

## Meadows, Christine

---

**From:** Meadows, Christine  
**Sent:** Thursday, January 5, 2023 4:37 PM  
**To:** Michael Burns  
**Cc:** Murray, Shawn; Sylvester Onwas; James Keener; Michael Blackshear; Lee, Harold  
**Subject:** RE: Agreement for Temporary Closure of State ROW-Multi-Year Agreement (2022 League City Music Festival & BBQ Cookoff)

Mr. Burns,

No apology needed. Thank you for the clarification. I will attach this email to my paperwork for reference and let the organizers know that we are good through 2026. I will forward you the Certificate of Insurance as soon we receive from the Lions Club.

Thank you again,  
Christine

**Christine Meadows**  
Administrative Assistant  
City of League City  
281-338-4161

---

**From:** Michael Burns <Michael.Burns@txdot.gov>  
**Sent:** Thursday, January 5, 2023 4:28 PM  
**To:** Meadows, Christine <christine.meadows@leaguecitytx.gov>  
**Cc:** Murray, Shawn <Shawn.Murray@leaguecitytx.gov>; Sylvester Onwas <Sylvester.Onwas@txdot.gov>; James Keener <James.Keener@txdot.gov>; Michael Blackshear <Michael.Blackshear@txdot.gov>  
**Subject:** RE: Agreement for Temporary Closure of State ROW-Multi-Year Agreement (2022 League City Music Festival & BBQ Cookoff)

**CAUTION:** This email originated from outside of City of League City. Please use caution before clicking any links, downloading pictures within email, or responding to unknown senders. Do NOT sign-in with your COLC account for any unexpected items. Please contact the Technology Helpdesk (x1380) or forward to [HELPDESK@leaguecitytx.gov](mailto:HELPDESK@leaguecitytx.gov) if in doubt.

Good afternoon,

My apologies for not getting back with you. Yes the agreement that was initiated last year was in fact a five year agreement. If no changes are made other than maybe the date, the only major document we would require is an updated Certificate Of Insurance.

Regards,  
**Michael Burns**  
[Houston District](#) | [TxDOT - Signage](#)  
[TxDOT's City Pride Program](#)

---

**From:** Meadows, Christine <[christine.meadows@leaguecitytx.gov](mailto:christine.meadows@leaguecitytx.gov)>

**Sent:** Thursday, January 5, 2023 3:10 PM

**To:** HOU Special Events <[HOUSpecialEvents@txdot.gov](mailto:HOUSpecialEvents@txdot.gov)>

**Cc:** Michael Burns <[Michael.Burns@txdot.gov](mailto:Michael.Burns@txdot.gov)>; James Keener <[James.Keener@txdot.gov](mailto:James.Keener@txdot.gov)>; Michael Blackshear <[Michael.Blackshear@txdot.gov](mailto:Michael.Blackshear@txdot.gov)>; Murray, Shawn <[Shawn.Murray@leaguecitytx.gov](mailto:Shawn.Murray@leaguecitytx.gov)>

**Subject:** FW: Agreement for Temporary Closure of State ROW-Multi-Year Agreement (2022 League City Music Festival & BBQ Cookoff)

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I need to clarify that our agreement signed last year is a Multi-Year agreement. We usually receive a letter stating the 5 year span, but the one we received in 2022 was did not show this. Below are the emails from last year showing the request, approvals and the clarification request. I did not receive a reply back from the email on 4/25/2022.

I have attached the approval letter that expired in 2021 that shows the multi-year wording needed and the approval letter from 2022 for your reference.

The Lions Club hold this event each year in the same location and are making preparations for 2023. Please let me know if the event is good to go with TxDot for 2023 or if another request is required.

Thank you,  
Christine

**Christine Meadows**  
Administrative Assistant  
City of League City  
281-338-4161

---

**From:** Meadows, Christine <[christine.meadows@leaguecitytx.gov](mailto:christine.meadows@leaguecitytx.gov)>

**Sent:** Monday, April 25, 2022 2:05 PM

**To:** Michael Burns <[Michael.Burns@txdot.gov](mailto:Michael.Burns@txdot.gov)>

**Cc:** James Keener <[James.Keener@txdot.gov](mailto:James.Keener@txdot.gov)>; Michael Blackshear <[Michael.Blackshear@txdot.gov](mailto:Michael.Blackshear@txdot.gov)>

**Subject:** RE: Agreement for Temporary Closure of State ROW-Multi-Year Agreement (2022 League City Music Festival & BBQ Cookoff)

Good afternoon,

Thank you very much for completing and approving our special event request.

