



**Agenda**  
**Lake City Street, Parks and Public Safety**  
**Commission**  
**April 16, 2024**  
**4:30 PM**  
**601 N 10th Street / Training Room**

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1. Call to Order/Introductions/Disclose conflicts
  2. Review and adopt/amend agenda
  3. Public Forum
  4. Informational Reports
    - a. March 19th 2024 Minutes
  5. New Business
    - a. July 6th 2024 Fireman's Dance
    - b. Twin Cities Jet Pilots 2024 Event at Hok-Si-La Park
    - c. June 27-30 2024 Waterski Days
  6. Unfinished Business
  7. Adjourn



**REQUEST FOR**  
**Street, Parks and Public Safety Commission, April 16, 2024**

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**Agenda Item Description:** March 19th 2024 Minutes

**Meeting:** Street, Parks and Public Safety Commission, 4/16/2024

**Originating Department:** Street/Park/Public Safety

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**Action Requested:**  
March 19th 2024 Minutes

**Reviewed By:** John Yorde

**Preparer:** John Yorde

**ATTACHMENTS:**

**Description**

- ▣ **March 19th 2024 Minutes**

**Lake City Streets, Parks and Public Safety Commission**  
**Tuesday, March 19, 2024 4:30 p.m.**  
**Regular Meeting**

Members Present: Kurt Streed, Robbie Smith, Margie Harkins, Terence Wingert, Larry Flater

Members Absent: None

Others Present: John Yorde, Cory Kubista, Travis Dunn, Amy Alkire, Teri Bissonnette,  
Elizabeth Greenawalt

The meeting of the Lake City Streets, Parks and Public Safety Board was called to order by Chair Streed at 4:30 pm.

**REVIEW AND ADOPT / AMEND AGENDA**

**MOTION BY HARKINS, SECOND BY SMITH TO APPROVE THE AGENDA AS PRESENTED. ALL AYES 5-0-0 MOTION CARRIED**

**PUBLIC FORUM**

No one was Present.

**INFORMATIONAL REPORTS**

**FEBRUARY 20 2024 DRAFT MINUTES**

**MOTION BY SMITH AND SECOND BY WINGERT TO APROVE THE FEBRUARY 20<sup>T</sup> 2024 MINUTES AS PRESENTED. ALL AYES 5-0-0 MOTION CARRIED**

**MEMORIALS LIST AND PROPOSED AVAILABLE MEMORIAL LOCATIONS**

Dunn reviewed the above informative handouts with the Commission members.

**NEW BUSINESS**

**May 18<sup>th</sup> 5 K Fun Walk/Run**

Bissonnette was present to answer any questions which anyone may have. Kubista asked what the attendance was for the event. Bissonnette stated around 40 for the event. Kubista stated that going forward the event will no longer need to have a event permit since it is under the 75 attendance, which is stated in the Ordinance for needing a Permit.

**MOTION BY STREED AND SECOND BY FLATER TO APPROVE THE EVNET AS PRESENTED AND THE EVENT NO LONGER NEEDING A PERMIT IN THE FUTURE SINCE IT IS UNDER THE 75 ATTENDANCE MARK. 5-0-0, MOTION CARRIED.**

**May 9-11 Governor Fishing Opener**

Greenawalt was on hand to answer questions in reference to the event. Discussion about security and the boat launching was discussed.

**MOTION BY SMITH AND SECOND BY HARKINS TO APPROVE THE EVENT AS PRESENTED. 5-0-0 MOTION CARRIED.**

**June 1<sup>st</sup> Tour De Pepin**

Greenawalt was on hand to answer any questions about the event.

**MOTION BY HARKINS AND SECOND BY STREED TO APPROVE THE EVENT AS PRESENTED. ALL AYES. 5-0-0 MOTION CARRIED.**

Lake City Area Arts Encroachment Permit

Dunn and Kubista discussed the request with the commission. Dunn advised the request was from May 30<sup>th</sup> and the bikes would be removed by June 20<sup>th</sup>.

