

**CITY COMMISSION MEETING
Winfield, Kansas**

DATE: Monday, July 01, 2024
TIME: 5:30 p.m.
PLACE: City Commission – Community Council Room – First Floor – City Building

AGENDA

CALL TO ORDERMayor Brenda K. Butters
ROLL CALL.....City Clerk, Tania Richardson
MINUTES OF PRECEDING MEETING.....Monday, June 17, 2024

BUSINESS FROM THE FLOOR

-Citizens to be heard

OLD BUSINESS

Ordinances & Resolutions

Bill No. 2461 – A Resolution – Determining the existence of certain nuisances at 221 N Massachusetts St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.
(Tabled on 6/17/24)

Bill No. 2464 – A Resolution – Determining the existence of certain nuisances at 601 E 17th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.
(Tabled on 6/17/24)

NEW BUSINESS

Ordinances & Resolutions

Bill No. 2467 – A Resolution – Determining the existence of certain nuisances at 1002 E 10th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

Bill No. 2468 – A Resolution – Determining the existence of certain nuisances at 917 Mansfield St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

Bill No. 2469 – A Resolution – Determining the existence of certain nuisances at 1007 E 8th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

Bill No. 2470 – A Resolution – Determining the existence of certain nuisances at 514 E 4th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

Bill No. 2471 – A Resolution – Determining the existence of certain nuisances at 1715 Manning St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

Bill No. 2472 – A Resolution – Authorizing an Outdoor Community Event and Temporary Entertainment District Application (Walnut Valley Productions & Craftsman, Inc.)

Bill No. 2473 – A Resolution – Authorizing an Outdoor Community Event and Temporary Entertainment District Application (Cowley County Fair Association)

OTHER BUSINESS

-Consider purchase of an Anti-Ice Brine Sprayer

-Executive Session to discuss data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.

ADJOURNMENT

- Budget Workshop at Physicians Pavilion downstairs meeting room, 1 PM to 4 PM on Thursday, June 11, 2024.
-Next Commission Work session 4:00 p.m. Thursday July 11, 2024
-Next regular meeting 5:30 p.m. Monday, July 15, 2024.

CITY COMMISSION MEETING MINUTES

Winfield, Kansas

June 17, 2024

The Board of City Commissioners met in regular session, Monday, June 17, 2024 at 5:30 p.m. in the City Commission-Community Council Meeting Room, City Hall; Mayor Brenda K. Butters presiding. Commissioners Ronald E. Hutto and Gregory N. Thompson were also present. Also in attendance were Taggart Wall, City Manager; Carina Anderson, Deputy City Clerk; and William E. Muret, City Attorney.

Deputy City Clerk Anderson called roll and noted all Commissioners present.

Commissioner Thompson moved that the minutes of the June 3, 2024 meeting be approved. Commissioner Hutto seconded the motion. With all Commissioners voting aye, motion carried.

BUSINESS FROM THE FLOOR

-Citizens to be heard – Adam Wright, Mayor and Steve Carmichael, Public Works Director from the City of Haven appeared to express their appreciation for the assistance provided by the City of Winfield after the City of Haven had extensive damage from recent wind damage.

NEW BUSINESS

Bill No. 2460 – A Resolution – Determining the existence of certain nuisances at 411 W 14th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City. City Manager Wall explains this Resolution would allow the City to take action to clean up the property at 411 W 14th Ave. Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2460 was adopted and numbered Resolution No. 5624.

Bill No. 2461 – A Resolution – Determining the existence of certain nuisances at 221 N Massachusetts St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City. City Manager Wall explains this Resolution would allow the City to take action to clean up the property at 221 N Massachusetts St. Owner Carol Coon appeared to explain that the property has been cleaned up and asked the Commission to not proceed with this action. Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2461 was Tabled until July 1, 2024 Commission meeting.

Bill No. 2462 – A Resolution – Determining the existence of certain nuisances at 221 N Iowa St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City. City Manager Wall explains this Resolution would allow the City to take action to clean up the property at 221 N Iowa St. Upon motion by Commissioner Thompson, seconded by Commissioner Hutto, all Commissioners voting aye, Bill No. 2462 was adopted and numbered Resolution No. 5824.

Bill No. 2463 – A Resolution – Determining the existence of certain nuisances at 509 E 12th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City. City Manager Wall explains this Resolution would allow the City to take action to clean up the property at 509 E 12th Ave. Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2463 was adopted and numbered Resolution No. 5924.

Bill No. 2464 – A Resolution – Determining the existence of certain nuisances at 601 E 17th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City. City Manager Wall explains this Resolution would allow the City to take action to clean up the property at 601 E 17th Ave. Tenant Jason Johnson appeared to explain that he has been working to clean up the property and asked the Commission to not proceed with this action. Upon motion by Commissioner Thompson, seconded by Commissioner Hutto, all Commissioners voting aye, Bill No. 2464 was Tabled until July 1, 2024 Commission meeting.

Bill No. 2465 – A Resolution – Accepting and authorizing the filing of a certain permanent easement necessary to provide right-of-way for installation, construction, maintenance, repair, and removal of the utilities and the necessary appurtenances therefore, in, over, under, and across real estate in a tract of land in the Northwest Quarter of Section 8, Township 33 South, Range 4 East of the 6th P.M., Cowley County, Kansas. City Manager Wall explains this Resolution approves an easement for the Tie Switchyard from the City of Winfield to Gridliance High Plains, LLC. Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2465 was adopted and numbered Resolution No. 6124.

Bill No. 2466 – A Resolution – Authorizing the City Manager of the City of Winfield, Kansas to execute an agreement for management services with Winfield Recreation Commission for the purpose of providing professional management services for the Winfield Aquatic Center. City Manager Wall explains this Resolution agreement transfers management of the Aquatic Facility to WRC with contract management oversight held by the City. Upon motion by Commissioner Thompson, seconded by Commissioner Hutto, all Commissioners voting aye, Bill No. 2466 was adopted and numbered Resolution No. 6224.

ADJOURNMENT

Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, the meeting adjourned at 5:43 p.m.

Signed and sealed this 19th day of June 2024.

Signed and approved this 1st day of July 2024.

