



Christmas in Crockett Festival Event Plan



Christmas in Crockett 2023

PURPOSE: Below is a comprehensive list of modifications being implemented for the 41st Annual Christmas in Crockett to be held in November of 2023. The Crockett Area Chamber of Commerce organizers of the event are taking all necessary steps to ensure the safety and well-being of the participants and volunteers involved.

EVENT DESCRIPTION: Christmas in Crockett is an outdoor arts and crafts festival to be held Saturday, November 18, 2023. Vendor booths are placed around the downtown square and on Goliad and Houston Avenue. The event will open from 10 am until 4 pm with vendor set-up November 17 after 6 pm and at 6 am on November 18. All event activities will take place outdoors. NO indoor activities. A Food Court will be placed at Farmers Market Park with vendors leading to it from 5th street.

FRIDAY SET-UP: On Friday, Nov 17th, participant vendors are given the opportunity to find their booth spaces. Volunteers will guide the vendors to their booth spaces on the Square only after 6 pm. in the City Market Park.

SATURDAY SET-UP: Those vendors who arrive Saturday, Nov 18th, will be guided to their booth spaces by volunteers at two locations.

BREAK-DOWN: The festival will end at 4 pm and egress will be through Goliad, Houston and 4th street. Tables and seating will be cleaned and disinfected by volunteers throughout the day and Chamber volunteers will be in charge of specified areas to ensure guidelines are followed. Hand sanitizer and masks will be available for attendees and vendors, as well as hand washing stations. (see attached)

