



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, March 7, 2012

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Other Staff Present: Mike O'Brien

Present: 10 -

Anthony Bitterman; Susan Barica; Katie Sellner; Jeremy McMullen; Tom
Mohr; Bill Putnam; John Fahrney; Eric Veum; Laura Bauer and Kelli
Lamberty

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

V. NEW BUSINESS

A. STREET USE APPLICATIONS FOR SPECIAL EVENTS

[25513](#)

DOGS ON THE SQUARE

Capitol Square

Su, May 20, 10am-4pm

Canine walk and series of dog challenges to raise money for Capital K-9s.

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

Ken Lambrecht, Capital K-9s

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.

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

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

Provide staffing at barricades during event.

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

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

Event cannot displace licensed city vendors.

Metro route(s) detoured by event. Fee/route detoured applies.

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

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.

25162

MADISON MARATHON

start/finish Capitol Square Sa, May 26, 2pm - Su, May 27, 5pm

10k race start - 8pm, Sa

1/2 & Full Marathon start - 7am, Su

Review proposed routes. Discuss schedules, set up, and activities.

Keith Peterson / Jody Stollendorf, Madison Festivals

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

Notify Neighborhood of Event – alternate routes.

Contact Grace Episcopal.

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

Coordinate activities, schedule with the Dane County Farmers' Market manager, 608-455-1999.

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

Traffic Management: barricades, cones, signage provided by private contractor; plan must be approved and on file with City TE and MPD.

Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

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

Provide and maintain access for M&I drive thru customers during hours of operation.

Metro route(s) detoured by event. Fee/route detoured applies.

Maintain Metro detour from West Washington to MLK throughout event.

City Vendors licenses are invalidated for this event.

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

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.

24953

SUSAN G. KOMEN RACE FOR THE CURE

Please See Attached Map Sa, Jun 2, 8:20am - Start

Run/walk to benefit Susan G. Komen for the Cure. Discuss location, route, schedule, set-up and activities.

Allyson Crowley, Susan G. Komen for the Cure - South Central Wisconsin

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

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

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

Approved contractor will provide, set and remove barricades.

Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

Memorandum of Understanding with area Alder and Bay Creek Neighborhood Association on file.

Metro route(s) detoured by event. Fee/route detoured applies.

Maintain access to City facilities.

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

Allow traffic to cross after "chipped" runners have passed.

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.

25514

PADDLE & PORTAGE

Start: James Madison Park, Finish: Olin Park (see attached map)

Sa, July 21, 9am-12pm

Annual paddle and portage competition. Discuss set-up, schedule, route and activities.

Chris Majchrzak, Isthmus

Russ Larson, Multisport Events

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

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

Alder notification required.

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

Call the Sayle St. Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

Staggered start required – allow traffic to cross route.

Metro route(s) detoured by event. Fee/route detoured applies.

Event cannot displace licensed city vendors.

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

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.

25539

MADISON MARCH FOR BABIES

200 MLK Sa, May 5, 5:30am-1pm

Annual walk to benefit March of Dimes. Discuss outerloop construction in regard to

the staging set-up route for the event. Review schedule and activities.
Jennifer Stelse, March of Dimes

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

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

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

Call the Sayle St. Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

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

Coordinate activities, schedule with the Dane County Farmers' Market manager, 608-455-1999.

Metro route(s) detoured by event. Fee/route detoured applies.

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

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.

B. INFORMATIONAL PRESENTATIONS AND EVENT PROPOSALS

25515

MADISON MOUNTED REINS 'EM IN

Willow Island, Alliant Evergy Center Sa, Aug 18, 9am-12pm

In partnership with the MidWest Horse Fair, the Board of Madison Mounted will offer an urban ride for horseback riders to raise awareness of and funds for the Madison Mounted Police Unit. Discuss set-up, schedule, route and activities.

Kathy McGee, Madison Mounted

C. STREET USE APPLICATIONS FOR BLOCK PARTIES AND ROUTINE REQUESTS

25516

900 WHITTIER STREET

Neighborhood Block Party

Sa, June 9, 9am-9pm

Jess S. Porter

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Resident petition - on file.

The event organizer is responsible for making arrangements to pick up and return the barricades and "Road Closed" signs required to close the street.

Please contact the Sayle Street Garage, 608-266-4767, 1120 Sayle St.,

Monday-Friday, 8:30am-3:00pm. The organizer will need a vehicle that can

accommodate 12' barricades. Approved Neighborhood Block Parties are given up to 8 barricades at no cost (\$5 rental fee per barricade for each additional). For weekend events, equipment pick up will only be on Fridays, 8:30am-3:00pm and must be returned the following Monday, 8:30am-3:00pm. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
20' emergency access lane must be maintained throughout event area.
Event organizer/sponsor is responsible for clean up of event area.

VI. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent Street Use events
- B. Preview upcoming events - see below and 2012 events calendar
- C. Next Street Use Meeting - W, March 21

VII. ADJOURNMENT

UPCOMING EVENTS