



**Wayzata City Council Workshop Meeting Agenda
Wayzata City Hall Community Room, 600 Rice Street
TUESDAY, JULY 9, 2024**

WORKSHOP TOPICS FOR DISCUSSION:

1. Discussion of Long-Term Staffing Plan (5:00-5:45 p.m.)
2. Discussion of Draft Special Event Permit Ordinance (5:45-6:30 p.m.)



City Council Workshop City Council Agenda Report

MEETING DATE: July 9, 2024	WORKSHOP AGENDA ITEM: 1
TITLE: Discussion of Long-Term Staffing Plan (5:00-5:45 p.m.)	
PREPARED BY: Aurora Yager, Deputy City Manager	
REVIEWED BY: Jeffrey Dahl, City Manager	

DISCUSSION OBJECTIVE:

To gather feedback and answer questions regarding the staffing requests included in the updated Long-Term Staffing Plan.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

Achieve & Sustain Operational Excellence

Ensuring we have rightsized departments will ensure that the organization's operational risks are proactively managed and that services are seamlessly implemented.

BACKGROUND:

Each year as part of the budget process, staff reviews current organizational needs, especially as it relates to service delivery, and brainstorms future staffing needs up to five years in the future. The identification of staffing needs does not commit the City to filling these positions, but rather gives the Council and staff an idea of the impact those positions could have on the budget to better evaluate priorities and plan for these in advance.

At this meeting, staff will explain the need for each requested position and gather feedback from the Council on what positions to include in the first draft of the 2025 Budget. Their impact on the levy is subject to Council approval as part of the annual budget process and will be reviewed more comprehensively in the City's Long-Term Financial Plan.

ATTACHMENTS:

1. 2024 Staffing Needs Workshop Memo

Long-Term Staffing Plan

July 9, 2024

Departments review long-term staffing needs annually in the Spring. If their staffing request is approved by the City Manager, it is included in the list below. Additional information regarding the potential impact on the levy and tax rate along with the detailed Position Requisition Forms are included below.

Proposed Positions by Year

Year	Position	Salary & Benefits	General	Water	Sewer	Liquor	Motor Vehicle	Total
2025	Fire Chief	\$162,000	\$162,000					\$162,000
2025	Police Officer	\$122,000	\$122,000					\$122,000
2025	IT Manager	\$140,000	\$121,800	\$1,400	\$1,400	\$11,200	\$4,200	\$140,000
2026	Community Engagement Coordinator	\$105,000	\$105,000					\$105,000
		\$529,000	\$510,800	\$1,400	\$1,400	\$11,200	\$4,200	\$529,000

General Fund Budget Impact by Year

	2024 Actual	2025	2026
General Fund Staffing		\$405,800	\$105,000
Cumulative Total with Inflation		\$405,800	\$522,974
Estimated Total Levy % Change*	8.98%	9.37%	4.79%
Estimated Tax Rate	19.22%	20.41%	20.71%
Est. Median Value Home	\$1,008,750	\$1,018,838	\$1,029,026
Median Value Home Tax Increase from Prior Year	\$(64)	\$161	\$61

**Estimated Levy % change assumes the prior year's budget increases 3% and proposed staffing is added on top of it. It does not account for any other service level changes that may occur.*

Note: Uses assumptions from the 2023 Long-Term Financial Plan (LTFP). The 2024 update to the LTFP will incorporate updated data and assumptions to better discuss impacts on the levy and tax rates.

Positions Requested for Inclusion in 2025 Budget

Position Requisition Form

Position Title	Full-Time Fire Chief	Department	Fire
Requested By	Kevin Klapprich, Fire Chief	Approved By	Jeff Dahl, City Manager
Date Needed	2025 (4 th year requesting)		

Summary of Job Duties:

Provides direction and leadership for all activities of the Fire Department including fire protection and emergency response, investigations, fire prevention and educational. Supervises all department staff and oversees the training and safety of personnel and equipment.

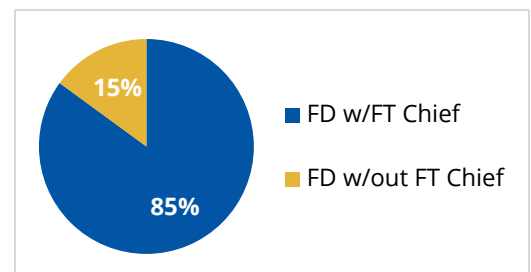
Summary of Need/Rationale:

- **Current structure not sustainable long-term**

The need for this position was first raised as part of the 2017 organizational study. The City has relied on the current Chief's availability and interest in serving about 20 hours per week. That type of availability and commitment is not sustainable long-term. While call loads are not expected to significantly increase, the complexity and required training and leadership responsibilities related to managing fire operations have become more time consuming and challenging. Additionally, about 69% of all calls for service occur between 8 a.m. and 8 p.m. when it is most difficult to staff. Furthermore, proactive fire prevention efforts through inspections and pre-planning for commercial and multi-family buildings are not possible under the current staffing structure.

