



# 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, September 4, 2024

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, September 4, 2024. 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, Meghan Blake-Horst, Mathew Scamardo, Mark Kiesow, Eric Veum, Amy O'Rourke, Scott Strassburg, Tim Sobota, Lt. Jen Hannah

**Members Excused:** John Fahrney

**Additional City Staff Present:** Julia Austin, David Crossen, Taylor Dietzman, Michael Ott, Ashley Moseberry

### APPROVAL OF MINUTES

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

1. [84968](#) PUBLIC COMMENT

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

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

### STREET USE PERMITS FOR CONSIDERATION AND VOTE

13. [85022](#) LA MOVIDA CAR CARAVAN  
Sunday, September 15, 2024  
Start: @ 12pm from MATC Goodman Campus (2429 Perry St)  
Finish: Breese Stevens Field (E Washington/N Paterson)  
Route: Badger/Rusk ->Rimrock->John Nolen->Blair->E Washington  
Participants to obey all traffic rules / no street closures  
Annual car caravan  
La Movida Radio / Luis Montoto

Registered speaker Luis Montoto registered in support and wishes to speak.  
Registered speaker Bonnie Oleson registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

**THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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**

Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer – [district4@cityofmadison.com](mailto:district4@cityofmadison.com), Marsha Rummel – [district6@cityofmadison.com](mailto:district6@cityofmadison.com), Tag Evers – [district13@cityofmadison.com](mailto:district13@cityofmadison.com), & Isadore Knox, Jr – [district14@cityofmadison.com](mailto:district14@cityofmadison.com)

MPD staffing is required for your event. Please contact Lt. Jen Hannah and Officer Michael Ott at [mpdevents@cityofmadison.com](mailto:mpdevents@cityofmadison.com) to arrange for MPD staffing. There are charges for these services.

Materials and promotional information should include:

- All Participants Must Obey Traffic Laws
  - Participants cannot turn from E Washington, left onto N Patterson or left onto N Brearly. Information should include a parking plan to park in the N Livingston Parking Ramp.
  - All participants should keep noise / vehicle radios to a reasonable level.
- No street closure, request for traffic management for car caravan.

**DURING EVENT**

Maintain access to Metro stops. Participating vehicles cannot block or impeded bus stops or bus routes.

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

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.

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.

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.

2. [84970](#)

WI ASLA PARK(ING) DAY

Friday, September 20, 2024 / 8:30am-3:30pm

No Street Closure

Parking stalls requested: 3 stalls on Langdon St, adjacent to Library Mall  
American Society of Landscape Architects Chapters / Paige Bernhardt

Registered speaker Paige Bernhardt registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst 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."

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: day of contact information, location, date, schedule, activities, etc. MGR Govinarajan - district8@cityofmadison.com

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)**

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

Must maintain ADA accessible pathway on sidewalks throughout the 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.

Motion passed by voice vote/other.

3. [84979](#)

**DRIVE ELECTRIC MADISON**

Saturday, September 21, 2024 / 9am-12pm

Street Closure: 100 Martin Luther King Jr Blvd / 6am-2pm

annual display of electric vehicles

Powers Productions, LLC / Eric Powers

Registered speaker Eric Powers registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst 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](mailto:district4@cityofmadison.com)

Notification: Communicate with the businesses on the 100 block of MLK regarding closure times and access to the loading dock. Include communication to Darrin Smith, [Darrin.smith@wisconsin.gov](mailto:Darrin.smith@wisconsin.gov), Building & Grounds Supervisor of the Risser Justice Center & ULI (loading dock on 100 MLK Jr Blvd), [maintenance@uli.com](mailto:maintenance@uli.com).

Notification: 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.

Notification: Coordinate activities and schedule with the Dane County Farmers' Market manager, [info@dcmf.org](mailto:info@dcmf.org) or 608-455-1999. Discuss schedule for the closure of 100 MLK Jr Blvd, to better coordinate farmer load-in and loadout. 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)

Event cannot displace licensed city vendors.

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.

#### 4. [84792](#)

##### THE GREAT MIDWEST HEMP FEST

Sat & Sun / September 28 & 29, 2024

Event: Confluence at Library Mall / vending / amplification

Sept. 28 - 11am-6pm

Sept. 29 - 11am-4:20pm

Parade: Sept. 29 @ 4:20pm / 800 - 100 State Street

Rally at Capitol Square (State Corner)

R&R Productions Company / Christopher Ronan

Registered speaker Christopher Ronan registered in support, not to speak, but available for questions.

