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
November 17th, 2026
7:00 PM

A. Call to Order-Mayor Gerald Cullumber

B. Approval of Agenda

C. Consent Agenda

1. Minutes 11.03.2026
2. Scheduled Claims List
3. Special Event-Festival Of Lights

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. City Calendar 2027

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, November 3rd 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 Director; and Officer Rideaux-Police Department.

B. Approval of Agenda

Julie Constantinescu moved and Jay King seconded to approve the agenda as presented. Motion passes 5-0.

C. Consent Agenda

Cory Venable moved and Julie Constantinescu seconded to approve the consent agenda as presented. Motion passes 4-0.

1. Minutes 10.06.2026
2. Scheduled Claims List

A special event needs to be added to the consent agenda for a church event downtown at Sullivan Square. This will spill out onto 8th Street so there is a request for a road closure. There will not be any alcohol consumption, so there will not be any common consumption area. The church can use their vehicles to block the street.

Jay King moves and Julie Constantinescu seconded to approve the amended consent agenda to include the fall fest street closure and event. Motion passes 5-0.

D. Public Comment

Niki Manbeck-1097 N 400 Rd-Niki explained to the council that she was unable to attend the last council meeting but had watched the recorded meeting and saw that they had discussed city buildings. She would like the opportunity to purchase the building, and/or rent month to month from the city until it is decided what they will do with the building.

E. Special Reports or Presentations

F. Old Business

G. New Business

1. Special Event-Ugly Sweater Fun Run

   This is under new business as it does ask for the common consumption area.

   Cory Venable moved and Jay King seconded to approve the special event Ugly Sweater Fun Run and that this is going to be a common consumption event. Motion passes 5-0.

2. Ordinance 1542 - Code Update

   This is the second reading.

   Peter Wentz moved and Jay King seconded to approve ordinance 1542 as presented. Motion passes 5-0.

   Roll Call: Jay King-yes, Peter Wentz-yes, Cory Venable-yes, Scott Lauridsen-yes, and Julie Constantinescu-yes

   Niki Manbeck asked about the common consumption event that was approved. Cory Venable explained how common consumption events work. Council discussed how to help the community understand it better.

3. City Properties

   Mayor Cullumber said the city needs to look at the strategic plan along with this and prioritize things that need to be worked on.

   Council members discussed the options that had been previously discussed and how to go about narrowing down the discussion, and how to involve the citizens.

   Russ Harding told the council that he has had a couple people interested in renting the building for the fair market value plus paying property taxes.

   Council reminded Niki that she signed an agreement that terminated her lease on December 31st, 2026, and that there were no more extensions allowed past that date.

H. Committee Reports

1. Budget and Finance - Scott Lauridsen/Peter Wentz
   Next meeting 11/06/2026 at 9:00am, second floor of City Hall

2. Community Development - Cory Venable/Peter Wentz
   Next meeting 11/19/2026 at 9:00am, second floor of City Hall

3. Public Safety - Jay King/Cory Venable
   Next meeting will be 11/19/2026 at 10:00am, second floor of City Hall

4. Public Works and Utilities - Julie Constantinescu/Jay King
   Next meeting 11/13/2026 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
   Next meeting 11/17/2026 at 6:00pm, Executive Room at the Community Center

I. City Administrator and Staff Comments

J. Council & Mayor Comments

Mayor Cullumber congratulated the school district for winning $30,000 from the T-Mobile Friday Night 5G Lights.

Remember Veteran's Day next week, and remember the sacrifices they have made for our freedom.

K. Executive Session

L. Adjourn

Julie Constantinescu moved and Jay King seconded to adjourn the regular meeting. Motion passes 5-0. Time: 8:17 p.m.

