



Agenda
Lake City Street, Parks and Public Safety
Commission
March 19, 2024
4:30 PM
601 N 10th Street / Training Room

-
1. Call to Order/Introductions/Disclose conflicts
 2. Review and adopt/amend agenda
 3. Public Forum
 4. Informational Reports
 - a. February 20 2024 Draft Minutes
 - b. Memorials list and proposed available memorial locations
 5. New Business
 - a. May 18 2024 5 K Fun Walk/Run with Dogs on Leashes
 - b. May 9-11 Governor Fishing Opener
 - c. June 1st 2024 Tour De Pepin
 - d. Lake City Area Arts Encroachment Permit
 6. Adjourn



REQUEST FOR

Street, Parks and Public Safety Commission, March 19, 2024

Agenda Item Description: February 20 2024 Draft Minutes

Meeting: Street, Parks and Public Safety Commission, 3/19/2024

Originating Department: Street/Park/Public Safety

Action Requested:

February 20 2024 Draft Minutes

Motion:

2nd:

Reviewed By: Administration

Preparer: John Yorde

ATTACHMENTS:

Description

- ▣ **February 20 2024 Draft Minutes**



Minutes
Lake City Street, Parks and Public Safety
Commission
February 20, 2024
4:30 PM
601 N 10th Street / Training Room

1. Call to Order/Introductions/Disclose conflicts

Chair Streed called the meeting to order at 4:30 p.m. with a quorum present.

Members present: Kurt Streed, Margie Harkins, Terrance Wingert, Robbie Smith

Others present: Roy Fenstermacher and Chandi Katoch with DLC, Assistant Public Works Director Travis Dunn, Public Works Director Scott Jensen

2. Review and adopt/amend agenda

Approved as presented

3. Public Forum

Chandi Katoch and Roy Fenstermacher talked to the commission about locating a disc golf course in Lake City. Location on city property has been considered such as Cemstone or Hok Si La Park. If a city location was identified, what would the process be to move forward? 10 acres is a guideline for such a location. The commission felt that Hok Si La Park would not be a good option due to potential conflicts with park users. Cemstone was discussed but is a high priority on the Council work plan for continued development. No locations were immediately identified.

4. Informational Reports

a. January 16, 2024 Minutes

Motion Smith, second Wingert to approve the January minutes. All ayes, motion carried.

b. Bonding Projects Update

Dunn explained the necessary surveys that need to be completed including cultural, natural and historical. Both Hok Si La Park and Ohuta Park projects will have to follow through with these, which increases design costs to both.

5. New Business

a. Emerald Lake Drive - Dead End Signage

The commission discussed whether there is a defined need for such signage. They asked if traffic counts are something the city does. Staff stated that this is something seldom, if ever, needed on city streets. Without any quantitative data to guide a decision, the commission did not see a reason to add the signage.

Motion Harkins, second Wingert to deny addition of the sign. All ayes, motion carried.

6. Unfinished Business

Smith stated he (the commission) would appreciate a heads-up when a lot of people are going to show up to a meeting (if staff knows), and in this case it was not known regarding the group that spoke at the public forum in January toward no smoking, etc. in public spaces. Staff stated that they have and would continue to let the commission know if possible.

7. Adjourn

Motion Harkins, second Streed to adjourn at 5:08 p.m. All ayes, motion carried.

Kurt Streed, Chair

Minutes submitted by Public Works Director Scott Jensen



REQUEST FOR

Street, Parks and Public Safety Commission, March 19, 2024

Agenda Item Description: Memorials list and proposed available memorial locations

Meeting: Street, Parks and Public Safety Commission, 3/19/2024

Originating Department: Street/Park/Public Safety

Action Requested:

Informational

Background:

Staff is seeking to define the areas that are currently at capacity for memorial benches and picnic tables, as well as provide a list of options for members of the public that are seeking to place memorials on public property. This issue was previously discussed at the City Council level at the September 2023 regular meeting, where staff requested a cessation of accepting memorial donations. This current proposal would limit donations in areas that are currently at capacity, but provide a clear list of options available to those who are seeking to make a memorial donation.

Reviewed By: City Administrator, Public Works

Preparer: Rob Keehn, City Administrator

ATTACHMENTS:

Description

- ❑ **Existing Memorial Benches and Picnic Tables 2024**
- ❑ **Proposed Memorial Locations 2024**

Memorials

Location	In Memory of	Bench/Table
Roschen Park (By Boat Launch)	Don Parrish	Bench
Roschen Park(N side of boat landing)	Hollace & Lucille Abraham	Bench
Riverwalk(across from Dakota St.)	Jack & Ruth Thorson	Bench
Pier Turnaround (Southend)	The Harold (Schmidty) & Katie Schmidt & Family	Bench
Pier Turnaround	John"Mac" Mc Donald	Bench
Pier Turnaround (Northend)	Richard (Dick) Dahman,Bill & Marian Dahman	Bench
McCahil Play Park (Southend)	Sandra Fritz McConnell	Bench
McCahil Play Park	Gary Blum(The Goose Poop Guy)	Bench
McCahil Play Park	Roy & Marie Heise & Son Charles	Bench
McCahil Play Park	Lisa M. Heitman 1965-2015	Picnic Table
McCahil Play Park	Haven 1933-1999 & Chuck Miller 1957-2011	Bench
McCahil Play Park	Phil Juhl 1926-2012, Jackie Juhl 1927-2016	Picnic Table
McCahil Play Park	Fred Kenitz	Picnic Table
McCahil Play Park	Linda Alhers 2018 & Larry Watson 2019	Picnic Table
Ohuta Park (Southend)	Yvonne (Bonnie) Hill Feb 29,2008	Picnic Table
Ohuta Park (Southend by riverwalk)	Lawson K. Bowen-Meredith 2011	Bench
Ohuta Park (top of wall)	Dorene D. Donnay 1942-2008	Bench
Ohuta Park (Middle by river walk)	Marie and Bob Burfeind 2007	Bench
Ohuta Park (by riverwalk above the wave)	Dal & Rose Eggenberger 2005	Bench
Ohuta (Northend)	Shawn Schneider 2017	Statue
Ohuta (Northend)	Shelly,Mille,& Dr Brad Peterson 2018	Picnic Table
Ohuta Park (Northend)	Kenneth (Ken) Willers 1937-2018	Picnic Table
Ohuta Park(Northend)	Gene Glander 1914-2016	Bench
Riverwalk (Park & Franklin)	Kay Fleming (From the Boemer family and friends)	Picnic Table
Riverwalk (Park & Washington)	Verner Wise 1907-1989,Myrtle Wise 1913-2005	Bench
Mother Star Park (Southend)	James L. Seiwert,Sr 1939-2008	Bench
Mother Star Park	Thomas 9/14/1954-11/17/2010	Picnic Table
Mother Star Park (Northend)	Capt Cole Black Nov 1932- Nov 2007	Bench
Mother Star	In Memory of Veterans	2 Monuments & Star
Air Plane Rock (Riverwalk & Clay St)	Harold & Elaine Walton	Bench
Air Plane Rock (Riverwalk & Clay St)	Frank & Pat Coyle	Picnic Table
Air Plane Rock (Riverwalk & Clay St)	Karol Jo Richter 1956-1977	Bench
Riverwalk (Across from Grant St)	Marge Heppner	Bench
Riverwalk (Across Lincoln St)	Clint Moe 1932-2013	Bench
Patton Park (Across from post office)	Reynolds family	Bench
Patton Park (Across from City Hall)	John " Jack " Gabor 1943-2011	Bench
Patton Park (By Gazebo)	Jean McDonald	Bench
Patton Park (Oak & Lyon)	Pat Johnson	Bench
Patton Park	George Patton & Eliza Kellogg	Monument
Patton Park	William R. Murray	Concrete Bench
Patton Park (By pond)	Bernice & Werner Plote	Bench
N 10th St trail behind Hearth & Home	Walter & Lois Buck	Bench
Trail between N 10th & Hidden Meadow	Gerald"Jerry" Link March11,1948-Jan 5,2015	Bench
Trail between N 10th & Hidden Meadow	Marve Patton -/3/46-2/22/19	Bench
63 & 61 corner	Meryln Brunkow	Bench
61 S. & Center	Hans Peters	Bench
Peters Park	Tony Hebert	Flag Pole
Hok-Si-La	John "Jack" & Wyvona Schmauss	Bench
Hok-Si-La	Jon Koellner	Bench
Hok-Si-La	Deanna S. Earl	Bench
Hok-Si-La	Sherry Mills	Bench
Hok-Si-La	Bill Anderson	Bench
Hok-Si-La	Rachel E. Stori	Bench
Hok-Si-La	Victor Hoeft	Bench
Hok-Si-La	Henning & Ruth Swanson	Bench
Hok-Si-La	Donald R. Halpaus, Sr.	Bench
Hok-Si-La	Mark Joseph Haefner	Picnic Table

Purposed Locations	Bench/ Table	Qty
Lower Shelter at Roschen Park	Tables	4
Pier Turnaround	Tables	2
Underwood Shelter	Tables	3
New Dog Park	Tables	2
New Dog Park	Benches	2
Patton Park	Tables	4
Downtown District	Benches	?

3/6/2024



REQUEST FOR
Street, Parks and Public Safety Commission, March 19, 2024

Agenda Item Description: May 18 2024 5 K Fun Walk/Run with Dogs on Leashes

Meeting: Street, Parks and Public Safety Commission, 3/19/2024

Originating Department: Street/Park/Public Safety

Action Requested:

May 18 2024 5 K Fun Walk/Run with Dogs on Leashes.

