



City Council Memorandum

To: Mayor Fasbender & City Council Members

From: Paige Marschall Bigler, Recreation Program Specialist

Date: June 5, 2023

Item: Special Event Designation & Temporary Liquor License – Rivertown Days

Council Action Requested:

Designate 2023 Rivertown Days as a Special Event coordinated by the Hastings Area Chamber of Commerce and Tourism Bureau from July 21 through July 23, 2023 and approve a three day on-sale liquor license as part of the Rivertown Days Community Celebration.

Background Information:

Rivertown Days has been a successful community event for over 40 years and the Hastings Area Chamber of Commerce & Tourism Bureau has made a request to have July 21 – 23 designated as a special event. The 2023 event layout is similar to 2022, without a car show on Sunday. Management Staff have been working with the Rivertown Days Committee and are supportive of the event.

City Staff are supportive with the following conditions:

- Traffic Management Plan submitted by a third-party vendor for City Staff review – detour route and trailblazing implemented including delivery, setup and takedown.
- Traffic control vendor to provide metal fencing, similar to 2022. Fencing will run along Tyler St. from the Mississippi River up to 2nd Street. Additional fencing available to fill areas that are not blocked by a stage or entrance tent. An easily movable barricade near the small stage on Sibley St. to block foot traffic but allow EMT access if necessary. Barricades at alley behind Lock & Dam and one behind Hastings Social Tavern to deter alcohol beyond boundaries.
- Signage at both ends of 2nd St., mid-block 2nd-3rd on Sibley and Ramsey be similar in size/visibility used for last summer's downtown closures. 'Road Closed Ahead' signs at Vermillion/3rd, 4th/Sibley, 4th/Ramsey, and warning on Tyler both north and south of 2nd St. 'No Right Turn' sign on frontage road just prior to 2nd St. and 'No Right Turn' and 'No Left Turn' sign north and south of 2nd St. E. on Tyler Street.
- Event coordinators ensure there are way finding signs on Tyler St. and behind the Legion to identify entrances.
- Advance notification to traveling public required along 2nd St. on approaches to closure area (example: This road closed for event July 21st-23rd)
- Accessible parking spots to be identified and posted by RTD Committee.
- Security member positions in the alley behind Lock and Dam Eatery.
- Police Department requests two golf carts for shuttling police reserves.
- 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.

- 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. Beer tent hours will be 5:00 p.m. – 11:00 p.m. on Friday, and 1:00 p.m. – 11:00 p.m. on Saturday. Last call at 10:30 p.m. on Friday and Saturday.
- Only alcoholic beverages allowed outside the bar/restaurant spaces from Chamber beer tent. List of beverages provided to Police Dept. prior to the event.
- Alcoholic beverages are not permitted to leave Rivertown Days boundaries.
- Proof of insurance for the temporary liquor sales must be received by City staff in advance of the event.
- Tent inspection by the Fire/EMS Department to address proper safety items in advance of the event.
- Stages taken down by event volunteers after event Saturday night to allow space for car show on Sunday.
- Public Works Department staff check electrical outlets at Jaycee Park prior to RTD weekend for craft fair and food vendors.
- Public works department to provide water access for food vendors and the carnival at Levee Park from hydrants. Public Works and RTD staff identify hydrants prior.
- Public Works to mow and mark off the grassy area past the boat launch in Jaycee Park for additional parking.
- Parks Department connect with Mosquito Control District to spray for mosquitos in Jaycee and Levee Park before RTD weekend.
- Parks Department to mow private property adjacent to Levee Park the Monday of Rivertown Days weekend, prior to carnival set up.
- Parks Department will provide delivery and pickup of picnic tables to Jaycee Park and Levee Park.
- Parks Department will lock Levee Park restrooms and post closure signage.
- Parks Department will check garbage/recycling for pickup throughout Jaycee Park, Levee Park and City owned receptacles in downtown area in the morning and afternoon, July 21-23. Event volunteers to empty garages/recycling in the evenings, July 21-22.
- Any additional coordination with City Staff as requested to ensure a successful event.

Financial Impact:

Temporary on-sale liquor license fee of \$75.00. City resources are committed to this event as part of the annual budget and the City is listed as one of the event sponsors.

