



CITY COUNCIL WORKSHOP AND SPECIAL MEETING AGENDA

THURSDAY SEPTEMBER 10, 2020 AT 7:00 A.M.

1. **Call to Order**
2. **Roll Call**
3. **Large Assembly Permit for 1060 Copeland Road**
4. **General Administration**
 - a. 2021 Budget/Finance
 - Preliminary Budget and Levy Review/Discussion
 - Police/Fire Updates
 - Updated Sewer Rate Study
 - b. City Hall Facility Renovations Update
 - c. Highway 12 Project Update – Driveway Access Issue
 - d. Administration
 - Civil Penalty for Golf Course Illegal Sale of Alcohol to Minor
 - Absentee Voting Notification
 - City Council Compensation Analysis/Survey
 - Personnel Committee Recommendations
5. **Adjourn**

City of Independence

Large Assembly Permit Request

To: City Council
From: Mark Kaltsas, Administrator
Meeting Date: September 10, 2020

Summary:

The City has received an application from MN SNAP (Minnesota Spay Neuter Assistance Program) for a large assembly permit to hold a charity drive-in event on the property located at 1060 Copeland Road. The event is scheduled to be held on Saturday September 12th from 6:00 PM to 8:00 PM. The City received the application on Tuesday, September 1 which does not meet our application submittal deadlines. Staff is working to accommodate the application and has reviewed the information presented. Both WHPS and the City have reviewed and approved the application pending City Council consideration.

This event will have approximately 200 guests (76 cars) that will remain in their vehicles for the duration of the event. There will be a performance by the MacPhail Kids Choir along with a donor recognition and artwork reveal. The event will largely be held in the pasture located adjacent to Copeland Road (see attached site plan). The event will be professionally catered and boxed meals will be provided to the attendees.

Staff would like to discuss large assembly permits in general and the timing and submittal of applications with Council. This year is more difficult for planning and timely submittals due to the uncertainty of many events relating to Covide-19. The City also received two additional large assembly permits last week and this week for events on September 19th that will be presented at the September 15th City Council Meeting.

City Council Direction:

Council is being asked to consider approval of the Large Assembly Permit for an event to be held on Saturday, September 12th, 2020 for MN SNAP and located on the property at 1060 Copeland Road.

Attachments: Large Assembly Permit
Supplemental Information/Site Plan



NON-CITY ASSEMBLY PERMIT APPLICATION

Fees & Definitions:

200+ Attendees (Large Assembly) = \$100
100+ Attendees (Medium Assembly) = \$25
50+ Attendees (Small Assembly) = \$25

(Double fee for application received less than 10 business days prior to event).

Event Location: 1060 Copeland Rd., Independence, MN 55359

Type of event: Drive-In (Charity) **Number of people** <200 **Date** 09/12/2020

☐ Residential ☐ Corporate ☐ Partnership ☒ Group or Association ☐ Other

Event Holder's Name: MN SNAP **Address:** 2822 Washington Ave. N, Minneapolis, MN 55411
Contact Person: Joe McDearmon **Phone:** 763-300-8894
2nd Contact Person: Anna Kucera, ED **Phone:** 612-597-3326

Security Plans: On-site Personnel

Date West Hennepin Public Safety was notified of the event: 8/31/2020

Severe Weather Plans (in the event of): Event Cancellation

Sound Plans - Amplification and sound control: AV provided by Slamhammer/Common World Productions
Outdoor Music ☒ Yes ☐ No - **Starting Time** 6:00 p.m. **AM/PM**, **Ending Time** 8:00 p.m. **AM/PM**

Food and Concessions Plans: Common Roots Catering; documents attached, Contact: Caroline Armer
Vendor's name, address, and license number *(copies of vendor license, insurance and permits must be provided)* See attached
Vendor Work #: (612) 871-2360 **Vendor Cell #**

Serving Alcohol: Yes: ☒ No: ☐

Up to one beer will be provided to each guest 21+ years of age

763-479-0527 (Phone)

1920 County Road 90
Independence, MN 55359
www.ci.independence.mn.us

763-479-0528 (Fax)

Selling Alcohol: Yes: _____ No: X (If selling alcohol contact the City for a Permit)

Restroom Provisions: How many?

2 portable toilets with _____ Location: See attached site plan
handwashing stations


Lighting - Type: Stage lights How many? _____

Location of lights: See attached site plan

\$1,000,000 Certificate of Liability Insurance-provide a copy: Attached

Parking Plan: *Please provide a site plan showing 1 parking space for each vehicle per 5 guests. If using adjacent property, written permission from property owners must be obtained.*

8/31/2020
Date


Signature of applicant

Date

Signature of applicant

Office Use Only

Application Received: _____ **Application Fee:** _____ **Date Fee Paid:** _____

Date \$1,000,000 certificate of liability insurance received: _____

Signature of City Official

Date

Signature of West Hennepin Public Safety

Date

MN SNAP Covid Preparedness Plan:

“FurryTail Under the Stars” Sept. 12, 2020

MN SNAP is committed to providing a safe and healthy workplace for staff, volunteers and guests for our FurryTail Under the Stars event Sept. 12, 2020. MN SNAP has reviewed and incorporated the guidance provided by the state of Minnesota in order to develop the following COVID-19 Preparedness Plan. It addresses:

1. ensuring sick staff and volunteers stay home and the prompt identification and isolation of sick persons;
2. social distancing;
3. personal protective equipment (PPE);
4. hygiene protocol;
5. workplace ventilation protocol;
6. workplace cleaning and disinfection protocol;
7. food service protocol;
8. communications and training practices and protocol; and
9. site map.