Attest:

_____

Amara M. Packard
City Clerk

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	ALS LABORATORY GROUP					
WC675586	FUEL ANALYSIS	11.24.2202	298.82			
				298.82	69814	11/17/26
WC675587	OIL ANALYSIS	11.24.2202	301.50			
				301.50	69814	11/17/26
	AMAZON CAPITAL SERVICES					
11L4-4KK3-7RCJ	SUPER GLUE	01.02.3800	14.76			
				14.76	41483386	11/17/26
11Q9-4RHF-HMXY	LABELMAKER TAPE	01.07.3110	52.90			
				52.90	41483386	11/17/26
17W3-WGLT-QGCM	TRASH BAGS	01.02.3800	113.98			
				113.98	41483386	11/17/26
191D-1R3P-CCWJ	CONTINUOUS PULSE OXIMETER	01.04.4810	118.79			
	MENS TACTICAL FIRST RESPONDER	01.04.3610	72.75			
				191.54	41483386	11/17/26
1C7Q-T91T-CGWH	SEAT COVER - RANGER	11.24.2540	37.92			
	MUD FLAPS - RANGER	11.24.2540	37.10			
				75.02	41483386	11/17/26
1DK4-3PTX-DPX7	FUEL TREATMENT	01.02.3530	79.90			
				79.90	41483386	11/17/26
1HH9-YR7F-VT1P	PHONE CORD REPLACEMENT	01.01.3110	68.30			
				68.30	41483386	11/17/26
1HYH-LNFY-GHMJ	TIRE PLUGS	01.05.3350	18.95			
	TIRE PLUGS	01.02.3350	18.95			
	TIRE PLUGS	03.01.3350	18.96			
				56.86	41483386	11/17/26
1HYH-LNFY-GHMJ-CORR	TIRE PLUGS INVOICE CORRECTION	01.05.3350	.01-			
	TIRE PLUGS INVOICE CORRECTION	01.02.3350	.01-			
	TIRE PLUGS INVOICE CORRECTION	03.01.3350	.01-			
				.03-	41483386	11/17/26
1K46-1L63-G496	BATTERY BACKUP	01.02.3800	161.89			
				161.89	41483386	11/17/26
1KT7-V6WD-9XDW	PLOW LEGS	01.02.3330	55.98			
	PLOW SPRING ASSEMBLY	01.02.3330	149.18			
				205.16	41483386	11/17/26
1LX9-1XPN-G1V1	BATTERIES	01.02.3800	36.34			
				36.34	41483386	11/17/26
1MC7-3JVP-D161	RADIO EARPIECE/CHARGER	11.24.4006	173.68			
				173.68	41483386	11/17/26
1NX4-FDCH-37DQ	WOMEN'S TACTICAL CARGO PANTS	01.04.3610	59.98-			
				59.98-	41483386	11/17/26
1PFX-XKTL-YJRC	TACTICAL COMPANY 3.0 BOOT	01.04.3610	116.25			
				116.25	41483386	11/17/26
1WH7-XCMR-7JWJ	MANILLA FOLDERS	01.05.3110	21.89			
	PHONE CASE-955	01.05.3110	47.95			
	SCREEN PROTECTOR-955	01.05.3110	16.99			
	JACKET-961	01.05.3610	97.95			
	PANTS-961	01.05.3610	43.99			
	BINDERS	01.05.3110	11.73			
				240.50	41483386	11/17/26
1XQY-YY63-QGGW	FITTINGS FOR FIRE HOSE	18.23.2530	197.62			
				197.62	41483386	11/17/26
1YXW-L7JP-F9XP	RETRACTABLE BADGE HOLDERS	01.02.3800	9.99			

