

## MEMORANDUM

**DATE:** December 11, 2018  
**TO:** Mayor White & City Council  
**VIA:** Mercy Rushing, City Administrator  
**FROM:** Cindy Karch, City Secretary  
**SUBJECT:** Street closure request

### **Council Meeting Agenda Item for December 17, 2018**

#### **Background Information:**

Lauren Pitre has completed the mural on the side of the Factory Connection building and the Main Street Board would like to celebrate its completion with a ribboncutting ceremony at 1 p.m. on Saturday, January 12, 2019.

#### **Recommendation:**

#### **Final Disposition:**



# City of Mineola

## Street Closure Request

Name: Doris Newman, Main Street Director Historic Preservation Officer

Address: 300 Greenville Ave. City, State, Zip: Mineola

Phone number: 903-705-3399 email address: mainstreet@mineola.com

Name of organization: Main Street

Event: Mural ribbon cutting Date & time of closure: 8 p.m. January 11th  
until immediately after ceremony, which is Saturday, January 12<sup>th</sup> at 1PM.

Streets/Location of area to be closed:

Line Street from Highway 80 south to alley

\*\*Please include a map detailing the area(s) requesting to be closed

You are required to alert the building owner/operators in the street closure area of the street closure either a minimum two weeks before the event or once the council has approved the request. This includes the Historic District sidewalk walking district.

Do you have insurance coverage for the event?  No  Yes (if yes, please include copy of the policy)

Return form to City Secretary at Mineola City Hall, 300 Greenville Highway, Mineola, TX 75773, fax 903-569-6551, or [ckarch@mineola.com](mailto:ckarch@mineola.com).