1) Ensure sick staff and volunteers stay home, and promptly identify and isolate sick persons

Staff and volunteers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. All on-site personnel will have their temperatures taken before entering the event grounds. Anyone registering signs of a fever will be sent home.

2) Social distancing

This is a drive-in event limited to 76 vehicles. Attendees will remain in their vehicles for the duration of the event.

All vehicles will be placed six feet apart on all sides. Social distancing of at least six feet will be implemented and maintained between staff, volunteers and guests throughout the event.

The only time guests will leave their cars will be to use the restroom. There will be two portapotties with handwashing sinks stationed on the north and south side of the event (see attached site plan). Six-foot markers will ensure social distancing while queuing for the restroom.

3) PPE

All staff and volunteers will wear face masks and gloves for the duration of the event and event set-up and tear-down.

Guests will be required to wear masks when using the restroom, and a volunteer will monitor their use. Masks will be made available for all guests.

4) Hygiene protocol

There will be staff or volunteers specifically tasked with maintaining the hygiene of tables, chairs, trays, signage, restrooms, and any other regularly touched surfaces for the duration of the event and event set-up and tear-down.

Staff, volunteers and guests are instructed to wash their hands for at least 20 seconds with soap and water after using the restroom. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be placed in locations throughout the space so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

The only public space shared with guests will be the restrooms. Hand sanitizer, soap and water will be provided. High-touch areas will be disinfected every 30 minutes.

5) Workplace ventilation protocol

All staging and hospitality preparation areas are outdoors and open-air canopy tents placed in an open field. Tents have 50 feet between them. For tent sizes, see the site map.

6) Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting will be implemented, including a schedule for routine cleaning and disinfecting of work surfaces and equipment. High-touch areas in bathrooms will be disinfected every 30 minutes during the event. Staff, volunteers and members of the production team will have radios. Radios will be assigned to specific individuals and disinfected before and after each use.

7) Food service protocol

Food will be provided as boxed meals by a licensed caterer. Boxed meals will be delivered by the caterer, Common Roots, on the day of the event to the staging area. The caterers, staff and volunteers will wash hands prior to, and wear masks and gloves during, delivery. Boxed meals will be delivered to attendees vehicles by staff and volunteers wearing masks and gloves.

Attendees will provide their own beverages. Bottled water will be provided by the event. They will be stored in a refrigeration unit and distribution will follow the same precautions named above.

Event and Set Up Schedule:

Friday, 9/11 – Set Up

10:00 AM: Tent, table, and chair set up

11:00 AM: Portable restroom

11:00 AM: Dumpster

Saturday, 9/12 – Set up & event

9:00 AM: AV Set up

10:00 AM: Mn Snap set up

4:30 PM: Catering

5:00 PM: Greeter & Map Czar orientation

5:30 PM: Food runner & coordinator orientation

5:30 PM: Greeter A – GUESTS ARRIVE

5:30 PM: Greeter B & Map Czar – DIRECTIONS

5:30 PM: Greeter - PARKING

6:00 PM: Food runner – FOOD & BEVERAGE

6:00 PM: Guests arrive

7:05 PM: Welcome | Anna

7:20 PM: MacPhail Kids Choir

7:30 PM: Artwork reveal

7:32 PM: Award – donor recognition

7:40 PM: Video

7:50 PM: Fund-a-need

8:00 PM: Farewell

8:00 PM: Greeter C – COORDINATED EXIT

8:00 PM: Greeter D – DIRECTIONS

8:00 PM: Strike crew

8:05 PM: Guests Exit



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/29/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Insurance Services 6000 Clearwater Drive Minnetonka, MN 55343		CONTACT NAME: Gabrielle Robertson PHONE (A/C, No, Ext): 952-947-9725 E-MAIL ADDRESS: Gabrielle.Robertson@USI.com FAX (A/C, No): 952-947-9793		
INSURED MN SNAP Minnesota Spay Neuter Assistance Program 2822 Washington Avenue North Minneapolis, MN 55411 MINNSPA-01		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Allmerica Financial		41840
		INSURER B: Massachusetts Bay Insurance Company		22306
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES

CERTIFICATE NUMBER: 479107936

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ODXD525001	4/13/2020	4/13/2021	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			AWXD52431803	4/13/2020	4/13/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			ODXD525001	4/13/2020	4/13/2021	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A			WDXD524422	4/13/2020	4/13/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**City of Independence
1920 County Road 90
Independence MN 55359




















SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

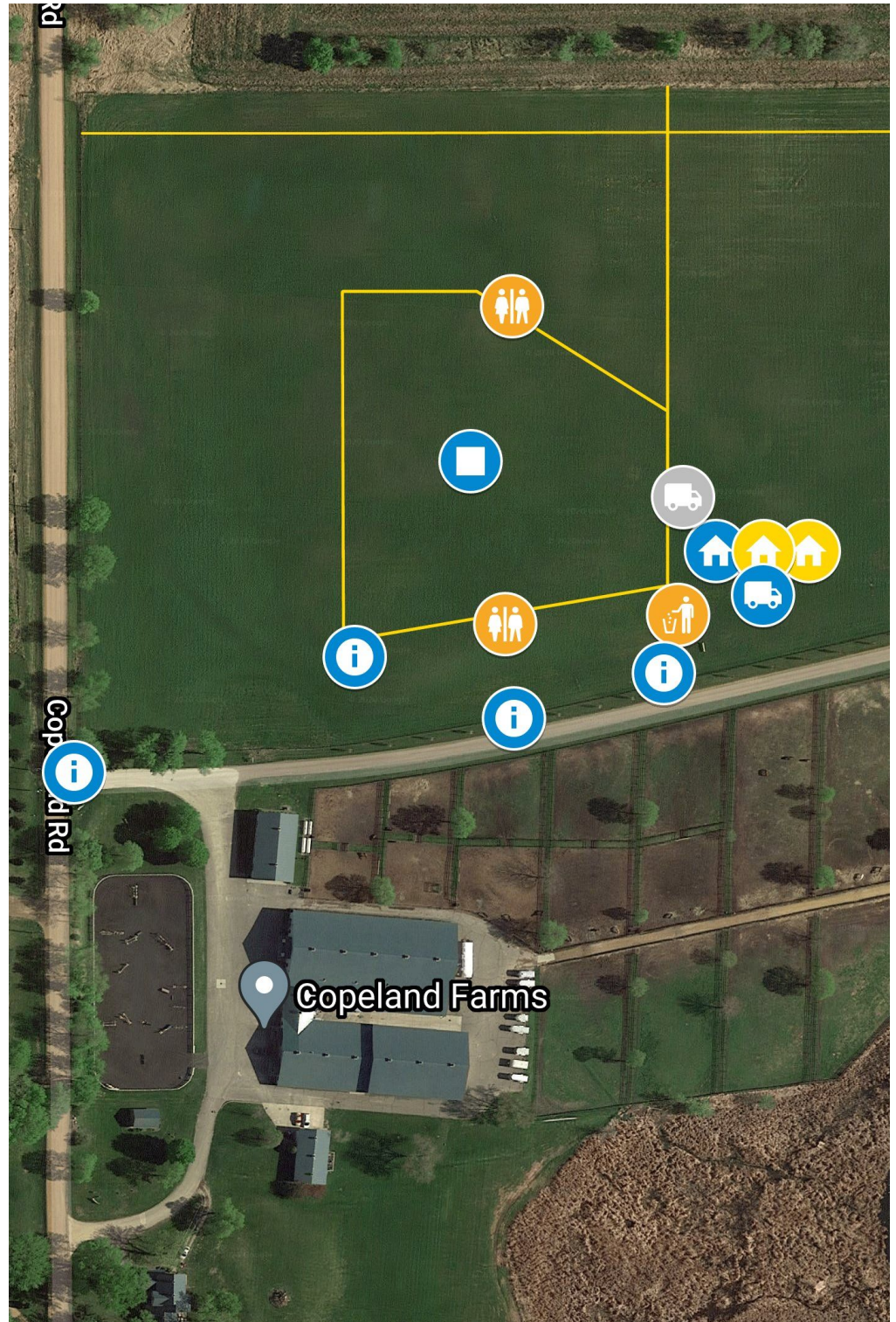
AUTHORIZED REPRESENTATIVE

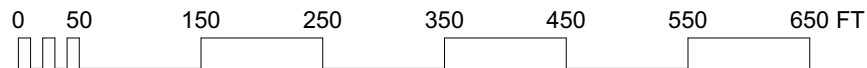
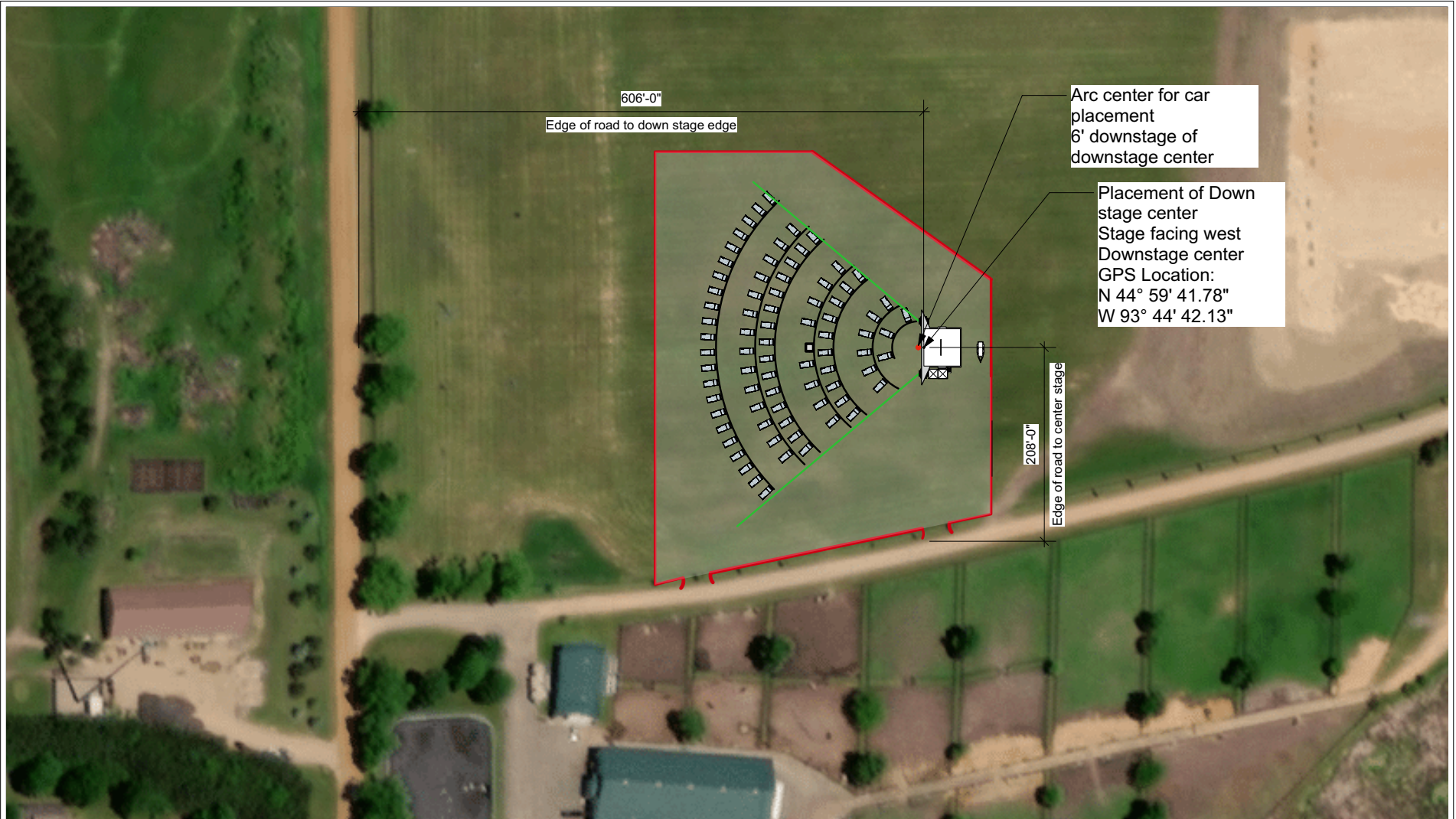
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FTB 2020

Beau'selle Stables

-  Field Width 1200'
-  Field Height 651'
-  01 - Greeter A
-  02 - Greeter B & Map Czar
-  03 - Greeter C
-  04 - Staging Tent
-  05 - Hospitality A
-  06 - Hospitality B
-  07 - A/V Parking
-  08 - Restroom A
-  09 - Restroom B
-  10 - Trash Drop-Off
-  11 - Greeter D
-  Parking Height 390'
-  Line 23
-  Event Area
-  Staff, Volunteer & Performer Parking
-  Parking
-  Event Area [SEE MAP]