Motion: _____

2nd: _____

Background:

See Application

Reviewed By: John Yorde

Preparer: John Yorde

ATTACHMENTS:

Description

- ▣ **May 18 2024 5 K Fun Walk/Run with Dogs on Leashes**
- ▣ **5K9 Directions**



Special Event Permit Application

601 N 10th Street, Lake City MN. 55041 (651) 345-3344 Fax (651) 345-3345
Admin Email / LCPD@ci.lake-city.mn.us

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Hiawatha Animal Humane Society
APPLICANT NAME (CONTACT): Teri Bissonnette
ADDRESS: 1170 Valley View Road, Lake City, MN 55041
DAYTIME PH: (651) 345-4401 CELL 24 HOUR CONTACT (651) 448-0977
EMAIL: terib@anytimefitness.com

(Any change in the above information, please notify Public Safety immediately)

SPECIAL EVENT INFORMATION

Type of Event:

- | | | | | |
|------------------------------------------------|-----------------------------------------|----------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> CONCERT/SHOW | <input type="checkbox"/> STREET DANCE | <input type="checkbox"/> BIKE A THON | <input type="checkbox"/> PARADE | <input type="checkbox"/> ATHLETIC |
| <input type="checkbox"/> PARTY | <input type="checkbox"/> FESTIVAL | <input type="checkbox"/> FAIR/CARNIVAL | <input type="checkbox"/> RALLY | <input type="checkbox"/> RACE |
| <input checked="" type="checkbox"/> RUN/WALK | <input type="checkbox"/> ATHLETIC EVENT | <input type="checkbox"/> STREET DANCE | <input type="checkbox"/> MOTORCADE | |
| <input type="checkbox"/> OTHER (Specify) _____ | | | | |

PROVIDE DETAILED ACTIVITIES TO TAKE PLACE AT THE EVENT: A 5K fun walk/run with dogs on leashes. Event will go from Ohuta park going on Riverwalk north and turn around at the start of the bridge

EVENT DATE(S): 5/18/24

PROPOSED LOCATION: Ohuta Park

NUMBER OF EVENT STAFF: 12 IS FOOD OR ALCOHOL BEING SERVED? No

SET UP TIME: 8:00 AM/PM TO 8:30 AM/PM TAKE DOWN: 11:00 AM/PM TO 11:30 AM/PM

ESTIMATED ATTENDANCE: 40 HOURS OF EVENT: 9:00 AM/PM TO 11:00 AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ 35.00

Continue to next page

☐ Yes ☒ No Do you have any Electrical Needs? (Lake City Electric Crew needs to be notified by applicant) _____

☐ Yes ☒ No Do you have any Water Service Needs? (Lake City Water Dept. Needs to be notified by applicant) _____

Please attach the following:

☒ Map of the proposed area to be used which shows any barricades, street route plans or Perimeter/security fencing.

N/A ☐ Attach list of city resources being requested for the event, (Barricades, Traffic Cones, Signage, Picnic Tables?) Include a map with placement requested.

N/A ☐ Map of vendor layout including food vendors.

N/A ☐ Street Closure Consent / Objection Form (To be submitted for each Residential/Commercial access Blocked)
Commercial Areas. A consent/non-consent form must be received from all businesses that are affected by the street closure as part of the application packet. This is the responsibility of the event sponsor. Forms are included in the application packet.

Residential Areas. A 7-day advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.

In addition, all events with street closures must include an emergency plan detailing access for emergency vehicles.

N/A ☐ Any Public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities. (Map of Locations)

N/A ☐ Any fire prevention and emergency medical service plans.

☒ Security plans and contact information.

☐ Attach a copy of Liability Insurance per City Ordinance *will provide at meeting Before Event*

☒ Completed copy of City Emergency Operations Plan.

☒ Indemnification Agreement. *Sent to City Hall for Signatures*

☐ Cleanup Deposit. (To be determined by Public Safety Board) _____

☒ Permit Fee: \$50.00 *PL 1-29-24*

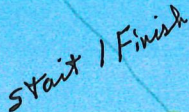
Teri Bissonnette

Applicant's Signature

(Application must be submitted no later than 45 days Prior to Event)

1/24/24

Date



Directions

1. Race begins at Ohuta Beach at the intersection of East Chestnut and Park Streets.
2. Race will be on the River Walk following Park Street and North Lakeshore Drive/Hwy 61.
3. Turn around prior to crossing the bridge over Gilbert Creek, just past Kelly's Lakehouse.
4. Return on River Walk following North Lakeshore Drive/Hwy 61 and Park Street.
5. Race ends at Ohuta Beach at the intersection of East Chestnut and Park Streets.



REQUEST FOR

Street, Parks and Public Safety Commission, March 19, 2024

Agenda Item Description: May 9-11 Governor Fishing Opener

Meeting: Street, Parks and Public Safety Commission, 3/19/2024

Originating Department: Street/Park/Public Safety

Action Requested:

May 9-11 Governor Fishing Opener

Motion:

2nd:

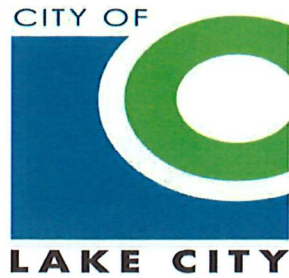
Reviewed By: John Yorde

Preparer: John Yorde

ATTACHMENTS:

Description

- ▣ **May 9-11 Governor Fishing Opener**



Special Event Permit Application

601 N 10th Street, Lake City MN. 55041 (651) 345-3344 Fax (651) 345-3345
Admin Email / LCPD@ci.lake-city.mn.us

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Lake City Chamber of Commerce
APPLICANT NAME (CONTACT): Elizabeth Greenawalt
ADDRESS: 100 East Lyon Ave
DAYTIME PH: (651) 345-4123 CELL 24 HOUR CONTACT (651) 380-9054
EMAIL: director@lakecity.org

(Any change in the above information, please notify Public Safety immediately)

SPECIAL EVENT INFORMATION

Type of Event:

- ☐ CONCERT/SHOW ☐ STREET DANCE ☐ BIKE A THON ☐ PARADE ☐ ATHLETIC
☐ PARTY ☐ FESTIVAL ☐ FAIR/CARNIVAL ☐ RALLY ☐ RACE
☐ RUN/WALK ☐ ATHLETIC EVENT ☐ STREET DANCE ☐ MOTORCADE

☒ OTHER (Specify) Governors Fishing Opener, various events

PROVIDE DETAILED ACTIVITIES TO TAKE PLACE AT THE EVENT: Please see attached document titled "Detailed Activities"

EVENT DATE(S): May 9-11, 2024

PROPOSED LOCATION: Lake City Marina, Ohuta Park

NUMBER OF EVENT STAFF: 3 IS FOOD OR ALCOHOL BEING SERVED? Yes

SET UP TIME: 5/9/24 8:00 AM/PM TO 5:00 AM/PM TAKE DOWN: 5/13/24 9:00 AM/PM TO 1:00 AM/PM

ESTIMATED ATTENDANCE: 1000 (community event) HOURS OF EVENT: 8:00 AM/PM TO 2:00 AM/PM 5/10/24

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ None

Continue to next page

☒ Yes ☐ No Do you have any Electrical Needs? (Lake City Electric Crew needs to be notified by applicant) _____

☒ Yes ☐ No Do you have any Water Service Needs? (Lake City Water Dept. Needs to be notified by applicant) _____

Please attach the following:

☒ Map of the proposed area to be used which shows any barricades, street route plans or Perimeter/security fencing.

☒ Attach list of city resources being requested for the event, (Barricades, Traffic Cones, Signage, Picnic Tables?) Include a map with placement requested.

☒ Map of vendor layout including food vendors.

☐ Street Closure Consent / Objection Form (To be submitted for each Residential/Commercial access Blocked)
Commercial Areas. A consent/non-consent form must be received from all businesses that are affected by the street closure as part of the application packet. This is the responsibility of the event sponsor. Forms are included in the application packet.

Residential Areas. A 7-day advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.

In addition, all events with street closures must include an emergency plan detailing access for emergency vehicles.

☒ Any Public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities. (Map of Locations) *Patrons will have access to both house*

☒ Any fire prevention and emergency medical service plans. *Two access points to Ohota Park & Marina lot will not be blocked off*

☒ Security plans and contact information. *No overnight security requested.*

☒ Attach a copy of Liability Insurance per City Ordinance

☒ Completed copy of City Emergency Operations Plan.

☒ Indemnification Agreement.

☐ Cleanup Deposit. (To be determined by Public Safety Board) _____

☒ Permit Fee: \$50.00

Elizabeth Auerwald
Applicant's Signature

2/8/24
Date

(Application must be submitted no later than 45 days Prior to Event)

Kids Educational Day (May 10th from 9am-2pm)

*Partnering with DNR, ISD813, and St. Johns to bring 5th graders to Ohuta Park for the day for educational purposes. Kids will be bussed down from the elementary school and participate in several different educational stations. They will have a sack lunch and at 2pm they will return to school. Not open to the public.

Community Celebration (May 10th from 4pm-8pm)

*This event is open to the public. We will have a 40x60 tent in Ohuta Park, live music, beverage sales, and food trucks. We don't know the estimated attendance, but we expect up to 1,000. This is to celebrate the Governor's Fishing Opener being held in Lake City.

