



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, October 12, 2016

10:00 am

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, October 12, 2016 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, Paul Ripp, Tom Mohr, John Fahrney, Roger Kleist, Mark Kiesow

Members Excused: Susan Barica, Katie Sellner, Bill Putnam, Eric Veum

Additional City Staff Present: Kristin Brodowski

II. APPROVAL OF MINUTES

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. FESTIVAL FOODS TURKEY TROT MADISON
Th, November 24, 8am start
Start and Finish at Breese Stevens Stadium
Discuss location/route, schedule, set-up and activities.
Sean Ryan, Greater Green Bay Community Foundation

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.

- X Provide alder, residents and business' on the routes notice regarding any street closures/parking removal and "day of" contact information for the event.
- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X This is a District event. 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 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X 6 Metro route(s) detoured by event. Fee/route detoured applies.
- X Participants are required to stop and allow traffic to cross the route at Webster and Mifflin.
- X 20' emergency access lane must be maintained 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.
- 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.

MADISON MARATHON

Sa-Su, November 12, 8am, November 13, 7am-7pm

Start and Finish at Capitol Square

Route: See attached map.

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

Ryan Richards, Madison Festivals, Inc.

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

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

X Traffic Management Plan approved by TE and MPD, and implemented by Madison Festivals, Inc., an approved private contractor.

X District Event: Madison Festivals, Inc. will pay all costs of City of Madison Police, Fire and Parking Enforcement staff assigned to the event.

X Notify area Alders, BID and residents on routes provide contact information and alternate travel information for the day of the event.

X Parking Enforcement will post "No Parking" signs and bag meters on race routes.

X Metro re-routed to outer loop. 11 Metro routes detoured by event. Fee/route detoured applies.

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

X Provide and maintain access to Inn on the Park during the event.

X Provide and maintain access to the parking ramp on East Main and Webster.

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

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 Signage and staffing 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 Banners crossing the street must be 14' high within the 20' emergency access lane.

X No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping.

X Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Event organizer is responsible for emptying City trash and recycling containers. Charges will be assessed for any City staff time or resources required for clean up.

3.

RUN SANTA RUN 5K

Sa, December 3, 10am - 6pm

Start and Finish at Capitol Square

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

Ryan Griessmeyer, Race Day Events, LLC.

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

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

X Special duty officers required for event. Call 608-266-4022 to arrange.

X Call 608-267-8756 to arrange for meter bags. Remove meter bags before streets are reopened.

X Parking Enforcement will post "No Parking" signs on E. Mifflin and Dayton St. Race Day Events, LLC will pay all costs of Parking Enforcement staff assigned to the 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 Barricade placement as per plan on file with Traffic Engineering (TE).

X The Capitol Square will be closed by Race Day Events, an approved private contractor.

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

X Event cannot displace licensed city vendors.

X 20' emergency access lane must be maintained throughout event area.

X Metro rerouted to outer loop. Standard rerouting fee applies.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

4.

THE BONE CHILLING BASH

F, October 21, 9am - 10pm

Peace Park
Discuss location, schedule, set-up and activities.
Nate Dehner, Black Salt Productions

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

X Notify Mall Crew, 266-6031, mkiesow@cityofmadison.com, of electrical needs for activities.

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

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.

VI. INFORMATIONAL ITEM

1. The City is seeking nominations for the 2016 Jeffrey Clay Erlanger Civility in Public Discourse Award.

Information regarding this item was discussed and finalized.

VII. STREET USE PERMITS FOR ROUTINE REQUESTS

1. HILTON MADISON HOTEL- TESLA EVENT
M, October 24 through S, October 30
10 Block of E Wilson - 5 meters (parking only)
Discuss location/route, schedule, set-up and activities.
Eric Knapton, Madison Hilton

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

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

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

X Viewing from sidewalk side of vehicles only.

- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
- X No inflatables on City right-of-way.
- 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.

DOWNTOWN MADISON FAMILY HALLOWEEN - PARKS

W, October 26, 2pm - 7pm

8 S. Carrol St. (two meters/no closure)

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

Tracey Hartley, Madison Parks

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X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

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

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

X Event organizer/sponsor is responsible for clean up of event area. Charges will be assessed for any City staff time or resources required for clean up.

3.

DOWNTOWN MADISON FAMILY HALLOWEEN - BID

W, October 26, 2pm - 7pm

Lisa Link Peace Park, The Grove

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

Tiffany Kenney, BID

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

X No street closure, request for State St. performance areas only.

X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.

X No inflatables.

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. ADJOURNMENT

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