



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, January 9, 2019

10:00 AM

Conference Room MMB Room 206
215 Martin Luther King, Jr. Blvd.
Room 206 (Madison Municipal Building)

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, January 9, 2019 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, Lt. Dave McCaw, Susan Barica, Katie Sellner, Tom Mohr, John Fahrney, Meghan Blake-Horst, Matthew Scamardo

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

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Mary Lloyd, Kelly Post

II. APPROVAL OF MINUTES

Motion made by Brodowsky, 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

- [54266](#) WOMEN'S WAVE 2019
Saturday, January 19, 2019 / 7am-3pm
Street Closure: "Y" closure of Capitol Square (10 blocks of W. Mifflin and N. Carroll)
Rally on Capitol Steps
Women's March Wisconsin / Sarah Pearson

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.

X Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day-of-contact, 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. Contact Lt. Dave McCaw to make arrangements.

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 Vending: Organizer will furnish the Parks Office with a complete list of vendors at least two weeks in advance. You must provide each vendors name as well as their WI State Seller's Permit #.

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.

DURING EVENT

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

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

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

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 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. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [54267](#) ST. PATRICK'S DAY PARADE
Su, March 17, 2019, 11:00am- 3:00pm
Capitol Square: 10 blocks of N. & S. Pinckney, Carroll, E. & W. Main, Mifflin
100 blocks of E. Washington, E. Mifflin, N. Hamilton, N. Pinckney, State St.

Annual parade.

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

Scott Mueller / St. Patrick's Day Parade Committee, Inc

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

X Call 608-267-8756 (Madison Parking Utility) to arrange to pick up, get information about, and pay 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 Noise must be kept to a reasonable level at all times.

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

X No objects may be thrown from floats or vehicles in the parade.

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.

2. [54268](#)

ENGINEERING EXPO 2018

Fri, April 5, 2019, 7:30am - 4:30pm

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

Parking request. Discuss location and schedule.

Hayden Eisenrich, UW-Madison College of Engineering

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BEFORE EVENT

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

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 Maintain access to Metro stops.

X 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.

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

X Pick up and drop off must be on the east side of the street.

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.

IX. ADJOURNMENT

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