City of Madison

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

Meeting Minutes

STREET USE STAFF COMMISSION

Wednesday, December 7, 2016 **10:30 AM** **Conference Room 210 Martin Luther King, Jr. Blvd. Room 103A (City-County Building)**

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, December 7, 2016 at the Parks Conference Room, CCB Rm. 103A. 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, Tom Mohr, Bill Putnam, Kay Bentley, Mark Kiesow

Members Excused: Lt. Trevor Knight, Katie Sellner, Paul Ripp, Susan Barica, Roger Kleist, John Fahrney, Eric Veum

Additional City Staff Present: Kay Bentley, Jennifer Krueger Favour

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. ST. PATRICK'S DAY PARADE
Su, March 12, 9:30am - 2:00pm
~~100 block E Washington to 1000 block E Washington~~
Capitol Square: 10 blocks of N. & S. Pinckney, Carroll, E. & W. Main, Mifflin
100 block E. Washington, N. Hamilton, N. Pinckney
Annual parade. Discuss new route proposal, schedule, set-up, and activities.
Scott Mueller, St. Patrick's Day Parade Committee, Inc.

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 - on file.
X Special duty officers required for event. Call 608-267-8676 to arrange.
X 20' emergency access lane must be maintained throughout event area.
X Metro rerouted to outer loop. Standard rerouting fee applies.
X The Capitol Square will be closed by Traffic Engineering (TE).
X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
X Event cannot displace licensed city vendors.
X Provide and maintain access to Inn on the Park during the event.
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 Noise must be kept to a reasonable level at all times.
X No objects may be thrown from floats or vehicles in the parade.
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 clean up.

VI. STREET USE PERMITS FOR ROUTINE EVENTS

1. MADISON AREA COMMUNITY CHRISTMAS FESTIVAL
Sa, December 17, 12pm - 10pm
901 Spaight St to 1052 Spaight St - Parking Only
Mark Bloedow, Maestro Production, Inc.

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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 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.

2. WINTER SOLSTICE
W, December 21, 12pm - 10pm
Lakeland in Olbrich Park
Betty Chewning, Friends of Starkweather Creek and SASY Neighborhood Assn.

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X Certificate of insurance listing the City of Madison as additional insured is required.
X Special duty officers required for event. Call 608-267-8676 to arrange.
X Maintain access to Metro stops.
X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.
X Event volunteers/staffing required at Lakeland Ct. barricades to close street when no more parking is available and monitor entry/exit to Lakeland Ct. before, during and after the event.
X Event volunteers/staffing required at Atwood Ave. crossing from Olbrich Gardens to insure pedestrian safety and minimize traffic disruption. Olbrich Gardens is open to the public until 4pm on December 21.
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.

VII. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1. Review/discuss/update street use event procedures, process, conditions and capacity issues.

X. ADJOURNMENT

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