

February 21, 2018

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

**RE: Request dated January 17, 2018 From Boundary Waters Dragon Boat Festival**

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On February 12, 2018 a request was brought forward from the Boundary Water Dragon Boat Festival requesting assistance from the Town to hold the 7<sup>th</sup> annual International Boundary Waters Dragon Boat Festival on Saturday June 30, 2018. I have taken the liberty to only comment on the items that are directly related to the Operations and facilities division:

**Item 2: The use of picnic tables, with pickup and drop off to be organized by the Committee** - Town will provide picnic tables where the Festival volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893.

**Item 4 and 5: Allow for the closure of Front Street from the Hallett to the Marina, and further provide signage to facilitate the road closure.**

The organizers will be responsible to arrange with Milt Strachan, Transportation Superintendent for signage and barricades to be dropped off on site Friday prior to the event. The organizers will be responsible to setup and take down the barricades before and after the event. The barricades will be picked up on the first business day after the event.

**Item 6: Allow Festival committee to attach pennants, signs & banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event** - The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street.

**Item 8: Ensure Extra Garbage Cans at the Site** - Additional garbage containers can be set out for the event. However the O & F division is not in a position to provide manpower to pick-up garbage at the end of the event day. The O&F Division will collect the garbage on Tuesday July 3, 2018.

Further for the 2018 event the committee is looking to host, again, the international tug of war with International Falls. To facilitate this the committee is looking for additional items, again those directly affecting the Operations and Facilities Division will be commented on.

**Item 9: Use of the Tug of war rope** – The rope is stored at the Public Works yard and is ready for use. Arrangements can be made with Milt Strachan, Transportation Superintendent to have the rope available prior to the event.

**Item 11: Closure of the Front Street from the Marina to Minnie Avenue from 12:00pm to 4:00pm on June 30, 2018.** – There will need to be a lane maintained to the launch and Sorting Gap from Minnie Avenue at all times. Additional barricades can be organized when the original road closure is setup.

Other divisions within the Town's organization will deal with the other matters requested in the letter dated January 17, 2018.

The Operations & Facilities Executive Committee Recommends the following:

- 1) That the Operations & Facilities Division continues to provide in-kind services for **item No. 2** as outlined in the January 17, 2018 letter from Mr. Greg Thorstad. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized.
- 2) That permission is granted to the Boundary Waters Dragon Boat Club in regard to **items No. 4, 5, 9 and 11** in accordance with the guidelines listed above.
- 3) **Item No. 7** – The Town will ensure that additional available garbage containers will be provided as requested. However if extra garbage dumpsters are required on site, and a garbage pick-up at the end of the day- these costs and services are the responsibility of the Boundary Waters Dragon Boat Club and not the Town.

Respectfully Submitted

Paul Ryan, Chairman  
Operations & Facilities Executive Committee  
2018Feb Dragon Boat Request