

OSAWATOMIE CITY COUNCIL
AGENDA

November 17, 2022

6:30 p.m. | Memorial Hall | 411 11th Street

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Invocation
5. Consent Agenda
 - Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action.*
 - A. November 17, 2022 Agenda
 - B. Meeting Minutes – None
 - C. Pay Application(s)
 - BG Consultants – Water Treatment Plant Design - \$120,870.70
 - BG Consultants – Water Distribution Design - \$98,208.00
 - BG Consultants – Waste Stream Study for Water Treatment Plant - \$651.00
 - BG Consultants – Brown Avenue 16th to 18th - \$515.00
 - BG Consultants – Osawatombie Street Program (6th St., Brown Ave. 7th – 12th) - \$29,659.50
 - BG Consultants – Wastewater Treatment Plant - \$18,777.01
 - D. Special Event Permit(s)
6. Comments from the Public
 - Citizen participation will be limited to 5 minutes. Stand & be recognized by the Mayor.*
7. Public Hearing
 - A. Public Hearing – CDBG Downtown Commercial Rehab Grant – 544 Main; Osawatombie, KS
8. Presentations, Proclamations, and Appointments
9. Unfinished Business
10. New Business
 - A. Resolution 1073 - Tourism Committee – Event Operating Procedures
11. Council Report
12. Mayor’s Report
13. City Manager & Staff Report
14. Adjourn

NEXT REGULAR MEETING – December 8, 2022



November 4, 2022

Bret Glendening, Deputy City Manager
 City of Osawatomie, Kansas
 439 Main Street
 Osawatomie, KS 66064

Re: 20-1414L - Osawatomie WWTP Improvements

-----Invoice for Consulting Services-----

This invoice is for services which were performed during the month of **October** as follows:

Engineering Services:

<u>Task</u>	<u>Lump Sum Amount</u>	<u>Completion Progress</u>	<u>Total</u>
1. Preliminary Design Phase	\$117,000.00	100.0%	\$117,000.00
2. Final Design Phase*	\$92,000.00	100.0%	\$92,000.00
3. Bidding and Negotiating Phase	\$20,000.00	100.0%	\$20,000.00
4. Approvals and Permitting	\$15,000.00	100.0%	\$15,000.00
5. Construction Substantial Completion	\$5,000.00	0.0%	\$0.00
*Updated, refer to Contract Amendment 01			
		Subtotal Amount Due:	\$0.00
		Total Completed to date:	\$244,000.00
		Prior Billings to Date:	\$244,000.00

Resident Project Observation

Contract Amount	\$	234,000.00	
Work Completed to Date	\$	71,918.97	31%
Work Previously Billed	\$	53,141.96	
Subtotal		\$18,777.01	

Additional Services

Contract Amount	\$	5,000.00	
Work Completed to Date	\$	5,000.00	100%
Work Previously Billed	\$	5,000.00	
Subtotal		\$0.00	
		Total Amount Due:	\$18,777.01

Sincerely,

BG CONSULTANTS, INC.

Paul Owings, P.E.
 Project Engineer

Construction Administration and Observation

Position	Hours/Miles/Units	Hourly Rate	Total Cost
Principal		\$ 222.00	\$ -
Project Engineer 4	9.0	\$ 177.00	\$ 1,593.00
Project Engineer 3	30.0	\$ 167.00	\$ 5,010.00
Project Engineer 1		\$ 135.00	\$ -
Design Engineer		\$ 128.00	\$ -
Architect		\$ 185.00	\$ -
Design Architect		\$ 117.00	\$ -
Technician II	0.5	\$ 99.50	\$ 49.75
Senior Construction Observer	3.0	\$ 140.00	\$ 420.00
Certified Construction Observer	101.0	\$ 114.00	\$ 11,514.00
Drexel Planroom Expense		\$ 201.56	\$ -
Mileage	302.0	\$ 0.63	\$ 190.26
Total			\$ 18,777.01

Additional Services

Position	Hours	Hourly Rate	Total Cost
Principal		\$ 222.00	\$ -
Project Engineer 4		\$ 177.00	\$ -
Project Engineer 3		\$ 167.00	\$ -
Project Engineer 1		\$ 135.00	\$ -
Architect		\$ 185.00	\$ -
Design Architect		\$ 117.00	\$ -
Technician II		\$ 99.50	\$ -
Senior Construction Observer		\$ 140.00	\$ -
Certified Construction Observer		\$ 114.00	\$ -
Mileage		\$ 0.63	\$ -
Total			\$ -

Notes:

Construction phase services.

