

City Council Memorandum

To: Mayor Fasbender & City Council Members

From: Paige Marschall Bigler, Recreation Program Specialist

Date: March 18, 2024

Item: Special Event Designation - Gobble Gait

Council Action Requested:

Designate the 2024 Gobble Gait as a Special Event.

Background Information:

Anderson Race Management is coordinating Gobble Gait in partnership with Hastings Family Service scheduled for Thursday, November 28, 2024. The event footprint is similar to last year – including an 8k and 2k course. Staff recommends approval of the event with the following conditions:

Street Closures:

- Closure of 2nd Street from Tyler St. to Spring St. from 7:00 a.m. to 11:30 am
- Closure of access to Northbound Highway 61 and Southbound Highway 61 to 2nd St. from 7:00 a.m. – 11:30 a.m.
- Coned lane on the west side of Pleasant St. between 4th St. and Hwy 42
- Closure of alleys located on N. 2nd St. from Sibley St. to Tyler St. 7:00 a.m. 9:00 a.m.

Parking:

- Event Organizers to provide & post No Parking signs.
- No Parking on 2nd St. from Tyler St. to Eddy St.
- No Parking on Eddy St. from 2nd St. to 4th St.
- No Parking on 4th St. from Eddy St. to Ashland St.

Cones/Barricades:

- Warning Lites to deliver equipment and placed by event volunteers and police staff.
 - 8 Type III barricades
 - o 8 Road Closed signs
 - o 4 Caution Run Event in Progress signs
 - 15 parade boards
- 2nd St. W. & Eddy moved back to 2nd Street/Spring Street & PD will open roadway when possible
- 3rd St. W. & Frontage Road Off Vermillion St.
- 4th St. W. & Eddy
- Sibley St. & north alley (Lock & Dam Eatery area)
- Ramsey St. & North Alley (Hastings Family Service area)
- Tyler St. & north alley
- Sibley St. & 3rd St.
- Ramsey St. & 3rd St.
- Tyler St. & 2nd St.

- Divide the roadway on Pleasant, from 4th to Nininger.
- Public Works Department to provide traffic cones & deliver to Oliver's Grove Park
- The event organizer will coordinate with Public Works before the event.
 - Event volunteers will set the course and take it down. Event organizers will return City cones to the Public Works Office.

Other Conditions:

- Event Coordinator to obtain County Special Event Permit
- Event Coordinator to obtain Certificate of Insurance
- Organizers will notify the neighbors of the event and the activities in some format.
- Event organizer(s) and City staff will schedule a pre-event meeting before the event.
- Route markings on pavement will be made in chalk, no paint.
- Tent placement must be weighted for safety.
- Event organizers request the Public Works Department to salt roads and paths on the course in the event of inclement weather.
- The Police Department provides and places an electronic message board
- Amplified Music at the identified locations including:
 - o Downtown 2nd St. from 7:00 a.m. 11:30 a.m.
 - o Hastings YMCA from 8:00 a.m. 11:30 a.m.
 - Lock and Dam Parking area near the dam 8:00 11:00 a.m.
- Event organizers will supplement volunteers where police staff are unable to assist
 - Lead vehicle (PD) & end vehicle (Fire if available) for 8k course
 - o 2nd St. E/Railroad Tracks (Reserve)
 - o 2nd & Tyler St. to assist East Hastings residents (Reserve)
 - o 2nd and Eddy St. 7:00 a.m. 11:30 a.m. (Reserve)
 - o 4th & Eddy St. 8:15 a.m. 9:30 a.m. (Volunteer)
 - o 4th and Pleasant St. 8:30 a.m. until last runner (Volunteer)
 - County Road 42 and Madison St. 8:30 a.m. until the last runner (2 Reserves)
- Event organizers will coordinate with the Fire & EMS Department
 - Emergency vehicle will be deployed from the station if an issue arises

Financial Impact:

City resources including personnel and equipment are allocated to assist in this event at a similar level as in previous years. Additional requests would be billed to cover City costs.