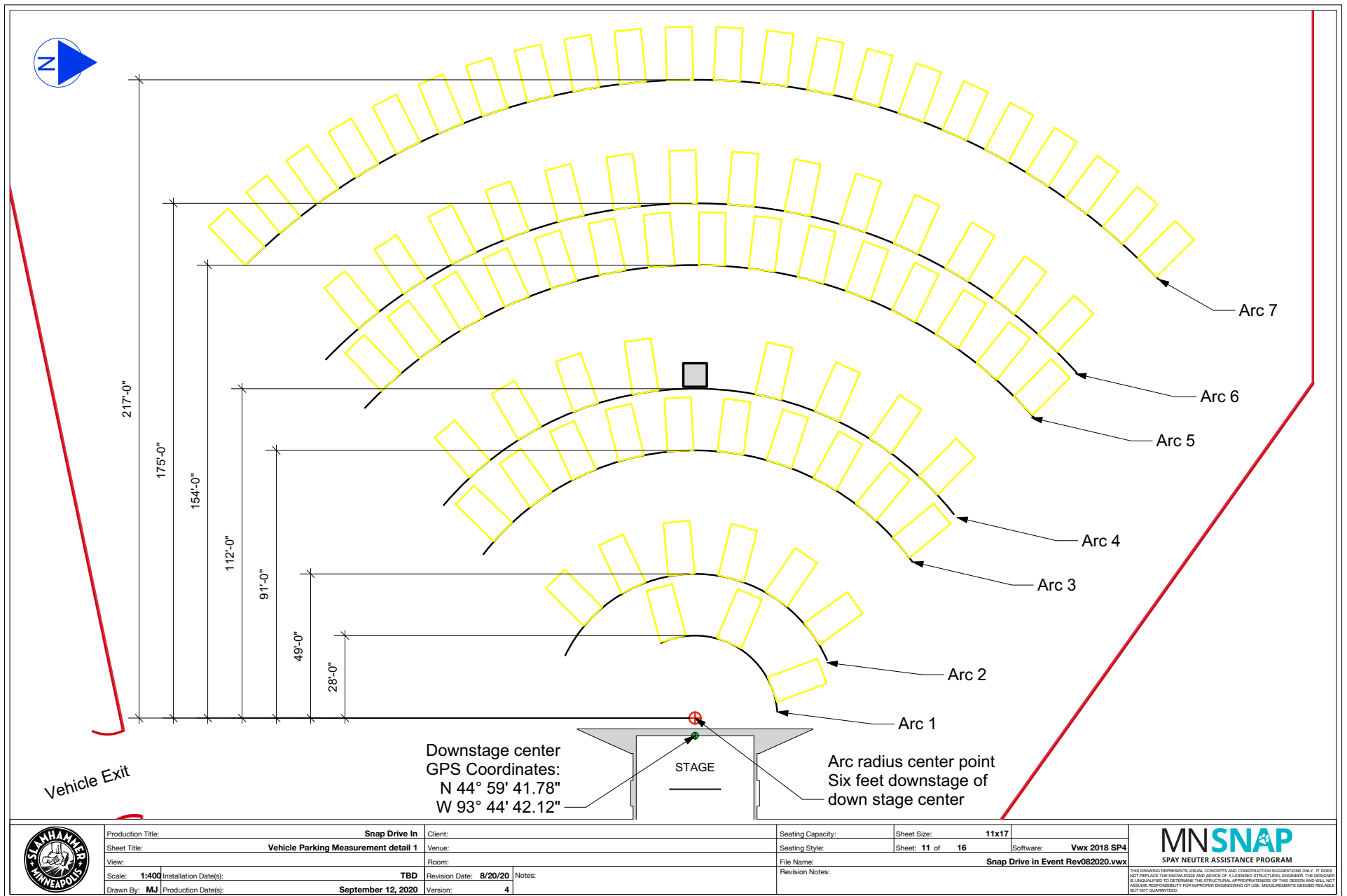
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 Drawn By: **MJ** Production Date(s): **September 12, 2020**

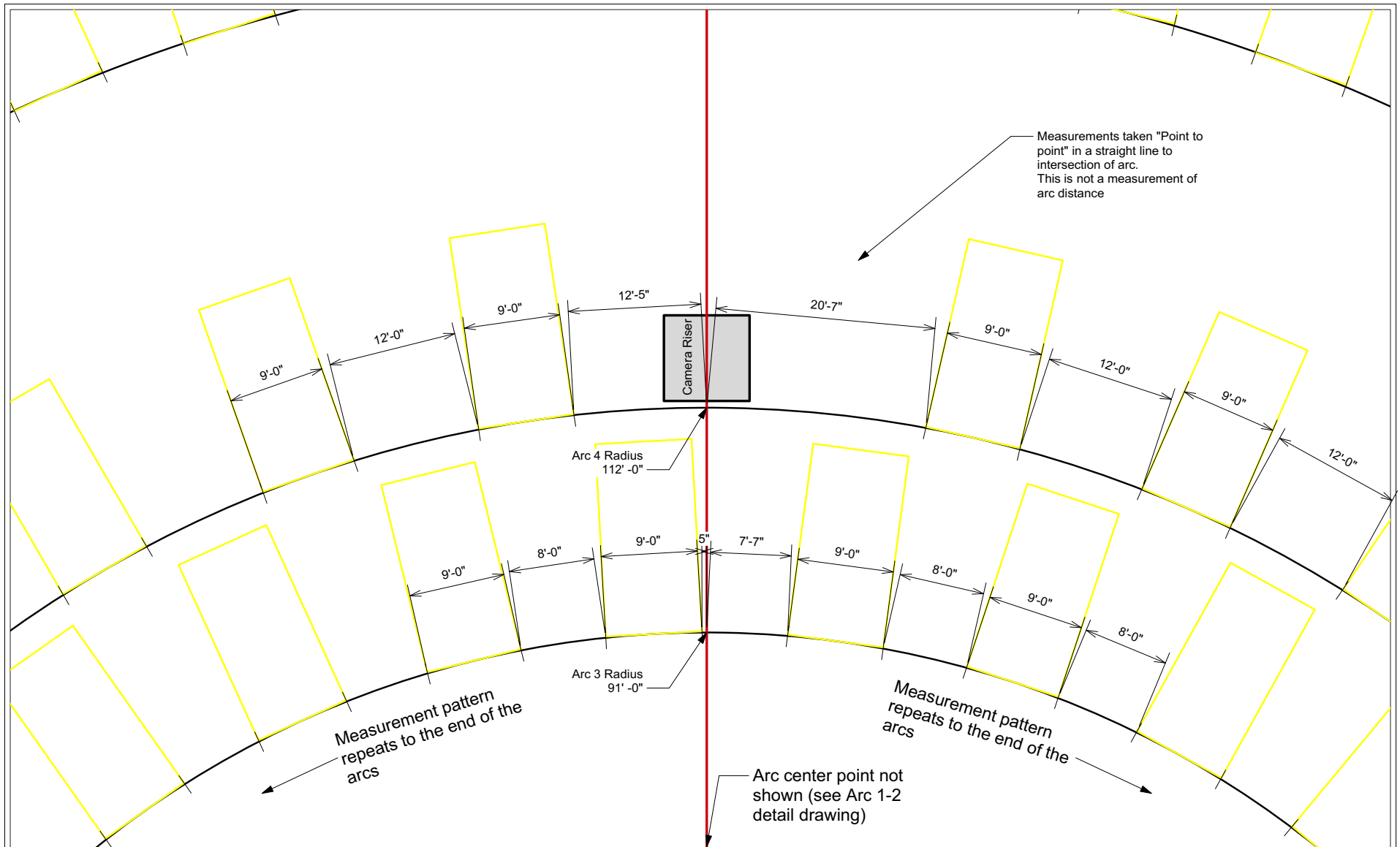
Client:
 Venue:
 Room:
 Revision Date: **8/20/20** Notes:
 Version: **4**