INVOICE NO. 5

Bret Glendening
Deputy City Manager
439 Main Street
Osawatomie, Kansas 66064

2022.11.04

RE: Water Treatment Plant Waste Stream Summary
22-1138L

Design Lump Sum Contract	\$	8,000.00	
Work Completed to Date	\$	8,000.00	100%
Work Previously Billed	\$	7,349.00	
		<hr/>	
Subtotal	\$	651.00	
Total Amount Due	\$	651.00	

If you have any questions regarding this statement please contact me at (785) 727-1694 or my personal cell phone (785) 737-7121

Sincerely,



Paul Owings, PE
Project Manager

* *by email only* *

City of Osawatomie
 Attn: Bret Glendening, Deputy City Manager
 439 Main Street
 Osawatomie, KS 66064

November 4, 2022

INVOICE #7

Re: 2023 Osawatomie WTP Improvements
 Osawatomie, Kansas

BG Project No. 22-1194L

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of October 2022 as follows:

	Lump Sum Amount	% Complete Progress	Subtotal
Basic Services			
Preliminary Design.....	\$ 1,015,300.00	38.40%	\$ 389,875.20
Final Design.....	\$ 835,700.00	0.00%	\$ -
Bidding.....	\$ 25,000.00	0.00%	\$ -
Construction Phase.....	\$ 532,500.00	0.00%	\$ -
Post-Construction.....	\$ 7,500.00	0.00%	\$ -
		Subtotal #1 =	\$ 389,875.20

Resident Project Representative (RPR)

RPR Services (Not to Exceed).....	\$ 980,000.00		
Engineer IV.....	0.0 hrs @ \$ 144.00 /hr	\$	-
Engineer II.....	0.0 hrs @ \$ 130.00 /hr	\$	-
Senior Construction Observer.....	0.0 hrs @ \$ 120.00 /hr	\$	-
Certified Construction Observer.....	0.0 hrs @ \$ 103.00 /hr	\$	-
		Subtotal #2 =	\$ -

Total Construction Observation Services Billed Thru this Invoice..... \$ -
 Contract Value of Construction Observation Services Remaining..... \$ 980,000.00

Total Amount of Services Complete (Subtotals #1 + #2).....	\$ 389,875.20
Less Previous Amount Billed (Thru Invoices: #6).....	\$ 269,054.50
Total Amount Owed this Invoice.....	\$ 120,820.70
Plus Previous Invoices Unpaid (<i>none</i>).....	\$ -
Total Amount Owed to Date.....	\$ 120,820.70

TOTAL AMOUNT DUE THIS INVOICE **\$ 120,820.70**

For questions, please contact me at 785-749-4474 or paul.owings@bgcons.com.

Sincerely,



Paul Owings, P.E.
 Project Manager

* *by email only* *

City of Osawatomie
 Attn: Bret Glendening, Deputy City Manager
 439 Main Street
 Osawatomie, KS 66064

November 4, 2022

INVOICE #4

Re: 2023 Osawatomie Water Distribution Improvements
 Osawatomie, Kansas

BG Project No. 22-1195L

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of October 2022 as follows:

	Lump Sum	% Complete	
	Amount	Progress	Subtotal
Basic Services			
Preliminary Design.....	\$ 613,800.00	38.40%	\$ 235,699.20
Final Design.....	\$ 502,200.00	0.00%	\$ -
Bidding.....	\$ 40,000.00	0.00%	\$ -
Construction Phase.....	\$ 229,000.00	0.00%	\$ -
Post-Construction.....	\$ 15,000.00	0.00%	\$ -
		Subtotal #1 =	\$ 235,699.20

Resident Project Representative (RPR)

