special event permit?

**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.

Public Works, Fire Department and Sheriff's Department have reviewed the request and do not oppose granting the permit.

**FISCAL IMPACT:** The only financial impact to the City is loss of revenue for the special event permit. These funds were not budgeted and it has been past practice to waive those fees for other events conducted by a non profit organization.

**OPTIONS:**

- 1) Approve the special event permit for Bridge the Valley Bike Rally with the following conditions:
  - The event shall be held as described in the application
  - Waiver of the special event permit fee
- 2) Approve the special event permit for Bridge the Valley Bike Rally conditions
- 3) Do not approve the special event permit for Bridge the Valley Bike Rally

**RECOMMENDATION:**

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

**“Motion to approve a special event permit issued to the Stillwater Sunrise Rotary for their Bridge the Valley Bike Rally event held August 14, 2022, and waive the special event permit fee.”**

**ATTACHMENTS:**

- Event Description
- Special Event Permit Application



**BRIDGE THE VALLEY – Bike Rally**  
**Sunday, August 14<sup>th</sup>, 2022**  
**Sponsored by: Stillwater Sunrise Rotary Club**  
**Event info. For Lake Elmo**

There are two routes that go through Lake Elmo this year. The route maps for Lake Elmo are shown below. These routes are called:

- Browns Creek and Lake Jane (25 mile)
- Lake Jane, Hudson, Trout Brook Road (45 mile)

These routes go CCW from downtown Stillwater, using the Browns Creek and Gateway trails. Then goes back east through Lake Elmo and Oak Park Heights. The 25 mile route then links up with the new Crossing Bridge, going over the St. Croix where it links with the new Loop Trail and comes back over the Lift Bridge into Stillwater, while the 45 mile route splits with the 27 and goes south before the river.

I do not envision that there is any need for police support from Lake Elmo. We are working with Washington County to address all the major county road crossings. I also do not anticipate any road closings. We believe that the roads chosen through Lake Elmo are roads that bicyclists use frequently, and we will be relying on our participants to remain safe and observe all traffic laws.

There are details for the two rides are:

The 45 mile route: Riders will be registering from 8-9 AM on Sunday, August 14<sup>th</sup>. The riders will enter Lake Elmo approximately 10 miles from the start, so I would envision the riders to pass through Lake Elmo between about 8:30AM and 11:00AM.

The 25 mile route: Riders will be registering from 8:30-10:00 AM on Sunday, August 14<sup>th</sup>. These riders will also enter Lake Elmo approximately 10 miles from the start, so I would envision the riders to pass through Lake Elmo between 9AM and noon.

This is our second year for the event, and we had 492 riders total for last year's event. We are hoping for some growth in participation this year, and would envision approximately 800 – 900 riders (or approx.. 60%-80% increase), but are capping the ride at a maximum of 1500. Last year, the 25 mile had 154 riders, and our 40 mile route had 121 riders. With a 60%-80% increase, these estimated combined number of riders for these two rides through Lake Elmo would be approx. 440 to 500. Since the two ride starts are staggered, I would envision the largest contingent of riders to be between 9AM to 11AM.

This year, we planning to have a supported rest stop for participants at the Green Acres Recreational Center. This is the same as our event last year.

All proceeds from this event go to the Stillwater Sunrise Rotary Club. Rotary is a service organization with over 1.2 million members worldwide, and whose commitment is "service above self". The proceeds from this event go towards a number of local and international service projects.

Please let me know if you need any other information for this event.

Thanks.

## **Rick Heidick**

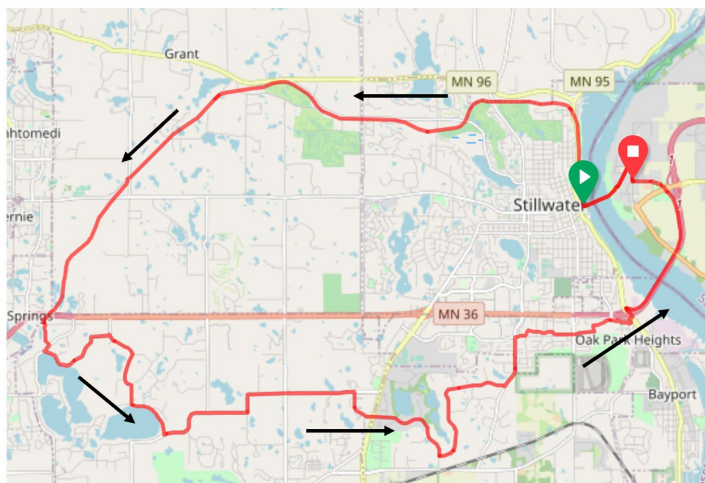
Stillwater Sunrise Rotary Club

Bridge the Valley – Bike Rally (co-lead)