Seating Capacity:
 Seating Style: **Cars** Sheet: **10** of **16**
 File Name: **Snap Drive in Event Rev082020.vwx**
 Revision Notes:

MN SNAP
 SPAY NEUTER ASSISTANCE PROGRAM

THIS DRAWING REPRESENTS VISUAL CONCEPTS AND CONSTRUCTION SUGGESTIONS ONLY. IT DOES NOT REPLACE THE KNOWLEDGE AND JUDGMENT OF A LICENSED STRUCTURAL ENGINEER. THE DESIGNER IS UNQUALIFIED TO DETERMINE THE STRUCTURAL APPROPRIATENESS OF THIS DESIGN AND WILL NOT ASSUME RESPONSIBILITY FOR IMPROPER ENGINEERING OR USE. MEASUREMENTS OBTAINED FROM THIS DRAWING ARE NOT GUARANTEED.



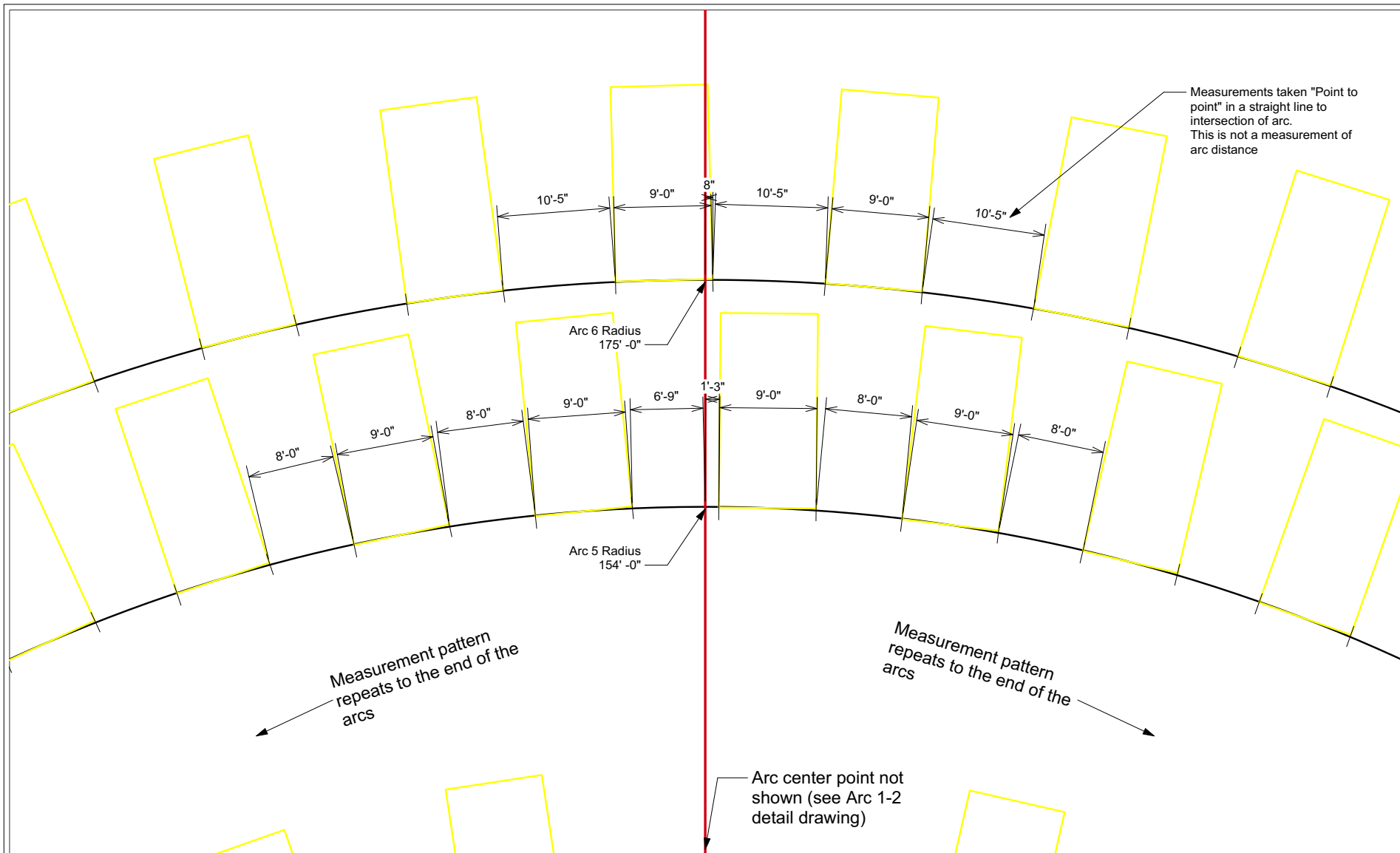


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View:		Room:	
Scale: 1:100	Installation Date(s): TBD	Revision Date: 8/20/20	Notes:
Drawn By: MJ	Production Date(s): September 12, 2020	Version: 4	

