



# City of Madison

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

## Agenda - Approved

### BOARD OF PARK COMMISSIONERS

Wednesday, April 1, 2009

6:30 PM

1625 Northport Dr.#(Warner Park Community  
Recreation Center)

*If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.*

*Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.*

*Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.*

*Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.*

*NOTE: Please contact the Parks Division at 608-266-4711, TDD #866-704-2315.*

#### **I. CALL TO ORDER / ROLL CALL**

#### **II. PARKS EMPLOYEE(S) OF THE MONTH**

*A. April –*

#### **III. PUBLIC COMMENT**

*(3 minute speaking limit for items not on the agenda)*

#### **IV. APPROVAL OF MINUTES**

*A. Minutes of the Regular Meeting of March 11, 2009  
RECOMMEND APPROVAL*

#### **V. COMMITTEE REPORTS**

*A. Olbrich Botanical Society Minutes of February 17, 2009 Meeting  
RECOMMEND ACCEPTANCE*

#### **VI. REPORT OF THE PRESIDENT OF THE PARK COMMISSION**

## VII. REPORT OF THE SUPERINTENDENT OF PARKS

- A. *Written Report of Supervisor's Activities*
- B. *Informational Items*
  - 1. *Change November 11 meeting date –conflict with budget deliberations possibilities are Monday, Nov. 2 or 23 or Wed. Nov. 4 PLEASE BRING CALENDARS*
  - 2. *Annual Park Tour – August 12*
  - 3. *Pilot Recycling Program in Parks*
  - 4. *Results of Testimony before PSC re: American Transmission Company Route along Odana Hills Golf Course*

## VIII. CORRESPONDENCE, RESOLUTIONS, ORDINANCES

- A. [13891](#) To declare the week of April 26, 2009 through May 1, 2009, "ARBOR WEEK 2009" and to commemorate the City of Madison's 20th anniversary as a Tree City USA.  
*RECOMMEND APPROVAL*
- B. [14031](#) To authorize the Mayor and City Clerk to enter into a one (1) year Agreement between the City of Madison and D. L. Anderson Company beginning with the signing of the Lease Agreement and ending on October 31, 2009 for the use of docking facilities to provide lake access at Marshall, Olbrich, Olin and Warner Parks. (Various A.D.)  
*RECOMMEND APPROVAL*
- C. [14066](#) Proclaiming April 18 and 25, 2009 Earth Day Clean-up Days and endorsing and encouraging citizen participation in the clean-up events at City of Madison Parks. (All AD's)  
*RECOMMEND APPROVAL*
- D. [14269](#) Request from ASANA (Amateur Sports Alliance North America) to host the Softball World Series at Elver and Olbrich Parks on September 2-5, 2009.

*Parks staff propose the following items for consideration by the Park Commission and requires the Organizer to comply with all recommendations established by the Park Commission:*

- 1) *Aldermanic notification is required by the event organizer. You must contact Alder Jed Sanborn at [district1@cityofmadison.com](mailto:district1@cityofmadison.com) or 576-5509; and Alder Thuy Pham-Remmele at [district20@cityofmadison.com](mailto:district20@cityofmadison.com) or 957-4433; and Libby Monson at [district7@cityofmadison.com](mailto:district7@cityofmadison.com) or 845-7130, and Alder Larry Palm at [district15@cityofmadison.com](mailto:district15@cityofmadison.com) or 692-8416; and Alder Marsha Rummel at [district6@cityofmadison.com](mailto:district6@cityofmadison.com) or 772-4555; no less than two weeks prior to your event.*
- 2) *A park walk through is required with West Parks Maintenance Supervisor, Bill Schott, and East Parks Maintenance Supervisor, Craig Klinke. Please contact them directly to arrange a walk through one week prior to your event at [wscott@cityofmadison.com](mailto:wscott@cityofmadison.com), or 608-266-9214; and [cklinke@cityofmadison.com](mailto:cklinke@cityofmadison.com) or 608-246-4510.*
- 3) *Immediately after your event, all temporary structures will be taken down and removed from the premises*
- 4) *Event organizer shall submit a park site plan as soon as possible to the parks office showing the location of all temporary structures, and other park plans.*