Tania Richardson, City Clerk

Brenda K. Butters, Mayor

A RESOLUTION

DETERMINING the existence of certain nuisances at 221 N Massachusetts St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 13th day of February 2024 and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: CAROL COON
PO BOX 24
WINFIELD, KS 67156

Occupant: MICHAEL HARPER
Property Address: 221 N MASSACHUSETTS ST
WINFIELD, KS 67156

Legal Description: HIGHLAND PARK, BLOCK 31, N1/2 LOT 6

Nature of Nuisance: A nuisance consisting of a large accumulation of wood, appliances, scrap metal and debris in rear yard creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl

A RESOLUTION

DETERMINING the existence of certain nuisances at 601 E 17th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 25th day of March 2024 and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: SMS LLC
5 BERWICK CT
WINFIELD KS 67156

Occupant: ABIGAIL FLEMMING
Property Address: 601 E 17th AVE
WINFIELD, KS 67156

Legal Description: LOOMIS 2nd ADD, BLOCK 237, LOT 1

Nature of Nuisance: A nuisance consisting of a large accumulation of limbs, garbage, and debris in lot creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl



Request for Commission Action

Date: July 1st, 2024

Requestor: Trevor Langer, Environmental Inspector

Action Requested: Seeking consideration for the approval of Nuisance Resolutions determining the existence of a nuisance at:

1002 E 10th Ave: wood, garbage, and debris.

917 Mansfield: wood, appliances, scrap metal and debris.

1007 E 8th Ave: wood, limbs, rubbish, debris, rubber, and garbage.

514 E 4th Ave: limbs and debris.

1715 Manning: wood, rubbish, garbage, and debris.

Analysis: The owners and tenants of all properties listed were sent notification via certified letter.

Fiscal Impact: Unknown fiscal impact at this time. Once approved, a contractor will be assigned to remove the nuisances and the owners will be billed for the cost of the removal as well as an administrative fee of \$100.

Attachments:

Nuisance Resolution – 1002 E 10th Ave - 1 Photo

Nuisance Resolution – 917 Mansfield - 1 Photo

Nuisance Resolution – 1007 E 8th Ave - 1 Photo

Nuisance Resolution – 514 E 4th Ave – 1 Photo

Nuisance Resolution – 1715 Manning – 1 Photo

Request for Commission Action

1002 E 10th Ave -



Request for Commission Action
917 Mansfield



Request for Commission Action
1007 E 8th Ave





Request for Commission Action
514 E 4th Ave



Department of Public Improvements
200 E. Ninth-PO Box 646
Winfield, KS 67156
620-221-5525 ph
620-221-5590 fax

Request for Commission Action
1715 Manning



A RESOLUTION

DETERMINING the existence of certain nuisances at 1002 E 10th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 1st day of April, 2024 and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: VERA CHASE
1121 E 14th AVE
WINFIELD, KS 67156

Occupant: VACANT
1002 E 10th AVE
WINFIELD, KS 67156

Legal Description: THOMPSON'S ADD, BLOCK 309, W50 LT 3

Nature of Nuisance: A nuisance consisting of a large accumulation of wood, garbage, and debris in side yard creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl

A RESOLUTION

DETERMINING the existence of certain nuisances at 917 Mansfield St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 12TH day of June, 2023 and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: ASHLEY INGRAM
917 MANSFIELD
WINFIELD, KS 67156

Occupant: ASHLEY INGRAM
Property Address: 917 MANSFIELD
WINFIELD, KS 67156

Legal Description: MANNINGS ADD, BLOCK 49, LOT 5

Nature of Nuisance: A nuisance consisting of a large accumulation of wood, appliances, scrap metal and debris in rear yard creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl

A RESOLUTION

DETERMINING the existence of certain nuisances at 1007 E 8th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 29th day of November, 2023 and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: WILLIAM WYSOCKI
1007 E 8TH
WINFIELD, KS 67156

Occupant: ESTATE OF WILLIAM WYSOCKI
Property Address: 1007 E 8TH
WINFIELD, KS 67156

Legal Description: S27, T32, BLOCK 288 THOMPSON'S 3RD ADDITION, E50,
N150, W50, S150 TO POB

Nature of Nuisance: A nuisance consisting of wood, limbs, rubbish, debris, rubber, and garbage in front, side, and rear yards creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl

A RESOLUTION

DETERMINING the existence of certain nuisances at 514 E 4th Ave in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 27th day of March 2024, and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: IAN BLAKEY
514 E 4TH AVE
WINFIELD, KS 67156

Occupant: IAN BLAKEY
Property Address: 514 E 4TH AVE
WINFIELD, KS 67156

Legal Description: ANDREWS ADDITION, BLOCK 202, LOT 22

Nature of Nuisance: A nuisance consisting of a large accumulation of limbs and debris in rear yard creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl

A RESOLUTION

DETERMINING the existence of certain nuisances at 1715 Manning St in the City of Winfield, Kansas, and authorizing further action pursuant to the City Code of said City.

WHEREAS, under the provisions of Section 54-3 and 70-2 of the Winfield City Code, Winfield, Kansas, adopted pursuant to K.S.A. 12-1617e, the Governing Body has the power to remove or abate from any lot or parcel of ground within the City any nuisance thereon, upon a finding and determination thereof by said Governing Body; and,

WHEREAS, the City's inspector, on or about the 5th day of March, 2024 and on prior and subsequent times, inspected the premises described below and observed the following conditions as set forth below;

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

Section 1. The conditions hereinafter described are hereby found to be nuisances, and determined to be a menace and dangerous to the health of the inhabitants of the city or of any neighborhood, family or resident of the city, to wit:

Owner: SYNOUNE PHANTHAVONG ET AL
1715 MANNING ST
WINFIELD KS 67156

Occupant: KEVIN KHAM THIVONGSA
Property Address: 1715 MANNING ST
WINFIELD, KS 67156

Legal Description: ROBINSONS ADDITION, BLOCK 97, LOT 4

Nature of Nuisance: A nuisance consisting of a large accumulation of wood, rubbish, garbage, and debris in lot creating an unsightly appearance and/or harborage for vermin.

Disposition of Items: Property items determined to be of value will be moved so that cleanup can be accomplished in an effective and thorough manner. Other items determined to be a nuisance will be disposed of by the contractor.

