



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, March 1, 2017

10:00 am

City County Building, Rm. 103A
210 Martin Luther King, Jr. Blvd.

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, February 15, 2017 at the Treasurer's Conference Room, CCB Rm. 103A. 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, Bill Putnam, John Fahrney, Mark Kiesow

Members Excused: Roger Kleist, Eric Veum

Additional City Staff Present: 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. [46267](#)

THETA DELTA CHI PHILANTHROPY EVENT

550 State St. - no closure

April 6-8, 2017 / 8p-2a

Fundraiser for Bros United/Autism Speaks. Discuss activity (grilling), location and schedule.

Zachary Bertucci

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 Certificate of insurance listing the City of Madison as additional insured is required.
- X Organizer will follow all Health Department requirements and recommendations in regard to serving food to the public.
- X Food will be available for donations of any amount.
- X No street closure, request for parking/sidewalk space only.
- X Maintain access to Metro stops.
- X Event cannot displace licensed city vendors.
- X No amplification.
- X No permanent markings (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.

2. [46268](#)

ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY

Friday, May 19, 9:00am - 1:00pm

Discuss parade route and parking plan for event - changes needed due to construction.

WI Law Enforcement Memorial, Inc.

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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 Metro rerouted to outer loop. Standard rerouting fee applies.

X Event cannot displace licensed city vendors.

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 lot on East Washington and Webster.

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 cleanup of event area. Charges will be assessed for any City staff time or resources required for clean up.

X Keep intersections clear of squads.

3. [46270](#)

WOOF'S (KING STREET) PRIDE

100 King St

Sa, Aug 19, 12pm - Su, Aug 21, 1am

Annual block party to benefit Outreach, Inc. Discuss location, schedule, set-up and activities.

Dino Maniaci, WOOF'S/Outreach, Inc.

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

X Call 608-267-8756 (Madison Parking Utility) to arrange, place and pay for meter bags for the 200 block of MLK. 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 Barricade placement as per plan on file with Traffic Engineering (TE).

X Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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

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

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

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. [46271](#)

OUTREACH PRIDE PARADE

Capitol Square, State Street Mall, 30 on the Square

Sunday, August 20t 11:00am - 5:00pm

Annual parade and celebration for LGBT community. Discuss location, parade route, schedule and activities.

OutReach, Inc.

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

X Notify area Alder, business' and residents along route. Provide "day-of" contact information.

X Call 608-267-8756 (Madison Parking Utility) to arrange to pick up, get information about and pay for meter hoods. Remove meter bags when event has ended.

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

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

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

- X Noise must be kept to a reasonable level at all times.
- X 20' emergency access lane must be maintained throughout event area.
- X Event cannot displace licensed city vendors.
- X Provide and maintain access to Inn on the Park during the event.
- 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 No objects may be thrown from vehicles. Any items to be distributed must be handed to attendees.
- 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. [46272](#)

FESTIVAL FOODS TURKEY TROT MADISON

Th, November 23, 8am start

Start and Finish at Breese Stevens Stadium

Routes - see attached application

Discuss location/route, schedule, set-up and activities.

Liz Kern, Big Top Baseball

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X Provide alder, residents and business' on the routes notice regarding any street closures/parking removal and "day of" contact information for the event.

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

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 Call 608-267-8756 (Madison Parking Utility) to arrange to pick up, get information about and pay for meter hoods. Remove meter bags when event has ended.

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

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

X Participants are required to stop and allow traffic to cross the route at Webster and Mifflin.

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 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.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [46273](#)

CAMPUS FIRE SAFETY

Thursday, September 28, 8:30am - 3:30pm

State Street Mall/800 State Street

Educational presentation on campus fire safety. Discuss location, activities and schedule.

City of Madison Fire Department

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X No street closure, request for sidewalk space only.

X Event cannot displace licensed city vendors.

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.

IX. ADJOURNMENT

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