RPR Services (Not to Exceed).....	\$ 974,000.00		
Engineer IV.....	0.0 hrs @ \$ 144.00 /hr	\$	-
Engineer II.....	0.0 hrs @ \$ 130.00 /hr	\$	-
Senior Construction Observer.....	0.0 hrs @ \$ 120.00 /hr	\$	-
Certified Construction Observer.....	0.0 hrs @ \$ 103.00 /hr	\$	-
		Subtotal #2 =	\$ -

Total Construction Observation Services Billed Thru this Invoice..... \$ -
 Contract Value of Construction Observation Services Remaining..... \$ 974,000.00

Total Amount of Services Complete (Subtotals #1 + #2).....	\$ 235,699.20
Less Previous Amount Billed (Thru Invoices: #3).....	\$ 137,491.20
Total Amount Owed this Invoice.....	\$ 98,208.00
Plus Previous Invoices Unpaid (<i>none</i>).....	\$ -
Total Amount Owed to Date.....	\$ 98,208.00

TOTAL AMOUNT DUE THIS INVOICE \$ 98,208.00

For questions, please contact me at 785-749-4474 or paul.owings@bgcons.com.

Sincerely,



Paul Owings, P.E.
 Project Manager

* **by email only** *

City of Osawatomie
 Attn: Bret Glendening, Deputy City Manager
 439 Main Street
 Osawatomie, KS 66064

November 6, 2022

INVOICE #9

Re: Brown Street Improvements (16th to 18th Street) BG Project No. 22-1139L
 Main Street Terrace (18th Street to 16th Street) / Walnut Avenue (6th Street to 4th Street)
 18th Street (Main Street to Brown Avenue) / Brown Avenue (12th Street to 7th Street)
 6th Street (Lincoln Avenue to Kelly Avenue)
 Osawatomie, Kansas

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of October 2022 as follows:

<u>Design Phase Services</u>	Lump Sum Amount	% Complete Progress	Subtotal
Design, Bid, and Const. Eng. Services (Lump Sum Fee).....	\$ 760,500.00	48.50%	\$ 368,842.50
		Subtotal #1 =	\$ 368,842.50
Contract Value of Design Phase Services Remaining.....			\$ 391,657.50

<u>Construction Observation</u>			
Observation Services (Not to Exceed).....	\$ 120,000.00		
Principal II.....	0.0 hrs @ \$	226.00 /hr	\$ -
Engineer IV.....	0.0 hrs @ \$	144.00 /hr	\$ -
Engineer II.....	0.0 hrs @ \$	130.00 /hr	\$ -
Engineer I.....	0.0 hrs @ \$	111.00 /hr	\$ -
Senior Construction Observer.....	0.0 hrs @ \$	120.00 /hr	\$ -
Certified Construction Observer.....	0.0 hrs @ \$	103.00 /hr	\$ -
		Subtotal #2 =	\$ -
Total Construction Observation Services Billed Thru this Invoice.....			\$ -
Contract Value of Construction Observation Services Remaining.....			\$ 120,000.00

<u>Reimbursable Expenses</u>			
None this month.....			\$ -
		Subtotal #3 =	\$ -

Total Amount of Services Complete (Subtotals #1 + #2 + #3).....	\$ 368,842.50
Less Previous Amount Billed (Thru Invoices: #8).....	\$ 339,183.00
Total Amount Owed this Invoice.....	\$ 29,659.50
Plus Previous Invoices Unpaid (<i>none</i>).....	\$ -
Total Amount Owed to Date.....	\$ 29,659.50

TOTAL AMOUNT DUE THIS INVOICE	\$ 29,659.50
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For questions, please contact me at 785-749-4474 or diane.rosebaugh@bgcons.com.

Sincerely,



Diane Rosebaugh, P.E.
 Project Manager | Associate Principal

* **by email only** *

City of Osawatomie
 Attn: Bret Glendening, Deputy City Manager
 439 Main Street
 Osawatomie, KS 66064

November 6, 2022

INVOICE #9

Re: Brown Street Improvements (16th to 18th Street)
 Osawatomie, Kansas

BG Project No. 22-1115L

-----**Invoice for Consulting Services**-----

This Invoice is for services performed during the month of October 2022 as follows:

<u>Design Phase Services</u>	Lump Sum Amount	% Complete Progress	Subtotal
Design, Bid, and Const. Eng. Services (Lump Sum Fee)...	\$ 15,000.00	100.00%	\$ 15,000.00
		Subtotal #1 =	\$ 15,000.00

