



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, October 19, 2022

10:00 AM

VIRTUAL

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, October 19, 2022. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Sean Hedgpeth, Caitlin Stokes, Mark Kiesow, Ed Ruckriegel, Lt. Jen Hannah, John Fahrney

Members Excused: Bill Pullman, Eric Veum

Additional City Staff Present: Mary Lloyd, Jen Blair

1. [74241](#) PUBLIC COMMENT

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

APPROVAL OF MINUTES

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

DISCLOSURES AND RECUSALS

Kelly Post recused herself from voting on item #2 since it is a City of Madison Parks Division application.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [74242](#) DOWNTOWN MADISON FAMILY HAYRIDES - AROUND THE SQUARE WITH MADISON PARKS DIVISION
Wed. October 26, 2022 / 3pm-6pm
Parking Only request - 4 parking stalls on 10 N Carroll St.
annual Downtown Halloween hayrides (2 tractors/trailers)
discuss schedule, location
City of Madison Parks Division / Tracey Hartley
- Registered speaker Tracey Hartley registered in support, not to speak, but available for questions.**
Registered speaker Michelle Morrison registered in support, not to speak, but

available for questions.

A motion was made by Blake-Horst, seconded by Lloyd to approve 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 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.

Motion passed by voice vote/other.

3. [73489](#)

MADISON MARATHON

*request to update 10k route from previous route that was approved at the 9.7.22 SUSC meeting

Set up: Sat, Nov. 12, 2022 / 2pm

Event: Sun, Nov. 13, 2022 / 7am-2pm

Tear down: Sun, Nov. 13, 2022 / 2pm-7pm

Street Closure: 100 E. Washington Ave, 200 MLK Jr. Blvd, 100 Wisconsin Ave. / Sun, Nov. 13, 2022, 8am

Capitol Square from MLK Jr Blvd to W. Wash (10 blocks of E. Main, N. & S. Pinckney, E. & W. Mifflin, & S. Carroll , excluding 10 N Carroll and 10 W Main) / Sun. Nov. 13, 2022, 3pm

All roads open Sun., Nov 13, 2022 / 7pm

Discuss route, setup, schedule

Race Day Events, LLC / Abbey Vanvalkenburg

Registered speaker Abbey VanValkenburg registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Hedgpeth to approve pending receipt of required documents & with the following conditions:

The 2022 Madison Marathon Street Use application was approved at the September 7, 2022 SUSC meeting.

The applicant requested a change to the 10k route that had previously been approved.

The SUSC discussed the new proposed 10k route and approved it with the following conditions.

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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 Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, and alternate travel information for the day of the event.. The alder(s) to notify for this event is:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Regina M. Vidaver – district5@cityofmadison.com

Brian Benford – district6@cityofmadison.com

Yannette Figueroa Cole – district10@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

Charles Myadze – district18@cityofmadison.com

X Traffic Management Plan approved by TE and MPD, and implemented by Race Day Events, LLC, an approved private contractor.

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 Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999. Specifically how road closures on Saturday will affect the Farmers' load in and load out.

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

X This is a District event. There are charges for these services. Organizer will pay all costs of the City of Madison Police 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 The Dane County EOD will be utilized for the Madison Marathon. The organizer is responsible for all charges associated with this service.

X Parking Enforcement will post "No Parking" signs and bag meters on race routes. There are charges for these services.

DURING EVENT

X Signage and staffing at event perimeter – NO ALCOHOL BEYOND THIS POINT.

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

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

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147

X The Capitol Square will be closed by an approved private contractor.

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

X Metro rerouted to outer loop on the Capitol Square. There are an additional _ Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

X Banners crossing the street must be 14' high within the 20' emergency access lane.

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.

Motion passed by voice vote/other.

AFTER THE MEETING, THE MADISON MARATHON APPLICANT INFORMED US THEY WOULD BE USING THE ORIGINALLY APPLIED FOR 10K ROUTE (APPROVED AT THE 9.7.22 SUSC MEETING) AND NOT THE ROUTE THAT WAS APPROVED AT THIS MEETING

5. ADJOURNMENT

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