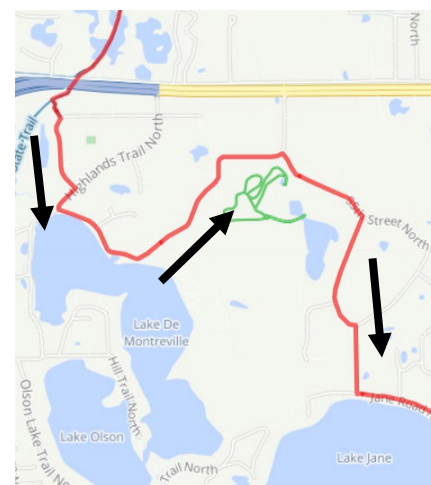
[artyhide@gmail.com](mailto:artyhide@gmail.com)

651-274-6351

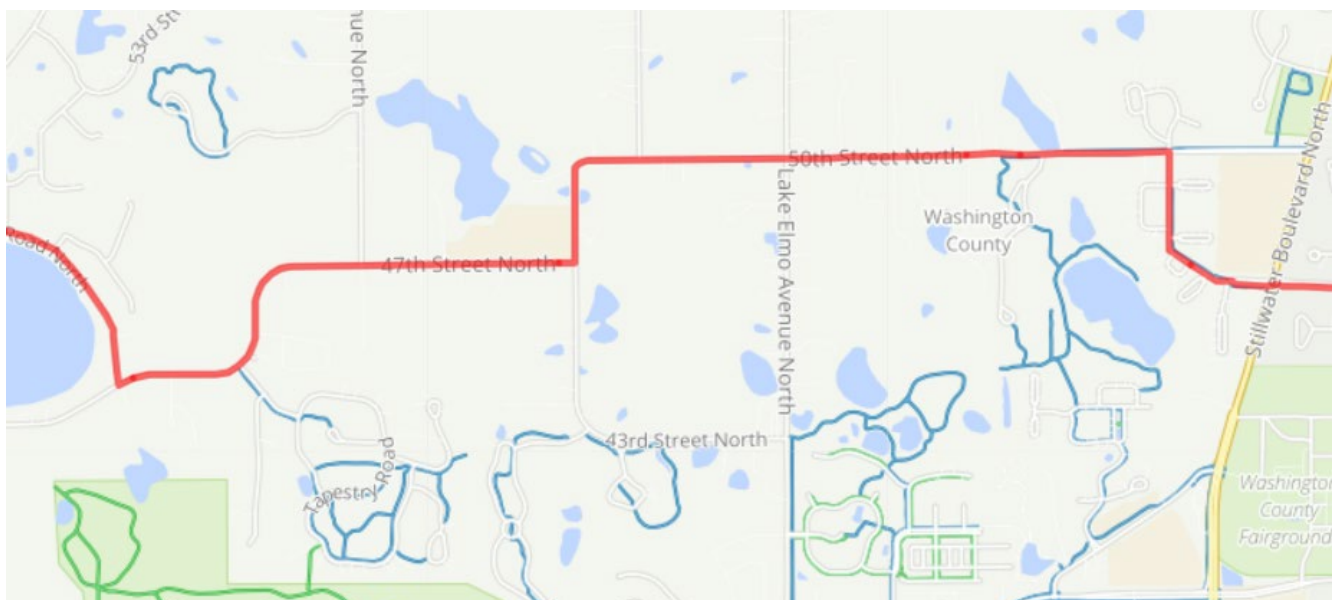
### **25 MILE ROUTE DETAILS:**



Full 25 mile Route

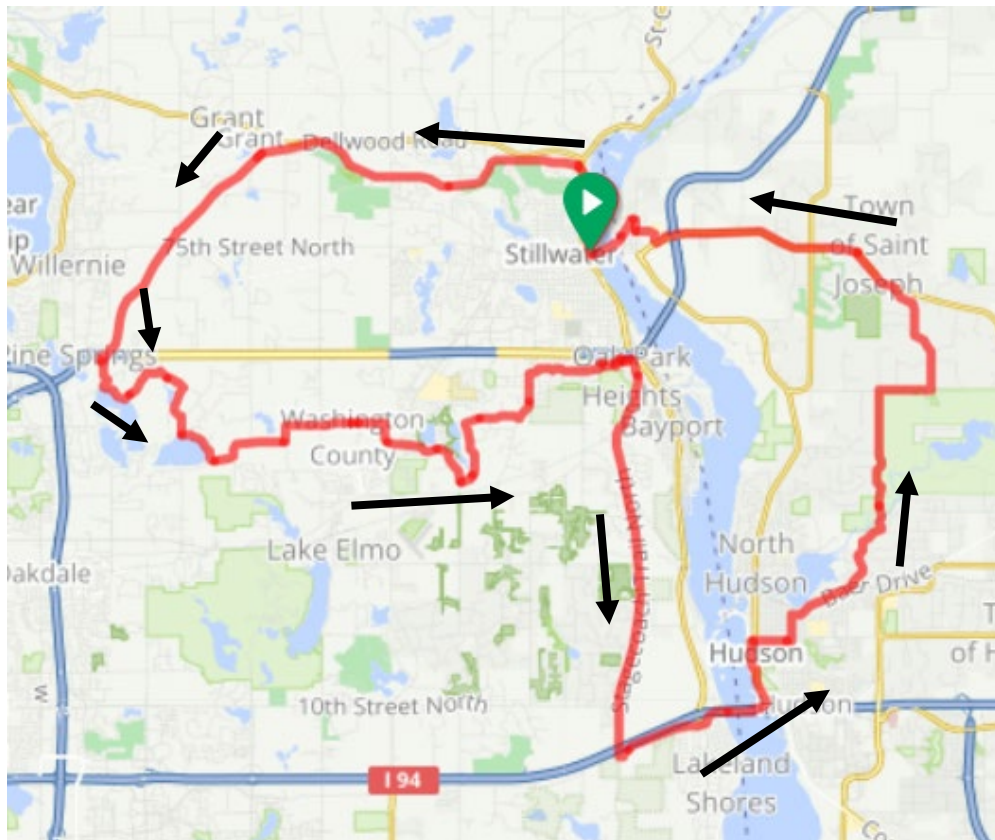


Route Detail



Route Detail

## 45 MILE ROUTE DETAILS:



Full 45 mile Route

(Same path through Lake Elmo as the 25 mile route)





## Special Event Permit Application

### I. Title and Brief Description of Event

BRIDGE THE VALLEY - BIKE RALLY. BICYCLING EVENT  
FUNDRAISER FOR STILLWATER SUNRISE ROTARY CLUB.

### II. Applicant Information

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

Applicant: RICK HEIDICK Title: STILLWATER SUNRISE ROTARY PRES-ELECT & EVENT CO-LEAD

Address: 3557 WHITE PINE WAY, STILLWATER, MN 55082

Business/Organization: STILLWATER SUNRISE ROTARY CLUB

Daytime Phone: 651-274-6351 Mobile Phone: 651-274-6351 Emergency Phone: 651-274-6351

### III. Event Timetable

- A. Requested day and date: SUNDAY, AUGUST 14th, 2022
- B. Requested Hours of Operation, from 7:30 a.m./p.m. to 1:00 a.m./p.m.
- C. Set up beginning day and date AUGUST 14th, time 6:00 a.m./p.m.
- D. Dismantle by day and date AUGUST 14th, time 3:00 a.m./p.m.
- E. Anticipated number of participants: 400-500; and spectators: N/A

### 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): \_\_\_\_\_;
- ☒ Event participant and/or spectator parking areas (describe): GREEN ACRES REC CTR.
- ☐ 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): \_\_\_\_\_;
- ☒ Portable toilet facilities (indicate # and locations): GREEN ACRES REC CTR.
- ☐ 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): \_\_\_\_\_;
- ☐ 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.

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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.

N/A

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

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

FOOD WILL ONLY BE DISTRIBUTED AT THE GREEN ACRES REST STOP. THERE WILL BE FRUIT, BAKERY ITEMS & SINGLE PACKAGED ENERGY BARS. VOLUNTEERS (SANITIZED, AND WITH GLOVES) WILL HANDLE & DISTRIBUTE FOOD.

- 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. NO

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

N/A

VII. Vendors or Concessionaires

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

N/A

VIII. Security and Safety Procedures

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

N/A



- 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:

N/A

IX. Clean-up

List persons responsible for clean-up duties:

RICK HEIDICK

TIM TROOEN

BARBARA TISCHART

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:

THE ONLY STOP FOR THE EVENT WILL BE AT A PRIVATE, NON-RESIDENTIAL LOCATION (GREEN ACRES). OTHERWISE, ALL PARTICIPANTS WILL BE USING STREETS & TRAILS, FOLLOWING ALL APPROPRIATE BICYCLING LAWS & ETIQUETTE.

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

Applicant Signature:



Date of Application:

6/28/22