



## **City Council Memorandum**

**To:** Mayor Fasbender & City Council Members  
**From:** Paige Marschall Bigler, Recreation Program Specialist  
**Date:** August 19, 2024  
**Item:** *Amendment* - Rivertown LIVE – Special Event Designation & Temporary Liquor License

**Council Action Requested:** *Amendment to the event includes Prohibiting on-street parking at the first two parking spaces on Ramsey St. The Organizers intent is to reserve these spaces for Smart Ride, a taxi service that will provide to and from transportation. These spots will provide easy access and lower pedestrian traffic. Parking at these 2 spaces would be prohibited from 9:00 Am – Midnight on Saturday, September 14<sup>th</sup>*

Designate Rivertown Live as a Special Event coordinated by the Hastings Rotary Club on Saturday, September 14<sup>th</sup> from 4:00 p.m. – 11:00 p.m. and approve a one day on-sale liquor license as part of the Rivertown Live concert.

### **Background Information:**

The Rivertown Live concert has been a successful annual event and the Hastings Area Rotary Club has made a request for this year's event on Saturday, September 14<sup>th</sup> to be designated as a special event; including set-up at Levee Park beginning Wednesday, September 11<sup>th</sup> at 7:00 a.m. and take down completed by Sunday, September 15<sup>th</sup>. The event is a fundraising concert with three bands performing at the Rotary Pavilion stage and main stage backing up to Tyler St. within private property. Activities include music, vendors and alcoholic beverage sales. The anticipated attendance is 2,000 people. Management staff have been working with the Rivertown Live Committee and are supportive of the 2024 event. City Staff are supportive based on the following conditions:

#### Alcoholic Beverage Sale Conditions:

- Access to and egress from the alcohol service areas must be staffed with private security personnel at all times during service hours. Security personnel need not be uniformed but must wear something that identifies them as SECURITY. Security personnel may be employees of the event's liquor license or volunteer staff.
- Server training required for beer tent volunteers.
- Security personnel are expected to immediately report to the Hastings Police Department any traffic safety issues, disorderly conduct, or criminal behavior that may affect the safety of the event staff, attendees, or surrounding community.
- Identification checks must be made to ensure with the Minnesota alcohol consumption possession statutes. Last call at 10:15 p.m. as identified by event organizers.
- Wristbands will be used to verify compliance with age requirements.
- Patrons will not be allowed to bring in their own alcoholic beverages. Bags will be checked at admission gates by event volunteers.
- Alcoholic beverages are not permitted to leave Rivertown Live event boundaries.

- Rotary Club to provide an Insurance Certificate naming the City as an additional insured.

#### General Conditions:

- All items identified by the Rotary to be completed as indicated within their Site Plan.
- Neighborhood notification will be provided by the Rotary. This distribution will include the date and times of the event/closures and will be done a week prior to the event.
- The City and Rotary will exchange contact information for any necessary communication on the day of the event itself. Rotary will be asked to provide a primary contact person(s) who will be able to make decisions regarding the event and logistics.
- Event organizers must comply with the conditions outlined by the Police Chief (or designee) with respect to private security and City Police assistance for the event. These costs will be borne by the Rotary as in previous years.
- Written confirmation for use of land to house main stage and alcoholic beverage area provided by Rotary representative, from private property owner.
- Medical service will be provided by Allina. Event organizers are to facilitate coordination between Allina and City Fire/EMS staff in advance of the event. This should occur and conditions be confirmed in writing a minimum of 1 week in advance of the event. City Fire/EMS staff will not be providing EMS service on site.
- In lieu of payment of fees for the Rotary's exclusive use of Levee Park, the parking lot, and Sibley Street north of the alley by the American Legion club, the City is listed as a sponsor of the event.
- Any other reasonable conditions as determined by staff.

#### Facility Conditions:

- All garbage generated on site will be disposed of by the Rotary's contracted hauler, including City waste containers that are currently provided in the special event area.
- City restroom facilities closed for event which will alleviate the need for volunteers to restock & clean throughout the event. Bathrooms closed signage posted by Parks Staff morning of event.
- No Smoking signage posted by volunteers throughout the footprint of the event.
- Any tents or other items which would need to be secured must be done through use of weights (not stakes) and coordinated with our P&R Department liaison.
- Water access can be provided via City hydrant with a meter. Coordination of water access between event organizers and City staff will occur the day before or the morning of the event. Those costs will be borne by the Hastings Rotary Club.

#### Traffic Management Conditions:

- Traffic Management Plan provided by a traffic control vendor, which shows all devices to be used and locations of devices, submitted by Rotary representative for City staff to review.
- The City parking lot and the public spaces in front of the American Legion on Sibley Street, and Levee Park will be reserved for exclusive use of the event organizers beginning at 9:00 a.m. Saturday, September 14<sup>th</sup> through 9:00 a.m. Sunday, September 15<sup>th</sup>.
- The alley behind Hastings Family Service needs to be barricaded at each end preventing foot traffic and those attempting to sit in the alley. The alleyway must have the ability to be accessed by emergency vehicles.
- Permanently assigned security staff to cover the far east perimeter around musicians' busses.
- Permanently assigned security staff to cover the west perimeter by the legion and walking path along the water.
- A designated area for onsite ticket sales so the entry line does not extend into 2<sup>nd</sup> St.

- At the end of the event open all of Ramsey St. between the restroom facility and 2<sup>nd</sup> St.
- Do not open the fence on Tyler St. after the concert to avoid issue with crowd dispersal, stage teardown and bands leaving.

**Financial Impact:**

The Rotary has requested complete waiver of any fees related to reserving Levee Park, the City's parking lot, and Sibley Street north of the alley by the American Legion Club. If that is acceptable to the City Council, City staff recommends that the City of Hastings be listed as a primary sponsor of the event. This would include the City's name and logo on advertisements for the event. This coordination would be done with the City's Communications staff.

Fees are associated with this annual event, which will be charged back to the Hastings Area Rotary Club, in alignment with the City's adopted fee schedule.

**Advisory Commission Discussion:****Council Committee Discussion:****Attachments:**

- Special Event Permit Application
- Letter to City Council & Event Overview
- Map of Event Layout
- Traffic Management Plan
- Security Plan
- Temporary on-sale liquor license Application