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	AMAZON CAPITAL SERVICES					
	MOWER TIRES	03.01.3350	119.98			
	KLEENEX,SPRAY,PAPER TOWELS	03.01.3800	48.09			
				178.06	41483386	11/17/26
	ANIXTER INC					
6863561-05	MOUNTING EQUIP.	11.25.4239	16,550.59			
				16,550.59	69815	11/17/26
6906217-04	SQ NUTS/UTILITY CLOTH	11.25.4239	20.92			
				20.92	69815	11/17/26
6907223-00	PEDESTAL CONNECT 6 OUTLETS	11.25.4231	2,150.86			
				2,150.86	69815	11/17/26
6913886-00	MECHANICAL REPAIR SPLICE	11.25.4239	2,897.08			
				2,897.08	69815	11/17/26
6925178-01	HELIX SCREW IN BASE	11.25.4550	3,529.65			
				3,529.65	69815	11/17/26
6961726-00	BOLTS	11.25.4239	596.24			
				596.24	69815	11/17/26
	ARROWHEAD - 146					
ACCT#146_OCT 2026	HOSES, Y SHUT OFF	03.01.2610	206.97			
	HTKM SHAFT EXTENSION	03.01.2610	95.99			
	SOCKETS	03.01.3355	14.28			
	HOSE WASHER,RAKE,TARP	03.01.2610	68.96			
	FINANCE CHARGE	03.01.7999	1.00			
				387.20	69816	11/17/26
	ARROWHEAD - 3261					
ACCT#3261_OCT2026	GEL RED, FASTENERS	11.25.4131	24.46			
	SOCKET	11.25.3355	14.18			
	BATTERY	11.25.3310	10.91			
	3 HOLE WP BOX, GFI COVER	11.25.4550	26.39			
	MOTOMIX	11.25.2600	586.65			
	INFLATOR GUAGE	11.25.3355	46.97			
	CHAIN, DUROMATIC BAR	11.25.2600	699.18			
				1,408.74	69817	11/17/26
	ARROWHEAD - 6427					
ACCT #6427 OCT 2026	FALL DECORATION FOR CITY HALL	01.01.2516	161.69			
				161.69	69818	11/17/26
	ARROWHEAD - 6822					
ACCT #6822 OCT 2026	PAINT MARKERS, SWIVEL DUSTER	01.04.7999	26.97			
				26.97	69819	11/17/26
	ARROWHEAD - 6871					
ACCT#6871_OCT2026	ELEC TAPE, FASTENERS	18.22.2530	48.18			
	WATER	18.22.2520	11.98			
	FASTENERS RETURN CREDIT	18.22.2530	45.99-			
	FASTENERS	18.22.2530	29.99			
	PUTTY KNIFE,TOOL,TAPE,SEALANT	18.22.2530	98.43			
	FASTENERS	18.23.2530	15.99			
	MISC MERCH	18.23.2530	18.99			
	CARPET BAR	18.22.2530	21.49			
	MASON LINE	18.23.2530	10.99			
	WASH BRUSH	18.22.2540	25.99			
	DEMING BIT/OXIDE SET	18.22.3800	66.48			
	FASTENERS	18.22.2530	4.14			
	FASTENERS, DRILL BIT	18.22.2530	17.79			

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	ARROWHEAD - 6871					
	DRILL BIT,PLUG TAP	18.22.2530	10.78			
	WATER	18.22.2520	11.98			
	DEMING BIT	18.22.2530	31.49			
				378.70	69821	11/17/26
	ARROWHEAD - 6907					
ACCT#6907_OCT2026	FASTENERS	01.03.2530	4.36			
	WEED KILLER	01.03.3550	19.99			
	MASON LINE, LUMBER	01.02.3800	28.97			
	STRAINER, PAIL	01.02.3800	9.98			
	STRAINER	01.02.3800	11.98			
	SPRAYER,DEGREASER,POLE,BRUSH	01.03.3800	61.46			
	PLASTIC CAP	01.02.3800	13.79			
	BOLTS	01.02.2540	2.70			
	PLASTIC CAP, SPONGE	01.02.3800	18.78			
	BACKER PAD	01.02.3355	14.99			
	ODOR SPRAY, BTL, BRUSH/CADDY	01.03.3800	25.97			
	PLUNGER	01.03.3800	6.99			
	FOGGER	12.12.3800	16.99			
	TAPE/EPOXY	01.03.3800	18.98			
	PENLIGHT	01.03.3800	24.99			
				280.92	69823	11/17/26
	BALDWIN CITY MARKET					
ACCT #8 11/2/2026	FIRE DEPT COOKOUT	01.04.2170	55.67			
				55.67	69824	11/17/26
	BAYSINGER POLICE SUPPLY					
1092052	PANTS X2	01.05.3610	151.98			
				151.98	69825	11/17/26
	BENNETT BEAM CONSULTING					
0032	IT SERVICES 10/11/26-11-10/26	01.10.4012	6,670.00			
	IT SERVICES 10/11/26-11-10/26	11.26.4012	650.00			
	IT SERVICES 10/11/26-11-10/26	12.11.4012	650.00			
	IT SERVICES 10/11/26-11-10/26	18.21.4012	650.00			
	IT SERVICES 10/11/26-11-10/26	01.04.4012	150.00			
	IT SERVICES 10/11/26-11-10/26	01.05.4012	6,800.00			
	IT SERVICES 10/11/26-11-10/26	01.10.4010	694.10			
				16,264.10	69826	11/17/26
	BG CONSULTANTS INC					
22-1404#4	MAPLE LEAF TRAIL PHASE 2 DESIG	29.01.2850.0135	19,125.00			
				19,125.00	69827	11/17/26
26-1280#2	US-56 CORRIDOR MGMT PROJECT	29.01.2430.0139	1,152.80			
				1,152.80	69827	11/17/26
	CAVENDER, DAVID J					
10/27/2026	347 MILES TO MCPHERSON 10/27	01.02.2160	263.72			
				263.72	69828	11/17/26
	CINTAS CORP *NON-ELECTRC*					
STM_OCT2026_12345043	OCT2026 UNIFORMS	01.02.3610	273.24			
	OCT2026 TOWELS/MATS	01.02.2999	159.44			
				432.68	41483402	11/17/26
	CINTAS CORP - MATS					
CITY HALL OCT 2026	MAT SERVICE	01.01.2999	128.68			
				128.68	41483393	11/17/26
OCT 2026	MAT SERVICE	01.05.2209	71.98			
				71.98	41483412	11/17/26