Registered speaker Bri Smith registered neither support nor oppose, not to speak, but available for questions.

A motion was made by Sobota, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

Motion passed by voice vote/other.

Event has since withdrawn their Street Use permit application and have

chosen a new location for the event that does not require a Street Use permit.

5. [84982](#)

**SHELTER FROM THE STORM STAMPEDE**

Saturday, September 28, 2024 / 4:30pm-6pm

start/finish: private property

Route: Atlas Ave, Robertson Rd, Neptune Ct, Tasman St, Argosy Ct.

Discuss route, schedule, activities

Shelter from the Storm / Payton Pritzl

Registered speaker Payton Pritzl registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst 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.

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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)**

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 any 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. [84980](#)

**SINGLESTITCH VINTAGE MARKET**

Sunday, September 28, 2024 / 11am-6pm  
Street Closure: 200 State Street / 9am-8pm  
New request / vintage vendors on 200 State  
Singlestitch / Mitchell Hammes

**No Registered speakers for this item.**

**Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.**

7. [84992](#)

**CUB SCOUT CLIMBING EVENT**

Saturday, October 12, 2024 / 9am-12pm  
No Street Closure  
Request to use Confluence at Library Mall  
Cub Scout Recruiting event  
Glacier's Edge Council, Scouting America / Oliver Dupree

**Registered speaker Oliver Dupree registered in support and wishes to speak. A motion was made by Updike, seconded by Blake-Horst 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."**

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

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

**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..**

**EVENT DAY(S)**

**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.**

**Motion passed by voice vote/other.**

8. [84993](#)

**GSAFE TRICK OR TROT**

Sunday, October 13, 2024 / 1pm-3pm

Start/Finish: 300 Potter Street

See attached for route details

Annual fundraiser run/walk

GSAFE / Rae Sowards

Registered speaker Rae Sowards registered in support, not to speak, but available for questions.

Registered speaker Brian Juchems registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst 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."

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: day of contact information, location, date, schedule, activities, etc. Tag Evers - district13@cityofmadison.com & Isadore Knox, Jr - district14@cityofmadison.com

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.

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.

**STREET USE PERMITS - 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.

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9. [84969](#) NEUBERGES/SHIVELY WEDDING @ TINSMITH  
Saturday, September 14, 2024 / 3:30 pm - 8:30 pm  
No Street Closure  
Parking requested adjacent to Tinsmith for caterer  
Steel Belly BBQ / Russ Nockerts
- THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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**  
No street closure, request for parking/sidewalk space only.  
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.
- DURING EVENT**  
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.
10. [85021](#) WEDDING OF OR RAIZMAN VELASQUEZ AND COLIN MCGUIRE  
Saturday, September 28, 2024 / 11am-11:30pm  
No Street Closure  
Parking meters: 3 stalls in front of Ellsworth Block (23 N Pinckney)  
Parking for caterer + need power cord across sidewalk  
Gracious Events / Vesna Madunic
- THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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**  
No street closure, request for parking/sidewalk space only.  
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.
- DURING EVENT**  
Noise must be kept to a reasonable level at all times.  
All cords crossing pedestrian sidewalks must have covers for public safety.  
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.
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11. [84984](#) HAPPY ROAD BIKE NIGHT  
Saturday, October 5, 2024 / 2pm-6pm  
No Street Closure  
Requesting parking meters on 2000 Atwood Ave  
Bike display / group meeting  
Barleypop / Joshua Kocher
- THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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**  
No street closure, request for parking/sidewalk space only.  
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.
- DURING EVENT**  
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.
12. [84999](#) TALKING SPIRITS XXVI: FOREST HILL CEMETERY TOURS  
October 4 - 13, 2024 / daily schedule  
No Street Closure  
Request for Parking on 1 Speedway Rd (northbound side only)  
Annual historical cemetery tours  
Wisconsin Historical Society / Erik Wright
- THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS 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**  
No street closure, request for parking/sidewalk space only.  
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.
- DURING EVENT**  
Noise must be kept to a reasonable level at all times.  
All cords crossing pedestrian sidewalks must have covers for public safety.  
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.

**15. ADJOURNMENT**

A motion was made by O'Rourke, seconded by Scamardo to Adjourn. The motion passed by voice vote/other.