Advisory Commission Discussion:

Council Committee Discussion:

Attachments:

- Gobble Gait Special Event Permit Application
- Map of 8K and 2K Course
- Traffic Management Plan
- Information from Event Organizers
- County Permit

Organization Information (if applicable)	
Organization: Hastings Family Services	
Primary Phone Number: 451-431-1134	
Website Address:	
Event Organizer Anderson Race Management (ARM)	í
Name and Title: lennifer luilliams for Busan in all	10
Mailing Address: 4047 Comber WCII DV IV Favan 55123	
Primary Phone Number: 415 - 6400	
Email Address: Jennifer @ andersonvaces.com	
On-Site Contact: TBD From ARM) Brian Radio	2
Primary Phone Number:	
Email Address: prian @ vad Ke cpa. net	
General Event Information	
Event Name: Hastings Gobble Gait	
Type of Event:	
Race/Run/Walk Downtown Event Concert/Performance Fundraiser	
Other:	
Event Description in Detail:	
2 K & 8 K vun Livalis	
Fundraiser for Hostings Family Se	vvice S
Is this an annual event? YesNo	
Is this a multi-day event? Yes Y No	
Event Start Date: 1112812024 Event End Date: 1112812024	
Is the event open to the public or private? Public Private	

Is there an admission fee? Yes	No Reg fees	VIII-06
What is the anticipated attendance? 3,200	73,500	
What was the previous year's attendance? 2,9	94	-
Where will the event be located? Start Frish down tou Pleasant is A Park Rental Permit is required for events located wir Recreation Department for park facility	thin a City Park. Contact the City of Hastings Parks and availability information: 651-480-6175.	lane,
Event Set-Up and Tear Down		×
How many days will your organization require to: S	et-Up: Tear Down:	
Event Set-Up Date: 11/28/2024	Event Set-Up Time: 5:30 am 8:30 am	-
Event Start Date:	Event Start Time: 8:30 am	
Event End Date: \ \	Event End Time: 10:30am	
Event Tear Down Date:	Event Tear Down Time: 10.304 to 11.500	m
Staging Details The following items will be used at the event (please recognitions).	mark all that apply):]
Amplified Sound / Music / Live Entertainment	Tents/Canopies Stage(s)	
Other		
If any of the above items will be used, please indicate the above items may require the Eve	heir location on your attached Site Plan / Map. Use of ent Organizer to meet ADA Regulations.	
Parking Details		i
Please describe Public Parking Arrangements for atten Site Plan / Map)	dees, staff & volunteers. (Please indicate location(s) on	
Pudic parking 10ts,	side Streetspast of	
Hoyler, South or	F 3nd St E	

Portable Restrooms

Event Organizers are responsible for the event cleaning of existing on-site portable restrooms as well as the rental and fees associated of any additional portable restrooms and/or hand-washing stations with a vendor of their choice to support their event. Use of these items may require the Event Organizers to meet ADA Regulations. (Please indicate locations(s) of portable restrooms on Site Plan / Map)			
Company Name: Schlomkas Portable Toilets			
Contact Phone Number & Email:			
Waste Removal			
Event Organizers are responsible for arranging the removal of all waste related to the event and related fees. This includes but is not limited to, emptying of trash bins and removal of waste from the event site. Event organizers must work with a vendor to support their event. (Please indicate locations(s) of waste removal bins on Site Plan / Map)			
 □ All paper and cardboard, cartons, glass bottles and jars, metal cans, and plastics labeled #1, #2 and #5 must be properly sorted and recycled. □ Each trash container must have a recycling container within 10 feet. The City of Hastings has portable recycling and trash containers that can be checked out for free of charge. Please email violet.penman@rosemountmn.gov for more information. □ Applicant must educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors using the enclosed Recycle Right Guide. 			
Company Name: Tennis Sounitation Contact Phone Number & Email:			
Organics			
1. Will the event have at least 300 attendees? Yes No			
2. Will the event generate at least 1 ton (8 cubic yards) of trash per location (e.g. each sporting tournament location?)? Yes X No			
3. Will the event generate food scraps back-of-house (e.g. non-public food-prep areas)?			
If yes to all three organics criteria, the event is required to collect food scraps. Please contact the Solid Waste & Recycling Coordinator, Violet Penman, violet.penman@rosemountmn.gov or 612-268-9097 to discuss the following:			
What will vendors use for back-of-house food scraps collection? Dakota County has collection resources available.			
How are food scraps collected from vendors for delivery to an organics facility?			

