

Kevin P. Watson
City Administrator

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The City of Vadnais Heights
800 East County Road E
Vadnais Heights, MN 55127

Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Kevin P. Watson, City Administrator

DATE: June 1, 2023

SUBJECT: Public Outdoor Event License for F&M Bank on

Recommended Council Action

Approve application for a Public Outdoor Event License submitted by F&M Bank and waive the bond requirement.

Background

F&M Bank is hosting "Have Lunch with Us" event on July 25, 2023 from 11:30 a.m. to 1:00 p.m. in their parking lot. They will be providing lunch for around 300 people. The Tavern on Main is providing the food for the event and The City has received license applications from F&M for this event for several years.

The Fire Chief has approved the site and safety plan.

Enclosures:
License application information



City of Vadnais Heights, Minnesota

06/01/2023

POE-23-4

Public Outdoor Event Permit

Status: Active

Date Created: May 19, 2023

Applicant

Nicollette Lee
 nlee@fmbank.biz
 845 East County Rd E
 Vadnais Heights, Minnesota 55127
 7639575209

Primary Location

845 COUNTY ROAD E E
 VADNAIS HEIGHTS, MN 55127-7116

Owner:

FARMERS & MERCHANTS SAVING BANK
 845 COUNTY ROAD E EAST VADNAIS HEIGHTS,
 MN 55127

Event Information

Name of Event

Have Lunch With Us

Event Purpose & Description

Yearly community event to provide free lunch to bank clients, prospects and a variety of members within the Vadnais Heights community

Beginning Date of Event

07/25/2023

Ending Date of Event

07/25/2023

No event shall occur before the hour of 7 AM or after the hour of 9 PM, unless otherwise approved by the City Council after consideration of the public health, safety, and welfare.

Time of Event

11:30am-1:00pm

Estimated # of Attendees

300

Applicants holding events on public property, parks, or streets must post a Surety Bond in the amount of \$1,000, or a cash payment of \$1,000 in lieu of the bond. Such bond or cash payment is conditioned upon compliance with state and local laws, ordinances, and the outdoor event

permit. In the event the applicant violates any such conditions, either the bond will be payable to the city, or the cash payment will be forfeited to the city, in an amount equal to the city's costs and expenses related to such violation.

Applicant Information

Business/Organization Name Hosting Event

Farmers & Merchants Savings Bank

City, State, Zip

Vadnais Heights

Office E-mail

nlee@fmbank.biz

Event Coordinator's Cell Phone

6513291055

1st On-site Contact Cell Phone

6513291055

2nd On-site Contact Cell Phone

218-443-6620

Mailing Address

845 East County Rd E

Office Phone

7639575209

Event Coordinator's Name

Nicollette Lee

1st On-site Contact Name

Nicollette Lee

2nd On-site Contact Name

Andrew Franklin

Event Details

Types & Level of Noise at Event

Low-Moderate Talking

You must also apply for a temporary liquor license on a form provided by the State of Minnesota, and it must be approved by the City Council at least 30 days prior to the event. The hours of outdoor consumption shall be determined on the permit. The permit holder shall comply with all provisions of the City Code in regards to temporary liquor licenses. Contact our Deputy Clerk at 651-204-6011 for an application form.

Will you be serving alcoholic beverages?

No

Will you be serving food?

Yes

Who is providing the food?

The Tavern on Main

Notes to Applicant

Agreement & Sworn Statement

I hereby acknowledge that I have read the Vadnais Heights City Code pertaining to public outdoors events and understand the conditions set forth for holders of a Public Outdoor Event Permit. I certify that the public outdoor event will be conducted in accordance with the codes and ordinances adopted by the State of Minnesota, Ramsey County, and the City of Vadnais Heights. I further understand that failure to comply with the conditions of my Public Outdoor Event Permit, including payment of required fees, or conducting the event in such a way that creates a threat to the health, safety, or welfare of any individual or the general public, may result in the immediate cancellation of the Public Outdoor Event Permit.

Person Signing

Applicant

Signature

Nicollette Lee
04/21/2023