



8/24/2023  
2:35PM

BOARD OF ALDERMAN  
SPECIAL SESSION AGENDA  
MONDAY, AUGUST 28<sup>TH</sup>, 2023 at 5:00 p.m.

MEETING WILL BE RECORDED AND POSTED ON FACEBOOK - CITY OF BOLIVAR, MISSOURI

ROLL CALL  
PLEDGE OF ALLEGIANCE  
MOTION TO ADOPT AGENDA

1. Basil and Bourbon Special Event Application for September 9<sup>th</sup>, 2023

2. EXECUTIVE SESSION: **RSMo 610.021(2)** Leasing, Purchase or Sale of Real Estate by a public governmental body where Public knowledge of the transaction might adversely affect the legal consideration therefor. **RSMo 610.021(1)** Legal Actions, Cause of Action, or litigation involving a public governmental body and Any confidential or privileged communications between a public governmental body or its representatives and its attorney.

I, Christopher D. Warwick, Mayor of the City of Bolivar, Missouri, do hereby call a Special Meeting of the Bolivar Board of Aldermen on **Monday, August 28<sup>th</sup>, 2023, at 5:00 p.m.** for the purpose of transacting any lawful business that might be brought before said Council concerning:



Paula Henderson, City Clerk

Posted:

8/24/2023 2:35PM

  
Christopher D. Warwick, Mayor

\*IF UNABLE TO ACCESS FACEBOOK ACCOUNT, PLEASE CONTACT CITY CLERK FOR ADDITIONAL OPTIONS\*

#wherelibertyflows

If you have a need for special accommodations,  
Please contact the City Clerk's office 24 hours prior to the meeting.

CountryDays 9-9-2023

SPECIAL EVENT APPLICATION

Sponsor name: Basil & Bourbon  
Address: 1135 Main Ave  
City: Bohler State: Mo Zip: 65613  
Daytime phone: 417-326-8047 Cell phone: 417-399-1174  
Fax: \_\_\_\_\_ Cell phone (during event): 417-399-1174  
Email: basil.bourbon@gmail.com  
Preferred method of contact: \_\_\_\_\_

Event name: Beer in the Alley  
Event location: Alley on West side of square  
Date & time of set up: Sat. Sept. 9, 2023 - 9am  
Date & time of event: Sat. Sept. 9, 2023 11am - 6pm  
Date & time of clean up: Sept. 9th 6-7pm  
Anticipated number of attendees: 100  
Is this a reoccurring event: ☒ Yes ☐ No  
Is yes, are there any changes to the event? ☐ Yes ☐ No  
Please list any changes here:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the event sponsor be present and in charge of the event at all times? ☒ Yes ☐ No  
If no, please provide name of responsible party present.

Name: \_\_\_\_\_ Cell phone (during event): \_\_\_\_\_  
Name: \_\_\_\_\_ Cell phone (during event): \_\_\_\_\_

Type of activities planned (check all that apply):

- ☐ Carnival  
☐ Fireworks  
☐ Sporting event

- ☐ Concert  
☐ Parade  
☒ Other (please explain) Food & Beer

- ☐ Festival  
☐ Run/Walk

Will food be served at the event? (check all that apply) ☒ Yes ☐ No

*If food is being served, please check with the Polk County Health Center about any permits that need to be obtained.*

Will **alcohol** be served at the event? (check all that apply) ☒ Yes ☐ No

There are specific requirements regarding **alcohol as stated Ordinance No. 3746\*** of the City of Bolivar Municipal Code. Have you read the code and plan to implement the requirements? ☒ Yes ☐ No

*\*See Ordinance No. 3746 attached.*

If yes, alcohol will be served FROM 9/9/23 11:00 Am (date, time)  
TO 9/9/23 6:00 Pm (date, time)

Address and name of location of designated area where alcohol will be sold, given away and/or consumed:

Alley between 1095 Main & 113 S. Main Ave.  
*Event sponsor will be responsible to ensure alcohol remains in defined event area.*

Name of business or organization that will be responsible for obtaining any necessary liquor permits (please include contact information):

Basil & Bourbon

*Applicant agrees to provide a policy of liability insurance in the amount of \$1,000,000 per person, \$1,000,000 in the aggregate, naming the City of Bolivar as an additional insured, with appropriate endorsements as required by the City of Bolivar.*

*If liquor is provided or served on City property, the liquor license holder must provide liquor liability insurance in the amount of \$1,000,000 per occurrence, naming the City of Bolivar as additional insured. Event sponsor and/or liquor license holder will provide copies of these certificates of insurance to the City. Liquor liability must clearly be stated on all certificates of insurance. Certificates of insurance must be submitted with application.*

Will temporary booths be set up? ☒ Yes ☐ No

If yes, will goods be available for purchase? ☒ Yes ☐ No

*Sponsor needs to verify that there are current City of Bolivar business licenses for all vendors selling goods during the event.*

Will event be open to the public? ☒ Yes ☐ No

Will admission be charged? ☐ Yes ☒ No

Will donations be accepted? ☐ Yes ☒ No

Will electricity be required? ☐ Yes ☒ No

Will generators be used? ☐ Yes ☒ No

Will live music be performed? ☐ Yes ☒ No

Will a stage be set up/constructed?