Advisory Commission Discussion:

N/A

Council Committee Discussion:

N/A

Attachments:

- Special Event Application and letter
- Traffic Management Plan
- Security Overview

- Event layout
- Temporary Liquor license application

**CITY OF HASTINGS
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. 06 - -23**

**RESOLUTION APPROVING THE APPLICATION BY
HASTINGS AREA CHAMBER OF COMMERCE & TOURISM BUREAU
FOR A TEMPORARY ONE-DAY ON-SALE LIQUOR LICENSE**

WHEREAS, Hastings Area Chamber of Commerce and Tourism Bureau, submitted a three-day temporary on-sale liquor license application to serve liquor at the Rivertown Days event from July 21, 2023 through July 23, 2023; and;

WHEREAS, the Minnesota Alcohol Enforcement Division requires a resolution be passed to approve the request; and;

WHEREAS, an application for a temporary on-sale liquor license has been presented; and;

WHEREAS, Hastings Area Chamber of Commerce & Tourism Bureau has paid the City's license fee.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hastings that the temporary on-sale liquor license for Hastings Area Chamber of Commerce & Tourism Bureau is approved.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF HASTINGS, MINNESOTA
THIS 5TH DAY OF JUNE, 2023.**

ATTEST:

Kelly Murtaugh, City Clerk

Mary D. Fasbender, Mayor



SPECIAL EVENT PERMIT APPLICATION

ADHERE TO COVID-19 GUIDELINES. The User represents & confirms that all requirements of the City and State of Minnesota related to COVID-19, including, but not limited to, Governor’s Executive Order & State Agency Guidance, have been included in the User’s COVID-19 Preparedness Plan which will be implemented and enforced while using any Facility in accordance this Agreement. User is responsible for monitoring & updating their COVID-19 Preparedness Plan should the requirements of the City or State of Minnesota be altered, updated, or otherwise changed.

General Event Information			
Event Name: Rivertown Days			
Name of Event Coordinator: Kristy Barse		Home Phone: ()	
		Work Phone: (651)437.6775	
Name of Organization /Business Hosting Event: Hastings Area Chamber of Commerce & Tourism Bureau		Cell Phone: (952) 217.6579	
		E-mail: Kristy@hastingsmn.org	
Mailing Address: 314 Vermillion St., Suite 100 Hastings, MN 55033		Website: www.rivertowndaysmn.com	
On Site Contact Name: Kristy Barse		On Site Contact Cell Phone: (952)217.6579	
Type of Event (mark all that apply): Downtown Event <input checked="" type="checkbox"/> Race/Run/Walk <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Fundraiser <input checked="" type="checkbox"/> Other: <input type="checkbox"/>			
Date(s) Requested:			
Date	Day of Week	Time	Total Hours
July 21st	Friday	5:00 PM am/pm to 11:30 PM am/pm	7.5
July 22nd	Saturday	9 am am/pm to 11:30 pm am/pm	14.5 hours
July 23rd	Sunday	9 am am/pm to 5 pm am/pm	8 hours
Is this event: <input checked="" type="checkbox"/> Open to the public <input type="checkbox"/> Private		Will this be an annual event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Has this event been held in another City? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, when was it held and where? _____			
Will an admission fee be charged? Yes <input type="checkbox"/> No <input type="checkbox"/>		Will donations be accepted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
What will proceeds from the event be used for? Proceeds pay for the event and are used as a fundraiser for the Chamber.			
Anticipated Attendance: Total 12,000 Per Day 5,000			
Will there be a tent(s) at the event? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how many and how big? 10x10s	

Event Location Information
Location of the event (including the starting line, finish line and staging/disbanding areas):
See attached
List of any City parks/facilities to be used for the event:
See attached
Number of vehicles expected at the event:
Describe where participants will park: Public parking lots and public streets.

Event Signage and Sound Information

Please include a route map detailing where all DIRECTIONAL signage will be placed for the event.

Please include a map detailing where all signs ADVERTISING the event will be placed.

Will any sound amplification equipment be used at the event? Yes No

If yes, please describe where in the event area the equipment will be used and what time the equipment will be used:

Insurance Information

Insurance coverage shall be maintained for the duration of the event with a minimum \$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. Proof of insurance coverage must be provided at least 5 days prior to the event.