Fire Department Services

Event Organizers are responsible for coordinating event safety and emergency coverage with the Hastings Fire Department. The Fire Department will determine if and how many fire resources will be required at an event. All Fire Department costs associated with the event are at the responsibility of the event organizer.			
Event will include tents and/or canopies: Tents and Canopies over 200 square feet Other			
Event will host the use of: □ Fireworks/Pyrotechnics (a firework display permit is required) □ Other			
Police Department Services			
Event Organizers are responsible for coordinating event security and emergency coverage with the Hastings Police Department. The Police Department will determine if and how many police resources will be required at any event. All Police Department costs associated with the event are at the responsibility of the event organizer.			
Event will require traffic control: Event ingress/egress Street Closures Other			
Notice of Temporary Street Closure			
The City of Hastings requires that all affected residents/businesses both on adjacent to a proposed street closure be notified of such a street closure. A notification letter may be required to be sent to businesses and residents in the affected event areas.			
Site Plan / Map Instructions			
All site plans/maps must be submitted along with the application.			
 Site plans/maps must include a directional sign showing North, South, East, and West. Site plans/maps must also include a key showing the use of symbols for people, vehicles, tent(s)/canopies, stage(s), platform(s), barricades, Mobile Food Unit and Vendor staging, Portable Restrooms, Waste Collection, etc. Site plan/map should also show any proposed signage. 			

Street Closures

Please keep in mind that streets/sidewalks must be closed from intersection to intersection; street cannot be closed mid-block. Event Organizer is responsible for posting Temporary 'No Parking' signs according to requirements.
Please list the streets/sidewalks, from intersection to intersection; you are requesting to close for your event. Your Site Plan/Map must show all streets and closures. Street closures are subject to review and approval by the Hastings Police and Public Works Departments.
Space is provided for four (4) entries. If you need more space, please attach an additional sheet of paper with the requested information.
(1) Street Name: 2nd Street
From (cross street): Dam 2000
To (cross street): Tyler 5+
Type of Closure: Street Closure Sidewalk Closure
Closure Start Date: 11/29/2024 Closure Start Time: 7:30-8am
Closure End Date: 11/28/2024 Closure End Time: 10:30-11am
2) Street Name: <u>Sibley</u> Street
From (cross street): 2nd 5+
To (cross street): 3 vd 5+
Type of Closure: Street Closure Sidewalk Closure
Closure Start Date: 11/28/2024 Closure Start Time: 7:30-8 a P
Closure End Date: 11/28/2029 Closure End Time: 10:30 lam
3) Street Name: Tylev 5+
From (cross street): 2nd 3+
To (cross street): 3 vd St
Type of Closure: Street Closure Sidewalk Closure
Closure Start Date: 128 2024 Closure Start Time: 7:30-8am
Closure End Date: 1028 2024 Closure End Time: 10:30-11am
4) Street Name: Ramsey St
From (cross street): 2Nd S+
To (cross street): 5 Vd 5+
Type of Closure: Street Closure Sidewalk Closure
Closure Start Date: 11/24/2024 Closure Start Time: 7:30-8am
Closure End Date: 1128 2024 Closure End Time: 10:30-11am