<u>Construction Observation</u>			
Observation Services (Not to Exceed).....	\$ 34,200.00		
Principal II.....	0.0 hrs @ \$	226.00 /hr	\$ -
Intern Engineer I.....	0.0 hrs @ \$	105.00 /hr	\$ -
Technician III.....	0.0 hrs @ \$	115.00 /hr	\$ -
Technician I.....	0.0 hrs @ \$	65.00 /hr	\$ -
Senior Construction Observer.....	0.0 hrs @ \$	120.00 /hr	\$ -
Construction Observer	5.0 hrs @ \$	103.00 /hr	\$ 515.00
		Subtotal #2 =	\$ 515.00
Total Construction Observation Services Billed Thru this Invoice....			\$ 5,896.00
Contract Value of Construction Observation Services Remaining...			\$ 28,304.00

<u>Reimbursable Expenses</u>	
None this month.....	\$ -
	Subtotal #3 = \$ -

Total Amount of Services Complete (Subtotals #1 + #2 + #3).....	\$ 20,896.00
Less Previous Amount Billed (Thru Invoices: #8).....	\$ 20,381.00
Total Amount Owed this Invoice.....	\$ 515.00
Plus Previous Invoices Unpaid (<i>none</i>).....	\$ -
Total Amount Owed to Date.....	\$ 515.00

TOTAL AMOUNT DUE THIS INVOICE	\$ 515.00
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For questions, please contact me at 785-749-4474 or diane.rosebaugh@bgcons.com.

Sincerely,



Diane Rosebaugh, P.E.
 Project Manager | Associate Principal



Osawatome
KANSAS

ACTION ITEM SUMMARY	Item Number:	10.A
	Date:	11/09/2022
Deputy City Manager	From:	Bret Glendening

RE: Resolution 1073 – Adoption of Osawatome Tourism Committee’s Event Operating Procedures

RECOMMENDATION: Approve Resolution 1073

DETAILS: At the beginning of 2022, the City Council took action to reestablish the city’s tourism committee. Part of that action was to direct the tourism committee to establish a set of event operating procedures (EOP’s). A set of EOP’s was provided to the council as well as the tourism committee to serve as a template to work from and over the course of the last year and having been through the four signature events, the committee has taken the sample EOP’s and modified them to suit our needs. The committee voted to forward these procedures to the governing body for formal adoption. This resolution does just that.

Related Statute / City Ordinances	Resolution 945, 965
Line-Item Code/Description	N/A
Available Budget:	N/A

RESOLUTION NO. 1073

A RESOLUTION FORMALIZING THE EVENT OPERATING PROCUDURES FOR THE CITY OF OSAWATOMIE’S TOURISM COMMITTEE

WHEREAS, the City of Osawatomie has re-established the City’s Tourism committee; and

WHEREAS, The Tourism Committee consists of at one representative from each of the four Signature Events and three at-large representatives; and

WHEREAS, the committee has nearly completed its first full year and during that time coordinated each of the four Signature Events; and

WHEREAS, the committee has voted to adopt a set of operating procedures to be forwarded to the Governing Body for formal adoption.

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 concurs with the City of Osawatomie’s Tourism Committee and formally adopts the Tourism Committee Event Operating Procedures.

SECTION TWO: The Governing Body directs the Tourism Committee to ensure that each signature event, and any other event that the Tourism Committee coordinates and/or lends support to, abide by these Event Operating Procedures attached hereto as Attachment A.

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, this 10th day of November, 2022, a majority voting in favor of.

APPROVED and signed by the Mayor.

Nick Hampson, Mayor

(SEAL)

ATTEST:

Tammy Seamands, City Clerk



Event Operating Procedures

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

(Approved by the City Council - November 17, 2022)

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Page 17	Appendix A (Street Closing Procedures)
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Page 19-21	Appendix C (Intergovernmental and MOUs) <ul style="list-style-type: none"> - State (KDW&P - Flint Hills Trail Permit) - County (MICO - Personnel, Equipment and Facilities Agreement) - School District (USD 367 - Use of Facilities Agreement)
Page 22-24	Appendix D (Forms / Coverages / Applications)
Page 25	Appendix E (Resolution – 1073)

[Contact Information for Tourism Committee](#)

Phone: (913) 755-2146

Email Address: tourism@osawatomieks.org

Event Information (web site): CivicPlus

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

City of Osawatomie Event Operating Procedures

Page 2

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 9XX 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."

