



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, August 9, 2023

10:00 AM

Virtual

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 9, 2023. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

**Members Present:** Kelly Post, Katelynn Updike, Jeremy Nash, Jen Blair, John Fahrney, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Mark Kiesow, Lt. Jen Hannah

**Members Excused:** Eric Veum

**Additional City Staff Present:** Mary Lloyd, Taylor Dietzman, Ashley Moseberry

### APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Updike to Approve the Minutes.  
Motion passed by voice vote/other.

1. [79241](#) PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### DISCLOSURES AND RECUSALS

Jen Blair with Madison Fire disclosed that Madison Fire is the permit applicant for item # 11 on the agenda. She has recused herself from voting on that item.

### STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [79258](#) WISDOT FILM PRODUCTION  
Wed. August 16, 2023 / 10am-2am (rain date Aug. 17)  
Street Closure: Wellness Way and Raymond Rd  
request to film for WisDOT  
discuss location, schedule, setup, impact  
Discover Mediaworks / AnaElise Beckman

The applicant for the WisDot Film Production, agenda item #2, withdrew the Street Use application prior to the meeting. They had found a different location to use for filming.

3. [79251](#) ENA COMMUNITY RESOURCE FAIR  
 Sat. August 19, 2023 / 9am-3pm  
 Street Closure: 1325 Acewood Blvd - 1405 Acewood Blvd  
 Community Resource Fair  
 Discuss location, setup, schedule  
 Elvehjem Neighborhood Association / CJ R Rouse
- Registered speaker**CJ Rouse registered in support and wishes to speak.  
 A motion was made by Blake-Horst, seconded by Lloyd to approve pending receipt of required documents & with the following conditions:  
**THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.**
- BEFORE EVENT**  
 Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."  
 Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Jael Currie - [district16@cityofmadison.com](mailto:district16@cityofmadison.com)  
 Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.  
 Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.
- EVENT DAY(S)**  
 Barricade placement as per plan on file with Traffic Engineering (TE).  
 Event will have volunteers near the barricades to help let in/out vehicles that need access to the handicap parking.  
 Maintain access to Metro stops.  
 20' emergency access lane must be maintained throughout event area.  
 ADA accessible pathway must be maintained on sidewalks throughout event area.  
 No inflatables on City right-of-way.  
 No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
- AFTER EVENT**  
 Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.  
 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.  
 Motion passed by voice vote/other.
4. [79254](#) 2023 YWCA BLOCK PARTY  
 Thu. August 31, 2023 / 3:30pm - 8pm  
 Street Closure: 100 block of E Mifflin St  
 Annual block party for YWCA  
 Discuss location, setup, schedule

YWCA Madison / Jael Currie

Registered speaker Vanessa McDowell registered in support, not to speak, but available for questions.

A motion was made by Blair, seconded by Lloyd to approve pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

Notification: Organizer must notify area alder(s) at least two weeks prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

Notification: Notify businesses and residents within the event area.

Notification must include event information, including: location, date, and schedule. Also include day of contact info for the event organizer.

Notify the Madison Central Business Improvement District's Operations Director at [tjenquin@visitdowntownmadison.com](mailto:tjenquin@visitdowntownmadison.com) or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

**DURING EVENT**

Barricade placement as per plan on file with Traffic Engineering (TE).

Maintain access to the bike boulevard.

No barricades in front of alley entrance/exit.

Noise must be kept to a reasonable level at all times.

ADA accessible pathway must be maintained on sidewalks throughout event area.

20' emergency access lane must be maintained throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

5. [79256](#)

**MONROE STREET FESTIVAL**

Sat. September 9, 2023 / 7am-6pm

Street Closure: portion of 800 Harrison St (adjacent to Monroe St)

No Parking request: 1700-1900 Monroe St (south side only)

Annual street/neighborhood festival for shopping, food, entertainment  
Monroe Merchant Street Association / Carol Schroeder

There were no registered speakers for this item.

A motion was made by Meter Brooks, seconded by Blair to approve pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."-

Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

The alder(s) to notify for this event is: Tag Evers -  
district13@cityofmadison.com

Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event. No cooking of food is approved on sidewalks without a Transient Food Stand License from PHMDC. Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

**DURING EVENT**

All sales should be made inside of the businesses during the Monroe Street Festival. If businesses wish to collect payment outside of their businesses in the permitted area, organizer will apply for a vending permit.

Barricade placement as per plan on file with Traffic Engineering (TE).

Maintain access to Metro stops.

Noise must be kept to a reasonable level at all times.

20' emergency access lane must be maintained throughout event area.

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

6. [78542](#)

**WILLY STREET FAIR**

Sat. Sept. 16, 12pm-10pm & Sun., Sept. 17, 2023, 11am-6:30pm (Parade - 11am)

Street Closure: 800, 900, & 1000 blocks of Williamson St. and 300 block of E.

