



Board of Alderman Request for Action

MEETING DATE: 6/21/2022

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1083, Temporary Liquor License – Festi-ville

REQUESTED BOARD ACTION:

A motion to approve Resolution 1083, issuing a Temporary Liquor License to Eric Craig Real Estate Team for Festi-ville to be held on August 13, 2022

SUMMARY:

The requested permit will allow the participants to have alcohol (open container) at the event. The event is scheduled from 3:00 p.m. until 1:00 a.m. on Main Street, Bridge Street and Church Street. Street closure will begin at 8:00 a.m. for set-up.

Per City Ordinance 600.070 (G &H) the Board of Aldermen may grant a Special Event Permit to allow drinking in public.

The event coordinators may utilize the following businesses as food and alcohol vendors: Kozak's, Chops BBQ, Humphreys and Dizzy Blenders.

PREVIOUS ACTION:

Temporary Liquor License was approved for this event in June 2019.

POLICY OBJECTIVE:

N/A

FINANCIAL CONSIDERATIONS:

N/A

ATTACHMENTS:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Ordinance 600.070 (G &H) and Event Application | |

RESOLUTION 1083

A RESOLUTION APPROVING A TEMPORARY LIQUOR LICENSE FOR ERIC CRAIG REAL ESTATE TEAM FOR "FESTI-VILLE" IN THE DOWNTOWN COURTYARD ON SATURDAY, AUGUST 13, 2022

WHEREAS, Eric Craig Real Estate Team has submitted an application with all required fees and documentation; and,

WHEREAS, local businesses will supply the food and beverages for a fee to the participants in a vendor tent in the courtyard 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.

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

THAT A TEMPORARY LIQUOR LICENSE BE ISSUED TO ERIC CRAIG REAL ESTATE TEAM FOR FESTIVILLE TO BE HELD SATURDAY, AUGUST 13, 2022. IN ACCORDANCE WITH THE PLAN APPROVED BY THE CHIEF OF POLICE.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, the 21st day of June 2022.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

600.070 (G & H)

G. Drinking In Public Places Prohibited.

1. For purposes of this Section, the term "public place" shall mean any public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot, except in those areas above granted a special event permit.
2. No person shall drink or ingest any intoxicating liquor or non-intoxicating beer in or on any public place.
3. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while in or upon any public place.
4. No person shall possess or have under his/her control any unsealed glass, bottle, can or other open container of any type containing any intoxicating liquor or non-intoxicating beer while within or on any motor vehicle while the same is being operated upon, or parked or standing in or upon any public place. Any person operating a motor vehicle shall be deemed to be in possession of an open container contained within the motor vehicle he/she has control of whether or not he/she has actual physical possession of the open container.

H. Special Event Permit. The Board of Aldermen may grant a special event permit for purposes as identified in Section 600.070(G)(1), above, and under the following conditions:

1. An application must be filed with the Chief of Police that describes the applicant's name and business or interest in the event; the name(s) and contact information of any or all liquor license holders who will be involved in such event; the public street, highway, alley, sidewalk, thoroughfare or other public way of the City, or any parking lot to be included in the event area; the beginning and ending time of such event, and the telephone contact of the person in charge of and present at the event.
2. The estimated number of participants in the event shall be provided to the Chief of Police, and the applicant shall pay all costs of security needed as a result of the event to ensure compliance.

[1] Editor's Note: Former Section 600.070, which derived from RSMo. §§311.280, 311.340, 311.600, 311.330, 311.310, 312, 400; Ord. No. 2255-04 §1, 3-16-2004, was repealed 6-21-2011 by Ord. No. 2790-11 §1.



CITY OF SMITHVILLE
107 West Main Street
Smithville, MO 64089

Date Submitted 2/23/2022
Application # 2
Date Approved _____

SPECIAL EVENT APPLICATION

Thank you for choosing the City of Smithville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events must be approved prior to the event. Please complete and return the following special event application to City Hall at the address above. Thank you again for choosing Smithville. **Please refer to the Application Information and corresponding sections in the Event Rules and Conditions to answer most questions.**

1. EVENT INFORMATION:

Event Name: Festi-ville
Event Location: Smithville Square Event Tier: 3
Detailed event description (additional room on next page or sheet may be attached): MUSIC
festival with food, alcohol vendors, kids area with games +
inflatables
Estimated attendance: 3,000
Event Date(s) and Times: August 13th
Set up date/time: 8 am Cleanup finished date/time: 1 am

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)

Name: Lydia Schuetz
Organization: Eric Craig Real Estate Team
Address: 106 W. Main St.
City, State, Zip: SMITHVILLE, MO 64089

Phone: 816-520-4208 Fax: —
Emergency #: 816-520-4208
E-mail: Lydia@EricCraigTeam.com

Alternative Contact

Name: Jamie Karr
Phone: 816-838-1573

Property Owner(s), if not applicant or City

Name: _____
Organization: _____
Address: _____
City, State, Zip: _____

Phone: _____ Fax: _____
Emergency #: _____
E-mail: _____

Alternative Contact

Name: Eric Craig
Phone: 816-726-8565

Event Emergency and Safety Operations Plan PURPOSE:

Smithville Parks and Recreation is committed to providing a safe and secure environment for staff, volunteers, guests, and attendees for City sponsored special events and community outreaches it conducts. As such, this Event Emergency and Safety Operations plan is constructed to provide protocols and procedures for handling a variety of emergencies and situations that may arise during these events.