**MOTION BY FLATER AND SECOND BY SMITH TO APPROVE THE ENCROACHMENT PERMIT AS PRESENTED. ALL AYES. 5-0-0 MOTION CARRIED.**

ADJOURN

**MOTION BY FLATER, SECOND BY WINGERT TO ADJOURN AT 17:04 P.M.**

**ALL AYES. 5-0-0 MOTION CARRIED.**

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Chair: Kurt Streed

Minutes submitted by John Yorde





## **REQUEST FOR**

### **Street, Parks and Public Safety Commission, April 16, 2024**

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**Agenda Item Description:** July 6th 2024 Fireman's Dance

**Meeting:** Street, Parks and Public Safety Commission, 4/16/2024

**Originating Department:** Street/Park/Public Safety

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**Action Requested:**

Approve July 6th 2024 Fireman's Dance

Motion:

2nd:

**Reviewed By:** John Yorde

**Preparer:** John Yorde

**ATTACHMENTS:**

**Description**

- ▣ **July 6th 2024 Fireman's Dance Application**



## Special Event Permit Application

601 N 10<sup>th</sup> 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 Relief Association Fire Department  
APPLICANT NAME (CONTACT): Zach Vanberg  
ADDRESS: 205 W. Center St Lake City, MN, 55041  
DAYTIME PH: ( ) CELL 24 HOUR CONTACT (651) 764-0013  
EMAIL: Vanberg3839@gmail.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 type="checkbox"/> RUN/WALK              | <input type="checkbox"/> ATHLETIC EVENT | <input checked="" type="checkbox"/> STREET DANCE | <input type="checkbox"/> MOTORCADE |                                   |
| <input type="checkbox"/> OTHER (Specify) _____ |   |  |                                    |                                   |

PROVIDE DETAILED ACTIVITIES TO TAKE PLACE AT THE EVENT: Live Band, Bean bags, Food trucks, Alcohol being served, face painting, bounce house, Door Prizes, Raffle, t-shirt sales.

EVENT DATE(S): July 5<sup>th</sup> : July 6<sup>th</sup>

PROPOSED LOCATION: 205 W Center St. LC Fire Hall

NUMBER OF EVENT STAFF: 22 IS FOOD OR ALCOHOL BEING SERVED? Yes

5<sup>th</sup> SET UP TIME: 3:00 AM/PM TO 8:00 AM/PM TAKE DOWN: 6:00 AM/PM TO 11:00 AM/PM 7<sup>th</sup>

ESTIMATED ATTENDANCE: 500 HOURS OF EVENT: 4:00 AM/PM TO 10:00 AM/PM  
July 6<sup>th</sup> : 3:00 PM : 2:00 PM

ADMISSION FEE OR REQUESTED DONATION AMOUNT (If Applicable): \$ 10.00

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.

☒ 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.

☒ Security plans and contact information.

☐ Attach a copy of Liability Insurance per City Ordinance - *Can't bind until 30 days before event*

☒ Completed copy of City Emergency Operations Plan.

☒ Indemnification Agreement.

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

☒ Permit Fee: \$50.00



Applicant's Signature

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

3/3/2024

Date



Special Events Street Closure Consent / Objection Form

Name of Event: Lake City Fireman's Dance

Street(s) to be closed: 200 block S. High

Date: July 5<sup>th</sup> - July 7<sup>th</sup>

Time: 4:00 pm - 8:00 am

I, \_\_\_\_\_

(Check one box)

CONSENT



I Agree that neither the Special Event Coordinators nor the City of Lake City may be held liable for any inconvenience the street closure may cause. I further agree to notify any tenants and vendors whom the street closure will directly affect.

OBJECT



Reasons for objection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brigitte Rol  
Print Name

Brigitte Rol  
Signature

Lake City Public Library  
Business/Organization

3.11.24  
Date





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

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

**I. GENERAL**

Lake City Fireman's Dance will be held July 5<sup>th</sup> & 6<sup>th</sup> at the  
Fire Hall.

