



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, March 22, 2023

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 22, 2023. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Caitlin Stokes, Mark Kiesow, Jen Blair, Lt. Jen Hannah, John Fahrney, Eric Veum

Additional City Staff Present: Taylor Dietzman, Michael Ott, Amy O'Rourke, Connor Mountford, Poorna Shivakamur

APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Blair to Approve the Minutes.
Motion passed by voice vote/other.

1. [76863](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [76308](#) BREESE STEVENS FIELD EVENT SERIES 2023
April 15, 2023 - October 29, 2023
Amending Street Use permit to include additional date
Additional date: August 17, 2023 / Concert
Streets adjacent to Breese Stevens Field: 900 E Washington Ave., 900 E Mifflin, 10 N block Patterson, 10 N block Brearly
No Parking and/or Street Closure on a per event basis
See attached SUP schedules for specific dates, times and details of parking removal and street closure
Discuss dates, schedule and event details.
Big Top Events LLC / Tristan Straub

Registered speaker Tristan Straub registered in support, not to speak, but available for questions.

Registered speaker Kyler Donovan registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Nash to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."- ON FILE.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Patrick Heck - district2@cityofmadison.com

MPD Staffing: Based on event details, some events may require special duty officer(s) for event. Call 608-267-8676 to arrange. There are charges for these services.

MPD Staffing: Based on event details, some events may require District event staffing. Please contact Lt. Jen Hannah and Office Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event.

City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for this equipment.

Contact Ann O'rourke at aorourke@cityofmadison.com or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all recommendations/stipulations provided by Parking. Organizer is responsible for all costs associated with enforcement.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

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

<http://breesestevensfield.com/parking>. Include warnings about blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

EVENT DAY(S)

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

Maintain access to Metro stops.

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

Parking removed for events may only be used for event staging and performance vehicles or for patron pick up/drop off. No "VIP parking" areas are allowed on public streets.

Provide and maintain access for Mifflin St residents.

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

Provide and maintain access to the Lyric parking garage on N. Brearly St.

Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

No alcohol may be served, sold or consumed on City streets or right-of-way.
20' emergency access lane must be maintained throughout event area.
8' pedestrian pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

3. [76868](#)

RUN MADTOWN

Sat., May 27, 2023 - Twilight 5k / start 7pm

Sun., May 28, 2023 - Half Marathon & 10k / start 7am

Start/Finish: Library Mall

See attached for routes & details

Annual 5k, 10k, & half marathon

Run Madtown / Beth Salinger

Registered speaker Beth Salinger registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Meter Brooks to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)-ON FILE.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Alders

<https://www.cityofmadison.com/Council/councilMembers/alders.cfm>

Coordinate any equipment drop off that may be scheduled on the square on Saturday, May 26, 2023 with the Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc..

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. This is a District event. Please contact MPD at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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. Parking Enforcement will post signage and hood meters, as well as remove them after the event. Contact Taylor Dietzman, tdietzman@cityofmadison.com, to schedule those services. The Parking Division will invoice for these services. 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.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

EVENT DAY(S)

7 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

Portable restrooms must not be placed in front of any open businesses.

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

City vendor licenses are invalidated for this event on the 700-800 block of State Street. Vendors may be relocated outside of the event perimeter during the event. Sidewalk and roadway cafes are exempt.

Provide and maintain access to Park Hotel during the event.

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.

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

Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

No inflatables on City right-of-way.

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

AFTER EVENT

Event organizer/sponsor is responsible for cleanup of event area and/or any damages that are incurred from the event. Charges will be assessed for any City staff time or resources required for clean-up or repairs.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

4. [76869](#)

MONONA MEMORIAL DAY PARADE

Mon., May 29, 2023 / 9am-12pm

Parade starts at 10am

Street Closure: 4400 Monona Drive

Parade Route: see attached route map

Discuss location, schedule, setup, traffic plan, bus routes

Monona Memorial Day Parade / Kelly Slack

Registered speaker Kelly Slack registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:

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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds.- ON FILE"

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Grant Foster - district15@cityofmadison.com

Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

Traffic Engineering will deliver/pick-up barricades. There are fees for this service. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

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

Traffic management plan as approved by TE and MPD-on file.

Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

5. [76870](#)

LIVE ON KING STREET

Fridays, June 2, June 23, June 30, 2023

TBD: Saturday, July 15 & Fridays, July 21, July 28 & Sept. 15, 2023

Setup 8am / Event 6pm-11pm / Take down 2am

Street Closure: 100 block of MLK Jr. Blvd

Discuss location, schedule setup, dates

FPC LIVE LLC / Reanna Roberts

Registered speaker Reanna Roberts registered in support, not to speak, but available for questions.

Registered speaker Lauren Toler registered in support and wishes to speak.
Registered speaker Michelle Morrison registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Nash to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

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

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Mike

Verveer-district4@cityofmadison.com

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. There are charges for these services. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

Notification: Organizer will notify all businesses on the affected streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc.

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.

EVENT DAY(S)

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event. (licensed sidewalk cafes are exempt.)

Vendors are allowed to setup per plan, outside the event perimeter, as approved by the Vending Coordinator.

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

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

Portable restrooms must not be placed in front of any open businesses.

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

Frank Productions is responsible for crowd control, safety and security plan within designated event perimeter.

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

6. [76874](#)

CARS ON STATE

Sat., June 3, 2023 / 8:00am - 4:00pm

Street Closure: 100 - 600 blocks of State Street

Annual Classic Car Show.

Discuss location, schedule, set up and activities.

Greater State Street Business Association / Cas Salas

Registered speaker Cas Salas registered in support and wishes to speak.

Registered speaker Tim Jenquin registered in support and does not wish to speak.

Registered speaker Michelle Morrison registered in support and does not wish to speak.

A motion was made by Blake-Horst, seconded by Nash to approve pending receipt of required documents & with the following conditions:

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.

BEFORE EVENT

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

Notification: 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. The alder(s) to notify for this event is: Michael Vermeer - district4@cityofmadison.com

Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171. Arrange for a site visit before the event date to better coordinate City Licensed Vendor site locations on the day of the event.

DURING EVENT

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

3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated

within the event area if requested by the sponsor. (licensed merchant vendors and sidewalk cafes are exempt.)

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

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

Vehicles that are part of the car show can be within the 20' emergency access lane as long as they are attended at all times, by the owners or responsible party, that has the keys so they could be moved in case of emergency.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

7. [76872](#)

PRIDE RIDE

Sat., June 3, 2023 / setup 10am, ride 2:30pm-5pm, clean up 10pm

Start/Finish: 900 E Mifflin St.- adjacent to Breese Stevens Field

Pre/post race activities inside Breese Stevens Field

See attached for route details

noncompetitive bike ride

Trek Bicycle Co / Rickey Chernik

Registered speaker Rickey Chernik registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Nash to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds.-ON FILE"

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Patrick Heck - district2@cityofmadison.com

Notify residents on the 900 block of E Mifflin. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Provide detailed parking plan prior to each Breese Stevens Field Event at this web site: <http://breesestevensfield.com/parking>. Include warnings about

blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

EVENT DAY(S)

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

Maintain access to Metro stops.

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

Provide and maintain access for Mifflin Street residents.

Provide and maintain access to the Mifflin Street bike boulevard at all times.

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

Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

Motion passed by voice vote/other.

CONSENT AGENDA

Blake-Horst made a motion, Blair seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

Motion passed by voice vote/other.

8. [76864](#) SOLID WASTE LANDFILL DESIGN SHORT COURSE
 Mon., March 27, 2023 / 8am-4:30pm
 No Street Closure / parking request only
 2 meters on 700 Langdon St (meter # 3635 & 3636)
 Class demo - parking for the trash lab
 UW Pyle Center / Frankie Schneeberg

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.

BEFORE EVENT

Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

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

DURING EVENT

Maintain access to Metro stops.

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

9. [76875](#)

EKEN PARK FESTIVAL

Sat., August 19, 2023 / 7am-9pm

700 block Mayer Ave.

Neighborhood festival

Discuss location, schedule and activities.

Eken Park Neighborhood Association / Kaitlin Sonsalla

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

district12@cityofmadison.com

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

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.

11. ADJOURNMENT

A motion was made by Blake-Horst, seconded by Blair to Adjourn. The motion passed by voice vote/other.