Brearly  
 Sat., Sept. 16, 9am-11pm (No Parking remains in effect on these blocks through 10:30pm Sept. 17)  
 Sun., Sept. 17, 8am-10pm  
 Annual Street Festival  
 Discuss location, setup, schedule  
 Wil-Mar Neighborhood Center / Gary Kallas

**Referred to a future SUSE meeting that organizer is able to attend.  
 SUSE did not vote on this item.**

7. [79040](#)

**RUN WILD**  
 Sun. Sept 24, 2023 / 8am-12pm  
 Street Closure: Vilas Park Drive  
 No Parking: along route  
 Discuss routes, schedule, No Parking/closure details  
 Henry Vilas Zoo / Kristin Moala

**Registered speaker Kristin Moala registered in support and wishes to speak. A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:**

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**BEFORE EVENT**

**Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."**

**Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Yannette Figueroa Cole - district10@cityofmadison.com, Tag Evers - district13@cityofmadison.com; Isadore Knox, Jr - district14@cityofmadison.com.**

**To request Special Duty officers, call Emily at 608-267-8676. There are charges for these services.**

**Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.**

**EVENT DAY(S)**

**Maintain access to Metro stops.**

**Noise must be kept to a reasonable level at all times.**

**20' emergency access lane must be maintained throughout event area.**

**Must maintain ADA accessible pathways on sidewalks throughout the event area and provide public access and exit to open businesses.**

**No inflatables on City right-of-way.**

**No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.**

**AFTER EVENT**

**Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up. City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish**

considerations for future events.  
Motion passed by voice vote/other.

## CONSENT AGENDA

Blake-Horst made a motion, Updike seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.  
Motion passed by voice vote/other.

### 8. [79242](#)

#### GREAT TASTE OF THE MIDWEST

Sat. August 12, 2023 / 6am-6pm

Street closure: 300 Lakeside St

No Parking: Olin-Turville Ct, Lakeshore Ct, Edgewater Ct, 300 E Lakeside St, Sayle St, 10 Van Duesen St

Annual beer festival held at Olin Park

Madison Area Homebrewers / Sam Jackson

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Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.) ON FILE.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Tag Evers - dsitric13@cityofmadison.com & Isadore Knox Jr - district14@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing.

Barricade placement as per plan on file with Traffic Engineering and MPD.

#### EVENT DAY(S)

20' emergency access lane must be maintained throughout event area.

8' pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up. City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

9. [79247](#)**LARK AT RANDALL MOVE IN DAY**

Fri. August 18, 2023 / 7am-7pm

No Parking request: meters on 1400 Monroe St

Annual apartment move in day

Lark at Randall / Valeria Leyva-Jaimes

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**BEFORE EVENT**

Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

No street closure, request for parking/sidewalk space only.

**DURING EVENT**

Maintain access to Metro stops.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

Noise must be kept to a reasonable level at all times.

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

10. [79265](#)**RESIDENT MOVE IN DAYS**

Sat. August 26 &amp; Sun. August 27, 2023 / 8am-7pm each day

No Street Closure

Request for Parking: in front of 432 W Gorham, University from 432 W Gorham to Gilman, and (odd side) of 400 W Gilman

Annual apartment move in day

The James / Diana Paez

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**BEFORE EVENT**

Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

**DURING EVENT**

Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.

Organizer must ensure there is no double parking that may impact traffic flow on the permitted streets.

Maintain access to Metro stops.

Noise must be kept to a reasonable level at all times.

20' emergency access lane must be maintained throughout event area.

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

11. [79255](#)**UW CAMPUS FIRE SAFETY**

Thu. September 14 & Thu. September 28, 2023 / 8:30am-3:30pm

No Street Closure - Requesting Confluence at Library Mall

Annual fire safety event put on by Madison Fire Department

Madison Fire Department and UW / Bernadette Galvez

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**BEFORE EVENT**

No street closure, request for parking/sidewalk space only.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

MGR Govindarajan – district8@cityofmadison.com .

Coordinate activities and schedule with the Street Vending Coordinator, Meghan Blake-Horst @ mblake-horst@cityofmadiosn.com or 608-261-9171.

**DURING EVENT**

Event cannot displace licensed city vendors.

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish



considerations for future events.

ADDITIONAL STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

12. [79290](#) WI LINE 5 PIPELINE PROTEST  
 Sat, August 19, 2023 / 10am-12pm  
 Street Closure - protest area: corner of E Mifflin and N Pinckney  
 March route: around square to King St, left on E Main, to WI DNR offices  
 Protest and march  
 Discuss location, route, schedule, DCFM  
 Action for the Climate Emergency / Marco Marquez
- Registered speaker Marco Marquez registered in support, does not wish to speak but is available to answer questions.**  
**A motion was made by Blake-Horst, seconded by Lloyd to approve pending receipt of required documents & with the following conditions:**  
**THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.**  
**BEFORE EVENT**  
**Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."**  
**Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc .Michael Verveer - district4@cityofmadison.com & Marshal Rummell - district6@cityofmadison.com**  
**Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.**  
**Notify the Dane County Farmers' Market manager, info@dcfm.org, 608-455-1999. Provide event information, including: day-of-contact, location, date, schedule, activities, etc**  
**EVENT DAY(S)**  
**The Capitol Square will be closed by Traffic Engineering (TE) during the Farmers' Market.**  
**Protest and march will not interfere with the Farmers' Market vendors or attendees.**  
**March Route: as the route leaves the Capitol Square (King St / E Main), marchers will move onto the sidewalks on E Main St. March will obey traffic signals when crossing Webster.**  
**Maintain access to Metro stops.**  
**Event cannot displace licensed city vendors.**  
**Noise must be kept to a reasonable level at all times.**  
**20' emergency access lane must be maintained throughout event area.**  
**ADA accessible pathway must be maintained on sidewalks throughout event area.**  
**No inflatables on City right-of-way.**  
**No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.**

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

**14. ADJOURNMENT**

A motion was made by Updike, seconded by Nash to Adjourn. The motion passed by voice vote/other.