Section 2. The Clerk of the City of Winfield, Kansas is hereby authorized to issue notice for the removal and abatement of said nuisances and take any remedial action as authorized under Section 54-2 of the Winfield City Code, Winfield, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/tl



Request for Commission Action

Date: June 26, 2024

Requestor: Taggart Wall, city manager

Action Requested: Consider approval of a Temporary Entertainment District for the sale, possession and consumption of enhanced cereal malt beverage or alcoholic liquor at the Winfield Fairgrounds- Walnut Valley Festival.

Analysis: The attached documents set forth the request and requirements for the sale, possession and consumption of alcohol at the fairgrounds. The WVF will be required to obtain a temporary alcohol permit from the State of Kansas and the City of Winfield, per state law.

Fiscal Impact: -

Attachments: Resolution and documents.

A RESOLUTION

AUTHORIZING an Outdoor Community Event and Temporary Entertainment District Application (Walnut Valley Productions & Craftsman, Inc.)

WHEREAS, Walnut Valley Productions & Craftsman, Inc. has made application for an Outdoor Community Event and Temporary Entertainment District; and

WHEREAS, Walnut Valley Productions & Craftsman, Inc. requests the sale, possession and consumption of alcoholic liquor or cereal malt beverage in the Winfield Fairgrounds during a series of outdoor concert events September 19, 20, 21, 22, 2024.

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

Section 1. Within Section 6-120 of Article IV of Section 6 of the Code of the City of Winfield, Kansas, "Temporary Entertainment District" means a defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a community event which has been properly permitted under Chapter 8 of this Code.

Section 2. Walnut Valley Productions & Craftsman, Inc. requests the sale, possession and consumption of alcoholic liquor or cereal malt beverage in the Winfield Fairgrounds from 10:00 am to 11:59 pm during a series of outdoor concert events September 19, 20, 21, 22, 2024. A Temporary Alcohol or Cereal Malt Beverage Permit is required of Walnut Valley Productions & Craftsman, Inc. for sale possession and consumption.

Section 3. The governing body of the City of Winfield Kansas hereby authorizes the Outdoor Community Event and Temporary Entertainment District Application, in accordance with the rules and procedures set forth by Article IV of Section 6 of the Code of the City of Winfield, Kansas, regarding the sale, possession or consumption of alcoholic liquor as presented by Walnut Valley Productions & Craftsman, Inc. from 10:00 am to 11:59 pm during a series of outdoor concert events in 2024, in the Winfield Fairgrounds, Winfield Kansas, as identified in the Outdoor Community Event and Temporary Entertainment District Application; a copy of which is attached hereto and made a part hereof.

Section 4. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission Action: _____
Taggart Wall, City Manager



Outdoor Community Event and Temporary Entertainment District Application

Applications and any applicable fees must be submitted to:
Winfield City Office | 200 E. 9th Avenue | Winfield, KS 67156
620-221-5520 or (Fax) 620-221-5593 or events@winfieldks.org

Complete Outdoor Community Event Applications must be submitted at least 30 days prior to the proposed date of the event

The City of Winfield defines an Outdoor Community Event as follows:

- Outdoor event on public property organized for a particular and limited purpose and time. Such events shall include, but not be limited to fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, cookouts, block parties, community celebrations, shows, exhibitions, circuses, fairs and temporary entertainment districts. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events occurring solely on sidewalks or public rights of way immediately adjacent to public streets that do not require the closing of the sidewalk or public way.

The City of Winfield defines a Temporary Entertainment District as follows:

- A defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a Community Event which has been properly permitted.

General Information:

It is the purpose of this application to establish a process for permitting community events to use City streets, sidewalks, parks and alleys. It is unlawful for any person to conduct a community event without a community event permit. Any information required by the application must be complete upon submittal. Incomplete applications may be denied. The City of Winfield may refuse any application received less than 30 days before the event or lacking requested information. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- The Winfield Police Department, the Winfield Fire Department and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this application.
- No fee shall be charged for the application or permit for a Community Event itself.
- The issuance of a Community Event permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event or pay any additional fees.
- Street closure request made to the City of Winfield.
- Certificate of General Liability Insurance naming the City of Winfield as additionally insured, *if applicable*.
- Security requirements including hiring of certified law enforcement officers.
- All Food/Beverage/Concessionaire/Amusement vendors list including contact person, contact information, and permits/licenses, as necessary.
- Outdoor Community Events shall cease between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.
- A detailed Security Plan will be required and approved by Winfield Chief of Police. Extraordinary Police/Fire services will be billed directly to the permit holder and will be the permit holder's responsibility.



Outdoor Community Event and Temporary Entertainment District Application

APPLICANT INFORMATION

Organization:

Walnut Valley Productions & Craftsman Inc.

Contact Name:

Bart Redford

Email:

bart@wvfest.com

Telephone:

6202213250

Address:

918 Main

City/State/Zip:

Winfield, KS 67156

EVENT INFORMATION

Event Title:

Walnut Valley Festival

Event Date:

09/19-09/21

Event Type:

Outdoor Concerts

Event Time (setup & teardown):

24/7

Public Property Needed:

Winfield Fairgrounds

Street Closure Requested? Yes ☒ or No ☐

If yes, provide map of event identifying any and all street closures and placement of barricades; with type of barricades to be used

Has written approval been received by appropriate authorities (KDOT) for closure of any State Highway (Main Street or 9th Avenue)? Yes ☒ or No ☐ if yes, attach copy

Date(s)/Time of Street Closures (or attached information):

Per Agreement

Site Plan Required: The plan defines the placement of fencing, tables, water supply, toilet/lavatory facilities, lighting, stages, temporary power needs, parking plans, sound plan, traffic control, temporary seating, tents or canopies, amusement or inflatable rides, barricade type/location, enter/exit locations, trash, signage, all streets being closed, etc. Parade or motor events require a map or diagram of the route to be traveled w/ starting and ending points identified; use of all or a portion of the street; approximate number, type, and description of persons, animals, and vehicles, as well as information above.

Emergency Services Requested: Police ☒ Fire ☒ EMS ☒

If you would like to speak with a department representative regarding having a member/s of one of the above-mentioned Emergency Service Departments, please contact the member mentioned below. Please note, that if the request is accepted, there are potential fees that may be assessed to your event for this coverage.

Winfield Police Department: Captain Chad Gordon (620) 221-5540

Winfield Fire/EMS Department: Fire Chief Vincent Warren (620) 221-5560

Will admission be charged? Yes ☒ or No ☐

Is this event a fundraiser? Yes ☐ or No ☒

Estimated Attendance: (maximum):

Number of participants in previous years:

12,000

Please provide fliers, brochures, or website/Facebook posts describing the event.



