

**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:** September 21, 2023  
**SUBJECT:** Public Outdoor Event Permit POE-23-11

### **Recommended Council Action**

Approve Public Outdoor Event Permit POE-23-11 for VHCAN at Community Park on September 23 from noon to 2:00 p.m.

### **Background**

Vadnais Heights Community Action Network is requesting a Public Outdoor Event Permit for Community Unity Day, September 23, 2023 from noon to 2:00 p.m. The goal of the program is to create a safe and welcoming space for Vadnais Heights residents to experience diverse cultures, fostering a sense of community, cultural competence, and inclusivity. They are bringing in supplies for the event and clean-up. Bond provided for and fee has been paid.



**POE-23-11**

Public Outdoor Event Permit

Status: Active

Submitted On: 9/19/2023

**Primary Location**

641 COUNTY ROAD F E  
VADNAIS HEIGHTS, MN 55127

**Owner**

CITY OF VADNAIS HEIGHTS  
800 COUNTY ROAD E E 641 VADNAIS  
HEIGHTS, MN 55127

**Applicant**

Alexis Varner

651-890-2261

lxsrvnr@gmail.com

3621 Edgerton St

Vadnais Heights, MN 55127

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**Event Information**

**Name of Event\***

Community Unity Day

**Event Purpose & Description\***

To create a safe and welcoming space for Vadnais Heights residents to experience diverse cultures, fostering a sense of community, cultural competence, and inclusivity.

**Beginning Date of Event\***

09/23/2023

**Ending Date of Event\***

09/23/2023

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\***

12 PM - 2 PM

**Estimated # of Attendees\***

20

Will this event be held on public property, parks, or streets?

Yes

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.

Which type of surety will you be posting?

Cash Payment

### Applicant Information

Business/Organization Name Hosting Event\*

Vadnais Heights Community Action Network

Mailing Address \*

3621 Edgerton St

City, State, Zip\*

Vadnais Heights, MN, 55127

Office Phone \*

6518902261

Office E-mail \*

Lxsvrnr@gmail.com

Event Coordinator's Name\*

Alexis Varner

Event Coordinator's Cell Phone\*

6518902261

1st On-site Contact Name\*

Alexis Varner

1st On-site Contact Cell Phone\*

6518902261

2nd On-site Contact Name\*

Amy Varner

2nd On-site Contact Cell Phone\*

6515920490

### Event Details

Types & Level of Noise at Event\*

Minimal

Will you be serving alcoholic beverages?\*

No

Will you be serving food?\*

Yes

Who is providing the food?

Vadnais Heights Community Action Network

### 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\*

Signature \*

Applicant

✓ Alexis Varner  
Sep 12, 2023

Attachments

- Site Plan** REQUIRED

ws.net/vpc/HCAN DEI September Event.pdf  
 umber\_EventHades by Alexis Varner on Sep 12, 2023 at 1:19 PM  
 23-09-19T19%3A43%3A12Z&se=2023-09-  
 kJrQCAty9bnc9W4AhQehtd85aWvY4ZxNQ%3D)
- Safety, Security, Clean-up Plan** REQUIRED

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 nber\_EventHades by Alexis Varner on Sep 12, 2023 at 1:19 PM  
 19%3A43%3A12Z&se=2023-09-  
 n%2FEPyex%2FB8%2Bte6Yz7qTHJ84W3JBQ%3D)
- Ramsey County Food License** REQUIRED

s.net/vpc/HCAN DEI September Event.pdf  
 nber\_EventHades by Alexis Varner on Sep 12, 2023 at 1:20 PM  
 3A11Z&se=2023-09-  
 ptNtdvbjBTFsvGKq6J8zPrQ6JE5JhrcxPr25DxA%3D)

History

Date	Activity
9/12/2023, 1:09:24 PM	Alexis Varner started a draft of Record POE-23-11
9/12/2023, 1:14:14 PM	Alexis Varner altered Record POE-23-11, changed ownerStreetNo from "" to "641"
9/19/2023, 9:13:05 AM	Alexis Varner submitted Record POE-23-11
9/19/2023, 9:13:07 AM	approval step Intake Reviewwas assigned to Phillip Lundquist on Record POE-23-11
9/19/2023, 9:24:29 AM	Phillip Lundquist changed Event Purpose & Description from "<p dir="ltr" style="caret-color: rgb(0, 0, 0); color: rgb(0, 0, 0); -webkit-tap-highlight-color: ..." to "<div>To create a safe and welcoming space for Vadnais Heights residents to experience diverse cul..." on Record POE-23-11
9/19/2023, 9:24:29 AM	Phillip Lundquist changed Which type of surety will you be posting? from "Request for Waiver" to "Cash Payment" on Record POE-23-11
9/19/2023, 9:24:36 AM	Phillip Lundquist approved approval step Intake Review on Record POE-23-11
9/19/2023, 9:27:56 AM	completed payment step Public Outdoor Event Fee on Record POE-23-11
9/19/2023, 9:27:57 AM	approval step Fire Dept Reviewwas assigned to Chris Hearden on Record POE-23-11
9/19/2023, 12:23:10 PM	Phillip Lundquist added payment step Bond deposit to Record POE-23-11
9/19/2023, 12:24:04 PM	Phillip Lundquist added a guest: jlissick@gmail.com to Record POE-23-11
9/19/2023, 2:54:59 PM	Phillip Lundquist approved approval step Fire Dept Review on Record POE-23-11

