



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, February 6, 2019

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, February 6, 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, Mark Kiesow, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo

Members Excused: John Fahrney, Eric Veum, Bill Putnam

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

II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Lloyd 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. [54518](#) LAKE MONONA 20K RUN/WALK
Sa, May 4, 2019, 5:00am - 1:00pm
Start/Finish: Winnequah Park, Monona
See attached map/schedule
Annual Run/Walk.
Discuss routes, schedule and activities.
Race Day Events, LLC, Ryan Griessmeyer

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 Notification: Organizer must notify area alder(s) and neighborhood association where the parking is requested 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:

Michael Verveer - district4@cityofmadison.com

Marsha A. Rummel - district6@cityofmadison.com

Allen A. Arntsen - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

David Ahrens - district15@cityofmadison.com

X This is a District event. Please contact Lt. Dave Mccaw at dmccaw@cityofmadison.com to arrange for MPD staffing. 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 "No Parking" signs will be posted by Parking Enforcement. 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.

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.

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. [54520](#)

MADISON NIGHT MARKET

Thu, 5/9, 6/13, 8/8, 9/12/19; 2-12am

200-400 blocks W. Gilman St., 400 block of N. Broom St.

Madison's Central Business Improvement District to host Night Markets with vending, performers and activities.

Discuss location(s), schedule, set up and activities.

Tiffany Kenney - Madison's Central Business Improvement District

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

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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:

Ledell Zellers - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Zach Wood - district8@cityofmadison.com

X Traffic Engineering will deliver/pick-up barricades.

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.

DURING EVENT

X Maintain access to Metro stops on State Street.

X 1 Metro route(s) detoured by event on the 1st and 4th event dates. Fee/route detoured applies. (\$100/route)

X Proper signage for Buckeye Lot.

X City food cart licenses are invalidated for this event. Special Event Resolution allows for sidewalk cafes for this event.

X Staff/signage/barricades at private parking lot perimeter – "no alcohol beyond this point."

X No alcohol may be consumed, served, or sold on city streets or right of way.

X State Street remains open during the event. Event attendees must abide by traffic regulations and keep the intersection clear for Metro and other authorized traffic.

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

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.

VI. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1. [54525](#) OUTREACH PRIDE PARADE
Discuss date, location, schedule, parade route and activities for 2019 and future years.
Determine what, if any, changes are needed in light of proposed Street

Use Ordinance amendments and Downtown Event Zone policies.
Steven Starkey, Outreach, Inc.

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

VII. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [54516](#)

DANE COUNTY FARMERS' MARKET - WEDNESDAY

Wednesday Markets: 4/17- 11/8/19 8:00am - 1:45pm

200 Block of MLK, Jr. Blvd.

Discuss location, schedule and activities.

Sarah Elliot, Jill Carlson Groendyk - Dane County Farmers' Market

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

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

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:

Michael Verveer - district4@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 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.

DURING EVENT

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

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

X City vendor licenses are invalidated for this event.

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. [54519](#)

ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY

Friday, May 11, 2019, 9:30am - 1:00pm

Capitol Square

Discuss parade route, schedule, and activities

Brian Willison / WI Law Enforcement Memorial, Inc.

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

X. ADJOURNMENT

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