- 5) A Certificate of Insurance is required that also names the City of Madison as an additional insured.
- 6) You will be allowed public amplification on Saturday, September 5 for your closing ceremonies. However, sound must be kept to a reasonable level.
- 7) You are responsible to contacting the City Health Department at 266-4821, to determine if a Food Permit is necessary. All health department requirements will be followed.
- 8) You are responsible for the ordering, placement, pickup, and payment for any portable toilets for your event.
- 9) Event organizer is responsible for picking up the keys to the facility from the Parks office one week prior to its event. If it is necessary to call staff out to unlock facilities for the event, event organizer will be charged a minimum of 2 hrs staff time at double time.
- 10) Immediately after your event, all trash will be picked up. Please bring extra trash bags with you.
- 11) No glass containers are allowed in the parks.
- 12) All parks close at 10:00 PM, so please allow enough time for clean up prior to 10:00 PM. Park Commission must approve any time extension past 10:00 PM.
- 13) No parking allowed on the grass.
- 14) There will be no fireworks or bon fire before, during, or after your event.
- 15) A Vending Permit is necessary for the sale of any merchandise, food, beverages, or alcohol for your event. A list of vendors will be provided to the parks office two weeks prior to the event.
- 16) A separate check deposit of \$1,000 will need to be paid prior to your event. This check will be returned to you if there are no damages to the park. Please make checks payable to "City Treasurer".
- 17) All applications, permits, deposits, fees, are to be reconciled and on file in the Park Office at least one week prior to the event.
- 18) If you have any questions or problems the day of your event, please call our West Parks Ranger at 235-0449, or our East Parks Ranger at 235-0448.

E. [14270](#)

Request from Vern Stenman, General Manager of Madison Mallards Baseball Club dated March 20, 2009 to host a concert at Warner Park Stadium on July 21, 2009.

*Parks staff propose the following items for consideration by the Park Commission and requires the Promoter to comply with all recommendations established by the Park Commission:*

1. *Aldermanic and Neighborhood notification including: East Bluff Neighborhood Association, Brentwood Sherman Neighborhood Association and Berkley Oaks Neighborhood Association.*
2. *Concert Promoter will agree to participate in two pre-event planning meetings and one post event meeting with representatives of city agencies serving the event, including Parks, Policy Fire and City Attorney's office. The meetings will ensure that all concert related communication is unified and the event conforms with city policies and regulations.*
3. *Promoter will enter into a short-term, contractual lease agreement with the City of Madison that will include provisions for security, staffing, parking, fees, first-aid, set-up and clean-up.*
4. *Promoter acknowledges that all food and beverage concessions in the Warner Park Baseball complex will be managed by the Madison Mallards through a pre-existing agreement with the City and the Madison Mallards.*
5. *Sales of concert related merchandise outside of the Baseball Diamond will be subject to the standard park vending policies and fees. Sponsor understands that the marketing and sale of all event related merchandise on municipal parkland must be pre-approved by the Parks Division including the location of the vending sites.*
6. *Promoter will provide documentation that patron overflow parking will be available*

at Sherman Plaza.

7. Promoter will submit all applications, insurance and performance bond of \$1,000,000 to the Parks Division at least ten (10) days prior to the event.
8. Promoter understands that this event (and its set-up) will be subject to the standard fees relative to tents, trailers, attendance and ticket sales. Early load-in or delayed load-out of equipment will be subject to financial penalties.
9. Promoter will agree to uphold staffing recommendations made by Madison P9olice, Fire and Parks administration to ensure that the concert will be safely managed with little impact to the neighborhood.
10. In the event that the concert is canceled, Promoter will be subject to a cancellation fee equivalent to 20% of the total park use fees.
11. Sponsor agrees to incur the staffing expense of the Parks employee located on site during the event's set-up, concert and clean-up.
12. Sponsor will post a \$1,000 cash deposit at the Park office prior to the event with the understanding that it will be responsible for any and all actual park restoration costs which may be necessary as a result of the event on any municipal parklands.

*In the event there is a beer garden*

13. Sponsor will collaborate with North Precinct Police Captain and agrees to ALL staffing recommendations made by him relative to the operation of the beer garden and crowd control. Additional police staffing for traffic control will be secured based upon recommendations of Madison Police. The sale of beer will be contained to one beer garden and in accordance with beer garden installation regulations.
14. Sponsor will agree to the terms designated by Madison Police for wristband identification and possible re-entry into the concert/beer garden venue.

- F. [14271](#) Request from Nick Schweitzer to install temporary Art and Science exhibit starting in Law Park.

*GENERAL DISCUSSION AND RECOMMEND APPROVAL*

- G. [14272](#) Request from Hanah Jon Taylor director of the Madison Center for Creative and Cultural Arts to host a series of summer community outreach initiatives in various parks as follows: June 7 at Marshall Park, June 14 at Garner Park, July 19 at Demetral Park, July 26 at James Madison Park, August 9 at Brittingham Park, and August 23 at Warner Park.

