



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, September 18, 2019

10:00 AM

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

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### 1. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, September 18, 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, Paul Ripp, Mark Kiesow, Susan Barica, Katie Sellner, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo

Members Excused: John Fahrney, Eric Veum, Bill Putnam

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

### 2. APPROVAL OF MINUTES

### 3. PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### 4. 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

### 5. [57425](#)

#### WISCONSIN EVANS SCHOLARS - DEDICATION CEREMONY

Sat., Oct. 19, 2019 / 7am-1:15pm

Street Closure: 500 N. Henry Street

House Dedication and Open House

Discuss location, setup, and schedule

Brian Shell / Evans Scholars Foundation

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 two weeks 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:

Patrick W. Heck - district2@cityofmadison.com

X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

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 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.

**6. [57437](#)****MADISON YOUTH ARTS CENTER GROUNDBREAKING**

Mon., Oct. 21, 2019 / 1pm-5pm

Partial Street Closure: 1055 E. Mifflin St.

Tent setup & Amplification / Groundbreaking Ceremonies

Discuss location, schedule, and setup

Nicole Cuellar / Cg Schmidt

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**BEFORE EVENT**

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X Notification: Organizer must notify area alder(s) at least two weeks 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:

Patrick W. Heck - district2@cityofmadison.com

X Notification: Organizer must notify Lapham Elementary School at least two weeks prior to the event. Provide the event information, including: location,

date, and schedule.

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 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.

7. [57424](#)

#### **MADISON WINTER NIGHT MARKET**

Sat., Nov. 16, 2019 / 12:05pm-11pm

Street Closure: Capitol Square Y closure: 10 block W. Mifflin, 10 block N. Carroll, & 100 State Street

Public Holiday Market

Discuss location, set up, and schedule.

Tiffany Kenney / BID

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

X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

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 Must have a vendor plan for snow or weather emergencies.

#### **DURING EVENT**

X Traffic Engineering will deliver/pick-up barricades.

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 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

8. [57420](#) DOWNTOWN MADISON - MMoCA GALLERY NIGHT  
Fri., Oct. 4, 2019 / 12:30pm-10pm  
No Street Closure  
Setup tent for info distribution @ The Grove  
Discuss location, setup, schedule  
Tiffany Kenney / BID
- 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.  
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 Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.
- DURING EVENT**  
X Maintain access to Metro stops.  
X Event cannot displace licensed city vendors.  
X Noise must be kept to a reasonable level at all times.  
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. [57422](#)

**DOWNTOWN MADISON FAMILY HALLOWEEN**

Wed., Oct. 23, 2019 / 3pm-6pm

No Street Closure

Free Activities @: Lisa Link Peace Park, The Grove, The Forum, N. Francis Street Plaza

Discuss locations, setup, and schedule

Tiffany Kenney / BID

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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 Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

**DURING EVENT**

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event area.

X No inflatables on City right-of-way.

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**AFTER EVENT**

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10. [57516](#)

**MADISON WEST HIGH SCHOOL HOMECOMING PARADE**

Fri, October 4, 2019 / 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 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:**

**Shiva Bidar-Sielaff - [district5@cityofmadison.com](mailto:district5@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 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.**

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**PRESENTATION**

- 11      [57489](#)      Recognizing and commending Susan Barica for her professional and personal dedication to the Street Use Staff Commission, on the occasion of her retirement.

**17. ADJOURNMENT**

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