I have read and agree to all ordinances and rules associated with this special event permit. I certify that the answers are true and correct to the best of my knowledge.

Kristine B...
Signature

5/17/2023
Date

Please return completed form to Paige Marschall-Bigler at pmarschall@hastingsmn.gov or mail in to Parks Department 920 10th St W, Hastings MN 55033. Call 651-480-6182 with any questions.

OFFICE USE ONLY

Date application submitted: _____

Date application approved by CC: _____

Required resources:

- Police Reservists: _____
- Equipment: _____
- City staff: _____

Insurance information received: _____

Licenses/permits obtained: _____

Special Event Application: Rivertown Days 2023

Attachment

General Event Information:

- Set up times & notes:
 - We are asking that 2nd Street close to through traffic from Eddy Street to Tyler Street at **5 a.m. Friday, July 21st, 2023** for event set up. This would include Sibley from the Levee Park parking lot to the ally north of 4th Street and Ramsey from the Levee Park parking lot to the back of the Post Office. Levee Park parking lot would also close to traffic.
 - Barricades and detour signs will be placed by Warning Lites at 5 a.m. (Traffic management plan enclosed)
 - Stages will begin set up by 7 a.m.
 - Fencing will begin set up by 8 a.m.
 - Food trucks arrive by 10 a.m. – scheduled electrical checks by 12 p.m.
 - Stipes Carnival will start setting rides in the privately owned land north of Hastings Family Service on Monday July 17th. Approval from Bob Abdo, private land owner has been obtained. (email attached) We are asking for the use of the city owned land north of Art Space Apartments for Carnival parking from Monday, July 17th – Sunday, July 23rd
 - A permit for the closure of Jaycee Park boat launch has been approved for Saturday, July 22nd & Sunday, July 23rd Signs will be posted at the entrance of Lock & Dam road the starting weekend of July 4th
 - Volunteers will begin marking booths for arts & crafts vendors on Thursday, July 20th. (Park will remain open to the public)
 - Food vendors will need to be set up for electrical inspection in Jaycee Park by 1 p.m. on Friday, July 21st.
 - Arts and crafts vendors will start setting up in Jaycee Park Friday, July 21st from 5 p.m. – 9 p.m.
- Event Times:
 - 2nd Street retailers would like to do a sidewalk sale while the event is being set up from 9 a.m. – 5 p.m..
 - Music, carnival & food trucks on 2nd street & Levee Park
 - Friday, July 21st 5:00 – 11:00 p.m. (Ticket required)
 - Saturday, July 22nd 9:00 a.m. – 11:00 p.m. (Ticket required starting at 1 p.m.)
 - Sunday, July 23rd 9 a.m. – 4 p.m. (Ticket NOT required)

- Community Church Service at the Pavilion at 10 a.m.
 - Carnival & food trucks from 11 a.m. – 4 p.m.
 - Hastings Signs competition at the Pavilion at 2:00 p.m.
 - Classic car show on 2nd Street – 11 a.m. – 4 p.m.
- Arts & Crafts Show in Jaycee Park (Ticket NOT required)
 - Saturday, July 22nd 9 a.m. – 5 p.m.
 - Sunday, July 23rd 9 a.m. – 4 p.m.
- Tear down:
 - Stages will be torn down Saturday night. Street barricades will replace the two stages on 2nd Street to keep the street closed and allow for the classic car show on Sunday.
 - The remaining event areas (arts & crafts, carnival, food trucks) will be cleared out Sunday starting at 4:30 p.m.
- Admission:
 - Tickets are required for activities within the fenced in area on enclosed map (2nd street & Levee Park) for the following dates and times:
 - Friday, July 21st, 2023 - 5:00 p.m. – 11:00 p.m.
 - Saturday, July 22nd, 2023 – 1:00 p.m. – 11:00 p.m.
 - Price:
 - Presale - \$15
 - Gate - \$20
 - Kids 12 & under are free to attend
 - Additional Admission Notes:
 - There will be free family activities along with a sidewalk sale on 2nd St and in Levee Park from 9 a.m. – 1 p.m. Tickets will not be required at this time.
 - Activities on Sunday, including a classic car show, community church service, access to the carnival and a singing competition are free to attend. No tickets required.
 - The arts & crafts fair in Jaycee Park is free to attend. Saturday, July 21st from 9 a.m. – 5 p.m. and Sunday, July 22nd from 9 a.m. – 4 p.m.
 - Events around town may charge their own admission. Event organizers are asked to submit these details to the Chamber of Commerce so they can be posted on the Rivertown Days website. They are also asked to obtain necessary permits from the city.
- Tents:
 - All arts & crafts vendors will have a 10x10 tent that is required to be secured. This list will be submitted to the city clerk in early June. We anticipate 10 vendors in Jaycee Park and 30 on 2nd Street for the side walk sale.
 - There will be a 3 beer tents, each 10x10.
 - There will be 10x10 tents at the entrances under the Hwy 61 bridge and at 2nd Street & Ramsey Street.
 - Four food vendors will have 10x10 tents.