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	CINTAS CORP:*ELECTRC ONLY					
STM_OCT2026_12358637	OCT2026 UNIFORMS	11.25.3610		483.40		
	OCT2026 TOWELS/MATS	11.24.2999		237.92		
				721.32	41483401	11/17/26
	CORE & MAIN - 084041 (EX)					
Z927492	METER TESTING	12.12.4235		69.95		
				69.95	69829	11/17/26
	DOUGLAS COUNTY FIRE CHIEF					
2026 ANNUAL DUES	2026 ANNUAL DUES	01.04.2720		100.00		
				100.00	69830	11/17/26
	ELECTROTECHNICS CORPORATI					
0076694-IN	TIME CLOCK WITH HARNESS	11.25.4550		653.00		
				653.00	69831	11/17/26
	EVERGY - 1900 56 HWY					
11/02/26	1900 56 HWY	12.13.2496		19.00		
				19.00	41483413	11/17/26
	EVERGY - SOLAR					
SOLARPOWER_OCT2026	SOLAR POWER OCT 2026	11.27.2791		3,218.01		
				3,218.01	69832	11/17/26
	GORDON CPA LLC					
144-25-3	2025 AUDIT INVOICE #3	01.01.2852		350.00		
	2025 AUDIT INVOICE #3	11.26.2852		350.00		
	2025 AUDIT INVOICE #3	12.11.2852		150.00		
	2025 AUDIT INVOICE #3	18.21.2852		150.00		
				1,000.00	69833	11/17/26
	GROUNDS GUYS OF OLATHE					
INV-700000169	50% BALANCE ON 2026 XMAS DECOR	01.01.2516		16,744.62		
				16,744.62	69834	11/17/26
	GT DISTRIBUTORS, INC.					
UNV0109760	TIE - 961 BROWN	01.05.3610		15.98		
				15.98	69835	11/17/26
	HAWK WASH WINDOW CLEANING					
41617	QUARTERLY WINDOW CLEANING	01.01.2521		417.38		
				417.38	69836	11/17/26
	KANSAS ONE-CALL SYS, INC					
6100155	OCTOBER LOCATES	12.11.2999		101.74		
	OCTOBER LOCATES	11.25.2999		101.75		
				203.49	69837	11/17/26
	KILLOUGH CONSTRUCTION INC					
0000226253	PLANT MIX 10-8-26	01.02.3340		289.10		
				289.10	69838	11/17/26
	LAWRENCE HOSE					
50791	CRIMP FITTING,SWIVEL STEM	11.24.2530		69.56		
				69.56	69839	11/17/26
	MAC TOOLS					
147057	BATTERIES	01.02.3350		458.00		
				458.00	69840	11/17/26
	MOCK, SCOTT					
364	WELD ALUMINUM BOX	18.22.2530		375.00		
				375.00	69841	11/17/26
	NAPA-ALL LOCAL LOCATIONS					
NAPA_OCT2026_PUB	ANTIFREEZE	01.02.3800		28.96		
	ANTIFREEZE	01.03.3800		28.96		

