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October 31, 2017

TO: Jennifer Kedward and Lori Frekot, Dakota County

CC: Jennefer Klennert, Foth Infrastructure & Environment, LLC (Foth)

FR: Susan Young, Foth

RE: Dakota County Recycling Event

Introduction

Dakota County is committed to increasing traditional recycling and organics (food waste) recycling at public gatherings, including community events and festivals. The County issued a Request for Proposals to solicit professional services to conduct research and create model language for ordinances and contracts that could be used by Dakota County, the municipalities and event coordinators to address recycling (including organics collection) at “large” events held in Dakota County.

Foth was selected to perform this work. The project included surveys of cities in the County to determine whether they had event ordinances and the level of waste diversion required, evaluation of the County’s Event Ordinance to develop recommendations for increased waste diversion at County-permitted events, evaluation of regional and national event requirements to find model language, and development of templates for ordinances, food vendor and waste hauler contracts to improve waste diversion at events.

Methods To Obtain Individual City Event Recycling Information And Develop Model Ordinances And Contracts.

A variety of sources were used to compile information for each City’s Event Recycling form. Individual phone interviews were sought and used when possible. On-line reviews of City websites, City Ordinances, Comprehensive Plans, City procedures and organization directories were conducted. The Minnesota Pollution Control Agency GreenStep Cities website was used to obtain GreenStep status of individual cities. Draft forms were sent to cities with requests to review the information. All sources used are specifically referenced in the form for each City in the box labelled, “Sources.”

Internet searches and phone calls to vendors, cities and park organizations were used to compile information from which model vendor and hauling contracts and model ordinances or permit requirements were developed.

Large Events/Small Events

When Is Recycling and Composting Appropriate?

Many cities regulate large events, because of their potential to cause traffic, health or public safety problems. The focus of the Project is on large events at which cities could require traditional recycling and/or recycling of food waste through ordinances or facility permits. Small events, however, occur much more frequently and have the potential in aggregate to divert significant amounts of recyclables and compostables. Minnesotans don't consider it to be a "party" unless food and beverages are included, so food and beverage wastes are ubiquitous.

The County's *Low Waste Event Guide* (Guide) is an excellent jumping off point for individuals and planners of relatively small events to divert recyclable and compostable wastes. The practices in the Guide," when scaled up, are the same practices applicable to larger events. Recycling at small events is currently easier than composting, because recyclables can be placed in home or business recycling containers. Small events result in relatively large quantities of compostable plates, cups, napkins, food and left-overs, (collectively Source Separated Organic Materials or SSOM). It is more difficult to collect and transport compostables at small events because home collection of SSOM is not widely available in the County, and transportation of the material to a composting facility or drop-off site has a significant sloppy or yuck factor. As organics collections become more prevalent in the County, small event recycling and composting will become operationally easier.

Large Event Definitions, Regulations, Permits

The definition of a Large Block event in Minneapolis is 2,500 persons¹. St. Paul Ordinance 366.02 requires permits for Block Events for persons residing in one (1) city block or two (2) adjacent city blocks in residential areas and for community festivals which are public gatherings for social, recreational or artistic purposes whose location can be predetermined and fixed. St. Paul does not have a numerical definition of persons at an event that requires a permit. Instead, St. Paul requires a Waste Management Plan be submitted, for events with less than one thousand (1,000) persons, or for events with more than one thousand (1,000) persons. Permits are not required for events authorized by the St. Paul department of parks if less than five thousand (5,000) persons will attend. Hennepin County's Three Rivers Park District requires events to generate minimal waste in shelters or pavilions with a limited selection of caterers². Minimal waste is defined as less than one (1) ounce of trash per person. Camping in Three Rivers, including large group camping in the parks, requires the use of separate organics, recycling and trash containers, with compostable tableware available in the Park Office³.

¹ <http://www.minneapolismn.gov/publicworks/permits/WCMSP-205496>

² <https://www.threeriversparks.org/page/zero-waste-program>

³ <https://www.threeriversparks.org/page/green-camping>

Dakota County Ordinance 112 defines an “Assembly” as “any gathering of 300 or more individuals for an exhibition or show or activity of any nature for a specific period of time at a specified location for a specified purpose, whether on public or private property.”

Within the County, examples of events requiring permits in specific cities include:

- ◆ Rosemont regulates gatherings numbering five hundred (500) or more persons on city park land (Section 4-5-2);
- ◆ South St. Paul requires a park permit for gatherings of 50 or more park visitors for picnics or political gatherings that are open to the general public (Section 42-63);
- ◆ West St. Paul requires a permit for an event involving 300 people or more that is to be held in whole or in part upon publicly owned property or public right-of-way, or, if held wholly upon private property, will nevertheless affect or impact the ordinary and normal use by the general public of public property or public rights-of-way within the vicinity of the event; and,
- ◆ Farmington requires a special event permit application for gatherings where 150 people or more will be in attendance, or a group requests live music, liquor sales, street, or trail closings.

Neither the County, nor the cities surveyed currently require recycling or composting of event wastes.

Large Event Recycling Logistics

Event organizers are often reluctant to commit to recycle or compost festival or event waste because of the perception that vendors will not be able to obtain recyclable and compostable packaging or that waste hauling companies cannot properly handle and process these recyclables and compostables.

The 2010 Minneapolis Aquatennial Beach Bash was one of the first large local events to become “Zero Waste.” The Zero Waste trend has continued. Eureka! Recycling has worked with event planners around the Twin Cities to create zero-waste events at large and small events. Eureka! Recycling claims that on average, the zero waste events result in over 94% of all the discards being recycled or composted⁴. In addition, education efforts by the metro counties through the “Rethink Recycling” advertising have raised the regional consciousness that recycling of beverage containers, tableware and leftover food is the right thing to do. Rethink Recycling has developed a Zero Waste Event Planning Guide with a five step process to planning your own Zero Waste Event⁵.

⁴ <http://www.eurekarecycling.org/zero-waste-events>

⁵ https://www.rethinkrecycling.com/sites/default/files/downloads/grant/zero_waste_event_planning_guide.pdf

To assist people who are planning activities, Dakota County's provision of bins, bin signs and a planning guide take care of the "end of the event" clean-up tactics. All of the major food service vendors in the metro region have developed sources for compostable tableware and packaging, including:

- ◆ Packwood (http://www.sysco.com/PacknWood_Catalog_16.pdf). Source for sugarcane, Kraft™, pinewood and bamboo serving products.
- ◆ Solia (<http://www.sysco.com/chefex/solia.pdf>). Source for reusable, recyclable and biodegradable products.
- ◆ Litin (<https://www.litineco.com/compostables.php> , <https://www.litineco.com/video-gallery.php>). Source for wide variety of recyclable and compostable containers and food service items.
- ◆ SelfEco (<https://selfeco.com/>) Local source for drinkware, plates, bowls, food cups and cutlery made from polylactic acid (PLA) derived from renewable plants grown in the USA.

In 2014 State Statute 115A.151 was passed requiring commercial buildings that contract for four (4) or more cubic yards of trash every week to recycle at least three (3) materials. The Statute, combined with increased interest in composting waste from commercial and city entities, has resulted in increased hauling opportunities for event-generated compostables and recyclables. Almost every hauling company now offers in their suites of services hauling of recyclables and compostables to licensed processors.

Large events require proper planning and coordination of waste materials to protect public health and safety. Similar to small events, large events almost always have food and beverage vendors, or food and beverages are provided by event sponsors. Most of the city permits and the County permit require in the permit application a plan for properly disposing of solid wastes generated at the event. Often a waste hauling firm is contracted to provide special containers for trash; these same haulers typically have the capability to also offer recycling and composting services. Sales personnel for these companies are familiar with the specific container needs for various sizes and types of events and are able to recommend event-specific set-ups for containers on the event grounds.

Attachment 1, Hauler Contract Language, provides draft language when contracting with a hauler to provide services for large events. Some event centers in the County, such as the Ames Center in Burnsville, require use of pre-approved caterers. Other centers, such as the Dakota Lodge, require that a state-licensed caterer, or self-catering be used. All facilities reviewed have rules for facility use attached to the reservation process. These rules could be administratively amended to require use of only reusable, recyclable or compostable tableware, depending on the waste and recycling services available at the venue.

Attachment 2, Banquet Facility Rules provides a template for reusable, recyclable or compostable facility rules. The template is modelled on the Rosemont Community Center rules, but is appropriate for use in park or shelter reservations by replacing the reference to “caterers” with “event organizer.” It is expected that recycling and composting will become more cost-effective at each of the city and county parks as the commercial composting rules, noted above, result in more commercial recycling routes, and as composting routes are developed in commercial and residential areas.

Because the parks in Dakota County have a strong environmental education focus including Green Camping Guidelines, it may be desirable to add requirements for recycling and composting of wastes as Three Rivers has done. These requirements could be added into the site reservation forms, as an extension of the Green Camping Guidelines. Provision of appropriate containers for recyclables and compostables and handing out compostable bags at check-in would further reinforce the Green Camping concepts.

Recycling and composting of event wastes is relatively new, and making sure that event-goers understand which containers to put their trash, compostables and recyclables in can be challenging. Techniques that have been successful include prominent labeling of each type of container using pictures of allowed wastes, having volunteers stationed near groups of containers to answer questions and direct users to the correct containers, and using container lids with the size/shape of the wastes allowed in that particular container.

It is important that all event-goers understand the signage; the examples from Hennepin County below are in English and Spanish. Large events, such as the Minnesota State Fair and on-going events such as St. Paul Saints baseball games, at which waste recycling and composting are practiced, are helping to normalize separation of trash, recyclables and compostables in event-goers minds.

**Figure 1
Flyer Examples**



County Leadership

Dakota County has exhibited leadership in environmental management through education programs such as the Master Recycler/Composter and the Recycling Zone, lending of recycling containers to events in the County, and Green Camping and similar park activities. A next step for the County could be an update to County Ordinance 112 which regulates events in County Parks. Attachment 3, “Annotated Dakota County Ordinance No. 112” provides annotated suggestions for changes to Ordinance 112. A companion document, Attachment 4, “Opportunity to require recycling and/or food recycling in city facility and park reservations/rules”, provides language for cities to use in their park and facility reservation forms, along with rationale for the changes.

The suggested changes to Ordinance 112 include:

- ◆ Section 2.0 Addition of definitions for food waste (including organics), recyclables, and solid waste to Ordinance.
- ◆ Section 3.3 Changes the exceptions to requirements of the Ordinance to allow exclusion for places of worship and auditoriums, assembly within the incorporated limits of a city and celebrations on the premises of a family member, but removing exceptions for stadiums, coliseums, the Dakota County Fairgrounds and Dakota County Parks.
- ◆ Section 4.2 (D) 6.f. Requires a plan for appropriate separation and disposal of recyclables, food waste, and trash.
- ◆ Section 5.03 Removes failure to properly dispose of recyclables or food waste as a Misdemeanor violation but provides for penalty for failure to properly dispose of recyclables or food waste.

Attachment 4 is intended as a resource for City staff, and includes a discussion of the various park and facility permits that cities grant, language currently found in various city facility or park rules, proposed language to encourage separation of recyclables and food waste from trash and potential enforcement mechanisms for the cities to consider.

Attachment 5 is the compendium of the eleven (11) City Event Recycling Mechanism worksheets.

Attachments:

- ◆ Attachment 1, Hauler Contract Language
- ◆ Attachment 2, Banquet Facility Rules
- ◆ Attachment 3, Annotated Dakota County Ordinance No. 112
- ◆ Attachment 4, Opportunity to require recycling and/or food recycling in city facility and park reservations/rules.
- ◆ Attachment 5, City Event Recycling Mechanisms.

