



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, May 29, 2019

10:00 AM

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

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### CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 29, 2019 at the City-County Building, CCB Rm. 108. 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, Lt. Dave McCaw, Katie Sellner, Tom Mohr, Meghan Blake-Horst, John Fahrney

Members Excused: Matthew Scamardo, Susan Barica, Paul Ripp, Mark Kiesow, Eric Veum, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Post

### APPROVAL OF MINUTES

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

### 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 SPECIAL EVENTS

1. [56008](#) ART FAIR ON THE SQUARE  
Fri. 7/12, 3pm - Sun. 7/14, 9:30pm  
Streets Closed: Capitol Square, 100 Blocks of State Street, E & W Washington, MLK Jr. Blvd, N & S Hamilton, E & W Mifflin, King Street, N & S Pinckney, N & S Carroll, and Wisconsin Ave  
Annual Art Fair - Discuss location, schedule, setup  
Madison Museum of Contemporary Art / Annik Dupaty  
  
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.**

**BEFORE EVENT**

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

**X 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 Verveer - district4@cityofmadison.com**

**X 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.**

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

**X Coordinate with the Streets Division, Mathew Scamardo, mscamardo@cityofmadison.com, and Parking Utility, John Villarreal, jvillarreal@cityofmadison.com on locations and when to bag the meters.**

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

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

**DURING EVENT**

**X The Capitol Square will be closed by Traffic Engineering (TE).**

**X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)**

**X City vendor licenses are invalidated for this event, except sidewalk cafes.**

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

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

**X Provide and maintain access to the parking ramp on East Main and Webster.**

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

**X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.**

**X Noise must be kept at a reasonable level at all times.**

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

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

**X No inflatables on City right-of-way.**

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

**AFTER EVENT**

**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.**

**X 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.**

2. [56015](#) CAPITAL CITY 5K FOR ORGAN, TISSUE, AND EYE DONATION  
 Sat, 7/27/19, 3pm-9pm  
 Start: Capitol Square  
 Finish: Goodman Pool  
 See attached maps for route  
 Annual Run/Walk  
 National Kidney Foundation of Wisconsin, Krista Flanagan
- Approved pending receipt of required documents & with the following conditions:
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- BEFORE EVENT**
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X 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 Verveer - district4@cityofmadison.com  
 Marsha A. Rummel - district6@cityofmadison.com  
 Tag Evers - district13@cityofmadison.com  
 Sheri Carter - district14@cityofmadison.com
- X 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.
- X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
- X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.
- DURING EVENT**
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)
- X Event cannot displace licensed city vendors.
- X Noise must be kept to a reasonable level at all times.
- X No motorized vehicles on bike paths.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- X No inflatables on City right-of-way.
- X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
- AFTER EVENT**
- 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.
- X 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.

3. [55769](#) TUNES ON THE TRIANGLE AT LAKEVIEW MORAVIAN COMMUNITY

**CHURCH**

Thu, August 29, 2019 / 12pm-11pm

Street Closure: 3500 block of Tulane Ave

No Parking: 400 block of Ogden & 3500 block of Hargrove

Community Concert

Discuss location, setup, schedule

Lakeview Moravian Community Church / Ann Lacy

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**BEFORE EVENT**

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

**X 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:**

**Grant Foster- district15@cityofmadison.com**

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

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

**DURING EVENT**

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

**X Maintain access to Metro stops.**

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

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

**X No inflatables on City right-of-way.**

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

**AFTER EVENT**

**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.**

**X 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.**

**4. WIL-MAR NEIGHBORHOOD CENTER EVENTS****A. [55768](#)**

**LA FETE DE MARQUETTE**

W, July 10, 8am - M, July 15, 2019 5pm

Closure: S Ingersoll, between railroad tracks - July 10-15

S. Brearly St., between E. Main and Williamson - July 12-15

No Parking: 300 block S Few, between E Wilson and Williamson - July 12-15

Annual festival to benefit the Wil-Mar Neighborhood Center.

