



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, February 5, 2020

10:00 AM

215 Martin Luther King, Jr. Blvd.  
Room 206 (Madison Municipal 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, February 5, 2020 at the Madison Municipal Building, MMB Rm. 206. 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, Eric Veum, Mark Kiesow, Bill Putman, Lt. Scott Kleinfeldt, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo

Members Excused: Scott Bavery, Kristin Brodowsky, John Fahrney

Additional City Staff Present: Drew Beck, Poorua Shivakumar, Kelly Post

### APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Kleinfeldt 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. 59285 DANE COUNTY FARMERS' MARKET - WEDNESDAY  
4/15- 11/4/20 / 8:00am - 2:00pm  
200 Block of MLK, Jr. Blvd.  
Discuss location, schedule and activities.  
Dane County Farmers' Market / Jill Carlson Groendyk  
  
Approved pending receipt of required documents & with the following conditions:  
THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

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

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

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. Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

Call Parking Utility at 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.

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

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

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

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

No inflatables on City right-of-way.

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

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.

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. [59287](#)

LAKE MONONA 20K RUN/WALK

Sat, May 2, 2020 / 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 / Ken Ellingsen

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

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

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com), Marsha A. Rummel - [district6@cityofmadison.com](mailto:district6@cityofmadison.com), Tag Evers - [district13@cityofmadison.com](mailto:district13@cityofmadison.com), Sheri

Carter - [district14@cityofmadison.com](mailto:district14@cityofmadison.com), Grant Foster - [district15@cityofmadison.com](mailto:district15@cityofmadison.com)

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

MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

Maintain access to Metro stops.

No inflatables on City right-of-way.

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

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.

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. [59286](#)

SYTTENDE MAI RUN/WALK

Sat, May 16, 2020 / 4:00am - 12:00pm

Closure: E. Badger Road (7:30am - until last runner passes)

Discuss location, route, setup, schedule

Race Day Events / Lucas Molloy

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Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Sheri Carter - [district14@cityofmadison.com](mailto:district14@cityofmadison.com)

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

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.

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

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

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

No inflatables on City right-of-way.

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#### STREET USE APPLICATIONS FOR ROUTINE REQUESTS

5. [59284](#)

## ENGINEERING EXPO

Fri, April 3, 2020, 7:30am - 4:30pm

N. Breese Terrace from University Ave. to Regent (Blocks 0 to 300)

Parking request. Discuss location and schedule.

UW-Madison College of Engineering / Hayden Eisenrich

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

Call Parking Utility at 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.

Maintain access to Metro stops.

Organizer will have event staff monitoring bus check in, drop off, and pick up to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.

Charter busses must not block metro stops. Organizer is responsible for notifying drivers.

Pick up and drop off must be on the east side of the street. 20' emergency access lane must be maintained throughout event area.

No inflatables on City right-of-way.

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

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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.

6. [59331](#)

## MADISON MINI-MARATHON HALF MARATHON 5K

Start/Finish: 5K-Confluence at Library Mall (State Street mall),

Mini-Marathon-Lake & Langdon

Setup: Sat, August 22, 2am

Race: Sat, August 17, 7:00am - 12:30pm

See attached for street closures

Run/Walk

Jeff Graves, Vision Event Management

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

**Notification:** Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day-of-contact info, location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Patrick W. Heck – [district2@cityofmadison.com](mailto:district2@cityofmadison.com)

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

Shiva Bidar-Sielaff - [district5@cityofmadison.com](mailto:district5@cityofmadison.com)

Sally Rohrer – [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

Tag Evers – [district13@cityofmadison.com](mailto:district13@cityofmadison.com)

Sheri Carter - [district14@cityofmadison.com](mailto:district14@cityofmadison.com)

**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. Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

This is a District event. Contact Lt. Scott Kleinfeldt, [skleinfeldt@cityofmadison.com](mailto:skleinfeldt@cityofmadison.com), to make arrangements 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.

The Dane County EOD will be utilized for the Madison Mini Marathon. The organizer is responsible for all charges associated with this service.

MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

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

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

Event cannot displace licensed city vendors.

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

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

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

No inflatables on City right-of-way.

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

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.

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. [59292](#)

DANE COUNTY FIRE CHIEF'S PARADE

Sun, Oct 4, 2020 / 11:30am-3:30pm

Staging: Langdon (Park to Lake St.) & Lake St. (University to Mendota Ct.)

Parade - rolling closure: 600 State St. to Capitol Square

Display - street closure: 10 E. & W. Mifflin, 10 N. Carroll

Annual parade of fire trucks.

Discuss location, schedule, set-up, route and activities.

City of Madison Fire Department / Bernadette Galvez

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**DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.**

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

[district8@cityofmadison.com](mailto:district8@cityofmadison.com)

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. Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

Contact the Rector at Grace Episcopal Church, 608-255-5147.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 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.

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

Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

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

Allow traffic to cross parade route / obey traffic signals on State Street.

No objects may be thrown from vehicles. Any items to be distributed must be handed to attendees.

Event cannot displace licensed city vendors.

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

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8. [58928](#)

GSAFE TRICK OR TROT WALK/RUN

Sun, October 18, 2020 / 9am-4pm

Start/Finish: Potter Street (outside Franklin Elementary School parking lot)

Route: see attached

Run/Walk

Discuss location, route, schedule

GSAFE / Brian Juchems

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

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

Notification: Organizer must notify area alder(s) at least 30 days prior to the

event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Tag Evers - district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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. Maintain access to Metro stops.

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#### **ADJOURNMENT**

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