Attachment 1
Hauler Contract Language

AGREEMENT FOR SPECIAL EVENT CLEAN-UP

THIS AGREEMENT, made this ____ day of ____, 20__, by and between the (Name of Organization) ____, hereinafter called "Organizer", and _____, hereinafter called "Contractor";

WITNESSETH, that the Organizer and the Contractor, for the consideration hereinafter stated, agree as follows:

I. SERVICES TO BE PERFORMED

The Contractor hereby covenants and agrees to perform and execute all the services detailed in this Agreement for furnishing of solid waste services at: (Name of Special Event) (Event) and to do everything required by this Agreement and contained in the Proposal submitted by Contractor and approved by Organizer.

- A. Containers. Contractor shall provide unique, labeled thirty (30) to forty (40) gallon containers to be distributed in the event venue, and containers including dumpsters or roll-offs of sufficient size for the smaller containers to be emptied into. Small and large containers shall be clearly marked, "Trash" "Recyclables," and "Compostables" with signage that includes pictures of typical wastes allowed. Containers shall be removed at the completion of the Event.
- B. Single Sort Recycling. Contractor shall provide for collection, transportation and processing of single sort recyclables ("Recyclables").
 1. Contractor shall not require separation of Recyclables by type, but all Recyclable Materials may be placed into the same containers for collection by Contractor.
 2. Contractor shall collect at a minimum paper, glass, steel and aluminum beverage containers.
 3. Contractor shall haul all collected Recyclables to a Recyclables Processing Facility or end market for sale or reuse, or to an intermediate collection center for later delivery to a Recyclables Processing Facility or end market. Contractor may not transport the Recyclables to a mixed municipal solid waste disposal facility. Contractor or its subcontractors shall not landfill, incinerate, compost or make fuel pellets out of the Recyclable Materials.
 4. A statement shall be provided to the Organizer by Contractor showing the tonnage of Recyclables collected at the event. Such statement must be in a form sufficient to qualify the recyclables as having been properly processed for purposes of the Contract.
 5. All costs of transporting and depositing the Recyclables with the Recyclables Processing Facility or the end market shall be at the sole expense of Contractor.
- C. Source-Separated Organics Materials (SSOM, "Compostables"). Contractor shall provide for collection, transportation and processing of SSOM.
 1. Contractor shall collect all BPI-certified tableware, compostable material and food waste generated at the event and placed in the "Compostables" containers.

2. Contractor shall haul all collected SSOM to a Composting Facility or to an intermediate collection center for later delivery to a Composting Facility. Contractor may not transport the SSOM to a mixed municipal solid waste disposal facility. Contractor or its subcontractors shall not landfill, incinerate or make fuel pellets out of the SSOM.
 3. A statement shall be provided to the Organizer by Contractor showing the tonnage of SSOM collected at the event. Such statement must be in a form sufficient to qualify the recyclables as having been properly processed for purposes of the Contract.
 4. All costs of transporting and depositing the SSOM with the Composting Facility shall be at the sole expense of Contractor.
- D. Trash. Contractor shall provide for collection, transportation and processing of Trash.
1. Contractor shall collect all Trash generated at the event and placed in the "Trash" containers.
 2. Contractor shall haul all collected Trash to a permitted mixed municipal solid waste disposal facility or to an intermediate collection center for later delivery to a permitted mixed municipal solid waste disposal facility in compliance with all laws.
 3. A statement shall be provided to the Organizer by Contractor showing the tonnage of Trash collected at the event. Such statement must be in a form sufficient to qualify the Trash as having been properly processed/disposed of for purposes of the Contract.
 4. All costs of transporting and depositing the Trash with the permitted mixed municipal solid waste disposal facility shall be at the sole expense of Contractor.

II. COMPLETION DATE

The Contractor agrees that the work contemplated by this Agreement shall be fully and satisfactorily completed on or before the date shown on the Proposal attached hereto.

III. CHANGE ORDERS

Any changes to the work specified by this Agreement shall be made in writing and signed by both parties. Only the Organizer will have the authority to initiate any change orders. No payment will be made for any claim for additional charges not processed in this manner.

IV. PAYMENT

The Organizer agrees to pay and the Contractor agrees to receive and accept payment in accordance with the prices bid as set forth in the copy of the accepted Proposal hereto attached, the aggregate amount of which is will be determined by documentation of the quantities of each item received by the vendor and the unit pricing provided by the vendor in the quotation document. Upon completion of the Services by the Contractor and acceptance by Organizer, Contractor shall submit an invoice for the lump sum of the aggregate amount. This invoice will be paid by Organizer within thirty (30) days of receipt.

V. CONTRACTOR'S OBLIGATIONS TO SUBCONTRACTORS

The Contractor shall pay any subcontractor within ten (10) days of the Contractor's receipt of payment from Organizer for undisputed services provided by the subcontractor. The

Contractor shall pay interest of one and one-half (1-1/2%) percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time pursuant to this provision to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of one hundred (\$100.00) dollars or more shall be ten (\$10.00) dollars. For an unpaid balance of less than one hundred (\$100.00) dollars, the Contractor shall pay the actual penalty due under this provision to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorneys' fees, incurred in bringing this action.

VI. INSURANCE

Contractor shall not commence work under this Agreement until it has obtained all insurance required under this section and shall have filed the certificate of insurance or the certified copy of the insurance policy with the City. Each insurance policy shall contain a clause providing that it shall not be canceled by the insurance company without thirty (30) days written notice to the City of the intent to cancel. Minimum requirements:

A. Worker's compensation insurance as may be required by law.

B. Employer's liability insurance with minimum limits as follows:

Bodily Injury by Disease	- \$500,000 per person
Bodily Injury by Disease	- \$500,000 general aggregate
Bodily Injury by Accident	- \$500,000 general aggregate

C. Contractor's comprehensive general and automobile liability insurance, including coverage for non-owned and hired vehicles, in limits as follows:

General Liability	- \$1,000,000 each occurrence - \$2,000,000 aggregate
Automobile Liability	- \$1,000,000 combined single limit for bodily injury and property damage

VII. INDEMNIFICATION

The Contractor shall indemnify and hold harmless Organizer and its officers, agents and employees from and against all claims, damages, losses or expenses, including attorney fees, which may be suffered or for which they may be held liable, arising out of or resulting from the assertion against them of any claims, debts or obligations in consequence of the performance of this Agreement by the Contractor, its employees, agents or subcontractors, whether or not caused in part by a party indemnified hereunder. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss.

VIII. CONTRACT DOCUMENTS

The contract documents shall include the following documents, as if fully set forth herein, and the Contractor acknowledges familiarity with said documents:

- A. This Agreement
- B. Proposal
- C. Certificate of Insurance

IX. WHOLE AGREEMENT

This Agreement embodies the entire agreement between the parties including all prior understanding and agreements and may not be modified except in writing signed by all the parties.

EXECUTED as of the day and year written below.

ORGANIZER

Date _____

By _____

CONTRACTOR

Date _____

By _____

Attachment 2
Banquet Facility Rules

Attachment 2
Templates for Facility Rules
for Reusable, Recyclable or Compostable Wastes

Template 1: Separation of trash and recyclables at event clean-up

Specific to food caterer and liquor provider, all tables should be cleared after the event and trash consolidated into the proper receptacles. Recyclable cans and bottles must be separated from trash. The food caterer and liquor provider are responsible for taking their bags of recyclables and trash to the appropriate dumpsters located outside the caterer's entrance to the kitchen.

The damage deposit will be refunded within three weeks after the event date, if the Rental Agreement and/or Permit have not been violated during the event, or applied to any outstanding balance due. In some cases, Parks and Recreation staff may waive the damage deposit. Any infraction of facility rules, including trash and recyclables separation, may result in partial or complete loss of damage deposit.

(Modeled on Rosemont Event Center Reservation Rules)

Template 2: Separation of trash, recyclables and compostable items at event clean-up

Specific to food caterer and liquor provider, all tables should be cleared after the event and trash consolidated into the proper receptacles. Food waste shall be scraped and consolidated into the compostable bags provided. Recyclable cans and bottles must be separated from trash. The food caterer and liquor provider are responsible for taking their bags of food waste, recyclables and trash to the appropriate dumpsters located outside the caterer's entrance to the kitchen.

The damage deposit will be refunded within three weeks after the event date, if the Rental Agreement and/or Permit have not been violated during the event, or applied to any outstanding balance due. In some cases, Parks and Recreation staff may waive the damage deposit. Any infraction of facility rules, including food waste, recyclables and trash separation, may result in partial or complete loss of damage deposit.

Template 3: Use of reusable or compostable tableware. Separation of compostables, recyclables and trash at event clean-up.

Facility Use Guidelines:

1. Banquet Hall rental fee includes use of the Banquet Hall [60x80ft], dance floor [41x45ft], stage [11x22] and outdoor patio (April - October), caterer's kitchen, coat room, portable bar(s), a standard table and chair set-up based on the anticipated attendance not to exceed 300, tear-down, and cleanup. Linens, table skirts, china, glassware, flatware, coffee percolators and cookware are not provided.
2. Only reusable (china, glassware, flatware), compostable or recyclable tableware and serving items shall be used in the Banquet Hall. Compostable tableware shall be BPI-certified . Only minimal amounts of trash, such as cellophane food coverings, condiment wrappers or drinking straws shall be permitted, and shall be handled as "trash."

3. All tables should be cleared after the event and waste consolidated into the proper receptacles. Food waste and compostable tableware shall be placed in the compostable bags provided. Recyclable cans and bottles must be separated from trash. The food caterer and liquor provider are responsible for taking their bags of compostables, recyclables and trash to the appropriate dumpsters located outside the caterer's entrance to the kitchen.
4. The damage deposit will be refunded within three weeks after the event date, if the Rental Agreement and/or Permit have not been violated during the event, or applied to any outstanding balance due. In some cases, Parks and Recreation staff may waive the damage deposit. Any infraction of facility rules, including use of compostable or reusable tableware and separation of compostables, recyclables and trash separation, may result in partial or complete loss of damage deposit.

Attachment 3
Annotated Dakota County Ordinance No. 112

**DAKOTA COUNTY ORDINANCE NO. 112
ASSEMBLAGE OF LARGE NUMBERS OF PEOPLE**

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DAKOTA COUNTY

**ORDINANCE NO. 112
ASSEMBLAGE OF LARGE NUMBERS OF PEOPLE**

SECTION 1. PURPOSE AND AUTHORITY

1.1 PURPOSE.

The purpose of this Ordinance is to license and regulate assemblages of large numbers of people not within the limits of a city within Dakota County, to protect the health, safety and welfare of all persons who partake in or are affected by an assemblage, and to protect the interests of Dakota County in issuance of the required license for the assemblage.

Commented [YS1]: Section 1.1 of the existing ordinance provides that the Ordinance does not apply “within the limits of a city within Dakota County.” Incorporated cities have purview over activities within that City.

1.2 AUTHORITY.

This Ordinance is adopted pursuant to the authority set forth in Minnesota Statutes Section 375.40, as it may be amended from time to time, and successor laws, which authorizes the Board of Commissioners of any County to license and regulate itinerant shows, carnivals, circuses, endurance contests, and exhibitions of any nature whatsoever, except those held within the incorporated limits of a city.

SECTION 2. DEFINITIONS

Unless the context clearly indicates otherwise, the following words and phrases shall have the meanings ascribed to them in this Section. Unless specifically defined herein, words and phrases shall have common usage meaning. For purposes of this Ordinance, the words “must” and “shall” are mandatory and not permissive, unless a different definition appears in this Ordinance.

2.1. “Applicant” shall mean one or more proposed or actual sponsors of the Assembly.

2.2. “Assembly” shall mean any gathering of 300 or more individuals for an exhibition or show or activity of any nature for a specific period of time at a specified location for a specified purpose, whether on public or private property. Examples include, but are not limited to, music, racing, political activity, promotional events, social entertainment, or other similar types of activities.

Commented [YS2]: There is little consistency among cities, ranging from no minimum number of persons in St. Paul and Toronto to 2500 in Minneapolis. 300 persons is a reasonable number that is not onerous to smaller events and respects exiting County event permit policy.

