



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, October 30, 2019

10:00 AM

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

CALL TO ORDER / ROLL CALL

ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, October 30, 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, John Fahrney, Paul Ripp, Kristin Brodowsky, Lt. Scott Kleinfeldt, Ryan Blank, Katie Sellner, Tom Mohr, Meghan Blake-Horst

Members Excused: Eric Veum, Mark Kiesow, Bill Pullman, Matthew Scamardo

Additional City Staff Present: Mary Lloyd, Kelly Post

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. [57928](#) INTERNATIONAL FESTIVAL 2020
Saturday, February 29, 2020 / 6am-7pm
Parking only / 200 W Mifflin St.
parking spots for food trucks
Overture Center / Meri Rose Ekberg

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.

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

X Meters must be bagged in compliance with the Overture Center plan on file with MPD Parking Enforcement.

X 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

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, 608-261-9171.

X Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.

X Food Cart service windows must face the sidewalk so attendees do not have to go into the street.

X Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

X No inflatables on City right-of-way.

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

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.

INFORMATIONAL PRESENTATION

2. [57916](#) Year End / Year Ahead Documents
 - 1) 2016-2019 Permitted Activities
 - 2) 2020 Meeting Schedule
 - 3) Street Use Staff Commission Contact list

STREET USE APPLICATIONS FOR ROUTINE REQUESTS

3. [57918](#) 2019 USATF NATIONAL JUNIOR OLYMPIC CROSS COUNTRY CHAMPIONSHIPS

Saturday, December 14, 2019 / 7am-5pm
 No Parking (reinforced) on Mill Pond Rd.
 Traffic Management Plan for turning onto/off of Mill Pond Rd from Hwy 12/18
 Junior Olympic Cross Country Championships
 Badger Track Club / Scott Brinen

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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.

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 J. Tierney - district16@cityofmadison.com

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

X Call 608-267-8756 to arrange for "No Parking" signs to post along Mill Pond Rd. Wood stakes to attach the signs are responsibility of Event Organizer. Signs can be posted at any time prior to the event. This is not a new parking restriction—the signs reinforce an existing restriction. Remove signs when event has ended. There are charges for this equipment.

X Wayfinding signs to direct attendees to parking are the responsibility of the Event Organizer.

X Due to the amount of traffic control equipment required, Event Organizer should contract with a private traffic control contractor.

DURING EVENT

X Traffic control shall only be in place on Saturday only.

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 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. [57920](#)

WINTER SOLSTICE BONFIRE

Saturday, December 21, 2019 / 12pm-10:30pm

Street Closure: Lakeland Ct.

Annual Neighborhood Solstice Event

Friends of Starkweather Creek / Betty Chewning

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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.

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: day of contact information, location, date, schedule, activities, etc. Grant Foster - district15@cityofmadison.com & Marsha Rummel - district6@cityofmadison.com

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 may be charges for this equipment.

X Event volunteers/staffing required at Lakeland Ave. barricades to close street when no more parking is available.

X Staffing by Madison Police Department required at Atwood Ave. crossing from Olbrich Gardens to insure pedestrian safety and minimize traffic disruption. Olbrich Gardens is open to the public until 4pm on December 21.

X Maintain access to Metro stops.

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.

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