



July 16, 2020

Susan Trevor, City Clerk
Monmouth City Hall
100 East Broadway
Monmouth, IL. 61462

Dear Susan,

I am the Chairman for the 2020 Monmouth rotary Club BBQ, which is scheduled for Tuesday, August 4, 2020. However, due to the COVID-19 Pandemic, the format is changed. It will be a drive through pickup only in a new location next to Pattee Plaza; therefore, I am requesting the use of the 100 block of West Broadway – parking lane only -- for the drive through pickup from 4:30 until 6:30 p.m. We are also requesting cones to mark the drive through lane for pickup.

Thank you.

Marcum Spears, Rotary BBQ Chairman