Outdoor Community Event and Temporary Entertainment District Application

GENERAL LIABILITY INSURANCE INFORMATION

Comprehensive liability insurance (CGL) is a broad policy that protects the organization from liability claims related to products coverage, completed operations coverage, premise and operations coverage, and independent contractors' coverage; also called commercial general liability insurance. Proof of insurance may need be submitted to the City prior to approval of this application if any of the following activities are a part of the event; including but not limited to paid admissions, spectators, fairs & festivals, fireworks, concerts, carnivals, exhibitions, fundraisers, rides & attractions, racing events, religious ceremonies, running events, sporting events, animals, airsoft or paintball gun usage, construction exposures, inflatables (bounce houses), trampolines, water rides or water slides, bb/pellet guns, re-enactment weapons, archery, bonfires or open pit fires, food trucks/vendors, cereal malt beverage/liquor liability.

If required, the Applicant will procure and maintain during the term of the event a policy of insurance which provides general liability coverage in an amount not less than \$ 1,000,000 General Aggregate, \$ 1,000,000 Products Aggregate, \$ 500,000, Each Occurrence, \$ 500,000 Personal/Adv Injury, \$ 100,000 Fire Damage, with the City of Winfield KS, its officers and agents, named additional insured's.

Has a prior insurance provider canceled or refused to renew your policy? Yes ☐ or No ☐

ALCOHOLIC LIQUOR OR CMB INFORMATION

Will Alcoholic Liquor or CMB be sold and/or served? Yes ☒ or No ☐ If yes, complete the following

If Yes, is there a Liquor Liability Policy In-Force? Yes ☒ or No ☐

Is the Applicant Named as an Additional Insured? Yes ☒ or No ☐

On-Site Supervisor Name:

Bart Redford

Email:

bart@wvfest.com

Telephone:

6202213250

Address:

918 Main

City/State/Zip:

Winfield, KS 67156

Possession, sale and/or consumption of Alcoholic Liquor or CMB: A Catered Licensed Event, Temporary license or a Temporary Permit MUST be approved by the Kansas Division of Alcoholic Beverage Control (ABC) and the Winfield City Commission. Regular City Commission meetings are held the 1st and 3rd Mondays of each month.

FOOD INFORMATION

Will food be sold and/or served? Yes ☒ or No ☐ If yes, complete the following

Who is Providing the Food and/or Drink?

Several Concessions operate throughout the grounds, all outside the Beer/Wine Garden

If Other than the Applicant, is a Certificate of Insurance Provided? Yes ☒ or No ☐

If Other than the Applicant, is Applicant Named as Additional Insured? Yes ☒ or No ☐

On-Site Supervisor Name:

Bart Redford

Email:

bart@wvfest.com

Telephone:

9132846868

Address:

1500 E. 10th Ave., D-1

City/State/Zip:

Winfield, KS 67156



**Outdoor Community Event
and
Temporary Entertainment District Application**

I, Bart Redford, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Winfield. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Winfield and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.


Signature of Event Applicant

6/27/2024
Date

APPLICATION APPROVAL

Winfield City Manager

Date

Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506
Mark A. Burghart, Secretary



Phone: 785-296-7015
Fax: 785-296-7185
kdor_abc.email@ks.gov
www.ksrevenue.gov
Laura Kelly, Governor

TEMPORARY PERMIT LOCATION AND ZONING

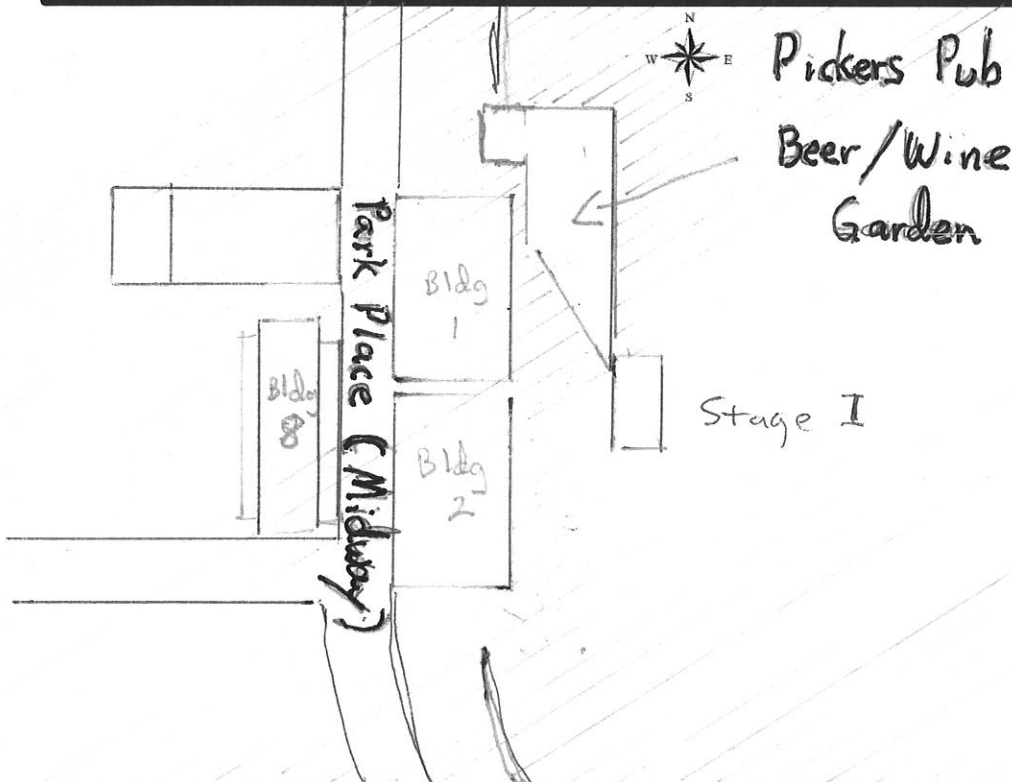
Applicant Name: Walnut Valley Productions & Craftsman, Inc FEIN/SSN: 263894403
Phone Number: 221-3250 Event Date(s) (must be consecutive): September 19, 20, 21, 2

Event Type: ☐ Charitable Auction ☐ On-Premise ☐ Porcelain Container ☒ Special Event* - Number of days: 3

*A special event is held on public streets, alleys, roads, sidewalks or highways and must be approved, by ordinance or resolution, by the local governing body of any city, county or township where such special event is being held.

