



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, August 21, 2019

10:00 AM

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

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 21, 2019 at the City-County Building, 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, Paul Ripp, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo

Members Excused: John Fahrney, Eric Veum, Bill Putnam, Mark Kiesow

Additional City Staff Present: Kristin Brodowsky, Kelly Post, Stephanie Niesen

APPROVAL OF MINUTES

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

PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

STREET USE PERMITS FOR SPECIAL EVENTS

1. [57070](#) ROCKIN' BREWS MARATHON
Sat., Aug. 31, 2019 - 1:00am setup/7:00am-1:00PM event
route - Lake Monona Loop
Discuss locations, routes, and schedule
Madison Events Production, LLC / Jerry Kempfer
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 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 Notify the appropriate alderperson(s) and the neighborhood association where the street closure is requested. Notification must include day of contact info. for the event organizer.
- X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.
- 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.

DURING EVENT

- X Maintain access to Metro stops.
- X Noise must be kept to a reasonable level at all times.
- X Maintain public access to bike path throughout event route.
- 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.
- 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. [57071](#)

"BADGER" SCULPTURE DEDICATION

Fri. Sept. 13, 2019 / 12pm-5pm

Parking Only - meters bagged around Monroe St. Plaza

Dedication of new sculpture

Discuss schedule, location, setup

Madison Arts Commission / Karin Wolf

Approved pending receipt of required documents & with the following conditions:

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BEFORE EVENT

- X No street closure, request for parking/sidewalk space only.
- X Notification: Organizer must notify area alder(s) at least 30 days 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:
Shiva Bidar-Sielaff - district5@cityofmadison.com
Tag Evers - district13@cityofmadison.com
- 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 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.=

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.

3. [57072](#)

MADISON EAST HIGH HOMECOMING PARADE 2019

Friday, September 20, 2019 / 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 / Alyssa Paolucci

Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

4. [57073](#)

UW HOMECOMING PARADE

Fri, Oct. 11, 2019 / 3:30-9:30pm

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

Wisconsin Alumni Association / Kate Darling

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BEFORE EVENT

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

X Notification: Organizer must notify area alder(s), businesses and residents prior to the event. Provide with event information, including: day-of-contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Avra Reddy - district8@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule,

activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X This is a District event. There are charges for these services. 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 Madison Parking Enforcement will post meter bags and "No Parking" signs. Organizer must remove meter bags and signs when event has ended. There are charges for these services.

X Contact Edgewater Hotel about the parade. Provide them with event information, including: location, date, schedule, activities, etc. Provide them with day-of contact information.

X City of Madison, Traffic Engineering division will notify Intercity Buses that Langdon Street will be closed.

DURING EVENT

X The barricades will be placed by Traffic Engineering (TE).

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

X Traffic management plan as approved by TE and MPD-on file.

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

X Maintain access to the Edgewater Hotel.

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

X Event cannot displace licensed city vendors.

X Noise must be kept to a reasonable level 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 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.

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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [56882](#) INTERVARSITY NEW STUDENT OUTREACH
Sun., Sept. 1, 2019 / 5pm-11pm
Confluence at Library Mall
Table with freebies, explaining the organization
Discuss schedule, location, setup
Intervarsity Christian Fellowship / Brittany Pedersen

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ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.**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.
- X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

DURING EVENT

- X Event cannot displace licensed city vendors.
- X Noise must be kept to a reasonable level at all times.
- 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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6. [57074](#)**MONROE STREET FESTIVAL**

Sat., Sept. 14, 2019 / 8:00am - 6:00pm

Street Closure: 800 Harrison Street

Parking Lanes: 1700-1900 Monroe (south side), 2600 Monroe (north side)

Sidewalk use: 1500-3500 Monroe

Discuss location, setup, schedule

Monroe St. Merchants Association / Laura Strickland

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BEFORE EVENT

- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Notification: Organizer must notify area alder(s) at least 30 days 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:
Tag Evers - district13@cityofmadison.com
- X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.
- X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.
- 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 Barricade placement as per plan on file with Traffic Engineering (TE).

X Maintain access to Metro stops.
 X Noise must be kept to a reasonable level at all times.
 X 20' emergency access lane must be maintained throughout event area.
 X 6' 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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7. [57075](#)**TALKING SPIRITS XXI: CEMETERY TOUR**

Mon-Sun, Sept. 30 - Oct. 7, 2019 / times vary

See attached for schedule

Parking Lane Request: 1 Speedway Rd; North bound lane

Wisconsin Veterans Museum Foundation / Erik Wright

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BEFORE EVENT

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 Tag Evers - district13@cityofmadison.com

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

X Clear inbound lane on Speedway by 4pm on weekdays for tow route.

DURING EVENT

X Maintain access to Metro stops.
 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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ADJOURNMENT

A motion was made by Blake-Horst, seconded by Barica, to Adjourn. The motion passed by voice vote/other.

