



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, August 8, 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, August 8, 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, Katie Sellner, Tom Mohr, John Fahrney, Cheryl Erickson, Mark Kiesow, Meghan Blake-Horst

Members Excused: Susan Barica, Eric Veum, Bill Putnam, Paul Ripp

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

### 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. [52673](#) UW HOME FOOTBALL GAMES AND MISCELLANEOUS EVENTS  
See addendum for dates/times/locations  
Camp Randall - Stadium Events  
UW Athletic Department / Todd Nelson

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 is on file with Street Use Staff Commission.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering. There are charges for these services.

**DURING EVENT**

X 3 Metro route(s) detoured by event on Friday, August 31. Fee/route detoured applies. (\$100/route)

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.

2. [52674](#)

2018 KOHL CENTER EVENTS

See addendum for dates/times/locations

Arena Events

UW Athletic Department / Todd Nelson

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**BEFORE EVENT**

X Addendum and/or contract providing additional event details and conditions is attached.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering or an approved delegated authority.

**DURING 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.

3. [52666](#)**ROCKIN' CHOCOLATE MARATHON**

Sat., Sept. 1, 2018 - 7:00am-2:30PM

route - Lake Monona Loop

Discuss locations, routes, and schedule

Starting Line Events, LLC / Jerry Kempfer

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**BEFORE EVENT**

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

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

X Notify the appropriate alderperson(s) and the neighborhood association where the street closure is requested. Notification must include day of contact info. for the event organizer.

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

X Parking Enforcement to post "No Parking" signs as per plan on file. Remove signs when event has ended. There are charges for this service

**DURING EVENT**

X Maintain access to Metro stops.

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

X Maintain public access to bike path throughout event route.

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. [52342](#)**MADISON'S FAVORITE NIGHT - amend**

Thu, Sept. 13, 2018, 12p - 12am

100 block of State St. / 30 on the Square / 10 W. Mifflin & 10 N. Carroll

Live music concert. Discuss schedule, location and activities.  
Courtney Lovas, Isthmus Publishing Co. (in collaboration with BID)

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**BEFORE EVENT**

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

**X Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including:**

**location, date, schedule, activities, etc**

**X Special duty officer(s) required for event. 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.**

**DURING EVENT**

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

**X Staffing/signage at event perimeter – NO ALCOHOL BEYOND THIS POINT.**

**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.**

5. [52482](#)

HENRY VILAS ZOO RUN RUN & KIDS' ROO RUN RUN 2017

Sun. Sept. 30, 2018 / 6:00am - 1:00pm

See attached for route

Run/Walk

Discuss route, schedule, setup

Henry Vilas Park Zoological Society / Crystal Lynn Padley

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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 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 this service.

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

**DURING 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 permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

**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.

6. [52720](#)

**FESTIVAL FOODS TURKEY TROT MADISON**

Thu., Nov. 22, 2018 / 5:30am-11am

Start/Finish: Warner Park Community Center Parking Lot

Route: See attached maps

Run/Walk

Discuss location, route, schedule

Road Runners Club of America / Liz Kerns

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**BEFORE EVENT**

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

X Provide alder, residents and businesses on the routes notice regarding any street closures/parking removal and "day of" contact information for the event.

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.

**DURING EVENT**

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X No event parking in the Warner Park Community Center parking lot.

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.

7. [52672](#) THE GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)  
**Response to issues/concerns from 8.8.18 Street Use meeting**  
Sat. & Sun., Oct. 6th & 7th, 2018 / 9:00am - 8:00pm (both days)  
State Street, Library Mall (see attached)  
Festival & Parade(Sunday)  
GMMHF Collective / Shelley Kennedy & Erik Riedasch  
  
Discussed location, set up and schedule. Referred to a future SUSC meeting.

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

1. [52701](#) AFRICA FEST  
Fri., Aug. 17, 5pm-10pm & Sat., Aug. 18, 11am-10pm  
McPike Park  
Closure, 200 block S. Ingersoll - Aug. 17, 12pm - Aug. 19, 2pm  
Festival  
Discuss location, schedule, set up  
African Association of Madison / Ray Kumapayi  
  
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.  
**DURING EVENT**  
X Barricade placement as per plan on file with Traffic Engineering (TE).

X There is no event parking in the Madison Metro parking lot.  
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.

2. [52668](#)

**INTERVARSITY NEW STUDENT OUTREACH**

Thu., Aug. 30, 2018 / 6pm-11:30pm

Peace Park

Table with freebies, explaining the organization

Discuss schedule, location, setup

InterVarsity Christian Fellowship / Brittany Pedersen

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**BEFORE EVENT**

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

**DURING EVENT**

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.

3. [52667](#)

**MADISON DRIVE ELECTRIC WEEK 2018**

Sat., Sept. 15th / 6:00am - 2:00pm

100 Block of Martin Luther King, Jr. Blvd.

Car show of electric vehicles

Discuss location, setup, schedule

Powers Productions, LLC / Eric Powers

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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 Call 608-267-8756 (Madison Parking Utility) 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 Barricade placement as per plan on file with Traffic Engineering (TE).**

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

**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.**

**4. [52671](#)**

**MONROE STREET FESTIVAL**

Sat., Sept. 22nd, 2018 / 8:00am - 6:00pm

1500-3500 Monroe St.

Sidewalk only - due to construction

discuss location, setup, schedule

Monroe St. Merchants Association / Carol "Orange" Schroeder

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FOR WHICH THE PERMIT IS GRANTED.

**BEFORE EVENT**

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

X Maintain wheelchair accessible pathway throughout event area.

**DURING EVENT**

X Maintain access to Metro stops.

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.

**IX. ADJOURNMENT**

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