- A. This emergency action plan (EAP) predetermines actions to take before and during Fireman's Dance (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 Zach Vanberg 651-764-0013 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) \_\_\_\_\_

24 Hour Contact Name: Zach Vanberg

24 Hour Contact Number: 651-764-0013

b) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

c) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

d) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

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**

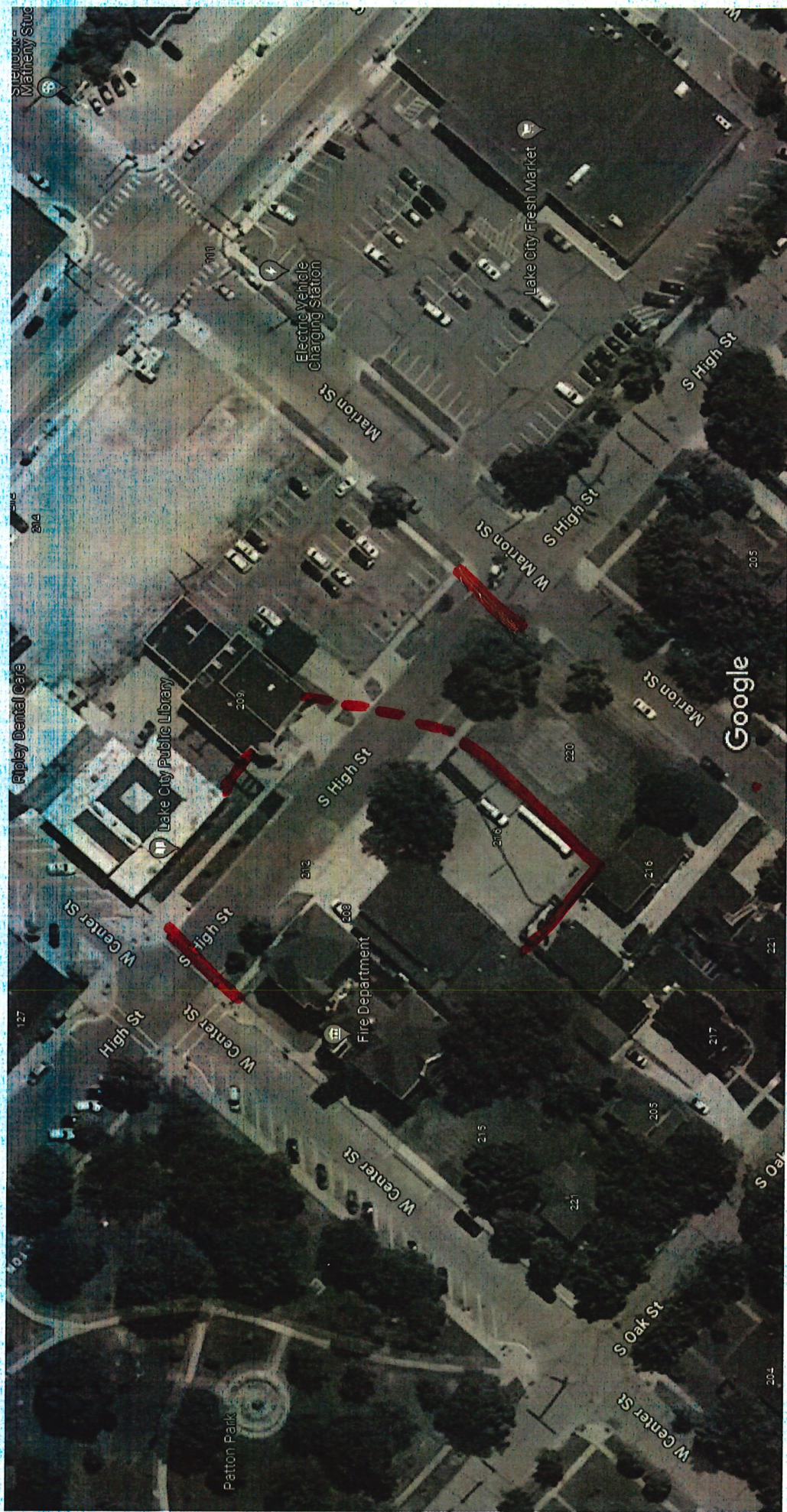
1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
4. Crowd control will be managed 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

## Lake City Fire Department Relief Association Dance City Resources

- 10 Picnic Tables
- 220v Electrical Power from behind the library
- 110v Electrical power from the side of the fire hall
- 110v Electrical power from the side of city hall
- A couple police officers for security
- Road closed Signs for 200 block South High St.



