



Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Wednesday, February 8, 2023

10:00 AM

Virtual

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, February 8, 2023. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelly Post, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Caitlin Stokes, Jen Blair, John Fahrney

Members Excused: Lt. Jen Hannah, Mark Kiesow, Bill Pullman, Eric Veum

Additional City Staff Present: Mary Lloyd, Taylor Dietzman, Amy O'rourke

APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Lloyd to Approve the Minutes.
Motion passed by voice vote/other.

1. [75975](#) 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 CONSIDERATION AND VOTE

2. [75976](#) PROJECT SUNSHINE 5K RUN/WALK FUNDRAISER

Sat. April 15, 2023 / 7am-12pm

Start/Finish: Edgewood College

Route: See attached route maps

Closure: Vilas Park Drive

Discuss route, schedule

Edgewood College Project Sunshine Chapter / Lauren Reilley

Registered speaker Lauren Reilley registered in support, not to speak, but available for questions.

A motion was made by Lloyd, seconded by Blake-Horst to approve pending

receipt of required documents & with the following conditions:
 THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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. Tag Evers district13@cityofmadison.com.

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

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

Maintain access to Metro stops.

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

3. [75666](#)

LAKE STREET BASH

Fri., April 28, 2023 / event 4pm-8pm / closure 11am-11pm

Street Closure: 600 N Lake St and Mendota Ct.

Annual all campus party

Discuss location, schedule, site map

WI Alumni Student Board / Caroline Jennings

Registered speaker Carly Jennings registered in support, not to speak, but available for questions.

Registered speaker Molly Phelan registered in support, not to speak, but

available for questions.

A motion was made by Meter Brooks, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:
THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

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 Heck district2@cityofmadison.com and Julianna Bennett district8@cityofmadison.com.

Notify the Madison Central Business Improvement Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Notify businesses and residents on the closed streets. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

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

There is no vending at this event.

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

4. [76003](#)

MADISON NIGHT MARKET

Thursdays: 5/11, 6/8, 8/10, 9/14, 10/19/2023 / 4pm-9pm

Street Closure: 100-700 blocks of State St., 200-400 blocks W. Gilman St., 400 block of N. Broom St. / 12pm-12am

Annual Night Markets with vending, performers and activities hosted by Madison's Central Business Improvement District

Discuss location(s), schedule, set up and activities.

Madison's Central Business Improvement District / Michelle Morrison

Registered speaker Michelle Morrison registered in support and wishes to speak.

Registered speaker Tim Jenquin registered in support, not to speak, but available for questions.

Registered speaker Lucas Molloy registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following 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.

BEFORE EVENT

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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. The alder(s) to notify for this event is: Patrick W. Heck - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, Juliana R. Bennett - district8@cityofmadison.com

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

Traffic Engineering will deliver/pick up barricades. There are charges for this service.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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

DURING EVENT

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

Proper signage for Buckeye Lot. Work with TE to determine needs.

Special Event Resolution suspends vending restrictions and authorizes sponsor to select event vendors and performers. City licensed vendors may be relocated within the event perimeter if requested by the sponsor. Special Event Resolution allows for sidewalk cafes and merchant vending for this event if they are registered with event organizer.

Participating businesses on the sidewalks of the 100-600 blocks of State Street:

- Must setup vending/displays on the sidewalk area closest to the street to allow for pedestrian flow between them and the storefronts.
- Must maintain access to any business or residence entrances in the event area.
- Participating businesses may not use city amenities or trees for posting marketing information.

No alcohol may be consumed, served, or sold on city streets or right of way (unless in properly licensed sidewalk café.)

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

5. [75979](#)

WISCONSIN MILKMAN TRIATHLON

Sunday, June 18, 2023 / 7am-4:30pm

Start/Finish: Olin Park

Route - see attached maps & turn-by-turns

Discuss routes, schedule

Race Day Events, LLC / Abbey Vanvalkenburg

Registered speaker Abbey VanValkenburg registered in support and wishes to speak.

Registered speaker Ryan Griessmeyer registered in support, not to speak, but available for questions.

Registered speaker Brad Rogstad registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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. Mike Verveer district4@cityofmadison.com, Brian Benford district6@cityofmadison.com, Tag Evers district13@cityofmadison.com, Sheri Carter district14@cityofmadison.com, Grant Foster district15@cityofmadison.com. Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove

signs when event has ended. There are charges for this equipment. Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD. Olin gates will be opened on requested dates. Olin-Turvill Ct. will be closed to vehicular traffic by the organizer as directed and approved by Traffic Engineering.

