



City of Saint Paul Event Planner Guide to City Staff - [www.stpaul.gov](http://www.stpaul.gov) Updated: June 19, 2019

Questions regarding	Contact	Department	Telephone No.	Email Address
Banners	Ashley Skarda	Safety and Inspections	651-266-9013	<a href="mailto:ashley.skarda@ci.stpaul.mn.us">ashley.skarda@ci.stpaul.mn.us</a>
Banners (Light Pole and Skyway)	Peter Leggett	Mayor's Office	651-706-5293	<a href="mailto:peter.leggett@ci.stpaul.mn.us">peter.leggett@ci.stpaul.mn.us</a>
Barricades (Parade) Barricades Type III (10 or fewer)	Chris Reese Chris Gulden	Public Works Public Works	651-266-9717 651-266-9778	<a href="mailto:christopher.reese@ci.stpaul.mn.us">christopher.reese@ci.stpaul.mn.us</a> <a href="mailto:chris.gulden@ci.stpaul.mn.us">chris.gulden@ci.stpaul.mn.us</a>
Block Party Permits	Sgt. Ryan Murphy	Special Operations Unit	651-266-5594	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a>
Community Festivals	Sgt. Ryan Murphy	Special Operations Unit	651-266-5594	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a>
Emergency Management (Weather, preparedness and planning, infrastructure assessment)	Mike Lovas	Emergency Management	651-266-5497	<a href="mailto:mike.lovas@ci.stpaul.mn.us">mike.lovas@ci.stpaul.mn.us</a>
Film Permits - Right of Way If on parkland	Right of Way Clare Cloyd	Public Works - ROW Parks and Recreation	651-266-6151 651-266-6369	<a href="mailto:pw-rowpermits@ci.stpaul.mn.us">pw-rowpermits@ci.stpaul.mn.us</a> <a href="mailto:clare.cloyd@ci.stpaul.mn.us">clare.cloyd@ci.stpaul.mn.us</a>
Fireworks If on parkland also need to contact	James Perucca Stacy Gillings	DSI – Safety and Inspections Parks and Recreation	651-266-8996 651-632-2447	<a href="mailto:james.perucca@ci.stpaul.mn.us">james.perucca@ci.stpaul.mn.us</a> <a href="mailto:stacy.gillings@ci.stpaul.mn.us">stacy.gillings@ci.stpaul.mn.us</a>
First Aid and/or Stand by Ambulance	Ken Adams	Fire	651-228-6221	<a href="mailto:kenneth.adams@ci.stpaul.mn.us">kenneth.adams@ci.stpaul.mn.us</a>
Harriet Island/Raspberry Island/Upper Landing Park/Kelley's Landing (all other parks see Park Permits)	Kate Frye	Parks and Recreation	651-292-7010	<a href="mailto:kate.frye@ci.stpaul.mn.us">kate.frye@ci.stpaul.mn.us</a>
Licenses – Special Events (Alcohol)	Barb McMonigal-St. Dennis	Safety and Inspections	651-266-9137	<a href="mailto:barb.mcmonigal-st.dennis@ci.stpaul.mn.us">barb.mcmonigal-st.dennis@ci.stpaul.mn.us</a>
Licenses – Special Events (Gambling)	Tom Ferrara	Safety and Inspections	651-266-9087	<a href="mailto:tom.ferrara@ci.stpaul.mn.us">tom.ferrara@ci.stpaul.mn.us</a>
Licenses – Special Events (Food and Beverage)	Jessica Davis	State of MN – Public Health	651-201-3961	<a href="mailto:jessica.davis@state.mn.us">jessica.davis@state.mn.us</a>
Mayor's Office Representative	Peter Leggett	Mayor's Office	651-706-5293	<a href="mailto:peter.leggett@ci.stpaul.mn.us">peter.leggett@ci.stpaul.mn.us</a>
Metro Transit – Buses	Greg Tuveson	Street Operations	612-349-5407	<a href="mailto:greg.tuveson@metrotransit.org">greg.tuveson@metrotransit.org</a>
Metro Transit – Light Rail	Craig Bell	Rail Operations	612-341-5687	<a href="mailto:craig.bell@metrotransit.org">craig.bell@metrotransit.org</a>
Meter Hooding/Use of Street Division – Public Works	Right of Way	Public Works	651-266-6151	<a href="mailto:pw-rowpermits@ci.stpaul.mn.us">pw-rowpermits@ci.stpaul.mn.us</a>
MnDOT for Placing of Signs on Roadways or Freeway Ramp Closures	Buck Craig	MnDOT	651-234-7911	<a href="mailto:buck.craig@state.mn.us">buck.craig@state.mn.us</a>
No Parking Signs	Traffic Operations	Public Works	651-266-9777	n/a
Noise Variance	Barb McMonigal-St. Dennis	Safety and Inspections	651-266-9137	<a href="mailto:barb.mcmonigal-st.dennis@ci.stpaul.mn.us">barb.mcmonigal-st.dennis@ci.stpaul.mn.us</a>
Parades/Races/Public Assemblies	Sgt. Ryan Murphy	Special Operations Unit	651-266-5594	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a>
Park Permits (Harriet/Raspberry Island/Upper Landing/Kelley's Landing) – see above) or Parks Special Events Coordinator	Clare Cloyd Stacy Gillings	Parks and Recreation Parks and Recreation	651-266-6369 651-632-2447	<a href="mailto:clare.cloyd@ci.stpaul.mn.us">clare.cloyd@ci.stpaul.mn.us</a> <a href="mailto:stacy.gillings@ci.stpaul.mn.us">stacy.gillings@ci.stpaul.mn.us</a>
Parking Lots (City Owned)	Gary Grabko	Planning and Economic Development	651-266-6709	<a href="mailto:gary.grabko@ci.stpaul.mn.us">gary.grabko@ci.stpaul.mn.us</a>
Permit for events 5,000+ est. attendance	Sgt. Ryan Murphy	Special Operations Unit	651-266-5594	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a>
Propane Permits for Temp. Heat or Cooking	James Perucca	Safety & Inspections/Fire Inspection Division	651-266-8996	<a href="mailto:james.perucca@ci.stpaul.mn.us">james.perucca@ci.stpaul.mn.us</a>
Public Assembly	Sgt. Ryan Murphy	Special Operations Unit	651-266-5594	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a>

