



City Council Memorandum

To: Mayor Fasbender & City Council Members
From: Paige Marschall Bigler, Recreation Program Specialist
Date: May 6, 2024
Item: Designate Animal Ark 3k Walk as a Special Event.

Council Action Requested:

Staff recommends approval of the June 8, 2024, Animal Ark 3k Walk & Temporary liquor license with the conditions outlined below.

Background Information:

Animal Ark is requesting to hold a 3k walk in the City of Hastings in support of the animal shelter. This event has an identical footprint to last year's. The 3k route will begin and end at Animal Ark and utilize City trails where possible with portions of the route taking participants onto 21st Street E and Spiral Boulevard. The event will also include food vendors, beer and wine tasting, live music, & kids' activities. Animal Ark expects 200 in attendance for the event from 9:00 a.m. – 1:00 p.m. on Saturday, June 8th. Staff recommends approval of the route and event with the following conditions:

- The Event Organizer will work with the Hastings City Clerk to ensure all vendors have the necessary permits and licensing.
- As part of the Temporary liquor license: the area must include a barrier identifying the beer & wine tasting area, I.D. check, & wristbands.
- 10' on-street pedestrian lane delineated by a traffic cone every 15'
 - Traffic cones must be supplied by the event organizer
 - The dedicated participant lane should be on the north side of Spiral Boulevard between Industrial Court and the access point to the Ravine Trail and the north side of 21st St. East
 - Event volunteers must monitor this lane and keep participants from encroaching in vehicular traffic lanes
 - Hastings patrol staff will check on the event as time permits
- Directional markings on the pavement to be made by Event Organizers in chalk only.
- Event Organizers will notify affected neighboring businesses/property owners including Industrial Court, Industrial Boulevard, Spiral Boulevard, and Millard Avenue.
- Event Organizers will add a volunteer or additional signage on LeDuc Drive/21st St. East near the road curve/hill as a safety precaution.
- Event Organizers will add cones on 21st St. East from Commerce Drive to designate a walking space.

Financial Impact:

N/A

Advisory Commission Discussion:

N/A

Council Committee Discussion:

None

Attachments:

- Special Event Permit Application
- Event Layout
- 3k Route Map

Special Event Permit Application

Parks & Recreation Department
920 10th Street West
Hastings, MN 55033
651-480-6175



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A Special Event Permit is required for events who wish to exclusively use City Property and/or require City services to ensure safety and coordination. A Special Event is defined as any race, concert, community celebration, fundraiser, dance, car show, large assembly, or other Special Event on City property that has received City Council approval. Please see our Special Event Policy for additional information at www.hastingsmn.gov

APPLICATION CHECKLIST:

Application must be submitted at least sixty (60) days prior to the event.

It is our goal to provide event organizers guidance in planning safe and successful events.

- Special Event Permit Application
- Site Map of Proposed Areas of Impact
 - Run/Walk Routes, Parade Routes, Downtown Event, Concert/Performance Staging, etc.
- Certificate of Insurance
 - Please see section regarding insurance on page 8.

APPLICATION PROCESS:

- Submit the completed application packet to the Parks & Recreation Department.
- Allow 14 business days after application has been received for review.
- If additional information is required, the applicant will be contacted by City Staff.
- Once initial review is complete, all supporting documents must be submitted by event organizer.
- Once all queries are concluded, the application must go before City Council for final approval.
- Throughout the City Staff review process, the Event Coordinator will work with the Deputy City Clerk for additional required licensing in conjunction with the event.

CONTACT INFORMATION:

Paige Marschall Bigler, Recreation Programming Specialist

pmarschall@hastingsmn.gov

651-480-6182

- Special Event Application
- Park Rentals

Emily King, Deputy City Clerk

eking@hastingsmn.gov

651-480-2343

- Additional Licensing
 - Mobile Food Units, Temporary Liquor Licensing, Temporary Gambling Licensing, Temporary Vendors

Organization Information (if applicable)

Organization:	Animal Ark
Primary Phone Number:	651-772-8983
Website Address:	animalarkmn.org

Event Organizer

Name and Title:	Denyse Madden - President of the Board
Mailing Address:	2600 Industrial Court Hastings, MN 55033
Primary Phone Number:	612-202-0350
Email Address:	events@animalarkmn.org
On-Site Contact:	Anna Helyer
Primary Phone Number:	651-276-4013
Email Address:	ahelyer@animalarkmn.org

General Event Information

Event Name:	Animal Ark 3k walk fundraiser		
Type of Event:	<input checked="" type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Downtown Event <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other: _____		
Event Description in Detail:	The Animal Ark 3k walk is to be on Saturday, June 8th from 9am - 1pm. It is \$30 to register for the walk. The proceeds will be used for the care of the animals at Animal Ark. We plan to have beer/wine tasting, food trucks, live music and a silent auction.		
Is this an annual event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Is this a multi-day event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Event Start Date:	6/8/24	Event End Date:	6/8/24
Is the event open to the public or private?	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Private	

Is there an admission fee? Yes No \$30 to register for walk

What is the anticipated attendance? 200

What was the previous year's attendance? 250

Where will the event be located?
 starting and ending at 2600 Industrial Court in Hastings.
 Attaching Route Map

A Park Rental Permit is required for events located within a City Park. Contact the City of Hastings Parks and Recreation Department for park facility availability information: 651-480-6175.