Launch Ceremony (May 11th from 8am-8:30am)

*Details of the event are listed on a separate document. The is not open to the public, but we will have a short ceremony to kick off the Fishing Opener at the Lake City Marina.

No Parking Information:

On Marion from East Washington (wrap around) to Lyon on Franklin (May 10th & 11th)

Road Closure Request:

Chestnut from Franklin to Park, Park from Chestnut to Walnut (May 10th)

Launch Ceremony
May 11, 2021 8:00-8:30 AM
Ohuta Park by Ralph Samuelson Statue on Shores of Lake Pepin
Bruce Carlstrom - Master of Ceremonies

8:00 AM

Bruce introduces Tribal Elder (PIIC) for Invocation??
Bruce Introduces Color Guard - Faye Brown to organize
Bruce introduces National Anthem sung by Noella Hinck
Bruce... "Please join me in the Pledge of Allegiance" ??

8:10 AM Welcomes

Welcome to Lake City Mayor Mark Nichols
Welcome from Mayor Mark Nichols who also introduces "Samuelson" and "WW2" vet
Welcome to xxxx
etc TBC who else we want to welcome to say a few words

8:20 AM Introductions

Bruce introduces Governor's Fishing Boat Hosts
Bruce or Lt Gov introduces Gov Tim Waltz; Says a few words/presents Appreciation plaque to xxx
etc TBC other introductions
Safety talk-DNR

8:30 AM

Bruce - *Let's fish!*
Closing Song by Tribe??

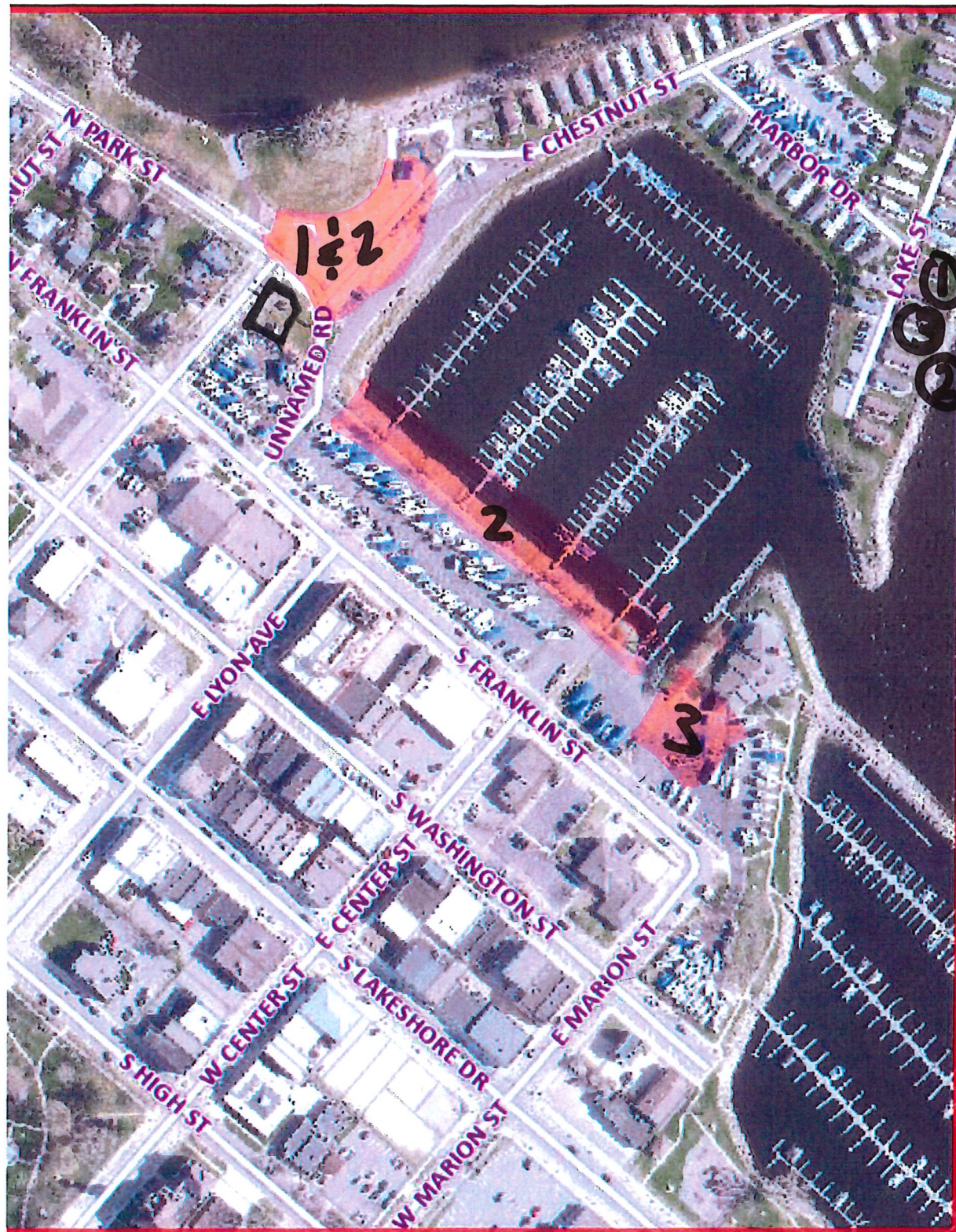
Equipment

Stage - *Use one set up at Ohuta Park for prior days activities*
Sound System – *Chamber*
Tent for beach if rain – *Available*
Reserved Parking Signs – ?
Sponsorship banners - *DLC*
Fishing derby cup at launch?
Microphone holder for multiple microphones - *Chamber*
Internet in and around the park - *Chamber*

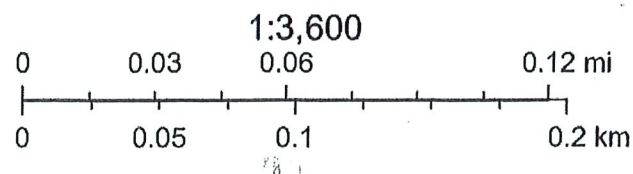
Set Up/Take Down

7:00 AM

Set up stage, sound equipment and tent if needed - *Chamber/DLC*
Rehearsal with Color Guard and Noella Hinck



- ① Community Celebration
- ② Launch Ceremony
- ③ Kids Educational Day



Kids Day & Community Event





REQUEST FOR

Street, Parks and Public Safety Commission, March 19, 2024

Agenda Item Description: June 1st 2024 Tour De Pepin

Meeting: Street, Parks and Public Safety Commission, 3/19/2024

Originating Department: Street/Park/Public Safety

Action Requested:

June 1st 2024 Tour De Pepin

Motion:

2nd:

Reviewed By: John Yorde

Preparer: John Yorde

ATTACHMENTS:

Description

- ▣ **June 1st 2024 Tour De Pepin Application**
- ▣ **County Application**
- ▣ **June 1st 2024 Tour De Pepin EAP**



Special Event Permit Application

601 N 10th Street, Lake City MN. 55041 (651) 345-3344 Fax (651) 345-3345
Admin Email / LCPD@ci.lake-city.mn.us

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

NAME OF ORGANIZATION: Lake City Chamber of Commerce
APPLICANT NAME (CONTACT): Elizabeth Greenawalt
ADDRESS: 100 E. Lyon Ave, Lake City
DAYTIME PH: (651) 345-4123 CELL 24 HOUR CONTACT (651) 380-9054
EMAIL: director@lakecity.org

(Any change in the above information, please notify Public Safety immediately)

SPECIAL EVENT INFORMATION

Type of Event:

- ☐ CONCERT/SHOW ☐ STREET DANCE ☒ BIKE A THON ☐ PARADE ☐ ATHLETIC
☐ PARTY ☐ FESTIVAL ☐ FAIR/CARNIVAL ☐ RALLY ☐ RACE
☐ RUN/WALK ☒ ATHLETIC EVENT ☐ STREET DANCE ☐ MOTORCADE
☐ OTHER (Specify) _____

PROVIDE DETAILED ACTIVITIES TO TAKE PLACE AT THE EVENT: 17th Annual Tour de Pepin-
Tour around Lake Pepin Starting and ending at Ohota Park in Lake City.

EVENT DATE(S): June 1, 2024 (Registration - May 31 @ Ohota)

PROPOSED LOCATION: Ohota Park

NUMBER OF EVENT STAFF: 3pd, 40 volunteers IS FOOD OR ALCOHOL BEING SERVED? Yes

SET UP TIME: 5/31/24 12 AM/PM TO 6 AM/PM TAKE DOWN: 6/1/24 5 AM/PM TO 7 AM/PM

ESTIMATED ATTENDANCE: 900 HOURS OF EVENT: 6 AM/PM TO 6 AM/PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ Riders pay a fee

The Tour de Pepin is a fundraiser for the LC Chamber
and the Lake Pepin Legacy Alliance

Continue to next page

☒ Yes ☐ No Do you have any Electrical Needs? (Lake City Electric Crew needs to be notified by applicant) _____

☒ Yes ☐ No Do you have any Water Service Needs? (Lake City Water Dept. Needs to be notified by applicant) _____

Please attach the following:

☒ Map of the proposed area to be used which shows any barricades, street route plans or Perimeter/security fencing.

