

FAIRMONT CITY COUNCIL AGENDA

Monday, May 20, 2024, 5:30 p.m.

Fairmont City Hall: 2nd Floor Conference Room

Closed Meeting

Amended Agenda: 5/20/24 @ 4:23 pm

1. Call to Order

2. Roll Call

a. Other

Consideration of an Event Permit for a Community Picnic & Family Fun Day, sponsored by the Red Rock Center, May 27, 2024

3. Closed Session

The Fairmont City Council recommends a motion to close the meeting Pursuant to Minn. Stat. § 13D.05, subd. 3 (b), to conduct a closed session pursuant to the attorney-client privilege to engage in confidential attorney-client communications and litigation strategy related to a litigation matter involving the property identified as 23.037.0150. After the closed portion of the meeting, the meeting will be reopened to adjourn.

4. Adjournment



STAFF MEMO

Prepared by: Betsy Steuber, City Clerk	Meeting Date: 05/20/2024	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item <input type="checkbox"/> Public Hearing	Agenda Item # 2A
Reviewed by: Matt Skaret, City Administrator	Item: Consideration of an event permit for Red Rock Center to host a Community Picnic & Family Fun Day, Monday, May 27, 2024		
Presented by: Betsy Steuber, City Clerk	Action Requested: Motion to approve the event permit for Red Rock Center to host a Community Picnic & Family Fun Day on Monday, May 27, 2024		
Vote Required: <input checked="" type="checkbox"/> Simple Majority <input type="checkbox"/> Two Thirds Vote <input type="checkbox"/> Roll Call	Staff Recommended Action: Approval Board/Commission/Committee Recommendation: NA		

PREVIOUS COUNCIL ACTION

REFERENCE AND BACKGROUND

Red Rock Center for the Arts has made application for an Event Permit to host a Community Picnic & Family Fun Day on Monday, May 27, 2024, from 11 am – 1 pm at the Red Rock Center, located at 222 E Blue Earth Avenue, Fairmont.

(Event Application & Payment Received 05/17/2024)

BUDGET IMPACT

SUPPORTING DATA/ATTACHMENTS

1. Event Permit



EVENT APPLICATION/PERMIT

This form must be filed with the City at least thirty (30) days in advance of the event. The City will review the application in accordance with the permitting process outlined in the City Code, Chapter 18. Attach additional sheets, maps, etc. if necessary. For events which include overnight camping a separate addendum must be included with the event application.

Date: 5/17/2024

Permit Fee: \$15.00

Event: Community Picnic & family fun day

Sponsoring entity: Red Rock Center

Address: 222 E Blue Earth Ave

Maximum estimated number of persons expected to attend at any one time: _____

Event coordinator(s): Sonia Fortune

Contact Info: 236-4170 Phone #

E-mail info@redrockcenter.org

Primary contacts (during event):

Name: same as above

Name _____

Cell#: _____

Cell# _____

E-mail: _____

E-mail: _____

Event Start: Day/Date 5/27/24

Time: 11 am

Event End: Day/Date _____

Time: 1 pm

Setup: Day/Date _____

Start time: _____

End Time: 11 pm

Teardown: Day/Date _____

Start time: _____

End Time: 2 pm

1. Type and description of the event and a list of all activities to take place at the event.

petting zoo, train rides, activities for children

food and music indoors

2. Proposed location of event, including a site plan or diagram of the proposed area to be used showing the location of any barricades, perimeter/security fencing, fire extinguishers, safety or first aid stations, entertainment, stages, restrooms or portable toilets, parking areas, ingress and egress routes, signs, special lighting, trash containers and any other items related to the event.

- barricades next to Red Rocks parking lot and the
- museums parking lot
- 3 picnic tables on boulevard (Eim St)
- 2 garbage cans
- Cross walk sign on Blue Earth Ave.

3. Will outside drinking water or waste collection systems be supplied? Yes; No
 If yes, supply public health plans, including the number of toilet facilities that will be available.

Sanitizer - under bathroom

4. Will the event be providing: fire prevention, emergency medical service, security and severe weather shelter. Yes; No
 If yes, provide the written plans.

5. Will organizers allow outside food wagon/vendors at the event? Yes; No
 If yes, all food wagons/vendors must complete a Food Wagon/Vendor Permit and submit payment.

6. Will camping or temporary overnight lodging be included for the event? (allowed only at Cedar Creek Park and Winnebago Sports Complex): Yes; No
 If yes, event coordinator must complete temporary overnight camping permit and submit payment.

7. Will the event be using any sound amplification, public address system or will there be any live performances of any music or musical instruments? Yes; No
 If yes, please describe: _____

8. Will the event restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns? Yes; No
 If yes, provide a detailed description of all public rights of way and private streets for which the applicant requests the city to restrict or alter traffic flow. (Please attach a detailed map).

9. Will you be providing shuttle service? Yes; No
 If yes, provide offsite parking locations, shuttle routes, types of vehicles that will be used for shuttling passengers, hours of operation and frequency of shuttle service.

I affirm that I am authorized to execute this application on behalf of the applicant and that the statements contained therein are true and correct to the best of my knowledge. If the special event requires special services provided by the City of Fairmont, the applicant agrees to indemnify, defend and hold the City of Fairmont, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the special event, except any claims arising solely out of the negligent acts or omissions of the City of Fairmont, its officials, employees and agents. The applicant agrees to pay all fees and meet all City Code requirements.

Signature: Sara Steune Title: EB Date: 5/17/24

If you would like your event published on the City's website/Community Calendar, please indicate: Yes; No

Office Use Only			
\$15.00 Fee Paid	Date: <u>5/17/24</u>	Received by: <u>AM per note</u>	
Requires Council Approval	<input type="checkbox"/> Yes; <input type="checkbox"/> No	Council Meeting Date:	Action:
City Administrator Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date

- Permit distribution:
- _____ City
 - _____ Applicant
 - _____ Police
 - _____ Parks/Streets
 - _____ Other