In a dynamic and ever-changing world, it is impossible to predict or forecast every possible emergency and safety scenario. This plan has been established to address “reasonably foreseeable” situations that may arise.

Emergency and Security Team (EST) selection:

Each event is unique and the requirements to ensure a safe and secure event environment is contingent on a number of variables to include, but not limited to:

1. Location of event
2. Attendance of event
3. Length of event
4. Open or closed access to the event
5. Weather
6. Planned activities
7. Perceived external threats

In planning safety and security concerns for each event, it is imperative that a detailed assessment of the event complexion is conducted to identify the number of personnel, personnel skill set, and any special equipment that is needed.

It is also understood that “ALL” event staff and volunteers should serve as a member of the EST, in that this provides additional “eyes and ears” in the field to immediately identify and address safety concerns and report emergencies to designated personnel for resolution. SAFETY is a priority for all those involved in the event operations.

EST Structure:

Designated EST personnel will have divided into two primary functions:

1. Site Safety and Security (EST-SSS)
2. Emergency Response (EST-ER)

The primary Event Coordinator, in most instances, will serve as the EST Leader and will be supported by team leaders overseeing the respective functions of the EST-SSS and EST-ER components. Depending on the event dynamics the Event Coordinator may opt to designate an EST Leader.

The number of personnel in each EST component will be contingent on the results of the prevent assessment conducted. EST Team members should be clearly marked as security and safety personnel.

The EST Leader will be responsible for establishing a EST member schedule to ensure adequate coverage for response during the event.

EST Component Responsibilities:

Site Safety and Security (EST-SSS)

The primary function of the EST-SSS is to conduct pre-event site survey safety inspections to identify potential safety hazards and work to mitigate their risk. Additionally, the EST-SSS will be responsible for general security issues of site to include managing the people flow in and around the event area. The EST-SSS will also be vigilant in immediately identifying and correcting unsafe conditions that develop during the operation of the event. The EST-SSS will be responsible for monitoring weather conditions, addressing fire hazards, and other access to secure areas and other dangerous environments that may cause injury to attendees.

Emergency Response (EST-ER)

The EST-ER component will be primarily responsible for immediate response to the site of all emergencies identified by the EST-SSS. This will include medical emergencies, fires, disorderly subjects or dangerous environments.

The EST-ER component size will be contingent on the pre-event assessments, however in most instances will be a unit consisting of 1-2 persons. Depending on the dynamics of the event, the EST Leader may elect to designate more than one EST-ER unit.

Whenever possible, the personnel EST-ER should be individuals that have received first responder training, have current or prior law enforcement, Fire, EMS, or security experience.

Communications:

Reliable communications between components is necessary to ensure the safe operation of any event. For most events, a combination of phone and text communications will be utilized. To facilitate reliable communications the EST-SSS will designate a Communications Coordinator, who will compile a phone contact list for each EST member.

Emergency Contact Numbers:

911 Smithville Police: Daytime phone - (816) 532-0500. For non-medical emergencies after 5 p.m., call the Platte County Sheriff at (816) 858-3521

Clay County Sheriff's Department: (816) 407-3750

Fire Department: Smithville Area Fire Protection District: Daytime phone - (816) 532-4902

Ambulance: Northland Regional Ambulance District: Daytime phone - (816) 858-4450

Medical Emergencies

1. Tend to victim
2. Contact onsite First Aid responders
3. Administer First Aid as applicable
4. Activate EMS if necessary

5. If emergency is a result of an injury sustained at the site collect personal information from victim when practical.
6. Identify and document cause of injury

Weather Contingencies (For outdoor events)

1. Monitor weather via radio, computer and/or smart phone
2. Communicate with National Weather Service for severe weather alert information
3. If necessary, activate emergency stage shut down procedures
4. Broadcast emergency weather situation to attendees.
5. In the event of flooding or extremely severe weather determine if evacuation is necessary.
6. Activate site evacuation procedures
7. Eric Craig Real Estate Team Office 106 W. Main Street is designated as the primary rally point and temporary storm shelter
8. Public Restroom facilities will be used for temporary storm shelters and for staging for evacuation.

Fire and other Hazardous Environments

1. Be cognizant of potential hazardous environments that may cause trips, falls, or fire hazards.
2. Report any suspect observations immediately to the EST Leader.
3. Restrict unauthorized personnel from the affected area and establish a perimeter a safe distance away from the hazard.
4. In the event of an actual fire, activate the EST-ER, evacuate people from the area, and contact the fire department and other required emergency services.
5. Begin to clear access to the site of the emergency to allow for easy access for emergency equipment and personnel.
6. Identify potential victims, witness and document the scene.

Disorderly subjects

1. In the event of a disturbance or disorderly subject crew member(s) shall notify EST-ER immediately to respond.
2. Efforts will be made to de-escalate the situation and remove the disturbance from the public view. The strategy of "use your head, not your hands" should be the primary tactic.
3. If the subject(s) is violent in nature, appears to be under the influence of drugs or alcohol, or has committed a violation of law then law enforcement personnel will be immediately contacted immediately to respond and handle the situation

