

2I. Consideration of approving a special event permit for MontiArts Glow Fest 2026 on February 28, 2026. Applicant: MontiArts

Prepared by: Parks & Recreation Director	Meeting Date: 2/9/2026	<input checked="" type="checkbox"/> Consent Agenda Item <input type="checkbox"/> Regular Agenda Item
Reviewed by: City Clerk	Approved by: City Administrator	

ACTION REQUESTED

Motion to approve a Special Event Permit for the MontiArts Glow Fest 2026, including a walking street closure, on February 28, 2026.

REFERENCE AND BACKGROUND

Now in its seventh year, the MontiArts Glow Fest has grown from a small gathering into a highly anticipated annual event. The initial event included community members creating handmade lanterns and a small parade; over the years it has evolved into a citywide celebration of light, art, and community.

Each year, the festival expands with lantern-building workshops, food trucks, and increased participation from businesses and community organizations. The event welcomes all ages, featuring a glowing, community-led parade, interactive art installations, live performances, and gathering spaces with bonfires, music, and refreshments.

Glow Fest 2026 will take place on February 28, 2026, from 6:00 to 9:00 p.m. at the Monticello Community Center (MCC) and West Bridge Park. Participants will parade from the MCC down Walnut Street to West Bridge Park with handmade lanterns, glowing sculptures and illuminated outfits. Pedestrian safety will be supported by 6-8 scout volunteers assisting with street crossings, Wright County Sheriff reserves following the parade, and a deputy stationed at Broadway.

At West Bridge Park, attendees will enjoy a Glow DJ, projection artists, a mini donut food truck, hot chocolate, s'mores, and a staffed campfire.

- I. **Budget Impact:** MontiArts received a non-match Project Grant from the Central Minnesota Arts Board (CMAB) for this event.
- II. **Staff Workload Impact:** Staff involvement includes MCC staff, MontiArts staff, and Parks staff assisting with setup and takedown at the park.

- III. Comprehensive Plan Impact:** The Monticello 2040 Plan emphasizes the importance of art programming and community events.

STAFF RECOMMENDED ACTION

City staff recommend approving the special event permit and the walking street closure.

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

**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	Saturday, February 28th, 6-9pm
Nature or Purpose of Event	Community Event
Address of Event	MCC, Walnut Street Parade & West Bridge Park
Legal Description or PID	

Organization	MontiArts (parks, Arts and Recreation)
Applicant Name	Erica Witzmann
Applicant Address	5050 Walnut Street
Contact Phone Number	763-295-2711
Property Owner	Monticello Community Center and West Bridge Park
Address	505 Walnut Street & 107 W River Street
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	
X	Use of City Park West Bridge Park
X	Use of Monticello Community Center Space Gym
	Alcohol consumption.
X	Street closure Temporary closure of Broadway by Sheriffs Department
X	Event times/dates including set-up & tear-down times. 10am-9:30PM
X	Lighting. Temporary reducing park lights at West Bridge

X	Music, including bands, amplification, speakers and other possible noise. DJ at Park
	Parking.
X	Security. One Sherriff confirmed- 2 reservists requested
X	Signage.
X	Solid waste disposal (port-a-potties).
	Tent – Number and size.
	Attach a neighborhood flyer or door tag alerting residents which will be affected by event.
	Other items as requested by City Clerk.

Site plan or survey of property showing the following.

- Building and location of the event.
- Parking.
- Exact location of tents, displays related to events& activities, stages, security, lighting, food/drink areas
- Street closure

PROPERTY INFORMATION

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	Application fee: \$50 \$25 – for non-profit/charitable organization	

IF REQUESTING A WAIVER OF FEES, APPLICANTS MUST SUBMIT A PROPOSAL FOR AN ADDITIONAL COMMUNITY SERVICE PROJECT BENEFITTING THE PARKS, ARTS, & RECREATION DEPARTMENT OR THE CITY. THE PROPOSAL MUST BE APPROVED BY THE CITY CLERK.

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: Erica Witzmann- Director MC

Date: 12/19/25

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

Date:

Office Use Only	
(City Clerk Signature)	(Date)

Notes: Monticello Glow Fest 2026
Now in its 7th year, the MontiArts Glow Fest has grown from a small gathering of community members into one of the city's most anticipated annual events. What began with a handful of people creating handmade lanterns in the MontiArts garage has flourished into a vibrant, city-wide celebration of light, art, and community. Each year, the festival expands, incorporating lantern-building workshops, local food trucks, and increased involvement from businesses and community organizations. The event brings together people of all ages to participate in a magical evening of creativity and connection, featuring a glowing community led parade, interactive art installations, live performances, and warm gathering spaces with bonfires, music, and refreshments.
The continued success of the MontiArts Glow Fest reflects MontiArts's commitment to fostering public art, community connection, and community engagement. As the event grows, it not only strengthens local partnerships but also enhances the city's

MontiArts

GET READY TO GLOW!

MontiArts GlowFest 2026
Saturday, February 28th
6-9PM



GlowFest is a free, family-friendly winter celebration of art, light, and community. The evening begins at the Monticello Community Center, where participants gather before joining a lantern-lit parade down Walnut Street to West Bridge Park.

Community members are welcome to carry large sculptural lanterns and smaller community-made glowing lanterns in the parade, or bring their own creations. At the park, enjoy an evening of winter fun with a DJ, fire dance performances, projection art, bonfires, food, and activities for all ages. Come as you are, or light up the night with your own handmade creations.

GLOWFEST PARADE MAP 2026