### Timeline

Label	Activated	Completed	Assignee	Due Date
✓ Intake Review	9/19/2023, 9:13:07 AM	9/19/2023, 9:24:36 AM	Phillip Lundquist	-
✓ Fire Dept Review	9/19/2023, 9:27:56 AM	9/19/2023, 2:54:59 PM	Chris Hearden	-
💰 Public Outdoor Event Fee	9/19/2023, 9:24:37 AM	9/19/2023, 9:27:56 AM	Alexis Varner	-
💰 Bond deposit	-	-	-	-
✓ City Council Approval	-	-	-	-
✓ Cash Payment Review	-	-	-	-
✓ Laserfiche	-	-	-	-
📄 Permit Issuance	-	-	-	-

# Vadnais Heights Cultural Unity Night

**Date:**

Saturday, September 23rd

**Time:**

12 PM - 2 PM

**Location:**

Vadnais Heights Community Park Pavilion or Potential Spaces That Can Be Used for Free

- Who should we reach out to at the city to find this information on spaces?

**Objective:**

To create a safe and welcoming space for Vadnais Heights residents to experience diverse cultures, fostering a sense of community, cultural competence, and inclusivity.

**Run of Show:****12:00 PM - 12:15 PM: Registration and Welcome**

- Attendees arrive and register at the entrance.
  - Registration should include first and last name as well as email address
- Welcome team provides name tags and event programs.
  - Program Brochure made by the media team
- Cultural music and visuals set the ambiance.

**12:15 PM - 12:30 PM: Opening Ceremony**

- Emcees welcome attendees and introduce the purpose of the event.
- Local dignitaries deliver opening remarks.
  - Someone from VHCAN speaks on the work we are trying to accomplish as a whole

**12:30 PM - 1:00 PM: Authentic Liberian Dinner**

- Buffet-style dinner featuring....
  - Should make enough food for 20 attendees
- Seating is arranged to encourage mingling and diversity at each table.
  - Open seating
- Music from different cultures played in the background.
  -

## **1:00 PM - 1:30 PM: Cultural Activity Stations**

- Attendees are divided into smaller groups for rotating activities.
  - **Station 1: African Drum Circle**
    - Interactive drumming session led by a local percussionist group IGF or by Joseph from BYHAC.
    - Attendees experience the rhythm and beats of African music.
  - **Station 2 : Polynesian Maori Stick Game**
    - Attendees can participate in a competitive game that was anciently used to develop hand-eye coordination.

## **1:30 PM - 1:50 PM: Community Dialogue**

- If open to it, community members can share their experiences and insights on cultural competence, and what Vadnais Heights should look like when promoting welcomeness and inclusivity.

## **1:50 PM: Closing Remarks and Thank You**

- Emcees thank attendees, and volunteers.
- Encourage ongoing community engagement and cultural understanding.
- Invite attendees to future cultural events, and welcome feedback for the future through feedback forms.

## **2:00 PM / Post-Event:**

- Event feedback forms distributed to gather insights for future improvements.
- Event photos and videos shared on social media and community websites.
- Follow-up emails thanking attendees and sharing resources related to cultural competence and inclusion.

## **Engagement and Outreach:**

- **Community Partnerships:** Collaborate with local cultural organizations, community groups, and schools to promote the event and encourage participation. These partners can help spread the word through their networks.
- **Social Media Campaign:** Create a dedicated event page on social media platforms. Regularly post updates and use event-specific hashtags to generate excitement.
- **Flyer Distribution:** Design eye-catching event flyers and distribute them at community centers, libraries, local businesses, parks and rec, and schools.

- **Multilingual Promotion:** Translate event materials into multiple languages spoken by Vadnais Heights residents to ensure inclusivity.
- **Email Newsletter:** Utilize VHCAN community newsletters and email lists to send event invitations and updates.
- **Local Media:** Contact local newspapers for event coverage or advertising opportunities.
- **Community Ambassadors:** Identify and recruit community members as ambassadors to promote the event within their social circles and cultural networks.
- **Event Feedback Forms: .....**

### **General Supplies:**

- **Decorations:** Flags, banners, and decorations representing various cultures.
- **Event Programs:** Printed programs with event schedule, participant bios, and activity descriptions.
- **Name Tags:** Blank name tags and markers for attendees.
- **Tables and Seating:** Tables and chairs for dining and activity stations. (Table Cloths and Utensils will also be needed.)
- **Audio-Visual Equipment:** Microphones, and Speakers.
- **Event Signage:** Signage to guide attendees and label activity stations.
- **Photography/Videography:** Media will photograph/videograph to capture the event.
- **Trash and Recycling Bins:** Adequate bins and signage for waste disposal.