*Parks staff propose the following items for consideration by the Park Commission and requires the Organizer to comply with all recommendations established by the Park Commission:*

1. Aldermanic notification is required by the event organizer. You must contact Alder Satya Rhodes-Conway at [district12@cityofmadison.com](mailto:district12@cityofmadison.com) or 242-4426 (Warner & Demetral Parks); Alder Michael Schumacher at [district18@cityofmadison.com](mailto:district18@cityofmadison.com) or 242-1779 (Warner Park); Alder Mark Clear at [district19@cityofmadison.com](mailto:district19@cityofmadison.com) or 310-8792 (Marshall and Garner Parks); Alder Brenda Konkell at [district2@cityofmadison.com](mailto:district2@cityofmadison.com) or 345-8720 (James Madison Park); and Alder Julia Kerr at [district13@cityofmadison.com](mailto:district13@cityofmadison.com) or 260-2661 (Brittingham Park); no less than two weeks prior to each concert.
2. A park walk through is required with East Parks Maintenance Supervisor, Craig Klinke. Please contact him directly to arrange a walk through one week prior to your event at [cklinke@cityofmadison.com](mailto:cklinke@cityofmadison.com), or 608-246-4510.
3. A park walk through is required with West Parks Maintenance Supervisor, Bill Schott. Please contact him directly to arrange a walk through one week prior to your event at [wschott@cityofmadison.com](mailto:weschott@cityofmadison.com), or 608-266-9214.
4. Event organizer shall submit a park site plan as soon as possible to the parks office showing the location of all temporary structures, and other park plans.

5. *You will be allowed public amplification from 1:00 PM-5:00 PM. However, sound must be kept to a reasonable level.*
6. *You are responsible for the ordering, placement, pickup, and payment for any portable toilets for your event.*
7. *No glass containers are allowed in the parks.*
8. *All parks close at 10:00 PM, so please allow enough time for clean up prior to 10:00 PM.*
9. *No parking allowed on the grass.*
10. *There will be no fireworks or bon fire before, during, or after your event.*
11. *No vending has been requested or approved for these events.*
12. *Your total charge for parks fees is included on the enclosed sheet.*
13. *All applications, permits, deposits, fees, are to be reconciled and on file in the Park Office at least one week prior to the event.*
14. *If you have any questions or problems the day of your event, please call our East Parks Ranger at 235-0448, or our West Parks Ranger at 235-0449.*
15. *Immediately after your event, all trash will be picked up. Please bring extra trash bags with you.*

H. [14273](#)

Request by David Carlson of Capital Volleyball Academy to host a volleyball tournament at Demetral Park on June 6, 2009.

*Parks staff propose the following items for consideration by the Park Commission and requires the Organizer to comply with all recommendations established by the Park Commission:*

1. *Aldermanic notification is required by the event organizer. You must contact Alder Satya Rhodes-Conway at [district12@cityofmadison.com](mailto:district12@cityofmadison.com) or 242-4426, no less than two weeks prior to your event.*
2. *A park walk through is required with East Parks Maintenance Supervisor, Craig Klinker. Please contact him directly to arrange a walk through one week prior to your event at [cklinker@cityofmadison.com](mailto:cklinker@cityofmadison.com), or 608-246-4510.*
3. *For any temporary structures, you are responsible for contacting Digger's Hotline at 1-800-242-8511, and providing the parks office with the ticket number. Immediately after your event, all temporary structures will be taken down and removed from the premises*
4. *Event organizer shall submit a park site plan as soon as possible to the parks office showing the location of all temporary structures, and other park plans.*
5. *You will be allowed public amplification from 12:00 PM-6:00 PM. However, sound must be kept to a reasonable level.*
6. *You are responsible for the ordering, placement, pickup, and payment for any portable toilets for your event.*
7. *No glass containers are allowed in the parks.*
8. *All parks close at 10:00 PM, so please allow enough time for clean up prior to 10:00 PM.*
9. *No parking allowed on the grass.*
10. *There will be no fireworks or bon fire before, during, or after your event.*
11. *A parks vending permit is required for the sale of any merchandise, food, beverages, and alcohol for your event.*
12. *A Temporary Restaurant Permit is necessary from the City Clerk's office for the sale of food and beverages.*
13. *Event organizer is responsible for abiding by all rules and regulations for a beer garden, including obtaining a Temporary Class "B" Retailers License from the City Clerk's office.*
14. *A Parks Beer Selling Permit is necessary from the parks office.*
15. *A Certificate of Insurance that names the City of Madison as an additional insured is required. Liquor liability shall also be included on this insurance certificate.*

16. *Your total charge for parks fees is included on the enclosed sheet.*
17. *A separate check deposit of \$1,000 will need to be paid prior to your event. This check will be returned to you if there are no damages to the park. Please make checks payable to "City Treasurer".*
18. *All applications, permits, deposits, fees, are to be reconciled and on file in the Park Office at least one week prior to the event.*
19. *If you have any questions or problems the day of your event, please call our East Parks Ranger at 235-0448.*
20. *Immediately after your event, all trash will be picked up. Please bring extra trash bags with you.*

## **IX. NEW BUSINESS**

- A. *Shady Wood Neighborhood Plan  
Planning Staff Presentation  
GENERAL DISCUSSION AND RECOMMEND APPROVAL*

[13482](#)

Adopting Phase 1 of the Shady Wood Neighborhood Development Plan as a supplement to the City of Madison Comprehensive Plan, and authorizing the City's application to amend the Central Urban Service Area to include the Phase 1 development staging area identified in the plan.

*RECOMMEND APPROVAL*

## **X. ADJOURNMENT**