Barricade Equipment

Does the Host Organization have its own barricade equipment? Yes No				
If not, please indicate how the Host	Organization will meet all requi	red barricade requirements.		
The companies listed below of	are barricade providers and not	recommendations of the City		
Host Organization will rent barr (In alphabetical order)	icade equipment from a private	company from the list below.		
Host Organization will set-up and tear down barricade equipment. Private company will set-up and tear down barricade equipment.				
Geyer Signal	Safety Signs of MN	Warning Lites		
https://www.constructionequipme nt.com/company/geyer-signal-st- cloud-inc	https://www.safetysigns- mn.com/	https://www.warninglitesmn.com/		
Phone: 320-253-9005	Phone: 952-469-6700	Phone: 612-521-4200		
4205 Roosevelt Road St. Cloud, MN 56301	19784 Kenrick Avenue Lakeville, MN 55044	4700 Lyndale Avenue North Minneapolis, MN 55430		
Miscellaneous				

Indemnification Agreement

Host Organization and/or Event Organizer agree, in consideration of the granting of this application and Special Event Permit for:

17	asknas Goldble Gaito	be held on 11/28/2024	
	Event Name	Event Date(s)	
by _	Jennife Williams Event Organizer/Primary Applicant	of Andlerson Race Mai	rage mail

Host Organization and/or Event Organizer(s) hereby agrees to defend, indemnify and hold harmless the City of Hastings ("City"), and the City's employees, officers, managers, agents, council members, and volunteers from and against any and all losses, damages, claims for damage, liability, lawsuits, judgement expense and cost(s) however caused, resulting from, arising out of, or in any way related to the Applicant's event as herein described, from any injury of death to any person or damage to any property including all reasonable costs for investigation and defense thereof (including, but not limited to, attorney fees, costs and expert fees) arising out of or attributed to the issuance of Applicant's Special Event Permit regardless of where the injury, death, or damage may occur, unless injury, death, or damage is caused by the sole negligence of willful misconduct of the City. Nothing in this Agreement is to be construed as a waiver by the City of any immunities, defenses, or other limitations on liability to which the City is entitled to by law, including, but not limited to, the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466.

Host Organization and/or Event Organizer(s), at their sole cost and expense, agrees that it will maintain in full force and effect, for the duration of the event and term of this Agreement, liability insurance with a minimum per occurrence liability limit of \$2,000,000. The City must be named as an additional insured on the insurance policy, and the policy must contain a stipulation that the Applicant's insurer will provide ten (10) days' prior written notice to the City of a cancellation of the required insurance policy. The insurance shall be carried by a solvent and responsible insurance company that is licensed to do business in the State of Minnesota. A certificate of insurance, signed by the authorized representative of the insurance company, evidencing compliance with the required liability insurance amount must be provided to the City by the Applicant prior to the event. The City reserves the right to modify the insurance requirements at its sole discretion based on the nature and scope of the Applicant's proposed event.

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Jennifer Williams Print Name	Divector of Events
Signature Willsem	12012024 Date

Applicant Agreement

Please read each statement. Initialing next to each statement indicates your understanding and agreement ot the statement.

Host Organization and/or Event Organizer(s) agrees upon request to provide a Liability Insurance Certificate providing evidence of general liability insurance coverage in a minimum of \$1,000,000 combined single limit and a minimum \$2,000,000 aggregate limit, If food or nonalcoholic beverages are sold or provided at the event the insurance policy shall also include an endorsement for product liability in an amount not less than \$1,000,000.

Host Organization and/or Event Organizer(s) agrees, upon request, to submit a Security Plan setting forth the proposed security measures to be taken to protect the health, safety, and welfare of the participants, spectators, bystanders, and passerby. This plan will be reviewed by the Hastings Police Department who may require alterations to the plan. Security measures may include but are not limited to the hiring of Hastings Police Officers at the expense of the Event Organizer.

Host Organization and/or Event Organizer(s) agrees, upon request, to provide a copy of their Determination Letter, as issued by the Internal Revenue Service of the United States, if the application is made on behalf of any organization representing iteself as a tax-exempt, non-profit and/or charitable organization.