- **Current structure is less common in the fire service**

Wayzata is one of the few remaining fire departments in the metro without any full-time staff. Of the 34 fire departments that cover Hennepin County, only five cities (Wayzata, Robbinsdale, Maple Plain, Medicine Lake, and St. Bonifacius) do not have full-time chiefs and Maple Plain is considering merging with a full-time department.



While completely volunteer, paid-on-call departments were once the norm, due to the increasing complexity of the fire service, staffing shortages, and more, full-time leadership of this critical public safety service is now the most common structure.

Depending on what happens with fire services with Orono and Long Lake in the next few years, there may be some staffing partnership opportunities.

- **Fire Department Organizational study recommendation progress stalled**

The City completed a Fire Department Organizational Study in the fall of 2021. Among the report's findings was a recommendation to hire a full-time Fire Chief in 2023 to ensure the department could move forward with several needed administrative and training related initiatives. A status update on the report recommendations is provided below. Progress on the items that aren't yet complete won't happen without a Full-Time Chief.

Report Recommendation	Status	Notes
Hire Full time Fire Chief in 2023	Not complete	
Work on shared services with other depts.	In process	Regular meetings with Long Lake to evaluate opportunity
Conduct a community risk analysis and standard of cover document	Not complete	
Monitor response times using the 90% method	In process	
Monitor response times for ERF for structure fire	In process	
All personnel trained to FF2	90% complete	18 of 20 non-probationary FF are trained to FF2
All officers trained to Officer 2 level	Not complete	0% are trained to this level
Increase training to 3 or 4 times per month and increase ability for outside training	Complete	Training increased to 3 times per month starting in Jan. 2024.
Review job descriptions and update them as needed	80% complete	Job descriptions drafted
Complete Succession Plan for FD	Not complete	2025 Strategic Plan Initiative
Create individual performance plan to help employees gain skills and trainings to develop up into higher roles.	Not complete	
Purchase ladder truck	Complete	Expected delivery early 2026

Funding Source and Budget Impact:

\$162,000 is the estimated cost for salary and benefits and would be paid for from the General Fund.

Position Requisition Form

Position Title	Police Officer	Department	Police
Requested By	Marc Schultz, Police Chief	Approved By	Jeff Dahl, City Manager
Date Needed	2025		

Summary of Job Duties:

Responsible for enforcing laws/ordinances, preventing crime, addressing public safety concerns and providing assistance, arresting offenders, investigating crimes, and protecting life and property.

Summary of Need/Rationale:

- **Current staffing levels stretch the department thin**

The current approved staffing levels of the Wayzata PD include two records staff, 1.25 CSO's, and 17 sworn officers (Police Chief, Deputy Chief, 3 Sergeants, and School Resource Officer). Given the need for 24/7 staffing, 11 officers to fill patrol shifts is the minimum needed. When staffing shortages arise from retirements, resignations, injury or illness it can result in one officer being on at a time and requires other officers to work overtime for shifts as long as 18-hours. Additionally, when there are multiple calls or transports needed when only one officer is on duty, Wayzata and Long Lake lack patrol coverage and must rely on mutual aid.

To reach a minimum staffing level of 2 officers on duty for most patrol shifts and times, 18 sworn officers are needed. Staff are proposing adding that 18th officer in 2025.

- **Demand and service levels are increasing**

The FBI's Uniform Crime Reports (UCR) data is a matrix used to determine standardized street strengths of patrol personnel for police departments. This guidance gives general direction regarding staffing but ultimately needs are based on unique traits and serve levels desired by the community. To meet the UCR averages for Midwest cities <10,000 residents, Wayzata would need 19 sworn officers in the PD to cover the communities of Wayzata and Long Lake.

Continued expansion of housing, Panoway, commercial development, events, and other developments contribute to increases in both population and traffic are increasing service demands. Additionally, community-based policing models (community engagement, bike patrol, etc.) are more labor intensive and require more resources to implement effectively.

