



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, January 23, 2013

10:00 am

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

I. CALL TO ORDER / ROLL CALL

Additional Staff Present: Carl Strasburg

Present: 9 -

Kelli Lamberty; Katie Sellner; Jeremy McMullen; Tom Mohr; Bill Putnam;
John Fahrney; Mike O'Brien; Eric Veum and Laura Bauer

Excused: 2 -

Anthony Bitterman and Susan Barica

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. STREET USE PERMIT APPLICATIONS FOR SPECIAL EVENTS

A. [28801](#)

MADISON WINTER FESTIVAL

Capitol Square and surrounding 100 blocks

Set-up:

Fri, Feb 15, 12pm

Event:

Sat, Feb 16, 9am-9:30pm

Sun, Feb 17, 9am-4pm

Take-down:

Sun, Feb 17, 4pm-11pm

Annual winter festival - over ninety truckloads of snow will transform the Capitol Square into a race and recreational venue. The inside lanes of the Square will be closed off for the family oriented activities such as snow and ice sculpting, sled hill rides, snowshoeing, winter-themed museum tours, adaptive sit ski programming, and many other events to participate in. Discuss location, schedule, set-up, route and activities.

Yuriy Gusev, Capitol Square Sprints/Central Cross Country Ski

Association

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.

Barricade placement by an approved private contractor as per plan on file with Traffic Engineering (TE).

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

Metro rerouted to outer loop. Standard rerouting fee of \$150 applies.

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.

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

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

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.

Provide additional trash and recycling barrels. Empty all barrels during event.

Clear streets, parking, sidewalks to pavement following event.

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. [28802](#)

THE 2013 MADISON SHAMROCK SHUFFLE

State St, Lake, Park, Observatory Su, Mar 17, 6am-1pm

Annual run to benefit the Boys and Girls Club of Dane County. Review route revisions based on input from January 23, 2013 street use meeting.

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

Steve Donovan, Shamrock Shuffle, Inc.

ACTION: Refer to Future Meeting

C. [28805](#)

PURPLE STRIDE MADISON 2013

Warner Park Neighborhood (Please see attached maps)

Su, Apr 28, 8am-4pm

Annual run/walk to benefit the Pancreatic Cancer Action Network.

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

Diane Jensen/ Cassandra Clark

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

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.

20' emergency access lane must be maintained 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.

D. [28834](#)

LIVE ON KING STREET

100 King St

F, Jul 19 & 26, Aug 16 & 23, Sept 20

Set-up: 8:00am-5:00pm

Concert: 5:00pm

Tear-down: 10:00pm-6:00am

Annual concert series. Discuss location, schedule, set-up and activities.

Scott Leslie and Matt Gerding, Majestic Live, LLC

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Organizer will apply for a Temporary "B" License. Event will not occur if denied.

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. - to be determined.

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

Call the Sayle Street 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.

Notify area Alder, businesses and residents on 100 King St. Provide copy of notice and meeting schedules, report comments.

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

City vendor licenses are invalidated for this event.

20' emergency access lane must be maintained throughout event area. Stage ok to set up at Webster.

Signage/staffing at event perimeter – "NO ALCOHOL BEYOND THIS POINT."

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.

VI. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

- A. 2013 CONSTRUCTION
- B. STREET USE EVENT MATRIX
- C. SPECIAL EVENT RESOLUTION PROCESS
- D. WEBSITE UPDATES
- E. ACCELA

VII. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS / NEIGHBORHOOD BLOCK PARTIES

- A. [28113](#) BRAT FEST RUN
Start/Finish at Alliant Energy Center (please see attached maps for routes)
Sa, May 25, 2013, 7:30am-10:00am
Annual 10K run and 5K run/walk to benefit Brat Fest Inc. Discuss location, schedule, set-up, route and activities.
Jerry R. Kempfer, Startling Line Events, LLC

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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.
No street closure - parking, lane, sidewalk use only.
Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.
Notify Alder and Neighborhood Association.
20' emergency access lane must be maintained 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.
- B. [28806](#) SUSAN G. KOMEN SOUTH CENTRAL WISCONSIN RACE FOR THE CURE
Start and Finish at Allian Energy Center (Please see attached map for route).
Sa, Jun 1, 6am-2pm
Annual run/wak to benefit the South Central Wisconsin Affiliate of Susan G. Komen for the Cure. Discuss location, schedule, set-up, route and activities.

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

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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.

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

Approved contractor will provide, set and remove barricades, cones, signage and other traffic management equipment.

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.

Provide event notice to neighborhood, include route map, traffic plan for residents and contact information.

Maintain access to City facilities.

Allow vehicles to cross route once 'chipped' runners have passed.

One Metro route 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.

C. [28807](#)

RAGNAR RELAY CHICAGO

Edgewater Ct. Parking Only

Th, Jun 6, 10am-5pm and Fri, Jun 7, 6am-7pm

An overnight relay running race beginning in Madison, WI and ending in Chicago, IL to benefit Back On My Feet Chicago. Discuss location, schedule, set-up, route and activities.

Meredith Dalenburg, Ragnar Events

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

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.

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

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.

- D. [28808](#) SUMMER PALOOZA
Rotary Plaza Sa, Jun 8, 8am-4pm
Family festival and parade including performance stage, face painting, arts and crafts activities. Discuss location, schedule, set-up and activities. Kia Karlen, Madison Children's Museum with Downtown Madison Rotary

ACTION: Refer to 2/6/2013 Meeting

- E. [28809](#) HENRY VILAS ZOO RUN RUN
Start and Finish at Henry Vilas Zoo (Please see attached map for route).
Su, Sept 29, 6am-12pm
Annual run/walk to benefit the Henry Vilas Zoo. Discuss request to add East bound lane on Monroe St. Discuss location, schedule, set-up, route and activities.
Autumn Hayes, Henry Vilas Zoo

ACTION: Refer to 2/6/2013 Meeting

VIII. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events - Madison Santa Swimsuit Run, Jingle Bell Run
- B. Preview upcoming events - see below and 2013 events calendar
- C. Next Street Use Meeting - Wednesday, February 6, 2013

IX. ADJOURNMENT

UPCOMING EVENTS