



Event Operating Procedures

(Approved by the Tourism Committee - November 2, 2022)

(Approved by the City Council - December 8, 2022)

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[Contact Information for Tourism Committee](#)

[Phone: \(913\) 755-2146](#)

[Email Address: tourism@osawatomieks.org](mailto:tourism@osawatomieks.org)

[Event Information \(web site\): CivicPlus](#)

Bret Glendening, City Manager bglendening@osawatomieks.org
Sam Moon, Assistant to the City Manager smoon@osawatomieks.org
Kari Bradley, Chamber Director chamber@osawatomiechamber.org

Designated Events

The City Council through Resolution 936 and Resolution 945 reestablished the City's Tourism Committee and designated the following four Signature Events:

- Lights on the Lake (LOTL)
- John Brown Jamboree (2.0)
- Freedom Festival
- Border War BBQ Contest

In designating these events the City Council further clarified that the makeup of the Tourism Committee would consist of the following membership:

“.....at least one representative from each of the Signature Events. Each member shall be a resident, property owner, business owner/operator in the 66064 zip code. The Committee's membership shall also include three ex-officio members: one Councilmember, who shall be appointed as a liaison, the City Manager, or his or her designee, and the Executive Director of the Osawatomie Chamber of Commerce.”

Additionally,

Each Committee member shall be appointed to a term of two years; provided that of those first appointed to the Committee, four shall have a term expiring at the end of 2023 and three shall have a term expiring at the end of 2024. Following initial appointment, members shall serve a term of two years beginning on January 1 of the appointed year.

You can find copies of these Resolutions starting on Page 25.

Non-Designated Events

The City Council established the procedure by which the City will manage, approve and support non-designated events. Non-designated events will be provided the following checklist for them to follow

Step	Designated Department	Designate Position Responsible for Approvals
1. Written Summary provided to the City.	Administration	City Manager or his/her designee.
2. Application	Administration	City Manager or his/her designee.
3. Application Approval	Directed by Administration	City Clerk, Public Works Director, Police Chief and other affected departments
4. Certificate of Insurance	Administration	Filed with the City Clerk and is the finalizing document for non-designated City events.
5. Day of Event Contacts and Calendar (provided 30 days previous to the event)	Administration	Distributed to Departments.
6. Day of Event Review (to be conducted not less than 14-days of the event)	Administration	Review scheduled and held with the City Manager (or designee), City Clerk, Public Works Director, Police Chief and other affected departments.
7. Review of Event (Survey and written 1-page report)	Administration	Review of event "signed-off" by the City Manager (or designee), City Clerk, Public Works Director, Police Chief and other affected departments.

Direction and Management of Events (Designated Officials)

The City Council through Resolution 1073 established the procedure by which the City will direct, manage and support Signature Events. The following table outlines responsibilities and Signature Event management and direction.

Signature Event Designated Official(SED)	On an annual basis (at the first meeting in January) the City Council will appoint the designated official for each of the Signature Events.
Signature Event Operating Budgets	JBj and LOTL will have their entertainment budgets presented to the Tourism Committee and City Council by the first meeting in September. The 4 Signature Events will have their overall budgets developed and approved by December of each year.
Originating Budget (Annual Appropriation)	Annually the City will designate monies for Signature
Day of Event Calendar	The SEDO will create a Day of Event Calendar provided to the City 90 days preceding the event and updated at 60- 30-days prior to the event
Day of Event – All responsibilities are vested with the SEDO	During the Day of Event all direction and management is turned over to the SEDO.
Final Report and Survey	A final report and survey is to be completed within 30 days of post-event.

Signature Event Designated Official Responsibilities:

Signature Event Designated Official (SEDO) will be responsible for organizing, promoting, and managing the event. They will be indemnified by the City and will have responsibility for administering the event within the budget, financial and personnel

policies of the City. The City will provide the necessary forms, applications and written guidance necessary for each event. SEDO must direct all budget and financial inquiries and questions through the City Manager (or his/her designee). Day of Event responsibilities rest with the SEDO – with the City providing the assistance that will be provided in the Day of Event Calendar.

