



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 20, 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, March 20, 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, Katie Sellner, Tom Mohr, Meghan Blake-Horst, John Fahrney, Matthew Scamardo, Chad Hughes

Members Excused: Eric Veum, Bill Putnam, Paul Ripp, Mark Kiesow, Susan Barica

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Kelly Postn

APPROVAL OF MINUTES

Motion made by Sellner, seconded by Lloyd 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. [55042](#) RUN MADTOWN
Twilight 5K & 10K: Sat, May 25, 2019, 2:00pm-11:30pm
Start/finish: Confluence at Library Mall
Half Marathon: Sun, May 26, 2019, 4:00am-2:30pm
Start/finish: Capitol Square
Routes: See attached
Discuss location, routes, schedule, set-up 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 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:

Michael Verveer - district4@cityofmadison.com

Shiva Bidar-Sielaff - district5@cityofmadison.com

Zach Wood - 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 Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

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

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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 will post "No Parking" signs and bag meters on courses. There are charges for this equipment and service.

DURING EVENT

X The Capitol Square will be closed by an approved private contractor.

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

X Twilight 5K & 10K participants are required to wear glow necklaces during the race.

X 10 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses (except sidewalk cafes) are invalidated for this event.

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

X Banners and/or tresses crossing the street must be 14' high within the 20' emergency access lane.

X Sign and staff at event perimeter – NO ALCOHOL BEYOND THIS POINT.

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 clean up of event area, including

removal of trash and recycling.

X Event organizer is responsible for emptying City trash and recycling containers. 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. [55045](#)

EASTSIDE FARMERS' MARKET

Tuesdays, June 4 - Sept. 10, 2019, 3pm-8pm

200 block of S. Ingersoll (McPike Park)

Farmers' Market to close the street for customer safety

Discuss schedule, location, set up

Eastside Farmers' Market, Inc./ Mary White

Referred to a future SUSC meeting once planning is complete.

3. [55046](#)

FESTIVAL FOODS SHAKE THE LAKE

Saturday, June 29, 6:00am - 6:00am on Sunday, June 30, 2019

John Nolen between Broom and Blair St.

Music/Concert/Festival/Fireworks.

Discuss schedule, location, set up and activities

Madison Mallards / Conor Caloia

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

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BEFORE EVENT

X Compliance with the Olin Park Boat Launch Agreement made between the City and Madison Mallards, LLC. Anything in this Street Use Permit that contradicts the Olin Park Agreement is not valid and shall be superseded by the Olin Park Agreement.

X Compliance with all fireworks permits issued in connection with event, and all applicable fireworks ordinances and laws.

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:

Michael Verveer - district4@cityofmadison.com

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 County EOD Resources are required for Shake the Lake. There are fees for this service.

DURING EVENT

X The event area will be closed to traffic by Traffic Engineering (TE).

X Signage and staffing at event perimeter on John Nolen: 'No Alcohol Beyond This Point'.

X Bike Path will be closed from 4pm-11pm through the event area on Saturday, 6/29/19. Signs will be posted the week prior and during the event notifying users of the closure.

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. [54862](#)

MAXWELL STREET DAYS

Fri, July 19 - Su, July 21, 2019

Event hours: Fri & Sat - 8am-6pm, Sun - 10am-5pm

100-600 State Street, 711 State - University Book Store, 200 Block N. Henry

Annual Sidewalk/Street Sale

Greater State Street Business Association / Sean Scannell

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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

Zach Wood - district8@cityofmadison.com

X Organizer will provide a \$2,000 damage/billing deposit.

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

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

X Notify participating businesses not to use city amenities or trees for posting marketing information.

DURING EVENT

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

X 6 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 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.

5. [54866](#)

MADISON MOVES

Sat., Sept. 14, 2019 / event time: 8am-11am

100 block of MLK Jr. Blvd

Street Closure: 5am-11:15am

Stationary cycle event to raise awareness for the American Cancer Society

Discuss location, schedule, setup

Jessica Lemke / American Cancer Society

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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 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.

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

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcm.org or 608-455-1999.

DURING EVENT

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

X There will be no vending at the Madison Moves event.

X Event cannot displace licensed city vendors.

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.

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

6. [54867](#) UW MADISON HOUSING MOVE OUT
 Lake Street between Johnson and Dayton
 Lane Closure/One Way & Parking meters: Sun, 5/3-Sun, 5/12/19
 Parking meters only: Sun, 5/12-Fri, 5/24/19
 Annual University Housing Move Out
 Discuss schedule, location, setup
 Lindsay Gustin / UW Madison Housing
- Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.**

7. [55041](#) WORT BLOCK PARTY
 Su, May 19, 2019, 7:00am - 9:00pm
 200 block of Martin Luther King, Jr. Blvd
 Annual fund raising event for WORT.
 Discuss location, schedule and activities
 Doug Holtz, Back Porch Radio Broadcasting, Inc
- 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 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 Certificate of insurance listing the City of Madison as additional insured is required.
- 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.

X A \$1,000.00 damage deposit is required.

DURING EVENT

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

X 1 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 Signage and staffing at event perimeter: 'No Alcohol Beyond This Point'.

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.

8. [55044](#)

BRAT FEST BUN RUN

Sat, May 25, 2019, 6:00am - 10:00am

See attached map, etc. for route/closures

Run/Walk

Discuss route and schedule

Run Strong Madison / Jerry Kempfer

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

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Michael Verveer - district4@cityofmadison.com

Allen A. Arntsen - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

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

DURING EVENT

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.

9. [54864](#)

MADISON GOSPEL HEALTH FAIR 5K

Start/Finish: Mt. Zion Baptist Church

See attached for route information

Sa, July 20, 2019 / 8am-11am

Run/Walk and Health Fair at Penn Park

Discuss route, schedule, setup

Uchenna Jones / Madison Gospel Foundation

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BEFORE EVENT

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Allen A. Arntsen - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

DURING EVENT

X Maintain access to Metro stops.

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

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

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ADJOURNMENT

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