



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, August 17, 2016

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 17, 2016 at the Parks Conference Room, 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. Trevor Knight, Susan Barica, Katie Sellner, Paul Ripp, Tom Mohr, Eric Beum, Mark Kiesow

Members Excused: Bill Putnam, John Fahrney, Roger Kleist

Additional City Staff Present: Kristin Brodowsky, Jennifer Krueger Favour, Kay Bentley

II. APPROVAL OF MINUTES

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 PERMITS FOR SPECIAL EVENTS

1. [44059](#)

UW HOME FOOTBALL GAMES AND MISCELLANEOUS EVENTS

See addendum for dates/times/locations

Stadium Events

UW Athletic Department

Todd Nelson

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.

- X Addendum and/or contract providing additional event details and conditions is attached.
- X District Event – UW Athletic Department will pay all costs of City of Madison Police Officers and parking enforcement 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 Traffic management plan as approved by Transportation Management Committee.
- X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering.
- X 20' emergency access lane must be maintained throughout event area.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- 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.

2. [44060](#)**2016 KOHL CENTER EVENTS**

See addendum for dates/times/locations
Arena Events
UW Athletic Department
Todd Nelson

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- X Traffic management plan as approved by Transportation Management Committee.
- X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering.
- X 20' emergency access lane must be maintained throughout event area.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- 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.

3. [44068](#)**2016 MADISON DRIVE ELECTRIC CELEBRATION**

Saturday, September 17th 7:00am - 2:00pm
100 Block of Martin Luther King, Jr. Blvd.
Cars show of electric vehicles
Powers Productions, LLC

Eric Powers

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

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

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

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

X Provide and maintain access for BMO Harris drive through customers during hours of operation. Contact the Service Manager, 608-252-5919.

X Event cannot displace licensed city vendors.

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

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

X No inflatables on City right-of-way.

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.

4. [41906](#)

ZOO RUN RUN & ROO RUN RUN 2016

Sunday, September 25th 6:30am - 12:00pm

1300-1500 Drake St. (Wingra to Grant), E bound right lane on Monroe St. (2501-2117), and Vilas Park Dr. (Edgewood Ave. meets Edgewood to S. Mills) Run/Walk

Friends of the Henry Vilas Zoo

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

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

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

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

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

X No inflatables on city right-of-way.

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.

5. [44067](#) FREAKFEST 2016
Setup begins Friday, October 28th at 6:00pm
Event takedown will be complete at 2:00am on Sunday, October 30th
Capitol Square, WI Ave to State St. to W Washington Ave. 100-600 State Street
Frank Productions
Jason Mayer
- Approved pending receipt of required documents & with the following conditions:
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 - X Addendum and/or contract providing additional event details and conditions on file in Madison Parks Office.
 - X Certificate of insurance listing the City of Madison as additional insured is required - on file.
 - X This is a District event. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.
 - X The Capitol Square will be closed by Traffic Engineering (TE).
 - X Transportation management plan/parking plan is the responsibility of the City of Madison.
 - X Parking enforcement is responsible for bagging meters/posting no parking signs.
 - X Metro rerouted to outer loop. Standard rerouting fee applies.
 - X Metro route(s) detoured by event. Fee/route detoured applies. # Re-routed = 8
 - X City vendor licenses are invalidated for this event.
 - X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
 - X 20' emergency access lane must be maintained throughout event area.
 - X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.
 - X No inflatables.
 - X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.
 - X Frank Productions is responsible for crowd control, safety and security plan within designated event perimeter.
 - X All event vehicles are required to display Freakfest parking permit. Permit will be filed with MPD.
 - X The Street Use Staff Commission finds that the standards of issuance (MGO 10.056(6)) will not be violated by the use of amplified sound after 11:00pm.

VI. STREET USE PERMITS FOR ROUTINE REQUESTS

1. [44061](#) ST. MARY'S SIGN UNVEILING
Wednesday, August 31st 11:30am - 1:00pm
703 S Brooks St. (see map)

Special Public Announcement
St. Mary's Hospital
Stacey Wendt-Kaisler

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

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

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

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

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.

2. [44064](#)

WONDER BALL

Friday, September 9th 6:30pm - 11:59pm

100 block N Pinckney (closed), no parking on museum side of 100 North Hamilton, and Rotary Stage

Gala

Madison Children's Museum

Ti Gauger

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

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

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

X Event cannot displace licensed city vendors.

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

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.

3. [44065](#)

SCOPE IT OUT 5K MADISON

Saturday, September 10th - closure from 9:00am - 10:30am

Closure between intersection of Portage Rd and Duke St (Reindahl Park entrance) northbound to just beyond intersection of Portage Rd and Hayes Rd - only 1 lane closure required; not entire street

Run/Walk
Colon Cancer Alliance
Jack Jasper

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

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

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

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

X Maintain access to Metro stops.

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

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.

4. [44066](#)

PICNIC IN THE PARK
Saturday, October 22nd 4:00pm - 10:00pm
Marston Ave
Donor Event
Events Essentials & Madison Parks Foundation
Stephanie Franklin

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

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

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

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

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

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

5. [44074](#)

ORTON PARK FESTIVAL
Friday, August 26th - Sunday, August 28th
1100 Block of Spaight, Ingersoll, and Few Streets
Festival
Friends of Wil-Mar Inc.
Gary Kallas

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

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

X Maintain access to Metro stops.

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

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.

6.* [44032](#)

400 BLOCK ORCHARD DR BETWEEN KEATING TERRACE & PEDESTRIAN PATH

Saturday, August 27th 3:00pm - 9:00pm

Neighborhood Block Party

Amy Rogers

CONSENT AGENDA - NEIGHBORHOOD BLOCK PARTIES

Items VI. 6-15 were Approved with the following conditions:

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X Resident petition - on file. X 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.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. X 20' emergency access lane must be maintained throughout event area. X No inflatables on streets or sidewalks.

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

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

7.* [44033](#)

700 BALTZELL

Saturday, August 27th 3:00pm - 10:00pm

Neighborhood Block Party

Gail O'Neal

8.* [44034](#)

600 PICKFORD ST

Saturday, August 27th 12:00pm - 12:00am

- Neighborhood Block Party
Terri Pope
- 9.* [44035](#) 100-300 ACADIA DR
Saturday, September 3rd 2:00pm - 10:00pm
Neighborhood Block Party
Jane Vander Meer
- 10.* [44036](#) 3800/3900 ST CLAIR ST
Saturday, September 3rd 3:00pm - Dusk
Neighborhood Block Party
Laurie Nagus
- 11.* [44037](#) 500-600 CLEMONS AVE
Sunday, September 4th 10:00am - 10:00pm
Neighborhood Block Party
Nancy Zucker
- 12.* [44038](#) 4215-4225 WANETAH TRL
Sunday, September 4th 3:00pm - 9:00pm
Neighborhood Block Party
Dave DuVarney
- 13.* [44039](#) 2400 FOX AVE
Saturday, September 10th 9:00am - 9:00pm
Neighborhood Block Party
Kate Smith
- 14.* [44040](#) 2000 CHADBOURNE
Sunday, September 11th 3:00pm - 9:00pm
Neighborhood Block Party
Michelle Mouton
- 15.* [44069](#) 1800 KEYES AVE
Saturday, September 24th 12:00pm - 10:00pm
Neighborhood Block Party
Scott McAndrew

IX. ADJOURNMENT

A motion was made by Sellner, seconded by Kiesow, to Adjourn. The motion passed by voice vote/other.