Annual Budget and City Appropriation

The City Council through its annual budget process and in communication with the SEDOs will allot a portion of Transient Guest Tax revenues and a General Fund contribution (estimated to be \$35,000) to the Signature Events designated by the City Council. The expectation of the City is that through joint efforts of the SEDOs with the assistance of the City additional monies will be raised to sponsor each of the Signature Events..

Given that we are formalizing the budget and administration of events the first several years will require flexibility in determining the appropriate level of City to Sponsored support.

Additionally, it will be the goal of the City to continue to invest and expand the Signature Events to increase the community's "pull factor."

Event Budgets

John Brown Jamboree (DEPT 126)

Line Item	Line Item Description	Amount
700.205	Postage and Shipping	
700.206	Printing and Advertising	
700.221	Property & Liability Insurance (Event)	
700.249	Other Rentals (Tents / Generators / Stage)	
700.281	Performance Fees and Contracts	
700.286	Recognition and Prizes	
700.299	Other Professional Services	
	TOTAL	

Event Budgets

Lights on the Lake (DEPT 127)

Line Item	Line Item Description	Amount
700.205	Postage and Shipping	
700.206	Printing and Advertising	
700.221	Property & Liability Insurance (Event)	
700.249	Other Rentals (Tents / Generators / Stage)	
700.281	Performance Fees and Contracts	
700.286	Recognition and Prizes	
700.299	Other Professional Services	
	TOTAL	

Event Budgets

Freedom Festival (DEPT 128)

Line Item	Line Item Description	Amount
700.205	Postage and Shipping	
700.206	Printing and Advertising	
700.221	Property & Liability Insurance (Event)	
700.249	Other Rentals (Tents / Generators / Stage)	
700.281	Performance Fees and Contracts	
700.286	Recognition and Prizes	
700.299	Other Professional Services	
	TOTAL	

Event Budgets

Border War BBQ (DEPT 129)

Line Item	Line Item Description	Amount
700.205	Postage and Shipping	
700.206	Printing and Advertising	
700.221	Property & Liability Insurance (Event)	
700.249	Other Rentals (Tents / Generators / Stage)	
700.281	Performance Fees and Contracts	
700.286	Recognition and Prizes	
700.299	Other Professional Services	
	TOTAL	

Sponsorship Recruitment and Deposits

It shall be the responsibility of the Tourism Committee to coordinate and direct the sponsorship of all Signature Events. It's understood that some sponsors could be more appropriate for certain events. It's also understood that we can generate more benefit to our signature sponsors by creating cross-promotion between the events. All sponsorship dollars will be deposited in the City's Tourism Fund, and will be audited on an annual basis. Below is an example of a sponsorship recruitment letter and \$ framework that could be considered – **THIS IS ONLY AN EXAMPLE:**

Dear _____,

The Osawatomie Tourism Committee is thrilled to announce a new season of Signature Events in Osawatomie for 2023. This year includes the return of the John Brown Jamboree in June, Lights on the Lake in July, Freedom Festival in September, and the classic Border War BBQ showdown in October. These four undeniably unique community events are a great opportunity to showcase your support of our hometown, our history, and our traditions. Each event draws hundreds to thousands of attendees from across the state (and even from across the country!), and attendance numbers grow with each new season. Over 100 volunteers contribute thousands of hours of work in the planning, preparation, and execution of these events, and we would love to include you and/or your business as a proud sponsor for the 2023 season. Any donation will be dedicated solely toward the Osawatomie Tourism Committee and the Signature Event Series to help our traditions thrive. Today we humbly ask for your partnership to make the 2023 season our best yet. With sincerest regards,

Dr. Jeff Dorsett
Chairman
Osawatomie Tourism Committee
tourism@osawatomieks.org

Bret Glendening
Deputy City Manager
City of Osawatomie
bglendening@osawatomieks.org
(913) 755-2146 x101

(Return This Portion w/ Donation)

Thank you for your generosity!

