

**City of Baldwin City**  
**PO Box 86**  
**Baldwin City, Kansas 66006**  
**Council Meeting Agenda**

**Baldwin City Community Center**  
**712 Chapel St**  
**Baldwin City, KS 66006**

**TUESDAY**  
**June 16th, 2026**  
**7:00 PM**



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**A. Call to Order-Mayor Gerald Cullumber**

**B. Approval of Agenda**

**C. Consent Agenda**

1. Minutes 6.02.2026
2. Scheduled Claims List
3. Special Event-Homecoming Parade

**D. Public Comment:**

*Members of the public are welcome to comment on items relating to City business not listed on this Agenda. Please stand and wait to be recognized by the Mayor. As a general practice, the comments may or may not be acted upon by the Council during the meeting, or Council may refer the items to staff for follow up.*

*If you wish to comment on an item listed on the agenda, a **sign-up sheet** is provided for you to sign in and provide your address. You will be called on when the Agenda item of interest is under discussion by the Council.*

**E. Special Reports or Presentations**

**F. Old Business**

**G. New Business**

1. Recreation Commission Board Appointment

**H. Council Committee Reports**

1. Budget and Finance - Scott Lauridsen/Peter Wentz
2. Community Development - Cory Venable/Peter Wentz
3. Public Safety -Jay King/Cory Venable
4. Public Works and Utilities - Julie Constantinescu/Jay King
5. Strategic Planning - Scott Lauridsen/Julie Constantinescu

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6. Lake Advisory Committee-Jay King/Julie Constantinescu

**I. City Administrator and Staff comments**

**J. Council and Mayor comments**

**K. Executive Session**

**L. Adjourn**

*City Council meets every first and third Tuesday of each month at 7:00 p.m. at the Baldwin Community Center. Council work sessions are held the last Tuesday of each month at 7:00 p.m. at the Baldwin Community Center.*

**City of Baldwin City  
Minutes  
Tuesday, June 02, 2026  
Regular Council Meeting**

**A. Call to Order**

The Baldwin City Council was called to Regular Session at 7:00 p.m. at the Baldwin City Community Center, 712 Chapel Street, with Mayor Gerald Cullumber presiding.

Present were Council Members: Jay King, Peter Wentz, Cory Venable, Scott Lauridsen and Julie Constantinescu.

Also, attending: Russ Harding-City Administrator; Amara Packard-City Clerk; City Attorney-Jessica Wortham; Pat Toth-Community Development; and Sgt. Butrum-Police Department.

**B. Approval of Agenda**

Cory Venable moved and Scott Lauridsen seconded to approve the agenda as presented. Motion passes 5-0.

**C. Consent Agenda**

Peter Wentz moved and Cory Venable seconded to approve the consent agenda as presented. Motion passes 5-0.

1. Minutes 5.19.2026
2. Scheduled Claims List
3. Firework Stand-Pyro Papas
4. Firework Stand-Knights of Columbus
5. Firework Stand-Triebs Fireworks
6. Firework Stand-Garrett's Worldwide Enterprise

**D. Public Comment**

**E. Special Reports or Presentations**

**F. Old Business**

1. Leases

Cory Venable recused himself.

City Administrator Russ Harding sent both The Bullpen and the EDC their appraisals along with the template lease without any numbers in them. He has not heard back from either business.

Peter Wentz would like to come down 10-15% on the appraised amount for each lease.

Julie Constantinescu said that the city was asked to have the appraisals, so she feels we should stick with that amount.

Council reviewed the appraisals and discussed what they felt was most equitable for the city and the tenants.

The Bullpen owner; Niki Manbeck, said that she would not sign the lease template, and also put her money towards remodeling the city-owned building. She put several thousand dollars of her own money in the building during the first lease to remodel the building into a bar.

Scott Lauridsen stated that the previous lease was very favorable to a new business, the first year was low rent to help the business get started.

Jay King suggested for the Bullpen that they start the first year's rent with a 5% increase in base rent, and the following four years would go up \$50 a year. The first year total monthly rent would be \$1355 per month to include property tax. Base rent would be \$1100 for year 2, plus property taxes, \$1150 year 3 plus property taxes, \$1200 year 4 plus property taxes, and \$1250 year 5, plus property taxes.

Council discussed what repairs the tenant should be responsible for within the lease. The council decided the following repairs will be covered by the city, the HVAC, roof, and structural. There will not be a deductible.

The EDC lease would start at \$1150 for year one, plus property taxes. They asked for a one year lease.

Peter Wentz moved and Julie Constantinescu seconded to approve the lease of the Bullpen building as proposed tonight during the council meeting. Motion passes 4-0.

Jay King moved and Peter Wentz seconded to approve the EDC lease for the one year as stated tonight. Motion passes 4-0.

Scott Lauridsen offered another lease option to both tenants that would extend their current base rent to the end of the year, 12/31/2026, and no subsequent lease would be offered.

Peter Wentz moved and Scott Lauridsen seconded to approve a one-time lease extension for both the EDC and the Bullpen, and waive property taxes for those two. Motion passes 4-0.

Cory Venable unrecused himself.

## 2. Conditional Use Permit-Mobile Home Park

This is on the agenda again for a legal technicality the council needs to clear up. Because it was an ordinance, it needs a roll call vote.

Cory Venable moved to approve and Peter Wentz seconded to approve the conditional use permit. Motion passes 5-0. Julie Constantinescu-yes, Scott Lauridsen-yes, Cory Venable-yes, Peter Wentz-yes, and Jay King-yes.

## G. New Business

### 1. Court Fines

The last couple of months staff has gone around and got some more updated court fine fees to be more in line so the court is not losing money. The fine schedule in the packet has the proposed changes in yellow, and the court cost would go from \$75 to \$100. Currently the city is losing money to hold court.

Jay King moved and Peter Wentz seconded to accept the new court fines. Motion passes 5-0.

Jay King-yes, Peter Wentz-yes, Cory Venable-yes, Scott Lauridsen-yes, and Julie

Constantinescu-yes.

#### **H. Committee Reports**

1. Budget and Finance - Scott Lauridsen/Peter Wentz  
Next meeting 6/18/2026 at 9:00am, second floor of City Hall
  
2. Community Development - Cory Venable/Peter Wentz  
Next meeting 6/22/2026 at 4:00pm, second floor of City Hall
  
3. Public Safety - Jay King/Cory Venable
  - Court finesNext meeting will be 6/16/2026 at 9:00am, second floor of City Hall
  
4. Public Works and Utilities - Julie Constantinescu/Jay King  
Next meeting 6/11/2026 at 9:00am, Public Works Conference Room
  
5. Strategic Planning-Scott Lauridsen/Julie Constantinescu  
Next meeting TBD at 10:00am, second floor of City Hall
  
6. Lake Advisory Committee-Jay King/Julie Constantinescu
  - Waiting to hear on a couple of grants
  - Putting a sign up where the steep stairs are for folks to be cautiousNext meeting 7/7/2026 at 6:00pm, Executive Room at the Community Center

#### **I. City Administrator and Staff Comments**

Russ Harding said he has been working with department heads to prepare for the budget work session to be held on June 23 2026.