2.3. “Board” shall mean the Dakota County Board of Commissioners.

2.4. “County” shall mean Dakota County, Minnesota.

2.5. “Food Waste” shall mean Food and other certified-compostable organic materials used to serve and consume the food that are source separated for recovery

Deleted: waste

Commented [YS3]: Provides definition for food wastes, including organics.

and as defined in Minnesota Statutes. (Also referred to as “food waste/organics” and “source separated organics.”)

2.6. “Licensee” shall mean one or more Persons to whom a license is granted pursuant to this Ordinance.

2.7. “Person” shall mean an individual, partnership, corporation, firm, business entity, company, association, society, or group.

2.8. “Recyclables” shall have the meaning set forth in Minnesota Statutes and means materials that are source separated from solid waste for the purpose of recycling.

2.9. “Solid Waste” shall mean garbage, recyclables, food waste, packaging and other waste materials associated with the permitted assemblage.

2.10. “Public Services and Revenue” shall mean the Director of the Dakota County Public Services and Revenue Division or designee.

Commented [YS4]: Provides definition for recyclables.

Deleted: MSW

Commented [YS5]: Provides definition for solid waste.

SECTION 3. GENERAL PROVISIONS

3.1 STANDARD.

No Person shall permit, maintain, promote, conduct, advertise, act as entrepreneur, undertake, organize, manage, or sell or give tickets to an actual or anticipated Assembly, unless a license to hold such Assembly has first been secured in accordance with the provisions of this Ordinance.

3.2 PERMITTED HOURS.

No Assembly shall begin before 9:00 a.m. or go beyond 11:30 p.m. on Fridays and Saturdays or 9:00 p.m. on Sundays through Thursdays.

3.3 EXCEPTIONS.

This Ordinance does not apply to any of the following:

- A. Assembly at a regularly established and permanently constructed facility for gathering, including, but not limited to, places of worship and auditoriums
- B. Assembly within the incorporated limits of a city;
- C. Family celebratory assembly taking place entirely upon the premises of a family member; or

Commented [YS6]: Removes exceptions for gatherings for sports events, such as soccer or baseball tournaments. Previous language excepted all events at established venues.

Deleted: , stadiums, arenas,

Deleted: , or coliseums;¶

Deleted: The Dakota County Fairgrounds, during the period of the Dakota County Fair

Deleted: ;¶

3.4 EXCEPTIONS TO RECYCLING AND FOOD WASTE RECYCLING REQUIREMENTS.

XXX

SECTION 4. LICENSE

4.1 LICENSE REQUIRED.

A license to hold an Assembly shall permit any Person to engage in any lawful activity in connection with holding the licensed Assembly.

Commented [YS8]: This existing language is typical of requiring permits which are based on public safety needs.

A separate license shall be required for each Assembly that is not covered by the issued license.

A license shall permit the Assembly of only the maximum number of persons stated in the license. The Board may impose restrictions on the maximum number of persons permitted to assemble if such restrictions are deemed necessary to protect the health, safety, and welfare of the attendees, the residents of the community in which the Assembly is held, and other residents of the County. The Licensee shall not sell tickets to nor permit to assemble more than the maximum number of persons stated in the license.

4.2 LICENSE APPLICATION.

- A. The license application must be submitted by the Applicant to Public Services and Revenue on a form provided by Public Services and Revenue at least 60 days before the Assembly is scheduled to occur.
- B. The license application shall be accompanied by a nonrefundable fee in an amount set in the Public Services and Revenue Fee Schedule, unless the Applicant is duly organized as a nonprofit organization pursuant to Minnesota Statutes Chapter 317A, or as a religious organization pursuant to Minnesota Statutes Chapter 315, in which case the fee is waived.
- C. Upon receipt of the license application, Public Services and Revenue shall forward a copy to the following:
 - 1 Clerk of the township in which the Assembly is scheduled to occur;
 - 2 Dakota County Sheriff's Office;
 - 3 Dakota County Public Health;
 - 4 Dakota County Environmental Resources; and
 - 5 Dakota County Risk Management.
- D. The license application shall contain the following:
 - 1 The address and legal description of the property upon which the Assembly is to be held, together with the name, email address, if applicable, and mailing address

Commented [YS9]: Insures that Environmental Management is aware of all permit requests, and can make sure that recycling and composting plans are complete.

of all record owners of the property. The license application shall be signed by the Applicant or an individual who is legally authorized by law to bind the Applicant. If the Assembly occurs on property belonging to someone other than the Applicant, the license application shall also be signed by the owner of the property and any landlord. Alternatively, the Applicant may produce a signed written lease, whose terms encompass the date(s) of the Assembly granting the Applicant use of the property and whose terms do not prevent use of the property for the Assembly;

- 2 The nature or purpose of the Assembly;
- 3 The maximum number of anticipated attendees;
- 4 The dates and hours of the Assembly;
- 5 The maximum number tickets to be sold, per day, if any;
- 6 A written plan for the Assembly must address the following requirements:
 - a. The method used to track the number of attendees to limit the maximum number of attendees to those authorized in the license.
 - b. Sanitary portable drinking water sufficient to provide at least one gallon for each attendee per day for the maximum number of attendees authorized by the license.
 - c. Separately enclosed toilets and hand washing or hand sanitizing stations conveniently located throughout the property sufficient to provide facilities for the maximum number of attendees authorized by the license.
 - d. A current license issued by the Minnesota Department of Health for special event food and beverage stands that are operated in compliance with the Minnesota Food Code.
 - e. A sanitary method of disposing, including recycling, of solid waste in compliance with State and local laws and regulations sufficient to dispose of the solid waste production for the maximum number of attendees authorized by the license at the rate of at least 2.5 lbs. of solid waste per attendee per day, together with a plan for collecting and disposing of all solid waste at least once each day of the Assembly to include sufficient trash and recycling containers and personnel to perform such tasks.
 - f. If beverages will be sold or provided in glass, aluminum or plastic containers, sufficient capacity of recycling containers shall be provided to contain at least five (5) beverages per attendee per day and the plan shall include the name of the recyclables hauler.
 - g. If food will be sold or provided it shall be served using certified compostable containers and utensils for consumption. Sufficient capacity of food waste containers shall be provided to contain at least two (2) pounds of food waste per attendee per day and the plan shall include the name of the food waste hauler.
 - h. Illumination, if necessary, sufficient to light the property at the rate of at least five foot candles at ground level, but not to shine unreasonably beyond the boundaries of the enclosed location of the Assembly.

Commented [YS10]: Provides for recycling of beverage containers if beverages are sold or provided. In accordance with state law, separated recyclables can not be landfilled or incinerated, and must be recycled.

Commented [YS11]: Provides for separation and collection of food wastes, which similar to recyclables, can not be incinerated or landfilled.

- i. Security and traffic controls that meet the requirements of local authorities and the Minnesota Department of Public Safety, which includes, at a minimum, the physical presence of one officer per 250 attendees. The term "officer" shall include, but not be limited to, Minnesota law enforcement officers having jurisdiction in Dakota County or protective agents licensed in Minnesota. The written plan shall include the number of officers, their credentials, and their hours of availability. The Dakota County Sheriff may recommend that security staffing requirements be adjusted based upon the Applicant's assemblage license history or other factors pertinent to public safety. If security is provided by the Dakota County Sheriff's Office, the cost of security for extra-duty personnel will be billed by the Sheriff's Office at its established rate.
 - j. Fire protection sufficient to meet all applicable State and local laws and regulations, which shall include, but not be limited to, extinguishing devices, fire lanes and escapes, and sufficient emergency personnel to efficiently operate the required equipment.
 - k. A minimum of one telephone, capable of two-way conversation that is designated solely for emergency use per 5,000 attendees. In the event of an emergency, 9-1-1 shall be used. Callers must be able to provide the location of the Assembly, which includes the address and location within the Assembly, and the nature of the emergency to ensure appropriate public safety response.
 - l. Compliance with emergency medical services (EMS) requirements as determined by Dakota County Public Health based, in part, on the Dakota County EMS Mass Assemblage Planning Guide, attached hereto as Exhibit A, which may be amended from time to time by Dakota County Public Health. Any amendment to Exhibit A shall be based on recommendations by the Emergency Medical Services Regulatory Board and supported by the Dakota County EMS Council, but shall not require Board resolution.
 - m. A parking area inside the Assembly property sufficient to provide parking space for the maximum number of attendees authorized by the license, at the rate of at least one parking space for every four attendees per day. The Applicant shall ensure compliance with all federal, state, and local statutes, rules, and regulations governing designation and availability of handicap parking spaces.
 - n. All reasonable precautions to ensure that noise generated by the Assembly will not carry unreasonably beyond the Assembly. In no case shall noise levels exceed those established by Minnesota Rules, Chapter 7030, as it may be amended from time to time or successor rules. The license will include the applicable portion of this noise standard. The Dakota County Sheriff has the authority to order a reduction in noise levels, if necessary, based on complaints; and
- 7 A statement that the information and statements are true and correct according to the best information available to the Applicant.

4.3 ISSUANCE OF LICENSE.

Within 60 days of the submission of the license application the Board shall either grant or deny the license. The decision to grant or deny the license shall be based upon the license application, including the written plan, and any attachments, oral testimony or other written documentation, if any, presented to the Board by the Applicant or other interested persons. The license is not transferable.

4.4 VARIANCE.

An Applicant may request a variance to any of the requirements of this Ordinance from the Board in writing. In the request, the Applicant must demonstrate that strict compliance with the requirement(s) causes exceptional and undue hardship by reason of the special nature of the Assembly or that the individual circumstances of the Assembly make one or more of the requirements unnecessary. The Board may consider the variance request with paramount consideration given to public health, safety, and welfare and the intent and purpose of the requirement(s) sought for waiver. If the Board grants a variance to any of the requirements of this Ordinance, the variance will be stated in writing and provided to the Applicant. A variance granted to one Applicant will not in any way bind the Board's authority to grant or deny a variance to any other Applicant or the Applicant granted or denied the variance.

4.5 BOND.

The Licensee shall obtain a bond payable to Dakota County either in cash or underwritten by a performance surety company licensed to do business in Minnesota assuring that there will be no damage to any roadways or other public property arising out of or as a result of the Assembly and that the Licensee shall promptly and fully repay or repair any damage, and that all provisions of this Ordinance and conditions imposed by the Board in the issuance of the license are fully complied with by the Licensee. Bonds must be provided to Public Services and Revenue to obtain the license. The bond shall be at a minimum \$10,000, and the Licensee may be required to obtain a higher bond upon the recommendation of the Dakota County Sheriff's Office and Risk Management after review of the security plan and the anticipated liability and cost to the County of the Assembly.

4.6 INSURANCE.

The licensee shall obtain commercial general liability insurance covering all injuries or damage caused by or as a result of the Assembly in the sum of \$1,000,000 per occurrence for bodily injury or death or property damage naming Dakota County as an additional insured. Proof of such coverage must be submitted to Public Services and Revenue to obtain the license.

4.7 CONDITIONS OF LICENSE.

- A. During the course of the Assembly the Licensee shall comply with the written plan submitted pursuant to Section 4.02 D. 6. and the requirements of the license as governed by this Ordinance.

- B. The Licensee agrees to allow representatives of the Dakota County Sheriff's Office and any other County official's unfettered access to the property to determine compliance with and to enforce the conditions of the license and the requirements of this Ordinance. The right of access shall begin with the submission of the application and continue for 24 hours following the end of the Assembly.
- C. The Licensee and the Licensee's agents shall maintain the Assembly property and facilities in a clean, orderly, and sanitary condition at all times.
- D. No animals or pets not directly involved in the Assembly, or the policing thereof, are permitted on the property. No animals or pets are permitted to run loose. This does not apply to service animals, which are defined as animals that are trained to assist persons with disabilities.
- E. No fire of any kind is permitted on the property, except in grills or at locations designated for that purpose.
- F. No attendee shall engage in conduct that violates a federal, state, county, or local law, ordinance or regulation.
- G. The license shall be posted at all times in a conspicuous place in the area licensed for the Assemblage.
- H. Upon issuance of the license, the County may impose additional conditions of the license necessary to protect the health, safety and welfare of Assembly attendees or County residents.