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Event Set-Up and Tear Down

How many days will your organization require to: Set-Up: 6/7/24 Tear Down: 6/8/24

Event Set-Up Date: 6/7/24 - 20x40 tent only 6/8/24	Event Set-Up Time: 4pm to 5pm 6:30 to 9:30
Event Start Date: 6/8/24	Event Start Time: 9am
Event End Date: 6/8/24	Event End Time: 1pm
Event Tear Down Date: 6/8/24	Event Tear Down Time: 1pm to 5pm

Staging Details

The following items will be used at the event (please 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 their location on your attached Site Plan / Map. Use of the above items may require the Event Organizer to meet ADA Regulations.

Parking Details

Please describe Public Parking Arrangements for attendees, staff & volunteers. (Please indicate location(s) on Site Plan / Map)

parking on the street as well as in other businesses
 parking lots - as we have it approved by the
 businesses. Map included

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 location(s) of portable restrooms on Site Plan / Map)*

Company Name: Schlomko Services LLC

Contact Phone Number & Email: 651-459-3718

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 location(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: Aspen Waste Systems

Contact Phone Number & Email: 612-884-8000

Organics

1. Will the event have at least 300 attendees?	_____ Yes	<u>X</u> No
2. Will the event generate at least 1 ton (8 cubic yards) of trash per location (e.g. each sporting tournament location)?	_____ Yes	<u>X</u> No
3. Will the event generate food scraps back-of-house (e.g. non-public food-prep areas)?	_____ Yes	<u>X</u> No

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.*

Food Trucks only - waste will go in dumpsters already provided

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
- 12- 10 X 10 tents 1- 20 X 40 tent

- 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: Spiral Blvd - Partial Closing with safety cones

From (cross street): Industrial Court

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure *Partial - cars can still access*

Closure Start Date: 6/8/24 Closure Start Time: 9am

Closure End Date: 6/8/24 Closure End Time: 1pm

(2) Street Name: Industrial Court - just the court

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure *businesses can still have access*

Closure Start Date: 6/8/24 Closure Start Time: 9am

Closure End Date: 6/8/24 Closure End Time: 1pm

(3) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

(4) Street Name: _____

From (cross street): _____

To (cross street): _____

Type of Closure: Street Closure Sidewalk Closure

Closure Start Date: _____ Closure Start Time: _____

Closure End Date: _____ Closure End Time: _____

Barricade Equipment

Does the Host Organization have its own barricade equipment? Yes No

If not, please indicate how the Host Organization will meet all required barricade requirements.

The companies listed below are barricade providers and not recommendations of the City

Host Organization will rent barricade equipment from a private company from the list below.
(In alphabetical order)

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.constructionequipment.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

The event organizer(s) will be applying to serve intoxicating liquor.
➤ Please complete the supplemental form on page 9.

The event organizer(s) will be applying for a temporary gambling permit.

This event will have vendors selling goods, wares, products, merchandise, etc.

This event plans to have a petting zoo, pony rides, etc.
➤ Please indicate the location on the Site Map. It will also be required that the event provides a portable hand-washing station.

Indemnification Agreement

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

Animal Ark 3K Walk to be held on 6/8/24
Event Name *Event Date(s)*

by Anna Helget of Animal Ark MN
Event Organizer/Primary Applicant *Host Organization*

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.

Anna Helget
 Print Name

Assistant Shelter Manager
 Title

Anna Helget
 Signature

6/8/24
 Date

Applicant Agreement

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

AT 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 non-alcoholic 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.

AT 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.

AT 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 itself as a tax-exempt, non-profit and/or charitable organization.

AT 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.

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

AT 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.

AT 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.

Anna Hoyer
Print Name

Assistant Shelter Manager
Title

[Signature]
Signature

4/8/24
Date

SUPPLEMENTAL INTOXICATING LIQUOR FORM

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PLEASE COMPLETE IF INTOXICATING LIQUOR WILL BE SERVED AT THE EVENT

Intoxicating Liquor (please check one)

- An establishment within the City of Hastings holding an active Caterer's Permit will be providing and serving liquor.
- 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.

