



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, August 22, 2018

10:00 AM

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

I. CALL TO ORDER / ROLL CALL

ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, August 22, 2018 at the Parks Conference Room, 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, Susan Barica, Katie Sellner, Tom Mohr, Cheryl Erickson

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Lt. Brian Chaney Austin, Mary Lloyd, Kelly Post

Members Excused: Mark Kiesow, Paul Ripp, Bill Putnam, John Fahrney, Eric Veum, Lt. Trevor Knight

II. APPROVAL OF MINUTES

Motion made by Barica, 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

1. 52845 CARS CURING KIDS CRUISE FOR RONALD MCDONALD HOUSE CHARITIES OF MADISON
Sun., Sept. 23, 2018 / 11am - 12pm
Route: See attached map
Car cruise fundraiser
Discuss route and schedule
Ronald McDonald House Charities of Madison, Gwen Kochan

Discussed location, set up and schedule. The SUSC determined a Street Use Permit was not required for this event.

2. 52848

FREAKFEST 2018

Sat., Oct. 26 - Oct. 28, 2018 / Event: Oct. 27, 7pm - Oct. 28, 1:30am / Setup - Take Down: Oct. 26, 6pm - Oct. 28, 4am
100-600 State Street, 10 W Mifflin, 10 N. Carroll
Annual Freakfest
Discuss location, schedule, setup
Frank Productions / Jason Mayer

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 on file in Madison Parks.

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

X Transportation management plan/parking plan is the responsibility of the City of Madison.

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 is responsible for bagging meters/posting no parking signs.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

DURING EVENT

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X 9 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X All event vehicles are required to display Freakfest parking permit. Permit will be filed with MPD.

X Frank Productions is responsible for crowd control, safety and security plan within designated event perimeter.

X The Street Use Staff Commission finds that the standards of issuance (MGO 10.056(6)) will not be violated by the use of amplified sound after 11:00pm.

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

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.
 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. [52843](#)

DOXA FALL CONCERT
Thu, Sept. 6, 2018 / 12pm-11pm / event 8pm-9pm
State Street Mall
concert/student outreach
Discuss location, setup, schedule
DOXA, Ronnie Goble

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BEFORE EVENT

No street closure, request for parking/sidewalk space only.
 Certificate of insurance listing the City of Madison as additional insured is required - on file.

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.
 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 clean up.
 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. [52844](#)

MADISON WEST HIGH SCHOOL HOMECOMING PARADE
Fri, Sept. 21, 2018 / 11:45am-2:10pm
Staging/Closure: 0-100 Lathrop & 1700 Chadbourne
Parade Route: 1800-2200 Chadbourne
Annual homecoming parade.
Discuss location, schedule, set-up, route and activities.
Madison West High School, Mitch McGrath

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BEFORE EVENT

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

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 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 "No Parking" signs. Remove 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 Provide access for Route 19 buses on Allen St that cross Chadbourne during the parade.

X No throwing items from vehicles in the parade. Items must be handed to viewers.

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.

3. 52850

PARK(ING) DAY

Fri., Sept. 2, 2018 / 6:30am- 5:00pm

100 MLK Jr. Blvd - SW side nearest Capitol

No Closure / Parking Request / Art Installation

Discuss set up, location, and schedule

WI Chapter of the American Society of Landscape Architects (WIASLA) / Jared Vincent

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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.

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 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, 608-261-9171.

DURING EVENT

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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. 52847

MADISON EAST HIGH HOMECOMING PARADE - **amend**

Friday, October 5, 2018 / 4:30pm - 7:00pm

Staging: 100 block N Dickenson

Parade: 1300 - 900 blocks of E Mifflin

Parking: 900 block of E. Washington Ave. (north side)

Homecoming Parade

MMSD / Sarah Elmore

Discussed location, set up and schedule. Referred to a future SUSC meeting with the request that the organizer attend the meeting.

5. 52846

COUGAR FALL CRAWL

Sat., Oct. 6, 2018 / 8am-11am

Kennedy Elementary School & surrounding streets

No Street Closure

Discuss route and schedule

Kennedy Elementary PTO / Nancy Kujak-Ford

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FOR WHICH THE PERMIT IS GRANTED.**BEFORE EVENT**

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

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

DURING EVENT

Maintain access to Metro stops.

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 clean up.

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6. [52849](#)**WISCONSIN SCIENCE FESTIVAL SCIENCE ON THE SQUARE**

Fri., Oct. 12, 2018 / 3pm-10pm

The Grove, 30 on the Square (TOSVOD) & Rotary Plaza

No Street Closure

Science info/demonstration tables

Discuss setup and schedule

WI Alumni Research Foundation / Samantha Mulrooney

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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

Maintain access to Metro stops.

Event cannot displace licensed city vendors.

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

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 clean up.

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considerations for future events.

IX. ADJOURNMENT

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