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	NAPA-ALL LOCAL LOCATIONS					
	ANTIFREEZE	01.06.3800	28.96			
	OIL/FILTERS	18.22.2540	269.49			
	CIRCUIT BREAKER - FLOWER TRUCK	01.03.2540	3.83			
	FUEL TREATMENT	01.02.3530	5.99			
	FUSE HOLDER	01.03.2540	2.75			
	FUSE	01.03.2540	2.87			
	FILTER	01.02.2540	15.58			
	ROTOR - PATS TRUCK	11.25.2540	119.26			
	ROTOR-BRAKE PADS	11.25.2540	157.55			
	WIPERS - BLAZER	01.05.2540	42.00			
	AIR HOSE - TIRE MACHINE	01.02.3800	15.24			
	BLACK SILICONE - DUMP TRUCK	01.02.2540	10.61			
	SAND KIT	01.02.3800	22.79			
	OIL - FIRE 1700	01.04.3530	65.28			
	THREADLOCKER/OIL FILTER	01.02.2530	27.47			
	FILTER WRENCH	01.02.3355	11.94			
	FILTER WRENCH	18.22.2530	11.94			
	DEF	01.02.3530	17.40			
	DEF	12.12.3530	17.40			
	DEF	11.25.3530	17.40			
	BRAKE PADS - STU	01.35.2540	42.57			
	LEFTHAND BITS	01.02.3355	60.18			
	OIL/FILTER - #54	01.05.3530	59.59			
	PWR SVC DIESEL FUEL	01.02.3530	137.88			
	150 AMP BOLT ON FUSE - UTV	01.02.2530	11.48			
	175W INVERTER/BATTERY PACK	03.01.3355	350.87			
				1,586.24	41483400	11/17/26
	NORRIS EQUIPMENT CO LLC					
90898	BLADE,ASSY GUIDE,FILTER,SPRING	03.01.2530	521.13			
				521.13	69842	11/17/26
90910	KUBOTA ASSEMBLY GUIDE	03.01.2530	76.93			
				76.93	69842	11/17/26
	O'REILLY AUTO PARTS					
STM_OCT2026	OIL/FILTER	11.24.2530	108.74			
				108.74	41483404	11/17/26
	OTTAWA SANITATION SERVICE					
410668	OCT2026 BILLING:TRASH&RECYCLG	24.01.2491	3,618.04			
				3,618.04	69844	11/17/26
417185	OCT2026 BILLING:TRASH&RECYCLG	24.01.2491	38,811.49			
	OCT2026 BILLING:TRASH&RECYCLG	24.01.2492	4,458.87			
				43,270.36	69844	11/17/26
417186	OCT2026 BILLING:TRASH&RECYCLG	01.01.2495	371.91			
	OCT2026 BILLING:TRASH&RECYCLG	01.02.2495	185.87			
	OCT2026 BILLING:TRASH&RECYCLG	01.03.2495	226.72			
	OCT2026 BILLING:TRASH&RECYCLG	01.04.2495	76.93			
	OCT2026 BILLING:TRASH&RECYCLG	01.05.2495	38.91			
	OCT2026 BILLING:TRASH&RECYCLG	01.06.2495	25.47			
	OCT2026 BILLING:TRASH&RECYCLG	03.01.2495	22.28			
	OCT2026 BILLING:TRASH&RECYCLG	11.24.2495	278.89			
	OCT2026 BILLING:TRASH&RECYCLG	12.11.2495	278.89			
	OCT2026 BILLING:TRASH&RECYCLG	18.22.2495	185.87			
	OCT2026 BILLING:TRASH&RECYCLG	27.01.2495	76.74			
				1,768.48	69844	11/17/26

