



# City of Madison

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

## Meeting Minutes - Draft STREET USE STAFF COMMISSION

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Wednesday, September 13, 2017

10:00 am

City County Building, Rm. 108  
210 Martin Luther King, Jr. Blvd.

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### I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 29, 2017 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.

**Additional City Staff Present:** Cheryl Erickson, Mary Lloyd, Lt. Brian Chaney Austin, Chad Hughes, Kelly Post, Meghan Blake-Horst

**Present:** 8 - Kelli Lamberty; Trevor Knight; Susan Barica; Katie Sellner; Paul Ripp; Tom Mohr; Bill Putnam and Mark Kiesow

**Excused:** 3 - John Fahrney; Roger Kleist and Eric Veum

### II. APPROVAL OF MINUTES

Motion made by Sellner, 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. [48177](#) GSAFE TRICK OR TROT 5K WALK/RUN  
Sunday, October 15th. ~~10:30am-11:30am~~ 6:00am-1:00pm  
~~Street closures 7:00am-1:30pm~~  
~~Capitol Square~~ Vilas Park - start/finish (revised application)  
Run/Walk  
GSAFE, Brian Juchems

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 officers required for event. Call 608-266-4022 to arrange. There are charges for this service/equipments.

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this service/equipments.

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

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

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 clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

2. [48715](#)

UW HOMECOMING KICKOFF

800 State St.,

Monday, October 16, 2017

UW Homecoming Kickoff. Discuss location, schedule, set-up, and activities.

Matthew Spalter / Jake Jaeger, UW Homecoming Committee/WAA.

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

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

X Event cannot displace licensed city vendors.

X No amplification before 12:00pm.

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

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

X Noise must be kept at reasonable levels at all times.

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 clean up.

VII. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

2. [48716](#)

EAST HIGH SCHOOL HOMECOMING PARADE

Friday, October 13, 2017 4:30pm - 7:00pm

Staging 100 block N Dickenson, Parade 1300 - 900 blocks of E Mifflin

Parade  
Madison East High School  
Leigh Vierstra

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**X Notification:** As a courtesy, please 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:

Ledell Zellers - district2@cityofmadison.com

**X Special duty officers required for event.** Call 608-267-8676 to arrange. There is a contract and charges for this staffing.

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

**X Traffic Engineering (TE) will place traffic barricades and signage.** There are charges for this service/equipments.

**X Implement plan to get students from rally to staging area.** – (On file)

**X Dickinson and Paterson must remain open for traffic**

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

**X No items may be thrown from vehicles in parade.**

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

**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 clean up.

1. [48790](#)

**DANE COUNTY FIRE CHIEF'S PARADE**

Street Closures: Capitol Square - N. Hamilton to W. Washington Ave, State Street

Parking request: N Lake to Langdon

Sun, Oct 8, 11:30am-3:15pm

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

Ed Ruckriegel & Bernadette Galvez, City of Madison Fire Department

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- 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 Coordinate activities with Sunday Farmers' Market – see attached for detail
- 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 5 Metro routes detoured plus Capitol Loop detour by event. \$100 fee per route detoured applies.
- 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.

3. [48749](#)

DOWNTOWN MADISON FAMILY HALLOWEEN - PARKS

W, October 25, 2pm - 7pm

8 S. Carrol St. (two meters/no closure)

Discuss location/route, schedule, set-up and activities.

Tracey Hartley, Madison Parks

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

X Call 608-267-8756 to arrange for meter bags. Remove bags when event has ended. There are charges for this service/equipments.

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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 clean up.

## IX ADJOURNMENT

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