NEW IN 20xx! Contribute online through osawatomieks.org/tourism-committee. No stamp necessary.

To remit a check donation (payable to City of Osawatomie), please return this slip and payment to:

City of Osawatomie
c/o Tourism Committee
PO Box 37
Osawatomie, KS 66064

If you would like to be included in the Signature Event Series promotional materials, donations and media file(s) must be received prior to April 3rd, 2022. If you'd like to be considered for Title Sponsorship (over \$5,000), please contact us directly and we would be glad to assist.

Name of Business/Sponsor (as you wish it to appear):

Donation Amount:

☐ \$5,000 ☐ \$2,500 ☐ \$2,000 ☐ \$1,500 ☐ \$1,000
☐ \$750 ☐ \$500 ☐ \$250 ☐ \$100 ☐ Other

The Signature Events

- I. John Brown Jamboree (third Thursday-Saturday in June)
- II. Lights on the Lake (Saturday before the 4th of July)
- III. Freedom Festival (third Saturday and Sunday in September)
- IV. Border War BBQ Contest (third Friday and Saturday in October)

EVENT TIMELINE & CHECKLIST

(Signature Events - GREEN only)

120-365 DAYS PRIOR TO THE EVENT

- ☐ Check to see what other activities are scheduled on the proposed date(s) of your event
- ☐ Prepare event budget
- ☐ Obtain city permit applications
- ☐ Secure funding and Sponsors
- ☐ Post event dates, location and contact information on area websites and event calendars
- ☐ Verify park use and restrictions
- ☐ Rent a stage and arrange for stage lighting and sound equipment

90-120 DAYS PRIOR TO THE EVENT

- ☐ File city event permits and pay fees if required
- ☐ Reserve Golf Carts / UTV from city or obtain elsewhere
- ☐ Recruit vendors
- ☐ Recruit volunteers
- ☐ Secure funding and Sponsors

60-90 DAYS PRIOR TO THE EVENT

- ☐ Identify streets (areas) to be closed
- ☐ Obtain electrical contractor and file for necessary city permit(s)
- ☐ File for alcohol permit if required (depends on area of City and event)
- ☐ Rent portable restrooms
- ☐ Rent trash and recycling containers
- ☐ Rent tents and file for necessary city permit
- ☐ Rent and secure traffic barricades and equipment
- ☐ Rent and secure tables and chairs

30-60 DAYS PRIOR TO THE EVENT

- ☐ Obtain property owner signatures on Street Closure Application (street festivals only)
- ☐ Obtain and file Certificate of Liability Insurance with City
- ☐ Arrange temporary water service for filling tent barrels and for vendors
- ☐ Arrange street sweeping services (street festivals only)
- ☐ Develop a detailed site map

City of Osawatomie Event Operating Procedures

- ☐ Verify accessibility for persons with disabilities and arrange handicapped parking
- ☐ Develop an emergency plan and submit to the Fire Department for review
- ☐ Locate parking for vendor support vehicles, event staff, volunteers, VIP's and performers
- ☐ Secure police for event security, crowd control, and traffic control
- ☐ Arrange first aid and emergency medical services with Fire Department
- ☐ Arrange litter/site management
 - ☐ Rent dumpsters & Porta-Potties
 - ☐ Secure labor/volunteers to perform cleanup

30 DAYS PRIOR TO THE EVENT

- ☐ Meet with ALL CITY DEPARTMENTS regarding operations and services
- ☐ Finalize and order event signage if needed

15 DAYS PRIOR TO THE EVENT

- ☐ Confirm all city requirements have been met and permits obtained
- ☐ Confirm use of park and street electricity
- ☐ Confirm arrangements and equipment for street closures
- ☐ Confirm arrangements for police (traffic officers, cash control, crowd control and security)
- ☐ Confirm details of temporary water service
- ☐ Confirm installation of electrical equipment

Confirm delivery time and drop-off location(s) for:

- ☐ Tents and side walls
- ☐ Tables and chairs
- ☐ Restrooms/hand wash units
- ☐ Ice
- ☐ Beverage's trailer/booth supplies and product
- ☐ Golf Carts / UTV's
- ☐ Dumpsters, trash receptacles and liners
- ☐ Vendor waste containers (grease, ash, wastewater containers)
- ☐ Radios and communication equipment
- ☐ Traffic barricades and equipment
- ☐ Confirm arrangements for First Aid and emergency medical services
- ☐ Print event signage
- ☐ Issue parking passes, vehicle passes, and credentials

Day of Event Designated Officials

Event Name

Event Date and Times

Event Location(s)

Title	Name	Cell	Email Address
Police Chief	Designee		
Fire Chief	Designee		
Police Dept. Contact	Designee		
Fire Dept. Contact	Designee		
City Offices Contact	Designee		
Public Works Contact	Designee		
Utilities Contact	Designee		
Event SEDO	Designee		

COPY PRINTED AND AVAILABLE ON CITY HALL FRONT DOOR

Mike Scanlon, City Manager mscanlon@osawatomieks.org
Bret Glendening, Deputy City Manager bglendening@osawatomieks.org
Sam Moon, Assistant to the City Manager smoon@osawatomieks.org
Kari Bradley, Business Liaison & Chamber Director kbradley@osawatomieks.org

(913) 755-2146
tourism@osawatomieks.org

Event Final Report

Final Report

Should include good, bad, and possible changes. Anything they may want an opinion or guidance on.

Zip code and number of attendees, good/bad/changes, final budget numbers (profit & loss), what was learned, suggestions for growth, The Tourism Committee is encouraged to attend and provide constructive feedback.

Appendix A – Street Closing Procedures
**Event Planner/Designee must submit a Street Closure
Application 90-days prior to the event.**

The following must be included in the application:

1. Plan that indicates which streets are being requested to be closed and the expected timeline of the street closure.
2. Plan for obtaining (and quantity) barricades, cones, and signs needed for street closure.
3. Plan for controlling any impacted intersections and providing detours for closures that impact more than one city block.
4. Plan for notifying impacted properties.
5. Details for any requested Public Works labor, equipment, or materials.

Street Closure Applications will be reviewed by the Public Works Director and Chief of Police, or their designees, and feedback or approval given within 5 business days of receiving the complete application. Any requests for additional information must be responded to within 5 business days of receipt. **A meeting to discuss logistics of street closures is required at least 30-days prior to the event.**

Street Closure Procedures – Staffed

The following procedure will be used for planned closure events utilizing Public Works staff and signage.

1. Barricades, signs, and cones will be dropped off the morning of the event in designated areas along the street closure route.
2. Forty-five minutes prior to event start, if required, Public Works staff will erect detour signage.
3. Thirty minutes prior to event start, Public Works Staff will be on-site to stage barricades and erect 'Road Closed' signage along the street closure route.
4. Fifteen minutes prior to event start, Public Works staff will erect barricades along the street closure route effectively closing the designated section of street.
5. Immediately prior to event start, Public Works staff working with OPD will confirm that all traffic is clear of street closure route.
6. Immediately following the end of the event, Public Works staff will remove all barricades and signage from the road and re-open the street closure route to traffic.
7. If the event takes place outside of normal working hours for Public Works staff, barricades and signage will be picked up the next working day.

Street Closure Applications can be denied at the discretion of the Public Works Director or Chief of Police.

Appendix B – Utility Connection Procedures

The event coordinator must contact the Utilities department, to review the service requirements for the event, 60 calendar days prior to the event. Event coordinator must contact the Utilities department again 10 days prior to the event, to review requirements.