Host Organization and/or Event Organizer(s) agrees to notify all residents and businesses that will be affected by street/sidewalk closures and/or amplified sound. * Can

Host Organization and/or Event Organizer(s) agree to supply 'No Parking' signs, barricades, cones, and/or warning signs and to situtate them in such a position that the street closure may be maintained in a safe and orderly manner. * City well provide coves

Host Organization and/or Event Organizer(s) agree to work with City Staff to ensure appropriate licensure is completed for the event including: Park Rental(s), Mobile Food Units, Vendors, Intoxicating Liquor, Temporary Gambling, etc.

Host Organization and/or Event Organizer(s) agree that any false statement or material misrepresentation made in support of this application and permit is cause for denial of issuance of a Special Event Permit. Applicant also agrees that failure to adhere to the policies and procedures established by the City of Hastings or any conditions or restrictions imposed upon the permit by the City of Hastings, is cause for revocation of the Special Event Permit.

By signing below, Host Organization and/or Event Organizer indicate understanding and agreement to the above statements.

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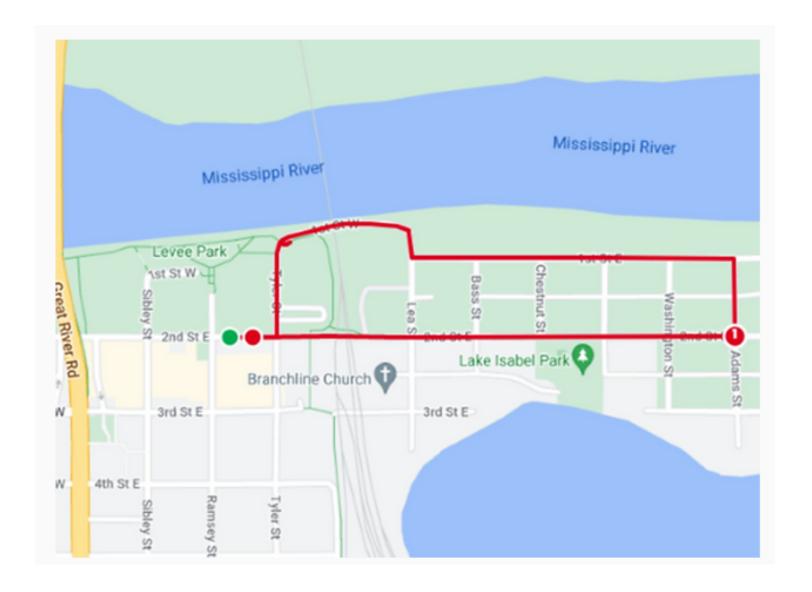
PLEASE COMPLETE IF INTOXICATING LIQUOR WILL BE SERVED AT THE EVENT