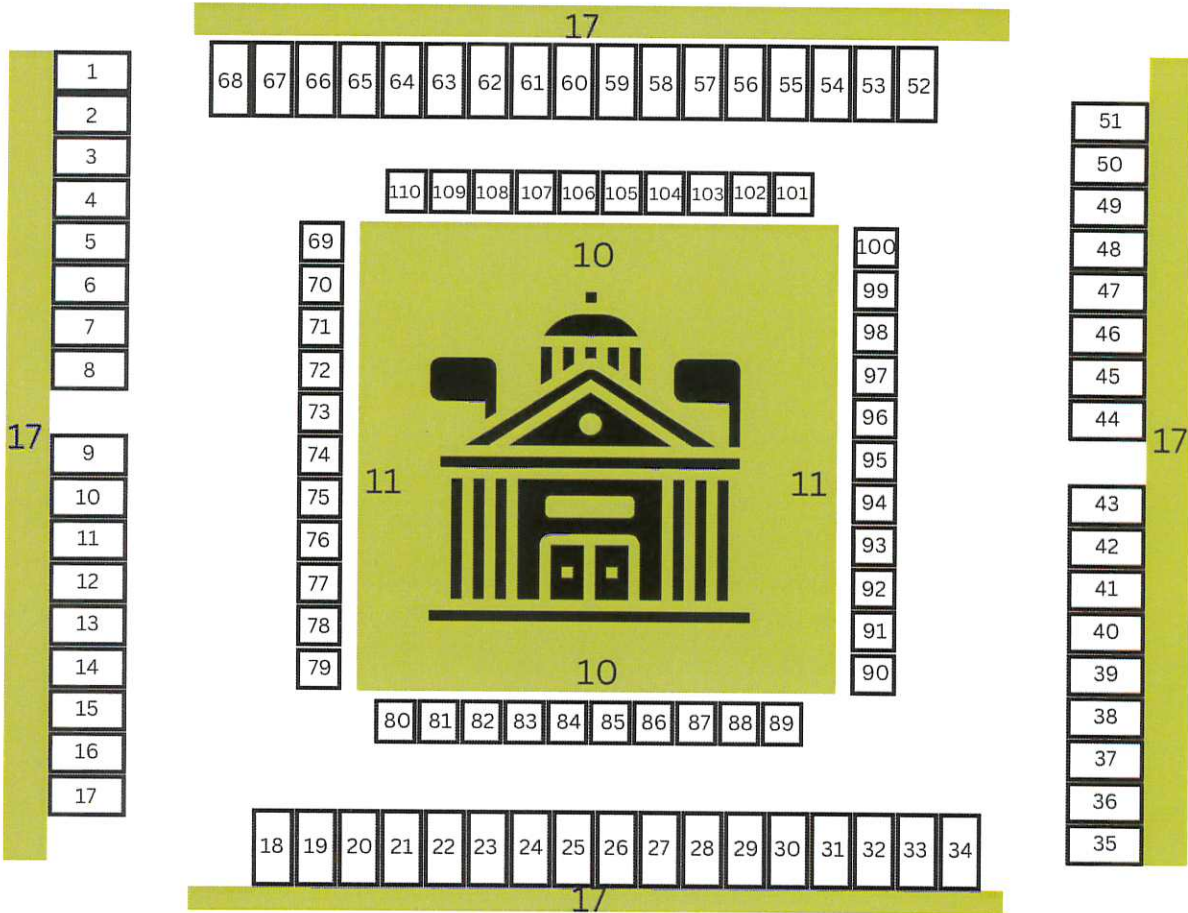
Vendor Booths

Each vendor booth will be marked with hi-viz chalk paint in the example pattern shown below on each corner of their booth. Each booth will be a minimum of 1' from the next. The Chamber will cover markings with black paint around the square after the festival.



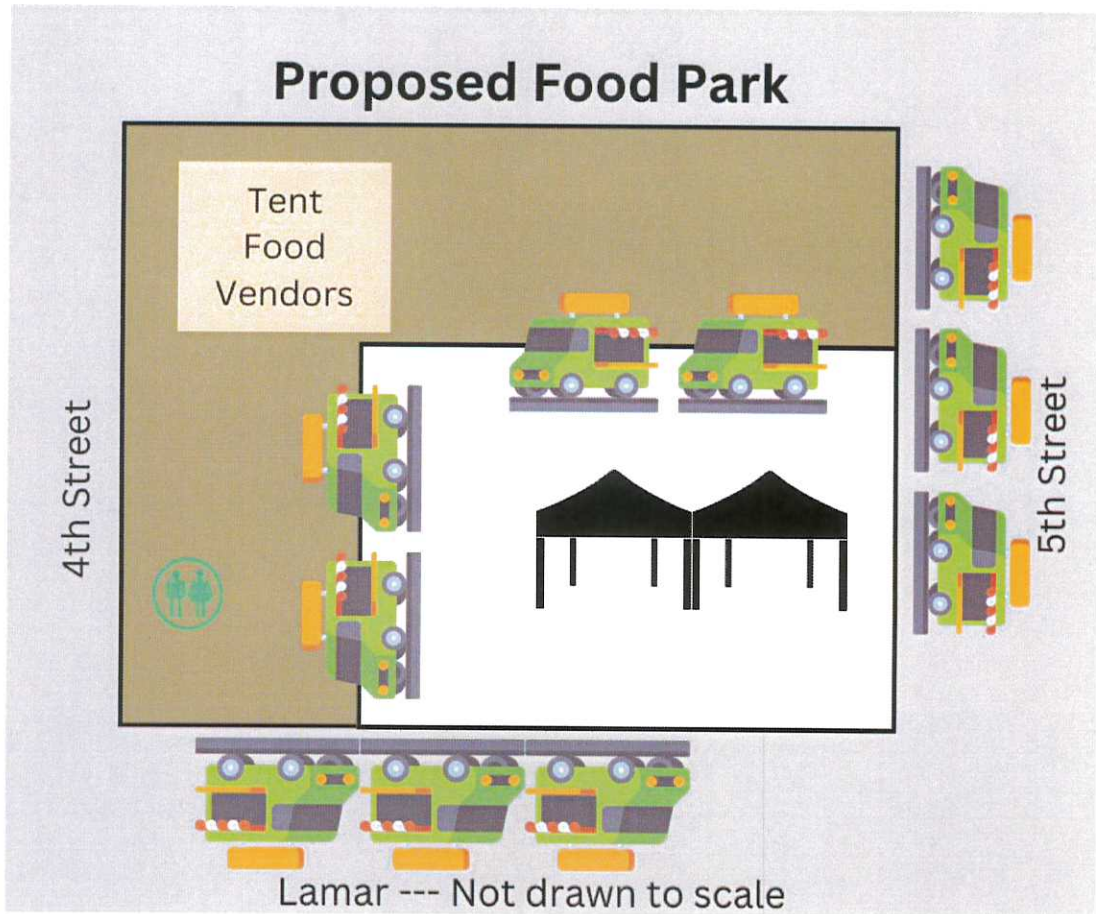
2023 Festival Map Downtown

All vendors will be provided a map as well as ingress and egress to the festival area.