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	PACE ANALYTICAL SERVICES,					
2660256423	MONTHLY TESTING FEES	18.22.2202	301.00			
				301.00	41483403	11/17/26
	ROYAL CLEANERS					
103-OCT 2026	OCT 2026 DRY CLEANING	01.05.3630	64.30			
				64.30	69845	11/17/26
	SPRAYER SPECIALTIES, INC					
INVGAR0210	HOSE, COUPLER	12.12.2530	62.61			
	HOSE, COUPLER	01.02.2530	62.61			
	HOSE, COUPLER	18.22.2530	62.61			
	HOSE, COUPLER	11.25.2530	62.63			
				250.46	69846	11/17/26
	STATE CHEMICAL SOLUTIONS					
904404215	CHERRY FLOAT	18.22.3550	5,293.87			
				5,293.87	69847	11/17/26
	TRANSUNION RISK & ALTERNA					
5225421-202610-1	TLO OCT 2026	01.05.2850	150.50			
				150.50	69848	11/17/26
	UMB-CARD SERVICES					
OCT 2026 AP0681	EMPLOYEE MEAL FROM EL PATRON	01.01.2450	63.06			
	NAMEPLATE FOR JUDGE	01.07.3110	14.37			
	EMPLOYEE MEAL FROM EL PATRON	01.01.2450	101.29			
	MONTHLY ADOBE SOFTWARE	01.10.4010	29.99			
	MONTHLY ADOBE SOFTWARE	01.10.4010	23.88			
				232.59	41483398	11/17/26
OCT 2026 RH0699	MAPLE MAGAZINE	01.01.2850	1,500.00			
	THE MAPLE MONTHLY SPONSORSHIP	01.01.2330	500.00			
	LJWORLD NOTICE 10/27/26	01.01.2330	583.00			
	LJWORLD NOTICE 10/27/26	01.01.2330	256.74			
	MEAL FOR KMEA CONFERENCE	01.01.2170	15.37			
	LODGING FOR KMEA CONFERENCE	01.01.2170	181.93			
	FUEL FOR KMEA CONFERENCE	01.01.2160	25.21			
				3,062.25	41483398	11/17/26
OCT 2026 TB0459	TOILET PAPER, PAPER TOWELS	01.04.3680	61.65			
	HALLOWEEN CANDY	01.04.3900	246.00			
	STANLEY JAMES BBQ	01.04.2170	388.33			
				695.98	41483398	11/17/26
UMB_OCT2026_AB1891	KWIK SHOP	01.05.3530	11.57			
	KWIK SHOP	01.05.3530	55.98			
	CASEYS	01.05.3530	50.81			
	KWIK SHOP	01.05.3530	57.46			
	CASEYS	01.05.3530	73.99			
	KWIK SHOP	01.05.3530	68.46			
	CASEYS	01.05.3530	62.24			
	KWIK SHOP	01.05.3530	57.49			
	GULF OIL	01.05.3530	61.80			
	KWIK SHOP	01.05.3530	57.86			
				557.66	41483398	11/17/26
UMB_OCT2026_JW0574	LODGING - LOGAN	11.24.2170	392.38			
	LODGING - JEFF	11.24.2170	181.93			
	TOLL FEE	11.24.2160	1.23			
	iKAN TRAINING	11.24.7999	53.25			
	iKAN TRAINING	11.24.7999	12.25			