SECTION 1 – EVENT AREA: Complete this section for On-Premise and Special Events only.

In the space below, draw the floor plan and any outside areas included in the proposed event area where alcoholic liquor will be sold, served, or consumed. If the area is outside, it must show the line of demarcation to define the event area; and, include nearby streets for reference. Shade in the areas you DO NOT wish to be permitted.



SECTION 2 – CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK: (Completed by the clerk)

I HEREBY CERTIFY THAT THE PREMISES AT

Location Street Address

City

Zip

CITY LIMITS: ☒ Inside the incorporated city limits ☐ Outside the city limits

ZONING: ☐ within an area that complies with all applicable zoning regulations required by K.S.A. 41-1201(e)

☐ located outside an incorporated city, in a township or county that is not zoned

(Seal)

LOCATION: ☐ government property ☐ private property ☐ public property ☐ CMB licensed premise

I declare under penalties of perjury that to the best of my knowledge and believe that Section 2 is true, correct, and complete.

CLERK SIGNATURE

DATE

PHONE

PRINTED NAME

☐ City Clerk

☐ Township Clerk

☐ County Clerk



Request for Commission Action

Date: June 26, 2024

Requestor: Taggart Wall, city manager

Action Requested: Consider approval of a Temporary Entertainment District for the sale, possession and consumption of enhanced cereal malt beverage at the Winfield Fairgrounds-Cowley County Fair Association.

Analysis: The attached documents set forth the request and requirements for the sale, possession and consumption of alcohol at the fairgrounds. The WVF will be required to obtain a temporary alcohol permit from the State of Kansas and the City of Winfield, per state law.

Fiscal Impact: -

Attachments: Resolution and documents.

A RESOLUTION

AUTHORIZING an Outdoor Community Event and Temporary Entertainment District Application (Cowley County Fair Association)

WHEREAS, Cowley County Fair Association has made application for an Outdoor Community Event and Temporary Entertainment District; and

WHEREAS, Cowley County Fair Association requests the sale, possession, and consumption of alcoholic liquor or cereal malt beverage on city streets, alleys, parking lots, public land, and public sidewalks during the a series of outdoor events, a special event, from 5:00 pm to 11:59 pm, on August 2, 4, 5, 2024, in the Winfield Fairgrounds.

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

Section 1. Within Section 6-120 of Article IV of Section 6 of the Code of the City of Winfield, Kansas, "Temporary Entertainment District" means a defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a community event which has been properly permitted under Chapter 8 of this Code.

Section 2. A Special Event is defined by K.S.A 41.719(a)(2). Alcoholic liquor may be consumed at a special event held on public streets, alleys, roads, sidewalks, or highways when a temporary permit has been issued pursuant to K.S.A 41-2645 for such special event. Such special event must be approved, by ordinance or resolution, by the local governing body of any city, county, or township where such special event is being held. No alcoholic liquor may be consumed inside vehicles while on public streets, alleys, roads, or highways at any such special event.

Section 3. The governing body of the City of Winfield Kansas hereby authorizes an Outdoor Community Event and Temporary Entertainment District Application in accordance with the rules and procedures set forth by Article IV of Section 6 of the Code of the City of Winfield, Kansas, regarding the sale, possession or consumption of alcoholic liquor or cereal malt beverage as presented by the Cowley County Fair Association for a series of outdoor events, a special event, from 5:00 pm to 11:59 pm, on August 2, 4, 5, 2024, in the Winfield Fairgrounds, Winfield Kansas, as identified in the Outdoor Community Event and Temporary Entertainment District Application; a copy of which is attached hereto and made a part hereof.

Section 4. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 1st day of July, 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission Action: _____
Taggart Wall, City Manager



Outdoor Community Event and Temporary Entertainment District Application

Applications and any applicable fees must be submitted to:
Winfield City Office | 200 E. 9th Avenue | Winfield, KS 67156
620-221-5520 or (Fax) 620-221-5593 or events@winfieldks.org

Complete Outdoor Community Event Applications must be submitted **at least 30 days** prior to the proposed date of the event

The City of Winfield defines an Outdoor Community Event as follows:

- Outdoor event on public property organized for a particular and limited purpose and time. Such events shall include, but not be limited to fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, cookouts, block parties, community celebrations, shows, exhibitions, circuses, fairs and temporary entertainment districts. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events occurring solely on sidewalks or public rights of way immediately adjacent to public streets that do not require the closing of the sidewalk or public way.

The City of Winfield defines a Temporary Entertainment District as follows:

- A defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a Community Event which has been properly permitted.

General Information:

It is the purpose of this application to establish a process for permitting community events to use City streets, sidewalks, parks and alleys. It is unlawful for any person to conduct a community event without a community event permit. Any information required by the application must be complete upon submittal. Incomplete applications may be denied. The City of Winfield may refuse any application received less than 30 days before the event or lacking requested information. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- The Winfield Police Department, the Winfield Fire Department and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this application.
- No fee shall be charged for the application or permit for a Community Event itself.
- The issuance of a Community Event permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event or pay any additional fees.
- Street closure request made to the City of Winfield.
- Certificate of General Liability Insurance naming the City of Winfield as additionally insured, *if applicable*.
- Security requirements including hiring of certified law enforcement officers.
- All Food/Beverage/Concessionaire/Amusement vendors list including contact person, contact information, and permits/licenses, as necessary.
- Outdoor Community Events shall cease between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.
- A detailed Security Plan will be required and approved by Winfield Chief of Police. Extraordinary Police/Fire services will be billed directly to the permit holder and will be the permit holder's responsibility.



