



NOTICE OF AGENDA

CITY COUNCIL WORKSHOP

[City of Forest Lake - Livestream and Recorded Meetings](#)

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

May 15, 2023 – 6:30 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table. *The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.*
5. Arts in the Park Update (*Under Separate Cover*) – Jamie Muscha
6. Special Event Planning – Abbi Wittman
7. 10-Year Plan Update - Parks and Buildings (*Under Separate Cover*) – Patrick Casey
8. Public Works Building Needs Assessment (*Under Separate Cover*) – Patrick Casey
9. FY 2024 Budget Priorities (*Under Separate Cover*) – Patrick Casey
10. Adjourn



Staff Memo

Date: May 10, 2023

To: Mayor, and Members of the City Council

From: Jamie Muscha, Park and Recreation Supervisor

Re: Special Events in Forest Lake

Background

The City receives over 35 special event requests in the community each year, which includes both public and private events on both public and private property. Currently, the City has several individual permit applications that event organizers are required to complete and return for City review and approval, depending on the details of their event (i.e. amplified music, event in the park, charitable gambling, etc). Examples of these individual permits include the following:

- Outdoor Entertainment Permit
- Tent Permit
- Park Event Permit
- Liquor License
- Gambling Permit
- Alcohol Consumption in Parks Permit

Given the many individual applications, it is cumbersome not only for the event organizers planning an event in the community, but also for staff in the review and approval process. The current process also makes it difficult to identify and track the impact these special events have on city resources.

New Special Events Staff Committee

As identified in the Downtown Revitalization Plan, there is a desire to have more events and activation in Forest Lake. Therefore, city staff have formed a new Special Events Committee in January of 2023 to improve the special events permitting and approval process - citywide. This internal committee, which includes representation from each department, meets monthly to review any specific special event requests/applications and to engage in policy discussions as it relates to improving the special events process.

Desired Outcomes

One main goal of the special events committee is to improve the special events application and permitting process. To accomplish this, staff desire and intend to create one “City of Forest Lake Special Event Permit Application.” Instead of tracking down and filling out multiple applications, event organizers would have to fill out this one form. This one application will be very detailed, to include all of the information about their event so staff clearly know what permits need to be issued, and what additional city resources may be requested or needed.

Staff also desires to improve policy and provide standardization across different event types. This will include categorizing events, updating ordinances, updating fees for additional city services, and developing standardization across event types (i.e. setting thresholds on when additional security may be required by the city, liability insurance requirements, etc). As part of this process, staff intends to work with external stakeholders to help inform the policy and process updates.

City staff have developed a timeline to complete this work over the next six months with final adoption by the City Council in December of 2023 for full implementation in 2024.

City Council Feedback

In order to effectively move forward with developing and implementing changes, staff would like input and discussion from Council. Staff is seeking Council’s initial thoughts regarding:

- Review Process of Special Events Permits – Administrative vs. Commissions vs. Council
- Charging fees for public services – such as public works or public safety for public or private events
- General thoughts or concerns about future event scale, safety, etc.

Staff Recommendation: City Council discussion and provide feedback for staff for inclusion in next steps of improving the special event application and approval process.

*** A presentation will be provided at the City Council Workshop as separate cover. ***