

2J. Consideration of approving a Special Event Permit authorizing the Parks, Arts & Recreation Department, in partnership with the Swim Bait Club to host a fishing tournament and expo, including the use of the MCC Warehouse on February 21, 2026

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 authorizing the Parks, Arts & Recreation Department to partner with the Swim Bait Club (FYBO) to host a fishing tournament and expo, including the use of the Monticello Community Center Warehouse on February 21, 2026.

REFERENCE AND BACKGROUND

The City of Monticello continues to highlight the Mississippi River as a key community asset. The proposed partnership with the Swim Bait Club creates a safe, environmentally responsible winter event that draws residents, visitors, and outdoor enthusiasts to the riverfront.

The free Freeze Your Bass Off Tournament attracts anglers from across central Minnesota and beyond. Monticello’s riverfront access positions the city as a destination for high-quality, shore-based fishing, supporting local businesses and reinforcing its identity as a hub for outdoor recreation.

Additional sponsors enhance the tournament experience, while the City offers in-kind contributions of Warehouse and expo space, staff support, and promotion to help keep the event free and community focused.

The day begins with a 7:30 a.m. angler meeting at the Monticello Community Center Warehouse followed by shoreline fishing using public access points. Anglers return by 3:00 p.m. to submit videos of their catches, with prizes and awards presented from 3:00 – 4:00 p.m.

- I. **Budget Impact:** The Warehouse rental rate is \$60/hour. The Warehouse is generally available for rentals after 9:00 a.m. on Saturdays. For the requested time of 7:00 a.m. - 4:00 p.m., the total rental cost would be \$420. The fitness class will be relocated to half of the gymnasium, ensuring that the class schedule and MCC members are not impacted.
- II. **Staff Workload Impact:** Staff will support event logistics, facility access, and coordination with the Swim Bait Club and MNDNR.

III. Comprehensive Plan Impact: Supports riverfront activation, community recreation, local business engagement, and tourism development.

STAFF RECOMMENDED ACTION

City staff recommend approving the Special Event Permit authorizing the Parks, Arts & Recreation Department to partner with the Swim Bait Club (FYBO) to host a fishing tournament and expo, including the use of the City MCC warehouse on February 21, 2026.

SUPPORTING DATA

- Application



CITY OF MONTICELLO
City Clerk
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711
info@MonticelloMN.gov

Special Event Permit Application

(For events over 100 people and/or requesting use of City resources)

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, Feb. 21, 7am-3pm
Nature or Purpose of Event	Fishing Tournament
Address of Event	Mississippi River Banks in Monticello
Legal Description or PID	

Organization	Freeze Your Bass Off and Monticello Community Center
Applicant Name	Sara Cahill
Applicant Address	505 Walnut St., Monticello, MN
Contact Phone Number	763-271-7124
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	
	Use of City Park
	Use of Monticello Community Center Space <small>Warehouse Room, 6am-3pm</small>
	Alcohol consumption.

	Street closure
	Event times/dates including set-up & tear-down times. Saturday, Feb. 21, 6am-3pm
	Lighting.
	Music, including bands, amplification, speakers and other possible noise.
	Parking. At MCC
	Security.
	Signage.
	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
The Monticello Community Center is partnering with Freeze Your Bass Off Fishing Tournament, a free entry small mouth bass swim bait catch and release fishing tournament along the banks of the Mississippi River. Details for this 4th annual tournament can be found here: https://fyao.square.site/

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:

Date:

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

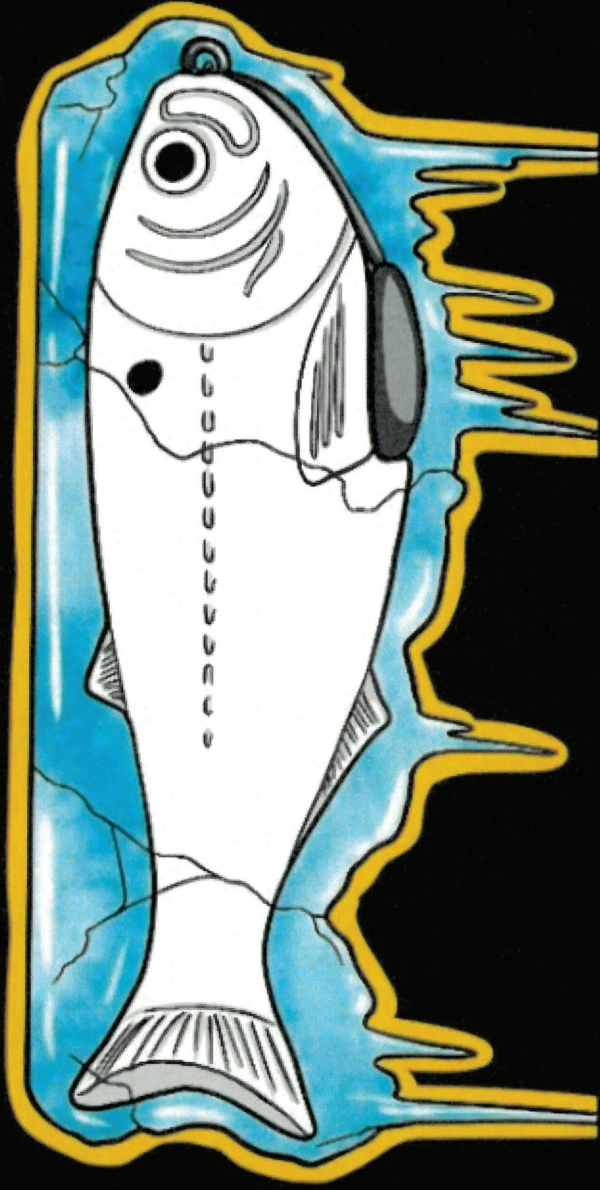
Date:

Office Use Only	
(City Clerk Signature)	(Date)

Notes:

FREEZE YOUR BASS OFF

SWIMBAIT TOURNAMENT



FEBRUARY 21ST, 2026
MONTICELLO, MN