Electric: Event coordinator must supply in detail the total electric load required for the event. City staff will install electric outlets in the form of spider boxes that contain 20 amp and 30 amp 120 plugs in the designated places. City staff will install the boxes the day before the event if and when it is feasible to do so. If not, they will be installed the day of the event and shall be picked up and secured by event staff at the end of the event. City equipment is the responsibility of the Event, any damage or missing equipment may be charged to the Event. Utilities will provide up to 4 spider boxes and 3 extension cords. Any additional equipment will be the responsibility of the Event staff. Any new or additional electric requirements must be submitted at least 30 days prior to the event date. Reasonable efforts will be made to meet any additional electric needs dependent on time, weather, cost and availability.

Water: Water service is limited in certain areas. Where water is available it is frost free hydrants. When feasible to do so, hydrants shall be turned on the day before the Event. If not, they will be turned on the day of the Event. Any damage to hydrants caused by the Event or its participants may be charged to the Event. Any additional water needs must be submitted at least 30 days prior to the event. Reasonable efforts will be made to meet any additional water needs dependent on time, weather, cost and availability.

Sanitary sewer: Sanitary sewer is not available for Events.

Appendix C - Intergovernmental Agreements & MOU's (TBD)

Appendix D – Forms, Coverages & Applications

 <p>Osawatomie KANSAS 439 Main Street P.O. Box 37 Osawatomie, KS 66064 (913) 755-2146</p>	<h3 style="margin: 0;">SPECIAL EVENT PERMIT APPLICATION</h3>	<div style="text-align: right; font-size: small;">Office Use Only Date Record</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Submitted _____</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Tourism Approved _____</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Council Approved _____</div>
1. NAME OF APPLICANT AND/OR ORGANIZATION _____		
2. EVENT CONTACT INFORMATION INCLUDING PHONE NO., ADDRESS, AND EMAIL _____		
3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR (DESCRIBE YOUR EVENT) _____		
4. ROAD CLOSURES <input type="checkbox"/> YES <input type="checkbox"/> NO LOCATION AND TIMING OF BARRICADES _____	5. LOCATION OR ADDRESS OF SPECIAL EVENT _____	
6. DATE(S) AND TIME(S) FOR PERMIT, INCLUDING SET UP AND TEAR DOWN _____		
7. ENTRY TO EVENT: FEE YES <input type="checkbox"/> NO <input type="checkbox"/> PUBLIC <input type="checkbox"/> OR PRIVATE <input type="checkbox"/>	8. TRAFFIC OR POLICE ASSISTANCE REQUESTED? YES <input type="checkbox"/> NO <input type="checkbox"/> <small>IF YES, TIMEFRAME AND NUMBER OF OFFICERS REQUESTED _____</small>	9. # OF EXPECTED ATTENDEES: _____
10. WILL ALCOHOL OR CMB FOR PERSONAL CONSUMPTION BE ALLOWED AT THE EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/> WILL CMB BE SOLD AT THE EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/> WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THIRD PARTY? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES TO ANY OF THE ABOVE, APPLICANT DATE OF BIRTH IS REQUIRED _____		
11. APPLICANT AGREES TO ABIDE BY ANY RULES OF CONDUCT AND OPERATIONS POLICIES FOR THE DURATION OF THEIR EVENT, OR RISKS PENALTY AND FORFEITURE OF ANY DEPOSITS <input type="checkbox"/> YES <input type="checkbox"/> NO		
12. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, NAME OF INSURANCE COMPANY, AGENT _____ AMOUNT OF COVERAGE: _____		
<p style="text-align: center; font-size: small; margin: 0;"><u>STATEMENT OF APPLICANT</u></p> <p style="font-size: x-small; margin: 0;">I HAVE REVIEWED THIS APPLICATION COMPLETELY AND EVERYTHING CONTAINED HEREIN IS TRUE AND CORRECT. I AGREE TO HOLD THE CITY OF OSAWATOMIE HARMLESS FROM AND AGAINST ANY LOSS, COST OR DAMAGE OF ANY NATURE ARISING OUT OF ANY ACTION OR CLAIM AGAINST THE CITY OF OSAWATOMIE OR ITS EMPLOYEES, IN CONNECTION WITH THE EVENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF ALL ORDINANCES AND ATTACHMENTS AND I FULLY UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF STATE LAWS, CITY OF OSAWATOMIE ORDINANCES, AND ANY RESTRICTIONS OR REQUIREMENTS ASSOCIATED WITH THIS PERMIT AT THE LOCATION AND TIME SPECIFIED ON THIS PERMIT.</p>		
SIGNATURE _____		DATE _____
PERMIT APPLICATION: APPROVED _____ DENIED _____ DECISION BY: _____ DATE OF DECISION: _____		
COMMENTS: _____ _____ _____		

Electronic, fillable copies are available.