- **Growing challenges in Officer recruitment and retention**

Police departments across the state and nationally are facing significant challenges in recruiting sworn officers. Where we once received a large volume of applications for one position, now we may get only one or two applicants. Given this smaller applicant pool, we are also noticing a trend in it taking longer to fill openings. This makes it even more important to have adequate staffing on the front end to avoid shortages during these recruiting periods and prevent overworking our current officers as retention is more important than ever.

Funding Source and Budget Impact:

\$122,000 is the estimated cost for salary and benefits and would be paid for from the General Fund.

Position Requisition Form

Position Title	IT Manager	Department	Administration
Requested By	Aurora Yager, Deputy City Manager	Approved By	Jeff Dahl, City Manager
Date Needed	2025		

Summary of Job Duties:

Manages the overall City's IT network and systems, provides technical user support, technical upgrades, network management, and long-term planning for IT.

Summary of Need/Rationale:

- **Increasing cybersecurity is necessary to protect the City**

More than ever, City operations and services are conducted and dependent on technology. At the same time, cybercrimes are on the rise. The League of Minnesota Cities Insurance Trust has had 19 claims related to cybersecurity threats, with claims ranging from \$4,000-\$1.36 million. According to a March 2023 article from the League of Minnesota Cities, "it is no longer sufficient for city leaders to delegate their community's technology matters to contract provider or department-level staff." Internal IT is needed to be more proactive and ensure we are good stewards of our technological assets and ensure the cybersecurity of our critical infrastructure such as our water treatment plant and internal network.

- **Current IT setup not meeting internal needs**

The City contracts managed IT services with Loffler and the Public Works Director serves as their main staff contact. This arrangement is reactive and relies on the PW Director to coordinate IT projects and help troubleshoot with staff, which is not the best use of his resources and slows down projects. Additionally, there are growing IT needs in the Police Department that the Chief is currently managing (TAC, IT audits, etc.) that would best be delegated to someone with IT expertise.

In general, lack of internal IT support makes resolving IT issues more difficult, inefficient, and more frustrating for all involved. Over the last few years, several employees included the lack of IT support as a problem in their annual reviews and in the 2024 employee survey survey, about 26% of respondents mentioned that they needed better IT support, technology, and technology training to succeed in their current role.

Other small cities like Victoria, who in recent years hired internal IT reported the positive impacts such as increasing their efficiency, security, and implementing both time-saving and cost-saving measures.

- **Cybersecurity Study recommendations still need to be implemented**

In July of 2022 the City completed a cybersecurity study that identified several areas of improvement. Notably the report recommended that the City create a full-time IT position to oversee our IT security, manage third party services, and help implement the other report recommendations. Due to the lack of internal IT capacity, implementing recommendations from that study has stalled and realistically won't be completed.

Funding Source and Budget Impact:

\$140,000 is the estimated cost for salary and benefits and would be paid for primarily from the General Fund with other enterprises covering some of the costs. Future cost savings are likely by reducing our contract/reliance with managed service providers when this position is fully onboarded.

Staff will continue to evaluate opportunities for shared services with other cities for IT support but don't currently have a potential arrangement to recommended. Sharing services with another City would likely result in some cost savings but either way additional investment is needed.

Positions Requested for Inclusion in Future Budgets

Position Requisition Form

Position Title	Community Engagement Coordinator (PT or FT)	Department	Administration
Requested By	Jeff Dahl, City Manager Marc Schultz, Police Chief	Approved By	Jeff Dahl, City Manager
Date Needed	2026		

Summary of Job Duties:

The Community Engagement Coordinator would primarily serve the Communications division and secondarily the Public Safety departments. This position would be responsible for establishing, implementing, and coordinating community engagement activities and policies, bolstering volunteering initiatives, and establishing and enhancing community relationships. This position would take on new initiatives that are currently not being fulfilled.

Summary of Need/Rationale:

- **Community engagement is important and aligned with the Strategic Plan**

Wayzata is committed to creating a sense of belonging and connectedness and creating opportunities for active participation for anyone who lives in, works in and visits Wayzata. Some of the many benefits of community engagement in local government are:

- More informed decision making
- Increased trust, understanding, and connectedness
- Improved services for residents
- Utilization of community capacity for city services (volunteering)

Given its importance, several cities already have similar roles to what is proposed including, Brooklyn Center, North St. Paul, Robbinsdale, Bloomington, Woodbury, Burnsville, and St. Louis Park. Improved community engagement is also aligned with two desired outcomes in the 2024-2026 Strategic Plan, Engaged Government & Communication and Community Character and Resident Pride of Place.