#### **J. Council & Mayor Comments**

Jessica Wortham shared with the council that she has some information to share with the council, it involves personnel members of non-elected personnel, and advised the council that they should take a 15 minute executive session to discuss the sensitive information.

#### **K. Executive Session**

Cory Venable moved and Julie Constantinescu seconded to recess into executive session to discuss personnel matters of non-elected personnel pursuant to the KSA75-4319B1. The open meeting will resume here at the community center 15 minutes from now, 9:15pm, to include council, mayor, city attorney, and city administrator.

Mayor Cullumber called the meeting back to order at 9:15.

Mayor Cullumber thanked Pat Toth for getting the abandoned camper and car off of Ames. He also noted that the library was having a book sale this weekend, city wide garage sales are going on this weekend, as well as Sips on the Square. Mayor Cullumber addressed the questions about the sod that went down in Sullivan Square. This project was discussed many months ago, and the Rec and City

went in together on this project. City Wide cleanup is June 13th 8am-1pm. Take your stuff out to the Public Works facility.

There will be a meet and greet on July 18th at the Community Center from 8:30-10am for Government day. The Kansas Representative will be there, county commissioner for this district, possibly a couple of other people. There will be pastries and coffee. He invited the public to come and chat.

**L. Adjourn**

Julie Constantinescu moved and Cory Venable seconded to adjourn the regular meeting. Motion passes 5-0. Time: 9:18 p.m.

Attest:

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Amara M. Packard  
City Clerk

**CLAIMS BY VENDOR**

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		
	REFERENCE				AMOUNT	CHECK #	CHECK DATE
13629878	ALTEC INDUSTRIES						
	SYNTHETIC ROPE	11.25.4239		1,285.51			
					1,285.51	69357	6/16/26
11DM-71PY-9W1W	AMAZON CAPITAL SERVICES						
	ROB RETIREMENT	01.01.2450		159.00			
					159.00	41482862	6/16/26
13WK-CVY3-CP6X	PAPER PLATES	18.22.3800		13.42			
	PAPER TOWELS	18.22.3800		81.98			
	PAPER BOWLS	18.22.3800		13.38			
	DAWN DISH SOAP	18.22.3800		6.69			
	PLASTIC CUTLERY	18.22.3800		9.98			
					125.45	41482862	6/16/26
14QF-7YM9-3P6H	HOSE FITTINGS	01.06.2530		15.99			
					15.99	41482862	6/16/26
14TX-CGJV-CGJV	DRILL TAP	11.24.3355		62.17			
					62.17	41482862	6/16/26
14WF-7LXC-FMP7	GLASS CLEANER	01.02.3800		2.38			
	PAPER TOWELS	01.02.3800		42.26			
	SIMPLE GREEN - LEMON	01.02.3800		5.98			
	SPRAY BOTTLES	01.02.3800		7.56			
					58.18	41482862	6/16/26
16LN-3MJG-MD9C	9V BATTERIES	01.02.3800		28.10			
	TOILET PAPER	01.02.3800		56.72			
	LOCKING WIRE CONNECTORS	12.12.3800		59.39			
					144.21	41482862	6/16/26
17M1-TFTH-PNXR	EXTERNAL MINI SAS HD CABLE	01.10.4011		33.60			
					33.60	41482862	6/16/26
191H-TYYL-FMY4	LOCKING WIRE CONNECTORS	12.12.3800		59.39			
	FUEL SYSTEMM CLEANER	01.02.3530		79.90			
					139.29	41482862	6/16/26
19TH-Q4WC-C7WC	COUPLERS	01.03.3800		12.99			
	RADIO BATTERY PACKS	18.21.3110		45.58			
					58.57	41482862	6/16/26
1CD1-W9HW-KMKT	COPY PAPER	01.05.3110		39.97			
	BADGE HOLDER-955	01.05.4810		8.69			
	MOLLE MAG POUCH-953	01.05.4810		19.99			
	NIGHT VISION BINOCULAR	01.05.4810		214.99			
	HANDCUFFS-952	01.05.4810		66.12			
	WOOD DOOR STOPS	01.05.3110		22.99			
	HANDCUFF CASE-952	01.05.4810		39.52			
					412.27	41482862	6/16/26
1FGL-9P1R-DRFL	COPY PAPER	01.02.3800		49.99			
					49.99	41482862	6/16/26
1G9D-4PW7-4F7D	BATTERY BACKUP	11.24.2530		249.04			
					249.04	41482862	6/16/26
1J76-RDJV-PJMJ	HEAVY DUTY RUBBER GLOVES	01.01.3680		17.74			
	12 COUNT BALLPOINT PENS	01.01.3110		9.09			
					26.83	41482862	6/16/26
1J9J-VCKT-FQYL	WHEEL WEIGHTS	01.05.3350		10.23			
	WHEEL WEIGHTS	01.02.3350		10.23			
					20.46	41482862	6/16/26
1JMN-H37L-3MFN	FIRST AID KIT	18.22.4006		104.75			
	FIRE EXTINGUISHER	18.22.4006		23.99			
					128.74	41482862	6/16/26