SPECIAL EVENTS PERMIT APPLICATION for MILE ZERO TRAILHEAD

<p>1. NAME OF APPLICANT AND/OR ORGANIZATION _____</p>		<p style="text-align: center;">Office Use Only Date Record</p> <p>Submitted _____</p> <p>Tourism Approved _____</p> <p>KDWP Approved _____ <i>(If Applicable)</i></p> <p>Council Approved _____</p>	
<p>2. CONTACT PHONE NO., ADDRESS, AND EMAIL _____</p>		<p>3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR (RACE, FUNDRAISER WALK, BIKE EVENT, ETC.) _____</p>	
<p>4. REQUESTING ACCESS TO</p> <p><input type="checkbox"/> ELECTRIC HOOKUP</p> <p><input type="checkbox"/> WATER HOOKUP</p> <p><input type="checkbox"/> TABLE/CHAIR/TENT STORAGE BOX</p>	<p>5. WILL EVENT REQUIRE ACCESS TO STATE PORTION OF FLINT HILLS TRAIL? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF YES, HAS A STATE PERMIT BEEN COMPLETED AND APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>6. DATE(S) AND TIME(S) FOR PERMIT, INCLUDING SET UP AND TEAR DOWN: _____</p>			
<p>7. ENTRY TO EVENT: FEE YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>PUBLIC <input type="checkbox"/> OR PRIVATE <input type="checkbox"/></p>	<p>8. TRAFFIC OR POLICE ASSISTANCE REQUESTED? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><small>IF YES, TIMEFRAME AND NUMBER OF OFFICERS REQUESTED</small> _____</p>	<p>9. # OF EXPECTED ATTENDEES: _____</p>	
<p>10. WILL ALCOHOL OR CMB FOR PERSONAL CONSUMPTION BE ALLOWED AT THE EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>WILL CMB BE SOLD AT THE EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THIRD PARTY? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>IF YES TO ANY OF THE ABOVE, APPLICANT DATE OF BIRTH IS REQUIRED _____</p>			
<p>11. APPLICANT AGREES TO ABIDE BY THE ATTACHED RULES OF CONDUCT AND OPERATIONS POLICY FOR THE DURATION OF THEIR EVENT, OR RISKS PENALTY AND FORFEITURE OF ANY DEPOSITS <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>12. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IF YES, NAME OF INSURANCE COMPANY, AGENT _____</p> <p>AMOUNT OF COVERAGE: _____</p>			
<p style="text-align: center;">STATEMENT OF APPLICANT</p> <p>I HAVE REVIEWED THIS APPLICATION COMPLETELY AND EVERYTHING CONTAINED HEREIN IS TRUE AND CORRECT. I AGREE TO HOLD THE CITY OF OSAWATOMIE HARMLESS FROM AND AGAINST ANY LOSS, COST OR DAMAGE OF ANY NATURE ARISING OUT OF ANY ACTION OR CLAIM AGAINST THE CITY OF OSAWATOMIE OR ITS EMPLOYEES, IN CONNECTION WITH THE EVENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF ALL ORDINANCES AND ATTACHMENTS AND I FULLY UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF STATE LAWS, CITY OF OSAWATOMIE ORDINANCES, AND ANY RESTRICTIONS OR REQUIREMENTS ASSOCIATED WITH THIS PERMIT AT THE LOCATION AND TIME SPECIFIED ON THIS PERMIT.</p>			
<p>SIGNATURE _____</p>		<p>DATE _____</p>	
<p>PERMIT APPLICATION: APPROVED _____ DENIED _____</p> <p>DECISION BY: _____ DATE OF DECISION: _____</p>			
<p>COMMENTS: _____</p> <p>_____</p> <p>_____</p>			