Seating Capacity:	Sheet Size: 11x17
Seating Style:	Sheet: 13 of 16
File Name:	Software: Vwx 2018 SP4
Revision Notes:	Snap Drive in Event Rev082020.vwx



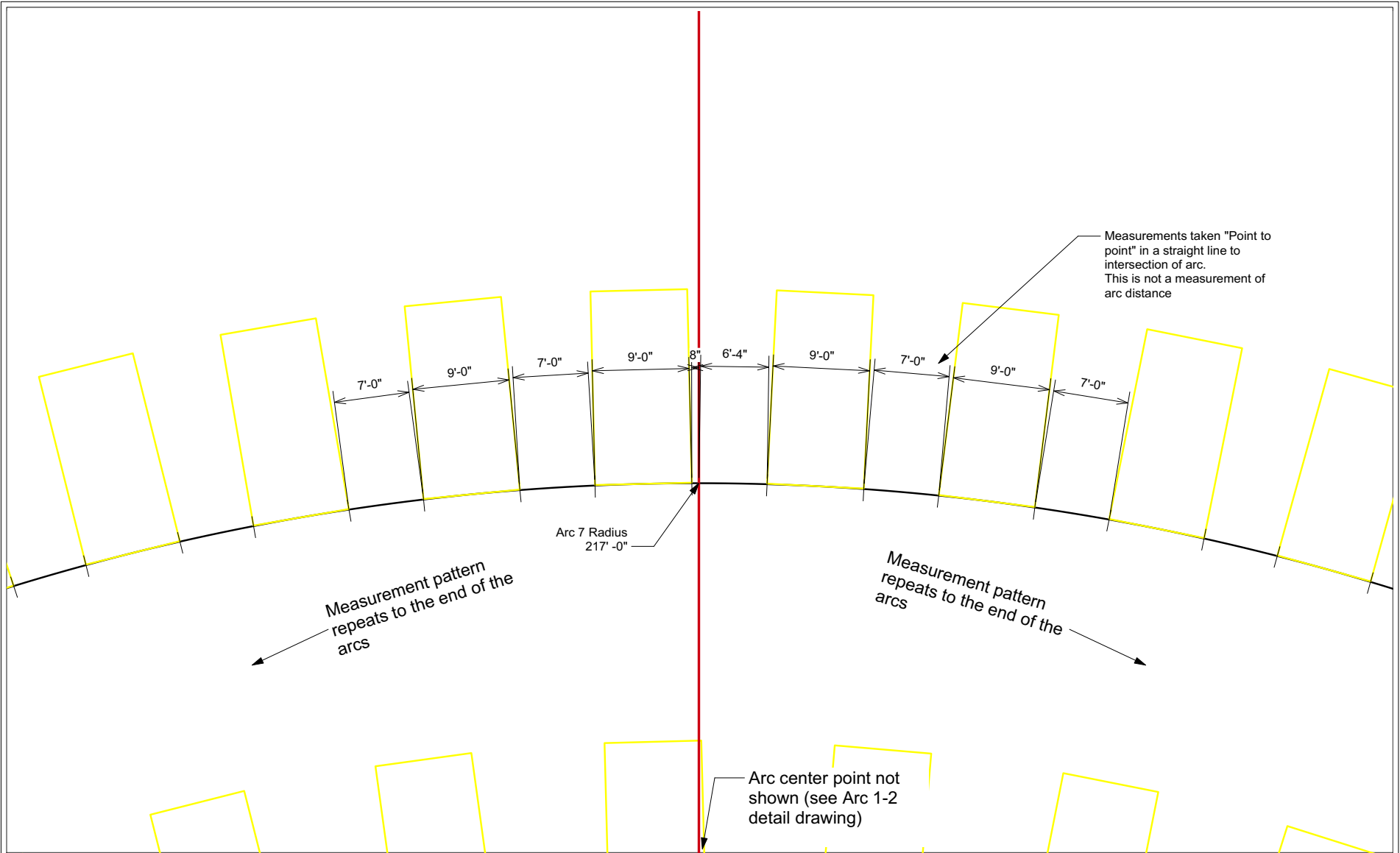
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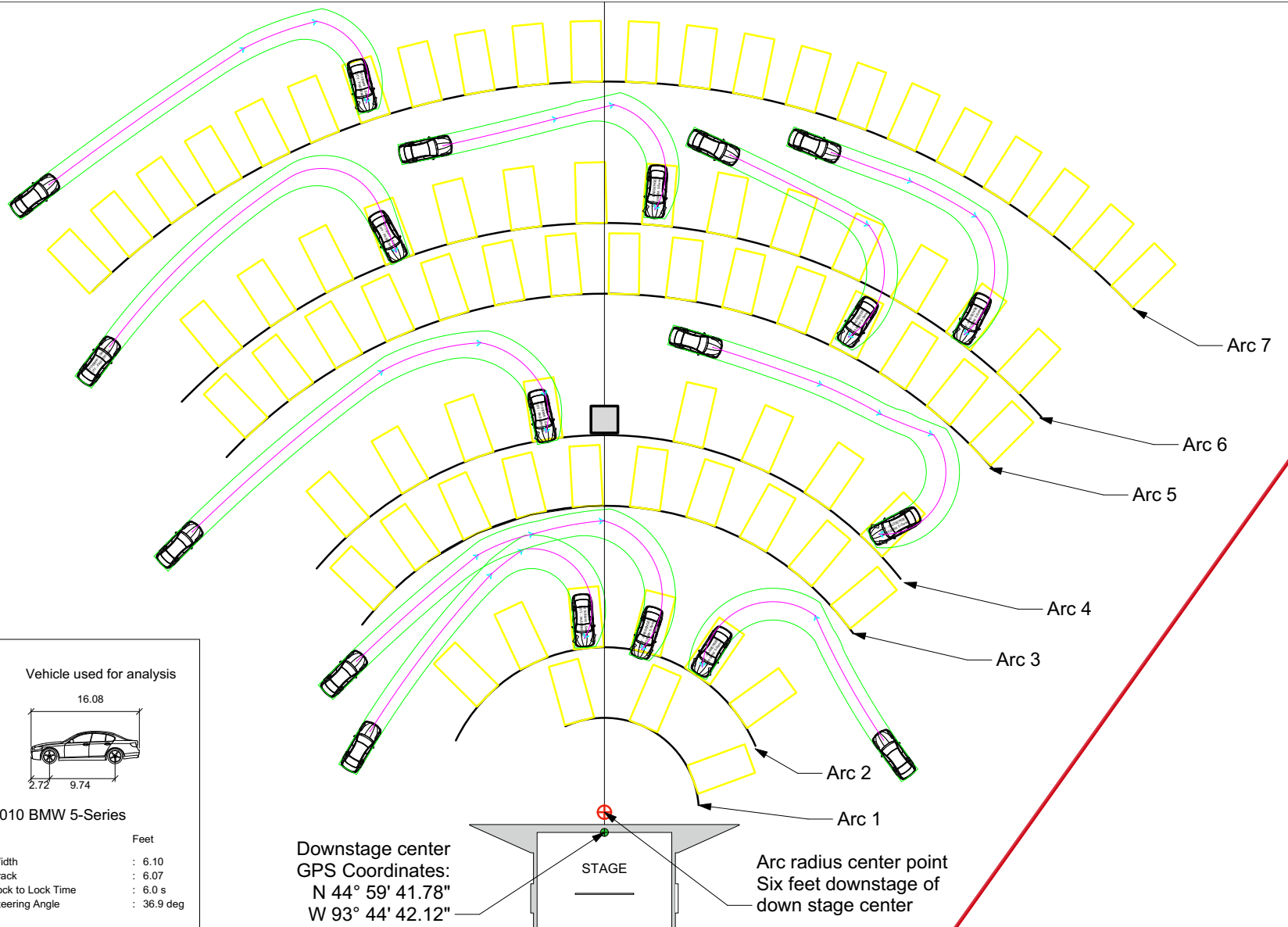
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View:		Room:		Software: Vwx 2018 SP4	
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Installation Date(s): TBD		Notes:		Revision Notes:	
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Production Date(s): September 12, 2020					