**CLAIMS BY VENDOR**

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
1KTY-GR9H-7FTD	AMAZON CAPITAL SERVICES							
	MIGHTY MAX BATTERY	11.24.2530		48.06				
						48.06	41482862	6/16/26
1LYC-GVM1-Q4MG	RED,BLUE,GREEN PENS	01.35.3800		19.33				
						19.33	41482862	6/16/26
1MQX-RRCH-7LH6	BLACK TONER CARTRIDGE	18.22.3800		54.98				
	4 PACK TONER CARTRIDGE	18.22.3800		67.98				
						122.96	41482862	6/16/26
1PND-6VK6-CHFX	ELECTRICAL TAPE	18.23.2530		18.04				
	ZIP TIES	18.23.2530		19.99				
	THREAD PIPE	18.23.2530		22.99				
	THREAD ADAPTOR	18.23.2530		29.89				
	S/H	18.23.2530		5.99				
						96.90	41482862	6/16/26
1PX1-H3QH-TF6K	FIRE INSPECTOR CODE BOOK	01.35.3800		92.00				
						92.00	41482862	6/16/26
1YDG-V3VR-3PTK	PUMP	01.03.2540		289.06				
						289.06	41482862	6/16/26
INV029319	AMWELL							
	GASKETS FOR TELESCOPING VALVES	18.22.2530		158.00				
						158.00	69358	6/16/26
6732636-00	ANIXTER INC							
	WIRE	40.24.2204.1120		97,850.86				
						97,850.86	69359	6/16/26
ACCT#3261_MAY2026	ARROWHEAD - 3261							
	SWITCH/FOAM SEALANT	11.25.2520		38.20				
	FASTENERS	11.25.4239		5.57				
	CLOTH	11.25.2520		21.84				
	3/4" COUPLING	11.25.4550		4.33				
	COVER/BUSHING/WP BOX/PARTS	11.25.4550		36.40				
	BLANK COVER/WP BOX/PARTS	11.25.4550		12.53				
	CLOTHING GEAR/TORDON	11.25.2600		44.77				
						163.64	69360	6/16/26
ACCT#6423_MAY2026	ARROWHEAD - 6423							
	BLADES	11.24.3800		50.78				
	FUNNEL/WALLPLATE	11.24.2520		13.09				
	HOSE COUPLING	11.24.2520		9.71				
						73.58	69361	6/16/26
ACCT#6871_MAY2026	ARROWHEAD - 6871							
	RAGS/FASTENERS	18.23.2530		45.97				
	MOUSE BAIT	18.22.2520		89.99				
	CARB CLNR/SILVER DOOR BOTTOM	18.23.2530		33.97				
	BRIGGS	18.23.2530		12.99				
	FASTENERS	18.23.2530		4.98				
	GARDEN HOE/LAQ THINR/SPRY PNT	18.23.2530		64.96				
	KEY	18.22.2520		5.38				
	HEX KEY	18.23.2530		24.99				
	PLUNGERT/PAIL	18.22.2520		25.48				
	13 GAL BAGS	18.22.3680		19.99				
						328.70	69362	6/16/26
ACCT#6907_MAY2026	ARROWHEAD - 6907							
	PLUGS	01.06.3800		12.77				
	HAND GUARD	01.02.2520		39.37				

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT	
	REFERENCE				AMOUNT	CHECK #
		ARROWHEAD - 6907				
		PVC PRIMER/PVC SLIP CAP	01.06.3800		31.72	
		PVC STRAP/COUPLERS/PVC PIPE	01.06.3800		23.03	
		WEED KILLER	01.03.3550		39.98	
		BLK TAPE	01.02.3800		19.49	
		VALVES	01.06.3800		30.98	
		K31 GRASS SEED	01.06.3550		79.99	
		VALVE	01.06.3800		14.99	
		GROUND CLAMP	01.06.3800		18.99	
		WEED KILLER	01.03.3550		129.99	
		MURIATIC ACIDE	01.06.3550		141.48	
		5/8" UNION	01.03.3800		29.96	
		BLK TAPE	01.03.3800		19.49	
		FASTENERS/SEAT/DOOR STOP	01.03.2520		46.97	
		WHITE TOILET SEAT	01.06.2520		27.99	
		FASTENERS	01.03.2520		3.54	
		5/8" UNION TEE	01.03.3800		10.49	
		HANDHELD SHOWER SET	01.06.2520		27.99	
		DRIVEWAY MKRS/CAUTION TAPE	01.03.3800		60.13	
		MARKING WAND	01.02.3800		39.99	
		HANDHELD SHOWER SET/AUGER/TAPE	01.03.2520		62.97	
		DRAIN CLEANER	01.06.3550		10.29	
		OLD PW BLDG-SUMP PUMP	01.02.2520		159.99	
						1,082.58 69364 6/16/26
NRP REBATE 2025		AUSTIN, LOWELL R				
		NRP REBATE 2025 TAXES PD	06.01.5500	4,637.89		
						4,637.89 69365 6/16/26
53295		BALDWIN AUTOMOTIVE-PD/FD				
		TIRE REPAIR-UNIT 54	01.05.2540	18.31		
						18.31 69366 6/16/26
2026 DISTRIBUTION #3		BALDWIN CITY LIBRARY BOAR				
		6/5/2026 DG CO TAX DISTR #3	02.01.5002	79,195.38		
						79,195.38 69367 6/16/26
ACCT #8 6/1/2026		BALDWIN CITY MARKET				
		WATER BOTTLES FOR FIRE DEPT	01.04.3800	18.95		
						18.95 69368 6/16/26
INV-0059		BALDWIN POWER WASH				
		CAR WASHES JAN-MAY 2026	01.05.3310	528.00		
						528.00 69369 6/16/26
2340463 PAYOFF		BALDWIN STATE BANK				
		PAYOFF STREET SWEEPER LOAN	09.01.6170	122.49		
		PAYOFF STREET SWEEPER LOAN	09.01.6160	16,090.67		
						16,213.16 69370 6/16/26
NRP REBATE 2025		BECK, MATTHEW M				
		NRP REBATE 2025 TAXES PD	06.01.5500	330.31		
						330.31 69371 6/16/26
0027		BENNETT BEAM CONSULTING				
		IT SERVICES 05/11/26-06/10/26	01.10.4012	9,945.00		
		IT SERVICES 05/11/26-06/10/26	11.26.4012	1,863.33		
		IT SERVICES 05/11/26-06/10/26	12.11.4012	1,863.33		
		IT SERVICES 05/11/26-06/10/26	18.21.4012	1,863.34		
		IT SERVICES 05/11/26-06/10/26	01.04.4012	260.00		
		IT SERVICES 05/11/26-06/10/26	01.05.4012	4,680.00		

