



# City of Madison

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

## Meeting Minutes STREET USE STAFF COMMISSION

---

Wednesday, September 14, 2016

10:00 am

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

---

### I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, September 14, 2016 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, Lt. Trevor Knight, Katie Sellner, Paul Ripp, Tom Mohr, Bill Putnam, Mark Kiesow

Members Excused: Susan Barica, Paul Ripp, John Fahrney, Roger Kleist, Eric Veum

Additional City Staff Present: Kay Bentley, Stefanie Niesen

### II. APPROVAL OF MINUTES

### 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. UW HOMECOMING KICKOFF  
800 State St.,  
Monday, November 7, 2016  
UW Homecoming Kickoff. Discuss location, schedule, set-up, and activities.  
Lexi DesRochers, UW Homecoming Committee/WAA.  
  
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 Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X No street closure. Sidewalk/parking request only.
- X Event cannot displace licensed city vendors.
- X No amplification before 12:30pm.
- X Noise must be kept at reasonable levels at all times.
- X No inflatables on City Right of Way.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

2.

**HOLIDAY FANTASY IN LIGHTS 5K RUN**

Saturday, November 19th 2:00pm - 8:00pm

See attached map for route

Run/Walk

Starting Line Events, LLC

Jerry Kempfer

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

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

X 20' emergency access lane must be maintained throughout event area.

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

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

**VI. STREET USE PERMITS FOR ROUTINE REQUESTS**

1.

**KIDS FOR PEACE DAY**

Rotary Centennial Plaza, 100 N. Pinckney

Sa, September 17, 8am-4pm

Annual festival. Discuss location, schedule, set-up and activities.

Kia Karlen, Madison Children's Museum

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

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Event cannot displace licensed city vendors.

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

X No inflatables on City right-of-way.

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.

2.

MADISON WEST HIGH SCHOOL HOMECOMING PARADE

Staging: Closure/No Parking: 1600-1700 Chadbourne (Spooners to Breese), 0-100 Lathrop (Hoyt to Regent)

F, Oct 7, 12pm-3:45pm

Annual homecoming parade. Discuss location, schedule, set-up, route and activities.

Mitch McGrath, Madison West High School

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 District event with MMSD and MPD.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

X Call the Sayle St. Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

X Provide access for Route 19 buses on Allen St that cross Chadbourne during the parade

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

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

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

X No inflatables.

X 20' emergency access lane must be maintained throughout event area.

X Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

3.

DANE COUNTY FIRE CHIEF'S PARADE

Capitol Square, Wisconsin Avenue to State to W Washington, N Lake, Langdon

Sun, Oct 9, 11:30am-3:15pm

Annual parade of fire trucks. Discuss location, schedule, set-up, route and

activities.

Ed Ruckriegel, City of Madison Fire Department

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 Call Parking Utility, 608-267-8756, to arrange for meter bags. Remove meter bags after event.**

**X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.**

**X Contact the Rector at Grace Episcopal Church, 608-255-5147, to advise them of Carroll St. closure.**

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

**X Allow traffic to cross parade route / obey traffic signals on State St.**

**X Event cannot displace licensed city vendors.**

**X 20' emergency access lane must be maintained throughout event area.**

**X 8 Metro routes detoured by event. Fee per route detoured applies.**

**X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.**

**X Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.**

4.\*

500 WALTON PL.

Saturday, September 24th 11AM- 10:00pm

Neighborhood Block Party

Seth Jovaag

#### **CONSENT AGENDA - NEIGHBORHOOD BLOCK PARTIES**

Items VI. 4.-7. were Approved 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 Resident petition - on file. X The event organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street. Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St., Monday-Friday, 8:30am-3:00pm. The organizer will need a vehicle that can accommodate 12' barricades. Approved Neighborhood Block Parties are given up to 8 barricades at no cost (\$5 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm.**

**X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. X 20' emergency access lane must be maintained throughout event area. X No inflatables on streets or sidewalks.**

**X No permanent marking, including spray chalk, on streets, sidewalks, paths or city landscaping is allowed.**

**X Event organizer/sponsor is responsible for clean up of event area.**

5.\*                    2300 WILLARD AVE.  
Saturday, Septebmer 24th 3pm - 10:00pm  
Neighborhood Block Party  
Margo Duffy

6.\*                    100 DIXON ST.  
Saturday, Septebmer 24th 3pm - 8pm  
Neighborhood Block Party  
Steve Meyers

7.\*                    2000 E. MIFFLIN ST.  
Sunday, Septebmer 2, 12:00pm - 7:00pm  
Neighborhood Block Party  
Joe and Jenny Sweeney

**IX.        ADJOURNMENT**

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