Discuss location, schedule, set-up and activities.

Beatrice Hadidian / Wil-Mar Neighborhood Center

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**BEFORE EVENT**

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

**X 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:**

**Marsha A. Rummel - district6@cityofmadison.com**

**X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services. La Fete organizers will pay the costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department at the special duty rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.**

**X Special Duty Police Officers have been coordinated with Central District Staff and Madison Fire Staff. Friday: 4 special duty police officers – 4pm – 11pm**

**Saturday : 2 special duty police officers – 11am until 4pm**

**4 special duty police officers – 4pm until 11pm**

**Sunday: 2 special duty police officers – 11am until 4pm**

**4 special duty police officers – 4pm until 10pm**

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

**X Call 608-267-8756 to arrange for “No Parking” signs. Remove signs when event has ended. There are charges for this equipment.**

**DURING EVENT**

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

**X Noise must be kept to a reasonable level at all times. See Park Event permit for details.**

**X Signage/staffing at event perimeter; No Alcohol Beyond This Point.**

**X Signage/staffing at Metro lots. No event parking.**

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

**X No inflatables on City right-of-way.**

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

**AFTER EVENT**

**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.**

**X 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.**

**B. [56017](#)**

**ATWOODFEST**

Sat. 7/27, 7am - Sun. 7/28/19, 10pm

Closure: 2000 Block Atwood Ave

No Parking: Amoth Court

Annual street fair to benefit the Wil-Mar Neighborhood Center and SASY.

Discuss location, schedule, set-up and activities.  
Wil-Mar Neighborhood Center / Beatrice Hadidian

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**BEFORE EVENT**

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

**X 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:**

**Marsha A. Rummel - district6@cityofmadison.com**

**X Notify area businesses and residents. Provide them with event information, including: location, date, schedule, activities, and day-of-contact information.**

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

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

**X Call Parking Enforcement at 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.**

**DURING EVENT**

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

**X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)**

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

**X Signage & staffing at event perimeter must state: "NO ALCOHOL BEYOND THIS POINT"**

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

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

**X No inflatables on City right-of-way.**

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

**AFTER EVENT**

**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.**

**X 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.**

**C. [56018](#)**

**ORTON PARK FESTIVAL**

Setup/Event/Cleanup: Wed, 8/21/19, 8am - Mon, 8/26/19, 5pm

See attachment for detailed event schedule

No Parking: Wed, Aug. 21 - 1100 blocks Rutledge St. & Spaight St. & 600 blocks of Ingersoll & Few (park side only) - all day

No Parking: Fri, Aug. 23 - Su, Aug 25 - 1100 blocks Rutledge St. & Spaight St. & 600 blocks of Ingersoll & Few(park side only) - all day

Festival / Discuss location, setup, and schedule  
Wil-Mar Neighborhood Center / Beatrice Hadidian

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**BEFORE EVENT**

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

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

**X 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:**

**Marsha A. Rummel - district6@cityofmadison.com**

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

**DURING EVENT**

**X Maintain access to Metro stops.**

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

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

**AFTER EVENT**

**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.**

**X 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.**

**D. [56019](#)**

**WILLY STREET FAIR**

Sat. 9/14 - Sun. 9/15/19

Closure: Sat. 9/14, 8am - Sun. 9/15, 10pm: 900, 1000 blocks of Williamson St. and 300 block of E. Bready

Closure: Sun., 9/15, 7:00am-10pm - 800 block of Williamson St.

Street Fair / Discuss location, setup, schedule

Wil-Mar Neighborhood Center / Beatrice Hadidian

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**BEFORE EVENT**

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**X 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:**

Marsha A. Rummel - district6@cityofmadison.com

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

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

X Traffic Engineering will deliver barricades. There are charges for this service and the equipment.

#### DURING EVENT

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

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Amplification must be kept to a reasonable level at all times.