SECTION 5. ENFORCEMENT

5.1 INJUNCTION.

The provisions of this Ordinance and licenses granted thereunder may be enforced by injunction in Dakota County District Court.

5.2 PUBLIC NUISANCE.

Holding an Assembly in violation of any condition of the license or requirement of this Ordinance is a public nuisance and may be abated as such.

5.3 MISDEMEANOR.

Any Person, as defined in 2.06, in violation of any provision of this Ordinance, excepting Section D.6.f and Section 4.7 as it pertains to Section D.6.f shall be guilty of a misdemeanor, punishable by a fine not to exceed \$1,000 or imprisonment of not to exceed 90 days, or both.

Commented [YS12]: Removes failure to properly dispose of recyclables or food waste as a Misdemeanor violation.

5.4 SPECIFIC VIOLATIONS OF SECTION D.6.F AND SECTION 4.7

Any person, as defined in 2.06, in violation of Section D.6.f and Section 4.7 as it pertains to Section D.6.f may be fined in the amount of \$350.00.

Commented [YS13]: Provides for penalty for failure to properly dispose of recyclables or food waste.

SECTION 6. LICENSE SUSPENSION AND REVOCATION

A license granted under this Ordinance may be immediately suspended or revoked at any time prior to or during the Assembly upon occurrence of any of the following: (1) if Applicant provided false or misleading information in the license application, including the written plan, or accompanying written or oral documentation; (2) if Applicant failed to comply with a requirement of licensure or a condition of the license; (3) if during the course of the Assembly it appears, in the judgment of the Dakota County Sheriff, that there exists an imminent danger of violence, riot, or other calamity, or if there are threats or acts of terrorism threatening the safety or attendees or residents of the community in which the Assembly is held; or (4) If there is a violation of or failure to comply with any provision of this Ordinance.

SECTION 7. HEARINGS

A hearing on the immediate suspension or revocation may be held at the Licensee's request before a hearing officer appointed by the County Manager at the earliest opportunity. The Licensee must request the hearing in writing directed to Public Services and Revenue. The appointed hearing officer will make a recommendation to the County Manager. If the County Manager, or the County Manager's designee, determines that the immediate suspension or revocation was not justified, the County Manager, or the County Manager's designee, may reinstate the license or refund the license application fee.

SECTION 8. SEVERABILITY

The provisions of this Ordinance shall be severable, and should any court of competent jurisdiction adjudge any provision of this Ordinance to be invalid, such judgment shall not affect any other provisions of this Ordinance not specifically included in said judgment.

SECTION 9. APPLICABILITY OF OYHER LAWS

The provisions of this Ordinance are cumulative to all other laws, ordinances and regulations heretofore passed or which may be passed hereafter by the State of Minnesota and the County of Dakota. Nothing contained in this Ordinance shall be construed to waive or otherwise satisfy the obligations or restrictions imposed by State statute or County ordinance or regulation concerning the sale of 3.2 percent malt liquor or intoxicating liquor.

SECTION 10. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage and publication according to law.

SECTION 11. REPEALER

Dakota County Ordinance No. 112, which was enacted through Resolution 04-128 on March 23, 2004 and amended by Resolution 10-138 on March 16, 2010 by the Dakota County Board of Commissioners, is hereby repealed and this enacted in its stead.

ATTEST:

COUNTY OF DAKOTA, STATE OF MINNESOTA

Jennefer Reynolds
Administrative Coordinator to the Board

Chair
Dakota County Board of Commissioners

Date of Signature: _____

Date of Signature: _____

Approved as to Form:

Approved as to Execution:

Assistant County Attorney (date)

Assistant County Attorney (date)

Exhibit A

Dakota County Emergency Medical Services (EMS) Mass Assemblage Planning Guide Public Health staff will use the following criteria as a guide to determine risk level and provide recommendations for mass assemblage gatherings.

These criteria are evidence-based, recommended by the Emergency Medical Services Regulatory Board (EMSRB), supported by the Dakota County EMS Council, and amended from time to time in accordance with Ordinance No. 112, Section 4.02 D.6.k.

Add up score (0-2) for each of the seven (7) categories

Category	POINTS		
	2	1	0
1. Weather (outdoor events)	>90°F (heat index) <0°F (wind chill) No climate controlled shelter	80-90°F (heat index) 0-40 °F (wind chill) Minimal climate controlled shelter	Climate controlled environment
2. Peak Attendance	>15,000	1,000 – 15,000	<1,000
3. Alcohol Consumption	Significant – offered throughout entire event	Limited to a few hours during event	None
4. Crowd Age	Older – 65 and over	Mixed – older and younger	Younger – under 21
5. Behavior of Crowd	Animated/Rowdy	Intermediate	Calm
6. Prior Experience with Applicant	Major problems/issues	Minor problems/issues	no
7. Transport Time to Hospital	>30 minutes	20-29 minutes	<20 minutes

- BLS refers to having an emergency medical technician (EMT)
- ALS refers to having a paramedic

- I. **High Risk:** Total score greater than or equal to 5, or scores of 2 in two different categories.
 - A The Applicant shall provide an automated external defibrillator (AED).
 - B The Public Health Department may recommend the following:
 - ◆ Advanced Life Support (ALS) on-site medical aid station
 - ◆ ALS on-site ambulance and roaming teams
 - ◆ An onsite physician should be considered

- II. **Intermediate Risk:** Total score 3 or 4, or a score of 2 in any category.
 - A The Applicant shall provide an AED.
 - B The Public Health Department may recommend the following:
 - o Basic Life Support (BLS) on-site medical aid station
 - o On-site ALS ambulance.
 - C Staffing levels, number of staff and mobile teams should be based on event characteristics.

- III. **Low Risk:** Total score less than 3 and no single category with a score of 2.
 - A The Applicant shall provide an AED.

- B The Public Health Department may recommend the following:
 - ◆ BLS on-site care
 - ◆ Consideration of on-site BLS ambulance based on event characteristics.

IV. All Risk Levels:

- A Emergency Medical Technicians (EMT's), Paramedics and the designated ambulance service providing coverage for the event, must be registered or certified by the MN Emergency Medical Services Regulatory Board per guidance of Minn. Stat. Chapter 144E.
- B The Applicant must attach a roster indicating the staff certification and the licensed/certified ambulance service being used.
- C For special events and mass gatherings the local EMS primary service area holder (Minn. Stat. § 144D.06) and the local hospital should be notified of the event in advance and ideally involved in the development of the medical plan.

Grange, Baumann, Vaezazi. "On-site Physicians Reduce Ambulance Transports at Mass Gatherings." Prehosp Emerg Care, 7 (3), 2003. pp 322-326.

Hartman et al. "Predicting Resource Use at Mass Gatherings Using a Simplified Stratification Scoring Model." Am J Emerg Med, 27 (3), 2009. pp 337-343.

Attachment 4

Opportunity to require recycling and/or food recycling in city facility and park reservations/rules.

The cities reviewed do not have ordinance language requiring recycling, and/or food recycling in city facilities and parks. Most cities, however, do have rules that are appended to reservation or permit requests for these locations. Adding language requiring recycling and/or food recycling to the permits when using these facilities may allow cities to effect recycling administratively, a faster process than an ordinance change.

Draft language for Park and Facility Permits.

There are two broad categories of waste disposal requirements at parks and facilities within the cities: those that require waste to be taken from the facility or park and those that allow disposal of waste at the facility or park. The Veterans Memorial Community Center in Inver Grove Heights for example, requires that, "All food product and waste must be removed off-site following the termination of the Rental Term."¹ It could be expected that waste removed from the facility will be appropriately recycled by the reserving group or caterer, and no additional rules or language are required. Facilities that allow disposal of waste on-site could provide appropriate recycling, food-waste recycling, and waste containers on-site and mandate their use.

Language to be included in Facility "Rules."

The cities typically provide or assist with provision of the waste containers at the event facilities and parks. Appropriate containers for trash, recyclables and food wastes, allow the cities to require recycling and food recycling in the parks and at facilities. When the containers are in place, next steps can be taken to support appropriate container use through permits and enforcement.

Common language exists among the park permit requirements that permit disposal of event waste at the property and includes:

- "The director of parks and recreation may impose reasonable conditions on a permit that in the director's discretion will protect the public health, safety, welfare, comfort and recreation in the park."(SSP, Section 42-63 (d))
- "A permit holder is bound by all parks rules and regulations and all applicable ordinances,..."(SSP, Section 42-63(d))
- "Users of the park must clean up their area before leaving. Rubbish must be placed in trash barrels located throughout the park "(SSP, Section 42-59 (Parks and Recreation).
- "If trash pick up fee is declined, all trash must fit within trash containers. If there is extra trash this must be removed or the renter will be billed \$100 Trash Pick-up Fee." (Mendota Heights Permit form.)
- "No person shall litter, cast or throw rubbish, trash or garbage in any public park including any adjacent water area within the city, but shall place such materials in proper receptacles. Where receptacles are not provided in the public park, all such rubbish, trash or garbage shall be

carried away from the park by the person responsible for its presence.” (Farmington, Ord Title 6, Chapter 9, Section 6-9-3).

Language to require recycling and food waste recycling in parks could include:

- *“If trash pick-up fee is declined by users of the park, all trash must fit within the appropriate recyclables, compostables or trash containers. If there is waste that is not properly separated and placed in the correct container, or if extra waste is left at the park, the renter will be billed \$100 Trash Pick-up Fee. (language added to Mendota Heights Permit form as an example)*
- *“Users of the park must clean up their area before leaving. Recyclables, compostable or food waste and trash must be placed in the appropriate containers located throughout the park “(added to SSP, Section 42-59 (Parks and Recreation), as an example.*

Cities that have event or banquet facilities usually require that a licensed or approved caterer prepare and service any food and/or alcohol. Some cities require the caterer to remove all waste, others require that the caterers place waste in the site containers:

Specific to food caterer and liquor provider, all tables should be cleared after the event and trash consolidated into the proper receptacles. The food caterer and liquor provider are responsible for taking their bags of trash to the dumpster located outside the caterer's entrance to the kitchen. (Rosemont Community Center)

Caterers in the metro area are very familiar with container and food waste recycling, and use compostable tableware when requested. Sysco, Litin Paper, and other vendors stock BPI certified-compostable items in commercial quantities. Language could be added to the directions or agreements with caterers, such as:

Specific to food caterer and liquor provider, all tables should be cleared after the event and trash consolidated into the proper receptacles. The food caterer and liquor provider are responsible for ensuring either reusable or BPI-certified glass and tableware are used. The food caterer and liquor provider are responsible for taking their bags of recyclables, compostables and trash to the dumpsters located outside the caterer's entrance to the kitchen. (added to Rosemont Community Center, as an example)

Enforcement of the requirements to properly dispose of recyclables and food wastes could be appended to existing permit language. The Mendota Heights Park Permit (above) requires payment of a fee if waste is outside the trash barrels. New language in these permits could take the following form:

All trash, rubbish, recyclables and food wastes shall be placed in the appropriately labelled container or barrel before leaving. If there is waste outside the barrels, the renter will be billed \$100 Trash Pick-up Fee. If waste is not placed in the appropriate container or barrel, the renter will be billed \$75 Recycling Fee. (added to Mendota Heights language, as an example)

Use of a “Waste Deposit” to encourage compliance

An alternate to a punitive fee could be to encourage recycling of containers and food by requiring a refundable “Waste Deposit.” Most cities require separate security deposits, in addition to the facility or park rental fee, in at least some conditions. Typical language includes:

- A Security Deposit may be required under the Rental Agreement, as determined by the City. If a Security Deposit is required, the Security Deposit will be held until after the end of the Rental Term and returned to the User within 21 days after the end of the Rental Term, less any amount charged by the City for clean-up, repair, replacement, or damage. The City may withhold a portion or all of the Security Deposit to cover the cost of clean-up, repairs, replacement, or other damages. Any violation of the Rental Agreement or Rules and Regulations may result in partial or complete forfeiture of the Security Deposit. (Inver Grove Heights)
- The damage deposit will be refunded within three weeks after the event date, if the Rental Agreement and/or Permit have not been violated during the event, or applied to any outstanding balance due. In some cases, Parks and Recreation staff may waive the damage deposit. **Any infraction of facility rules may result in partial or complete loss of damage deposit.** (Rosemont, emphasis theirs)

Language requiring a “Waste Deposit” could read:

The City of ___ is committed to proper waste recycling and disposal. Labelled containers for trash, recyclables and organic materials (food and paper products) are provided at the facility. A “Waste Deposit” is required, which will be held until after the end of the Rental Term, and returned to the User within 21 days after the end of the Rental Term, less any amount charged by the City for commingling of waste and recyclables including food and paper recyclables.