Outdoor Community Event and Temporary Entertainment District Application

APPLICANT INFORMATION

Organization:

Contact Name:

Email:

Telephone:

Address:

City/State/Zip:

EVENT INFORMATION

Event Title:

Event Date:

Event Type:

Event Time (setup & teardown):

Public Property Needed:

Street Closure Requested? **Yes** ☐ or No ☐

If yes, provide map of event identifying any and all street closures and placement of barricades; with type of barricades to be used

Has written approval been received by appropriate authorities (KDOT) for closure of any State Highway (Main Street or 9th Avenue)? Yes ☐ or No ☐ *if yes, attach copy*

Date(s)/Time of Street Closures *(or attached information)*:

Site Plan Required: The plan defines the placement of fencing, tables, water supply, toilet/lavatory facilities, lighting, stages, temporary power needs, parking plans, sound plan, traffic control, temporary seating, tents or canopies, amusement or inflatable rides, barricade type/location, enter/exit locations, trash, signage, all streets being closed, etc. Parade or motor events require a map or diagram of the route to be traveled w/ starting and ending points identified; use of all or a portion of the street; approximate number, type, and description of persons, animals, and vehicles, as well as information above.

Emergency Services Requested: Police ☐ Fire ☐ EMS ☐

If you would like to speak with a department representative regarding having a member/s of one of the above-mentioned Emergency Service Departments, please contact the member mentioned below. Please note, that if the request is accepted, there are potential fees that may be assessed to your event for this coverage.

Winfield Police Department: Captain Chad Gordon (620) 221-5540

Winfield Fire/EMS Department: Fire Chief Vincent Warren (620) 221-5560

Will admission be charged? Yes ☐ or No ☐

Is this event a fundraiser? Yes ☐ or No ☐

Estimated Attendance: *(maximum)*:

Number of participants in previous years:

Please provide fliers, brochures, or website/Facebook posts describing the event.



Outdoor Community Event and Temporary Entertainment District Application

GENERAL LIABILITY INSURANCE INFORMATION

Comprehensive liability insurance (CGL) is a broad policy that protects the organization from liability claims related to products coverage, completed operations coverage, premise and operations coverage, and independent contractors' coverage; also called commercial general liability insurance. Proof of insurance may need be submitted to the City prior to approval of this application if any of the following activities are a part of the event; including but not limited to paid admissions, spectators, fairs & festivals, fireworks, concerts, carnivals, exhibitions, fundraisers, rides & attractions, racing events, religious ceremonies, running events, sporting events, animals, airsoft or paintball gun usage, construction exposures, inflatables (bounce houses), trampolines, water rides or water slides, bb/pellet guns, re-enactment weapons, archery, bonfires or open pit fires, food trucks/vendors, cereal malt beverage/liquor liability.

If required, the Applicant will procure and maintain during the term of the event a policy of insurance which provides general liability coverage in an amount not less than \$ 1,000,000 General Aggregate, \$ 1,000,000 Products Aggregate, \$ 500,000, Each Occurrence, \$ 500,000 Personal/Adv Injury, \$ 100,000 Fire Damage. with the City of Winfield KS, its officers and agents, named additional insured's.

Has a prior insurance provider canceled or refused to renew your policy? Yes ☐ or No ☐

ALCOHOLIC LIQUOR OR CMB INFORMATION

Will Alcoholic Liquor or CMB be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

If Yes, is there a Liquor Liability Policy In-Force? Yes ☐ or No ☐

Is the Applicant Named as an Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:

Possession, sale and/or consumption of Alcoholic Liquor or CMB: A Catered Licensed Event, Temporary license or a Temporary Permit MUST be approved by the Kansas Division of Alcoholic Beverage Control (ABC) and the Winfield City Commission. Regular City Commission meetings are held the 1st and 3rd Mondays of each month.

FOOD INFORMATION

Will food be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

Who is Providing the Food and/or Drink?

If Other than the Applicant, is a Certificate of Insurance Provided? Yes ☐ or No ☐

If Other than the Applicant, is Applicant Named as Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:



Outdoor Community Event and Temporary Entertainment District Application

I, _____, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Winfield. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Winfield and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.



Signature of Event Applicant

_____ Date

APPLICATION APPROVAL

_____ Winfield City Manager

_____ Date

Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506
Mark A. Burghart, Secretary



Phone: 785-296-7015
Fax: 785-296-7185
kdor_abc_email@ks.gov
www.ksrevenue.gov
Laura Kelly, Governor

TEMPORARY PERMIT LOCATION AND ZONING

Applicant Name: Cowley County Fair Board FEIN/SSN: 48-0643540
Phone Number: (620) 886-1703 Event Date(s) (must be consecutive): August 2, 2024
Event Type: ☐ Charitable Auction ☒ On-Premise ☐ Porcelain Container ☐ Special Event* - Number of days: 1
*A special event is held on public streets, alleys, roads, sidewalks or highways and must be approved, by ordinance or resolution, by the local governing body of any city, county or township where such special event is being held.

SECTION 1 – EVENT AREA: Complete this section for On-Premise and Special Events only.

In the space below, draw the floor plan and any outside areas included in the proposed event area where alcoholic liquor will be sold, served, or consumed. If the area is outside, it must show the line of demarcation to define the event area; and, include nearby streets for reference. Shade in the areas you DO NOT wish to be permitted.



SECTION 2 – CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK: (Completed by the clerk)

I HEREBY CERTIFY THAT THE PREMISES AT _____
Location Street Address City Zip

CITY LIMITS: ☒ Inside the incorporated city limits ☐ Outside the city limits

ZONING: ☐ within an area that complies with all applicable zoning regulations required by K.S.A. 41-1201(e)
☐ located outside an incorporated city, in a township or county that is not zoned (Seal)

LOCATION: ☐ government property ☐ private property ☐ public property ☐ CMB licensed premise

I declare under penalties of perjury that to the best of my knowledge and believe that Section 2 is true, correct, and complete.

CLERK SIGNATURE _____ DATE _____ PHONE _____

PRINTED NAME _____ ☐ City Clerk ☐ Township Clerk ☐ County Clerk



Outdoor Community Event and Temporary Entertainment District Application

Applications and any applicable fees must be submitted to:
Winfield City Office | 200 E. 9th Avenue | Winfield, KS 67156
620-221-5520 or (Fax) 620-221-5593 or events@winfieldks.org

Complete Outdoor Community Event Applications must be submitted **at least 30 days** prior to the proposed date of the event

The City of Winfield defines an Outdoor Community Event as follows:

- Outdoor event on public property organized for a particular and limited purpose and time. Such events shall include, but not be limited to fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, cookouts, block parties, community celebrations, shows, exhibitions, circuses, fairs and temporary entertainment districts. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events occurring solely on sidewalks or public rights of way immediately adjacent to public streets that do not require the closing of the sidewalk or public way.

The City of Winfield defines a Temporary Entertainment District as follows:

- A defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a Community Event which has been properly permitted.

