



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

---

Wednesday, February 21, 2018

10:00 am

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

---

### I. CALL TO ORDER / ROLL CALL

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Brian Chaney  
Austin, Kelly Post

### II. APPROVAL OF MINUTES

Minutes for 2/7/18. Motion made by Sellner, seconded by Barica 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. 50548 DANE COUNTY FARMERS' MARKET - WEDNESDAY

Wednesday Markets: 4/18- 11/7/18 8:00am - 2:00pm  
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:

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

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.

Post No Parking signs night before market, as directed by Parking Utility.

**DURING EVENT**

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

No city vendors allowed within the event perimeter.

5 Metro route(s) detoured by event.

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.

**AFTER EVENT**

Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

**2. 50547**

**SCIENCE PARADE**

Sa April, 14, 2018 / 2:30p-7:30p (Parade 4p-5:30p)

Preassembly and Dedicated Disbanding Area: 10 S. Butler & 300 E. Main  
Staging: 10 N. & S. Pinckney, 100 E. Wash, 100 E. Mifflin, 100 N. Hamilton,  
100 E. Main, 100 N. Pinckney

Parade: Capitol Square

Parade for Science

Discuss updated location, schedule, route, and activities

Valerie Grover - Wisconsin Science

**Discussed location, setup and schedule. Referred to a future SUSC meeting when planning is complete.**

**3. 50549**

**TAKE OUR CHILDREN TO WORK**

Thu, April 26, 2017 - 2:00pm-4:30pm

200 block of W. Mifflin Street (Central Library)

Display of City vehicles/equipment from various Departments

Discuss location, schedule, and activities

Kate McCarthy - Women's Initiatives Committee / City of Madison

**Approved pending receipt of required documents, final set up determined & with the following conditions:**

**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**

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

**DURING EVENT**

Traffic Engineering (TE) will deliver and pick up barricades for event.

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

Event cannot displace licensed city vendors.

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.

**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.

4. **50550**      **LIVE ON KING STREET**  
100 King St  
F, Jun 16, Jul 20, Aug 3, 17, & 24, Sept 7  
Set-up: 8:00am-5:00pm  
Concert: 6:00pm-11:00pm  
Tear-down: 11:00pm-2:00am  
Annual concert series. Discuss location, schedule, set-up and activities.  
Beaver Bertram, Scott Leslie - Majestic Live, LLC

**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.  
Capacity for the King St. concerts is 3,645 persons with additional safety conditions as per Addendum.

**X** Certificate of insurance with liquor liability listing the City of Madison as additional insured is required.

**X** Special Duty Police Officers will be coordinated with Central District staff 10 days prior to the scheduled event and will range from 2-6 or more depending on venue, talent on stage, projected crowd capacity, and surrounding events.  
There are charges for these services.

**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. Remove meter bags when event has ended. There are charges for this equipment.

**X** Notify area Alder, businesses, and residents on 100 King Street. Provide copy of notice.

**DURING EVENT**

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

**X** 3 Metro route(s) detoured by event. Fee/route detoured applies for each concert. (\$100/route)

**X** City vendor licenses are invalidated for this event. Outdoor cafes & other City licensed vendors must vacate the event perimeter area by 6:00pm, per special event resolution, legislative ID# 46998.

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

**X** Event requires staffing and signage indicating: **NO ALCOHOL BEYOND THIS POINT**

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

**X** Detail of fencing on sidewalk, staffing to keep sidewalks clear. Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses on the 100 block of King St.

No inflatables on City right-of-way.  
 No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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.

**VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

**1. 50551 AGRICULTURE DAY ON CAMPUS AT UW-MADISON**

Wed April 18, 2018, 7:00am - 3:00pm  
State St. Mall - 800 State Street (see map)  
Annual event to celebrate Agriculture on UW-Madison campus.  
Discuss schedule, location and activities.  
Connor Willems - Collegiate Farm Bureau at UW-Madison

**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**

No street closure, request for parking/sidewalk space only.  
 Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

**DURING EVENT**

Event cannot displace licensed city vendors.  
 Noise must be kept to a reasonable level at all times.  
 There will be no amplification.  
 No inflatables on City right-of-way.  
 No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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.

**2. 50552 UW HOUSING MOVE OUT**

300 Block Lake St (from Johnson to Dayton)  
6:00am May 5 - 6:00pm May 12, 2018  
Restrict parking on both sides of Dayton St. between Frances and Lake St.  
Restrict traffic on Lake St to students moving out, northbound traffic only (one-way)  
Discuss location, schedule, set-up and activities.  
Tonia Pittman - UW-Housing

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

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 northbound Metro stop(s) on Lake St.

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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.

3. 50554

**ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY**

Friday, May 11, 2018, 9:30am - 1:00pm

Capitol Square

Discuss parade route, schedule, and activities

Brian Willison - WI Law Enforcement Memorial, Inc.

Approved pending receipt of required documents, final route review & 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 Call 608-267-8756 to arrange for meter bags. Remove meter bags 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 Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X Event cannot displace licensed city vendors.

X Provide and maintain access to the parking lot on E. Washington and Webster.

X Provide and maintain access to Park Hotel during the event.

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

X No inflatables on City right-of-way.

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

**AFTER EVENT**

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.

4. [50555](#)

**CARS ON STATE**

Saturday, June 2, 2018 - 7:00am - 4:00pm

100 - 600 blocks of State Street

Annual Classic Car Show.

Discuss location, schedule, set up and activities.

Cas Salas - Greater State Street Business Association

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

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**

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

**DURING EVENT**

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

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

City vendor licenses are invalidated for this event.

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.

**AFTER EVENT**

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.

5. [50556](#)

**RIDE THE DRIVE**

Sunday, June 3, 2018, 8:30am - 4:00pm

John Nolen Dr. - see attached map for complete route

Request for parking at Law Park for handicap parking only

Annual family friendly Bike Event.

Discuss route, schedule and activities

Tracey Hartley - Madison Parks

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

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 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 Notify area Alders, businesses and residents along the route.

X Traffic Engineering (TE) will provide traffic management plan and equipment.

X Parking Utility/Enforcement will bag meters and post "No Parking" signs.

**DURING 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.

**IX. ADJOURNMENT**

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