Google Maps

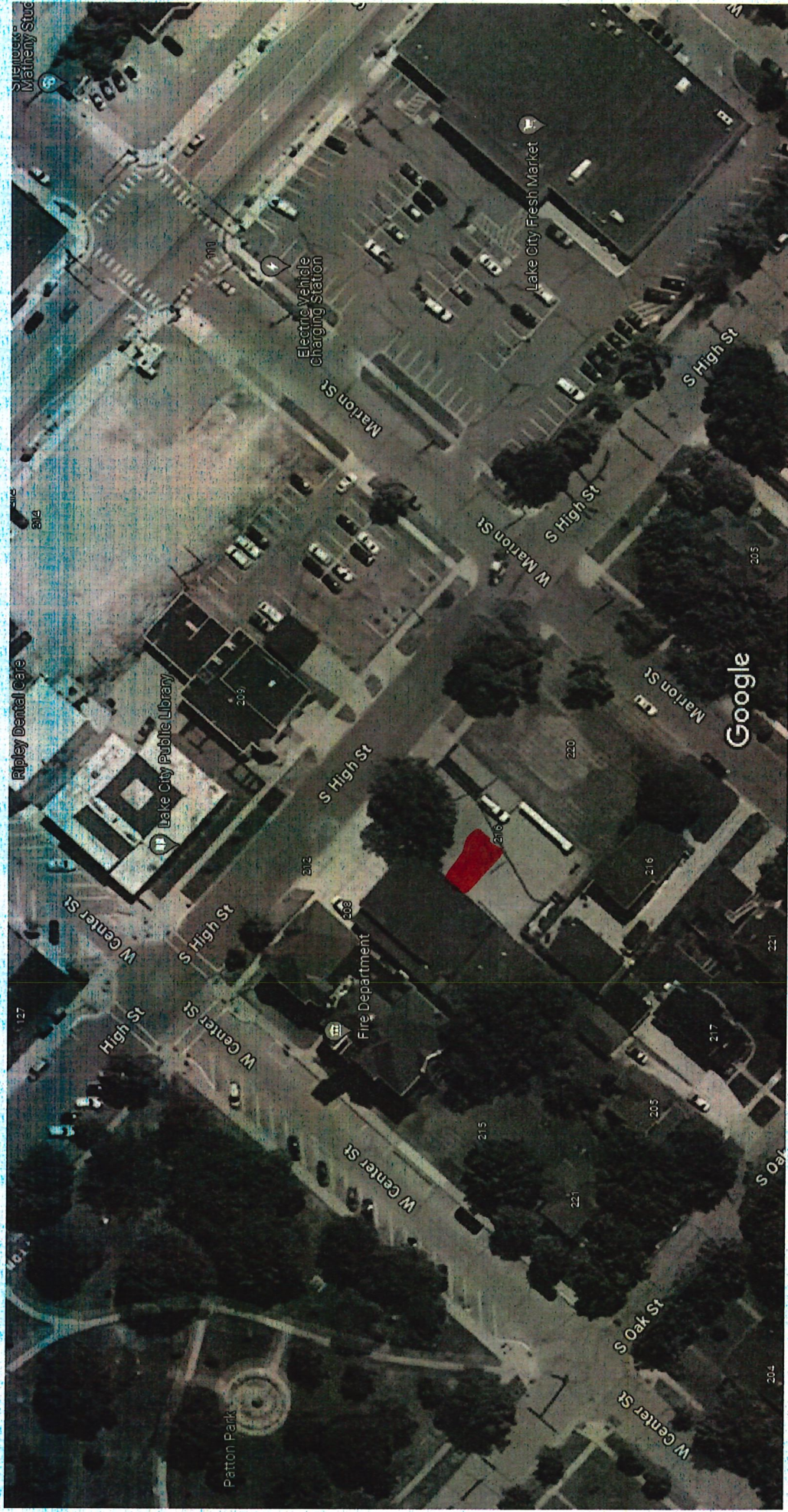


Imagery ©2024 Airbus, Maxar Technologies, USDA/FPAC/GEO, Map data ©2024 Google 50 ft

