



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, September 27, 2017

10:00 am

City County Building, Rm. 108
210 Martin Luther King, Jr. Blvd.

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, March 29, 2017 at the Parks Conference Room, CCB Rm. 108. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Additional City Staff Present: Mary Lloyd, Brain Chaney Austin, Kristin Brodowsky, Cheryl Erickson, Meghan Blake-Horst, Kelly Post

Present: 9 - Kelli Lamberty; Trevor Knight; Susan Barica; Katie Sellner; Paul Ripp; Tom Mohr; Bill Putnam; John Fahrney and Mark Kiesow

Excused: 2 - Roger Kleist and Eric Veum

II. APPROVAL OF MINUTES

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

III. PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

IV. DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

V. STREET USE PERMITS FOR SPECIAL EVENTS

1. [48918](#) MADISON MARATHON
Sa, November 11, 8am (set up) / Su, November 12, 7am - 7pm (event and take-down)
Start and Finish at Capitol Square
Route: See attached map.
Discuss location/route, schedule, set-up and activities.
Ryan Richards, Madison Festivals, Inc.

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.

X Certificate of insurance listing the City of Madison as additional insured is required.

X Traffic Management Plan approved by TE and MPD, and implemented by Madison Festivals, Inc., an approved private contractor.

X District Event: Madison Festivals, Inc. will pay all costs of City of Madison Police, Fire and Parking Enforcement staff assigned to the event.

X Notify area Alders, BID and residents on routes provide contact information and alternate travel information for the day of the event.

X Parking Enforcement will post "No Parking" signs and bag meters on race routes.

X Metro re-routed to outer loop. 11 Metro routes detoured by event. Fee/route detoured applies.

X City Vendors licenses (except sidewalk cafes) are invalidated for this event.

X Provide and maintain access to Park Hotel during the event.

X Provide and maintain access to the parking ramp on East Main and Webster.

X Provide and maintain access to the parking lot on East Washington and Webster.

X Provide and maintain access to the AC Hotel during event.

X 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

X Signage and staffing at event perimeter – NO ALCOHOL BEYOND THIS POINT. X County EOD will be utilized by Madison Police for the event. There are charges associated with this service.

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

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

X Banners crossing the street must be 14' high within the 20' emergency access lane.

X No permanent marking, including spray chalk and stickers, on streets, sidewalks, paths or city landscaping.

X Event organizer/sponsor is responsible for clean up of event area, including removal of trash and recycling. Event organizer is responsible for emptying City trash and recycling containers. Charges will be assessed for any City staff time or resources required for clean up.

2. [48919](#)

HOLIDAY FANTASY IN LIGHTS 5K RUN

Saturday, November 18th 2:00pm - 6:30pm

See attached map for route

Run/Walk

Discuss location, set up, and schedule

Starting Line Events, LLC

Jerry Kempfer

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X Certificate of insurance listing the City of Madison as additional insured is required.

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

X Staff must be stationed where the runners cross the boat launch parking lot.

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

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

X No inflatables on City right-of-way

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.

3. [48998](#)

MADISON TURKEY TROT 5K

Thursday, November 23rd, 6:00am - 2:00pm

Run/Walk, Discuss schedule, setup, and run route

Colin Pekovitch, All Community Events

Applicant referred to a future Street Use Staff Commission meeting.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [48970](#)

JUNIPER MARKET RESEARCH STUDY

Mifflin St. cul-de-sac (formerly known as Philosopher's Grove)

Saturday, September 30, 6am-2:15pm

Market research for Juniper Market. Discuss location, schedule, activities.

Sara Woods, Fieldwork Research

Applicant did not provide complete information to discuss this event. A permit was not issued for this event.

2. [48954](#)

DOWNTOWN MADISON FAMILY HALLOWEEN - BID

W, October 25, 12pm - 7pm

Lisa Link Peace Park, The Grove

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

Tiffany Kenney, BID

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X Certificate of insurance listing the City of Madison as additional insured is required.

X No street closure, request for State St. performance areas only.

X No permanent markings (including spray chalk or stickers) on streets,

sidewalks, paths or city landscaping.

X No inflatables on City right-of-way.

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.

3. [48940](#)

WONDER BALL

Friday, October 27, 6:30pm - 11:59pm

100 N. Pinckney (parking only), Rotaty Plaza - stilt walkers and amplification (6:45pm-8pm)

Fundraiser Gala

Discuss location, setup, and schedule

Madison Children's Museum

Stephanie Michelle Sabo

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X Certificate of insurance listing the City of Madison as additional insured is required.

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

X Event cannot displace licensed city vendors.

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

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.

IX. ADJOURNMENT

Motion made by Lloyd, seconded by Sellner to Adjourn. Motion passed by voice vote/other.