☒ Attach list of city resources being requested for the event, (Barricades, Traffic Cones, Signage, Picnic Tables?) Include a map with placement requested.

☒ Map of vendor layout including food vendors.

☐ Street Closure Consent / Objection Form (To be submitted for each Residential/Commercial access Blocked)
Commercial Areas. A consent/non-consent form must be received from all businesses that are affected by the street closure as part of the application packet. This is the responsibility of the event sponsor. Forms are included in the application packet.

Residential Areas. A 7-day advance notice to the residents that will be impacted by the event is required so they can plan around the inconvenience. This is the responsibility of the event sponsor. If this activity is not done the event will be cancelled.

In addition, all events with street closures must include an emergency plan detailing access for emergency vehicles.

☒ Any Public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities. (Map of Locations)

☒ Any fire prevention and emergency medical service plans. *EMT & bike support*

☒ Security plans and contact information. *Elizabeth Greenawalt 651-380-9054*

☒ Attach a copy of Liability Insurance per City Ordinance

☒ Completed copy of City Emergency Operations Plan.

☒ Indemnification Agreement.

☐ Cleanup Deposit. (To be determined by Public Safety Board) _____

☒ Permit Fee: \$50.00

Elizabeth Greenawalt

Applicant's Signature

2/22/24

Date

(Application must be submitted no later than 45 days Prior to Event)

RIDEWITHGPS MAPS

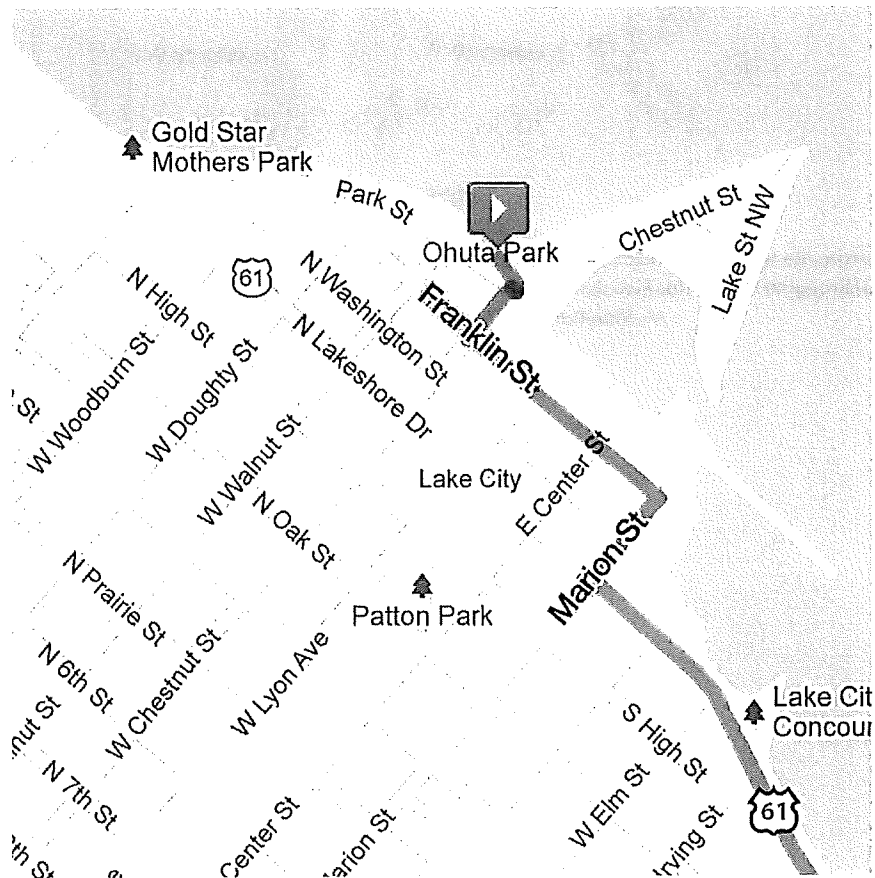
32 MILE ROUTE

40 MILE ROUTE

50 MILE ROUTE

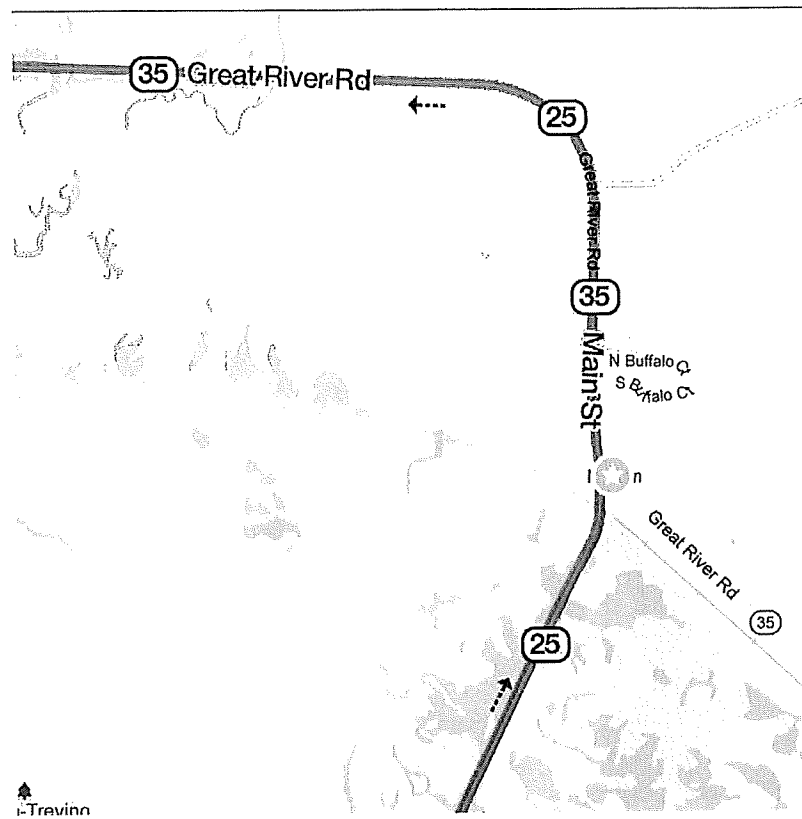
72 MILE ROUTE

CENTURY RIDE



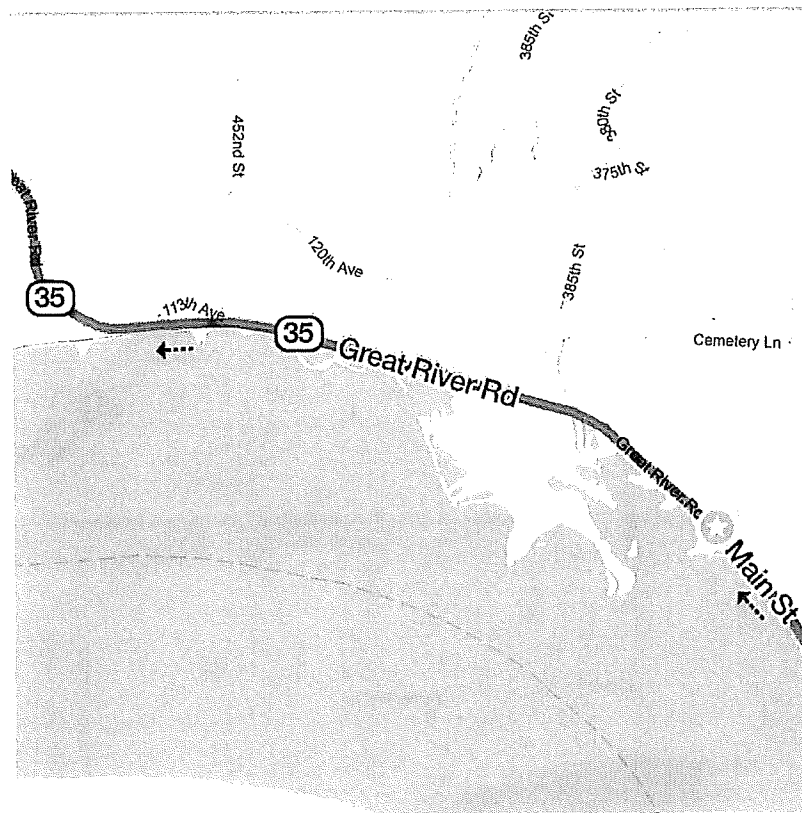
MAP 1

Check in at Ohuta Park in Lake City. Take Chestnut St. to a left on Franklin St. Take Franklin to Marion, then one block to the stoplight at Lakeshore Drive/Hwy. 61. Take a left. It is 6 miles to the first water stop in Maple Springs.



MAP 3

Route signage will alert motorists and promote safety as you pass over the Mississippi River on the Wabasha-Nelson bridge. Head north on 35 through Nelson. Be sure to stop at the manned rest area in Pepin to enjoy a water and snack stop. Continue north on 35 from the Pepin rest area to Stockholm.