- **Current volunteering needs not being met; additional opportunities unexplored**

City's Volunteer Coordinator position remains vacant, and staff have been unable to fill it on a volunteer basis. Meanwhile, the demand for volunteers has only increased both in the need for community engagement and the value of volunteers have to support city services and operations. Some examples of areas for volunteer opportunities include:

- Public garden maintenance
- Inventory of public trees
- Dig It Day and Pull It Day
- Senior activities and programming
- Boards & Commissions
- Police Reserves

- **Many additional community engagement needs identified across departments**

There is a growing need for more community engagement, specifically to underrepresented groups in the community, and to lead some important public safety recruitment initiatives that existing staff don't have the capacity for. A more specific list of some of the identified needs/duties is included below.

Admin/City-Wide

- Coordinate the City's volunteer program by managing the volunteer list, planning regular meetings, executing programs, on-site for volunteer events, etc.
- Research opportunities and participate in external events such as job fairs.
- Engage businesses and nonprofits in conjunction with City initiatives and events
- Door knocking/regular business visits
- Host focus groups and neighborhood meet-ups
- Research and implement new community engagement technologies and processes
- Develop and implement a community engagement strategy

Public Safety

- Partner with a sworn officer and fire volunteer to:
 - Establish and develop a civilian-staffed volunteer Park Patrol Unit
 - Create a public safety "Citizen's Academy"
 - Establish a Police Reserve Program
 - Establish Explorer Programs for both Police and Fire
 - Coordinate and staff special event appearances
- Partner with Public Safety departments to plan Night to Unite and City Showcase event
- Attend Wayzata Crime Prevention Coalition meetings

Funding Source and Budget Impact:

\$50,000 -105,000 is the estimated cost for salary and benefits and would be paid for by the General Fund depending on whether the position is part-time or full-time.



City Council Workshop City Council Agenda Report

MEETING DATE: July 9, 2024	WORKSHOP AGENDA ITEM: 2
TITLE: Discussion of Draft Special Event Permit Ordinance (5:45-6:30 p.m.)	
PREPARED BY: Jeffrey Dahl, City Manager	
REVIEWED BY: N/A	

DISCUSSION OBJECTIVE:

To review and provide direction on the draft special event ordinance.

2024-2026 STRATEGIC PLAN PRIORITIES RELEVANCE:

Sustain Community Character & Safety

Development of a Special Event Ordinance is a strategic plan initiative which would ensure any needed parameters on size and number of events align with community wants and staff capacity.

Sustain Operational Excellence

Development of a Special Event Ordinance is a strategic plan initiative that would ensure a more streamlined approval process.

Diversify Revenue

Development of a Special Event Ordinance is a strategic plan initiative that could provide an opportunity for the City to collect fees to offset the direct and indirect costs of events on the organization and community.

BACKGROUND:

This item was discussed at the May 21 workshop. There was not adequate time to finish the discussion and come to a consensus on direction. As a reminder, staff began working in earnest on drafting an ordinance with the following objectives in mind:

- Not creating an overly bureaucratic process that would dissuade future community-building events;
- Providing a more streamlined and transparent approval process for sizes of events to eliminate surprises from both the City and applicants;
- Putting parameters on the total number and size of events permitted to ensure event activity is aligned with staff capacity as well as the desired character and traffic of the community;
- Diversifying revenue sources by ensuring application fees cover administrative costs and any ticketed events on public property are assessed a reasonable fee to offset the impact on public land.

With these objectives, the City Attorney, City Manager, and Director of Public Works/City Engineer, who oversees Special Event approvals, prepared a draft that met the aforementioned objectives by using the City of Excelsior's ordinance as a template. Once a draft was created, it has been updated to reflect comments heard from other staff members as well as the main community partners who submit special event permits--- the Greater Wayzata Area Chamber of Commerce and RBA, Inc.

Most of the discussion at the May 21st workshop focused around the minimum threshold of an event that would trigger a special event permit application, what kind of events would require Council approval, and what level of pre-approval and/or preference would long-standing existing events have. Staff has attempted to address that feedback with the attached updated draft ordinance and have also included the draft matrix that would dictate the maximum frequency of events as well as our current listing of events. More discussion is needed on potential frequency limits. Staff will also, at the meeting, highlight events of different sizes and how they would go through the approval process.

Ultimately, because there are still several steps to take, including writing a comprehensive policy with more details, drafting application forms, and updating the fee schedule, staff suggests that the ordinance go into effect no earlier than January 1, 2025.