Requirement of a separate “Waste Deposit” offers several advantages:

- The separate “Waste Deposit” educates the user, and highlights the need to recycle containers and organic materials which can be easily overlooked in party or event preparations.
- Return of the Deposit rewards “good” behavior.
- Patrons are not “forced” to recycle as a choice is available.
- The deposit offers a smaller perception of a punitive fee, or an unreasonable addition to the cost of the event.
- Return of the “Waste Deposit” is made at the sole discretion of staff, who can judge and photo-document the compliance with recycling after the event.



VMCC-Rental-Rules
.pdf

Attachment 4

Opportunity to require recycling and/or food recycling in city facility and park reservations/rules.

Attachment 5
City Event Recycling Mechanisms.

Attachment A.1

Dakota County
Event Recycling Requirements Research Checklist
City of Apple Valley

SOURCES USED OR REFERENCED:

City Web site (<http://www.ci.apple-valley.mn.us/index.aspx>).
Code of Ordinances
([http://library.amlegal.com/nxt/gateway.dll/Minnesota/applevalley/cityofapplevalleyminnesotaco/ordinance?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:applevalley_mn](http://library.amlegal.com/nxt/gateway.dll/Minnesota/applevalley/cityofapplevalleyminnesotaco/ordinance?f=templates$fn=default.htm$3.0$vid=amlegal:applevalley_mn)).
GreenStep Cities (https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2393967).
Comprehensive Plan, 2030 Update (<http://www.cityofapplevalley.org/index.aspx?nid=191>).
Jackson Becker, 952-895-4511.

1. Does the city have an event/assemblage/large gathering ordinance? No

2. Does the city issue permits to hold a public event/gathering? No

3. Does the city have a park facility rental agreement or permit? Yes

a. Attach a copy or provide link for any required forms:

<http://www.ci.apple-valley.mn.us/DocumentView.aspx?DID=392>
<http://www.ci.apple-valley.mn.us/DocumentView.aspx?DID=359>

b. Does it include a recycling requirement?

No

c. List all instances in which park facility rental permits or licenses are required:

A "Building Reservation Form" is required to reserve any Parks and Recreation Facility. A Park Shelter Reservation Form is required to reserve any picnic facility in the parks.

d. How are such requests received and processed?

Application is mailed or delivered to the Parks and Recreation Department and approved if no schedule conflict exists.

e. Is there a separate process to have food at the park facility?

No.

f. Which city department handles park facility rental permits?

Parks and Recreation (<http://www.cityofapplevalley.org/index.aspx?NID=35>)

g. Are any other city departments involved in park facility rentals?

No.

4. Does the city have any other facility rental agreements or permits? Yes

- a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

Apple Valley Community Center, Apple Valley Senior Center, Apple Valley Aquatic Center.

- b. Attach a copy or provide link for any required forms:

<http://www.ci.apple-valley.mn.us/DocumentView.aspx?DID=392>
<http://www.ci.apple-valley.mn.us/DocumentView.aspx?DID=359>

- c. Does it include a recycling requirement?

No.

- d. List all instances in which these facility rental permits or licenses are required:

Reservation of a room in the Community Center or Senior Center, Rental of the Aquatic Center for exclusive use outside of regular operating hours.

- e. How are such requests received and processed?

Application is mailed or delivered to the Parks and Recreation Department and approved if no schedule conflict exists.

- f. Is there a separate process to have food at these facilities?

No.

- g. Which city department handles these facility rental permits?

Parks and Recreation (<http://www.cityofapplevalley.org/index.aspx?NID=35>)

- h. Are any other city departments involved in facility rentals?

No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? Yes

- a. Do GreenStep goals apply to events?

No. https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2393967

- b. Insert GreenStep Cities event recycling language and link if applicable:

ISD 196 has a resource management contract through Allied Waste which covers the collection of trash and recyclables at all elementary, middle and high schools and also food waste at elementary schools. Dakota County also has a Resource Management Contract for the Western Service Center, which includes the Galaxie Library.

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.

Attachment A.2

Dakota County
Event Recycling Requirements Research Checklist
City of Burnsville

SOURCES USED OR REFERENCED:

Sue Bast, Recycling Coordinator, 952-895-4524 general information.
Deb Cobbins, 952-895 4501: reservations for events at City Hall.
Shellie Krouse, 952-895-4510: reservations for park facilities.
Regina Dean, 952-895-4453: City Code of Ordinances:
(http://www.sterlingcodifiers.com/codebook/index.php?book_id=468) Comp Plan.
GreenStep Cities Web Site: https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2393472 .
City of Burnsville website: <http://www.ci.burnsville.mn.us/>

1. Does the city have an event/assemblage/large gathering ordinance? Yes

http://www.sterlingcodifiers.com/codebook/getBookData.php?pending_id=24913
(new ordinance) http://www.sterlingcodifiers.com/codebook/index.php?book_id=468
Chapter 32, Special Events.

2. Does the city issue permits to hold a public event/gathering? Yes

a. Attach a copy or provide link for any required forms:

<http://www.ci.burnsville.mn.us/DocumentCenter/View/11967>

b. Does it include a recycling requirement?

No.

c. List all instances in which an event permit is required:

Temporary indoor promotional sales, outdoor promotional sales and residential neighborhood block parties, Legacy Events, community events, civic or religious celebrations, school or daycare registrations, or employee celebrations or recognition events whether conducted on private property, public property, or city right of way.

d. How are such requests received and processed?

Completed application materials are returned to the City of Burnsville Licensing and Code Enforcement Department. Event applications must be submitted at least 15 Business Days prior to the proposed event date. Applicants are reviewed and approved, modifications are requested or applications are denied by the reviewing departments.

e. Is there a separate process to have food at the event/gathering?

Yes.
If selling food, a copy of the applicable Minnesota Department of Health or Agriculture License must be submitted with the application.

f. Which city department handles event permits?

Licensing and Code Enforcement accepts the applications. Regina Dean, in Planning, is the expert on the new ordinance. 952-895-4453

- g. Are any other city departments involved in public events/gatherings?

The application is reviewed by the Public Works, Engineering, Fire, Police, Licensing, Code Enforcement, and Planning departments.

3. Does the city have a park facility rental agreement or permit? Yes/No

- a. Attach a copy or provide link for any required forms:

Forms: <http://www.burnsville.org/index.aspx?NID=1499> . Park Rules: <http://burnsville.org/index.aspx?nid=205>

- b. Does it include a recycling requirement?

No.

- c. List all instances in which park facility rental permits or licenses are required:

Whenever a reservation of a particular space is desired.

- d. How are such requests received and processed?

Park facility reservations will be accepted the first business day following January 1 of the calendar year. If no prior reservation has been made, the reservation is approved.

- e. Is there a separate process to have food at the park facility? No

Only if the reservation is associated with the Special Event Permit, above.

- f. Which city department handles park facility rental permits?

Park Department, Shellie Krouse, 952-895-4510

- g. Are any other city departments involved in park facility rentals?

Only if a park space is requested as part of a Special Event Permit.

4. Does the city have any other facility rental agreements or permits? Yes/No

- a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

Burnsville City Hall.

- b. Attach a copy or provide link for any required forms:

Community Room: <http://www.burnsville.org/index.aspx?NID=710> (currently unavailable due to construction)
Conference Rooms: <http://www.burnsville.org/index.aspx?NID=712> (currently unavailable due to construction)
Council Chambers: <http://www.burnsville.org/index.aspx?NID=711>

- c. Does it include a recycling requirement?

No.

- d. List all instances in which these facility rental permits or licenses are required:

Reservations are required to reserve the space.

- e. How are such requests received and processed?

Requests are made to the City, which will approve the use of the space unless it is under construction or previously reserved.

- f. Is there a separate process to have food at these facilities? No.

- g. Which city department handles these facility rental permits? (Insert department and name)

Administration, Deb Covins, 952-895-4510

- h. Are any other city departments involved in facility rentals? No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? Yes

- a. Do GreenStep goals apply to events?

No. https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2393472

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? Yes

- a. Do comprehensive plan goals or strategies apply to events?

No.

7. Are there other “event-type” recycling requirements? Yes

- a. The City requires mobile food vendors to provide recycling containers:

3-30-7 (J) All mobile food vendors shall provide separate trash and recycling receptacles for their customers. Vendors shall pick up trash from the area and remove their receptacles when they relocate. (Ord. 1297, 4-16-2013)

Attachment A.3

Dakota County
Event Recycling Requirements Research Checklist
City of Eagan

SOURCES USED OR REFERENCED:

City of Eagan Website (<https://www.cityofeagan.com/my-government>).
Eagan Community Center, Jen (651)-675-5484 Eagan Facilities Manager, Mark Vaughn (651) 675-5592). City Clerk, Christina Scipioni (651) 675-5034.
City Code of Ordinances (<https://www.cityofeagan.com/codeenforcement>) .
MN GreenStep Cities, https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2394586.
Eagan Comprehensive Plan (<https://www.cityofeagan.com/2030-comprehensive-guide-plan>).

1. Does the city have an event/assemblage/large gathering ordinance? Yes

a.

It is unlawful for any person to consume or possess in an unsealed container any alcoholic beverage, except as provided herein, on any (1) city park, (2) street, (3) public property, or (4) private parking lot to which the public has access, except on such premises when and where permission has been specifically granted or licensed by the council. (Chapter 5, Section 5.16, Code of Ordinances.)
Permits are required for “Events occurring on city property or within public rights-of-way which will require the use of any city services.” (Chapter 10, Section 7.07, Code of Ordinances)

2. Does the city issue permits to hold a public event/gathering? Yes

a. Attach a copy or provide link for any required forms:



b. Does it include a recycling requirement?

No.

c. List all instances in which an event permit is required:

Parades; athletic events such as a marathon, walk or run event, bicycle rallies or races that are timed or for which prizes are awarded to the top finishers or those with 500 or more participants; farmers' market; art or craft fairs; festivals; or street dances, parties or fairs; events for which street or intersection closures or restrictions are required; events to occur on city property or within public rights-of-way which will require the use of any city services.(Code of Ordinances, Chapter 7, Section 7.07 Subd. 3)

d. How are such requests received and processed?

The city clerk is authorized to issue special event permits in accordance with this section. The city clerk shall approve, conditionally approve, or deny an application for a special event permit in accordance with the provisions of this section. All

applications shall be reviewed by the special event permit committee. The special event permit committee, subject to the adoption by the city council, shall establish, and amend as necessary, rules and regulations governing the implementation of this section and all events under a special event permit. (Code of Ordinances, Chapter 7, Section 7.07, Subd. 4)

e. Is there a separate process to have food at the event/gathering?