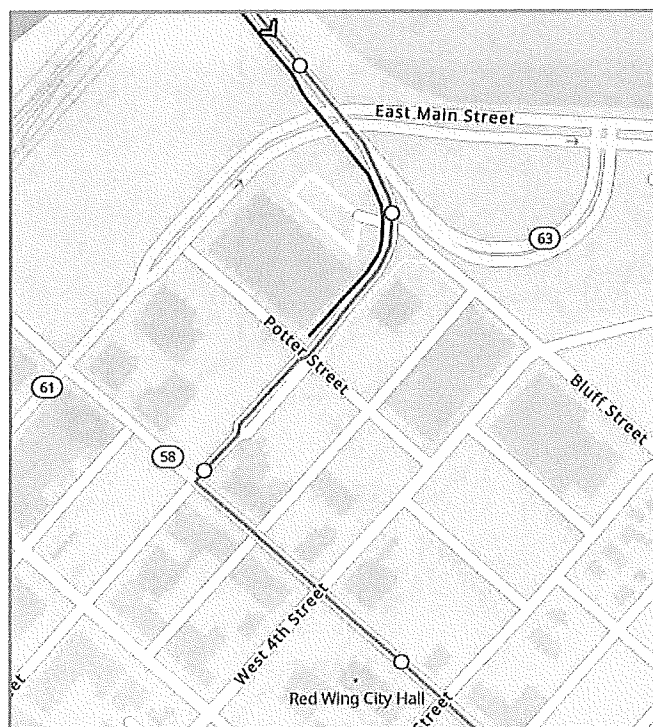
MAP 5

Riders who registered for the 50-mile option will continue a few miles past the town of Maiden Rock. Stop for water and snacks at the Lake Pepin Overlook, then head back to Stockholm to board your shuttle at the time designated on your wrist band. 40, 72, and Century riders continue north to Bay City.



MAP 6

At Bay City, be sure to stop at the rest area located in the lot of the Outpost Bar and Grill. Then, continue on past Bay City to the intersection of WI 35 and MN 63. Take a left on MN 63 and begin your ride back to Minnesota.



MAP 7 (2024 Detour)

Continue southward on Hwy 61. You'll pass Hanson's Harbor Marina, the MNDOT rest area, Hok Si La Park Campground's entrance, and the north side of Lake City while taking in the most stunning and breathtaking views of Lake Pepin. Follow the TDP signs as they direct you off of Hwy 61 and on to Park St, where you'll continue hugging the Lake until the finish line back at Ohuta Beach Park!



**WABASHA COUNTY
HIGHWAY DEPARTMENT**
821 Hiawatha Drive West
Wabasha, Minnesota 55981
Phone: 651-565-3366

Application to Use County Highway Right of Way for Special Events

Applicant Name: Lake City Chamber of Commerce

Phone: 651-345-4123

Address: 100 E. Lyon Ave

City, State, Zip: Lake City, MN 55041

E-mail: chamber.events@lakecity.org

Sponsoring Organization Name: Lake City Chamber of Commerce

Event Name: Tour de Pepin

Event Description: Bike tour around Lake Pepin

Location: County Highway 61 from Lake City to Wabasha (then crossing into WI)

Proposed Date(s) of Closure: No closure

Proposed Hour(s) of Closure: _____

Will detouring of traffic be necessary? Yes ☒ No

Describe the detour route, traffic control, and parking provisions (attach diagram):

* Extra traffic control signage where riders turn into Wabasha crossing Hwy 61.
* Extra traffic control signage where riders cross 61 at ~~Center~~ Marion Street in Lake City

The undersigned applicant hereby accepts and agrees to fully comply with all conditions required by Wabasha County.

Applicant Signature: Eliason Deemawalt Date 2/20/24

County Use Only Below This Line

HIGHWAY DEPARTMENT

Additional Conditions:

Applicant is advised of anticipated road construction on the following Wabasha County Highways on/near the proposed route: County Hwy 33 at the intersection with County Hwy 2, and Bridge Ave (County Hwy 58) in the City of Wabasha.

Authorized Highway Dept. Signature: [Signature] Date 2/29/2024

Copy Distribution: Applicant
County Highway Department
County Sheriff
Local Police Chief (if applicable)

General Conditions for using County Highway Right of Way for Special Events:

1. A legitimate public interest must be served by the use of the right of way.
2. The event shall not be detrimental to the highway or safety of the public.
3. A completed permit shall be submitted a minimum of one month prior to the event to the Wabasha County Highway Department.
4. If the requested County Highway location is within a city, the city shall approve of the event. If the requested County Highway location is within a township, the township shall approve of the event. City or township approval shall be submitted along with the application. Approval can be in the form of a letter on official stationary or by resolution.
5. The Applicant and Sponsoring Organization must notify and coordinate this activity with the local Police Department or Wabasha County Sheriff's Department.
6. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. All signing, notices, and costs of providing for traffic control are the responsibility of the Applicant and Sponsoring Organization. Requests for using Wabasha County traffic control shall be made on the application. Due to County policy, the Sponsoring Organization is responsible for the actual costs incurred by the County for providing traffic control devices, if cost reimbursement is deemed prudent by the Wabasha County Highway Department.
7. No stakes or attachment(s) to pavement will be permitted.
8. Failure to abide by the conditions of the permit will be cause for denial of future applications.
9. The Applicant and Sponsoring Organization will be responsible for all costs involved in or as a result of the event including damages to highway right of way.
10. An approved permit cannot be assigned or transferred to others without the written consent of Wabasha County Highway Department.
11. The Applicant and Sponsoring Organization agree to assume the entire responsibility and liability for all damages or injury to all persons, whether employees or otherwise and to all property, arising out of, resulting from or in any manner connected with the operations of the event.
12. The Sponsoring Organization agrees to obtain an insurance policy and have Wabasha County named as an additional insured on the policy. A Certificate of Insurance listing Wabasha County as an additional insured on the Sponsoring Organization's Commercial General Liability policy must be provided to Wabasha County a minimum of 14 days prior to use of the right of way. The certificate must be in place prior the event and provide minimum limits of \$1,500,000 per occurrence and aggregate. The Applicant or Sponsoring Organization is responsible for all costs of providing for insurance as stated above.
13. The Applicant and Sponsoring Organization shall hold Wabasha County harmless and indemnify Wabasha County, its agents and employees, from any and all claim demands and causes of action arising from the Applicant's and Sponsoring Organization's use of the County Highway, including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law.

