

**2H. Consideration of approving a Special Event Permit allowing use of Ellison Park and related assistance for Wright/Sherburne Pride Committee on July 18, 2026. Applicant: Sharon Olson**

<b>Prepared by:</b> City Clerk	<b>Meeting Date:</b> 1/12/2026	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> Parks Superintendent	<b>Approved by:</b> N/A	

**ACTION REQUESTED**

Motion to approve a special event permit allowing use of Ellison Park and related assistance for Wright/Sherburne Pride Committee on July 18, 2026, contingent on continued coordination with the Parks & Recreation Department, notification of adjacent property owners by the permit holder, application for tent permit if required, and receipt of Certificate of Liability Insurance, and motion to approve waiver of permit fee.

**REFERENCE AND BACKGROUND**

The Wright/Sherburne Pride Committee has applied for a special event permit to host a Pride Festival on Saturday, July 18, 2026, from 9:00 a.m. – 4:00 p.m. at Ellison Park. Along with the permit request, the committee has asked for a waiver of the park fee and for staff assistance with cones, barricades, and trash cans.

In lieu of the park rental fee, the Wright/Sherburne Pride Committee is coordinating with the Parks Superintendent on a service project, which includes cleaning up Pioneer Park following Riverfest activities or some alternative project.

As is standard for other community gatherings, Wright County Sheriff’s Office will be notified in advance of the festival.

- I. **Budget Impact:** None.
- II. **Staff Workload Impact:** Staff impacts are noted above.
- III. **Comprehensive Plan Impact:** This event supports the Monti2040 Value Statement of supporting a vibrant downtown as a focal point for our community. It also aligns with our effort to “foster a sense of belonging and connection...” as outlined in the Monticello 2040 Vision Statement.

**STAFF RECOMMENDED ACTION**

City staff recommends approving the Special Event Permit for Wright/Sherburne Pride Committee event on July 28, 2026, including waiving the event and park fees contingent on-site

coordination with Parks and Recreation Departments, verification of notification of adjacent property owners by the permit holder, application for tent permit if required, and receipt of Certificate of Liability Insurance.

**SUPPORTING DATA**

- A. Application
- B. Event Map



**CITY OF MONTICELLO**

City Clerk  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
 (763) 295-2711 [info@MonticelloMN.gov](mailto:info@MonticelloMN.gov)

**Temporary & Special Event Permit  
 Application**

**APPLICATIONS WILL BE PROCESSED AFTER ALL ITEMS ARE SUBMITTED**

Applications must be submitted no less than 15 working days prior to an Event, unless otherwise approved by City Clerk. Applicants are advised to discuss their request with City Clerk as early as possible to ensure the event can be approved on the date desired.

Date(s) of & Times of Event	7/18/26 9am to 4 pm
Nature or Purpose of Event	Pride Festival
Address of Event	913 E. River St. Monticello, MN
Legal Description or PID	

Organization	Wright-Sherburne Pride
Applicant Name	Sharon Olson
Applicant Address	3622 Edmonson Ave NE Buffalo, MN 55313
Contact Phone Number	612-669-4913
Property Owner	City of Monticello
Address	
Contact Phone No	

The review and consideration of an application submitted shall occur with a written description of event including items checked below, an aerial map of location and layout of event.

All items checked below are required in support of the application and is deemed complete by the City Clerk's Office.

Check Items that Apply	
<input checked="" type="checkbox"/>	Use of City Park
<input type="checkbox"/>	Use of Monticello Community Center Space
<input type="checkbox"/>	Alcohol consumption.
<input type="checkbox"/>	Street closure
<input checked="" type="checkbox"/>	Event times/dates including set-up & tear-down times.
<input type="checkbox"/>	Lighting.

**SIGNATURE OF APPLICANT AND PROPERTY OWNER REQUIRED**

By signing below, the applicant/property owner for the submitted event being held on the property named in this application agree(s) to defend, indemnify, and hold harmless the City of Monticello, Minnesota, its employees, agents, representatives, elected city officials, appointed city officials, and city council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Monticello, Minnesota, its employees agents, representatives, elected city officials, appointed city officials, and city council members, as a result of the event by reason of any damage to the property, personal injury or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the performance of this contract, the temporary special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representative, the negligence of the City of Monticello, Minnesota, its employees, agents, representatives, elected city officials, appointed city officials, or city council members, or by any third parties or their agents, servants or employees.

Applicant's Signature: *Sharon Olson*

Date: *11/7/25*

Property Owner's Signature:  
(If different than applicant)

Date:

Office Use Only	
(City Clerk Signature)	(Date)

Notes:

## 2026 Wright Sherburne Pride Festival

The Wright-Sherburne Pride Committee proposes holding a Pride Festival celebrating the LGBTQIA community and allies in Wright and Sherburne County. The event would take place in Ellison Park on July 18<sup>th</sup> from 11:00 AM to 3:00 PM not including setup and takedown time. The event would require setup beginning two hours prior (9:00 AM) and takedown would be completed in approximately one hour (4:00PM).

The event expects to have up to 100 tables with tents for supportive local businesses, nonprofits, and educational organizations in rows on the grounds for attendees to peruse. In addition, there may be entertainment from local performers/musicians in a stage area with open space for dancing and viewing. There will also be an area for lawn games.

An information and health table will be set up for those in need of water or other assistance. Up to five food trucks will be invited to be placed in the parking areas of the park. Wright-Sherburne will provide on-site security.

The event meets all the Temporary Use Permit Approval Criteria as follows:

- The event is not detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- The location is compatible with the principal uses taking place on the site as it is similar to prior events that host tables, tents entertainment and food options;
- The event will not have substantial adverse effects or noise impacts on nearby residential neighborhoods;
- There will be no permanent alterations to the site. There will be no signage associated with the use or structure after the activity ends;
- The event does not nor will not violate the applicable conditions of approval that apply to a site or use on the site;
- The Event will not interfere with the normal operations of any permanent use located on the property;
- There is sufficient land area to allow the event to occur, as well as adequate land to accommodate the parking and traffic movement associated with the temporary use, without disturbing environmentally sensitive lands.

The event does not create an unreasonable risk of significant:

- Damage to public or private property, beyond normal wear and tear;

- Injury to persons;
- Public or private disturbances or nuisances;
- Unsafe impediments or distractions to, or congestion of, vehicular or pedestrian travel;
- Additional and impracticable or unduly burdensome police, fire, trash removal, maintenance, or other public services demands;
- Other adverse effects upon the public health, safety or welfare.

The event is reasonably accommodated by the location requested.

~~The event does not conflict with another permitted special event at the same location in a manner that will negatively impact the public health, welfare or safety.~~