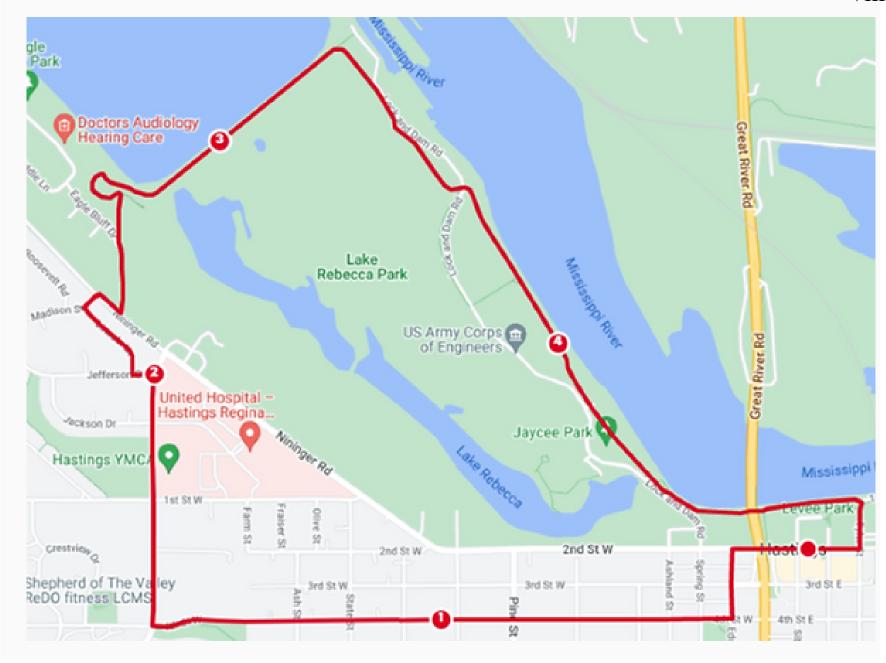
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Intoxicating I	Liquor (please check one)
An esta serving	
-	The establishment must provide a current copy of their certificate of insurance including sales off premises. The City of Hastings must be listed as additional insured.
-	Please note if an establishment plans to serve liquor under their caterer's permit, they must also serve food at the event.
Establ	ishment / Permit Holder:
A Tem	porary Intoxicating Liquor License will be requested.
-	Only issued to charitable, religious, or nonprofit organizations in existence for at least three (3)
	years.
-	Application must be submitted at least 60 – days prior to the event.
-	Must be approved by City Council.
-	Liquor Liability insurance is required. Additional information listed below.

Special Event Liquor License Requirements

- 1. *Area*. Alcohol may be served by the Applicant within the Premises, at a location designated on the site map attached to the application. Liquor shall be confined to a specified area and the applicant must provide delineation and signage stating "No Alcohol Beyond This Point" between the specified area and the additional event space to discourage taking alcohol outside of the specified area.
- 2. *Compliance Inspection*. The applicant acknowledges that as a liquor license holder for the event, it is subject to Hastings City Code §111.13, subd. B, subd. 6, which authorizes that all premises from which intoxicating liquor is offered at on-salt, are subject to inspection for alcohol compliance by any peace officers or health officers.
- 3. *Identification Bracelets*. The applicant shall provide at no charge liquor identification bracelets in the area as required by City Staff. The applicant will permit no one to consume liquor unless they are wearing an identification bracelet, and will be responsible for the issuance of bracelets. The bracelets will be issued only to those who are legally entitled to consume intoxicating liquor.
- 4. *Insurance*. The City requires any function selling / serving intoxicating liquor through a temporary liquor license must provide Liquor Liablity insurance for the day(s) of the event in the form and amounts as required by M.S. §340A. Proof of insurance must include the use of the facility or any parking lot used for alcohol service. The certificate must list the City of Hastings as an additional insured.
- Law Enforcement Officer. The Police Department will determine if and how many police resources will be required at any event. All Police Department costs associated with the event are at the responsibility of the event organizer.
- 6. Exclusions. Glass beverage containers are not allowed within City Parks.











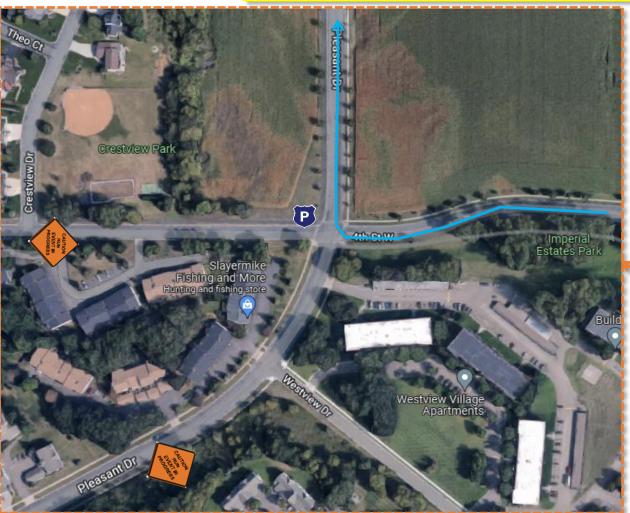
THIS TRAIL CLOSED FOR EVENT NOVEMBER 23 7AM-10AM