ATTACHMENTS:

1. ORD Special Event Permits
2. Special Event Matrix (Draft)
3. Special Event Matrix (MK)

CITY OF WAYZATA
HENNEPIN COUNTY, MINNESOTA
ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 514 OF CITY CODE
TO REGULATE SPECIAL EVENTS**

NOW THEREFORE, THE CITY OF WAYZATA ORDAINS:

Section 1. Amendments to Chapter 514. Chapter 514 of the Wayzata City Code (Shows, Exhibits and Races) is hereby amended and restated to read in its entirety as follows:

CHAPTER 514 – SPECIAL EVENTS

514.01 - Purpose.

The City of Wayzata encourages special events in the City that contribute to the character, vitality, health and welfare of the community. The purpose of this Chapter is to make special events in the City run as safely and smoothly as possible, and to balance the costs and other impacts of an event (such as street closures, amplified music, admission charges and retail, alcohol, and large numbers of people) with the benefits of the event to those participating and as well as all of the community of Wayzata.

514.02 - Definitions.

For the purpose of this Chapter, the following terms shall be defined as follows:

“Air supported amusement structure” means any device that incorporates a structural and mechanical system and employs a high-strength fabric or film that achieves its strength, shape, and stability by pre-tensioning with internal air pressure (inflation). It carries or conveys or permits persons to walk, run or jump along, around or over a fixed or restricted route or course or within a defined area including the entrances and exits thereto, for the purpose of enjoyment.

“Commercial enterprise” means a business that charges a fee for participation in activities operated by the business including fitness or other group activities.

“Community athletic events” means athletic events sponsored or organized by local youth athletic associations, community education entities, or other community groups.

“Downtown” means the downtown business district including Lake Street between Ferndale Road and Circle Drive E, public parking lots and ramps behind the buildings that front on Lake Street, and adjacent blocks.

“Fundraising event” means an event that charges a fee and donates a portion of its proceeds to charity.

“Home tour event” means real estate events during which residential properties are open to the general public for viewing for marketing, entertainment, or charitable purposes, or to showcase property

features. Home tour events shall include the parade of homes, remodeler's showcase, luxury home tour or other similar events. Home tour events do not include an open house or showing of a single home or property.

"Level 1 Event" means a special event that is anticipated to have 20-99 participants and/or spectators.

"Level 2 Event" means a special event that is anticipated to have 100-499 participants and/or spectators.

"Level 3 Event" means a special event that is anticipated to have 500 or more participants and/or spectators.

"Parade" means any parade, march, ceremony, show, exhibition, pageant, or procession of any kind, or any similar display, in or upon any street, park, or other public place in the City.

"Private event" means an event that is being held exclusively on private property including, but not limited to graduation open houses, weddings and receptions, dinner parties and church events which will likely obstruct, delay, or interfere with the normal flow of pedestrian or vehicular traffic, or may significantly impact neighboring properties.

"Special event" means an event or happening organized by any person, group or organization which will generate or invite considerable public or private participation and/or spectators, for a particular and limited purpose and time, including, but not limited to: athletic events, private events, home tour events, boat shows, bicycle rides, business events on sidewalks or parking lots, carnivals, circuses, concerts, dances, fairs, farmer's markets, festivals, fireworks display, flea markets, parades, parties, reunions, runs, walks, and vehicle shows. Special events are categorized and regulated by levels, as specified in this Chapter, according to anticipated attendance and related impacts of the type of event.

For purposes of this Chapter, special events do not include events held exclusively entirely on private property that do not require parking on public streets and are unlikely to obstruct, delay, or interfere with the normal flow of pedestrian or vehicular traffic, or significantly impact neighboring properties with levels of noise. City-sponsored events conducted pursuant to a contract between the City and the event organizer are also not special events for the purposes of this Chapter. Special events are categorized and regulated by levels, as specified in this Chapter, according to anticipated attendance and related impacts of the type of event.

"Special event permit" means a permit for a particular special event issued pursuant to this Chapter.

"Ticketed event" means a special event that has a perimeter and requires a ticket to enter the event.

514.02 - Permit Required.

A. Permit Required for Special Events. No person shall organize, sponsor, assist, participate in, or conduct any special event unless a permit for such special event has been approved and issued by the City under this Chapter.

B. Exceptions. The following activities are exempt from the permit requirements of this Chapter:

- (1) Funeral processions, provided they are conducted in conformance with the requirements of the Wayzata Police Department.

- (2) Parades of the Armed Forces of the United States or the state of Minnesota.
- (3) Special events attracting attendance of less than 20 people, provided such events do not (i) include ancillary equipment (such as air supported amusement structures, motorized vehicles, or other equipment that needs to be tethered to the ground or transported to and from the event site via a motorized vehicle, such as food trucks); (ii) require a permit from a local, state, or federal agency (including fire department and district); (iii) include the service of alcohol or cannabis product; (iv) have any significant impact to the flow of traffic or use of public space, or (iv) include the participation of a commercial enterprise.

