Board of Aldermen Request for Action

MEETING DATE: **DEPARTMENT:** Parks and Recreation

AGENDA ITEM: Resolution 1640 – Special Event Permit – Smithville Lake Festival and Carnival

RECOMMENDED ACTION

A motion to approve Resolution 1640, approving a Special Event Permit for the Smithville Festival Committee for Smithville Lake Festival and Carnival in Courtyard Park and the surrounding area on Thursday, June 17 through Saturday, June 19, 2027.

SUMMARY

Approval of this item will issue a Special Event Permit to the Smithville Festival Committee for the Smithville Lake Festival and Carnival to be held in Courtyard Park and the surrounding area on Thursday, June 17, through Saturday, June 19, 2027.

The requested permit will allow the participants to have alcohol (open container) at the event. The event coordinators have requested that the event run from 5:00 p.m. to midnight on Thursday and Friday (June 17 and 18) and from 9:00 a.m. to midnight on Saturday (June 19).

The committee has requested the closure of Meadow and South Bridge starting Sunday, June 13, to allow the carnival crew to begin setting up for the event. Additionally, Main Street, Bridge Street, and Church Street are requested to be closed from 10:00 p.m. on Thursday, June 17, until midnight on Saturday, June 19.

Per City Ordinance 600.070 (G&H), the Board of Aldermen may grant a Special Event Permit to allow drinking in public. Alcohol will be contained within a designated area monitored by wristbands.

The event coordinators will apply for and obtain State Alcohol licensing. All businesses/committees selling alcohol are required to have City and State Alcohol licenses.

The public facility use policy allows the City to sponsor events if a written agreement is executed that describes the obligations between the parties, and if executed, removes the obligation for the group to reserve the facility or pay fees.

Smithville Lake Festival is asking the Board to sponsor the Smithville Lake Festival by waiving the Special Event fee of $750 (Mon-Wed: $100 x 3 days) + (Thurs-Sat: $150 x 3 days) + Parade fee of $100 (Sat) + eight campsites at $2,240 (Sun-Sat: $40 x 7 days x 8 sites) for a total of $3,090. During the event, the carnival area will need access to

water. As directed by the Board and the Work Session on September 1, 2026, water will be provided with usage metered. Following the event, the committee will receive a bill and may bring it to the Board to request it be waived.

PREVIOUS ACTION
Special Event Permits have been approved for this event since 2019.

POLICY ISSUE
n/a

FINANCIAL CONSIDERATIONS
None

ATTACHMENTS

- ☒ Ordinance
- ☒ Resolution
- ☐ Staff Report
- ☒ Other: Map
- ☐ Contract
- ☐ Plans
- ☐ Minutes

RESOLUTION 1640

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT FOR THE SMITHVILLE FESTIVAL COMMITTEE FOR SMITHVILLE LAKE FESTIVAL AND CARNIVAL AT COURTYARD PARK AND SURROUNDING AREA ON THURSDAY, FRIDAY, AND SATURDAY, JUNE 17, 18, AND 19, 2027

WHEREAS, the Smithville Festival Committee, LLC has submitted an application with all required fees and documentation; and

WHEREAS, licensed businesses will supply the food and beverages for a fee to the participants in a beer garden tent at Courtyard Park using their state and city licenses to sell alcohol; and

WHEREAS, the applicant has submitted a map of the area and will monitor the area that will allow open consumption of alcohol in accordance with city code; and

WHEREAS, Smithville police officers will assist in providing security at the event; and

WHEREAS, sponsoring the event would allow a waiver of the Special Event Fee of $750 (Mon-Wed: $100 x 3 days) + (Thurs-Sat: $150 x 3 days) + Parade fee of $100 (Sat) + eight campsites at $2,240 (Sun-Sat: $40 x 7 days x 8 sites) for a total of $3,090.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT a special event permit be issued to the Smithville Festival Committee for the Smithville Lake Festival and Carnival to be held June 17, 18, and 19, 2027, in accordance with the plan approved by the Chief of Police and attached hereto as **Exhibit A**.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 3RD day of November 2026.

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Damien Boley, Mayor

ATTEST:

_____
Linda Drummond, City Clerk

LAKE FEST EVENT MAP

EVENT PARKING

RESTROOMS

Police and Emergency Entrance

BEER SALES

FOOD TRUCK

1. SMITHVILLE ACTIVITY CENTER
2. CORNERSTONE COFFEE
3. CHOPS BBQ
4. GIZMOS



JUNE 13 (SUNDAY) - ARRIVE AND UNLOAD RIDES AND CARNIVAL (BARRICADE W. MEADOW ST. THROUGH SUNDAY 21ST) -MEADOW LOTS CLOSED AT 10:00 PM SATURDAY, JUNE 13
JUNE 14-16 - (MONDAY THROUGH WEDNESDAY) - SET UP ALL CARNIVAL FEATURES
JUNE 17 (THURSDAY) - FINISH CARNIVAL SET UP - CARNIVAL STARTS AT 6:00 PM (CARNIVAL ONLY) - FULL ROADS CLOSURE WILL HAPPEN AT 10:00 PM
JUNE 18 (FRIDAY) - LAKE FEST STARTS AT 5:00 PM - CARNIVAL STARTS AT 6:00 PM
JUNE 19 (SATURDAY) - PARADE 10:30 AM START - CARNIVAL AND LAKE FEST 11:30 AM START
JUNE 20 (SUNDAY) - LEAVE THAT DAY AFTER THE CLEAN UP