



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, July 17, 2019

11:00 AM

Room 103A City-County Building  
210 Martin Luther King, Jr. Blvd.

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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, July 17, 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, Eric Veum, Mark Kiesow, Lt. Dave McCaw, Katie Sellner, Tom Mohr, Meghan Blake-Horst

**Members Excused:** Susan Barica, Paul Ripp, John Fahrney, Bill Putnam, Matthew Scamardo

**Additional City Staff Present:** Kelly Post

### 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. [56411](#) SCHENK'S CORNERS BLOCK PARTY  
Fri., Aug 16, 4pm-10pm / Sat., Aug 17, 2pm-10pm / Sun., Aug 18, 10am-4pm  
Street Closure - 1900 Atwood Ave, Fri, Aug 16, 7am- Sun, Aug 18, 7pm  
Music/concert/block party.  
Discuss location, schedule, set-up and activities.  
Schenk's Corners Arts Society Inc. / Michael Randall & Dan Plourde  
**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:

Marsha A. Rummel - district6@cityofmadison.com

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

X Signage and staffing at barricades – **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 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. [56014](#)

**INDIA DAY**

Sat. 8/17/19, 7:00am - 3:00pm

100 block of MLK Jr. Blvd

Cultural Event

Discuss location, schedule, setup

Association of Indians in America (AIA) / Vijay Sharma & Kamlesh Saini

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**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**  
**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 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@dcmf.org or 608-455-1999.**  
**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 Licensed city vendors relocated outside of event area, except for outdoor cafes.**  
**X Special Event Resolution allows merchandise sales.**  
**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.**

3. [56549](#)

**INSTALLATION OF BADGER SCULPTURE**

~~Wed., August 21, 2019 / 9am-3pm~~ **Sat., August 17, 12-4pm**

Street Closure: 10 block of S. Breese Terrace (from Regent St. to Monroe St.)

Discuss location, schedule, and site map.

Sculpture Installation

Karin Wolf / City of Madison-Planning Division

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**BEFORE EVENT**

**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:

Tag Evers - district13@cityofmadison.com

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

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 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 Traffic Engineering will deliver/pick-up barricades.

#### DURING EVENT

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

X Organizer must have staffing at the barricades (in appropriate safety gear) to allow access to business' on the street

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. [56550](#)

##### THE RIDE

Sun., Sept. 22, 2019 / 3am-8pm (event: 7am-5:30pm)

Start/Finish: 6000 American Parkway (American Family Insurance parking lots)

Street Closure: American Family Drive (north of American Parkway)

Multi-length bike races

Discuss location and schedule

Lucas Molloy / Race Day Events

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#### 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:

Samba Baldeh - district17@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 Barricade placement as per plan on file with Traffic Engineering (TE).
- X Traffic management plan as approved by TE and MPD-on file.
- 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.

**ADJOURNMENT**

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