514.03 - Permit Fees.

- A. All permit fees shall be in an amount to be determined from time to time by Resolution of the City Council.
- B. Special events that require public safety or public works resources shall pay separate fees to the Wayzata Fire Department and/or Police Department, or Public Works Department, as determined by those departments.
- C. Special events that require specialized equipment (such as barricades, lights, personalized signage, etc.) shall pay 100 percent of the staff and equipment costs, including any applicable rental fee.

514.04 - Application Review and Approval Procedures.

A. Application Review, Approval and Revocation. All permits issued under this Chapter shall be issued in conformance with the licensing provisions of Chapter 501 of City Code and this Chapter, including the special event policy adopted under Sec. 514.10.A, and shall require the approval of City Council except for those types of events listed under Sec. 514.04.B, which may be approved by the City Manager. Conditions may be attached to the issuance of permits that are reasonably related to the nature of the event and the associated health, safety and welfare considerations and costs. City Council may deny or revoke any permits issued under this Chapter when, in the judgment of City Council, an application has failed to meet the requirements of this Chapter.

B. Types of Events that May Be Approved Approval by City Manager or City Council.

(1) Permits for ~~the following types of Level 1 and 2 Events~~ shall require the approval of the City Manager only unless, in the determination of the City Manager, City Council review and approval is warranted due to the nature of the event, impacts on surrounding areas, or impacts on public services and public property.

(2) Permits for Level 3 Events shall require the approval of the City Council.:

(1) Level 1 Events with:

—• No road closures (but may need No Parking Sign postings)

(2) Level 2 Events on City Property with the following parameters:

• One day event or multi-day events that do not leave anything on City property overnight

• No road/multi-block sidewalk closures/traffic control involved

• Limited City services needed

C. Criteria for Reviewing All Special Event Permit Applications. In addition to the other provisions of this Chapter, an application for a special event permit may be denied or revoked for any of the following reasons:

- (1) The applicant has failed to meet all the requirements for applying for a special event permit.

- (2) The proposed date of the event is available but will be a hardship on the City due to other events and/or activities already scheduled on the selected date.
- (3) The applicant has failed to comply with any term of this Chapter, including the special event policy adopted under Sec. 514.10.A. or
- (4) The applicant has failed to comply with any condition of a special event permit previously issued to the applicant or for the event.
- ~~(45)~~ The special event will create the possibility of violent disorderly conduct likely to endanger public safety or to result in significant property damage.
- ~~(56)~~ The applicant demonstrates an inability or unwillingness to conduct a special event pursuant to the terms and conditions of this Chapter.
- ~~(67)~~ The applicant has failed to obtain any other required permits and approvals of other agencies or authorities for the event.
- ~~(58)~~ The safety of event participants is at risk due to site conditions, the nature of the event, the weather or other changing conditions.
- ~~(69)~~ Public safety officials conclude that the event will place an undue burden on public safety resources.

D. Additional Criteria for Reviewing Applications for Level 2 and 3 Events. In addition to the other provisions of this Chapter, an application for a level 2 and 3 special event permit shall be evaluated based on impacts to police, fire, and medical resources, including the following:

- (1) The number of people anticipated to attend, the hours and days of the week during which the event is scheduled, and the number of attendees that are anticipated to be present at the same time;
- (2) The proximity in time of the event to other events requiring public safety resources;
- (3) Whether alcohol or cannabis product is being served at the event;
- (4) Impacts of the event on demand for public safety resources after the event has concluded;
- (5) The need for street closures or other traffic-related issues that lead to a need for increased police resources;
- (6) Public safety resources necessary to participate in event planning and preparation;
- (7) Special security concerns that place additional demand on public safety resources;
- (8) Special equipment requirements that place additional demand on public safety resources;
- (9) Any history of incidents during prior events of the same or a similar type;
- (10) Any additional factors that, in the judgment of public safety officials, would increase the need for public safety resources.

514.05 - Scope of permit. A special event permit shall authorize the requested special event and include any applicable conditions. Applicable conditions may include the number of persons authorized to be in attendance, the time during which the special event is permitted (including time for set up before and clean up after the special event), time and sound level limitations on the use of amplified sound, and the physical boundaries of the permitted special event. A permittee shall not allow the attendees to remain upon the permitted location later than the time set in the permit. Activities permitted by a special event permit shall not be carried on between the hours of 10:00 p.m. and 7:00 a.m. unless otherwise authorized by City Council. Activities prior to 7:00 am that are necessary to prepare for the event shall be subject to conditions of the applicable permit.