Yes. No sale or furnishing of food or non-alcoholic beverages shall occur at the special event, unless the vendor thereof has a vendor permit from the city and all required licenses from the State of Minnesota.(Code of Ordinances, Chapter 7, Section 7.07, Subd. 6.F.)

f. Which city department handles event permits?

City Clerk, Christina Scipioni, (651) 675-5034

g. Are any other city departments involved in public events/gatherings?

Police, Public Works, as needed.

3. Does the city have a park facility rental agreement or permit? Yes

a. Attach a copy or provide link for any required forms:

<https://webtrac.cityofeagan.com/wbwc/webtrac.wsc/SPLASH.html>

b. Does it include a recycling requirement?

No.

c. List all instances in which park facility rental permits or licenses are required:

The reservation system has a login component, and is needed to reserve a shelter of pavilion.

d. How are such requests received and processed?

This is an on-line system, "WebTrac Splash"

e. Is there a separate process to have food at the park facility?

No.

f. Which city department handles park facility rental permits? (Insert department and name)

Jen Saver, Rental Coordinator (651) 675-5484

g. Are any other city departments involved in park facility rentals? (Police, health, other?)

No.

4. Does the city have any other facility rental agreements or permits? Yes/No

a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

Eagan Community Center, Eagan Civic Arena.

b. Does it include a recycling requirement?

No.

c. List all instances in which these facility rental permits or licenses are required:

Any exclusive or reserved use of the Community Center or the Civic Arena require permits.

d. How are such requests received and processed?

Persons that want to rent time at the Civic Arena walk in and request the time. There are no forms.

e. Is there a separate process to have food at these facilities?

The Contract with the Community Center vendor requires the vendor to separate recyclables and compost from other wastes, into bags that the City provides. There are no requirements to separate recyclables or food waste at the Civic Arena.

f. Which city department handles these facility rental permits? (Insert department and name)

Eagan Community Center: Jen, (651) 675-5550. Eagan Civic Arena: Mark Vaughn (651) 675-5592)

g. Are any other city departments involved in facility rentals?

No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? Yes

a. Do GreenStep goals apply to events?

Only as the elements apply to County and School District facilities in Eagan.

b. Insert GreenStep Cities event recycling language and link if applicable:

Dakota County has elements of a Resource Management contract for the County's building waste. The contract is with Troje and covers the collection of trash and recyclables from all county buildings and facilities, including those in Eagan. County facilities in Eagan facilities include: Wescott Library, 1340 Wescott Road; Lebanon Hills Regional Park Schulze Beach, 832 Cliff Rd; and Lebanon Hills Regional Park Maintenance Shop, 1075 Butwin Rd. ISD 196 has a Resource Management contract with Allied Waste. This contract covers the collection of trash, recyclables at all elementary, middle and high schools and also food waste at elementary schools.

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.

Attachment A.5

**Dakota County
Event Recycling Requirements Research Checklist
City of Farmington**

SOURCES USED OR REFERENCED:

Lena Larson, Recycling Coordinator LLarson@CI.FARMINGTON.MN.US
City Web Page (<http://ci.farmington.mn.us/>).
2030 Comprehensive Plan
(http://ci.farmington.mn.us/government/departments/planning_and_zoning/2030_comp_plan/)
GreenStep Cities (https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2394747)

1. Does the city have an event/assemblage/large gathering ordinance? No

2. Does the city issue permits to hold a public event/gathering? Yes

a.



City of Farmington
Special Event Permit

b. Does it include a recycling requirement?

No, but permit requests are submitted in person and City staff strongly encourages recycling when permit requests are submitted.

c. List all instances in which an event permit is required:

Events in parks at which 150 or more persons will attend.

d. How are such requests received and processed?

Customer acquires the form on-line, then completes and submits to staff for review.

e. Is there a separate process to have food at the event/gathering?

No.

f. Which city department handles event permits?

Parks and Recreation: Randy Distad (651-280-6851, rdistad@ci.farmington.mn.us)
Police Department: Brian Lindquist (651-280-6700, blindquist@ci.farmington.mn.us)

g. Are any other city departments involved in public events/gatherings? (Police, health, other?)

See f. above.

3. Does the city have a park facility rental agreement or permit? Yes

a.

<http://www.ci.farmington.mn.us/cms/one.aspx?portalId=745759&pageId=4920385>
<http://www.ci.farmington.mn.us/cms/one.aspx?pageId=2971401>

b. Does it include a recycling requirement?

No. Park Regulations (Title 6, Chapter 9 of the City Code):

http://www.sterlingcodifiers.com/codebook/index.php?book_id=463&chapter_id=20879

- c. List all instances in which park facility rental permits or licenses are required:

Park shelter permits, ballfield permits, or outdoor pool permits are required to reserve any of these facilities for any number of persons.

- d. How are such requests received and processed?

Online through "activenet" or at front desk City Hall. Online Facility Reservations:

<https://apm.activecommunities.com/farmington> .

Online Shelter Reservations:

http://ci.farmington.mn.us/UserFiles/Servers/Server_745675/File/Government/Departments/Parks%20&%20Recreation/ParkShelterReservations/2017ParkShelterReservationForm.pdf

- e. Is there a separate process to have food at the park facility?

No.

- f. Which city department handles park facility rental permits?

Parks and Recreation.

(<http://ci.farmington.mn.us/cms/One.aspx?portalId=745759&pageId=2972597>)

2016 Parks Dept. Annual Report:

http://ci.farmington.mn.us/UserFiles/Servers/Server_745675/File/Government/Departments/Parks%20&%20Recreation/Parks&Rec/2016AnnualReport.pdf

- g. Are any other city departments involved in park facility rentals?

Occasionally Police, for instance if it is a very large gathering.

4. Does the city have any other facility rental agreements or permits? Yes

- a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

The Rambling River Center, which is a drop in facility providing programming for adults ages 50 and older.

- b. Attach a copy or provide link for any required forms:

http://www.ci.farmington.mn.us/UserFiles/Servers/Server_745675/File/Government/Departments/Parks%20&%20Recreation/RamblingRiverCenter/2017RentalAgreementPacket.pdf

<http://www.ci.farmington.mn.us/cms/one.aspx?pageId=2971401>

Rambling River Center Membership Form:

http://ci.farmington.mn.us/UserFiles/Servers/Server_745675/File/Government/Departments/Parks%20&%20Recreation/RamblingRiverCenter/RRCMembershipApplication&RenewalForm2017.pdf

- c. Does it include a recycling requirement?

No.

- d. List all instances in which these facility rental permits or licenses are required:

Rental of meeting or banquet room.

- e. How are such requests received and processed?

Online through "activenet" (above, 3.d.), at the front desk of City Hall or at the Rambling River Center.

- f. Is there a separate process to have food at these facilities?

No.

g. Which city department handles these facility rental permits?

Parks and Recreation.

h. Are any other city departments involved in facility rentals? (Police, health, other?)

Occasionally Police, e.g. very large gatherings.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? Yes

a. Do GreenStep goals apply to events?

No, there are no GreenStep Goals related to events.
https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2394747
City-reported details:
The City owns and operates its own waste and recycling for residents. There are 30, 60 and 90 gallon waste containers available to the residents. The City has a volume-based cost.
There is a waste collection system in Farmington.
For more information contact:
Adam Kienberger (City staff) akienberger@ci.farmington.mn.us 651-280-6820

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention?

Yes, 2030 Plan.

a. Do comprehensive plan goals or strategies apply to events?

No, except as recycling is encouraged in parks, and a Sustainability Goal of the City is to participate in the GreenStep program. Language in the Comp. Plan references GreenStep actions the City may take. City staff have also formed a voluntary "Green Team" which has focused on GreenStep practices.

b. Insert comprehensive plan recycling language and link if applicable:

THE GREEN MOVEMENT IN FARMINGTON

The movement started in early 2006 with the establishment of "The Green Team." "The Green Team" formed on February 13, 2006 when a group of City staff met to discuss ways to promote and encourage sound environmental practices in the workplace. The group explores opportunities to recycle in all City facilities, conserve energy, making greener purchasing practices, and reducing waste and toxicity.

The team focuses on projects that help wipe out waste by providing resources and Educational information to staff and residents.

WIPEOUTWASTE

Its mission is to develop strategies and environmental programs to preserve and protect our natural resources and reduce our environmental impact through education and promotion.

Farmington 2030 Comprehensive Plan 2011 Amendment

The Green Team's first environmental efforts included reviewing new City owned building projects, enhancing internal recycling and waste reduction efforts, and researching environmentally preferable purchases. Working together, the Green Team has also been able to provide recycling opportunities to the public at City owned buildings and parks through "Recycle On the Go."

http://ci.farmington.mn.us/UserFiles/Servers/Server_745675/File/Government/Departments/Planning%20and%20Zoning/2030%20Comp%20Plan/Chapter9_Sustainability.pdf

Attachment A.5

**Dakota County
Event Recycling Requirements Research Checklist
City of Hastings**

SOURCES USED OR REFERENCED:

City Web site (<http://www.hastingsmn.gov/>)
City Ordinances (<http://www.hastingsmn.gov/home/showdocument?id=5581>)
GreenStep Cities (https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2394320)
City Comprehensive Plan <http://www.hastingsmn.gov/city-government/city-departments/planning-zoning/planning-documents/comprehensive-plan>
Paige Marschall Bigler, 651-480-6182

1. Does the city have an event/assemblage/large gathering ordinance? No.

2. Does the city issue permits to hold a public event/gathering? No.

3. Does the city have a park facility rental agreement or permit? Yes.

a. Attach a copy or provide link for any required forms:

Field reservation form: <http://www.hastingsmn.gov/home/showdocument?id=340> .
Tournament Reservation Form:
<http://www.hastingsmn.gov/home/showdocument?id=833>
Park Shelter Reservation Form:
<http://www.hastingsmn.gov/home/showdocument?id=338>

b. Does it include a recycling requirement?

Yes. The Reservation Form states, "All recycling, waste paper, and other rubbish must be deposited in the appropriate receptacles."

c. List all instances in which park facility rental permits or licenses are required:

It is unlawful in any park for any person to: (L) Schedule and hold large gatherings without a written permit from the City (City Ordinance § 94.05 (L). A Reservation Form is required to rent or reserve any shelter or park facility.

d. How are such requests received and processed?

Applications are mailed or delivered to the Parks Department, who approves the request absent scheduling conflicts.

e. Is there a separate process to have food at the park facility?

No.

f. Which city department handles park facility rental permits?

Parks and Recreation. Chris Jenkins, Director. (651) 480-6176
CJenkins@hastingsmn.gov

g. Are any other city departments involved in park facility rentals?

No.

4. Does the city have any other facility rental agreements or permits? Yes

- a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

Hastings Civic Center, Parks & Recreation Facility.
Hastings Family Aquatic Center, Parks & Recreation Facility.

- b. Attach a copy or provide link for any required forms:

Aquatic Group Rental Form: <http://www.hastingsmn.gov/home/showdocument?id=423>
Aquatic Birthday Party Reservation Form:
<http://www.hastingsmn.gov/home/showdocument?id=427>
There are no forms for rental/reservation of the Civic Center.

- c. Does it include a recycling requirement?

No.

- d. List all instances in which these facility rental permits or licenses are required:

Any reservation of the Civic Center ice or field facilities, or rental of aquatic facilities.

- e. How are such requests received and processed?

Application is mailed or delivered to the aquatics facility, which approves the request as long as there are no scheduling conflicts. There is no on-line reservation for the Civic Center.

- f. Is there a separate process to have food at these facilities?

No.

- g. Which city department handles these facility rental permits?

Jeff Elliott, Arena Manager. (651) 480-6195.
Theresa Faustini, Aquatics Manager. (651) 480-6179.

- h. Are any other city departments involved in facility rentals?

No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? Yes

- a. Do GreenStep goals apply to events?

