



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, March 18, 2015

10:00 am

Parks Conference Room
210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

I. CALL TO ORDER / ROLL CALL

Present: Kelli Lamberty, Trevor Knight, Katie Sellner, Ron Schwenn, Tom
Mohr, Bill Putnam, John Fahrney, Kay Bentley, Lisa Laschinger.
Excused: Eric Veum, Roger Kleist, Susan Barica.

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

There were no registrants for Public Comment.

IV. DISCLOSURES AND RECUSALS

V. STREET USE PERMIT APPLICATION FOR SPECIAL EVENTS

1. SOLE BURNER - MADISON
Start/Finish: Warner Park
Sa, April 18, 9am Start
Annual fundraising run/walk for American Cancer Society. Discuss schedule
and routes.
Miranda Knudson, American Cancer Society

Commission recommended no closure of Troy Drive. Street use permit not
required with this route adjustment.

2. STRUT!
Saturday, May 2, 2015
Parade around Capitol Square
Marcia Miquelon, UW-Madison Arts Institute
Discuss set-up and logistics

Approved 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 Special duty officers required for event. Call 608-266-4022 to arrange.

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

- X Maintain access to Metro stops.
- X Event cannot displace licensed city vendors.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- 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.
- X No street closure, request for parking/sidewalk space only.

3.

18TH ANNUAL WORT BLOCK PARTY
200 Block of Martin Luther King, Jr. Blvd.
Sunday, May 17, 2015
11am - 7pm
Doug Holtz, Back Porch Radio Broadcasting, Inc.

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- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Special duty officers required for event. Call 608-266-4022 to arrange.
- X 20' emergency access lane must be maintained throughout event area.
- 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 and signs when event has ended.
- X Event cannot displace licensed city vendors.
- X 1 Metro route detoured by event. No stops missed – no fee.
- X No permanent marking, including spray chalk or stickers, of streets sidewalks, paths or city landscaping .
- X No inflatables
- X Signage, "NO ALCOHOL BEYOND THIS POINT", and staffing at event perimeter.
- X Event organizer/sponsor is responsible for clean up of event area, including City trash receptacles within the event perimeter. Charges will be assessed for any City staff time or resources required for clean up.
- X Sponsor will place trash and recycling on the curb for pickup by Madison Streets Monday morning.

4.

CONCERTS ON THE SQUARE
Annual 6 concert series
Wednesdays, June 24 - July 29
5pm - 8:45pm
Jeff Richard, Wisconsin Chamber Orchestra

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- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Special duty officers required for event. Call 608-266-4022 to arrange.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Street closure for the event will be done by an approved private contractor.
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X 20' emergency access lane must be maintained throughout event area.
- X Metro rerouted to outer loop. Standard rerouting fee applies.
- X Licensed city vendors relocated outside of event area.
- X Provide and maintain access for BMO Harris drive-thru customers during hours of operation.
- X Provide and maintain access to the parking lot on East Washington and Webster.
- X Signage and staffing at barricades: 'NO ALCOHOL BEYOND THIS POINT'.
- X No permanent marking, including spray chalk or stickers, of streets, sidewalks, paths or city landscaping.
- X No inflatables.
- 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.

VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. MADISON CRITERIUMS
Research Park (please see attached map for route)
Su, Apr 12 & 19, 7am-6pm
Tu, May 5, 12, 19, 26; June 2, 9, 16, 30; July 7, 14, 21, 28; August 4, 11, 18, 25, 6pm-8:30pm
Annual bicycle races. Discuss location, schedule, set-up, route and activities.
Eric Knuth, Trek Midwest Team and Great Dane Velo Club

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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 University Research Park approval - on file.
 - X Notification access as described in application - on file.
 - X 20' emergency access lane must be maintained throughout event area.
 - X Maintain access to Metro stops.
 - 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.
2. CO-OP CONNECTION
Co-operatives festival
October 3, 2015
100 Block of Martin Luther King, Jr. Blvd.

8:30am - 12:00 Noon

Jody Stollendorf, Summit Credit Union

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

X Staff barricade at Doty Street during hours of drive-thru operation.

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

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

X Provide and maintain access to BMO Harris drive through customers during hours of operation.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

X Licensed city vendors relocated outside of event area (MLK and Main).

X Summit Credit Union and selected vendors are authorized to sell merchandise per special event resolution.

X No inflatables.

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

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.

X Summit Credit Union and selected vendors are authorized to sell non-handmade merchandise per special event resolution.

VIII. ADJOURNMENT