



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, April 12, 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, March 29, 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, Bill Putnam, Mark Kiesow

Members Excused: Roger Kleist, Tom Mohr, John Fahrney, Eric Veum

Additional City Staff Present: Mary Lloyd

Present: 7 - Kelli Lamberty; Trevor Knight; Susan Barica; Katie Sellner; Paul Ripp; Bill Putnam and Mark Kiesow

Excused: 4 - Tom Mohr; John Fahrney; Roger Kleist and Eric Veum

II. APPROVAL OF MINUTES

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 PERMITS FOR SPECIAL EVENTS

1. [46620](#) FARMERS' MARKET FOOD COURT (due to construction)
Saturdays from April 15 -July 19, 2017 6:00am - 3:00pm
10 block E. Mifflin, **10 N. Pinckney**
Meghan Blake-Horst, Office of Business Resources

Registered Speaker Sarah Elliot spoke neither supported nor opposed but was available for questions.

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 Coordinate activities and schedule with the Dane County Farmers' Market (DCFM) manager, 608-455-1999.

X Traffic Engineering will deliver barricades. Coordinate set-up and storage with Mall Supervisor.

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

X No overnight food carts may park in vending area.

X Food service to sidewalk side of cart only.

X Only licensed/insured Mall / Concourse Food vendors are allowed in this location.

X Provide staffing at barricades to allow DCFM vendors entry/exit to their vending sites.

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

2. [46485](#)

MADISON PEOPLE'S CLIMATE MARCH

Sa, April 22, 2017, 2:30-5:00pm

Route: Capitol to MG&E

March for environmental and social justice. Discuss schedule, route and activities.

Devin Martin, Sierra Club Beyond Coal Campaign

Registered Speaker Sarah Elliot spoke neither supported nor opposed but was available for questions.

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

X This is a District Event. Sierra Club will pay all costs of City of Madison Police Officers, Parking Enforcement, and Madison Fire 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 Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

X Call 608-267-8756 (Madison Parking Utility) to receive instructions for placing meter bags and to arrange for pickup and payment. Remove hoods when event has ended.=

X Event cannot displace licensed city vendors.

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

- X No amplification before 12:30pm.=
- 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.

3. [46759](#)

MOVE OUT 2017/UW HOUSING

300 Block Lake St (from Johnson to Dayton)

May 6 - 13, 2017

Restrict parking for annual UW-Housing move out. Discuss location, schedule, set-up and activities.

Mike Kinderman, UW-Housing

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

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

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

X 1 Metro routes detoured by event. Fee/route detoured applies.

X Maintain access to northbound Metro stop(s) on Lake St.

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

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.

4. [46763](#)

MADISON MINI MAKER FAIRE

Saturday, May 13, 6:30am - 7:00pm

200 Block of MLK, Jr. Blvd.

Maker Faire is a venue to show hobbies, experiments, projects. Discuss location, set-up, activities and schedule.

Arts Wisconsin

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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 Coordinate and get approval of Fire/Safety Plans with the Madison Fire Department.
- 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 Barricade placement as per plan on file with Traffic Engineering (TE).
- X Event cannot displace licensed city vendors.
- X One Metro route detoured by event. Fee/route detoured applies.
- 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.

5. [46625](#)

MADISON MINI-MARATHON 5K
 Saturday, August 19, 2:00am - 12:00pm
 See attached for street closures
 Run/Walk
 Chad Antcliff, Vision Event Management

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- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X This is a District event. 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.
- X Notify area Alders, BID and residents on routes. Provide contact information and alternate travel information for the day of the event.
- X Barricade placement and traffic management plan as approved by TE and MPD.
- X Parking Enforcement will post "No Parking" signs and bag meters on courses.
- X Metro re-routed to outer loop. 7 Metro routes detoured by event. Fee/route detoured applies.
- X The Capitol Square will be closed by an approved private contractor.
- X Sign and staff at event perimeter – NO ALCOHOL BEYOND THIS POINT.
- X Banners crossing the street must be 14' high within the 20' emergency access lane.
- X 20' emergency access lane must be maintained throughout event area.
- X City Vendors licenses (except sidewalk cafes) are invalidated for this event.
- X Provide and maintain access to Inn on the Park during the event.
- X Provide and maintain access to the parking ramp on East Main and Webster.
- X Provide and maintain access to the parking lot on East Washington and

Webster.

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147

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

X Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Event organizer is responsible for emptying City trash and recycling containers. Charges will be assessed for any City staff time or resources required for clean up.

X Revise route due to construction on Langdon Street.

X No inflatables on City right-of-way.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [46767](#)

LAKE STREET BASH

600 N Block of Lake St and Mendota Ct

Friday, 4/28/17 10:00am - 11:00pm

Annual Event with All Campus Party. Discuss location, activities, set-up, and schedule.

Avery Allen, WI Alumni Association & Wisconsin Alumni Student Board (WASB)

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

X Resident petition on file.

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 Maintain access to Metro stops.

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

X Noise must be kept to a reasonable level at all times. Notify area businesses about amplification prior to 5:00pm

X Event cannot displace licensed city vendors.

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

X No inflatables.

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.

2. [46764](#)

WATER WAGON

Wednesdays from 5/3/17- 9/27/17

11:00am-1:30pm

Terrace in front of Monona Terrace (MLK & W Wilson)

Water Wagon setup at Monona Terrace Farmers' Market
Madison Water Utility

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X Event cannot displace licensed city vendors.

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.

3. [46765](#)

EARTH DAY CONCERT

May 6, 2017

Noon - 10pm

900-1000 Spaight Street - Parking Only/No Street Closure

Maestro Productions, Inc.

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

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

X Maintain access to Metro stops.

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 clean up.

4. [46268](#)

ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY

Friday, May 19, 9:00am - 1:00pm

Discuss parade route and parking plan for event - changes needed due to construction.

WI Law Enforcement Memorial, Inc.

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ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X Keep intersections clear of squads.
- X Metro rerouted to outer loop. Standard rerouting fee applies.
- X Event cannot displace licensed city vendors.
- X Provide and maintain access to Park Hotel during the event.
- X Provide and maintain access to the parking lot on East Washington and Webster.
- 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.

5. [46766](#)

BREESE STEVENS CONCERT SERIES

5/24/2017-5/26/2017

6/16/2017-6/17/2017

6/22/2017-6/23/2017

900 E Washington Ave., 900 E. Mifflin, 100 block Patterson, 100 block Brearly
 Concert staging and parking areas. Discuss location and schedule.
 Lucas Molloy, Big Top Events, LLC

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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 two weeks prior to each concert. Provide the alder with event information, including: location, date, schedule, activities, etc. that can be distributed to local residents.

X Special duty officer(s) required for events. 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 for "No Parking" signs. Remove signs when event has ended.

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

X Provide and maintain access for Mifflin St. residents.

X Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

X Provide detailed parking plan prior to each concert at this web site:

<http://breesestevensfield.com/parking/>

X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

X No alcohol may be served, sold or consumed on City streets or right-of-way.

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 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.

IX. ADJOURNMENT

A motion was made by Barica, seconded by Sellner, to Adjourn. The motion passed by voice vote/other.