

To: **Mayor and City Council**
 Through: **Ryan Schroeder, City Manager**
 From: **Police Department**
 Date: **March 25, 2019**

Celebrate West St. Paul Days, Inc.

BACKGROUND INFORMATION:

The Celebrate West St. Paul Days Committee has applied for a Special Event and Outdoor Entertainment Permit. The Celebrate West St. Paul Committee is looking to the City to recognize the event as a City supported celebration. They are making the following requests to the City for various events associated with the “Celebrate West St. Paul Days” celebration scheduled for May 17-19, 2019.

- Allow a Parade on Saturday, May 18, 2019,
 - Support change to the parade route. Due to street construction the route for 2019 has been changed with the parade starting at Charlton St and Wentworth Ave. The parade will follow Charlton St to Bernard Ave, ending at Harmon Park.
 - Allow Celebrate West St. Paul Days to retain all rights for vendors and concession stands.
- Allow activities at Harmon Park on May 18, 2019, that will include:
 - Food Vendors (Contingent on receiving a copy of their state food license);
 - Beer & Wine (Contingent on receiving Certificate of Insurance for Liquor);
 - Bingo & Pull Tabs, Off-Site Gambling Permit, South Robert Street Business Association;
 - Music.
- Allow a Carnival at Signal Hills, May 15-19, 2019; (Contingent on receiving copy of agreement with Azure Property and Certificate of Insurance).
- Waive any fee associated with the Special Event Permit for the Parade; and Outdoor Entertainment at Harmon Park (no fee has ever been calculated due to it being waived in previous years).
- Waive Carnival License fee (\$2,750.00), Licensee to pay \$100 Background Fee.

According to Ordinance 111.30 the City Council shall hold a hearing on the license and may impose reasonable conditions to protect the health, safety and general welfare of the public as well as setting the hours of operation.

FISCAL IMPACT:

Action	Fund	Department	Account	Amount
Background Fee	101	30000	34208	\$100.00
Total:				\$100.00

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STAFF RECOMMENDATION:

In processing this application staff found no notable concerns or issues. Staff does not foresee any special or reasonable conditions. Council needs to consider the application for approval. Staff recommends upon approval of the applications.