Electronic, fillable copies are available.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/09/22

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Matthew Gorman c/o FBL Financial Group Inc. 2707 S 47th Street Kansas City, KS 66106-3529	CONTACT NAME: Matthew Gorman PHONE (A/C No. Ext.): (913) 262-2333 FAX (A/C No.): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Farm Bureau Property & Casualty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 13773
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COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CPP6062588	12/05/2021	12/05/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NONOWNED AUTOS ONLY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CPP6062588	12/05/2021	12/05/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CITY OF OSAWATOMIE LIGHTS ON THE LAKE IS LISTED AS ADDITIONAL INSURED

CERTIFICATE HOLDER City of Osawatome Lights on the Lake P.O. BOX 37 Osawatome, KS 66064	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jon Swartz, Underwriting Vice President
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Must show the City of Osawatome as certificate holder. The city must be named as an additional insured for GL, and Auto. City must receive a waiver of subrogation for Workers' Compensation (if you have employees).

Appendix E – City of Osawatomie Resolution’s 936, 945, & 1073

RESOLUTION NO. 936

A RESOLUTION OF THE CITY OF OSAWATOMIE, KANSAS DIRECTING THE CITY MANAGER TO IMPLEMENT THE FOUR ORGANIZATIONAL AND COMMUNITY REALIGNMENT STEPS OUTLINED IN THE DOCUMENT “OSAWATOMIE 4.0 – DOWNTOWN.”

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OSAWATOMIE, KANSAS AS FOLLOWS:

WHEREAS, the City of Osawatomie, Kansas has identified economic development as one of five important goals for the community; and

WHEREAS, City staff has identified four organizational and community realignment steps to immediately implement; and

WHEREAS, it is the intent of City Staff to produce and present another document called “Osawatomie 4.0 – Housing” at the November 18, 2021 City Council meeting to meet the challenge of goal four (4) “creating and building housing of all types.”

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OSAWATOMIE, KANSAS:

SECTION ONE: The Governing Body of the City of Osawatomie, Kansas directs the City Staff to immediately implement the four organization and community realignment steps outlined in the Osawatomie 4.0 – Downtown Document which includes

1.	We transition the Chamber Board into looking like the Library Board. Chamber Director becomes the City’s Business Liaison. We need to create the ability to recruit and retain leadership for this position. We are already funding this position at \$30,000 and increasing our contribution to \$42,500 (+ membership and partnerships) guarantees our ability to recruit and retain. We need to stabilize this position to help us with business recruitment and retention.
2.	We bring back the Tourism Committee that the city once had. We need to create a set of events – some by us and <u>some done by outsiders</u> that bring people into our community. We need to lock in four large events that hit on 1-3 above. We need to have a 3-, 5-, 10-year plan for <u>Lights on the Lake (LOTL), JB Jamboree (2.0), Freedom Festival and Border War BBO Contests</u> . We believe each creates unique opportunities to draw people to our community – but we have to fund and commit. We also have to understand that these become SIGNATURE EVENTS that we market together for sponsorships. We need to enhance and expand our reach. We need to budget \$100,000 annually (funded by \$33,000 in City Contributions and \$67,000 in Outside Contributions)
3.	We need to embrace arts as a means of attracting people to our community. Building murals are a start but we need to be more daring than those around us in order to differentiate ourselves. For example -- Troll on the Levy - Troll on the Trail - Troll in the Park – Troll Downtown (Low cost – community builds).

- | | |
|----|--|
| 4. | Think of downtown collectively as an "Event and Community Gathering Space" and outline a strategic development plan based on OZCommons Final Plan recommendations. |
|----|--|

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 28th day of October, 2021, a majority voting in favor of.