General Information:

It is the purpose of this application to establish a process for permitting community events to use City streets, sidewalks, parks and alleys. It is unlawful for any person to conduct a community event without a community event permit. Any information required by the application must be complete upon submittal. Incomplete applications may be denied. The City of Winfield may refuse any application received less than 30 days before the event or lacking requested information. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- The Winfield Police Department, the Winfield Fire Department and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this application.
- No fee shall be charged for the application or permit for a Community Event itself.
- The issuance of a Community Event permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event or pay any additional fees.
- Street closure request made to the City of Winfield.
- Certificate of General Liability Insurance naming the City of Winfield as additionally insured, *if applicable*.
- Security requirements including hiring of certified law enforcement officers.
- All Food/Beverage/Concessionaire/Amusement vendors list including contact person, contact information, and permits/licenses, as necessary.
- Outdoor Community Events shall cease between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.
- A detailed Security Plan will be required and approved by Winfield Chief of Police. Extraordinary Police/Fire services will be billed directly to the permit holder and will be the permit holder's responsibility.



Outdoor Community Event and Temporary Entertainment District Application

APPLICANT INFORMATION

Organization:

Cowley County Fair Association

Contact Name:

Shannon Martin

Email:

skmartin68@gmail.com

Telephone:

6208861703

Address:

PO Box 348

City/State/Zip:

Winfield, KS 67156

EVENT INFORMATION

Event Title:

Cowley County Fair Rodeo

Event Date:

August 4 and 5, 2024

Event Type:

Rodeo Beer Garden

Event Time (setup & teardown):

5:00 p.m. - 11:00 p.m.

Public Property Needed:

Street Closure Requested? **Yes** ☐ or No ☒

If yes, provide map of event identifying any and all street closures and placement of barricades; with type of barricades to be used

Has written approval been received by appropriate authorities (KDOT) for closure of any State Highway (Main Street or 9th Avenue)? Yes ☐ or No ☐ if yes, attach copy

Date(s)/Time of Street Closures (or attached information):

Site Plan Required: The plan defines the placement of fencing, tables, water supply, toilet/lavatory facilities, lighting, stages, temporary power needs, parking plans, sound plan, traffic control, temporary seating, tents or canopies, amusement or inflatable rides, barricade type/location, enter/exit locations, trash, signage, all streets being closed, etc. Parade or motor events require a map or diagram of the route to be traveled w/ starting and ending points identified; use of all or a portion of the street; approximate number, type, and description of persons, animals, and vehicles, as well as information above.

Emergency Services Requested: Police ☒ Fire ☐ EMS ☐

If you would like to speak with a department representative regarding having a member/s of one of the above-mentioned Emergency Service Departments, please contact the member mentioned below. Please note, that if the request is accepted, there are potential fees that may be assessed to your event for this coverage.

Winfield Police Department: Captain Chad Gordon (620) 221-5540

Winfield Fire/EMS Department: Fire Chief Vincent Warren (620) 221-5560

Will admission be charged? Yes ☒ or No ☐

Is this event a fundraiser? Yes ☐ or No ☒

Estimated Attendance: (maximum):

1000

Number of participants in previous years:

Please provide fliers, brochures, or website/Facebook posts describing the event.



Outdoor Community Event and Temporary Entertainment District Application

GENERAL LIABILITY INSURANCE INFORMATION

Comprehensive liability insurance (CGL) is a broad policy that protects the organization from liability claims related to products coverage, completed operations coverage, premise and operations coverage, and independent contractors' coverage; also called commercial general liability insurance. Proof of insurance may need be submitted to the City prior to approval of this application if any of the following activities are a part of the event; including but not limited to paid admissions, spectators, fairs & festivals, fireworks, concerts, carnivals, exhibitions, fundraisers, rides & attractions, racing events, religious ceremonies, running events, sporting events, animals, airsoft or paintball gun usage, construction exposures, inflatables (bounce houses), trampolines, water rides or water slides, bb/pellet guns, re-enactment weapons, archery, bonfires or open pit fires, food trucks/vendors, cereal malt beverage/liquor liability.

If required, the Applicant will procure and maintain during the term of the event a policy of insurance which provides general liability coverage in an amount not less than \$ 1,000,000 General Aggregate, \$ 1,000,000 Products Aggregate, \$ 500,000, Each Occurrence, \$ 500,000 Personal/Adv Injury, \$ 100,000 Fire Damage. with the City of Winfield KS, its officers and agents, named additional insured's.

Has a prior insurance provider canceled or refused to renew your policy? Yes ☐ or No ☐

ALCOHOLIC LIQUOR OR CMB INFORMATION

Will Alcoholic Liquor or CMB be sold and/or served? Yes ☒ or No ☐ If yes, complete the following

If Yes, is there a Liquor Liability Policy In-Force? Yes ☒ or No ☐

Is the Applicant Named as an Additional Insured? Yes ☒ or No ☐

On-Site Supervisor Name:

Shannon Martin

Email:

skmartin68@gmail.com

Telephone:

6208861703

Address:

PO Box 348

City/State/Zip:

Winfield, KS 67156

Possession, sale and/or consumption of Alcoholic Liquor or CMB: A Catered Licensed Event, Temporary license or a Temporary Permit MUST be approved by the Kansas Division of Alcoholic Beverage Control (ABC) and the Winfield City Commission. Regular City Commission meetings are held the 1st and 3rd Mondays of each month.

FOOD INFORMATION

Will food be sold and/or served? Yes ☐ or No ☒ If yes, complete the following

Who is Providing the Food and/or Drink?

By other vendors

If Other than the Applicant, is a Certificate of Insurance Provided? Yes ☐ or No ☐

If Other than the Applicant, is Applicant Named as Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:



**Outdoor Community Event
and
Temporary Entertainment District Application**

I, Shannon Martin, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Winfield. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Winfield and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

A handwritten signature in black ink that reads "Shannon Martin".