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	UMB-CARD SERVICES					
	GAS	11.24.2170	85.00			
	BRAUMS	11.24.2170	9.35			
	WENDYS	11.24.2170	12.95			
	WALMART	11.24.3900	44.61			
	EILEENS COOKIES	11.24.3900	129.85			
	SPANGLES	11.24.2170	8.67			
				931.47	41483398	11/17/26
UMB_OCT2026_KJ0392	BREAKFAST MAPLE LEAF	01.05.2170	190.10			
				190.10	41483398	11/17/26
UMB_OCT2026_KW0525	FOOD FOR LUNCH	01.02.2450	175.61			
				175.61	41483398	11/17/26
UMB_OCT2026_MR1483	GAMBINOS-MAPLE LEAF MEAL	01.05.2170	154.39			
	WALMART-MAPLE LEAF SUPPLIES	01.05.7999	29.76			
	WALMART-MAPLE LEAF SUPPLIES	01.05.7999	509.15			
	WALMART-MAPLE LEAF SUPPLIES	01.05.7999	100.14			
	EZCART/SUBWAY-MAPLE LEAF MEAL	01.05.7999	227.34			
	POSITIVE PROMOTIONS-REIMBURSE	01.05.3900	1,599.85-			
	USPS/POSTAGE	01.05.2150	13.90			
	GAMBINOS-CHIEF/SHERIFF MEETING	01.05.2170	104.45			
				460.72-	41483398	11/17/26
UMB_OCT2026_PM0715	KMEA CONF - ZAC	11.25.2140	130.00			
	KMEA CONF - PAT	11.25.2140	130.00			
	WINDSHIELD - ZAC	11.25.2540	447.55			
	KMEA CONF LODGING - ZAC/PAT	11.25.2170	306.30			
	FOOD/DRINK	11.25.2170	45.46			
	FOOD/DRINK	11.25.2170	36.23			
	FOR JEFF-DIDNT HAVE HIS CARD	11.24.3900	51.32			
				1,146.86	41483398	11/17/26
UMB_OCT2026_PT8365	GAMBINOS - CITY WIDE CLEANUP	01.02.2450	171.18			
				171.18	41483398	11/17/26
UMB_OCT2026_RB0566	JEFFERSONS/MEAL	01.05.2170	18.58			
	RUESCHHOFF/KEYS	01.05.3110	189.28			
				207.86	41483398	11/17/26
UMB_OCT2026_SD1836	ADOBE EXPRESS	01.02.3110	9.99			
	ACROBAT PRO	01.02.3110	19.99			
	MENARDS - TOTES	01.02.3800	47.30			
	MENARDS - TOTES	01.02.3800	33.32			
				110.60	41483398	11/17/26
UMB_OCT2026_SY0723	CERTIFIED LETTER	01.35.2150	11.84			
				11.84	41483398	11/17/26
UMB_OCT2026_VS0731	CASEYS-FUEL	01.05.3530	25.00			
	CHIPOTLE-MEAL	01.05.2170	5.00			
	CITY OF LINN VALLEY-AIR 4 TIRE	01.05.7999	3.90			
				33.90	41483398	11/17/26
UMB_OCT226_TA0582	MENARDS	03.01.3355	77.89			
	HARBOR FREIGHT	03.01.3355	346.95			
	HOME DEPOT	03.01.3355	76.80			
	WALMART	03.01.2520	16.27			
	FRANKLIN CO TRANSFER STATION	01.02.3350	19.00			
	FRANKLIN CO TRANSFER STATION	01.05.3350	19.00			
				555.91	41483398	11/17/26
	US AUTOFORCE					

INVOICE NUMBER	VENDOR NAME / REFERENCE	GL ACCOUNT #	AMOUNT	PAYMENT AMOUNT	CHECK #	CHECK DATE
	US AUTOFORCE					
INV0020591847	UNIT 54-TIRES	01.05.3350	840.60			
				840.60	41483399	11/17/26
INV0020603575	TIRES - RANGER	03.01.3350	685.72			
				685.72	41483399	11/17/26
	WILSON, EDWIN					
ESCROW 303 8TH ST	ESCROW 303 8TH ST REIMBURSEMEN	29.01.7999.0142	73,145.76			
				73,145.76	69849	11/17/26
	WORTHAM, JESSICA					
116	CITY ATTORNEY 10/28/26-11/13/2	01.01.2851	450.00			
	CITY ATTORNEY 10/28/26-11/13/2	01.05.2851	50.00			
	CITY ATTORNEY 10/28/26-11/13/2	01.07.2851	550.00			
	CITY ATTORNEY 10/28/26-11/13/2	01.35.2851	100.00			
				1,150.00	69850	11/17/26
				==========		
	REPORT TOTAL			233,348.87		

CITY of BALDWIN CITY

SPECIAL EVENTS APPLICATION

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

Date: November 10, 2026

Name of contact person Baldwin City Chamber of Commerce

Phone 785-594-3200

Email director@baldwincitychamber.com

Name of Sponsoring Business or Organization *(if different than above)*

Address or location of event downtown Baldwin City

Describe the **type of event** proposed Festival of Lights and Parade

Date(s) of proposed event: Saturday, December 5, 2026

Hours of operation: 4:00 pm - 8:00 pm

Please describe the **details** of your event in the space provided below. Attach additional sheets if necessary Festival of Lights parade @ 6pm. A small recital will be on S.S. Stage @ 5:30. Santa will be in S.S. after the parade to visit with Children, and the Grinch. Cookies & cocoa will be in the Concessions Stand. V.I.N. will be selling Christmas trees and greeneny in S.S.