I have one concern, will you please verify for me that the signed agreement covers multiple years? The cover letter for our previous multi-year agreement stated the 5 year period (attached for reference).

Sincerely,  
Christine

Christine Meadows, CAP  
Administrative Assistant  
Police Department  
City of League City  
555 W. Walker St.  
League City, Texas 77573  
Phone: 281-338-4161



#### CONFIDENTIALITY STATEMENT

This message and all attachments are confidential and may be protected by the attorney-client and other privileges. If you are not the intended recipient, you are hereby notified that any review, use, dissemination, forwarding, printing, copying, disclosure or distribution of this communication is strictly prohibited and may be unlawful. If you believe this message has been sent to you in error, please notify the sender by replying to this transmission or by calling the City of League City at 281-554-1000, and destroy all copies of the original message. Unless expressly stated in this e-mail, nothing in this message shall be construed as a digital or electronic signature. Thank you for your cooperation.

---

**From:** Michael Burns <[Michael.Burns@txdot.gov](mailto:Michael.Burns@txdot.gov)>

**Sent:** Friday, April 22, 2022 2:39 PM

**To:** Meadows, Christine <[christine.meadows@leaguecitytx.gov](mailto:christine.meadows@leaguecitytx.gov)>

**Cc:** James Keener <[James.Keener@txdot.gov](mailto:James.Keener@txdot.gov)>; Michael Blackshear <[Michael.Blackshear@txdot.gov](mailto:Michael.Blackshear@txdot.gov)>

**Subject:** RE: Agreement for Temporary Closure of State ROW-Multi-Year Agreement (2022 League City Music Festival & BBQ Cookoff)

**CAUTION:** This email originated from outside of City of League City. Please use caution before clicking any links, downloading pictures within email, or responding to unknown senders. Do NOT sign-in with your COLC account for any unexpected items. Please contact the Technology Helpdesk (x1380) or forward to [HELPDESK@leaguecitytx.gov](mailto:HELPDESK@leaguecitytx.gov) if in doubt.

Good afternoon,

Please find the attached notification for your request.

TxDOT hopes the event is safe and successful for both the participants and the general public.

Remember all signs must be removed at the end of the event and the event organizers will be responsible for all cleanup.

Also, going forward, we will now be requiring Cities and Events wishing to close State Right-of-Way to complete our *Agreement for the Temporary Closure of State Right of Way* (on most or certain Special Events).

Remember, in the future, in order to process your request with the full attention it deserves, we will now be requiring that you submit your requests a minimum of **30 days** prior to your event.

Sincerely,  
[Texas Department of Transportation](#)  
[Houston District](#) - Traffic Engineering  
(Special Projects Support Operations)



This email and any attachments may contain information that is confidential and/or privileged for the sole use of the intended recipient. Any use, review, disclosure, copying, distribution or reliance by others, and any forwarding of this email or its contents, without the express permission of the sender is strictly prohibited by law. If you are not the intended recipient, please contact the sender immediately, delete the e-mail and destroy all copies.

---

**From:** Meadows, Christine <[christine.meadows@leaguecitytx.gov](mailto:christine.meadows@leaguecitytx.gov)>  
**Sent:** Wednesday, March 30, 2022 1:58 PM  
**To:** HOU Special Events <[HOUSpecialEvents@txdot.gov](mailto:HOUSpecialEvents@txdot.gov)>  
**Subject:** Agreement for Temporary Closure of State ROW-Multi-Year Agreement

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

Attached is our request for a multi-year agreement to temporarily close a portion of SH-3 for the League City Music Festival & BBQ Cookoff, an annual event held in League City, Texas. Supporting documents are also attached.

Please let me know if any further information or documentation is needed to execute this agreement. I may be reached at this email address or at the number listed below.

Sincerely,

Christine Meadows, CAP  
Administrative Assistant  
Police Department  
City of League City  
555 W. Walker St.  
League City, Texas 77573  
Phone: 281-338-4161



**CONFIDENTIALITY STATEMENT**

This message and all attachments are confidential and may be protected by the attorney-client and other privileges. If you are not the intended recipient, you are hereby notified that any review, use, dissemination, forwarding, printing, copying, disclosure or distribution of this communication is strictly prohibited and may be unlawful. If you believe this message has been sent to you in error, please notify the sender by replying to this transmission or by calling the City of League City at 281-554-1000, and destroy all copies of the original message. Unless expressly stated in this e-mail, nothing in this message shall be construed as a digital or electronic signature. Thank you for your cooperation.

