



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 8, 2012

10:00 am

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

CALL TO ORDER / ROLL CALL

Other Staff Present: Drew Beck and Wally Meyer

Present: 9 -

Anthony Bitterman; Susan Barica; Jeremy McMullen; Tom Mohr; Bill Putnam; John Fahrney; Eric Veum; Laura Bauer and Kelli Lamberty

Excused: 2 -

Katie Sellner and Melvin W. Lamb

APPROVAL OF MINUTES

PUBLIC COMMENT

DISCLOSURES AND RECUSALS

NEW BUSINESS

A. STREET USE APPLICATIONS FOR SPECIAL EVENTS

[25298](#)

ST PATRICK'S DAY PARADE

E Washington to Pinckney to Carroll to Main to Pinckney to E Washington
Sa, Mar 17, 11am-3pm

Annual parade to benefit UW Carbone Cancer Center. Discuss location, route, schedule, set-up and activities.

Cheryl Sullivan, St Patrick's Day Parade Committee, Inc

Attachments: [3.17StPatricksDayParade.pdf](#)

ACTION: Approved with Conditions

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

Special duty officers required for event. Call 608-266-4022 to arrange.
Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
Traffic Engineering (TE) will deliver, set and pick up barricades and signs for Capitol Square closure. Labor and equipment fees will be charged to the event sponsor for this service.
Metro rerouted to outer loop. Standard rerouting fee applies.
Event cannot displace licensed city vendors.
Provide and maintain access to Inn on the Park / S Hamilton during the event.
20' emergency access lane must be maintained throughout event area.
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.

25300

WEDNESDAY FARMERS' MARKET
200 MLK W, Apr 25-Nov 7, 8am-2pm
Weekly Farmers' Market. Discuss location, schedule, set-up and activities.
Larry Johnson, Dane County Farmers' Market

Attachments: [4.25-11.7WednesdayMarket.pdf](#)

ACTION: Approved with Conditions

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

No closure before 8:00am.

Provide list of early vendors.

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

Sponsor provides meter bags and barricades.

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

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.

25302

ART FAIR FARMERS' MARKET
10 Blocks E & W Wilson Sa, Jul 13, 5am-2pm
Farmers' Market location change for Art Fair. Discuss location, schedule, set-up and activities.
Larry Johnson, Dane County Farmers' Market

Attachments: [7.14ArtFairFarmersMarket.pdf](#)

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Certificate of insurance listing the City of Madison as additional insured is required - on file.
Coordinate activities with Art Fair Off the Square.
Barricade placement as per plan on file with Traffic Engineering (TE).
Sponsor provides meter bags and barricades.
20' emergency access lane must be maintained throughout event area.
Provide and maintain access to the Hilton.
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.

25303

22ND ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY
Capitol Square F, May 18, 9a-1p
Annual Memorial Ceremony - requesting parking around the Capitol Square. Discuss location, schedule, set-up and activities.
Brian L Willison, WI Law Enforcement Memorial, Inc

Attachments: [5.18WILawEnforcementCeremony.pdf](#)

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Approved parking/traffic plan for event:

- No squad parking on Carroll St. – W. Washington to Main
Main St. – Carroll to MLK Jr. Blvd

For the rest of the inner loop of the Square:

- Inside parking lane (Capitol) – parking for legislators
- Inside travel lane – open for access
- Outside travel lane – parking for squads
- Outside parking lane – parking for squads
- Keep intersections clear of squads

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

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

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

Event cannot displace licensed city vendors.

Provide and maintain access to Inn on the Park during the event.

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.

25308

CENTURY CELEBRATION - 100 YEARS YOUNG, 100 YEARS STRONG

Capitol Square (please see attached maps) Sa, May 5, 12:30-4:45p
Parade/rally to support and showcase GSUSA 100 years of history.
Discuss location, route, schedule, set-up and activities.
Christine Posey, Girl Scouts of Wisconsin - Badgerland Council, Inc

Attachments: [5.5GirlScouts.pdf](#)

ACTION: Refer to 4/4/2012 Meeting

[25304](#)

LIVE ON KING STREET CONCERT SERIES- Request to Amend
100 Block of King St

Set-Up: 6am, F, 7/20, 7/27, 8/3, 8/17

Event Start: 5pm, F, 7/20, 7/27, 8/3, 8/17

Event End: 10pm, F, 7/20, 7/27, 8/3, 8/17

Take-Down: 2am, Sa, 7/21, 7/28, 8/3, 8/18

Live concert series to include a stage and concessions (both alcoholic and non-alcoholic). Discuss location, schedule, set-up and activities.

Matt Gerding, Majestic Live

Attachments: [7.20-8.25LiveOnKingStreet.pdf](#)
[7.20KingStAmend.pdf](#)

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

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

Notify area alder and businesses on 100 block of King St. Provide copy of notice. Report comments received regarding concerts.

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

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

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

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

Require point of entry for event at King/Main/Pinckney intersection.

City Vendors licenses are invalidated from 7p to 10p on each concert date.

Signage on barricades at perimeter 'No Alcohol Beyond This Point'. Staff at barricades to enforce.

Concerts are subject to evaluation during and after each event to assure that conditions are met. A formal evaluation will be scheduled with the street use staff commission after the July 28 concert.

B. STREET USE APPLICATIONS FOR BLOCK PARTIES AND ROUTINE REQUESTS

[25309](#)

CHICAGO RAGNAR RELAY

John Nolen Dr (please see attached map)

Set-Up: R, June 7, 10am-5pm, F, June 8, 4-6am

Event: F, June 8, 6am-4pm

Take-Down: F, June 8, 4-7pm

Annual overnight running relay race beginning in Madison and ending in Chicago to benefit CARA-Road Scholars. Discuss location, route, schedule, set-up and activities.

Andria Huskinson, Ragnat Events

Attachments: [6.7-8ChicagoRagnarRelay.pdf](#)

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

No amplification before 8:00am.

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.

25307

BUILDING ON FAITH

100 MLK Sa, Sept 29, 6:30a-4p

Annual awareness event to benefit Habitat for Humanity Dane County - activities include building walls and children's activities. Discuss location, schedule, set-up and activities.

Perry L. Ecton, Habitat for Humanity of Dane County

Attachments: [9.29BuildingOnFaith.pdf](#)

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

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

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

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

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

Event cannot displace licensed city vendors.

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

Provide and maintain access for M&I drive thru customers during hours of operation.

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.

ONGOING BUSINESS / ANNOUNCEMENTS

A. Recap recent Street Use events

B. Preview upcoming events - see below and 2011/2012 events calendar

C. Next Street Use Meeting - W, February 22

ADJOURNMENT

UPCOMING EVENTS