



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, June 25, 2014

10:00 am

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

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### I. CALL TO ORDER / ROLL CALL

**Additional Staff present: Kay Bentley, Michael Brenneis, Lisa Laschinger, Lt. Dave McCaw and Ron Schwenn**

**Present:** 6 - Kelli Lamberty; Carl Strasburg; Katie Sellner; Jeremy McMullen; Tom Mohr and John Fahrney

**Excused:** 5 - Susan Barica; Bill Putnam; Roger Kleist; Eric Veum and Laura Bauer

### II. APPROVAL OF MINUTES

**Motion for Approval**  
**First: Kay Bentley**  
**Second: Ron Schwenn**

### 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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

- [34068](#) MEDITATE ON STATE  
30 on the Square (100 State St)  
Sa, July 26, 9am-1pm  
Complimentary yoga class. Discuss location, schedule, set-up and activities.  
Maddie Quigley, Lululemon Athletica

**ACTION: Approved with 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.**

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

Provide detail of fencing plan and speaker set up.  
 20' emergency access lane must be maintained throughout event area.  
 Event cannot displace licensed city vendors.  
 Noise must be kept to a reasonable level at all times.  
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.  
 No inflatables.  
 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. [34523](#)

JAZZ AT FIVE  
 30 on the Square  
 W, 8/6, 8/13, 8/20, 8/27, 9/3  
 Set-up: 2pm, Event: 4pm-8pm  
 Annual music/concert series. Discuss location, schedule, set-up and activities.  
 Ken Johnson, Jazz at Five, Inc.

**ACTION: Approved with Conditions**

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

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

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

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

Staffing/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.

Outdoor cafes and merchandise vendors on 100 State Street authorized to operate during event.

Licensed city vendors (food carts only) relocated outside of event area.

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

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

Event organizer/sponsor is responsible for clean up of event area including City receptacles.. Charges will be assessed for any City staff time or resources required for clean up.

3. [32979](#)

OUTREACH PRIDE PARADE  
 Staging: Ingersoll/Central Park  
 Parade: Ingersoll to Williamson to Wilson to King St. to Capitol  
 Rally: Capitol Square  
 Su, Aug 10, 11am-5pm  
 Annual parade/rally to benefit Outreach, Inc. Discuss location, schedule, set-up, route and activities.  
 Steve Starkey, Outreach, Inc.

**ACTION: Refer to 6/27/2014 Meeting**4. [34072](#)

10FEST  
 100 & 200 Blocks State St, 200 Block Mifflin

Set-Up: Th, Sept 25 & F, Sept 26  
Event: Sa, Sept 27, 10am-10pm; Su, Sept 28, 10am-4pm  
Anniversary celebration and festival with circus wagons in the street. Discuss location, schedule, set-up and activities.  
Ray Garganu, Overture Center for the Arts

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

Notify businesses.

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

Provide and maintain access to alley on 100 Mifflin.

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

Event cannot displace licensed city vendors.

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

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

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

5. [34524](#)

**UW HOMECOMING PARADE**

Langdon St (Park-Wisconsin), Wisconsin Ave, W Gilman St, State St, Lake St (please see attached map for route)

F, Oct 24, 3pm-10pm, Parade: 6pm

Annual homecoming parade. Discuss location, schedule, set-up, route and activities.

Laurel Bruesehoff, UW Homecoming Committee/WI Alumni Association

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

Barricade placement as per plan on file with Traffic Engineering (TE).  
 Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.  
 Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.  
 20' emergency access lane must be maintained throughout event area.  
 6 Metro routes detoured by event. Fee/route detoured applies.  
 Event cannot displace licensed city vendors.  
 Provide notice with information and schedule. Allow resident access until 5:45pm.  
 Notify area Alders and BID.  
 No throwing from floats.  
 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.  
 No inflatables.  
 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. [34525](#) ELVER PARK FIREWORKS  
 1200-1900 McKenna Blvd (Gammon Ln-Raymond Rd, please see attached map)  
 Th, July 3, 9:15pm-10:30pm  
 Annual fireworks display. Discuss location, schedule, set-up and activities.  
 Dawn Grosdidier, Madison Parks  
  
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 MPD to post No Parking signs on McKenna Blvd.  
 Barricade placement as per plan on file with Traffic Engineering (TE).  
 Barricades for parking lot and street closure provided by West Parks.  
 1 Metro route detoured by event.  
 20' emergency access lane must be maintained throughout event area.
  
2. [34527](#) 600 SPRAGUE STREET  
 Neighborhood Block Party  
 F, July 4, 9am-9pm  
 Brooke Keller  
  
**ACTION: Approved with Conditions**  
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 Resident petition - on file.  
 The event organizer is responsible for making arrangements to pick up and

return the barricades and "Road Closed" signs required to close the street. Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St., Monday-Friday, 8:30am-3:00pm. The organizer will need a vehicle that can accommodate 12' barricades. Approved Neighborhood Block Parties are given up to 8 barricades at no cost (\$5 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

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

No inflatables on streets or sidewalks.

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

Event organizer/sponsor is responsible for clean up of event area.

3. [34528](#)

2200 KEYES AVENUE

Neighborhood Block Party

Su, July 13, 11am-9pm

Tamara Bryant

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Resident petition - on file.

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

No inflatables on streets or sidewalks.

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

Event organizer/sponsor is responsible for clean up of event area.

**VII. ONGOING BUSINESS / ANNOUNCEMENTS**

1. Recap recent street use events - Fruit Fest & Fruit Loop, Safety Saturday, Summer Palooza, Fill the Boot, Make Music Madison, Juneteenth, Summer Solstice
2. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
3. Preview upcoming events - see below and 2014 events calendar

4. Next Street Use Meeting - Wednesday, July 9, 2014

**VIII. ADJOURNMENT**

UPCOMING EVENTS