MNSNAP
SPAY NEUTER ASSISTANCE PROGRAM

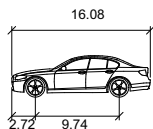
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	Sheet Title: Vehicle Parking Arc 7		Venue:		Seating Style:		Sheet: 15 of 16 Software: Vwx 2018 SP4		
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	Drawn By: MJ Production Date(s): September 12, 2020		Version: 4						



Vehicle used for analysis



2010 BMW 5-Series

	Feet
Width	: 6.10
Track	: 6.07
Lock to Lock Time	: 6.0 s
Steering Angle	: 36.9 deg

Downstage center
GPS Coordinates:
N 44° 59' 41.78"
W 93° 44' 42.12"

STAGE

Arc radius center point
Six feet downstage of
down stage center



Production Title: **Snap Drive In**
Sheet Title: **Vehicle turning analysis**
View:
Scale: **1:400** Installation Date(s): **TBD**
Drawn By: **MJ** Production Date(s): **September 12, 2020**

Client:
Venue:
Room:
Revision Date: **8/20/20** Notes:
Version: **4**

Seating Capacity:
Seating Style:
File Name:
Revision Notes:

Sheet Size: **11x17**
Sheet: **16** of **16**
Software: **Vvx 2018 SP4**
Snap Drive in Event Rev082020.vwx

MNSNAP
SPAY NEUTER ASSISTANCE PROGRAM

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