☐ Yes

☒ No

Please list performance times \_\_\_\_\_

Will banners/signs be installed?

☒ Yes

☐ No

*Temporary signs as defined in Bolivar Municipal Code 410.400 do not require permits. All other signs shall be permitted through the City of Bolivar Building Department as necessary. Any applicable building permits shall be obtained separately from the event application.*

Is this an event for charity?

☐ Yes

☒ No

List participating organizations/with name of contact (attach list if needed)

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Organization \_\_\_\_\_

Contact \_\_\_\_\_

Please indicate who is responsible for providing the following services.

Service	City provided	Self provided	Not Applicable
Crowd Control		<input checked="" type="checkbox"/>	
EMS Services			<input checked="" type="checkbox"/>
Fire Watch			<input checked="" type="checkbox"/>
Restroom Facilities	N/A		<input checked="" type="checkbox"/>
Security		<input checked="" type="checkbox"/>	
Street Barricades	<input checked="" type="checkbox"/>		
Traffic Control			<input checked="" type="checkbox"/>
Trash clean-up		<input checked="" type="checkbox"/>	

If you mark "City provided" for any services, including trash clean-up, additional charges may apply. Please explain in detail your requests: \_\_\_\_\_

*Barricades to block off West end of Alley.*

In addition to the information provided above, please provide a detailed narrative description of the event. Also provide a map illustrating the locations of the activities planned and requested street barricades. (Except for very limited circumstances, the City will require that a street closing be from cross intersection to cross intersection so that no traffic can turn into closed street.) Include a description of your parking plan (if there is offsite parking, indicate location and if shuttles will be used). Please use additional sheets as needed. \_\_\_\_\_

*Selling beer in the alley @ Country Days.*  
*See Attached Letter from Downtown Bourbon Assoc.*

I hereby agree that my organization will comply with all City, Polk County and State of Missouri regulations and those that are specific to public safety.

Signature: *Kayla Ripper* Print: *Kayla Ripper*  
Organization name: *Bourbon* Date: *8.21.23*

Date submitted: \_\_\_\_\_

Reoccurring event: \_\_\_\_\_

Date scheduled to be presented to Council: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Management/Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Date presented to Council: \_\_\_\_\_

☐ Approved ☐ Rejected

Initials: \_\_\_\_\_

## HOLD HARMLESS AGREEMENT

To the extent permitted by law, Sponsor agrees to indemnify, defend and hold harmless the City of Bolivar, its officers, agents, volunteers and employees from and against all suits, claims, damages, losses and expenses, including but not limited to attorney's fees, court costs or alternative dispute resolution costs arising out of, or related to, Sponsor's use of city streets, roads, parks, sidewalk or other facilities under this agreement involving an injury to a person or persons, whether bodily injury or other personal injury (including death), or involving an injury or damage to property (including loss of use or diminution in value), but only to the extent that such suits, claims, damages, losses or expenses are caused by the negligence or other wrongdoing of Sponsor, its officers, agents and volunteers, or anyone directly or indirectly employed or hired by Sponsor or anyone for whose acts Sponsor may be liable, regardless of whether caused in part by the negligence or wrongdoing of City and any of its agents or employees.

1. Sponsor shall purchase and maintain the following insurance, at Sponsor's expense:
  - Commercial General Liability Insurance with a minimum limit of \$1,000,000 each occurrence/\$2,000,000 general aggregate written on an occurrence basis
  - Comprehensive Business Automobile Liability Insurance for all owned, non-owned and hire automobiles and other vehicles used by Sponsor with a combined single limit of \$1,000,000 per accident
2. All policies of insurance must be on a primary basis, non-contributory with any other insurance and/or self-insurance carried by the city.
3. Prior to using City's facilities or infrastructure under this agreement, Sponsor shall furnish the City with certificates of insurance evidencing the required coverage, conditions and limits required by this agreement, have the City named as an additional insured and provide the appropriate additional insured endorsements.
4. No provision of this agreement shall constitute a waiver of the City's right to assert a defense based on the doctrines of sovereign immunity, official immunity or any other immunity available under law.

Signature: Kayla Rippee Print: Kayla Rippee  
Organization name: Basil & Bourbon Date: 8.21.23  
City of Bolivar representative: Paula Henderson Date: 8-23-2023



Downtown Bolivar Association  
P.O. Box 632  
Bolivar, Missouri 65613  
(417) 770-1989

August 5, 2023

To whom it may concern

The Downtown Bolivar Association / Country Days Committee has released the alley on the west side of the event (Kids Alley) to Basil and Bourbon, 113 South Main. We have moved the hands on children's activities and contests to the courthouse basement. We have no objection to Basil and Bourbon controlling and using the alley for food and drink service.