- Traffic Management:
 - Please see enclosed traffic management plan created by Warning Lites. Staff of Warning Lites will deliver and pick up all detour, road closure signs & barricades.

- Trash & Recycling:
 - See enclosed trash plan.

- Security:
 - The chamber has hired P.T Ilc dba Beefcake Squad for security on Friday – Saturday night. See enclosed security overview.
 - Additional signage will be provided indicating where entrance and exits are per feedback from the Hastings Police Reserves.
 - An area of weakness for security is the carnival area. The Chamber asks that police reserves give special attention to patrolling this area. Guests must be pointed to an entrance to ensure they are IDed.

- Rivertown Days Sanctioned Events around town will need to submit for their own permits. A list of sanctioned event applications will be provided to the city prior to the event.

- Permit fees:
 - Arts & Crafts vendors are charged a \$15 city permit fee.
 - Concession stands that have not already paid for a yearlong permit are charged a \$25 city permit fee.



Hastings Area Chamber of Commerce:
Rivertown Days 2022
 Friday, July 15-Sunday, July 17

- WL to deliver advance warning signage one week prior
- Deliver remainder in place by Friday
- WL to set up 5AM Friday 7/15
- Customer to take down Sunday 7/17
- WL to pick up Monday

- Equipment List**
- 2- Road Closed for Event Date / Time
 - 20- Type III Barricades
 - 5- Road Closed
 - 6- Road Closed to Thru Traffic
 - 1- Detour Right Enclosed
 - 1- Detour Left Enclosed
 - 2- Large Double Arrow
 - 2- Type II Trail Closed Barricades
 - 2- Road Closed Ahead
 - 2- Detour Ahead
 - 6- Detour Up / strut
 - 2- Detour Left / strut
 - 2- Detour Right / strut
 - 4- Ped/Bike Detour Up / strut
 - 3- Ped/Bike Detour Right / strut
 - 3- Ped/Bike Detour Left / strut
 - 2- Stop Signs / strut
 - 7- Parade Boards
 - 215- Pedestrian Barricades*
- *seperate billing statement*