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
	BENNETT BEAM CONSULTING							
	IT SERVICES	05/11/26-06/10/26	01.10.4010	694.10			21,169.10	69372 6/16/26
25-09	DIG COMMUNICATION	5/11-5/10/26	01.01.2850	1,672.50				
	DIG COMMUNICATION	5/11-5/10/26	01.02.2850	65.00				
	DIG COMMUNICATION	5/11-5/10/26	01.05.2850	130.00				
	DIG COMMUNICATION	5/11-5/10/26	11.26.2850	390.00			2,257.50	69372 6/16/26
	BG CONSULTANTS INC							
26-1084#2026-04	HERITAGE CONSTRUCTION OBSERVAT		01.09.4007	2,700.00			2,700.00	69373 6/16/26
	BOB ALLEN FORD-OTTAWA							
17582	ARM ASSEMBLY		01.02.2540	49.69			49.69	69374 6/16/26
17588	BRACKET		01.02.2540	112.75			112.75	69374 6/16/26
FOCS260005	2022 FORD REPAIRS		01.02.2540	1,166.40			1,166.40	69374 6/16/26
	BRIGHTSPEED - 2913							
470001263057	MAIN PHONE #785-594-6427		01.01.2500	52.58				
	MAIN PHONE #785-594-6427		01.04.2500	52.56				
	MAIN PHONE #785-594-6427		11.24.2500	52.57			157.71	41482878 6/16/26
	C&B EQUIPMENT MIDWEST INC							
20484-00	PUMP REPAIR		18.22.2530	14,228.47			14,228.47	69375 6/16/26
20485-00	PUMP REPAIR		18.23.2530	6,846.89			6,846.89	69375 6/16/26
	CASEY'S RETAIL COMPANY							
NRP REBATE 2025	NRP REBATE 2025 TAXES PD		06.01.5500	24,269.49			24,269.49	69376 6/16/26
	CHRISTIAN, TAMMY L							
NRP REBATE 2025	NRP REBATE 2025 TAXES PD		06.01.5500	659.48			659.48	69377 6/16/26
	CINTAS CORP *NON-ELECTRC*							
STM_MAY2026_12345043	MAY 2026 UNIFORMS		01.02.3610	265.20				
	MAY 2026 MATS/TOWELS		01.02.2999	154.56			419.76	41482871 6/16/26
	CINTAS CORP - MATS							
4268150263/426966113	MAT SERVICE		01.05.2209	59.30			59.30	41482885 6/16/26
CITY HALL MAY 2026	MAT SERVICE		01.01.2999	97.86			97.86	41482877 6/16/26
	CINTAS CORP:*ELECTRC ONLY							
STM_MAY2026_12358637	MAY 2026 UNIFORMS		11.25.3610	512.64				
	MAY 2026 MATS/TOWELS		11.24.2999	187.36			700.00	41482870 6/16/26
	CITY ELECTRIC SUPPLY							
LWR/006019	FLAG POLE LIGHT		11.25.4550	218.70			218.70	69378 6/16/26
	CLOYD, MCKENZIE B							
NRP REBATE 2025	NRP REBATE 2025 TAXES PD		06.01.5500	4,111.79			4,111.79	69379 6/16/26
	COOPER TRUST							

**CLAIMS BY VENDOR**

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		
	REFERENCE				AMOUNT	CHECK #	CHECK DATE
NRP REBATE 2025	COOPER TRUST						
	NRP REBATE 2025 TAXES PD		06.01.5500	3,350.84			
					3,350.84	69380	6/16/26
Z054105	CORE & MAIN - 084041 (EX)						
	PE TUBE BLUE		12.12.3800	316.92			
					316.92	69381	6/16/26
Z101600	CORE & MAIN - 253851 (TX)						
	METERS		11.25.4235	125.69			
					125.69	69382	6/16/26
NRP REBATE 2025	CRIST, RAYMOND						
	NRP REBATE 2025 1708 HIGH 1		06.01.5500	763.62			
	NRP REBATE 2025 1708 HIGH 2		06.01.5500	4,750.28			
	NRP REBATE 2025 1704 HIGH #8		06.01.5500	4,643.88			
	NRP REBATE 2025 1704 HIGH #9		06.01.5500	4,643.88			
	NRP REBATE 2025 1704 HIGH #10		06.01.5500	5,671.76			
					20,473.42	69383	6/16/26
NRP REBATE 2025	CRITES, NICOLE L						
	NRP REBATE 2025 TAXES PD		06.01.5500	4,720.30			
					4,720.30	69384	6/16/26
NRP REBATE 2025	DAVIDSON, AARON D						
	NRP REBATES 2025 TAXES PD		06.01.5500	5,221.32			
					5,221.32	69385	6/16/26
NRP REBATE 2025	DICK, GARY L TRUSTEE						
	NRP REBATE 2025 TAXES PD		06.01.5500	11,779.18			
					11,779.18	69386	6/16/26
NRP REBATE 2025	DINGUS, GREGORY L						
	NRP REBATE 2025 TAXES PD		06.01.5500	3,559.24			
					3,559.24	69387	6/16/26
NRP REBATE 2025	DOBBINS, CONNOR						
	NRP REBATE 2025 TAXES PD		06.01.5500	3,902.93			
					3,902.93	69388	6/16/26
NRP REBATE 2025	DODGE, MARK						
	NRP REBATE 2025 TAXES PD		06.01.5500	5,312.69			
					5,312.69	69389	6/16/26
2870	ENRIGHT GARDENS						
	HANGING BASKETS/FERTILIZER		01.03.3600	2,590.00			
					2,590.00	69390	6/16/26
NRP REBATE 2025	EPPERLY, CLINT						
	NRP REBATE 2025 TAXES PD		06.01.5500	3,733.24			
					3,733.24	69391	6/16/26
SOLARPOWER_MAY2026	EVERGY - SOLAR						
	SOLAR POWER MAY 2026		11.27.2791	4,970.69			
					4,970.69	69392	6/16/26
NRP REBATE 2025	FARRIS, LISA R						
	NRP REBATE 2025 TAXES PD		06.01.5500	4,588.29			
					4,588.29	69393	6/16/26
4221	FLORY BOOKKEEPING SERVICE						
	MAY 2026 PAYROLL & A/P SERVICE		01.01.2850	1,260.00			
	MAY 2026 PAYROLL & A/P SERVICE		11.26.2850	1,470.00			
	MAY 2026 PAYROLL & A/P SERVICE		12.11.2850	1,470.00			
					4,200.00	69394	6/16/26
47553	FOSTER BROTHERS WOOD PROD						
	MULCH		01.03.2531	1,950.50			
					1,950.50	69395	6/16/26