EVENT DAY(S)

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

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

Maintain access to Metro stops.

Noise must be kept to a reasonable level at all times. Specific time, decibel and direction details are detailed on the Park Event permit.

Maintain public access to bike path throughout event route.

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

6. [75978](#)

LAKE MONONA 20K & 5K

Saturday, May 6, 2023 / 5am - 12pm

Start/Finish: Winnequah Park, Monona

See attached map/schedule

No Street Closure - request to use parking lanes in City of Madison

Annual Run/Walk.

Discuss routes, schedule and activities.

Race Day Events, LLC / Brad Rogstad

Registered speaker Brad Rogstad registered in support and wishes to speak.

Registered speaker Ryan Griessmeyer registered in support, not to speak, but available for questions.

Registered speaker Abbey VanValkenburg registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds."

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

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. Mike Verveer district4@cityofmadison.com, Brian Benford district6@cityofmadison.com, Tag Evers district13@cityofmadison.com, Sheri Carter district13@cityofmadison.com, Grant Foster district15@cityofmadison.com. This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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.

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

EVENT DAY(S)

Maintain access to Metro stops.

Must maintain 8' pedestrian pathway on sidewalks throughout the event area.

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

7. [75995](#)

MADISON MINI MARATHON

Sat, August 12, 2023 / 4am-11am

Start/Finish: 500 N Park St.

Setup (800 block of State St.): Fri, Aug. 11, 2023 / 1pm-3pm

Race: Sat, Aug. 12, 2023 / 7am-11am

See attached for routes & street closures

Discuss location, schedule, routes, date change

Race Day Events, LLC / Ryan Griessmeyer

Registered speaker Ryan Griessmeyer registered in support and wishes to speak.

Registered speaker Brad Rogstad registered in support, not to speak, but available for questions.

Registered speaker Abbey VanValkenburg registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a

\$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds.”

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 Heck district2@cityofmadison.com, Mike Verveer district4@cityofmadison.com, Regina Vidaver district5@cityofmadison.com, Juliana Bennett district8@cityofmadison.com, Yannette Figueroa district10@cityofmadison.com, Tag Evers district13@cityofmadison.com, Sheri Carter district14@cityofmadison.com.

Notify the Madison Central Business Improvement District’s Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

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

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify area businesses and residents on any closed streets. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

This is a District event. Please contact Lt. Jen Hannah and Officer Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD. MPD Parking Enforcement will post signage and hood meters. Organizer agrees to pay all MPD costs associated with these tasks.

EVENT DAY(S)

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

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

Event cannot displace licensed city vendors.

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

Motion passed by voice vote/other.

CONSENT AGENDA

Blake-Horst made a motion, Lloyd seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of

required documents and with the conditions as outlined for each event.
Motion passed by voice vote/other.

8. [75977](#)

BADGERS CHALK THE BLOCK
Tuesday, April 25, 2023 / 10am-6pm
The Confluence at State (800 State Street)
No Street closure
Annual UW chalk art competition
Discuss location, schedule and activities.
Wisconsin Alumni Student Board / Caroline Jennings

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

No street closure, request for parking/sidewalk space only.
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. Julianna Bennett - district8@cityofmadison.com
Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.
Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.
Petition of State Street Mall agencies is required.

EVENT DAY(S)

Event cannot displace licensed city vendors.
8' pedestrian pathway must be maintained on sidewalks throughout event area.
Noise must be kept to a reasonable level at all times.
No inflatables on City right-of-way.
No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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. 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.

9. [75994](#)

OPERA IN THE PARK
Sat, July 22, 2023 / 8pm-11pm
No Parking: Fri, 7/21, 11am - Sun, 7/23
5400-5600, 5800 S. Hill Dr.
5800-5900 Driftwood Ave.
200-300 S. Rosa Rd.
Street Closure: Sat, 7/22 8pm-11pm
200-300 S. Rosa Rd.

Opera in the Park, Annual concert
Discuss location, schedule, set up
Madison Opera / Jill Krynicki

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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

Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." ON FILE

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. Arvina Martin – district11@cityofmadison.com

This is a District event. Please contact Lt. Scott Kleinfeldt at skleinfeldt@cityofmadison.com to arrange for MPD staffing. There are charges for these services. 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.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Include the parking plan on the event website.

Send MPD a copy of the parking passes used for staff and volunteers vehicles. Send to Lt Hannah and Officer Ott at mpdevents@cityofmadison.com.

Traffic Engineering will deliver the barricades to the Garner Park parking lot.

EVENT DAY(S)

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

Maintain access to Metro stops.

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

11. ADJOURNMENT

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