RIDEWITHGPS MAPS

32 MILE ROUTE

40 MILE ROUTE

50 MILE ROUTE

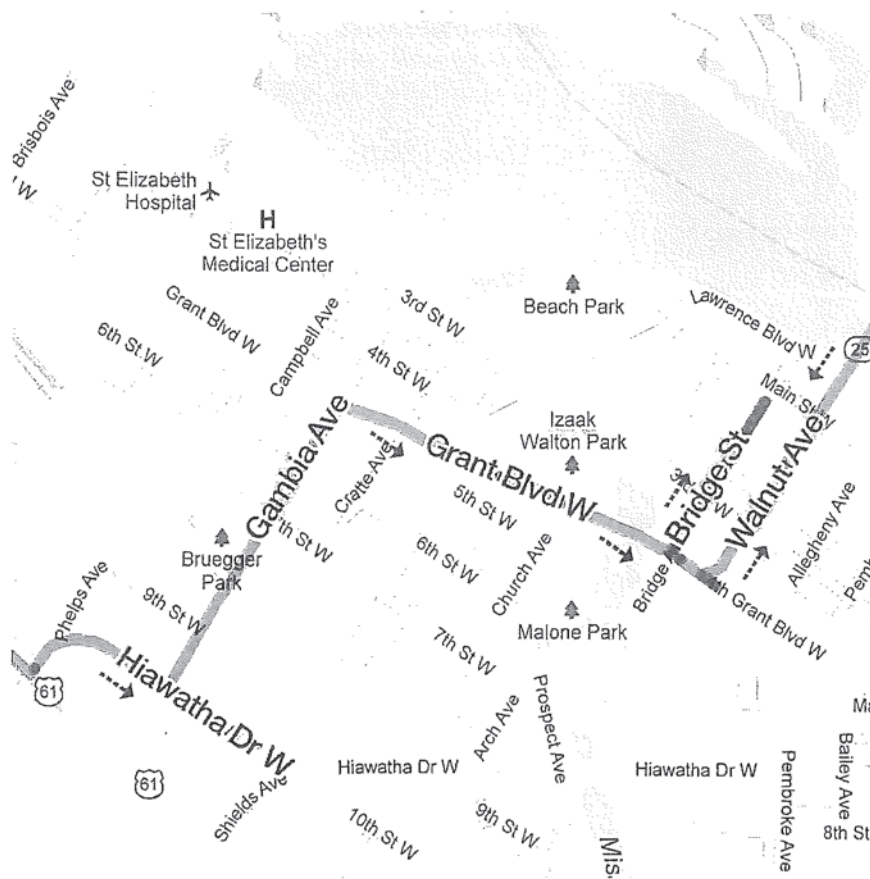
72 MILE ROUTE

CENTURY RIDE



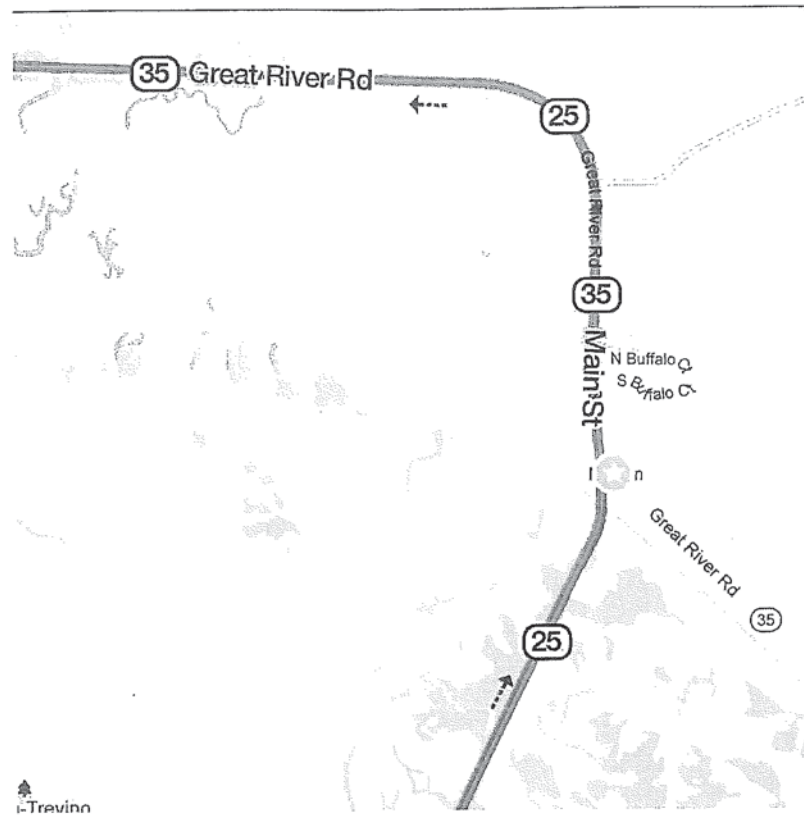
MAP 1

Check in at Ohuta Park in Lake City. Take Chestnut St. to a left on Franklin St. Take Franklin to Marion, then one block to the stoplight at Lakeshore Drive/Hwy. 61. Take a left. It is 6 miles to the first water stop in Maple Springs.



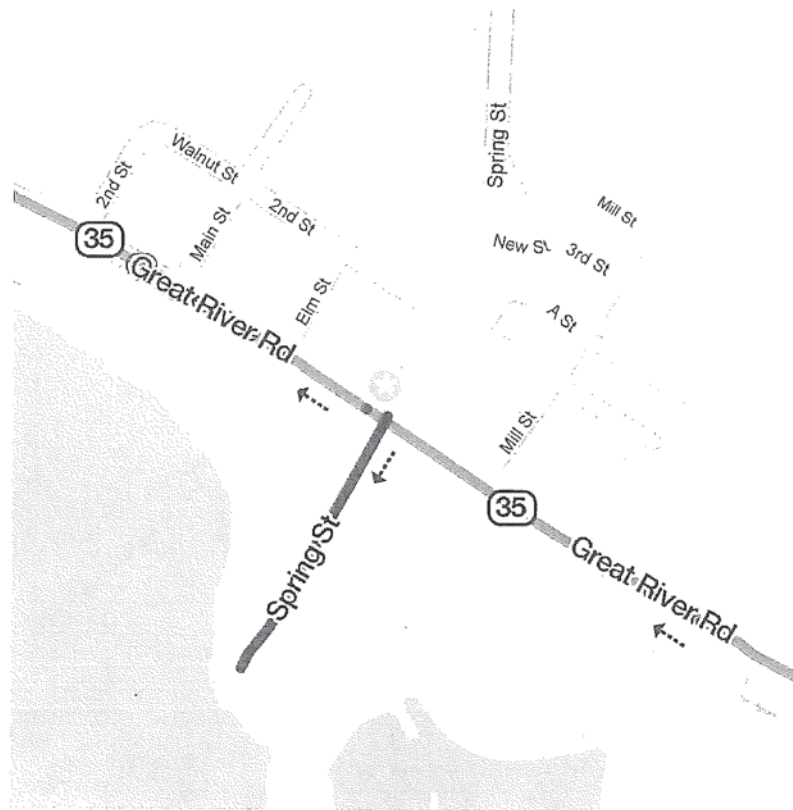
MAP 2

From the water stop in Maple Springs, ride 5.5 miles to a left turn into Wabasha at CR-30/Bruegger Valley Rd. Please use extra caution when crossing Hwy 61. Once across stop by Malone Park for the Wabasha rest stop.



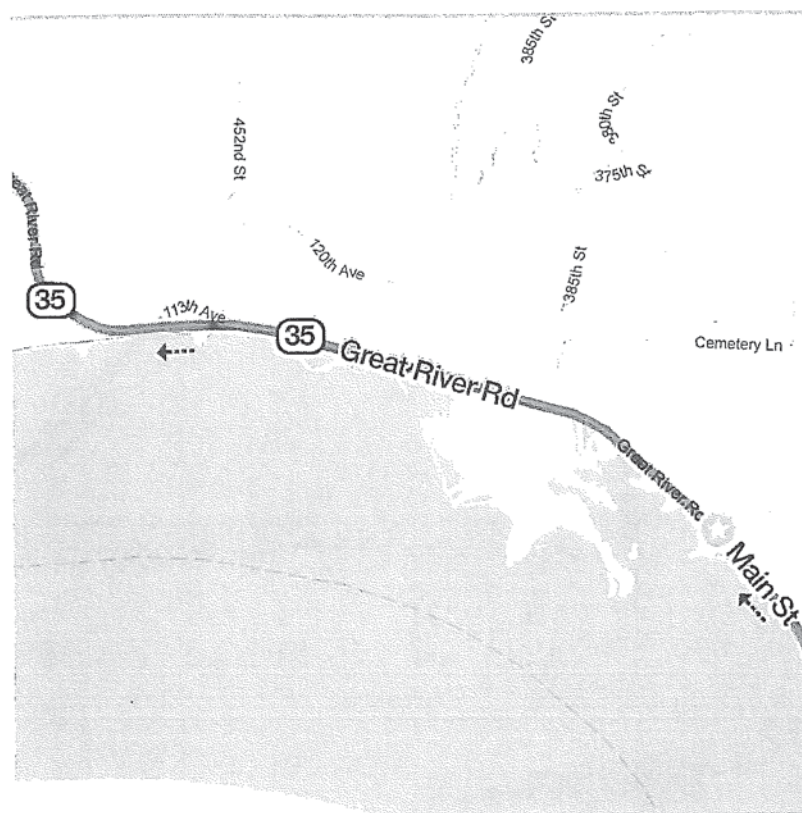
MAP 3

Route signage will alert motorists and promote safety as you pass over the Mississippi River on the Wabasha-Nelson bridge. Head north on 35 through Nelson. Be sure to stop at the manned rest area in Pepin to enjoy a water and snack stop. Continue north on 35 from the Pepin rest area to Stockholm.



MAP 4

Take time in lovely Stockholm to enjoy the rest area located downtown near the intersection of Spring Street and Hwy 35. For those getting transported back to Lake City by bus or boat, the shuttles leave from Stockholm Park and campground near the terminus of Spring St close to the Mississippi River. Shuttle times will be listed on a sign at the park and your wristbands color denotes your time and mode of transportation.



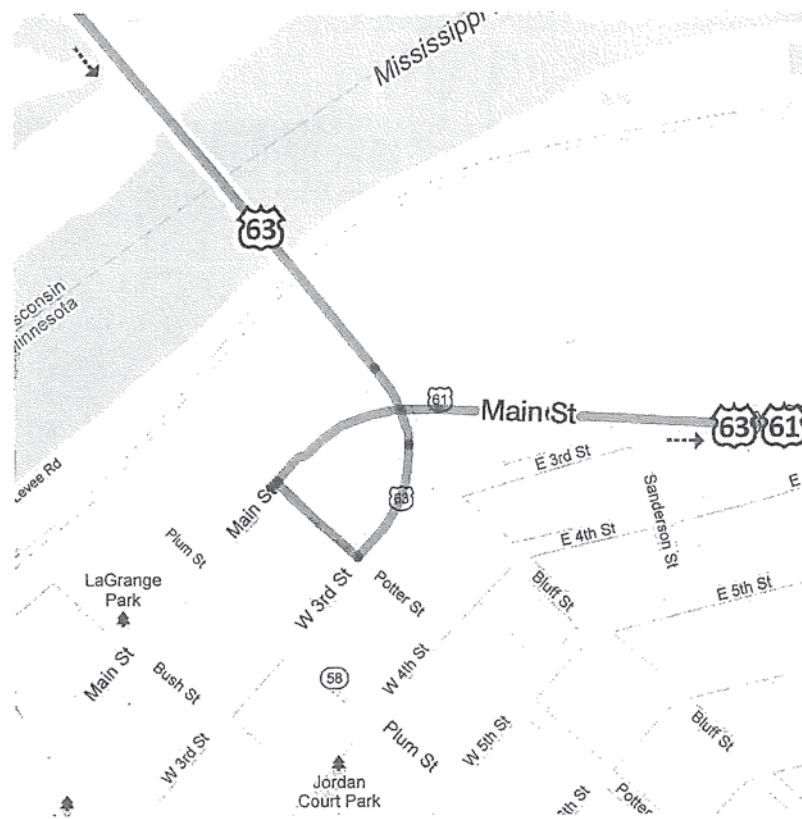
MAP 5

Riders who registered for the 50-mile option will continue a few miles past the town of Maiden Rock. Stop for water and snacks at the Lake Pepin Overlook, then head back to Stockholm to board your shuttle at the time designated on your wrist band. 40, 72, and Century riders continue north to Bay City.