**CLAIMS BY VENDOR**

INVOICE NUMBER	VENDOR NAME		AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE	GL ACCOUNT #		AMOUNT	CHECK #		
NRP REBATE 2025	FOSTER REAL ESTATE LLC NRP REBATE 2025 TAXES PD	06.01.5500	3,104.19				
						3,104.19	6/16/26
NRP REBATE 2025	GANOUNG, TAYLOR R NRP REBATE 2025 TAXES PD	06.01.5500	5,570.47				
						5,570.47	6/16/26
NRP REBATE 2025	GILGES, BRAD F NRP REBATE 2025 TAXES PD	06.01.5500	20.32				
						20.32	6/16/26
NRP REBATE 2025	GILILLAND, SKYLAR L NRP REBATE 2025 TAXES PD	06.01.5500	3,700.47				
						3,700.47	6/16/26
8060594	GILMORE & BELL 2026-A BOND COUNCIL FEES	29.01.2854.0141	1,000.63				
	2026-A BOND COUNCIL FEES	29.01.2854.0139	9,645.88				
	2026-A BOND COUNCIL FEES	29.01.2854.0140	991.23				
	2026-A BOND COUNCIL FEES	72.01.2854	1,361.35				
	2026-A BOND COUNCIL FEES	29.01.2854.0133	359.04				
	2026-A BOND COUNCIL FEES	29.01.2854.0136	1,741.87				
						15,100.00	6/16/26
NRP REBATE 2025	GOOD, AARON NRP REBATE 2025 TAXES PD	06.01.5500	843.47				
						843.47	6/16/26
NRP REBATE 2025	HAMILTON, ANDREA M NRP REBATE 2025 TAXES PD	06.01.5500	645.63				
						645.63	6/16/26
NRP REBATE 2025	HAMM, LINDSAY NRP REBATE 2025 TAXES PD	06.01.5500	1,136.65				
						1,136.65	6/16/26
NRP REBATE 2025	HAURIN, DAVID K JR NRP REBATE 2025 TAXES PD	06.01.5500	3,818.15				
						3,818.15	6/16/26
NRP REBATE 2025	HILL & HILL LLC NRP REBATE 2025 903 RIDGE RD	06.01.5500	3,312.93				
	NRP REBATE 2025 520 HIGH ST	06.01.5500	11,807.49				
						15,120.42	6/16/26
NRP REBATE 2025	HUTTON, MICHAEL C NRP REBATE 2025 TAXES PD	06.01.5500	725.76				
						725.76	6/16/26
NRP REBATE 2025	JACKSON, JEFFRY E NRP REBATE 2025 TAXES PD	06.01.5500	3,497.04				
						3,497.04	6/16/26
NRP REBATE 2025	JAMES RE LLC NRP REBATE 2025 TAXES PD	06.01.5500	650.17				
						650.17	6/16/26
NRP REBATE 2025	JARDON, DOYLE W NRP REBATE 2025 TAXES PD	06.01.5500	7,832.28				
						7,832.28	6/16/26
NRP REBATE 2025	JARVIS, WAYNE D II NRP REBATE 2025	06.01.5500	356.64				
						356.64	6/16/26
STM_MAY2026	JOHN DEERE FINANCIAL REC DEPT - WILL BE REIMBURSED	01.00.0090	686.16				
						686.16	6/16/26

**CLAIMS BY VENDOR**

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
6050154		KANSAS ONE-CALL SYS, INC						
		MAY 2026 LOCATES	11.25.2999		110.39			
		MAY 2026 LOCATES	12.11.2999		110.39			
						220.78	69412	6/16/26
NRP REBATE 2025		KINGSLEY, MICHAEL & GAIL						
		NRP REBATE 2025 TAXES PD	06.01.5500		3,070.82			
						3,070.82	69413	6/16/26
NRP REBATE 2025		KWIK SHOP						
		NRP REBATE 2025 TAXES PD	06.01.5500		3,794.31			
						3,794.31	69414	6/16/26
57292		LAWRENCE HOSE						
		PLUGS	11.25.2530		57.72			
						57.72	69415	6/16/26
185603		LAWRENCE MEMORIAL HOSP						
		NEW EMPLOYEE DRUG SCREENING	11.25.7999		110.00			
		NEW EMPLOYEE DRUG SCREENING	01.02.7999		110.00			
						220.00	69416	6/16/26
56775619		LINDE GAS-0365: EXEMPT						
		MONTHLY RENTAL FEE	01.02.3320		128.23			
						128.23	69417	6/16/26
53333 DEPOSIT		LK COMMUNICATIONS						
		SUBSTATION FIBER INSTALLATION	40.24.2204.1120		5,871.91			
						5,871.91	69418	6/16/26
062033		LOU'S GLOVES						
		GLOVES	18.22.3680		224.00			
						224.00	69419	6/16/26
NRP REBATE 2025		MATHISON, JUDITH A						
		NRP REBATE 2025 TAXES PD	06.01.5500		3,990.06			
						3,990.06	69420	6/16/26
IN30380		MCCONNELL MACHINERY CO., I						
		OIL/GASKETS/BOLTS/BEARINGS	01.03.2530		550.70			
						550.70	69421	6/16/26
IN30499		BEARINGS/GEAR BEVEL	01.03.2530		620.69			
						620.69	69421	6/16/26
NRP REBATE 2025		MCGEE, MARGRET						
		NRP REBATE 2025 TAXES PD	06.01.5500		2,940.29			
						2,940.29	69422	6/16/26
909768		MID WEST EXTERMINATORS OF						
		MONTHLY PEST SERVICE	01.02.2999		50.00			
						50.00	69423	6/16/26
909769		CITY HALL PEST CONTROL	01.01.2999		50.00			
						50.00	69423	6/16/26
746983		MIDWEST CONCRETE						
		FUEL	40.24.2204.1120		990.75			
						990.75	69424	6/16/26
2026-05-347		MIDWEST TRAINING & CONSLT						
		TANK TESTING 601 HIGH STREET	11.24.2999		400.00			
						400.00	69425	6/16/26
NRP REBATE 2025		MILLER, DEBORAH L						
		NRP REBATE 2025 TAXES PD	06.01.5500		4,381.54			
						4,381.54	69426	6/16/26
NRP REBATE 2025		MILLER, TREYTON J						
		NRP REBATE 2025 GARAGE	06.01.5500		1,097.39			

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		
	REFERENCE				AMOUNT	CHECK #	CHECK DATE
		MILLER, TREYTON J					
		NRP REBATE 2025 HOUSE	06.01.5500	4,839.25			
					5,936.64	69427	6/16/26
		MILLER, TYSON L					
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	4,986.36			
					4,986.36	69428	6/16/26
		NAPA-ALL LOCAL LOCATIONS					
NAPA_MAY2026_PUB		WIPER FLUID	01.02.3800	4.90			
		WIPER FLUID	12.12.3800	4.90			
		WIPER FLUID	01.04.3800	4.91			
		WIPER FLUID	01.05.3310	4.91			
		WIPER BLADES	11.25.2530	65.30			
		HORN BUTTON	18.23.2530	4.52			
		FUEL HOSE/OIL	18.23.2530	19.40			
		FITTINGS/CHUCK	18.23.2530	17.88			
		BATTERY CABLE	01.04.2540	14.79			
		ELECT BATTERY	01.02.2540	10.26			
		WINCH PLUG	01.04.2540	57.69			
		BATTERY CABLES FOR NEW TRUCK	01.04.2540	75.42			
		HEAD LIGHTS - 61	01.05.2540	57.38			
		ENGINE DEGREASER	18.22.2540	10.80			
		TUBING/COUPLING	18.22.2540	76.35			
		SEAT COVER FLOWER TRUCK	01.03.2530	28.24			
		OIL	18.22.3530	6.99			
		PWR ST FLUID POO TRUCK	18.22.2540	20.18			
		HEAT SHRINK TUBING	01.04.2540	18.22			
		PWR ST FLUID	18.22.2540	20.18			
		HOSE CLAMP/PWR ST FLUID	18.22.2540	22.50			
		OIL/FILTERS	18.23.2530	48.66			
		FUEL FILTER	18.23.2530	6.70			
		FAB LOOM-SPLIT POLY	11.25.2530	2.64			
		PRO MTR TRTMT/PX BLK 16BR RTV	01.03.2530	23.96			
					627.68	41482874	6/16/26
51812		NEWCOM TECHNOLOGIES, INC.					
		CEMETERY MGMT SOFTWARE	03.01.4010	350.00			
					350.00	69429	6/16/26
		NIEHOFF, JAMES E					
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	5,116.89			
					5,116.89	69430	6/16/26
88211		NORRIS EQUIPMENT CO LLC					
		FUEL HOSE ASSEMBLY	03.01.2530	23.98			
					23.98	69431	6/16/26
88391		FORK HOUSING - MOWER	03.01.2530	241.90			
					241.90	69431	6/16/26
88428		CARBURETOR	03.01.2530	140.76			
					140.76	69431	6/16/26
88429		FORK HOUSING - MOWER	03.01.2530	210.47			
					210.47	69431	6/16/26
387216		OTTAWA SANITATION SERVICE					
		NEW EMPLOYEE DRUG SCREENING	24.01.2491	38,193.33			
		NEW EMPLOYEE DRUG SCREENING	24.01.2492	4,595.79			
					42,789.12	69432	6/16/26
387217		MAY2026 BILLING:TRASH&RECYCLG	01.01.2495	238.46			

