

From: [Jenny Massey](#)
Sent: Sunday, June 25, 2023 7:57 PM
To: [Kaydi Smith](#); [Lindsay Koskiniemi](#)
Cc: [canie](#) [REDACTED]
Subject: Re: Council Agenda Request
Attachments: [Resized_20230625_190717.jpg](#)
[Resized_20230625_190729.jpg](#)
[Resized_20230625_190428.jpg](#)
[Certificate of Liability Insurance- Certificate Holder Sweeny Lions Club.pdf](#)

Importance: High

Good evening,

Happy Sunday! I am sending this email with a copy of the Lions Club Insurance, copy of the Hold Harmless form and answers to your following questions. Shaun said he signed one in person the other day, but I am attaching another one. Our 3rd annual Sweeny Lions Club Back to School Bash will begin July 17th /18th (carnival move in date) through July 25th, 2023. On July 22nd we will be giving out 300 free Backpacks of school supplies, free vision screenings and health information. This year we will incorporate a real carnival and circus to make this Back-to-School Event more memorable for our community. The hyperlink below is about last year's Back to School year event. <https://thefacts.com/your-town/article-44351347-2fb8-5bed-9fba-3ac41d69187a.html>

City Questions:

- Contractors' (carnival/circus host) insurance- the City does require general liability insurance in the amount of \$1,000,000.00 and the City of Sweeny must be listed as a co-insured party.

The carnival's insurance company will be contacting Shaun and I tomorrow. The company will also contact the City Hall if they have any questions.

- Lions Club Insurance

The Lion's Club \$1,000,000 insurance policy is attached to this email with the City of Sweeny listed as a co-insured party.

- Amount being charged per ticket for public

The carnival tickets cost varies. Small ride tickets are \$1 per ticket and Big ride tickets are \$3. A booklet can be purchased for \$20 (24 tickets) or a Wristband for

\$30 (unlimited riding for a day).

The circus is free, but no outside drinks or food are allowed in the circus.

- Will you be barricading with a fence around the city property?

No. We do not need any barricading around the city property. No alcohol will be sold or served.

- Will you be providing port a can?

We will be looking into quotes but yes.

- Will you be providing trash cans around the property?

Yes, we will be providing trash cans around the property.

- Clean up must be completed by the hosting party- will you be able to complete?

Yes, we will complete a thorough clean-up.

- Will the contractor be staying on the property the entire time (RV, etc.)?

Yes, they will be staying in their RVs.

Date of arrival is between July 17th -18th, 2023. Date of Departure is July 25th, 2023.

- Will there be any Lions Club representatives onsite during event hours daily?

Yes, there will be Lion Club representative onsite during the event hours daily.

- Will parking be at City Hall?

Yes, there will be parking at the City Hall. However, there will not be any blocking of the ATM or any entry roadways to the City Hall.

- Is prepackaged food and/or temperature related foods being sold at the carnival?

There will be food sold like Turkey Legs, Cotton Candy, etc. The usual foods you get at a carnival.

No alcohol will be served.

Have a Blessed week,

Jenny Nicole Massey [REDACTED]

“When writing the story of your life, don’t let anyone else hold the pen.”

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----- Forwarded message -----

From: **Kaydi Smith** <[REDACTED]>

Date: Fri, Jun 23, 2023, 9:59 AM

Subject: RE: Council Agenda Request

To: Daniel Massey [REDACTED], Jenny Massey

Cc: Lindsay Koskiniemi [REDACTED]

Good morning,

Jenny- I wasn't sure if Shaun was getting my previous emails, so I'm copying you too. Ill also be calling to make sure you get the information.

After speaking with administration, they will not be adding the items to Mondays special agenda. They will be adding these items to the **July 11th Special agenda at 4PM.**

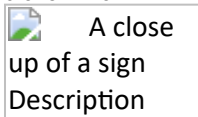
We are still needing additional items on your side for the Lions Club item, please see below. We will be completing things on our side in preparation of the item on the 07/11/23 agenda.

- Contractors' (carnival/circus host) insurance- the City does require general liability insurance in the amount of \$1,000,000.00 and the City of Sweeny must be listed as a co-insured party.
- Lions Club Insurance
- Amount being charged per ticket for public
- Will you be barricading with a fence around the city property?
- Will you be providing port a cans?
- Will you be providing trash cans around property?

- Clean up must be completed by the hosting party- will you be able to complete?
- Will the contractor be staying on the property the entire time (RV, etc.)?
- Will there be any Lions Club representatives onsite during event hours daily?
- Will parking be at City Hall?
- Is prepackaged food and/or temperature related foods being sold at the carnival?

The more information you can provide, the better. I will need all this information including the insurances by July 3rd.

Thank you,
Kaydi Smith
City Secretary
City of Sweeny
P: 979 548 3321
F: 979 548 7745

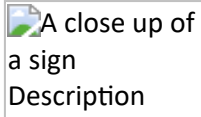


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From: Kaydi Smith
Sent: Wednesday, June 21, 2023 7:56 AM
To: Caniel Massey [REDACTED]
Subject: RE: Council Agenda Request

Good morning,
Council determined the special meeting will be held on Tuesday, July 11th, starting at 4 PM. I have you down for both items on that agenda, but will need all the paperwork associated to continue. Please send as soon as you can so we can prepare on our side.

Thank you,
Kaydi Smith
City Secretary
City of Sweeny
P: 979 548 3321
F: 979 548 7745



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From: Kaydi Smith
Sent: Monday, June 19, 2023 10:27 AM
To: Daniel Massey ([REDACTED]) >
Subject: Council Agenda Request

Good morning Shaun,

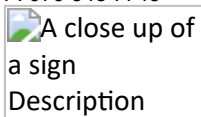
I didn't receive the information on the carnival, wasn't sure if you sent or if you could try again possibly.

We will possibly be having a special meeting before our regularly scheduled July meeting that we could add your items to that agenda. If you will please fill out the attached and send over with any supporting information.

For the Parks & Rec, if you will please include a copy of your meeting minutes showing what was discussed and voted upon as well as the ordinance with markups and additional information wanted. We must send to legal for modifications, etc. If you are wanting a policy modified, the same would apply.

For the Carnival, will you please include dates, locations, city services requested, and variance needed. If you will also let me know the size of the carnival/petting zoo, we will need to get with our (city) insurance provider to confirm as it would be on city property for liability reasons.

Thank you,
Kaydi Smith
City Secretary
City of Sweeny
P: 979 548 3321
F: 979 548 7745



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