



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, August 16, 2017

10:00 am

City County Building, Rm. 108
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, March 29, 2017 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.

Additional City Staff Present: Mary Lloyd, Cheryl Erickson, Meghan Blake-Horst

II APPROVAL OF MINUTES

Motion made by Sellner, seconded by Ripp to Approve the Minutes. Motion passed by voice vote/other.

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. [48354](#) GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)
Saturday, September 30 & Sunday, October 1st. 9:00am - 8:00pm
State Street, Library Mall (see attached)
Festival & Parade(Sunday)
GMMHF Collective
Shelley Kennedy & Erin Riedasch

Application referred to a future Street Use Staff Commission meeting.

2. [48378](#) ALUMNI PARK OPENING CELEBRATION
Friday, October 6th, 2017. 12pm-9pm
700 & 800 blocks of Langdon St.
Discuss location, setup, and schedule.
Wisconsin Foundation and Alumni Association, Andrea Berns

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

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 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.

3. [48377](#)

UW HOMECOMING PARADE

Friday, October 20, 2017, 4pm-9:30pm

Set Up/Staging: between Langdon & Lake and Langdon & Wisconsin

Parade Route: Wisconsin & Gilman, west to Gilman & State, west to State & Lake, north to Lake & Langdon

Discuss location, route, schedule, and set up

UW-Homecoming Committee, Matthew Spalter

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

X Notify area Alder, businesses and residents prior to the event and provide "day of" contact information.

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 and "No Parking" signs. Remove bags and signs when event has ended.

X Provide/maintain resident access until 5:45pm.

X Event cannot displace licensed city vendors.

X Noise must be kept at reasonable levels at all times.

X No objects may be thrown from floats of vehicles in the parade.

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

X 6 metro routes detoured by event. Fee/route detoured applies.
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.

4. [48355](#)

FREAKFEST 2017

Setup begins Friday, October 27th at 6:00pm

Event takedown will be complete at 2:00am on Sunday, October 29th

Capitol Square, WI Ave to State St. to W Washington Ave., 100-600 State Street

Frank Productions

Jason Mayer

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X Addendum and/or contract providing additional event details and conditions on file in Madison Parks Office.

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 1 Metro rerouted to outer loop. Standard rerouting fee applies.

X 9 Metro route(s) detoured by event. Fee/route detoured applies. # Re-routed =

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 All event vehicles are required to display Freakfest parking permit. Permit will be filed with MPD.

X Frank Productions is responsible for crowd control, safety and security plan within designated event perimeter.

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.

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. [48352](#) 2017 IRONKIDS WISCONSIN FUN RUN
Saturday, September 9th 6:30am - 10:30am
100 block of MLK Jr. Blvd. & the Capitol Square
Run/Walk
Madison Area Sports Commission in conjunction w/ World Triathlon Corporation
Brandon Holstein & Jamie Patrick

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X Certificate of insurance listing the City of Madison as additional insured is required.
X The Capitol Square will be closed off by approved private contractor.
X Barricade placement as per plan on file with Traffic Engineering (TE).
X Call 608-267-8756 to arrange for meter bags. Remove bags when event has ended.
X 20' emergency access lane must be maintained throughout event area.
X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
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 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. [48353](#) SUPERHERO 5K
Saturday, September 16th, 5:00am - 12:00pm
Discuss location, set up, and schedule
No road closure. Coned lane closure.
Run/Walk - fundraiser for The Leukemia and Lymphoma Society
Next Level Sports - Tim Hyland

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

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 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.

IX ADJOURNMENT

Motion made by Sellner, seconded by Kleist to Adjourn. Motion passed by voice vote/other.