Respectfully,  
Susan Sparks

  
Committee President

Google Maps

109 S Main Ave

Alley between 113 S Main Ave and 109 S Main Ave

Bolivar, Missouri

Google Street View

May 2023

See latest date



Image capture: May 2023 © 2023 Google

ut Palace  
W Olive St

Cas

W Broadway St  
S Clark

3

348 Take n'



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/22/2023

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

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

<b>PRODUCER</b> Mid Missouri Insurance P. O. Box 52 2275 S. Springfield Ave Bolivar MO 65613	<b>CONTACT NAME:</b> Colette Potter <b>PHONE (A/C, No, Ext):</b> (417) 326-5814 <b>FAX (A/C, No):</b> (417) 326-5827 <b>E-MAIL ADDRESS:</b> cpotter@mid-moinsurance.com														
<b>INSURED</b> Basil & Bourbon 113 S Main Ave Bolivar MO 65613-2012	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Columbia Mutual Insurance Company</td><td>40371</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Columbia Mutual Insurance Company	40371	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER F :															

**COVERAGES****CERTIFICATE NUMBER:** CL2382209402**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CMPMO0000029458	05/22/2023	05/22/2024	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 50,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Empl Practices Liab Ins</td><td>\$ 100,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Empl Practices Liab Ins	\$ 100,000
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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
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E.L. DISEASE - POLICY LIMIT	\$																				

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

**CERTIFICATE HOLDER****CANCELLATION**

City of Bolivar 345 S Main Ave Bolivar MO 65613	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p><i>Colette Potter</i></p>
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## SPECIAL EVENT PACKET

Thank you for your interest in applying to host a special event. The City of Bolivar takes great pride in its community-wide events as they foster goodwill among citizens and community spirit. As you progress through the planning and organizing stages of your event, it is necessary to inform the City of your special event to ensure the safety of all attendees, ultimately creating a successful event.

This packet represents the first step in the special event process. It contains several applications and forms which are required to be completed as part of your application submission, and a few which are necessary if specific activities are planned for your event. The following provides a brief description of the packet contents:

- *Submission Process:* Please read thoroughly as this will guide you through the necessary steps your application submission will take prior to approval of your special event.
- *Special Event Application:* Completion of this application is required for all submissions.
- *Hold Harmless Agreement:* Completion of this agreement is required for all application submissions.
- *Notice of Occurrence/Claim Form:* Keep this form handy the day of the event in the case an accident occurs during the event. In the event of an accident, this form shall be fully completed and submitted to Bolivar City Hall immediately. Please note, completion and submission of this form is for the City of Bolivar's reference only and in no way implies coverage or liability to the City.
- *Submission Checklist:* Use this checklist as a guide as you complete the necessary forms. Please also include it with your application submission.
- *Sign Permit Application:* Temporary signs as defined in City of Bolivar Municipal Code 410.400 do not require permits. All other signs shall be permitted through the City of Bolivar Building Department as necessary. Any applicable building permits shall be obtained separately from the event application.
- *Business License Information:* If the purchase of goods will be occurring at the event, each vendor must have a current City of Bolivar business license.

Once you have thoroughly completed the special event application, submit it along with all supporting documents no later than **7 business days prior to a board of aldermen meeting**. Submissions may be delivered personally at Bolivar City Hall or mailed or emailed to the following:

**City of Bolivar**  
Attn: City Clerk, Paula Henderson  
PO Box 9  
Bolivar, MO 65613  
phenderson@bolivar.mo.us

Incomplete or late submissions will not be processed.

City Parks may not be used for profit activities. Permission to collect monies in the parks may only be given to not-for-profit entities. Absolutely no solicitation of funds from general park users will be allowed.

If you have any questions, while completing the application(s), please do not hesitate to contact my office at 417-326-2489 and arrange to meet with me at Bolivar City Hall. We look forward to working with you to ensure your event is a success.

Respectfully,  
Paula Henderson  
Bolivar City Clerk

The following describes the process which your special event submission will follow:

1. Upon receipt of the completed application, the City Clerk staff will forward copies of the documents to the applicable departments for review and approval. During this part of the process, various City departments may contact you requesting further information.
2. Upon departmental approval, the submission will be presented to the Board of Aldermen for final review and approval. The Board of Aldermen normally meets twice each month and generally asks for the applicants of new events to be present to answer any possible questions. Contact City Hall for information on meeting dates.
3. If the application submission is rejected at any point during the process, you will be contacted.
4. During the event, it is necessary that all permits and licenses be readily available.