514.06 – Application Requirements.

- A. Time of Submittal.** An application for a special event permit shall be made to the City no more than 365 days prior to the event and unless otherwise approved by City Council, no less than the following days prior, based on level of event:
- (1) Applications for level 1 special events (20—99 people) shall be submitted no less than ten days prior to the event unless such event requires staffing of public safety personnel, in which case the application shall be submitted no less than 30 days prior to the event.
 - (2) Applications for level 2 special events (100—499 people) shall be submitted no less than 60 days prior to the event.
 - (3) Application for level 3 special events (500 or more people) shall be submitted no less than 90 days prior to the event.
- B. Information Related to the Event.** An application for a special event permit shall include the following:
- (1) The name, mailing address, phone number(s), and email addresses of the primary contact person and event coordinator.
 - (2) The proposed location of the parade or special event, which may be identified by a map attached to the special event permit.
 - (3) The name and type of event.
 - (4) The days and hours during which the special event is to occur, including set up and clean up time.
 - (5) The number of persons anticipated to attend the event, including spectators.
 - (6) Whether the event will be a fundraising event and/or a ticketed event and, if the event is a ticketed event, the maximum number and price of tickets to be sold.
 - (7) The plans for the direction and control of vehicle traffic and pedestrians.
 - (8) The plans for parking vehicles, including location of parking lots and any shuttle routes.
 - (9) The specific route plan proposed for the parade or special event, if applicable.
 - (10) The proposed number and location of barricades, fences, and gates to be furnished by the applicant.
 - (11) The plans for concessionaires who will be allowed to operate on the grounds, including the names and addresses of all concessionaires and their license or permit numbers.

- (12) Whether there will be alcohol or cannabis product served at the special event (and, if so, the names of any caterers who will be selling), a copy of the license authorizing the sale or the application for a temporary license if one is necessary, the dates when alcohol or cannabis product will be served, and the plans for controlling the use of alcoholic beverages and cannabis products. Police, fire, and/or security presence may be required for any events serving alcohol or cannabis products.
- (13) The plans for security, and the name of the security company, if necessary.
- (14) The name of an emergency medical services provider, if necessary.
- (15) The hours and type of sound amplification, if any, including the number of a contact person responsible for managing the volume during the event.
- (16) The plans for the prevention and cleanup of litter and waste.
- (17) Payment of permit fee as well as escrow deposit in an amount necessary to cover any fees associated with failure to comply with the terms of any permit issued by the city or public safety officials.
- (18) Such other information and conditions that are reasonably necessary for the conduct of the special event, including the requirement for the on-site presence of the event organizer or its designated representative for all special event coordination and management purposes.

514.07 – Insurance Requirements. As a condition of the issuance of a special permit for a level 2 or 3 event, Applicants must secure and maintain in full force and effect throughout the duration of the event permitted and all associated activities, commercial general liability insurance written on an occurrence basis with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate to include bodily injury and property damage covering potential liability arising from the event. A certificate of insurance or similar proof of coverage shall be submitted prior to the event and shall name the City of Wayzata as an additional insured.

514.08 – Limits on the Number, Frequency and Times of Special Events.

A. Monthly and Seasonal Limitations. In order to achieve the purposes of this Chapter, and limit the impacts and burdens on the quality of life of City residents and resources, including police, fire and emergency medical services, the special events policy referenced in Sec. 514.10 will contain limits that apply to the number, frequency and times of special events and permits.

B. Home tour events. Home tour events may be held Thursdays through Sundays over a consecutive three-week period. Applicants are limited to obtaining one special event permit for a home tour event per calendar year at the same address.

C. Additional Limitations.

- (1) *Street closures:* Street closures are not permitted within one day before and after a previously-scheduled street closure, and no more than two street closure events per week are permitted.
- (2) *Daily limits:* No more than one special event permit shall be issued on any day for level 2 or 3 events in the City unless it is determined that the nature of one or more of the multiple events will not place an undue burden on City resources and public safety departments.

D. Priority of Applications. ~~In the event that~~If more than one application for a level 2 or a level 3 special event permit is submitted for the same day or days, the following criteria shall be used to determine which event receives a permit (if more than one permit cannot be issued under this Chapter):

(1) Priority shall be given to applications that are complete, in order they are received and deemed complete by City staff.