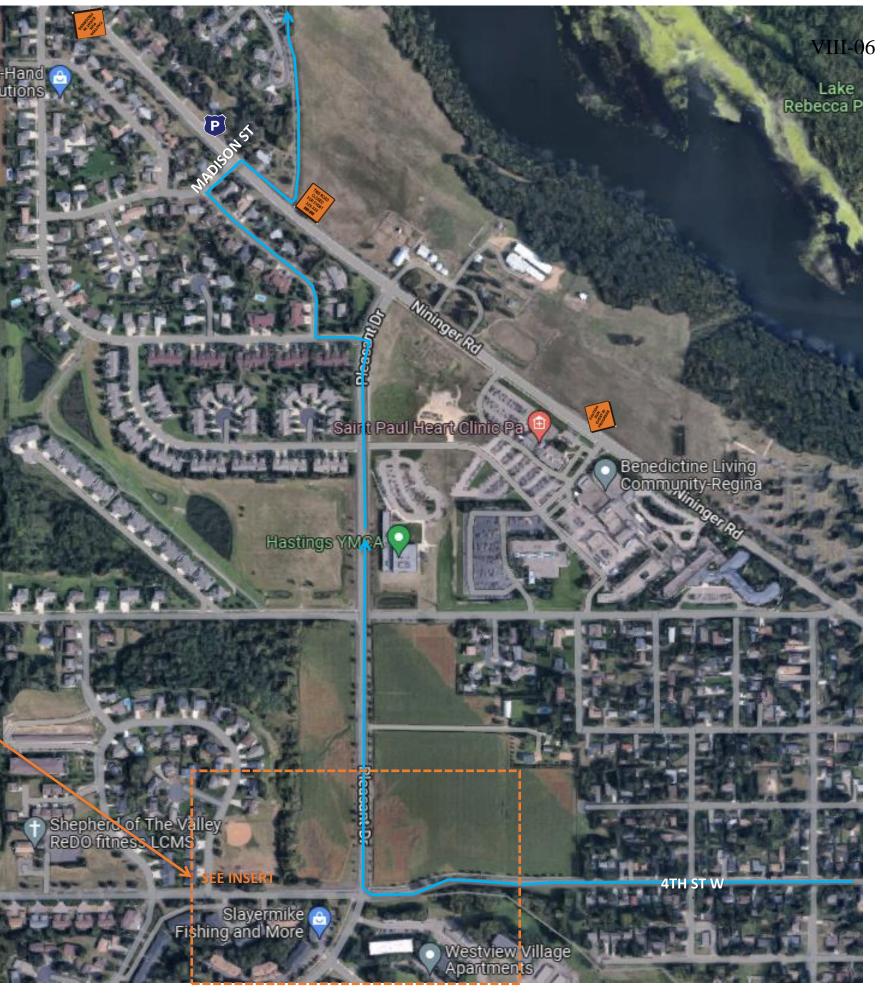
Equipment List (this sheet only)

- **4- Caution Run Event in Progress**
- 1- CSS "Trail Closed for Event"











Event/Race Name: Hastings Gobble Gait

Event Location:

Downtown area 202 2nd St Hastings, MN 55033

Event Date:

Thursday, November 28, 2024

Number of Participants: 3,000-3,500

Event Schedule:

7:00 am - Check in 8:30 am - 2K & 8K Start Time

Start/Finish Locations:

On 2nd Street, just east of Sibley Street

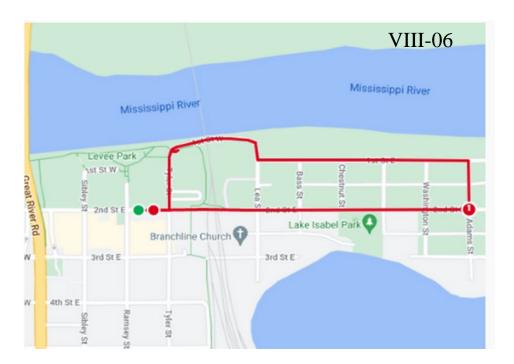
- *8K starts first near Sibley Street and will go West
- *2K stars near Tyler Street and will go East Both finish at the 8K Start line