The City has GreenStep Waste-related actions, but none applying to events.

- b. Insert GreenStep Cities event recycling language and link if applicable:

Action 2: Adopt and meet recycling/composting goals for waste/toxics generated from internal city operations.

Action 3: Document significant waste reduction/recycling, through a resource management contract (covering recycling and garbage) or other means, for one or more of:

- a. City government operations.
- b. Schools, libraries, parks, or municipal health care facilities.
- c. A commercial or industrial business.

https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2394320#

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.

Attachment A.6

**Dakota County
Event Recycling Requirements Research Checklist
City of Inver Grove Heights**

SOURCES USED OR REFERENCED:

Alexandra Hillstrom ahillstrom@invergroveheights.org
City Ordinances: (http://www.sterlingcodifiers.com/codebook/index.php?book_id=542).
City website: (<http://www.ci.inver-grove-heights.mn.us/>).
GreenStep Cities page: https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2395429

1. Does the city have an event/assemblage/large gathering ordinance? No.
2. Does the city issue permits to hold a public event/gathering? No.
3. Does the city have a park facility rental agreement or permit? Yes.

a. Attach a copy or provide link for any required forms:

	
FINAL Outdoor Athletic Facilities Ren	Park Shelter Forms 2017.pdf

b. Does it include a recycling requirement?

No.

c. List all instances in which park facility rental permits or licenses are required:

Reservations of shelters or athletic facilities require permits.

d. How are such requests received and processed?

Received and processed through the Parks and Recreation Department.

e. Is there a separate process to have food at the park facility?

No.

f. Which city department handles park facility rental permits?

Parks and Recreation. Eric Carlson. ecarlson@invergroveheights.org (651) 450-2587

g. Are any other city departments involved in park facility rentals?

Police review permits as requested by the Parks Dept. Any food permits are handled through the MN Dept. of Health.

4. Does the city have any other facility rental agreements or permits? Yes

a. Are there any other facilities (besides park facilities) that require rental agreement?

The Community Center has rooms, a gymnasium, turf, an ice rink, and space for birthday parties that can be reserved.

b. Attach a copy or provide link for any required forms:



c. Does it include a recycling requirement?

No.

d. List all instances in which these facility rental permits or licenses are required:

Any rental of the VMCC facilities to a member of the public, group, or organization for an event.

e. How are such requests received and processed?

Received and processed through the Parks and Recreation.

f. Is there a separate process to have food at these facilities?

No.

g. Which city department handles these facility rental permits?

Parks and Recreation. Eric Carlson. ecarlson@invergroveheights.org (651) 450-2587

h. Are any other city departments involved in facility rentals?

Police, as requested by the Parks Dept. Any food permits are handled through the MN Dept. of Health

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? Yes

a. Do GreenStep goals apply to events?

No GreenStep goals apply to events.
https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2395429

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? Yes

a. Do comprehensive plan goals or strategies apply to events?

No comprehensive plan goals apply to events. Page 3-12 of the 2030 Comprehensive Plan includes policies relating to waste: 16. Continue to regulate existing landfills and closely coordinate with regional agencies, landfill operators and residents. 21. Continue working with Dakota County to identify old dump sites and seek remediation as development occurs.

(<http://www.ci.inver-grove-heights.mn.us/334/2030-Comprehensive-Plan>)

Attachment A.7

Dakota County
Event Recycling Requirements Research Checklist
City of Lakeville

SOURCES USED OR REFERENCED:

City Website (<http://www.ci.lakeville.mn.us/>)
Parks Facilities Web Page (<http://www.ci.lakeville.mn.us/Facilities>)
Stella Eskelson, (Parks) 952-985-4600, Char Friedges (Administration) 952-985-4404
Lakeville Ordinances, Title 3, Chapter 5
(http://www.sterlingcodifiers.com/codebook/index.php?book_id=418)
Lakeville Comprehensive Plan (<http://www.ci.lakeville.mn.us/DocumentCenter/View/572>)
GreenStep Cities (<https://greenstep.pca.state.mn.us/>)

1. Does the city have an event/assemblage/large gathering ordinance? Yes.

“A person seeking a parade or outdoor entertainment permit shall file an application with the city clerk on forms provided and the application shall be signed by the applicant under oath.” (Title 3. Chapter 5. City Ordinances.)
(http://www.sterlingcodifiers.com/codebook/index.php?book_id=418)

2. Does the city issue permits to hold a public event/gathering? Yes.



Outdoor Entertain
App.pdf

a. Does it include a recycling requirement?

No.

b. List all instances in which an event permit is required:

“No person shall engage in or conduct a parade or outdoor entertainment with more than twenty (20) participants unless a permit is issued by the chief of police.” (Ord. 635, sec. 1, 8-17-1998)

c. How are such requests received and processed?

Applications are received by the City Clerk and reviewed by the Chief of Police to determine if police protection is required for the event.

d. Is there a separate process to have food at the event/gathering?

No.

e. Which city department handles event permits?

City Administration (Char Friedges (City Clerk) 952-985-4404), Police Chief, Jeff Long, 952-985-2800.

f. Are any other city departments involved in public events/gatherings?

No.

3. Does the city have a park facility rental agreement or permit? Yes.

a. Attach a copy or provide link for any required forms:


PARKS & REC USER
GUIDE_FILLABLE.PDF

b. Does it include a recycling requirement?

Only for Special Events. "The permit holder is responsible for the proper disposal of all recyclables and garbage in on-site receptacles." (RULES AND REGULATIONS FOR SPECIAL EVENTS, Section P.).

c. List all instances in which park facility rental permits or licenses are required:

Most private events will require a shelter reservation and may require additional city permits. A Special Event is an event whether indoors or outdoors, that is held on public property, streets or trails that can reasonably be expected to cause a public gathering that is not a part of the expected daily activity at the location. A Private Program is an event whether indoors or outdoors, that is held on public property, streets or trails that is not open to the general public nor is part of the is part of the expected daily activity at the location.

d. How are such requests received and processed?

Applications are obtained from the Parks Department, filled out and returned to the Parks Department.

e. Is there a separate process to have food at the park facility? Yes.

Food trucks, food vendors and/or concessions require a City issued permit for each vendor that will be serving food on-site. Food vendors are only allowed in designated parks on designated areas.

f. Which city department handles park facility rental permits?

Parks Department, Stella 952-985-4600

g. Are any other city departments involved in park facility rentals?

Not usually.

4. Does the city have any other facility rental agreements or permits? No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? No.

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.

Attachment A.8

Dakota County
Event Recycling Requirements Research Checklist
City of Mendota Heights

SOURCES USED OR REFERENCED:

Emails and phone calls, Cassandra Schueller CSchueller@wspmn.gov , 651-552-4118.
On-line City ordinances (http://www.sterlingcodifiers.com/codebook/index.php?book_id=668)
Review of City website (<http://www.mendota-heights.com/>) Mendota Heights Comprehensive Plan (http://www.mendota-heights.com/index.asp?Type=B_BASIC&SEC={11B331B5-D1A2-496E-868D-4021E614AFC4}) MN GreenStep Cities (<https://greenstep.pca.state.mn.us/allCities.cfm>)

1. Does the city have an event/assemblage/large gathering ordinance? No.
2. Does the city issue permits to hold a public event/gathering? No.
3. Does the city have a park facility rental agreement or permit? Yes.

a. Attach a copy or provide link for any required forms:

 MH Final2.pdf

b. Does it include a recycling requirement?

No.

c. List all instances in which park facility rental permits or licenses are required:

A rental agreement is required to rent or reserve any Park Shelter, Soccer Field, Ice Rink, Tennis Court, or Ball Field.
--

d. How are such requests received and processed?

An application form is submitted (separate application for each facility). The City logs and reviews the application, and approves it if there are no calendar conflicts.

e. Is there a separate process to have food at the park facility? No.

The Concession Facility can be rented, but no staff or food is included in the rental fee, and no recycling, including food recycling, is required.

f. Which city department handles park facility rental permits?

Parks Department handles the applications. Sloan Walgren: (651.452.1850) (sloanw@mendota-heights.com)

g. Are any other city departments involved in park facility rentals?

Occasional review by PW. Occasional review by Police, depending on event.

4. Does the city have any other facility rental agreements or permits? Yes.

- a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

City Hall rooms.

- b. Attach a copy or provide link for any required forms:



MH Final2.pdf

(City Hall requirements begin on Page 3)

- c. Does it include a recycling requirement?

No.

- d. List all instances in which these facility rental permits or licenses are required:

City Hall is intended primarily for use of city staff and government functions. Community groups and neighborhood associations may apply to use specific rooms in City Hall. A Mendota Heights resident must sign for the space.

- e. How are such requests received and processed?

Application is made to the City Hall receptionist. The Building Manager reviews and approves the applications.

- f. Is there a separate process to have food at these facilities? No

Food is restricted to certain rooms. Room users must bring their own supplies, dishes, etc. and are responsible for clean up.

- g. Which city department handles these facility rental permits?

Building Manager.

- h. Are any other city departments involved in facility rentals?

No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? No

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No

Attachment A.9

Dakota County
Event Recycling Requirements Research Checklist
City of Rosemount

SOURCES USED OR REFERENCED:

Review of City Ordinance Title 4 – Streets and Public Property
Chapter 3 (Parks, Regulations
http://www.sterlingcodifiers.com/codebook/index.php?book_id=452)
Chapter 5 (Large Public Gatherings on City Park Land
http://www.sterlingcodifiers.com/codebook/index.php?book_id=452)
Title 5 – Health and Sanitation- Chapter 1 (Solid Waste
http://www.sterlingcodifiers.com/codebook/index.php?book_id=452)
Chapter 4 (Composting http://www.sterlingcodifiers.com/codebook/index.php?book_id=452).
On-line park rental information.
Interview with Tom Schuster, tom.schuster@ci.rosemount.mn.us (651) 322-6005).
City Web Page (<http://www.ci.rosemount.mn.us/>).
City Comprehensive Plan (<http://www.ci.rosemount.mn.us/185/Comprehensive-Plan>)
GreenStep Cities (https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2396433)

1. Does the city have an event/assemblage/large gathering ordinance? Yes.


Rosemont Large
Gathering Ordinanc

2. Does the city issue permits to hold a public event/gathering? Yes.

The application for the permit is:


Large Gathering
Permit Application.d

3. Does the city have a park facility rental agreement or permit? Yes

Open and enclosed park shelters in the City of Rosemount may be reserved without a permit. These reservations are handled by the Parks and Recreation Department at 651-322-6000.

4. Does the city have any other facility rental agreements or permits? Yes.

a. Attach a copy or provide link for any required forms:

City Website: <http://www.ci.rosemount.mn.us/Facilities?clear=False> , and
<http://www.ci.rosemount.mn.us/341/Permit-Process-and-Policies>
Ordinance: http://www.sterlingcodifiers.com/codebook/index.php?book_id=452

b. Does it include a recycling requirement?

No, however, a Plan to ensure “waste disposal” is required.

- c. List all instances in which park facility rental permits or licenses are required:

Gatherings of more than 500 persons must have a license, in addition to the reservation.

- d. How are such requests received and processed?

The license may be issued by the Director of parks and recreation or the Director's designee for assemblies of between five hundred (500) and one thousand two hundred (1,200) if the assembly is a baseball tournament, soccer tournament, softball tournament, lacrosse tournament or football tournament. The license may be issued only by the City Council in all other cases or if the Director declines to issue a license for the assembly. In addition to the license required herein, the applicant must possess and submit to the city any other necessary state, county or city licenses and/or permits necessary to carry on the assembly.

- e. Is there a separate process to have food at the park facility?

No.

- f. Which city department handles park facility rental permits?

Parks and Recreation: Lacelle Cordes. lacelle.cordes@ci.rosemount.mn.us (651) 322-6011.

- g. Are any other city departments involved in park facility rentals? (Police, health, other?)