(2) Recurring annual events that have taken place in the City for more than ~~15~~ years shall be given priority of consideration over other events, provided that the application for the recurring annual event is received within the time frames specified under Sec. 514.06.A of this Chapter.

(3) To the extent that the City receives two or more complete applications on the same day for level 2 or level 3 special event permits for the same day or days, priority will be given to events held on the same date or week the previous year, provided that the prior year's event complied with the special event permit and all applicable conditions.

(34) If all other circumstances are equal, prioritization of events will be given to the event that is more aligned with the City's mission, vision, values, and strategic priorities.

514.09 – Ticketed Events. For level 2 and 3 events that require tickets for entry and are held in whole or part on public property, \$1.00 or 3% of ticket price (whichever is greater) per ticket sold shall be paid to the City within two weeks after the event, given the closure of public access to public property and the associated impacts on such property. The City may reduce or waive this requirement for events that are charitable or have a significant fundraising component for a non-profit community or civic organization.

514.10 – Policy and Appeals.

A. Policy. A special event policy implementing the requirements of this Chapter, including the types of special event permits to be issued, related conditions, and application forms, ~~may~~shall be adopted and amended from time to time by resolution of the City Council.

B. Appeals. An applicant may appeal any decision made under this Chapter or the policy adopted pursuant to it by filing a written appeal stating the reasons the applicant believes the decision was erroneous within ten days of the issuance of the decision. City Council shall make a determination on the appeal no later than 60 days following receipt of an appeal.

514.11 – Enforcement.

A. The provisions of this Chapter may be enforced by injunction in any court of competent jurisdiction.

B. The holding of a special event in violation of any provision or condition contained in this Chapter shall be deemed a public nuisance and may be abated as such.

C. Any violation of this Chapter shall be a misdemeanor and the violation shall be punished in accordance with City Code.

Section 2. Effective Date. This Ordinance will become effective upon passage and publication.

Adopted by the City Council this ____ day of _____, 2024.

Johanna Mouton
Mayor

ATTEST:

Jeffrey Dahl
City Manager

First Reading:
Second Reading:
Publication:

DRAFT

Limits on the Number, Frequency and Times of Special Events.

Monthly and Seasonal Limitations. In order to achieve the purposes of this Chapter, and limit the impacts and burdens on the quality of life of City residents and resources, including police, fire and emergency medical services, the following limits shall apply to the number, frequency and times of special events and permits:

MONTH	LEVEL 1 EVENTS	LEVEL 2 EVENTS	LEVEL 3 EVENTS
January	No Limits	No Limits	1
February	No Limits	No Limits	1
March	No Limits	No Limits	1
April	No Limits	No Limits	1
May	No Limits	No More Than # Events No More Than # Days Total	1
June	No Limits	No More Than # Events No More Than # Days Total	2
July	No Limits	No More Than # Events No More Than # Days Total	2
August	No Limits	No More Than # Events No More Than # Days Total	2
September	No Limits	No More Than # Events No More Than # Days Total	2
October	No Limits	No Limits	1

November	No Limits	No Limits	1
December	No Limits	No Limit	1

*Discussion is especially needed on highlighted areas.

MONTH	LEVEL 1 EVENTS (20-99)	LEVEL 2 EVENTS (100-499)	Existing Level 2 Events	LEVEL 3 EVENTS (500+)	Existing Level 3 Events (attendees)
January	No Limits	No Limits		1	
February	No Limits	No Limits		1	Chilly Open (5000)
March	No Limits	No Limits		1	McCormick's St. Patrick's Day (1,200)
April	No Limits	No Limits	WCC Easter Sunrise Service (300)	1	
May	No Limits	No More Than # Events No More Than # Days Total	Spring Splash (50-200)	1	
June	No Limits	No More Than # Events No More Than # Days Total	Music by the Lake (300-500)	2	Art Experience (20,000) WAAM FEST (5,000/night)
July	No Limits	No More Than # Events No More Than # Days Total	Kiddie Parade (200+) Blue Water Theater Block Party (200+) Music by the Lake (300-500)	2	Flying Pancake Breakfast (1,000+) WCC Rummage Sale (2,000+)
August	No Limits	No More Than # Events No More Than # Days Total		2	Tour de Tonka (1,300)
September	No Limits	No More Than # Events No More Than # Days Total	Masonic Lodge Car Show (200+)	2	J.J. Hill Days (75,000) Beach Bash (5,000/night) FD Pancake Breakfast (800-1200)
October	No Limits	No Limits	Boo Bash Dash (275 participants)	1	
November	No Limits	No Limits		1	Light Up the Lake
December	No Limits	No Limit		1	