Route Links:

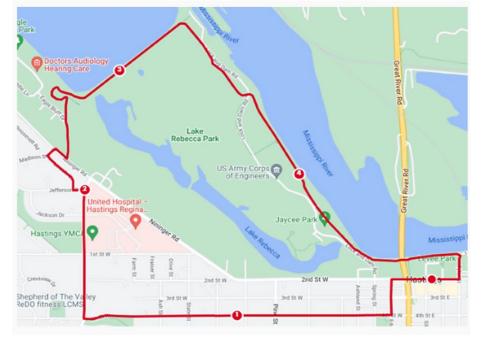
2K - https://www.mapmyrun.com/routes/view/5106471358

8K - https://www.mapmyrun.com/routes/view/2322394849/

2K



8K





DAKOTA COUNTY Permits Office 14955 Galaxie Ave

COUNTY PERMIT NO. 49606

VIII-06

Apple Valley, MN 55124-8570 Phone: 952.891.7115 Fax: 952.891.7127 HighwayPermits@CO.DAKOTA.MN.US

Special Event Permit

Applicant must have a certificate of insurance on file in order to obtain a permit.

The applicant is requesting to temporarily occupy a portion of the right-of-way for the following reason: Hastings Gobble Gait

Date the roadway will be obstructed: 11/28/2024 Start Time/Date 7 am End Time/Date 11 am Location: Road Name Ninninger Rd. (CR42) and 2nd St. (CR42) By By Madison St / Tyler St/Eddy St

Applicant Name: Jennife

Jennifer Williams

Email:

iennifer@andersonraces.com

Company Name:

Anderson Race Mgmt.

Phone:

Address:

4047 Camberwell Dr N

Eagan, MN 55123

Traffic Management Plan Description:

If the event will require closure of the traveled portion of the roadway or shoulder, the permittee must submit a traffic management plan along with this permit form. The plan shall specify what signs and/or flagmen will be used. A minimum of seven days prior public notification may be required if a road is closed and a detour is needed. The permittee must also notify the local police and fire departments of any road closures. Only local police or Dakota County Deputies can stop traffic.

No lane closures are permitted during rush hour times, from: 6:00 a.m. to 8:30 a.m. and from 3:30 p.m. to 6:00 p.m. without prior approval from the City and/or County.

The permittee agrees to obtain and submit a certificate of Commercial General Liability insurance that provides minimum limits of \$1,000,000 per occurrence and aggregate and list the road authority as additionally insured. The permittee shall indemnify and hold harmless the road authority from any and all claims cause by the actions arising from the permit holder's use of the road right-of-way, including any attorney's fees and cost related thereto to the extent permitted by Minnesota Law.

Special Conditions:

Applicant's Electronic Signature: Jennifer Williams

1/26/2024

(DAKOTA COUNTY USE ONLY)

APPROVAL: PERMIT NO. 49606

APPROVED BY

12/2/2024

12/2/2024

Issue Date

Expiration Date



VIII-06



DAKOTA COUNTY Permits Office 14955 Galaxie Ave

Apple Valley, MN 55124-8570

Phone: 952.891.7115 Fax: 952.891.7127 HighwayPermits@CO.DAKOTA.MN.US

PERMIT INVOICE

Date of Applica	tion:	12/2/2024			Please pay the following amount:	\$0.00
Applicant Name) :	Jennifer Williams			Payment Ref No:	Billed Client
Company Name	e:	Anderson Race Mgmt.		Payment Method:	Billed Client	
Address: 4047 Camberwell Dr N Eagan, MN 55123		Payment received by:				
Email: jennifer@andersonraces.com						
Telephone:	(612)47	75-0600	Fax:	-		