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT	
	REFERENCE				AMOUNT	CHECK #
		OTTAWA SANITATION SERVICE				
		MAY2026 BILLING:TRASH&RECYCLG	01.02.2495	263.35		
		MAY2026 BILLING:TRASH&RECYCLG	01.03.2495	176.63		
		MAY2026 BILLING:TRASH&RECYCLG	01.04.2495	76.90		
		MAY2026 BILLING:TRASH&RECYCLG	01.05.2495	39.00		
		MAY2026 BILLING:TRASH&RECYCLG	01.06.2495	25.37		
		MAY2026 BILLING:TRASH&RECYCLG	03.01.2495	22.20		
		MAY2026 BILLING:TRASH&RECYCLG	11.24.2495	417.78		
		MAY2026 BILLING:TRASH&RECYCLG	18.22.2495	325.82		
					1,585.51	69432 6/16/26
		OUSDAHL, PATTI A				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	3,754.81		
					3,754.81	69433 6/16/26
		PACE ANALYTICAL SERVICES, MONTHLY TESTING FEES	18.22.2202	573.00		
2660246930					573.00	41482872 6/16/26
		PAGET, AARON				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	2,509.86		
					2,509.86	69434 6/16/26
		PENNY'S AGGREGATES, INC AB-3 1/2" - GRAVEL	01.02.3341	182.61		
36755					182.61	69435 6/16/26
		PITTS, SUSAN M				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	3,426.31		
					3,426.31	69436 6/16/26
		RAMIREZ, JOSEPH R AND				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	639.62		
					639.62	69437 6/16/26
		REGALADO, MIGUEL				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	3,885.73		
					3,885.73	69438 6/16/26
		RIESCHICK, TRAVIS				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	704.65		
					704.65	69439 6/16/26
		ROBO PROPERTIES LLC				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	605.90		
					605.90	69440 6/16/26
		ROCKONE LLC				
NRP REBATE 2025		NRP REBATE 2025 TAXES PD	06.01.5500	3,531.88		
					3,531.88	69441 6/16/26
		ROYAL CLEANERS				
103-MAY2026		MAY 2026 DRY CLEANING	01.05.3630	30.37		
					30.37	69442 6/16/26
		RUESCHOFF COMMUNICATIONS				
719793		MAY2026 ANSWERING SVC CALLS	11.25.2500	103.25		
		MAY2026 ANSWERING SVC CALLS	12.11.2500	103.25		
					206.50	69443 6/16/26
		SCHROCK, ANDREW				
NRP 2025 1610 SOUTH		NRP REBATE 2025 1610 SOUTH	06.01.5500	2,303.97		
					2,303.97	69444 6/16/26
NRP 2025 1616 SOUTH		NRP REBATE 2025 1616 SOUTH	06.01.5500	2,303.97		
					2,303.97	69444 6/16/26
NRP 2025 1818 COLLEG		NRP REBATE 2025 1818 COLLEGE	06.01.5500	1,174.13		
					1,174.13	69444 6/16/26

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		
	REFERENCE				AMOUNT	CHECK #	CHECK DATE
NRP REBATE 2025	SCRAPER, LARRY & ERIN						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		1,759.58			
					1,759.58	69445	6/16/26
NRP REBATE 2025	SHAFFER, RUSSELL						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		3,100.52			
					3,100.52	69446	6/16/26
NRP REBATE 2025	SIRLES, WESLEY A						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		4,438.12			
					4,438.12	69447	6/16/26
NRP REBATE 2025	SMITH, AMBER						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		3,070.82			
					3,070.82	69448	6/16/26
1271049-IN	SPRAYER SPECIALTIES, INC						
	REPLACEMENT KIT SANTOPRENE	01.03.2530		53.85			
					53.85	69449	6/16/26
NRP REBATE 2025	STEWART, STEVEN P						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		4,699.70			
					4,699.70	69450	6/16/26
NRP REBATE 2025	STOUT, KAYLYN						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		1,770.32			
					1,770.32	69451	6/16/26
NRP REBATE 2025	SUMNER, ALEX J						
NRP REBATE 2025	NRP REBATE 2025 TAXES PD	06.01.5500		4,713.61			
					4,713.61	69452	6/16/26
NRP REBATE 2025	TORREZ, TRAVIS A						
NRP REBATE 2025	NRP REBATE 2025 HOUSE	06.01.5500		1,405.80			
	NRP REBATE 2025 GARAGE	06.01.5500		651.40			
					2,057.20	69453	6/16/26
5225421-202605-1	TRANSUNION RISK & ALTERNA						
	MAY TLO	01.05.2850		159.50			
					159.50	69454	6/16/26
2693	TRENARY'S TREE CARE						
	TREE CUTTING	40.24.2204.1120		25,000.00			
					25,000.00	69455	6/16/26
MAY 2026 AP0681	UMB-CARD SERVICES						
	KANSAS TURNPIKE	01.01.2160		4.78			
	TAGS FOR NEW FD TRUCK	01.04.7999		32.50			
	SHIPPING ON IT EQUIPMENT	01.01.4011		39.00			
	MONTHLY ADOBE SOFTWARE	01.10.4010		29.99			
					106.27	41482860	6/16/26
MAY 2026 RH0699	BUSINESS MEAL @ STANLEY JAMES	01.01.2170		69.12			
	MAPLE MAGAZINE #9	01.01.2850		1,500.00			
	APR 2026 MAPLE NEWSPAPER	01.01.2330		500.00			
					2,069.12	41482860	6/16/26
MAY 2026 TB0459	WINCH FOR NEW FD TRUCK	01.04.4810		431.98			
	WINCH MOUNT FOR NEW FD TRUCK	01.04.4810		95.97			
					527.95	41482860	6/16/26
UMB_MAY2026_JM0491	CREAMER	01.05.3110		6.14			
					6.14	41482860	6/16/26
UMB_MAY2026_JW0574	MENARDS	11.24.2520		67.14			
	HARBOR FREIGHT	11.24.3800		103.82			
	KTA TOLLS	11.24.2160		7.10			
					178.06	41482860	6/16/26