Establishment / Permit Holder: Contracted Alexis Bailly and American Legion

- A Temporary 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 Liability 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.
5. **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.



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555

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**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization Address (No PO Boxes)	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of person making application	Business phone	Home phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
<input type="text"/>	<input type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Other non-profit		

Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Organization officer's name	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

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

Event in conjunction with a community festival Yes No

 City or County E-mail Address

 Current population of city

 Please Print Name of City Clerk or County Official

 Signature City Clerk or County Official


CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event


No Temp Applications faxed or mailed. Only emailed.


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

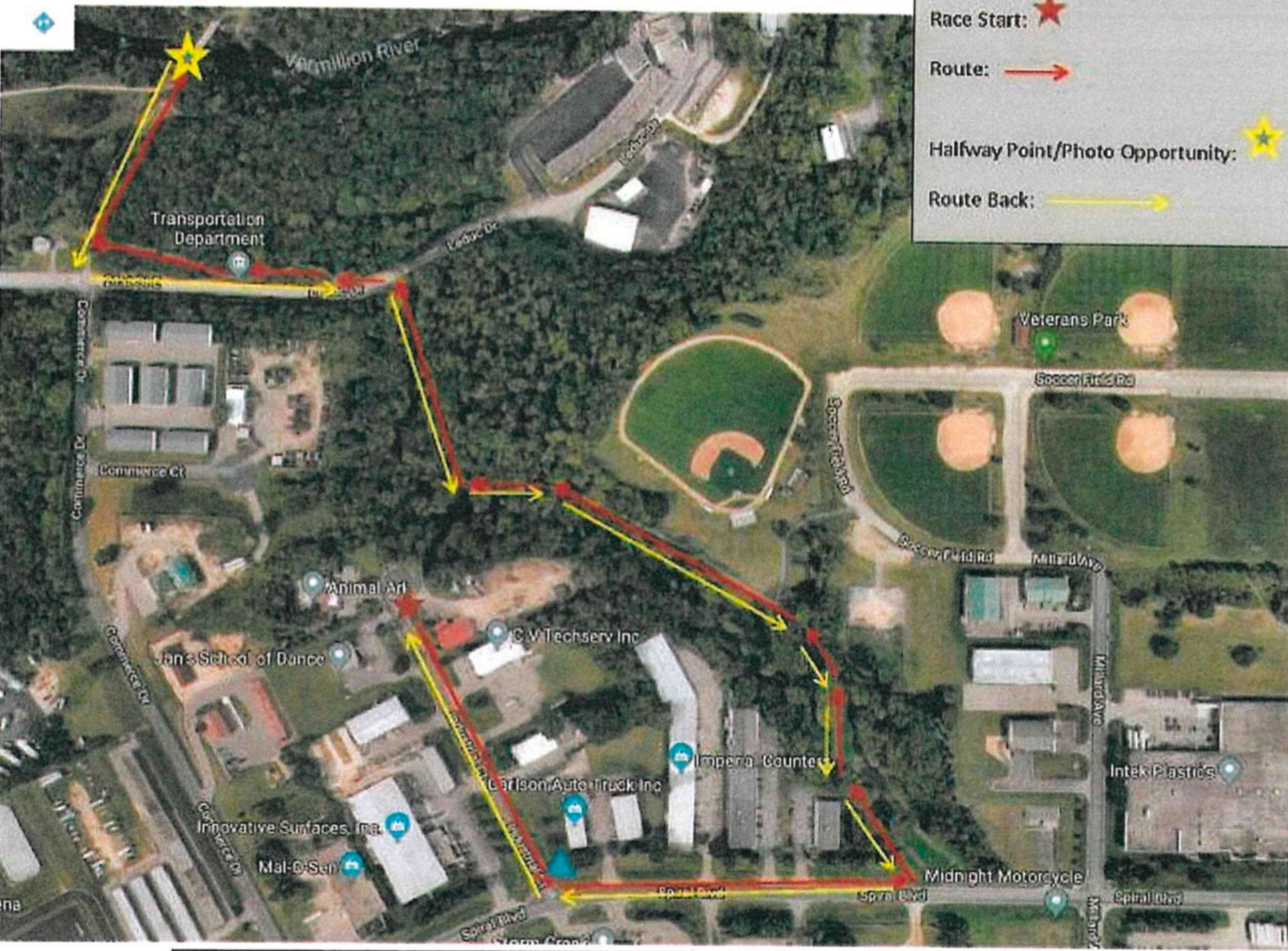
3K Walk Key

Race Start: 

Route: 

Halfway Point/Photo Opportunity: 

Route Back: 

