



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, April 29, 2015

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

A meeting of the Street Use Staff Team was held at 10:00 AM on Wednesday, April 29, 2015 at the City-County Building, 210 Martin Luther King, Jr. Blvd, Room 108. The meeting was called to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Killi Lamberty, Trevor Knight, Susan Barica, Katie Sellner, Ron Schwenn, Tom Mohr, and Bill Putnam.

Members Excused: John Fahrney, Roger Kleist, Eric Veum, Lisa Laschinger.

Additional Staff: Jennifer Krueger Favour, and Kay Bentley.

### II. APPROVAL OF MINUTES

### III. PUBLIC COMMENT

### IV. DISCLOSURES AND RECUSALS

### V. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

1. ART FAIR OFF THE SQUARE  
200 MLK, 45 yards on E & W Doty & Wilson, grill in MMB lot  
Set-up: F, July 10, 12pm, closure at 6pm  
Event: Sa, July 11, 9am-6pm, Su, July 12, 10am-5pm  
Take-down: Su, July 12, 5pm-8pm  
Annual art fair. Discuss location, schedule, set-up and activities.  
Curtis Wittwer, Wisconsin Alliance of Artists and Craftspeople, Inc.

Approved 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.

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

X Special Duty Officers required for event. Call 266-4022 to arrange.

X Barricade placement as per plan on file with Traffic Engineering (TE). TE to deliver/pick-up barricades.

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when

event has ended.

- X 3 Metro routes detoured by event. Fee/route detoured applies.
- X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
- X Contact Beck Mugford, Bicycle Recovery Specialist, rmugford@cityofmadison.com, 608-267-8611, about relocating bike racks on the 200 block of MLK.
- X Provide and maintain access to the Hilton Hotel and Madison Club during the event.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained during the event.
- X Event staff must be placed at barricades.
- X City vendors licenses are invalidated for this event.
- X Event organizer is responsible for clean-up of event area. Including City trash and recycling receptacles. Charges will be assessed for any City staff time or resources required for clean-up.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables.
- X 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.
- X No set up on CCB porch before 5pm.

2.

**45TH GREAT MIDWEST MARIJUANA HARVEST FESTIVAL**

State Street Mall, Parade: State St to Capitol Square

Sa, Oct 3, 9:00am-6:00pm

Su, Oct 4, 10:00am-7:00pm

Parade: Su, Oct 4, 4:20pm

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

Ruth Reifeis, Great Midwest Marijuana Harvest Festival Collective (GMMHFC)

**Refer to future street use staff meeting**

3.

**FESTIVAL FOODS SHAKE THE LAKE**

John Nolen Dr (Broom to Blair Sts.)

Set Up: Sa, Jun 27, 6am-2pm

Event: Sa, Jun 28, 5pm-11:30pm (fireworks at 9:30pm)

Take Down: Sa, Jun 28, 11:30pm-Sun, Jun 29, 6:00am

Annual fireworks display, music/concert and festival. Discuss event date, location, schedule, set-up and activities.

Conor Caloia, Shake the Lake Madison, LLC

**APPROVED WITH THE FOLLOWING CONDITIONS:**

- X INDEMNIFICATION – attached
- X Compliance with the Olin Park Boat Launch Agreement made between the City and Madison Festivals, Inc. Anything in this Street Use Permit that contradicts the Olin Park Agreement is not valid and shall be superseded by the Olin Park Agreement.
- X Compliance with all fireworks permits issued in connection with event, and all applicable fireworks ordinances and laws.
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Shake the Lake Madison, LLC will pay all costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police

Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

X City vendor licenses are invalidated for this event.

X Signage and staffing at event perimeter on John Nolen: 'No Alcohol Beyond This Point'.

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

X The event area will be closed by Traffic Engineering.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping

X No inflatables.

X 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 within the event perimeter.

## **VI. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS**

1.

### **COWS ON THE CONCOURSE**

10 Blocks N & S Main, 100 & 200 Blocks MLK

Sa, June 6, 6am-2pm

Dairy farming festival with live cows and calves. Discuss location, schedule, set-up and activities.

Karen Lee, Dane County Dairy Promotion Committee

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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).

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. Remove meter bags when event has ended.

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

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

Keep the northbound lane of 200 MLK open for Metro route 4 busses.

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

Licensed city vendors relocated outside of event area, except for outdoor cafes.

No permanent marking, including spray chalk or stickers, of 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.

No animals on the East side of MLK.

**VIII. ADJOURNMENT**