



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, October 3, 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

#### ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, October 3, 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, Mary Lloyd, Lt. Trevor Knight, Susan Barica, Katie Sellner, Cheryl Erickson, Tom Mohr, John Fahrney, Mark Kiesow, Meghan Blake-Horst, Kristin Brodowsky, Lt. Brian Chaney Austin

Members Excused: Paul Ripp, Bill Putnam, Eric Veum

Additional City Staff Present: Kelly Post

### II. APPROVAL OF MINUTES

Motion made by Barica, 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. [53280](#) UW HOMECOMING BLOCK PARTY  
Fri, Oct. 19, 2018 / 3pm-10pm  
Closure: 700-800 Langdon Street  
Event: Alumni Park and Memorial Union Terrace  
Discuss location, schedule, setup  
WI Alumni Association, Kate Prehn

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.

X Organizer must notify area alder(s), businesses and residents prior to the event. Provide with event information, including: day-of-contact information, location, date, schedule, activities, etc.

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 Madison Parking Enforcement will post meter bags and "No Parking" signs. Organizer must remove meter bags and signs when event has ended. There are charges for these services.

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

X Contact Edgewater Hotel about the parade. Provide them with event information, including: location, date, schedule, activities, etc. Provide them with day-of contact information.

X City of Madison, Traffic Engineering division will notify Intercity Buses that Langdon Street will be closed.

**DURING EVENT**

X The barricades will be placed by Traffic Engineering (TE).

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

X Traffic management plan as approved by TE and MPD-on file.

X Provide/maintain resident access until 5:45pm.

X Maintain access to the Edgewater Hotel.

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 No objects may be thrown from floats of vehicles in the parade.

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.

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

1. [53282](#) DREAM VILLAGE WITH EUNIQUE JONES GIBSON

Sat., Oct. 6, 2018 / 11am-6pm  
 Parking Request: 800 block of E. Washington Ave.  
 Discuss location, schedule, setup  
 American Family Insurance, Natalie Healy

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**BEFORE EVENT**

X No street closure, request for parking/sidewalk space only.  
 X Call 608-267-8756 (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.

**DURING EVENT**

X Maintain access to Metro stops.  
 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.

2. [52144](#)

**GSAFE TRICK OR TROT 5K WALK/RUN**  
 Su, October 14, 2018 / 12pm-3pm  
 Start/Finish: Potter Street (outside Franklin Elementary School parking lot)  
 Route: see attached  
 Amended: add No Parking request for both sides of 200-300 Potter Street  
 Run/Walk  
 Discuss location, route, schedule  
 GSAFE, Brian Juchems

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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 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 "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

**DURING EVENT**

- X Maintain access to Metro stops.
- 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.

3. [53281](#)

**DOWNTOWN MADISON FAMILY HALLOWEEN**

Wed., Oct. 24, 2018 / 2pm-7pm

Lisa Link Peace Park

Band playing during the annual Downtown Family Halloween

Discuss schedule and setup

BID, Tiffany Kenney

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**BEFORE EVENT**

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

**DURING EVENT**

- X Maintain access to Metro stops.
- X Event cannot displace licensed city vendors.
- 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 Barica, to Adjourn. The motion passed by voice vote/other.