CLAIMS BY VENDOR

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME		GL ACCOUNT #	AMOUNT	PAYMENT		CHECK #	CHECK DATE
	REFERENCE				AMOUNT			
UMB_MAY2026_LM2513	UMB-CARD SERVICES							
	FUEL TO TRAINING	01.05.3530		49.77				
						49.77	41482860	6/16/26
UMB_MAY2026_MR1483	KTA-TOLL FEE	01.05.2160		2.40				
	WALMART-PAPERTOWELS & COFFEE	01.05.3110		69.82				
	POSITIVE PROMOTIONS-GIVEAWAYS	01.05.3900		1,830.75				
	SIRCHIE-TESTING KITS	01.05.4810		108.35				
						2,011.32	41482860	6/16/26
UMB_MAY2026_PM0715	HOTEL FOR CONF. ZACK/PAT	11.25.2170		385.91				
	BATTERY	11.25.2520		302.68				
	KTA TOLLS/CONF	11.25.7999		8.60				
	FOOD/CONF	11.25.2170		18.77				
	FOOD/CONF	11.25.2170		20.06				
	BALDWIN CITY MARKET/LUNCH EMP	11.26.2450		149.58				
						885.60	41482860	6/16/26
UMB_MAY2026_RB0566	MEAL	01.05.2170		37.17				
						37.17	41482860	6/16/26
UMB_MAY2026_SD1836	ADOBE MONTHLY FEE	01.02.3110		19.99				
						19.99	41482860	6/16/26
UMB_MAY2026_SG0673	COOP-TIRE FLAT REPAIR	18.22.2995		56.65				
	STEERING PUMP	18.22.2995		791.30				
						847.95	41482860	6/16/26
UMB_MAY2026_SY0723	CERTIFIED LETTERS	01.35.2150		22.52				
						22.52	41482860	6/16/26
UMB_MAY2026_TA0582	WINDOW TINT NEW FD TRUCK	01.04.2540		270.40				
	HEATER SUPPLY	01.05.2540		397.34				
						667.74	41482860	6/16/26
UMB_MAY2026_WB0707	PATCH SEWING	01.05.2850		450.00				
	FLIGHTS, 954/952, FOR TRAINING	01.05.2170		601.60				
						1,051.60	41482860	6/16/26
INV0017076545	US AUTOFORCE							
	TIRES-955 VEHICLE	01.05.3350		941.76				
						941.76	41482876	6/16/26
17620	USA BLUE BOOK							
	SAMPLING KIT	18.22.2995		1,588.82				
						1,588.82		
INV01064268	SMOKE FLUID	18.23.2530		237.08				
						237.08		
NRP REBATE 2025	VENABLE, BRANDON C							
	NRP REBATE 2025 TAXES PD	06.01.5500		1,210.77				
						1,210.77	69456	6/16/26
9149	WELBORN SALES INC							
	CULVERTS	01.02.3810		10,806.60				
						10,806.60	69457	6/16/26
44	WORTHAM, JESSICA							
	CITY ATTORNEY 5/13/26-6/5/26	01.01.2851		2,400.00				
	CITY ATTORNEY 5/13/26-6/5/26	01.05.2851		50.00				
	CITY ATTORNEY 5/13/26-6/5/26	01.07.2851		450.00				
	CITY ATTORNEY 5/13/26-6/5/26	01.35.2851		50.00				
						2,950.00	69458	6/16/26
INV19195414	ZORO							
	LIGHT FIXTURES	01.05.2520		169.18				
						169.18	69459	6/16/26

# CLAIMS BY VENDOR

6/16/2026 THRU 6/16/2026

INVOICE NUMBER	VENDOR NAME REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
INV19195420	ZORO LIGHT FIXTURES FOR PD OFFICE	01.05.2520		161.78		
					161.78	69459 6/16/26
					=====	
	REPORT TOTAL				619,839.76	
	PAID TOTAL				618,013.86	
	SCHED TOTAL				1,825.90	



### SPECIAL EVENTS APPLICATION

Submit completed application to City Clerk Office thirty (30) days prior to event

Date: 6/8/26

Name of contact person Kelli Haeffner

Phone 785-594-2725 ext. 206

Email khaeffner@usd348.com

Name of Sponsoring Business or Organization (if different than above)  
BHS Student Council

Address or location of event Downtown + Sullivan Square

Describe the type of event proposed \_\_ Date(s) of proposed event: Wednesday, October 7

Hours of operation: 5pm - 8pm

Please describe the details of your event in the space provided below. Attach additional sheets if necessary  
see attached

Attendance: Total anticipated attendance: Persons 200+ Vehicles 10? (parade vehicles)

Electrical - does your event require electricity?  No  Yes (if yes, show location(s) on map & Complete Green Utility Card)

Code 15-222 b., (1) – (b): Electrical Service shall not be installed until receipt of written request, \$25 activation fee. All energy consumed shall be metered and billed according to the rate set forth in Section 15-201(c).

Only the City, or its designee, may install or activate such temporary services and any materials used shall remain the property of the City.

Barricades – does your event require street closure?  No  Yes (if yes, show location(s) on map)  
↳ shown on map

Trash: How will trash be managed? Provide  Own Trash Receptacles

We cleanup any trash left in Sullivan Square

Company to place/remove \_\_\_\_\_

Request City Services (show location(s) on map) \_\_\_\_\_

Company contact info \_\_\_\_\_

**Structures:** Are temporary buildings, site improvements or alterations, grills, tents, canopies, inflatable structures, or live music proposed with this request?  No  Yes (If yes, show location(s) on map)

If yes, please describe:

↳ our BTS band will be there to play at Sullivan Square + march in the parade

**Signs:** Are signs or attention attracting devices proposed with this event?  No  Yes (if yes, show on map)

**Publicizing Event:** Will the proposed event be advertised to the public?

No  Yes – Flyers  Yes – Newspapers  Yes – Radio/TV (Please attach copy)

*The Maple*

**APPLICATION CHECKLIST**

**Completed Application**

**Map** - Attach a map showing street(s) and location of the event as described above.  
Map to Include Locations for: Electrical, Barricade, Trash, Restrooms, Structures, and Signs

**Insurance coverage** – Applications for all events *held on public property and/or assisted by the City of Baldwin City must* be accompanied by a Certificate of Insurance identifying the City as "Additional Insured." Proof of Liability and Bodily Injury Insurance Coverage at a minimum amount of \$500,000.00 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required. Insurance certificates must reference the event to be held and be dated within 30 days of the event. Contact City Clerk, Amara Packard at [apackard@baldwincity.gov](mailto:apackard@baldwincity.gov) or call 785.594.6427 to confirm if applicable to your event.

