



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, November 13, 2019

10:00 AM

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

CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, November 13, 2019 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, John Fahrney, Kristin Brodowsky, Lt. Scott Kleinfeldt, Ryan Blank, Katie Sellner, Tom Mohr, Mark Kiesow, Meghan Blake-Hors, Matthew Scamardot

Members Excused: Eric Veum, Scott Bavery

Additional City Staff Present: Mary Lloyd, Kelly Post

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

- [58126](#) MADISON SHAMROCK SHUFFLE
Sa, March 14, 2020, 4:30am-11:30am
Start/Finish - Confluence at Library Mall
See attached map for routes
Annual Run/Walk.
Discuss location, route, set-up, schedule and activities.
Race Day Events, Lucas Molloy

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 Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

Patrick W Heck – district2@cityofmadison.com

Michael Verveer – district4@cityofmadison.com

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

X MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

EVENT DAY(S)

X Approved contractor will barricade and cone the race route.

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

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

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

X Maintain wheelchair accessible pathway throughout event area.

X Event cannot displace licensed city vendors.

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.

ADJOURNMENT

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