Attendance: Total anticipated attendance: Persons ~ 600 Vehicles ~ 100

Electrical - does your event require electricity? ☐ No ☒ Yes (if yes, show location(s) on map) Sullivan Square

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

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

☒ Request City Services (show location(s) on map)

no additional receptacles needed

Restrooms: Number of Portable Restrooms _____

Company to place/remove _____

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, please describe:

There will be a small performance on the Sullivan Square stage starting at 5:30 pm and going until about 5:45 pm. Santa with a bench and some Christmas trees will be set up on the Sullivan Square stage.

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)*

REQUIRED DOCUMENTS CHECK LIST:

☒ **Completed Application**

☒ **Map -** Attach a map showing street(s) and location of the event as described above.

☒ **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 Packard at 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 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-830 Temporary Permit Application and Agreement*** on file with the City Clerk.

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: Marcia Brant

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


POLICE
Chapel St
Chapel St
3rd St
7th St
Howard Hall
Baker Iniversity
Baker University Bookstore
Book store
Dearborn St
Dearborn St
4th St
Owens Musical Arts Building
Elm St
Elm St
Elm St
6th St
5th St
Mabee Memorial Hall
Fremont St
Grove St
6th St
can Food
Mexican
Baldwin City Beer Company
Baldwin City Library
ghth
FESTIVAL OF LIGHTS PARADE
December 5 | 4:00 pm - 8:00 pm
parade at 6:00 pm
= wooden barricade
= water barricade
= vehicle as barricade
= Music and Santa in Sullivan Sq.
= horse holding area in Gessner Hall parking lot
= parade line up
= parade route

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/31/2026

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 be endorsed. If SUBROGATIONIS 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).

PRODUCER INTEGRITY MIDWEST INSURANCE LLC 37277396 3301 CLINTON PARKWAY CT LAWRENCE KS 66047	**CONTACT NAME:** **PHONE** (A/C, No, Ext): (785) 856-5100 **FAX** (A/C, No): (888) 900-4599 **E-MAIL ADDRESS:**
INSURED BALDWIN CITY CHAMBER OF COMMER PO BOX 501 BALDWIN CITY KS 66006-0501	**INSURER(S) AFFORDING COVERAGE** — **NAIC#** **INSURER A :** Hartford Underwriters Insurance Company — 30104 **INSURER B :** Property and Casualty Insurance Company of Hartford — 34690 **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] General Liability GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			37 SBA AW3CKA	03/01/2026	03/01/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	[ ] **UMBRELLA LIAB** [ ] OCCUR [ ] **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	
B	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/ A		37 WEC AW3CTF	03/01/2026	03/01/2027	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $100,000 $100,000 $500,000
A	Employment Practices Liability Insurance			37 SBA AW3CKA	03/01/2026	03/01/2027	Each Claim Limit Annual Aggregate Limit	$25,000 $25,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

For Informational Purposes
PO Box 501
BALDWIN CITY KS 66006-0501

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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2027 Holidays	
Friday, January 1, 2027	New Year's Day
Monday, January 18, 2027	Martin Luther King Jr. Day
Monday, February 15, 2027	Presidents' Day
Monday, May 31, 2027	Memorial Day
Monday, June 18, 2027	Juneteenth
Monday, July 5, 2027	Independence Day
Monday, September 6, 2027	Labor Day
Monday, October 11, 2027	Columbus/Indigenous Peoples' Day
Thursday, November 11, 2027	Veterans Day
Thursday, November 25, 2027	Thanksgiving Day
Friday, November 26, 2027	Day After Thanksgiving
Friday, December 24, 2027	Christmas Eve
Monday, December 26, 2027	Christmas Day