Depending on the kind and nature of the event, if it is expected to attract more than 500 attendees the application will be reviewed by other departments such as the Police, Community Development-Building Inspections, and Public Works Departments.

5. Does the city have any other facility rental agreements or permits? Yes

- a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

Yes: The Steeple Center, Ice Arena and Rosemont Community Center (Auditorium, Banquet Hall, Gymnasium, 4 Meeting Rooms)

- b. Attach a copy or provide link for any required forms:

<http://www.ci.rosemount.mn.us/341/Permit-Process-and-Policies>

Banquet Hall guidelines: <http://ci.rosemount.mn.us/DocumentCenter/View/337> .

Only caterers approved by the City may be used.

- c. Does it include a recycling requirement?

No.

- d. List all instances in which these facility rental permits or licenses are required:

Any use of the Community Center or Steeple Center facilities.

- e. How are such requests received and processed?

Rental of the facility is handled through the Rosemount Parks and Recreation Department (651-322-6000). Organizations, businesses and individuals wishing to

rent portions of the facility are required to obtain and sign a Permit and Rental Agreement with details of the event and submit the appropriate payment

f. Is there a separate process to have food at these facilities?

Yes. Except for take-out food like pizza or boxed lunches, if food is to be served on site an approved caterer must provide and serve it. Only caterers approved by the City may be used. There are no requirements for recycling or food waste recycling in the banquet hall.

g. Which city department handles these facility rental permits?

Steeple Center: Stephanie Baumann: Stephanie.baumann@ci.rosemount.mn.us, (651) 322- 6016
Ice Arena: Jon Balvance: jon.balvance@ci.rosemount.mn.us (651) 322-6006
Rosemont Community Center: Mark Vanyo mark.vanyo@ci.rosemount.mn.us (651) 322-6002.

h. Are any other city departments involved in facility rentals?

No.

6. Does the city have GreenStep Cities goals related to waste/recycling/prevention? No.

7. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.

Attachment A.10

Dakota County
Event Recycling Requirements Research Checklist
City of South St. Paul

SOURCES USED OR REFERENCED:

Cassandra Schuller, Recycling Coordinator, CSchueller@wspmn.gov
City website (<http://www.southstpaul.org/>).
City Code
(https://library.municode.com/mn/south_st._paul/codes/code_of_ordinances?nodeId=SPAGEOR_CH42PARE) Comprehensive Plan: (<http://www.southstpaul.org/Index.aspx?NID=409>)
GreenStep Cities (https://greenstep.pca.state.mn.us/cityInfo.cfm?ctu_code=2395918).

1. Does the city have an event/assemblage/large gathering ordinance? No.

2. Does the city issue permits to hold a public event/gathering? Yes

a. Attach a copy or provide link for any required forms:

Chapter 10 – Amusements and Entertainments, Sec. 10-8 – Special Events



Microsoft Word
Document

b. Does it include a recycling requirement?

No.

c. List all instances in which an event permit is required:

Any event at which there is dancing, singing, concerts with music for hire, or the use of any musical instruments with or without charge outside of any building on the same premises where intoxicating or 3.2 percent malt beverages are licensed to be sold requires an event permit.

d. How are such requests received and processed?

The promoter of the event submits an application. The City Administrator determines if property owners in the area need to be notified prior to consideration of the request. The City Council grants or denies the request, and may establish hours. Compliance with the Noise Control Ordinance is required.

e. Is there a separate process to have food at the event/gathering?

No.

f. Which city department handles event permits?

City Administrator Stephen P. King (sking@southstpaul.org), City Council.

g. Are any other city departments involved in public events/gatherings?

Yes, Noise Control Officer.

3. Does the city have a park facility rental agreement or permit? Yes.

a. Attach a copy or provide link for any required forms:

Park Shelter Rental Application:
<http://www.southstpaul.org/DocumentCenter/View/1597>
Kaposia Pavilion Rental application:
<http://www.southstpaul.org/DocumentCenter/View/1603>
Central Square Community Center Rental Application:
<http://www.southstpaul.org/DocumentCenter/View/752>
Picnic Shelter Reservation Policy: <http://mn-southstpaul.civicplus.com/DocumentCenter/View/2256>
Ordinance with policies and Shelter Rental Form:



Sharp@cityofwsp.o
rg_20170724_081831

b. Does it include a recycling requirement?

No. (However: “The director of parks and recreation may impose reasonable conditions on a permit that in the Director's discretion will protect the public health, safety, welfare, comfort and recreation in the park.”)

c. List all instances in which park facility rental permits or licenses are required:

Rental of any City owned property: ballfield, park shelter, ice rink, etc. requires a permit.

d. How are such requests received and processed?

Application can be made in person at Central Square, or by mail, phone or email.

e. Is there a separate process to have food at the park facility?

No.

f. Which city department handles park facility rental permits?

The manager of the specific facility. Christopher Esser is the Director of Parks and Recreation (cesser@southstpaul.org) 651-366-6200.

g. Are any other city departments involved in park facility rentals? No.

Police will be present if alcohol is served.

4. Does the city have any other facility rental agreements or permits? Yes

a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

Library (process below).
Doug Woog Arena has a meeting room which is free to the facility users and local civic groups but does not require a signed agreement.

b. Attach a copy or provide link for any required forms:



Meeting Room
policy with SIGNATU

c. Does it include a recycling requirement?

No.

d. List all instances in which these facility rental permits or licenses are required:

Any time the meeting room in the Library is reserved an application is required.

e. How are such requests received and processed?

Reservations for use of the room are made with library staff. Staff enter the contact's name and phone number in the electronic calendar.

f. Is there a separate process to have food at these facilities?

Yes. Light refreshments are allowed. Clean-up of the meeting room must be done by the entity using the room. Recycling and/or recycling of food waste is not required.

g. Which city department handles these facility rental permits?

Library staff. Kathy Halgren, Director. (khalgren@southstpaul.org) 651-554-3240

h. Are any other city departments involved in facility rentals?

No.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? No.

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.

Attachment A.11

**Dakota County
Event Recycling Requirements Research Checklist
City of West St. Paul**

SOURCES USED OR REFERENCED:

Cassandra Schuller, Recycling Coordinator. City Web Site: (<http://wspmn.gov/>)
Police and Parks and Rec Personnel. City Web Page (<http://wspmn.gov/>). Comprehensive Plan: (<http://wspmn.gov/228/Comprehensive-Plan-Update>) MN GreenStep Cities: (<https://greenstep.pca.state.mn.us/allCities.cfm>)

1. Does the city have an event/assemblage/large gathering ordinance? Yes.

a. Insert language:

Outdoor Live Entertainment: Outdoor Live Entertainment:
§ 111.30 OUTDOOR LIVE ENTERTAINMENT.
(A) License required. It is unlawful to permit or have dancing, singing, disc jockeys, concerts with music for hire or the use of any musical instruments (“live entertainment”), with or without charge, at any outdoor location where intoxicating liquor or 3.2% malt liquor is served, without a license as provided in this section.
[http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titlexibusinessregulations/chapter111businessesgenerally?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:weststpaul_mn\\$sanc=JD_111.30](http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titlexibusinessregulations/chapter111businessesgenerally?f=templates$fn=default.htm$3.0$vid=amlegal:weststpaul_mn$sanc=JD_111.30)
Special Events: Special Events: § 32.36 PERMIT REQUIRED.
Any person desiring to conduct or sponsor a special event in the city, not exempt under § 32.37, shall obtain a permit from the city. (2001 Code, § 1017.03) (Ord. 10-15)
[http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titleiiiadministration/chapter32permitprocedures?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:weststpaul_mn\\$sanc=JD_32.35](http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titleiiiadministration/chapter32permitprocedures?f=templates$fn=default.htm$3.0$vid=amlegal:weststpaul_mn$sanc=JD_32.35)

2. Does the city issue permits to hold a public event/gathering? Yes.

a. Attach a copy or provide link for any required forms:

Special Events Permit requirements and process: § 32.38 PERMIT APPLICATION.
[http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titleiiiadministration/chapter32permitprocedures?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:weststpaul_mn\\$sanc=JD_32.35](http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titleiiiadministration/chapter32permitprocedures?f=templates$fn=default.htm$3.0$vid=amlegal:weststpaul_mn$sanc=JD_32.35)


City of West St Paul
- Special Event Perm
[http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titleiiiadministration/chapter32permitprocedures?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:weststpaul_mn\\$sanc=JD_32.35](http://library.amlegal.com/nxt/gateway.dll/Minnesota/weststpaul_mn/titleiiiadministration/chapter32permitprocedures?f=templates$fn=default.htm$3.0$vid=amlegal:weststpaul_mn$sanc=JD_32.35)

b. Does it include a recycling requirement?

No.

c. List all instances in which an event permit is required:

Events involving 300+ people including concerts, parades, fairs, shows, festivals, rallies, parties, filming of a movie, street dances etc. Exempted events include: Graduation parties, weddings, funerals or wedding or funeral processions; any event involving 299 or fewer people and that does not involve any alcohol; the use of traditional public forums as alternative channels of communication by the public, provided that the use is for the free exercise of constitutionally protected activities and does not disrupt or interfere with traffic on public streets or the use of public places by other members of the public; events sponsored by the city and its agencies; events sponsored by a school; non-city sponsored events on city or county park or recreation property within the city, as long as required rental permits are obtained and rental requirements are met; fund raisers or charitable events; or golf tournaments.

d. How are such requests received and processed?

In person at City Hall or via mail. The Assistant City Clerk/Licensing receives and reviews the request. (651-552-4100)

e. Is there a separate process to have food at the event/gathering?

No.

f. Which city department handles event permits?

Licensing Department (City Clerk, Chantal Doriott. cdoriott@wspmn.gov) 651-552-4102.

g. Are any other city departments involved in public events/gatherings?

Police Department (Police Chief, Bud Shaver. bshaver@wspmn.gov) 651-552-4201
City Council (City Manager, Ryan Schroeder. rschroeder@wspmn.gov) 651-552-4101

3. Does the city have a park facility rental agreement or permit? Yes.

a. Attach a copy or provide link for any required forms:

See attached forms (2nd and 3rd forms in document) titled “City of WSP Parks and Recreation Department Facility Use Application,” and “WSP Parks and Recreation Department Park Shelter Facility Use Application”.



attachments.pdf

b. Does it include a recycling requirement?

No.

c. List all instances in which park facility rental permits or licenses are required:

Rental of any City-owned park facility like a picnic shelter, or Thompson Park Activity Room.

d. How are such requests received and processed?

In person at City Hall or via mail request.

e. Is there a separate process to have food at the park facility?

No.

f. Which city department handles park facility rental permits?

Parks and Recreation. (Dave Schletty. dschletty@wspmn.gov) 651-552-4152.

g. Are any other city departments involved in park facility rentals?

Public Works collects recycling and trash year round. City employees check the containers during the winter and empty as needed. Police must be at large events with alcohol.

4. Does the city have any other facility rental agreements or permits? Yes

a. Are there any other facilities (besides park facilities) that require rental agreement/permit?

City Hall has a conference room that is available for rental.

b. Attach a copy or provide link for any required forms:


attachments.pdf

c. Does it include a recycling requirement?

No.

d. List all instances in which these facility rental permits or licenses are required:

Anyone who wants to use a conference room or community room such as Harmon Park Community Room or a conference room located inside City Hall.

e. How are such requests received and processed?

In person at City Hall or via mail.

f. Is there a separate process to have food at these facilities?

No.

g. Which city department handles these facility rental permits?

Parks and Recreation. (Dave Schletty. dschletty@wspmn.gov. 651-552-4152

h. Are any other city departments involved in facility rentals?

Public Works collects recycling and trash.

5. Does the city have GreenStep Cities goals related to waste/recycling/prevention? No.

6. Does the city have comprehensive plan goals or strategies related to waste/recycling/prevention? No.