



# 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, March 21, 2018

10:00 am

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

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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 21, 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, Lt. Trevor Knight, Tom Mohr, Katie Sellner, John Fahrney, Eric Veum, Cheryl Erickson, Megan Blake-Horst,

Members Excused: Paul Ripp, Bill Putnam, Susan Barica, Mark Kiesow

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Kelly Post

### II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Blake-Horst 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. [50938](#) LAKE MONONA 20K RUN/WALK  
Sa, May 5, 2018, 6:00am - 1:00pm  
Start/Finish: Winnequah Park, Monona  
See attached map/schedule  
Annual Run/Walk.  
Discuss routes, schedule and activities.  
Race Day Events, LLC, Ryan Richards

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 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 Race Day Events must notify appropriate alderperson(s) and the neighborhood association where the parking is requested. Notification must include day of contact info. for the event organizer. Race Day Events must provide copies of the communications to the Parks Department for their event file.

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

X "No Parking" signs will be posted by Parking Enforcement. 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.

**DURING EVENT**

X Maintain access to Metro stops.

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.

2. [50941](#)

SYTTENDE MAI RUN/WALK

Sa, May 19, 2018 5:00am - 8:00am

Annual run from the Capitol to Stoughton.

Discuss location, route, setup, schedule

Jim McNulty, Stoughton Chamber of Commerce

Approved pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

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. 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 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.

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

**DURING EVENT**

X Event cannot displace licensed city vendors.

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

X Provide and maintain access for BMO Harris drive thru customers during hours of operation.

X Provide and maintain access to Park Hotel during the event.

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.

3. [50943](#)

**SUMMERPALOOZA**  
Sa, June 9, 2018, 8:00am-3:00pm  
Closure: North end of 100 block of N. Pinckney 8am-3pm  
Closure: 100 block N. Hamilton 8am-3pm, reopens to Metro buses at 3pm  
Rotary Plaza public amplification 10am-12pm  
Parade: see attached for route  
Family-friendly performances, outdoor activities, games, and arts & crafts.  
Discuss location, schedule, set-up and activities.  
Kia Karlen, Madison Children's Museum, Madison Rotary

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**BEFORE EVENT**

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 Special duty officer(s) required for the parade portion of SummerPalooza. Call 608-267-8676 to arrange. There are charges for these services.

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.

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

X Coordinate activities with the City of Madison Fire Department, Bernadette Galvez at bgalvez@cityofmadison.com, with regard to Safety Saturday.

#### DURING EVENT

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

X No objects may be thrown from floats or vehicles in the parade, including candy.

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.

4. [50940](#)

#### MAXWELL STREET DAYS

Fri, July 20 - Su, July 21, 2018 6:30am - 7:30pm (daily)

100-600 State Street, 711 State - University Book Store, 200 Block N. Henry  
Annual Sidewalk/Street Sale

Greater State Street Business Association, Sean Scannell

Approved pending receipt of required documents & with the following conditions:

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#### BEFORE EVENT

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

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 Organizer will provide a \$2,000 damage/billing deposit.

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

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

**DURING EVENT**

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

X 6 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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**

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.

5. [50936](#)

**OUTREACH PRIDE PARADE**

Capitol Square, State Street Mall, 30 on the Square

Su, August 19, 2018, 11:00am - 5:00pm

Annual parade and celebration for LGBT community.

Discuss location, parade route, schedule and activities.

OutReach, Inc., Steven Starkey

Approved pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

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

X Notify area Alder, business' and residents along route. Provide "day-of" contact information.

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

X Call Parking Utility at 608-267-8756 to arrange to pick up, get information about and pay for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

X Coordinate activities and schedule with the Rector at Grace, 608-255-5147 for Grace Episcopal.

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X 6 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries.

X Event cannot displace licensed city vendors.  
X Noise must be kept to a reasonable level at all times.  
X Provide and maintain access to the Park Hotel during the event.  
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 objects may be thrown from vehicles. Any items to be distributed must be handed to attendees.  
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.

## VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [50944](#) MCPIKE PARK DEDICATION CEREMONY  
We, April 4, 2018, 2:00pm-4:30pm  
Closure: 200 block of S. Ingersoll St.  
Dedication ceremony of McPike Park  
Discuss location, schedule, set up  
City of Madison Parks Division, Ann Shae  
  
Approved pending receipt of required documents & with the following conditions:  
  
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**BEFORE EVENT**  
**DURING EVENT**  
X Noise must be kept to a reasonable level at all times.  
X No event parking in the Metro parking lots.  
X Must maintain access to the Metro parking lot for busses and employees.  
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.
2. [50946](#) PIE A PI PHI  
Fr, April 6, 2018, 2:00pm-7:00pm

State Street Mall  
Fundraiser: whip cream pies in faces  
Discuss location, schedule, set up, clean up  
Pi Beta Phi, Rosilyn Phillips

Approved pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

**X** Petition of State Street Mall agencies is required.

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

**DURING EVENT**

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

**X** Noise must be kept to a reasonable level at all times. There will be no amplification at the Pie a Pi Phi.

**X** There will be no selling of food or merchandise at the Pie a Pi Phi.

**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.

3. [50945](#)

2018 SCMG FILM FESTIVAL  
Sa, May 5, 2018, 3:30pm-10:30pm  
Parking Request: 2000 block of Atwood Ave.  
Motorcycle parking for Film Festival  
Discuss location & schedule  
Slimey Crub Motorcycle Gang, LLC, Eric Lewis

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 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 Maintain access to Metro stops.

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. [50942](#)

**WORT BLOCK PARTY**

Su, May 20, 2018, 7:00am - 9:00pm

200 block of Martin Luther King, Jr. Blvd

Annual fund raising event for WORT.

Discuss location, schedule and activities

Doug Holtz, Back Porch Radio Broadcasting, Inc.

Approved pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

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

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 A \$1,000.00 damage deposit is required.

**DURING EVENT**

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

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

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

X Signage and staffing at event perimeter: ‘No Alcohol Beyond This Point’.

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.

**IX. ADJOURNMENT**

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