

**ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING**

**TUESDAY, SEPTEMBER 21, 2021 – 7:00 P.M.
CITY HALL**



- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Public Comment**
- E. Adopt Agenda**

F. Proclamations/Commendations/Certificate Award

G. Approve City Council Minutes

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

ADD K.1. Cambridge-Isanti District #911 School Referendum Information

Renumbering K.2. Resolution 2021-XXX Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

L. Consent Agenda

M. Other Communications

N. Closed Session

Adjournment



Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Alyssa Olson - Parks, Recreation, and Events Coordinator
Date: September 21, 2021
Subject: Resolution 2021-XXX Approving a Special Event Permit Request for the Isanti Liquor Grand Opening Celebration

Background

The Isanti Municipal Liquor Store has submitted a special event permit application to host a Grand Opening Celebration at the new store. The event will take place Thursday, November 18, 2021 through Saturday, November 20, 2021 during regular business hours, from 9am-9pm.

No road closures are being requested and activities will take place within the parking lot and inside the store. Food trucks and inflatables will be setup onsite. Speakers and a PA system will not be used during the event. Event staff will be responsible for cleaning up waste on the property after the event.

The approximate attendance is 2100 people across three days. The event is free to attend.

The complete application along with departmental review are attached.

Staff Request

City staff is requesting approval of the Isanti Liquor Grand Opening Celebration Special Event Permit application and attachments.

Attachments

- Resolution 2021-XXX
- Special Event Application – Isanti Liquor Grand Opening Celebration

RESOLUTION 2021-XXX

**APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE ISANTI LIQUOR
GRAND OPENING CELEBRATION**

WHEREAS, Isanti Municipal Liquor Store has submitted a Special Event application requesting a permit to host a Grand Opening Celebration at the new store location (10 6th Ave SE); and,

WHEREAS, the event is scheduled for November 18 through November 20, 2021 from 9:00am to 9:00pm each day; and,

WHEREAS, the estimated number of people to be in attendance over that time period is 2,100; and,

WHEREAS, the Special Event Permit application requires a \$100 clean up deposit and a \$25 daily Vendor Fee, which the organizers have requested be waived for this event; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the special event permit for the Isanti Liquor Grand Opening Celebration with the following conditions:

- A \$100 Cleanup Deposit Fee and daily Vendor Fee of \$25 are waived for the event.

BE IT FURTHER RESOLVED, by the City Council of the City of Isanti, Minnesota, that this Resolution is hereby the “Permit” for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 21st day of September 2021.

Attest:

Mayor Jeff Johnson

Jaden Strand
City Clerk

A Community For Generations.



SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5561
www.cityofisanti.us

If you are planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses.

Special Event Permit Guideline: Please see city code section 278 "Special Events" for more detailed information.

Applications must be submitted at least 30 days prior to the event to be considered.

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☒ Complete Application Form
- ☐ Cleanup Deposit Fee - \$100 *waived*
- ☐ Proof of Insurance or Certificate of Insurance
- ☐ Site Map
- ☐ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
 - ☐ [Temporary Sign Permit Application](#) required
 - ☐ \$50 fee
- ☒ Alcohol will be served and/or sold at event:
 - ☐ [Licenses](#) (may take up to 60 days to process)
 - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present:
 - ☐ [Peddler's Permit](#) (background check required) submitted by event organizer only
 - ☐ \$25 fee for one-day applications *waived*
 - ☐ [Vendor List](#)
- ☒ Event will occur on City Property:
 - ☐ [Release and Indemnification Agreement](#)

Supplemental information may be required by City staff.

Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Liquor

Contact Person: Kevin Morelli

Address: 10 6th Avenue SE

City: Isanti State: MN Zip: 55040

Phone: 763 444-5067 Fax: 763 444-8044 Cell: [REDACTED]

E-mail: Kmorelli@cityofisanti.us

Secondary Contact Person: Keith Lusk

Address: 10 6th Avenue SE

City: Isanti State: MN Zip: 55040

Phone: 763 444-5067 Cell: [REDACTED] E-mail: KLusk@cityofisanti.us

EVENT INFORMATION

Event Name: Isanti Liquor Grand Opening

Date(s) of Event: 11/18/21 - 11/20/21

Hours of Event: Business hours 9:00am - 9:00pm

Type of Event: ☒ Open to the Public ☐ Private ☐ Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Food Trucks, Inflatables, Grand Opening Celebrating In-store Tastings

Proposed Location of the Event (be specific, site map also required):

~~10~~ 10 6th Avenue SE

Estimated Number of People in Attendance (includes staff, participants, and spectators):

appx. 2100

Parking Impact – Describe in detail:

Food Trucks n RV stalls

Tents, equipment, amusement rides, etc.

Type:

NA

Size:

Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

NO

Are you requesting any street closures? If yes, list streets:

NO

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

On Site

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

NO

Clean-up Plans – Describe in detail:

Liquor Store Staff

Live entertainment – Describe in detail:

No

Will any other **public addressing system or sound amplification** be used? If so, describe:

No

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

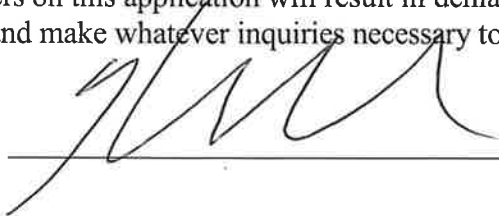
N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____



OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief

☒ Approved ☐ Denied ☐ N/A Signature: VIA EMAIL (SEE ATTACHED)

Police Chief

☒ Approved ☐ Denied ☐ N/A Signature: VIA EMAIL (SEE ATTACHED)

Public Services Director

☒ Approved ☐ Denied ☐ N/A Signature: Matt [Signature]

Parks, Recreation and Culture Manager

☒ Approved ☐ Denied ☐ N/A Signature: Angela [Signature]

Community Development Director

☒ Approved ☐ Denied ☐ N/A Signature: [Signature]

City Administrator

☒ Approved ☐ Denied ☐ N/A Signature: Jan Wood

City Council

☐ Approved ☐ Denied

Date of Review: _____

A Community For Generations.

Isanti



Food Trucks and in
store tastings will be
there to help us enjoy
the Grand Opening!

Come and Celebrate Isanti's New Liquor Store Grand Opening!

NOVEMBER 18TH-20TH 2021 AT
10 6TH AVENUE SE, ISANTI



From: Travis Muyres
Sent: Thursday, September 2, 2021 7:30 AM
To: Isanti Parks
Subject: Re: SEP Approval: Isanti Liquor Store Opening

approve



TRAVIS MUYRES
Police Chief / Emergency Management Director
Isanti Police Department

401 First Ave NW
PO BOX 428
Isanti, MN 55040
763-444-4761 x101

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Tuesday, August 31, 2021 1:05 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP Approval: Isanti Liquor Store Opening

Hi Guys,
Please see attached application for the liquor store's grand opening celebration November 18-20. Let me know if you have any concerns. I need approval **by noon tomorrow** to get on the next agenda.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, September 2, 2021 4:30 PM
To: Isanti Parks
Subject: RE: SEP Approval: Isanti Liquor Store Opening

Sorry about that I thought I responded! (I have it in my calendar...?)

Isanti Fire approves the November 18-20 liquor store grand opening SEP as presented.

Thank you.

ALAN JANKOVICH | FIRE CHIEF

ISANTI FIRE DISTRICT

401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040

763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org



From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, September 2, 2021 4:16 PM
To: Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: RE: SEP Approval: Isanti Liquor Store Opening

Hi Al,
Checking to make sure you received this application. Let me know if you have any issues with it or if you approve.

Thanks!

Alyssa Olson
Parks, Recreation & Events Coordinator



CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Phone: (763) 762-5754

From: Isanti Parks
Sent: Tuesday, August 31, 2021 1:06 PM
To: Travis Muyres <tmuyres@cityofisanti.us>; Fire Department - Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: SEP Approval: Isanti Liquor Store Opening
Importance: High