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:**

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
Osawatomi Tourism Committee
tourism@osawatomieks.org

Bret Glendening
Deputy City Manager
City of Osawatomi
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 Osawatomi), please return this slip and payment to:

City of Osawatomi
c/o Tourism Committee
PO Box 37
Osawatomi, 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

Page 13

- 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
 - 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

Appendix B – Utility Connection Procedures



CITY OF OSAWATOMIE

DEPUTY CITY MANAGER'S REPORT ON OPERATIONS

November 17, 2022

Water Treatment Plant Status:

The new sprocket and chain have been reinstalled on the second flocculation paddle at the water treatment plant and the crew at the plant have noticeable improvement on the water's turbidity readings coming into the plant.

With regard to the State Revolving Loan Fund application, KDHE has everything they need. We are hopeful that we will have a final loan document to sign by mid-December. They are in the process of drafting a letter of "No Significant Impact" for environmental purposes which takes approximately 30 days.

Wastewater Treatment Plant Status:

We have received our first invoice from Crossland Construction. The State of Kansas (KDHE), Terry, myself and our engineers have reviewed the invoice and are in acceptance of their charges.

Our ongoing battle with inflow and infiltration (I&I) continues to be an issue. BG Consultants issued an RFP for CCVT companies to bid to in order to identify sewer lines in the city that have not been part of the previous sewer main rehabilitation phases 1, 2 or 3. Unfortunately, we only received one bid, but they are the most reputable firm that provides this kind of service. Their price was \$110,250. This covers approximately 60,000 LF (<11 miles) of sewer mains. Once the Sewer Rate study is complete, we will be in a better position to make a recommendation as to what the best path forward is to address the balance of the collections system.

Evergy Solar Array Development:

At this point, the only remaining item to address is the land lease with Evergy.

Levee Certification / Flood Insurance Rate Map Revisions – Status Update:

Now that FEMA has accepted our accreditation materials for a certified levee, the levee is now fully compliant with 44 CFR 65.10. We are currently in the mapping phase of this project. A kickoff meeting has been held. The September 30 date for distribution of the maps was pushed to October 31 has now been set to November 29. This is primarily due to the challenges with setting a project down for years and picking it back up as was done for parts of this project. It is very important to ensure all data is correct across all products (the report, maps and database) and matching models prior to issuing preliminary products.

August 8, 2022	Kickoff Meeting
September 8, 2022	Provide Review Comments to Certification Data
November 29, 2022	Distribute Preliminary Flood Insurance Rate Maps (FIRMs)
November 2022	Begin Community Coordination & Outreach (CCO) meetings

February 2023	End CCO Meetings
Spring 2023	Appeals Period
Winter 2023	Letter of Final Determination
Summer 2024	Final FIRM's established and effective

2022 and 2023 Street Improvements:

Unfortunately, 18th Street will push to 2023. Walnut Avenue and Main Street Terrace will also be completed in 2023.

Design on 6th Street from Kelly Ave. to Lincoln Ave. as well as Brown Ave. from 7th to 12th continues. Brown Ave. is ready to go to bid. Survey work on 6th Street is nearly complete with just a few items to get tied in to the survey data. BG will begin preliminary design shortly and we will hold a preliminary design meeting between now and the end of the year. This meeting will cover bike lanes, pedestrian accommodations, street width, lighting, etc.

Water Service Provider of Record – Northland Properties

On November 10, 2022 I attended a second RWD #1 meeting. As you may be aware, the Northland properties (all 327 acres) are within the service territory of RWD #1. Part of the puzzle we need to solve if we are to be successful in landing “Project 335” is water. I presented this matter to the board in October as well and sent a follow up letter to Chairman Peuser requesting they agree to let us service these properties. On November 10th they did just that. From here I will need to draft an agreement (or whatever Kansas State Statutes require) to carve this property out of their service territory and place it into ours.