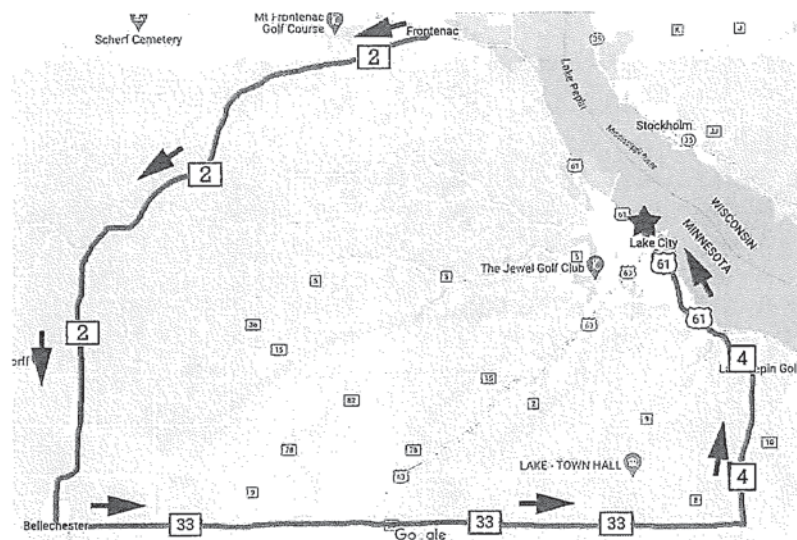
MAP 6

At Bay City, be sure to stop at the rest area located in the lot of the Outpost Bar and Grill. Then, continue on past Bay City to the intersection of WI 35 and MN 63. Take a left on MN 63 and begin your ride back to Minnesota.



MAP 7

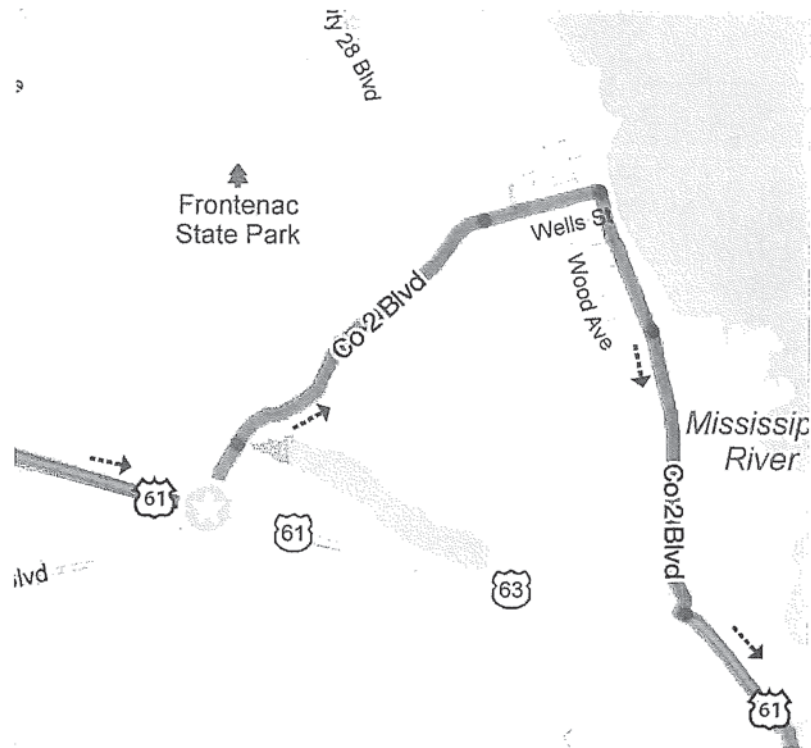
As you near the Hwy 63 bridge crossing to Red Wing, follow the TDP signs guiding you to the pedestrian/bike lane. Once across the bridge, veer right on to 3rd Street, take the first right on to Potter and then another right on to Highway 61. Follow 61 South where you will encounter signs for the next TDP rest area located at the Red Wing Armory just off the frontage road.



Century Ride Map

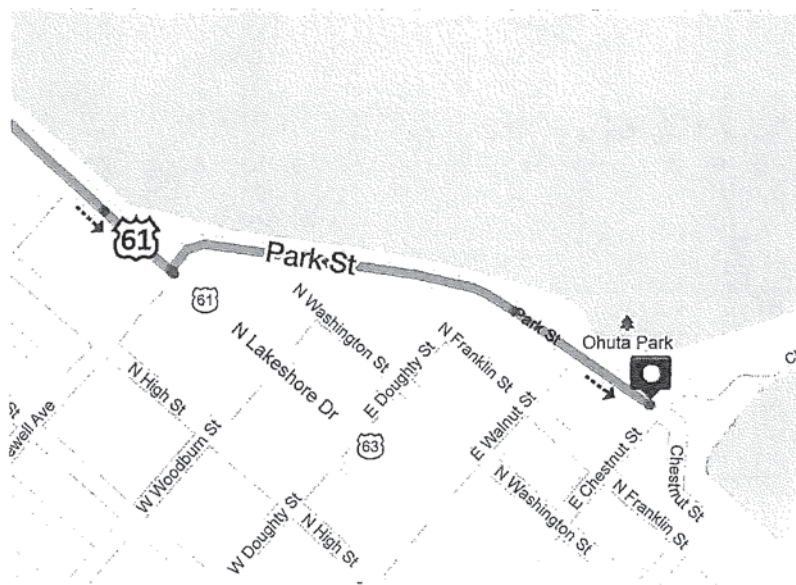
Century riders will turn right on County 2 Blvd as you enter Frontenac. Continue on Cty Rd 2 for 15 miles and turn left onto Cty Rd 16. Follow for 14 miles and the final rest area will be near the corner of Cty Rd 16 and Cty Rd 4. Turn left onto Cty Rd 4 and follow until you

meet back up with Hwy 61. Take a left turn and follow back to Park Street where you will turn right and end at Ohuta Park.



MAP 8

After departing the Red Wing TDP rest stop, continue south on Hwy 61 to the village of Frontenac. Turn left on County Road 2 towards Frontenac State Park. Enjoy this quiet scenic route which will take you past the State Park, through Old Frontenac Village, and past the majestic Villa Maria building before you will find the last TDP rest area at the Sand Point trailhead lot. A short distance from here you'll encounter Hwy 61 again.



MAP 9

Continue southward on Hwy 61. You'll pass Hanson's Harbor Marina, the MNDOT rest area, Hok Si La Park Campground's entrance, and the north side of Lake City while taking in the most stunning and breathtaking views of Lake Pepin. Follow the TDP signs as they direct you off of Hwy 61 and on to Park St, where you'll continue hugging the Lake until the finish line back at Ohuta Beach Park!



**LAKE CITY PUBLIC SAFETY
OUTDOOR SPECIAL EVENT
EMERGENCY ACTION PLAN (EAP)**

601 N 10th Street, Lake City, MN. 55041

651-345-3344, Fax 651-345-3345

Admin Email / LCPD@ci.lake-city.mn.us

I. GENERAL

17th Annual Tour de Pepin will be held June 1, 2024 at the
Ohota Park.

- A. This emergency action plan (EAP) predetermines actions to take before and during Tour de Pepin (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

II. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

III. BASIC PLAN

A. EAP Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as Elizabeth Greenawalt 651-380-9054 Name including contact #.

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

C. Severe Weather

1. Weather forecasts and current conditions will be monitored through the National Weather Service's La Crosse Weather Forecast Office.
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. The EAP has made arrangements and is responsible for having access to shelters if needed as weather dictates.
5. Shelter locations are as listed.

a) Lake City Chamber of Commerce

24 Hour Contact Name: Elizabeth Greenawalt

24 Hour Contact Number: 651-380-9054

b) Port 104

24 Hour Contact Name: Chad Krueple

24 Hour Contact Number: 651-345-2324

c) VFW

24 Hour Contact Name: Wally Banks / Tammy Anderson

24 Hour Contact Number: 345-2624

d) Lake City Marina

24 Hour Contact Name: KFF Brand

24 Hour Contact Number: 651-345-4211

6. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

D. Fire

1. No specific hazard has been identified as an increased risk of fire at this event.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:

- a) Must have a valid fire extinguisher, 2A10BC or class K.
 - b) Each space is allowed 1 LP tank per cooking device and only 1 spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
2. Should an incident occur that requires Emergency Medical Services, 911 will be utilized to request this resource. The caller will have the following information available to the 911 Operator: nature of emergency, precise location, and contact person with callback number.

F. Law Enforcement

1. If the need for constant Law Enforcement presence at this event has been identified, it will need to be coordinated with the Chief of Police or the designee.
2. Should an incident occur that requires Law Enforcement, the on duty LCPD Officer will be contacted to request this resource. The caller will have the following information available to the on-site officer: nature of emergency, precise location, and contact person with callback number.

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
4. Crowd control will be managed by staff and local Law Enforcement.
5. Parking for vendor and staff vehicles will be at predetermined and marked locations.
6. Parking for attendee vehicles will be at predetermined and marked locations

TDP Emergency Contact List 2024

Elizabeth Greenawalt	Executive Director	LC Chamber	651-380-9054
Heather Thomas	Events & Membership Coordinator	LC Chamber	651-366-2768
Bill Weist	LCPD	PD Sergeant	507-269-1877
John Yorde	LCPD	Emergency Mgmt	651-764-0631
Dan Patterson	LCFD	Fire Chief	651-564-2627
Sara Rybarczyk	EMS/Ambulance	EMS/Ambulance Dir.	507-316-3924
Scott Jensen	City of Lake City	Public Works Dir.	651-380-7773
Bruce Wallerich	City of Lake City	Streets/Parks	651-380-7774
Travis Wetterm	City of Lake City	Utilities	651-764-3253

MONEY RECEIPT

DATE: 3-1-24

NO.