Signature of Event Applicant

6-28-26

Date

APPLICATION APPROVAL

Winfield City Manager

Date

Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506
Mark A. Burghart, Secretary



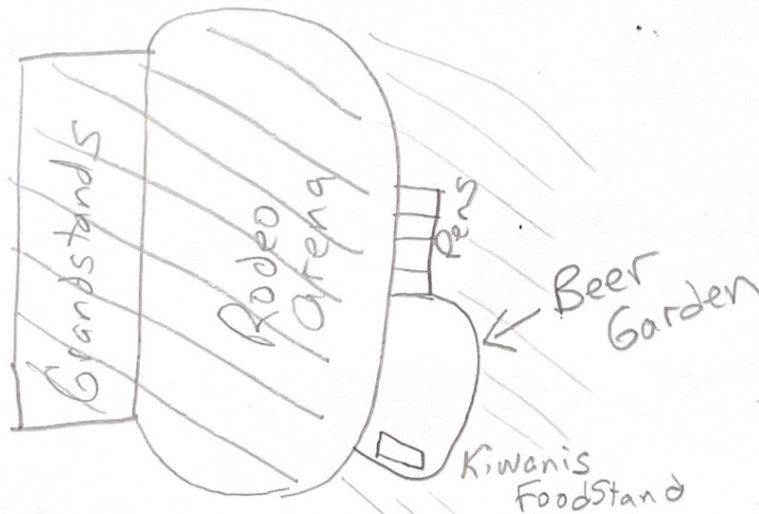
Phone: 785-296-7015
Fax: 785-296-7185
kdor_abc.email@ks.gov
www.ksrevenue.gov
Laura Kelly, Governor

TEMPORARY PERMIT LOCATION AND ZONING

Applicant Name: Cowley County Fair Board FEIN/SSN: 48-064350
Phone Number: 620-886-1703 Event Date(s) (must be consecutive): August 4, 5, 2024
Event Type: ☐ Charitable Auction ☒ On-Premise ☐ Porcelain Container ☒ Special Event* - Number of days: 2
*A special event is held on public streets, alleys, roads, sidewalks or highways and must be approved, by ordinance or resolution, by the local governing body of any city, county or township where such special event is being held.

SECTION 1 – EVENT AREA: Complete this section for On-Premise and Special Events only.

In the space below, draw the floor plan and any outside areas included in the proposed event area where alcoholic liquor will be sold, served, or consumed. If the area is outside, it must show the line of demarcation to define the event area; and, include nearby streets for reference. Shade in the areas you DO NOT wish to be permitted.



SECTION 2 – CERTIFICATE OF CITY, TOWNSHIP OR COUNTY CLERK: (Completed by the clerk)

I HEREBY CERTIFY THAT THE PREMISES AT _____
Location Street Address City Zip

CITY LIMITS: ☒ Inside the incorporated city limits ☐ Outside the city limits

ZONING: ☐ within an area that complies with all applicable zoning regulations required by K.S.A. 41-1201(e)

☐ located outside an incorporated city, in a township or county that is not zoned (Seal)

LOCATION: ☐ government property ☐ private property ☐ public property ☐ CMB licensed premise

I declare under penalties of perjury that to the best of my knowledge and believe that Section 2 is true, correct, and complete.

CLERK SIGNATURE _____ DATE _____ PHONE _____

PRINTED NAME _____ ☐ City Clerk ☐ Township Clerk ☒ County Clerk



Request for Commission Action

Date: June 26, 2024

Requestor: Patrick Steward, Dir. Of Public Improvements / City Engineer

Action Requested: Approval of purchase of an Anti-Ice Brine Sprayer

Analysis:

The request is for approval of the purchase of an Anti-Ice Salt Brine Sprayer system. The equipment that was previously utilized to apply brine no longer functions. We've not been able to apply salt brine for the past few years as a result. This will provide for use of salt-brine as a pre-emptive application ahead of winter storms.

Fiscal Impact: See attached proposal. This was a budgeted capital purchase for 2024. We only have one proposal as this equipment must be installed on a specific truck limits the installation application.

Attachments: Proposal



Industrial Truck Equipment, Inc.

3400 South Thomas Road
Oklahoma City, OK 73179
Phone: 4056886100

Quotation

Quote City of Winfield
To: 2701 E 9th Ave
Winfield, KS 67156

Quote Number:	100980	Contact:	Glen Pappan
Quote Date:	06/06/2024	Expires	07/31/2024
Customer:	CITY OF WINF	Inquiry:	
Salesman:	Dunnam, Devin	Terms:	Net 30
Ship Via:		Phone:	
		FAX:	

GVM DAS-925 EZ Load
Mounting into dump body of:
Kenworth T370 Dump Truck

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	GVM-5200036 GVM DAS-925 Anti-Ice Brine Sprayer GENERAL SPECS 925 Gallon EZ Load Salt Brine Applicator Hot dipped galvanized steel frame w/ Galvanized Leg Stands Single lane PVC spray bar with pencil spray nozzles Single axle truck with a 10 ft bed required Electric Pacer Pump Baffle ball system TeeJet 845 controller in cab, this large display shows application rate, volume sprayed, system pressure, sprayer speed, and area covered.		1	\$21,950.00 /EA

Total: **\$21,950.00**

<u>Item</u>	<u>Part Number</u> <u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
2	LIGHT BAR (FOR SPREADER) 66" Rear Stainless Steel Light Bar Kit Mounted to the rear of the Sprayer with SS Brackets. Includes: 2x Stop/Tail/Turn Lights 2x Reverse Lights 3x 2.5" Red Upper DOT Light 2x Whelen 500 Series AMBER WHITE Strobes w/ Grommet 2x LED Work Lights Mounted at the sides of Bar w/ SS Brackets 11 Light Heads in total Loomed Neatly and P-Clamped along the back of spreader to drop down into Plug Connection.		1	\$1,450.00 /EA
			Total:	\$1,450.00
3	MUNI-LABOR Labor to Install Sprayer		1	\$3,750.00 /HR
			Total:	\$3,750.00
4	MATERIALS Materials for Oversize Rubber Overspray Deflector / Rock Guard / ADD DOT TAPE TO REAR		1	\$500.00 /EA
			Total:	\$500.00
5	H/W Hazardous waste/ Shop supplies		1	\$75.00 /EA
			Total:	\$75.00
6	FREIGHT- Shipping Charges		1	\$2,950.00 /EA
			Total:	\$2,950.00
			Sub-Total:	\$30,675.00
			Tax Exempt:	\$0.00
			Total:	\$30,675.00

Please email me with any questions or if you would like to submit a Purchase Order to Devin@iteok.com.

Thank you for this opportunity, I look forward to working with you.

By Dunnam, John
Industrial Truck Equipment, Inc.