*Fencing / Street clouser*



Google Maps



Food Vendor 

Imagery ©2024 Airbus, Maxar Technologies, USDA/FPAC/GEO, Map data ©2024 Google 50 ft



## **Lake City Fire Department Relief Association Dance security action plan**

The Lake City Fire Department Relief Association security action plan is to have a couple reserve officers on site from the start of our main event (July 6th at 1700hrs) if we have any incidents we will have communication with the officers to handle the incident. We also have security barriers of 6 foot high fencing around the whole perimeter and only one enter and exit area.

Contact info for any security incidents:

Zach Vanberg 651.764.0013



## REQUEST FOR

### Street, Parks and Public Safety Commission, April 16, 2024

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**Agenda Item Description:** Twin Cities Jet Pilots 2024 Event at Hok-Si-La Park

**Meeting:** Street, Parks and Public Safety Commission, 4/16/2024

**Originating Department:** Street/Park/Public Safety

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**Action Requested:**

Motion \_\_\_\_\_, second \_\_\_\_\_ to recommend approval of allowing the Twin Cities Jet Pilots to rent all facilities and camp sites, tentatively August 22nd through the 26th, 2024.

**Background:**

The Twin Cities Jet Ski Pilots annual event at Hok-Si-La Park has continued to grow over the years. They have requested to rent all park facilities for a 5-day period. Regular day use by the public will remain in place.

The group is also making a special request, which is shown in the second attachment. Staff will speak to that request at the meeting. Due to the history of the park, staff is not in support of the special request.

**Budgetary/Fiscal Impact:**

Past years camping in August only show the park being 30% to 40% full. Charges shown below are consistent with 2023.

- Park fully rented (remain open to the public for day use)
- Charge \$30 per person per night (includes firewood)
- All cabin rentals follow fee schedule
- All day use jet skiers charged \$10 per day
- Group pays \$1,000 up front for dining hall and chapel rental, more staffing & Goodhue County Mounted Posse patrolling
- We will allow them up to 6 ATV/ Golf carts for moving equip and personnel
- We will allow a larger camp fire down on the beach
- We will allow them to use the beach for a staging area for jet skis and personnel

**Reviewed By:** Public Works

**Preparer:** Public Works Director Scott Jensen

**ATTACHMENTS:**

**Description**

- ▣ **Event Application**
- ▣ **Special Request**



## **Special Event Permit Application**

601 N 10<sup>th</sup> 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: \_\_\_\_\_

APPLICANT NAME (CONTACT): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME PH: (\_\_\_\_\_) \_\_\_\_\_ CELL 24 HOUR CONACT (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

*(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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

PROPOSED LOCATION: \_\_\_\_\_

NUMBER OF EVENT STAFF: \_\_\_\_\_ IS FOOD OR ALCOHOL BEING SERVED? \_\_\_\_\_

SET UP TIME: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM TAKE DOWN: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

ESTIMATED ATTENDANCE: \_\_\_\_\_ HOURS OF EVENT: \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

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

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.

☐ Security plans and contact information.

☐ 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

\_\_\_\_\_  
**Applicant's Signature**

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

\_\_\_\_\_  
**Date**

**Office Use Only Below this line.**

Date

Initials

**City Department's Notified:**☐ **Payment Received and Amount:**

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☐ **Public Works:**

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☐ **Police:**

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☐ **Ambulance:**

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☐ **Fire Dept:**

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☐ **Street Dept:**

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☐ **Electric Dept:**

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☐ **Water Dept.**

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☐ **Emergency Management:**

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☐ **Placed on Shared Calendar**

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☐ **Pre Event Inspection:**

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At least one day prior to the event, City staff will inspect the event location to ensure that all Event Permit requirements have been followed. Inspections may also occur during the event to ensure that no changes have been made from the approved Event Permit. If changes are made and not corrected at the request of City staff the event may be shut down.