**THIS ROAD
 CLOSED
 FOR EVENT
 7/15 5AM-
 7/17 5PM**



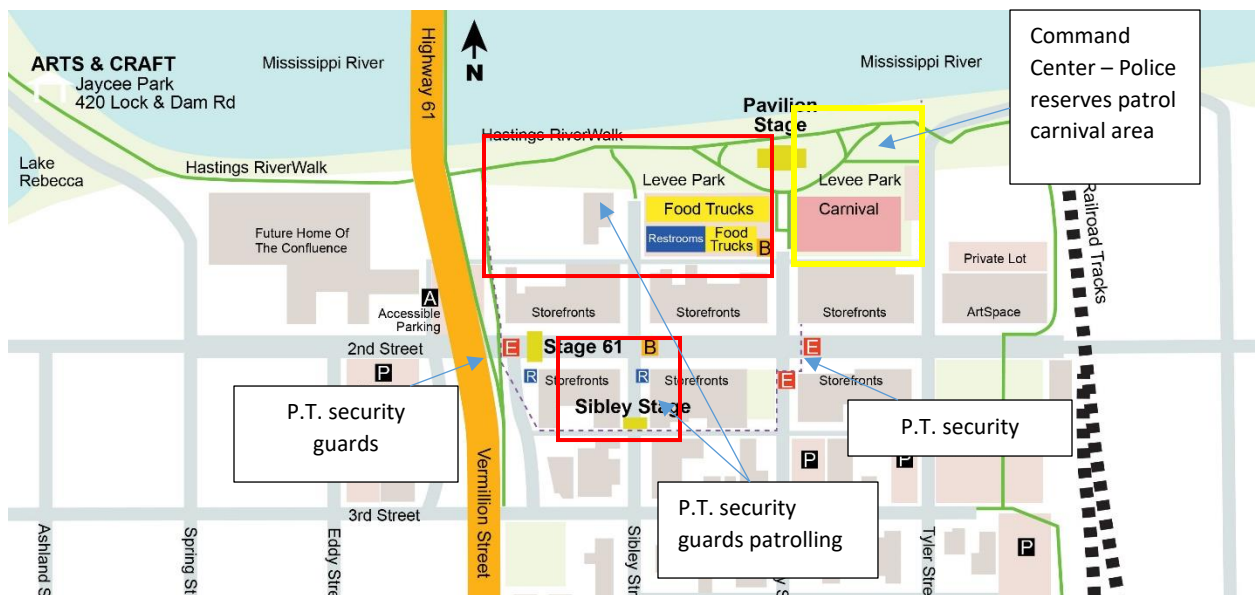
RTD 2023 Security Overview

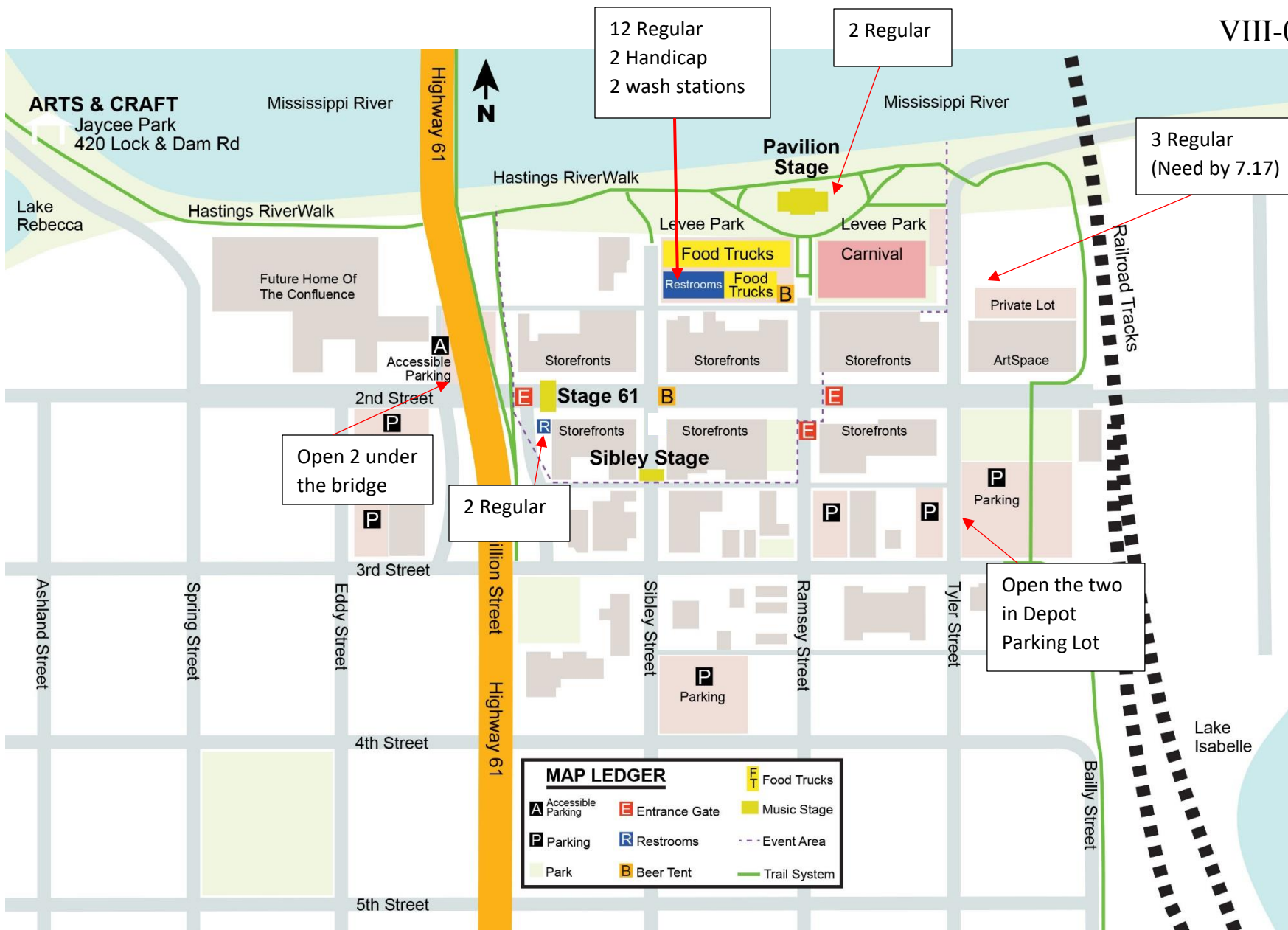
Friday, July 21st

- 8 security guards: 4:30 p.m. – 12:00 a.m.
 - 1 at Stage 61 entrance
 - 1 at Stage 61 for band entrance
 - 1 at Ramsey & 2nd
 - 2 roaming
 - Focus on beer tents
 - 2 at the alley behind Lock & Dam and Graphic Design (1 on each end of the alley)
 - 1 behind the Sibley Stage
- 1 security guard overnight: 12 a.m. – 8 a.m.

Saturday, July 22nd

- 8 security guards 12:30 p.m. – 5 p.m.
 - 1 at Stage 61 Entrance
 - 1 at Stage 61 for band entrance
 - 1 at Ramsey & 2nd St
 - 1 behind the Sibley stage
 - 2 at the alley behind Lock & Dam and Graphic Design (1 on each end of the alley)
 - 2 roaming
 - Focus on beer tents
- 9 security guards 5 p.m. – 12 a.m.
 - 2 at Stage 61 Entrance
 - 2 at Ramsey & 2nd St
 - 1 behind the Sibley stage
 - 2 roaming
 - 2 at the alley behind Lock & Dam and Graphic Design (1 on each end of the alley)
- 1 security guard from 12 a.m. – 8 a.m.





12 Regular
2 Handicap
2 wash stations

2 Regular

3 Regular
(Need by 7.17)

Open 2 under
the bridge

2 Regular

Open the two
in Depot
Parking Lot