Dedicated Food Park (Not drawn to scale)

In Farmers Market Park between 4th and 5th street.
No Electricity will be used



STATE OF TEXAS §
COUNTY OF HOUSTON §

**AGREEMENT FOR THE TEMPORARY CLOSURE
OF STATE RIGHT OF WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State," and the City of Crockett, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the "local government."

WITNESSETH

WHEREAS, the State owns and operates a system of highways for public use and benefit, including Crockett, in Houston, County; and

WHEREAS, the local government has requested the temporary closure of State Highways around the one way square in Crockett for the purpose of the 41st Annual Christmas in Crockett (November 18, 2023), from 5:00 AM to 7:00 PM as described in the attached "Exhibit A," hereinafter identified as the "Event;" and

WHEREAS, the Event will be located within the local government's incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State's right of way will be performed within the State's requirements; and

WHEREAS, on the 18th day of September, 2023, the Crockett City Council passed Resolution / Ordinance No. R-09-23, attached hereto and identified as "Exhibit B," establishing that the Event serves a public purpose and authorizing the local government to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned physical modifications of any man-made or natural features in or adjacent to the right of way involved shall be attached hereto along with a location map and identified as "Exhibit C."

Article 3. OPERATIONS OF THE EVENT

A. The local government shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.

B. The local government shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right of way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State. The State may require that any traffic control plans of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State's Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan and if it is found to be inadequate, the local government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.

C. The local government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.

D. The local government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the local government. The local government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.

E. The local government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

F. The local government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The local government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the local government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

G. The local government hereby assures the State that there will be appropriate passage

allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the local government's traffic control plan.

H. The local government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the local government will remain the property of the local government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 5. TERMINATION

A. This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

B. The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and local government under this agreement. If the potential termination of this agreement is due to the failure of the local government to fulfill its contractual obligations as set forth herein, the State will notify the local government that possible breach of contract has occurred. The local government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the local government does not remedy the breach to the satisfaction of the State, the local government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right of way, the local government and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period

that the local government and/or its contractors are encroaching upon the State right of way.

B. In the event the local government is a self-insured entity, the local government shall provide the State proof of its self-insurance. The local government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the local government and the State.

Article 10. COMPLIANCE WITH LAWS

The local government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right of way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Local Government:	State:
<u>City of Crockett</u> <u>John Angerstein, City Administrator</u> <u>200 N. Fifth Street</u> <u>Crockett, TX 75835</u>	<u>Texas Department of Transportation</u> <u>1805 North Timberland Drive</u> <u>Lufkin, TX 75901</u>

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

THE CITY OF CROCKETT

Executed on behalf of the local government by:

By _____ Date September 18, 2023
City Official

Typed or Printed Name and Title Mr. John Angerstein, City Administrator
City of Crockett

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
District Engineer

Exhibit A

This is the 41st Annual Christmas in Crockett.

This event is an Arts & Crafts Show with approximately 200 vendors and an antique car show.

Exhibit B

SEE ATTACHED RESOLUTION NO. R-09-23

CITY OF CROCKETT
RESOLUTION NO. R-09-23

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF CROCKETT, TEXAS, authorizing the City to enter into agreement with the State for temporary closure of State Highways for the 41st Annual Christmas in Crockett.

WHEREAS, the State owns and operates a system of highways for public use and benefit, including Crockett, Texas, Houston County; and

WHEREAS, the City has requested the temporary closure for the purposes of the 41st Annual Christmas in Crockett; and

WHEREAS, the event will be located within the City's incorporated area; and

WHEREAS, the City hereby assures the State that there will be appropriate passage allowance for emergency traffic; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CROCKETT, TEXAS that the Mayor of the City of Crockett be, and is hereby authorized to execute an agreement with the State for temporary closure of State Highways for the 41st Annual Christmas in Crockett.

PASSED AND APPROVED, this 18th day of September 2023.

Dr. Ianthia Fisher, Mayor

ATTEST:

Mitzi Stefka, City Secretary

Exhibit C

SEE ATTACHED MAP

Law Enforcement

Chamber safety director will use map to coordinate actions of various agencies (Crockett Police Department and the Houston County Sheriff's Department) to ensure maximum safety and traffic control during the event.

Map of street closures for Christmas in Crockett

