



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, August 7, 2019

10:00 AM

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

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### CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 7, 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, Lt. Dave McCaw, Susan Barica, Katie Sellner, Meghan Blake-Horst, Matthew Scamardo

Members Excused: Paul Ripp, Mark Kiesow, John Fahrney, Eric Veum, Bill Putnam, Tom Mohr

Additional City Staff Present: Mary Lloyd, Stephanie Niesen

### APPROVAL OF MINUTES

There were no minutes for approval.

### 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. [56872](#) UW HOME FOOTBALL GAMES AND MISCELLANEOUS EVENTS  
See addendum for dates/times/locations  
Camp Randall - Stadium Events  
UW Athletic Department / Todd Nelson  
  
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 Addendum and/or contract providing additional event details and conditions is on file with Street Use Staff Commission.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering. There are charges for these services.

**DURING EVENT**

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 UW Athletics will attend an additional Street Use Staff Commission meeting in February 2020 to review/approve details of Crazylegs Classic event.

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. [56873](#)

**UW KOHL CENTER EVENTS**

See addendum for dates/times/locations

Arena Events

UW Athletic Department / Todd Nelson

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**BEFORE EVENT**

X Addendum and/or contract providing additional event details and conditions.

X Addendum and/or contract providing additional event details and conditions is attached.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering or an approved delegated authority.

**DURING EVENT**

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.

3. [56874](#)

THE JAMES - RESIDENT MOVE IN  
 Sat, Aug. 24, 2019 / 8:00am - 7:00pm  
 parking requests - 400 W. Gilman & 400 W. Gorham  
 parking lane request - 400 W. Gorham  
 Discuss schedule, location, site map  
 The James / Me'Rhanda Jacobs

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**BEFORE EVENT**

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

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

**DURING EVENT**

X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.

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 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.

4. [56875](#)

IRONMAN WISCONSIN - Expo / Triathlon  
 Expo: Wednesday, September 4 - Monday, September 9, 2019 / 200 MLK Jr. Blvd.  
 Triathlon: Sunday, September 8 - see attached run and bike routes  
 Discuss locations, routes, setup, closures  
 Triathlon  
 World Triathlon Corporation / Ryan Richards

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

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

X 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.

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

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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 Dane County Farmers' Market manager, 608-455-1999.

X This is a District event. Contact Lt. Dave McCaw, [dmccaw@cityofmadison.com](mailto:dmccaw@cityofmadison.com), to arrange for 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 Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

X Parking Enforcement to bag meters and post "No Parking" signs as per plan on file. Call 608-267-8756 to arrange for "No Parking" signs and meter bags that are the organizers responsibility. Remove bags and signs when event has ended. There are charges for this service

**DURING EVENT**

X Amplification: 9/8/2019, 5:30am through 9/9/2019 12:30am. Amplification must be kept to a reasonable level at all times. Lower volume, limited to 75 decibels (dB) 125' from the source, before 8:00am and after 10:00pm

X 17 Metro route(s) detoured by event. Fee/route detoured applies.

X Provide and maintain access to the parking ramp on East Main and Webster.

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.

**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.

5. [56878](#)

FREAKFEST 2019

Sat., Oct. 25 - Oct. 27, 2019 / Event: Oct. 26, 7pm - Oct. 27, 1:30am / Setup -

Take Down: Oct.25, 6pm - Oct. 27, 4am

100-600 State Street, 10 W Mifflin, 10 N. Carroll

Annual Freakfest

Discuss location, schedule, setup

Frank Productions / Jason Mayer

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

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**BEFORE EVENT**

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

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

X Transportation management plan/parking plan is the responsibility of the City of Madison.

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 Parking enforcement is responsible for bagging meters/posting no parking signs.

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

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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 Dane County Farmers' Market manager, 608-455-1999.

**DURING EVENT**

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

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

X 9 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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 City vendor licenses are invalidated for this event.

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.

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**STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

6. [56890](#) MENDOTA ELEMENTARY SCHOOL CELEBRATION  
Sat., Aug. 24, 2019 / 8am-5pm  
Street Closure - 4000 block of School Road  
Back to school celebration  
Discuss location, schedule, activities  
MMSD / Sonia Spencer
- 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 Resident petition on file.
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X The event organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St., Monday-Friday, 8:30am-3:00pm. The organizer will need a vehicle that can accommodate 12' barricades. Approved Neighborhood Block Parties are given up to 8 barricades at no cost (\$5 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm.
- 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 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.
7. [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
- Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

8. [56879](#) 2019 IRONKIDS WISCONSIN FUN RUN  
 Saturday, September 7, 2019 / 6:30am - 11:00am  
 100 block of MLK Jr. Blvd. & the Capitol Square  
 Run/Walk  
 Discuss location, schedule, route, and setup  
 Madison Area Sports Commission in conjunction w/ World Triathlon Corporation  
 Brandon Holstein & Jamie Patrick
- 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.**  
**X Call 608-267-8756 to arrange for meter bags. Remove bags when event has ended.**  
**X Notification: Organizer must 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:**  
**Michael Verveer - district4@cityofmadison.com**
- X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.**  
**X Coordinate activities and schedule with the Madison Central Business Improvement District's Executive Director, 608-512-1340.**  
**X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.**
- DURING EVENT**  
**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 20' emergency access lane must be maintained throughout event area.**  
**X Event cannot displace licensed city vendors.**  
**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.**
9. [56884](#) THANK A BADGER DAY  
 Wed., Nov. 6, 2019 / 9:30am-3pm  
 Confluence at Libray Mall  
 Table only  
 discuss location, schedule, activities  
 WI Foundation and Alumni Assoc. / Donna Kelley

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**BEFORE EVENT**

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

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.

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.

**ADJOURNMENT**

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