



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

---

Wednesday, January 25, 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: Wally Meyer

#### Present: 9 -

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

#### Excused: 2 -

Susan Barica and Melvin W. Lamb

### II. APPROVAL OF MINUTES

### III. PUBLIC COMMENT

Mary Carbine registered to speak neither in support nor in opposition of Madison Marathon.

### IV. DISCLOSURES AND RECUSALS

### V. NEW BUSINESS

#### A. STREET USE APPLICATIONS FOR SPECIAL EVENTS

1. [25133](#) TOUR OF AMERICA'S DAIRYLAND  
Capitol Square Su, July 1, 11a-8:30p  
Criterium bike races. Discuss schedule, set up and activities.  
Jack Hirt, Midwest Cycling Series, LLC

Attachments: [7.1TourOfAmericasDairyland.pdf](#)

#### **ACTION: Approved with conditions**

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.  
Contact Grace Episcopal Church about parking restrictions and street closure. Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.  
Square closure must be set by Traffic Engineering (TE) Staff.  
Provide and maintain access to Inn on the Park during the event.  
Metro rerouted to outer loop. Standard rerouting fee applies.  
20' emergency access lane must be maintained throughout event area.  
Event cannot displace licensed city vendors.  
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.

2. [25064](#)

2012 SHAMROCK SHUFFLE  
State St/Lakeshore Path Sa, March 17, 6a-12p  
Annual run/walk to benefit the Boys & Girls Club of Dane Co. Discuss location, route, schedule, set-up and activities.  
Steve Donovan, Shamrock Shuffle, Inc

Attachments: [3.17ShamrockShuffle.pdf](#)

**ACTION: Approved with conditions**

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.

Special duty officers required for event. Call 608-266-4022 to arrange. Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.

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.

8' pedestrian pathway must be maintained on sidewalks 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.

3. [25134](#)

WE ARE WISCONSIN WORKERS' DAY  
Capitol Square Sa, March 10, 7a-8p  
Rally to observe the day the Act 10 legislation passed in 2011. Activities include speaking, music, social media tent and food drive. Discuss schedule, set-up and activities.  
David Boetcher, We Are Wisconsin

Attachments: [3.10WeareWIWorkersDay.pdf](#)

**ACTION: Approved with conditions**

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.

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. Square closure by Traffic Engineering (TE).

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

Event cannot displace licensed city vendors.

Metro rerouted to outer loop. Standard rerouting fee applies.

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

8' pedestrian pathway must be maintained on sidewalks 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.

#### 4. STARTING LINE EVENTS

- a. [24949](#) BRAT FEST 5K RUN/WALK (THE TOM METCALFE MEMORIAL RUN)  
Alliant Energy Center Neighborhood Sa, May 26, 8-10:30am  
Run/walk to benefit Brat Fest, Inc. Discuss location, route, schedule, set-up and activities.  
Jerry Kempfer, Starting Line Events, LLC  
Tim Metcalfe, Brat Fest, Inc.

Attachments: [5.26BratFestRunWalk.pdf](#)

#### **ACTION: Approved with conditions**

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.

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

No closure.

Maintain access to Metro stops.

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. [24951](#) RHYTHM AND BOOMS RUN (RUN TO THE RHYTHM)  
Warner Park Neighborhood Sa, Jun 30, 6-10am  
Run/walk to benefit Madison Fireworks Fund, Inc. Discuss location, route, schedule, set-up and activities.  
Jerry Kempfer, Starting Line Events, LLC  
Deb McCue, Madison Fireworks Fund, Inc.

Attachments: [6.30RunToTheRhythm.pdf](#)

**ACTION: Approved with conditions**

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.

Special duty officers required for event. Call 608-266-4022 to arrange. Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

Maintain access to Metro stops.

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

8' pedestrian pathway must be maintained on sidewalks 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.

c. [24950](#)

MADISON SANTA SWIMSUIT RUN

Capitol Square Sa, Dec 1, 12:30-1:30pm

Run/walk to benefit Second Harvest Food Bank. Discuss location, route, schedule, set-up and activities.

Jerry Kempfer, Starting Line Events, LLC

Attachments: [12.1MadisonSantaSwimsuitRun.pdf](#)

**ACTION: Approved with conditions**

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.

Special duty officers required for event. Call 608-266-4022 to arrange. Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.

Maintain access to Metro stops.

Event cannot displace licensed city vendors.

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

8' pedestrian pathway must be maintained on sidewalks 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

**Attachments:** [5.26-27MadisonMarathon.pdf](#)  
[5.26-27MarathonAmmend.pdf](#)

**ACTION: Approved with conditions**

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.

Notify Neighborhood of Event – alternate routes.

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.

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.

**B. STREET USE APPLICATIONS FOR BLOCK PARTIES AND ROUTINE REQUESTS**

1. [25132](#) ZIPCAR MADISON LAUNCH EVENT  
 800 Langdon - parking only (2 spaces) / no closure Feb. 1 and 2, W  
 & Th, 8a-5p  
 Display and promotion of Zipcars. Zipcar is a car sharing service that is coming to Madison. Discuss schedule, set up and activities.  
 Chris Amenta, Zipcar

**Attachments:** [2.1-2Zipcar.pdf](#)

**ACTION: Approved with conditions**

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.

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

Vehicles may be viewed from passenger/curbside only.

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

8' pedestrian pathway must be maintained on sidewalks throughout event area.

Event cannot displace licensed city vendors.

Maintain access to Metro stops.

No Vending.

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.

2. [24955](#)

MADISON POLAR PLUNGE 2012

1100 Olin Turville Ct Sa, Feb 18, 7am-6pm (Set-up 2/17)

Plungers jump into Lake Monona to raise funds to benefit Special Olympics Wisconsin. Discuss location, schedule, set-up and activities.

John Weichelt, Special Olympics Wisconsin

**Attachments:** [2.18PolarPlunge.pdf](#)

**ACTION: Approved with Conditions**

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.

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

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 "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. Charges will be assessed for any City staff time or resources required for clean up.

3. [24952](#)

BUSKING FOR BOOKS

100-800 State St Sa, Apr 21, 10am-1:30pm

Buskers positioned on at least two corners of every block on State Street raising money for the Literacy Network. Discuss location, schedule, set-up and activities.

Jeff Burkhart, Literacy Network

**Attachments:** [4.21BuskingForBooks.pdf](#)

**ACTION: Approved with conditions**

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.

Event cannot displace licensed city vendors.

8' pedestrian pathway must be maintained on sidewalks throughout event area.

Maintain access to Metro stops.

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. [24954](#)

9800 BRADER WAY

Neighborhood Block Party

Sa, May 12, 2-11:30pm

Alex Butz

Attachments: [5.12Brader.pdf](#)

**ACTION: Approved with Conditions**

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.

Maintain access to Metro stops.

**VI. ONGOING BUSINESS / ANNOUNCEMENTS**

A. Recap recent Street Use events

B. Preview upcoming events - see below and 2011/2012 events calendar

C. Next Street Use Meeting - W, February 8

**VII. ADJOURNMENT**