- Non-Profit:** Fee's may be waived by the City Administrator if a letter showing non-profit status is included with application.
- Application fees:** \$100.00
- Utility fees:** If electric service is requested, a fee of \$25.00 plus the cost of electricity used will be assessed. Applicants must complete a Green Utility Card in advance and include with the application.
- Alcohol:** If alcohol is to be served or sold a copy of the *approved KSDR Form ABC-892 Temporary Permit Application and Agreement* on file with the City Clerk.

**\*Fillable Form ABC-892** available online:

<https://www.ksrevenue.org/pdf/abc892.pdf#search=892>

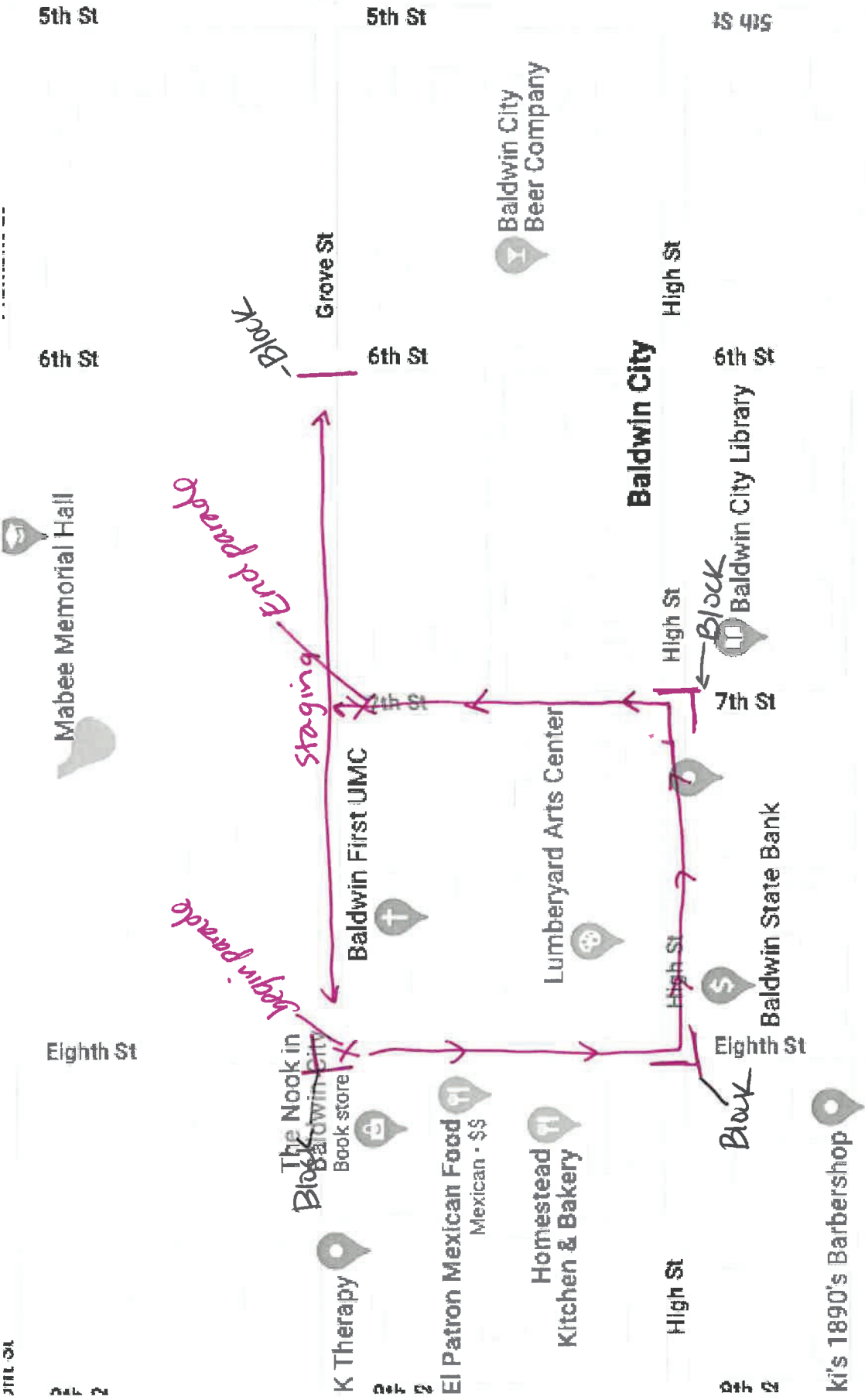
*I certify that the information contained in and attached to this application is correct, and I agree to abide by the terms of the Code of the City of Baldwin City, Kansas, which regulate special events, and by the specific terms and stipulations of this permit.*

*By signing this application, the applicants for a Special Event Permit agree to hold the City of Baldwin City and its employees harmless for any and all claims, lawsuits, or liability including attorney fees, costs allegedly arising out of loss, damages, or injury to person or person's property occurring during the course of or pertaining to the Special Event caused by the conduct of employees or agents of applicants.*

**Applicants Signature:** \_\_\_\_\_



**Applications for a special event filed after thirty (30) days prior to the event may not be considered**



On Wednesday, October 7, 2024, BHS would like to host a city wide Homecoming celebration with a parade and pep rally in downtown Baldwin City. Beginning at 5:00pm, Baldwin High School students and floats will begin staging on Grove St. between 6th and 8th street. At 6pm, the parade will begin at the corner of 8th and Grove and will proceed south, turning left on High Street and heading east, then turning left onto 7th street and back to Grove street. The floats will unload on Grove street and students will head over to Sullivan Square to take part in the community pep rally from 6:30-7:30pm.

We will need road closures along the parade route. We have submitted a reservation with the BCRC for the use of Sullivan Square. There should not be a need for trash receptacles nor any additional structures. We plan to publicize this event through our social media platforms, district wide emails, and are collaborating with the Chamber of Commerce for their "Paint the two Purple" event.

We would like to request that the \$100 application fee be waived to help make this an affordable community event for the BHS Student Council to host.

Past parade and community pep rallies had great attendance and we received positive feedback. We continue to try to instill with our students the power of community and growing, celebrating, and supporting each other. We hope to continue this tradition for years to come and greatly appreciate your consideration and help with the planning!