APPROVED and signed by the Mayor.



Tammy S.
Tammy Seamands, City Clerk

L. Mark Govea
L. Mark Govea, Mayor

RESOLUTION NO. 945

**A RESOLUTION REESTABLISHING THE
TOURISM COMMITTEE AND MODIFYING
POWERS AND RESPONSIBILITIES.**

WHEREAS, Osawatomie Charter Ordinance No. 10 authorizes a transient guest tax levy of up to six percent upon the gross rental receipts derived from or paid by transient guests for lodging or sleeping accommodations to provide funding for the promotion of tourism in Osawatomie; and

WHEREAS, Osawatomie Charter Ordinance No. 15 exempts the City of Osawatomie from the provision of K.S.A. 12-1695, which relate to the Tourism Committee, providing substitute provisions on the same subject, and repealing all ordinances or parts of ordinances in conflict therewith and repealing Charter Ordinance No. 7; and

WHEREAS, Resolution 669 establishing the Tourism Committee and delegating powers and responsibilities has never been implemented since its passage in June 2013; and

WHEREAS, Resolution 936 directs the City Manager to implement the four organizational and community realignment steps outlined in the Document "Osawatomie 4.0 -- Downtown;" and

WHEREAS, the input of citizens, business owners, and other individuals in the community is important to creating a comprehensive strategy for the promotion and marketing of Osawatomie to visitors and citizens alike;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE
CITY OF OSAWATOMIE, KANSAS:**

SECTION ONE: There is hereby created a committee of the City to be known as the Tourism Committee.

SECTION TWO: In accordance with the Governing Body's policies on the appointments to advisory bodies, the Governing Body shall appoint seven members to the Committee. The Tourism Committee shall consist of at least one representative from each of the Signature Events. Each member shall be a resident, property owner, business owner/operator in the 66064 zip code. The Committee's membership shall also include three ex-officio members: one Council member, who shall be appointed as a liaison, the City Manager, or his or her designee, and the Executive Director of the Osawatomie Chamber of Commerce.

Each Committee member shall be appointed to a term of two years; provided, that of those first appointed to the Committee, four shall have a term expiring at the end of 2023 and three shall have a term expiring at the end of 2024. Following initial appointment, members shall serve a term of two years beginning on January 1 of the appointed year.

In the case of a vacancy on the Committee, it shall be filled by appointment for the unexpired term only and according to the resolution on advisory board appointments (**Resolution 664**). Committee members shall serve until resignation or replacement on the Committee.

RESOLUTION NO. 945 — continued
Page 2

SECTION THREE: The Committee shall meet at least four times per year, or more often as deemed necessary by the Committee Chairman or at least three of the Committee members. The Committee will meet with the Signature Event sponsoring committees at least twice a year (one meeting previous to the event and at one meeting post event). The Committee shall also meet when called upon by the City Council or City Manager to consider a special issue.

Within the guidelines of the Governing Body's resolution for advisory bodies, the Committee shall choose its own officers, determine the time and place for its meetings. And follow the model meeting code known as the "Code of Procedure for Kansas Cities," Third Edition (2017). The Committee shall also provide the City Clerk with adequate notice of the date and time of its next meeting and agenda and with copies of the minutes of its proceedings. A majority of its duly appointed committee shall constitute a quorum for the transaction of its business.

The role of the Tourism Committee shall include (1) provide support to Signature Event Committees (2) make recommendations to the Governing Body on tourism and marketing policies; (3) assist in developing a strategic tourism and marketing plan for the City; (4) review and make recommendations on the expenditure of transient guest tax revenues collected by the City; (5) provide input and review of the City Manager's submitted budget related to signature events which shall occur annually before July 1st.

SECTION FOUR: This Resolution shall be in full force and effect from and after its adoption.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas this 27th day of January, 2022, a majority being in favor thereof.

APPROVED AND SIGNED by the Mayor.



Nick Hampson

Mayor



ATTEST:



Tammy Seamands

City Clerk