

Kevin P. Watson
City Administrator

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Memorandum:

TO: Mayor Krachmer and City Council Members

FROM: Kevin P. Watson, City Administrator

DATE: February 21, 2023

SUBJECT: Public Outdoor Permit for Rocket Racing's Wild Timed Fun Race on March 11, 2023

Requested Council Action

Staff recommend approval of the route and a Public Outdoor Event Permit for Rocket Racing' Wild Timed Fun Race on Saturday, March 11, 2023.

Background

Rocket Racing submitted an application to the City to hold a Wild Time Fun race on March 11, 2023 from 9:30 to 11:00 a.m. which will originate and end at the Vadnais Heights Elementary. Runners will run on the shoulders of the neighborhood streets and patrol officers will control the intersections. They are expecting about 25 people to participate in the event on Saturday, March 11, 2023.

Participants will be required to follow all safety rules and regulations of the event. Their application included a copy of the route map which is attached. The Fire Department has signed off on the application with the following conditions:

- Event barricades, participants, spectators shall not impede emergency vehicles or personnel. Emergency response vehicles and personnel shall have priority to travel as needed on indicated route.
- All trash, debris, signage etc. clean up shall be the responsibility of event organizers.
- Coordination with Ramsey County Sheriff's Department shall be in place prior to the event for all security and traffic control issues.

Attachments: Application

**POE-23-2****Public Outdoor Event Permit****Status:** Active**Date Created:** Jan 26, 2023**Applicant**

Vicki Ostendorf
 vicki@rocketracingmn.com
 PO Box 270192
 SAINT PAUL, MN 55127
 16124428096

Primary Location

641 COUNTY ROAD F E
 VADNAIS HEIGHTS, MN 55127

Owner:

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

Event Information**Name of Event**

Wild Timed Fun

Event Purpose & Description

Road Race

Beginning Date of Event

03/11/2023

Ending Date of Event

03/11/2023

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

9:30 am

Estimated # of Attendees

25

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?

Surety Bond

Applicant Information**Business/Organization Name Hosting Event**

Rocket Racing

City, State, Zip

St Paul, MN, 55127

Office E-mail

vicki@tfcoachingmn.com

Event Coordinator's Cell Phone

612-442-8096

1st On-site Contact Cell Phone

651-387-9814

2nd On-site Contact Cell Phone

651-247-3091

Mailing Address

PO Box 270192

Office Phone

612-442-8096

Event Coordinator's Name

Vicki Ostendorf

1st On-site Contact Name

Chad Unger

2nd On-site Contact Name

Chum Struve

Event Details**Types & Level of Noise at Event**

Music - sound system

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?

No

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,



Person Signing

Authorized Agent

SignatureVicki M Ostendorf
01/26/2023

safety, or welfare of any individual or the general public, may result in the immediate cancellation of the Public Outdoor Event Permit.

Attachments

-  Wild Timed Fun Course.pdf
 Uploaded by Vicki Ostendorf on Jan 26, 2023 at 4:15 pm
-  Safety and clean up plan.docx
 Uploaded by Vicki Ostendorf on Jan 26, 2023 at 4:12 pm








Signed Surety Bond.jpg
 Uploaded by Vicki Ostendorf on Jan 27, 2023 at 1:07 pm

History

Date	Activity
Jan 26, 2023 at 4:06 pm	Vicki Ostendorf started a draft of Record POE-23-2
Jan 26, 2023 at 4:15 pm	Vicki Ostendorf submitted Record POE-23-2
Jan 26, 2023 at 4:15 pm	approval step Completeness Review was assigned to Kristin Pechman on Record POE-23-2
Jan 27, 2023 at 9:04 am	Kristin Pechman moved Record POE-23-2 from 0 COUNTY ROAD F E, , VADNAIS HEIGHTS MN 55127 to 641 COUNTY ROAD F E, , VADNAIS HEIGHTS MN 55127
Jan 27, 2023 at 9:13 am	Kristin Pechman altered approval step Completeness Review, changed status from Active to On Hold on Record POE-23-2
Feb 2, 2023 at 8:40 am	Kristin Pechman assigned approval step Completeness Review to Peggy Aho on Record POE-23-2
Feb 2, 2023 at 10:04 am	Peggy Aho altered approval step Completeness Review, changed status from On Hold to Complete on Record POE-23-2
Feb 6, 2023 at 2:59 pm	completed payment step Public Outdoor Event Fee on Record POE-23-2
Feb 6, 2023 at 2:59 pm	approval step Fire Dept Review was assigned to Chris Hearnden on Record POE-23-2

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Completeness Review	Complete	Jan 26, 2023 at 4:15 pm	Feb 2, 2023 at 10:04 am	Peggy Aho	-
 Public Outdoor Event Fee	Paid	Feb 2, 2023 at 10:04 am	Feb 6, 2023 at 2:59 pm	-	-
 Fire Dept Review	Active	Feb 6, 2023 at 2:59 pm	-	Chris Hearnden	-
 City Council Approval	Inactive	-	-	-	-
 Permit Issuance	Inactive	-	-	-	-