047908

RECEIVED FROM: L.C. Chamber

ADDRESS: _____

DOLLARS \$ 50.-

FOR: Town Le Pepin Fund

ACCOUNT			HOW PAID		
Amt. of Acct.			Cash		
Amt. Paid			Check	50	-
Balance Due			Money Order		

ck 19742

BY:

[Signature]



REQUEST FOR

Street, Parks and Public Safety Commission, March 19, 2024

Agenda Item Description: Lake City Area Arts Encroachment Permit

Meeting: Street, Parks and Public Safety Commission, 3/19/2024

Originating Department: Street/Park/Public Safety

Action Requested:

Motion _____, second _____ to recommend approval of an encroachment permit for Lake City Area Arts.

Background:

LCAA approached Megan Smith in Planning and Community Development with a public art display idea. These would be placed in city right-of-way and would require an encroachment permit. Specifically:

Hi, Megan.

I'm reaching out to you as Chair of the Lake City Area Arts. We're considering a short-term public art project/display and wanted to run it past the city before we got too excited about it.

During one of our strategy meetings, we discussed public art that some other cities have/had have (Red Wing's painted boots, St. Paul's Peanut characters, Egg Harbor (Doore County)'s egg sculptures). One of our Board members, Lisa Zmuda, had seen decorated bikes in a town and thought it would be a cute way to involve the community in an art project and have it timed to be up prior to and during the Tour de Pepin (perhaps 2 weeks before and 2 weeks after). I'm copying the Chamber on the idea, too, in case they have any comments or concerns. Attached are several pictures that we would share with contestants to foster their creativity.

The loose idea (we've not put a lot of detailed thought into this yet), is that the LCAA would try to locate a specific number of used bikes to be used in the project. Kids, Kids and Parents, Companies, or Organizations would purchase the bike for a minimal amount (ex: \$20) and would be given guidelines on the project. The completed bikes would then be on display by chaining them to light posts along Lakeshore Drive coming into Lake City from either direction.

Thank you.

Terri Orth, Chair
LCAA Board of Directors

City staff provided the following direction for this effort:

Concerns:

- Streets/parks crew maintaining these areas with mowing.
- Would need these displays removed by third week of June , in preparation for Waterski Days

Please avoid locations:

- With any adjacent parking stalls for vehicle conflict
- Not on light poles

We emphasize:

- Utilize existing bike racks at the library, marina, and at Center and Lakeshore (2)
- Bump out at Washington and Center has 1 bike rack
- Utilize riverwalk from Roschen park to Central Point and Ohuta Beach area
- Private property – i.e., Lakeshore and Center (empty lot)
- Storefront window display
- Streets signs on E Lyon, Washington, Center St may be utilized if they do not impede on pedestrian or vehicle traffic

Budgetary/Fiscal Impact:

No cost to the city. The Lake City Police Department is willing to donate bicycles that have been collected and held in cold storage.

Reviewed By: Public Works, Public Safety

Preparer: Public Works Director Scott Jensen

ATTACHMENTS:

Description

- ☐ **Encroachment Application**
- ☐ **Map**

City of Lake City, Minnesota
Encroachment Permit Application

As regulated in the City Code, Title IX: General Regulations, Section 96 – Streets, Alleys and Public Ways

General Information

Lake City Area Arts	P.O. Box 307 105 W. Center	Terri Orth, Chair 651-260-0952
Applicant Name	Address	Phone
Temporary Bicycle Community Art	numerous locals per map	same
Project Name	Address	Phone

Encroachment Type and Description

Temporary:

☐ Sign ☐ Parking ☐ Outdoor Seating ☒ Other

Permanent:

☐ Landscaping ☐ Parking ☐ Fence ☐ Other

Description (Attach if Necessary)

Per email and map, this is a temporary art display promoted by the LCAA but created by the public.

Terri Orth, Chair LCAA Board of Directors 2/8/24

Applicant Signature

Date

Administrative Section

Staff Signatures:

Planning and Community Development Date

Public Works Date

City Council Approval Date: Conditions/Comments:

☐ Approved ☐ Denied

☐ Fee Paid; Receipt Number

CHAPTER 96:

Section

96.60	Encroachments
96.51	Maintenance
96.62	Obstructing Streets
96.63	Allowable Obstructions
96.64	Violations

ENCROACHMENTS

§ 96.60 ENCROACHMENTS ON STREETS.

No person shall erect or maintain any structure or thing on, over or under any street, alley, sidewalk or public way except by permit from the City. Persons desiring a permit shall make an application for a permit with the Public Works Director on a form provided by the City. The permit application must provide a detailed description of the encroachment and its location. Permits must be approved by the City Council. The City Council in its discretion may issue or deny the permit and may impose any conditions to such permit that it deems appropriate.

§ 96.61 MAINTENANCE.

Any encroachment on any street, alley, sidewalk, or public way shall be maintained by the owner so that it does not endanger the public or obstruct the street, alley, sidewalk, or public way.

§ 96.62 OBSTRUCTING STREETS.

No person shall obstruct or endanger the free passage or proper use of the public of any street, sidewalk, alley, or public way, except as may be permitted by this Subchapter.

§ 96.63 ALLOWABLE OBSTRUCTIONS.

Goods, wares, and merchandise may be placed on public sidewalks for reasonable times, provided that pedestrian traffic is not obstructed. The items must be kept within an area two-thirds of the width of the sidewalk measured from the curb edge. An encroachment permit is not required.

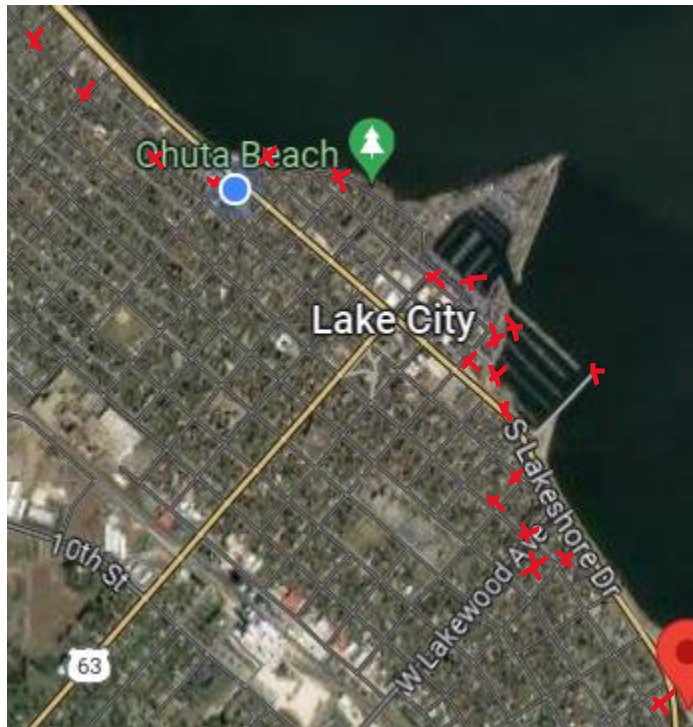
§ 96.64 VIOLATIONS.

Any encroachment maintained in violation of this Subchapter is declared a nuisance and may be abated by the city.

Approximate Map of Proposed 'Art' Bike Outside Exhibition:

We have reviewed your request and will need additional information, please submit:

1. A map showing the extent of where you would like any encroachment.



1. Private post on home 519 N Lakeshore Dr
2. Private corner white fence post Chickadee Cottage
3. Private left pole in front of new Lake City Boat Rental
4. Private Heidi's Hug-a-Mug Courtyard
5. Ohuta Park zip-tied to old white urn planter
6. Marina Bike Rack 1
7. Marina Bike Rack 2
8. Marina Bike Rack 3
9. Public Library Bike Rack
10. Center/Lakeshore Bike Rack (Southshore Art Gallery)
11. Private freestanding split rail fence next to Dux Ice Cream
12. Street sign East Lyon and Washington
13. Street Sign Center and Franklin
14. Zip tied to middle diamond reflector pole at dead-end block 13
15. Private Pearly Button South Wall, attached to flower box in the center
16. Private, 3rd tree (skinny one) from the Northwest corner of Fresh Market
17. End of Pier facing towards the water for boaters to view
18. Bike Rack in front of Family Restaurant
19. Private property ~ tree on Triangle Point Lakeshore & High St.
20. Backside of McCahill Playground sign

2. Completed encroachment application (attached)

When preparing physical locations please focus on the following staff-generated comments:

Concerns:

- Streets/parks crew maintaining these areas with Mowing.

Yes.

- Would need these displays removed by third week of June, in preparation for Waterski Days

Installed May 30th, removed June 20th

We emphasize:

- ✓ Utilize existing bike racks at the library, marina, at Center, and Lakeshore (2)
- ✓ Bump out at Washington and Center has 1 bike rack.
- ✓ Utilize the riverwalk from Roschen Park to Central Point /the Ohuta Beach area.
- ✓ Private property – i.e., Lakeshore and Center (empty lot)
- ✓ Storefront window display
- ✓ Streets signs on E Lyon, Washington, Center St May be utilized if they do not impede on pedestrian or Traffic.



Lake City Area
ARTS