MAP LEDGER		
A Accessible Parking	E Entrance Gate	F Food Trucks
P Parking	R Restrooms	M Music Stage
Y Park	B Beer Tent	--- Event Area
		--- Trail System

Notes emailed to Danny –

Jaycee Park: 5 regular, 2 Handicapped & 2 sinks

- Needed by noon on 7.21
- These are placed near the walking path closer to the boat launch parking lot.
- Cleaning- Sunday July 23rd before 8 a.m.

Levee Park Parking Lot: 12 regular, 2 handicapped & 2 sinks

- Needed by 10 a.m. on 7.21 – the street closed at 5 a.m. 7.21, you can arrive anytime after that.
- These in the south west corner of Levee Park parking lot, same as last year. (see attached map)
- Cleaning - Saturday 7.22 before 8 a.m. and at 1 p.m. Sunday, 7.23 before 8 a.m.
- Please check sinks midday on Saturday

Hastings Riverwalk Path, near the Pavilion: 2 regular

- Cleaning Saturday 7.22 before 9 a.m. & Sunday 7.23 before 9 a.m.

Vermillion Frontage road – 2 regular

- Needed on 7.21 – the street closed at 5 a.m. 7.21, you can arrive anytime after that.
- Cleaning - Saturday 7.22 before 8 a.m. & Sunday, 7.23 before 8 a.m.

The dirt lot behind Art Space – 3 regular

- Needed by Monday, 7.17

Can we open all the restrooms that are left downtown for car shows as well?