☐ **Original to City Clerk:**

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### Special Events Street Closure Consent / Objection Form

Name of Event: \_\_\_\_\_

Street(s) to be closed: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

I, \_\_\_\_\_

(Check one box)

**CONSENT**

☐

I Agree that neither the Special Event Coordinators nor the City of Lake City may be held liable for any inconvenience the street closure may cause. I further agree to notify any tenants and vendors whom the street closure will directly affect.

**OBJECT**

☐

Reasons for objection:

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Business/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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

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

## **I. GENERAL**

\_\_\_\_\_ will be held \_\_\_\_\_ at the  
\_\_\_\_\_.

- A. This emergency action plan (EAP) predetermines actions to take before and during \_\_\_\_\_ (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 \_\_\_\_\_ 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) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

b) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

c) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

d) \_\_\_\_\_

24 Hour Contact Name: \_\_\_\_\_

24 Hour Contact Number: \_\_\_\_\_

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. The need for constant Law Enforcement presence at this event has been identified.
2. Should an incident occur that requires Law Enforcement, the onsite 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

## **SPECIAL EVENT INDEMNIFICATION AGREEMENT**

THIS INDEMNIFICATION AGREEMENT ("Agreement") is made as of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF LAKE CITY, a Minnesota municipal corporation ("City") and [ \_\_\_\_\_ ] ("Event Host").

### **RECITALS**

- A. The Event Host intends to conduct a [ \_\_\_\_\_ ] ("Special Event") at [ \_\_\_\_\_ ] on [ \_\_\_\_\_ ].

### **AGREEMENT**

1. The Event Host agrees to conduct the Special Event in accordance with applicable government regulations and utilize usual and customary safety procedures.

#### **2. Indemnification and Insurance.**

(a) The Event Host agrees that it will at all times defend, protect, indemnify, and hold harmless the City and its agents, officials, servants, contractors and employees from and against any and all claims for damages and other remedies, including but not limited to, costs and attorneys' fees, arising from or by reason of the conduct of the Special Event. 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.

(b) The Event Host, at his/her/its sole cost and expense agrees that it will maintain in full force and effect during the term of this Agreement liability insurance in the minimum amounts stated in the City's Special Events Ordinance. A certificate of insurance evidencing compliance with the Special Events Ordinance must be provided to the City by the Event Host prior to the Special Event. The City must be named as an additional insured on the insurance policy, and the policy must contain a stipulation that the Club's insurer will provide ten (10) days' prior written notice of cancellation of such insurance to the City. The insurance shall be carried by a solvent and responsible insurance company that is licensed to do business in the State of Minnesota.

#### **3. Miscellaneous Provisions.**

(a) Any titles of the several Paragraphs of the Agreement are inserted for convenience of reference only and are to be disregarded in construing or interpreting any of its provisions.

(b) Any notice, demand, or other communication under this Agreement by either party to the other will be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(i) in the case of the Event Host, is addressed to or delivered personally to [ \_\_\_\_\_ ]

and

(ii) in the case of the City, is addressed to or delivered personally to the City Administrator at City of Lake City, 205 W Center St, Lake City, MN 55041

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this paragraph.

(c) This Agreement may be executed in any number of counterparts, each of which will constitute one and the same instrument.

(d) This Agreement constitutes the entire agreement between the Event Host and the City and supersedes any other written or oral agreements between the parties. This Agreement can be modified only in a writing signed by the parties.

(e) The Agreement is effective at [ \_\_\_\_\_ ] on [ \_\_\_\_\_ ], and terminates at [ \_\_\_\_\_ ].

(f) Except as specifically set forth herein, nothing in this Agreement is to be construed to exempt the Event Host from or waive the application of any federal, state, or local law, rule, or regulation.

