



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, February 15, 2017

10:00 am

City County Building, Rm. 108
210 Martin Luther King, Jr. Blvd.

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, February 15, 2017 at the Parks Conference Room, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Lt. Trevor Knight, Susan Barica, Katie Sellner, Paul Ripp, Tom Mohr, Bill Putnam, Roger Kleist, Kay Bentley, Mark Kiesow

Members Excused: John Fahrney, Eric Veum

Additional City Staff Present: Lt. Brian Chaney Austin

II. APPROVAL OF MINUTES

Motion made by Bentley, seconded by Barica to Approve the Minutes. Motion passed by voice vote/other.

III. PUBLIC COMMENT

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

IV. DISCLOSURES AND RECUSALS

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

V. STREET USE APPLICATIONS FOR SPECIAL EVENTS

1. [46072](#) MADISON NIGHT MARKET
May 11, June 8, July 13, 2017; 2-11pm
200-400 blocks W. Gilman St.
Madison's Central Business Improvement District to host Night Markets with vending, performers and activities. Discuss location, schedule, set up and activities.
Tiffany Kenney, Jenny Slight - Madison's Central Business Improvement District

Approved pending receipt of required documents & with the following conditions:

X 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.

X Certificate of insurance listing the City of Madison as additional insured is required.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Call 608-267-8756 to arrange, pay and receive instructions for meter bags and/or No Parking signage. Remove bags and/or signs at the end of each event.

X Maintain access to Metro stops.

X NO ALCOHOL MAY BE CONSUMED, SERVED, OR SOLD ON CITY STREETS OR RIGHT OF WAY.

X Staff/signage/barricades at parking lot perimeter – must indicate “no alcohol beyond this point.”

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

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

X No inflatables on City right-of-way.

X 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.

X Notify residents/businesses of street closure and provide day of contact information.

X Public meeting for event.

2. [46073](#)

LIVE ON KING STREET

100 King St

F, Jun 23, Jul 14 & 28, Aug 4 & 18, Sept 15 & 29

Set-up: 8:00am-5:00pm

Concert: 6:00pm

Tear-down: 11:00pm-1:00am

Annual concert series. Discuss location, schedule, set-up and activities.

Beaver Bertram, Scott Leslie, Majestic Live, LLC

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X Certificate of insurance with liquor liability listing the City of Madison as additional insured is required - on file.

X Addendum and/or contract providing additional event details and conditions – attached. Capacity for the King St. concerts is 3,645 persons with additional safety conditions as per Addendum.

X Majestic Live, LLC will pay all costs of the City of Madison Police Officers assigned to the event, as determined by the Madison Police Department, at the

overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

X Special Duty Police Officers will be coordinated with Central District staff 10 days prior to the scheduled event and will range from 2-6 or more depending on venue, talent on stage, projected crowd capacity, and surrounding events.

X Notify area Alder, businesses, and residents on 100 King Street. Provide copy of notice.

X 20' emergency access lane must be maintained throughout event area. Access plan approved by MFD.

X 3 Metro route(s) are detoured by event. Fee/route detoured applies for each concert.

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

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

X City vendor licenses are invalidated for this event. Outdoor cafes & other City licensed vendors must vacate the event perimeter area by 6:00pm, per special event resolution, legislative ID# 38041.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.

X No inflatables.

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

X Event requires staffing and signage indicating: NO ALCOHOL BEYOND THIS POINT

X Detail of fencing on sidewalk, staffing to keep sidewalks clear. Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses on the 100 block of King St.

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

3. [46074](#)

FESTIVAL FOODS SHAKE THE LAKE

Saturday, June 24, 6:00am - 6:00am on Sunday, June 25, 2017

John Nolen between Broom and Blair St.

Music/Concert/Festival/Fireworks. Discuss schedule, location, set up and activities

Conor Caloia, Madison Mallards

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X Compliance with the Olin Park Boat Launch Agreement made between the City and Shake the Lake Madison, LLC. Anything in this Street Use Permit that contradicts the Olin Park Agreement is not valid and shall be superseded by the Olin Park Agreement.

X Compliance with all fireworks permits issued in connection with event, and all applicable fireworks ordinances and laws.

X Certificate of insurance listing the City of Madison as additional insured is required - on file.

X 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.

X This is a District Event. Shake the Lake Madison, LLC will pay all costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

X City vendor licenses are invalidated for this event.

X Signage and staffing at event perimeter on John Nolen: 'No Alcohol Beyond This Point'.

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

X The event area will be closed to traffic by Traffic Engineering.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping

X No inflatables on City streets or Right of Way.

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

4. [46080](#)

ENGINEERING EXPO 2017

Friday, April 7, 8:30am - 3:00pm

N. Breese Terrace from University Ave. to Regent (Blocks 0 to 300)

Parking request. Discuss location and schedule.

Ajay Shah, UW-Madison College of Engineering

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

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

X Maintain access to Metro stops.

X Organizer will have event staff monitoring bus check in, drop off, and pick up to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.

X Charter busses must not block metro stops. Organizer is responsible for notifying drivers.

X Pick up and drop off must be on the east side of the street.

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

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X 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.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [46075](#)

AGRICULTURE DAY ON CAMPUS AT UW-MADISON

Wednesday, April 19, 2017, 7:00am - 3:00pm

State St. Mall - 800 State Street (see map)

Annual event to celebrate Agriculture on UW-Madison campus. Discuss

schedule, location and activities.

Sara Griswold, Collegiate Farm Bureau at UW-Madison

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X No street closure, request for sidewalk space only.

X Event cannot displace licensed city vendors.

X No amplification.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X 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.

2. [46076](#)

BADGERS CHALK THE BLOCK

State Street Mall (800 State Street)

Tuesday, April 25, 2017, 8:30am- 5:00pm

Discuss location, schedule and activities.

Mackenzie Greisch, Wisconsin Alumni Student Board, WI Alumni Association, University of Wisconsin Foundation

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X Event cannot displace licensed city vendors.

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

X Amplification will be allowed from 10:00am – 12:00pm and 12:30pm – 3:00pm, but noise must be kept to a reasonable level at all times.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X 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.

3. [46077](#)

CARS ON STATE

Saturday, June 3, 2017 - 8:00am - 4:00pm

100 - 600 blocks of State Street

Annual Classic Car Show. Discuss location, schedule, set up and activities.

Cas Salas, Greater State Street Business Association

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X Certificate of insurance listing the City of Madison as additional insured is required - on file.

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

X Metro route(s) detoured by event. Fee/route detoured applies.

X City vendor licenses are invalidated for this event.

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

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

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

IX. ADJOURNMENT

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