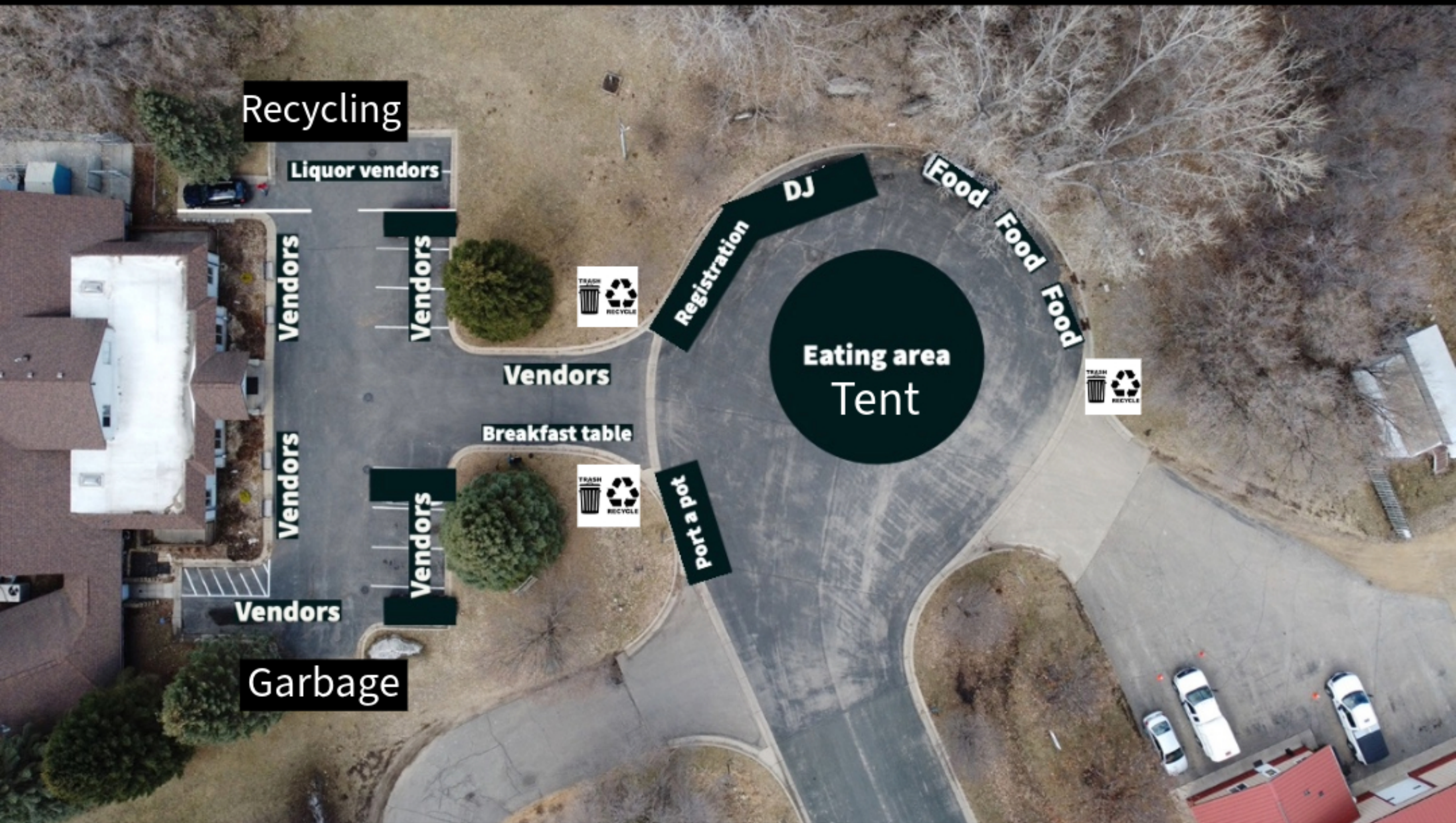


• Please follow the outlined map and look for volunteer checkpoints along the way.

Industrial Ct. to Spiral Blvd - turning left- Spiral Blvd to Millard Ave - turn left onto the trail - follow trail to Leduc Drive - turn left - follow trail running parallel to 21st Street E to Commerce - take a right and enter Vermillion Falls- follow the trail to bridge - endpoint - turning around to take the same route back to shelter.



- No Parking in Animal Ark lot during event.
- All vendors, staff & volunteers can park in Jan's School of Dance lot (yellow star).
- Patrons can park in CV Techserv, Innovative Surfaces, Storm Creek & Mal-O-Sen (pink stars).
- All lots will be clearly marked with Animal Ark Parking signs on May 18th.



Recycling

Liquor vendors

Vendors

Vendors

Vendors

Breakfast table

Vendors

Vendors

Vendors

Garbage

Registration

DJ

Food Food Food

Eating area
Tent

pot & port