IN WITNESS WHEREOF, the Event Host and the City have, by their duly-authorized representatives, executed this Agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF LAKE CITY**

By: \_\_\_\_\_  
Its: Mayor

And \_\_\_\_\_  
Its: City Administrator

**EVENT HOST**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

To the City of Lake City,

We have turned in an application for a special event permit for our yearly TCJP Sortie free ride at Hoksila Park. If approved, this will be our 19<sup>th</sup> year returning to the park for this event. Our group loves the park and have found it to be a perfect spot for this event. We know Hoksila is a very special park and has unique park policies to preserve its rustic landscape. We also know that the park staff have gone out of their way to make special accommodation for our group over the years. We are not your average guests, and we really appreciate all the efforts to make our event even better and to help it grow!

Keeping all that in mind, we wanted to make a very big request this year... we realize it may be out of the realm of possibility, but we wanted to try. Our request would be to allow RV/travel trailer guests to be able to park in the overflow parking area of the park. We are aware of the park rule that forbids RVs and travel trailers in the park and from parking overnight. We are hoping that since we are applying for a "special event" that there could be extra consideration in the possibility of allowing this. Please keep in mind that we are willing to abide by whatever limitations may be required to help make this happen... whether it be a limit to the number of them allowed... certain length restrictions, extra incurred fees, 3<sup>rd</sup> party porta potty rentals in that area, once parked can't move until leaving restrictions... these are just some examples. We just want to get the idea on the talking table if possible.

We will always respect the park rules and we will continue to return (if allowed) regardless of this decision. The reason for this request is that we have a portion of people in our group who do not attend because they would like to stay on location, and they invest a lot of money in this sport and traveling usually involves their setup of a travel trailer or RV that also allows them to haul their jet skis to participate in the event. We have informed our group of the neighboring campground that does take RVs and travel trailers, but the group still finds the location inconvenient (and unsafe) when trying to transport the jet skis back and forth.

We realize this is a big ask! Please consider our respectful request under the umbrella of a "special event" and that we have a long-time relationship with Hoksila Park and Lake City. We can't wait to return to the park for this year's Sortie!

Thank you for your consideration,

Kirk Olson



**REQUEST FOR**  
**Street, Parks and Public Safety Commission, April 16, 2024**

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**Agenda Item Description:** June 27-30 2024 Waterski Days

**Meeting:** Street, Parks and Public Safety Commission, 4/16/2024

**Originating Department:** Street/Park/Public Safety

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**Action Requested:**  
June 27-30 2024 Waterski Days

**Reviewed By:** John Yorde

**Preparer:** John Yorde

**ATTACHMENTS:**

**Description**

- ▣ **June 27-30 2024 Waterski Days**





## Special Event Permit Application

601 N 10<sup>th</sup> 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, MN 55041  
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: 52nd Annual Waterski Days -  
Multiple activities throughout town including arts & crafts, car show, music,  
beverage tent, carnival, parade

EVENT DATE(S): June 27-30 (set-up 6/26, take down 7/1)

PROPOSED LOCATION: Various - see maps

NUMBER OF EVENT STAFF: 2 paid, 200+ volunteers IS FOOD OR ALCOHOL BEING SERVED? Yes

SET UP TIME: 8am 6/26 AM/PM TO 3pm 6/27 AM/PM TAKE DOWN: 8am 7/1 AM/PM TO 5pm 7/1 AM/PM

ESTIMATED ATTENDANCE: 25,000+ HOURS OF EVENT: Th 3pm-11pm Sat 10am-12am Sun 9am-10pm Fri 12pm-12am AM/PM

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

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.

*See attached  
note*

**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) *Restrooms are located across the entire event site*

☒ Any fire prevention and emergency medical service plans. *2 access points to Ohuta Park & the Marina*

☒ Security plans and contact information. *Overnight paid officers for festival site*

☐ Attach a copy of Liability Insurance per City Ordinance *Available 60 days before event*

☒ Completed copy of City Emergency Operations Plan.

☒ Indemnification Agreement.

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

☒ Permit Fee: \$50.00

Elizbeth Greenwald  
Applicant's Signature

4/10/24  
Date




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



Arts & Crafts





 = Barricade  
 = Road Closed  
XXX = EMS Access to City Point  
 = Band Parking/Loading Zone





[illegible]

Chain Link Fence: 720ft  
Wooden Snow Fence: 360ft



Parade Route

