



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, September 5, 2018

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, September 5, 2018 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, Katie Sellner, Tom Mohr, John Fahrney, Mark Kiesow, Meghan Blake-Horst, Cheryl Erickson

Members Excused: Eric Veum, Susan Barica, Paul Ripp, Bill Putnam

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Mary Lloyd, Lt. Brian Chaney Austin, Kelly Post

II. APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Lloyd to Approve the Minutes.
Motion passed by voice vote/other.

III. PUBLIC COMMENT

Tiffany Kenney, representing the Downtown Business Improvement District, registered and spoke thanking the Parks Division Mall Crew for their hard work assisting the BID with the programming they do on State Street.

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. [52847](#) MADISON EAST HIGH HOMECOMING PARADE - **amend**
Friday, October 5, 2018 / 4:30pm - 7:00pm
Staging: 100 block N Dickenson
Parade: 1300 - 900 blocks of E Mifflin
Parking: 900 block of E. Washington Ave. (north side)
Homecoming Parade
MMSD / Sarah Elmore

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.

BEFORE EVENT

X Notification: As a courtesy, please notify area alder(s) prior to the event.

Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Ledell Zellers - district2@cityofmadison.com

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Traffic Engineering (TE) will place traffic barricades and signage. There are charges for this service/equipments.

X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs.

Remove signs when event has ended. There are charges for this equipment.

X Implement plan to get students from rally to staging area. – (On file)

DURING EVENT

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

X Dickinson and Paterson must remain open for traffic.

X No items may be thrown from vehicles in parade.

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

X No inflatables on City right-of-way.

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

AFTER EVENT

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 City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

2. [52672](#)

THE GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)

Response to issues/concerns from 8.8.18 Street Use meeting

Sat. & Sun., Oct. 6th & 7th, 2018 / 9:00am - 8:00pm (both days)

State Street, Library Mall (see attached)

Festival & Parade(Sunday)

GMMHF Collective / Shelley Kennedy & Erik Riedasch

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BEFORE EVENT

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

required.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Organizer will have a plan, approved by Madison Police and posted on sponsor website/event promotion, to address illegal activity occurring at the event and notify the participants. The Street Use Permit does not exempt events/organizers from any federal, state or local laws. If illegal activity occurs at the event, it is grounds to deny a street use permit for the event in the future.

DURING EVENT

X Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Street Use Staff Commission approves sales of non-homemade/hand crafted merchandise within event perimeter.

X City vendor licenses are invalidated for this event.

X Parade route: Parade must obey traffic signals along the route when crossing W. Gorham, W. Johnson, W. Dayton, and W. Mifflin.

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

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 inflatables on City right-of-way.

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

AFTER EVENT

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.

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3. [53018](#)

BUDWEISER CLYDESDALES

Wed., October 24, 2018 / 6pm-9:30pm

1200-1400 Regent Street - parking lane only

10 N. Charter - parking request

Budweiser Clydesdales walking down Regent St. and parking for 3 semis

Discuss location, schedule, route

Wisconsin Distributors, Abby Bartlett

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BEFORE EVENT

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

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. There are charges for these services.

X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this

equipment.

DURING EVENT

X Maintain access to Metro stops.

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

X No inflatables on City right-of-way.

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

AFTER EVENT

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.

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4. [53016](#)

MADISON WINTER NIGHT MARKET

Sa, November 17, 2018, 1pm-11pm

100 block of State St., Capitol Square Y closure: 10 block W. Mifflin & 10 block N. Carroll

Discuss location, set up, and schedule.

Public Holiday Market

Madison's Central Business Improvement District, Tiffany Kenney

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X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

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

X Must have a vendor plan for snow or weather emergencies.

DURING EVENT

X The Capitol Square will be closed by an approved private contractor.

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X Event cannot displace licensed city vendors.

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

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

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AFTER EVENT

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will be assessed for any City staff time or resources required for clean up.
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VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [53059](#) AMERICAN FAMILY INSURANCE SPARK BUILDING GRAND OPENING
Parking Only - no street closure
800 E. Washington Ave. and E. Main St.
10 S. Livingston and Patterson Sts.
Saturday, September 29 - 6am-5pm
Wednesday, October 3 - 6am- 11pm
Request for parking for building opening. Discuss location, schedule.
Natalie Healy, American Family Insurance

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IX. ADJOURNMENT

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