



# 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, January 15, 2020

10:00 AM

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

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### CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, January 15, 2020 at the City-County Building, 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, Eric Veum, Mark Kiesow, Scott Bavery, Kristin Brodowsky, Lt. Scott Kleinfeldt, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Matthew Scamardo, John Fahrney

Members Excused: Bill Pullman

Additional City Staff Present: Drew Beck, Poorua Shivakumar, Mary Lloyd, Kelly Post

### APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Hyatt to Approve the Minutes.  
Motion passed by voice vote/other.

### PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

### STREET USE PERMITS FOR SPECIAL EVENTS

1. [58837](#) BEN MASEL DAY 420 BLOCK PARTY  
Saturday, April 18, 2020 / 11am - 11pm  
Street Closure: 400 Block of Gilman St.  
Music / Festival  
Discuss location, schedule, setup, activities  
GMMHF / Shelley Kennedy

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

X THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 Notification: Organizer must notify area alder(s) at least 30 days 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:

Michael Verveer - district4@cityofmadison.com

X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Notify area businesses and residents. Provide them with event information, including: day of contact information, 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 Organizer will have a plan, approved by Madison Police and posted on sponsor website/event promotion, to address illegal activity occurring at the event and notify the participants. The Street Use Permit does not exempt events/organizers from any federal, state or local laws. If illegal activity occurs at the event, it is grounds to deny a street use permit for the event in the future.

X Portable restrooms are not to be placed in front of any open businesses.

X Maintain wheelchair accessible pathway throughout event area.

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.

#### DURING EVENT

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

X No alcohol may be served, sold or consumed on City streets or right-of-way.

X Event volunteers and staff will monitor the barricades during the event.

X Event volunteers and staff will help with crowd control during the event.

X Provide and maintain access to the Hub parking entrance.

X Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses on the 400 block of Gilman St.

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

X City vendor licenses except sidewalk cafes are invalidated for this 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.

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. [58836](#)

**TAKE OUR CHILDREN TO WORK**

Thursday, April 23, 2020 / 8:00am-4:00pm

Street Closure: Dairy Drive (from Femrite Dr. to Blazing Star Dr.)

Display of City vehicles/equipment from various Departments

Discuss location, schedule, and activities

Women's Initiatives Committee, City of Madison / Brittany Garcia

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**BEFORE EVENT**

X Notification: Organizer will notify all businesses on the affected streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc.

**DURING EVENT**

X Traffic Engineering (TE) will deliver barricades for event. Barricade placement as per plan on file with Traffic Engineering (TE). Organizer will remove barricades after event and place on the side of the road. TE will pick up the barricades.

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

X Provide and maintain access for Fire Station 14.

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.

**DISCUSSION ITEM**

3. [58929](#)

**CRAZYLEGS CLASSIC**

Sat. April 25, 2020 / 6am-1pm

See addendum for dates/times/locations

Camp Randall - Stadium Events

Discuss any 2020 construction in relation to Crazylegs Classic

UW Athletic Department / Shane Burgess

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BEFORE EVENT

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

X Notification: Organizer must notify area alder(s) at least 30 days 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:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Shiva Bidar-Sielaff - district5@cityofmadison.com

Sally Rohrer - district8@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Notification: Organizer will notify all businesses and residents on the affected streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc.

X This is a District event. Contact Lt. Scott Kleinfeldt, skleinfeldt@cityofmadison.com to arrange for staffing. 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 Parking Enforcement will post signage and bag meters on the entire route. There are charges for these services.

X Portable restrooms must not be placed in front of any open businesses.

X Maintain wheelchair accessible pathway throughout event area.

X Market and promote parking for event away from start/finish area.

DURING EVENT

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 Lake Street parking ramp entrance to be kept open as long as traffic allows.

X 4 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Street Use Staff Commission invalidates licenses of city vendors in 700-800 State Street on 4/25/20 from 6am to 1pm.

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.

**STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

4. [58835](#)

**ST. PATRICK'S DAY PARADE**

Sunday, March 15, 2020 / 11:00am- 3:00pm

Capitol Square: 10 blocks of N. & S. Pinckney, Carroll, E. & W. Main, Mifflin  
100 blocks of E. Washington, E. Mifflin, N. Hamilton, N. Pinckney, State St.  
Annual parade.

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

Scott Mueller / St. Patrick's Day Parade Committee, Inc

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**BEFORE EVENT**

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

X Notification: Organizer must notify area alder(s) at least 30 days 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:

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

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

X The Capitol Square will be closed by Traffic Engineering (TE). There are charges for this service.

X Call 608-267-8756 (Madison Parking Utility) 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.

**DURING EVENT**

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

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 No objects may be thrown from floats or 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.

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5. [58927](#)

**SAFETY SATURDAY**

Sat, June 13, 2020 / 7:15am - 2:00pm

100 block of E. Washington Ave, 10 blocks of N. and S. Pinkney

Safety demonstration day (various displays)

Discuss location, site map, and schedule

City of Madison Fire Department / Bernadette Galvez

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Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto:tkenney@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, [info@dcfm.org](mailto:info@dcfm.org) or 608-455-1999.

X Contact Mall Crew, 266-6031 or [mkiesow@cityofmadison.com](mailto:mkiesow@cityofmadison.com) to arrange pick up and return the electrical adapter. Organizer is responsible for the adapter and will be charged if it is not returned.

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.

**DURING EVENT**

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

X City vendor licenses are invalidated for this event.

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

X Provide and maintain access for parking lot on East Washington and Webster during the 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.

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**ADJOURNMENT**

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