<b>Skyway System Use Permits</b>	Tom Ferrara	Safety and Inspections	651-266-9087	<a href="mailto:tom.ferrara@ci.stpaul.mn.us">tom.ferrara@ci.stpaul.mn.us</a>
<b>Recycling &amp; Organics (Waste Management)</b>	Kris Hageman	Public Works	651-266-8866	<a href="mailto:kris.hageman@ci.stpaul.mn.us">kris.hageman@ci.stpaul.mn.us</a>
<b>Stages/Temporary Structures/Bleachers</b>	Steve Ubl	Safety and Inspections/ Building Inspection	651-266-9021	<a href="mailto:stephen.ubl@ci.stpaul.mn.us">stephen.ubl@ci.stpaul.mn.us</a>
<b>State Capitol Complex Permitting</b>	Anne Johnson	State Capitol Complex	651-201-2330	<a href="mailto:anne.johnson@state.mn.us">anne.johnson@state.mn.us</a>
<b>Street Closures (With a Special Event Permit) Street Closures (Without a Special Event Permit or on Non-Event Days)</b>	Sgt. Ryan Murphy Right of Way- Front Desk	Special Operations Unit Public Works	651-266-5594 651-266-6151	<a href="mailto:ryan.murphy@ci.stpaul.mn.us">ryan.murphy@ci.stpaul.mn.us</a> <a href="mailto:pw-rowpermits@ci.stpaul.mn.us">pw-rowpermits@ci.stpaul.mn.us</a>
<b>Temporary Electrical Wiring, including Generator Requirements</b>	Dan Moynihan	DSI/Electrical Inspection	651-266-9036	<a href="mailto:dan.moynihan@ci.stpaul.mn.us">dan.moynihan@ci.stpaul.mn.us</a>
<b>Tents/Canopies</b> A permit from DSI, Fire Safety Division. is required for tents and canopies. Approval for their use, a site plan, and an inspection prior to event start is required for <b>Tents larger than 200 sq. ft.</b> (tents have a roof and sides or drops on two or more sides). <b>Canopies larger than 400 sq. ft.</b> (canopies have a roof and are open or unenclosed on three or more sides). <i>If on parkland – permit required by Parks for any size. Contact Park staff.</i>	James Perucca	Safety & Inspections/Fire Inspection Division	651-266-8996	<a href="mailto:james.perucca@ci.stpaul.mn.us">james.perucca@ci.stpaul.mn.us</a>
<b>Traffic Control Plans/Road Closures/Construction</b>	Eriks Ludins	Public Works	651-266-9810	<a href="mailto:eriks.ludins@ci.stpaul.mn.us">eriks.ludins@ci.stpaul.mn.us</a>
<b>Union Depot Marketing Manager</b>	Lindsay Boyd	Union Depot	651-202-2702	<a href="mailto:lindsay.boyd@am.jll.com">lindsay.boyd@am.jll.com</a>
<b>Water Services</b>	Jodi Wallin	Saint Paul Regional Water Services	651-266-6308	<a href="mailto:jodi.wallin@ci.stpaul.mn.us">jodi.wallin@ci.stpaul.mn.us</a>