X Staff/signage at event perimeter stating: "NO ALCOHOL BEYOND THIS POINT"

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

X No inflatables on City right-of-way.

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

#### AFTER EVENT

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.

X 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.

#### 5. [56010](#)

##### SUMMER IN YOUR CITY 2019

1)Wed. 5/1 - Mon. 9/30/19

See attached for specific dates/times

No Street Closure

Requesting: The Grove, The Forum, Rotary Plaza, Lisa Link Peace Park, North Frances Plaza, Confluence at Library Mall

2)Wed. 7/10, 5pm - Fri. 7/12, 12:01am

Road Closure: 100 W. Mifflin

Thu. 7/11, 12am - Fri. 7/12, 12:01am

Road Closure: 100 State St.

BID summer programming

Discuss location and schedule

Madison's Central Business Improvement District / Tiffany Kenney

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#### BEFORE EVENT

X Addendum and/or contract providing additional event details and conditions.

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

X 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 Verveer - district4@cityofmadison.com



X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

X Notify Mall Crew, 266-6031, [mkiesow@cityofmadison.com](mailto:mkiesow@cityofmadison.com), of electrical needs for activities.

#### DURING EVENT

X Maintain access to Metro stops.

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

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

X No inflatables on City right-of-way.

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

#### AFTER EVENT

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.

X 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.

#### 6. [56013](#)

#### SOLSTICE CELEBRATION

Fri. 6/21/19, 12pm-10pm

Closure: Lakeland Ave. - in Olbrich Park

Celebration of the Summer Solstice

Discuss location, schedule, set up

FSC and SASY Neighborhood Assoc. / Betty Chewning

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Marsha A. Rummel - [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

Grant Foster - [district15@cityofmadison.com](mailto:district15@cityofmadison.com)

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

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

#### DURING EVENT

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

X Traffic management plan as approved by TE and MPD.

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.

X Maintain access to Metro stops.  
 X 20' emergency access lane must be maintained throughout event area.  
 X 8' pedestrian pathway must be maintained on sidewalks throughout event area.  
 X No inflatables on City right-of-way.  
 X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.  
**AFTER EVENT**  
 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.  
 X 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.

7. [56007](#)

THE SESSIONS AT MCPIKE PARK  
 Sat. 6/22, 7am - Sun. 6/23, 11:59pm  
 Wed. 8/7, 11am - Fri. 8/9, 11:59pm  
 Wed. 8/14, 11am - Thu. 8/15, 11:59pm  
 200 Block of S. Ingersoll  
 Annual Concerts at McPike Park  
 Discuss schedule.  
 Madison Central Park Sessions, Inc. / Bob Queen

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Marsha A. Rummel - [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

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

**DURING EVENT**

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

X There is no event parking in the Madison Metro parking lot.

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

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

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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.

X 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.

8. [56012](#)

**BACK ON THE SCENE SUMMER CONCERT SERIES**

Sat. 7/13, 9/7/19, 4pm - 7:30pm

Confluence at Library Mall

Sat. 7/27, 8/10, 8/24/19, 4pm-7:30pm

The Forum

No Street Closure, using Downtown Performance Spaces

Discuss schedule, location

Urban Community Arts Network, Ltd. / Karen Reece

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**BEFORE EVENT**

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

X 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 Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

Avra Reddy - [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

**DURING EVENT**

X Maintain access to Metro stops.

X 100 State St. remains open during concerts at The Forum. Organizer must have crowd management that keeps attendees/participants on the sidewalk/performance area and out of the street.

X Event cannot displace licensed city vendors.

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

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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.

X 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. [56014](#)

**INDIA DAY**

Sat. 8/17/19, 7:00am - 3:00pm

100 block of MLK Jr. Blvd  
Cultural Event  
Discuss location, schedule, setup  
Association of Indians in America (AIA) / Vijay Sharma & Kamlesh Saini

**Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.**

#### **ADJOURNMENT**

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