



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, January 21, 2015

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: Kay Bentley, Trevor Knight and Jennifer Krueger
Favour

Present: 8 - Kelli Lamberty; Katie Sellner; Ron Schwenn; Tom Mohr; Bill Putnam; John Fahrney; Roger Kleist and Lisa Laschinger
Excused: 3 - Carl Strasburg; Susan Barica and Eric Veum

II. APPROVAL OF MINUTES

Motion for Approval
First: Katie Sellner
Second: Ron Schwenn

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 PERMIT APPLICATIONS FOR SPECIAL EVENTS

- [36879](#) 2015 ALL CITY SWIM MEET
Please see attachments for street closures, traffic plan and parking removal
Set-up: Tu, July 28, 6am
Event: Th, July 30, 7am - Sa, Aug 1, 6pm (Rain date: Su, Aug. 2)
Take-down: Su, Aug 2
Annual swim/dive meet. Discuss event set-up, schedule and activities.
Gary Hartung, President, High Point Swim Club
Lisa Sanchez
Dan Bohl

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.

Notify area Alder(s) and Neighborhood Association(s) of event, provide contact information.

Contact Digger's Hotline.

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

Maintain access to Metro stops.

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

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

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. [36856](#)

NORTH AMERICAN UNICYCLING CHAMPIONSHIP & CONVENTION - 10KM & CRITERIUM

Sa, July 25, 12:30pm-3pm, 10km, Lake Wingra (please see attached maps for route)

Sa, Aug 1, 9am-11am, Tenney-Lapham Criterium (please see attached maps for route)

Unicycling championship and convention. Discuss location, schedule, set-up, route and activities.

David Panofsky, Madison Unicyclists & Unicycling Society of America

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Certificate of insurance listing the City of Madison as additional insured is required - on file.

Notify area Alder(s) Neighborhood Association, residents on Criterium route, and provide contact info.

No event signage in City right of way.

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

Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. – Criterium

Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pickup and return barricades required for event.

Maintain access to Metro stops.

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

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

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. [36077](#)

OUTREACH PRIDE PARADE

State Street/Capitol Square
 Su, Aug 9, 2015
 Staging on 500-600 State St.: 11am
 Parade up State to Capitol Square: 1:00pm
 Rally at 30 on the Square: 2:30pm
 Event End: 6pm
 Annual Outreach Pride parade. Review application with changes from November Street Use meeting. Discuss location, schedule, set-up, route and activities.
 Steve Starkey, Outreach, Inc.

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Certificate of insurance listing the City of Madison as additional insured is required - on file.

Outreach, Inc. will pay all costs of City of Madison Police Officers and parking enforcement assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

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

The Capitol Square will be closed by Traffic Engineering (TE).

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

Notify area Alder(s) and BID.

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

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.

6 Metro Routes and Capitol Loop detoured by event. Fee/route detoured applies.

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

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

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

No inflatables.

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. [36870](#)

WOOF'S KING STREET PRIDE BLOCK PARTY

100 King St

Sa, Aug 15, 12pm - Su, Aug 16, 1am

Annual block party to benefit Outreach, Inc. Discuss location, schedule, set-up and activities.

Dino Maniaci, Outreach, Inc.

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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.

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 King Street.

Staffing at event perimeter – No Alcohol Beyond This Point.

Provide access to public through event to open businesses and residents.

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

Metro rerouted to outer loop. Standard rerouting fee applies.

City vendor licenses are invalidated for this event.

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

No inflatables.

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

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.

5. [36855](#)

SUSAN G KOMEN SOUTH CENTRAL WISCONSIN RACE FOR THE CURE Start/Finish: Willow Island at the Alliant Energy Center (please see attached maps for route)

Sa, May 30, 6am-12pm

Annual run/walk to benefit South Central Wisconsin Affiliate of Susan G.

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

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

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Certificate of insurance listing the City of Madison as additional insured is required - on file.

South Central Wisconsin Affiliate of Susan G. Komen will pay all costs of City of Madison Police Officers and parking enforcement assigned to the event, as determined by the Madison Police Department, at the overtime rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

Notify area Alder and residents, provide contact information, route map and alternate traffic plans.

Traffic management plan approved by Traffic Engineering (TE) and Madison Police Department (MPD).

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

1 Metro route detoured by event. Fee/route detoured applies.

Maintain access to City facilities.

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

No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
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. STREET USE PERMIT APPLICATIONS FOR ROUTINE REQUESTS

1. [36857](#) MADISON WINTER FESTIVAL
Capitol Square, 30 on the Square, 100 E & W Washington, Wisconsin Ave & MLK
F, Feb 13 - Su, Feb 15, 10am-11pm
Annual winter festival including Frosty 1.5 mile Dog Jog & Walk, Frosty 5K Run & Walk, Frosty Kids Fun Run (please see attached maps for routes).
Discuss location, schedule, set-up, route and activities.
Yuriy Gusev, Central Cross Country Ski Association

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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.

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

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

Metro rerouted to outer loop. Standard rerouting fee applies.

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

The Capitol Square will be closed by an approved private contractor.

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

Event cannot displace licensed city vendors.

Provide and maintain access for BMO Harris drive thru customers during hours of operation. Contact Maggie Broadnax, 608-252-5915.

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

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

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

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.

No inflatables.

No permanent marking, including spray chalk, of streets sidewalks, paths or city landscaping is allowed.

Event organizer/sponsor is responsible for clean up of event area including City trash/recycling receptacles. Charges will be assessed for any City staff time or resources required for clean up.

Streets, parking and sidewalks within event perimeter must be cleared of snow to pavement and salted.

Noise must be kept at reasonable levels at all times.

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2. [36862](#) 2015 SCHOOL SHOWS AT THE OVERTURE
Please see attached map for location.
Please see attached dates/times.
Annual school show times to restrict parking/traffic. Discuss location, schedule, set-up and activities.
Richard Bertrang, Overture Center for the Arts
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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.
Barricade placement as per plan on file with Traffic Engineering (TE).
20' emergency access lane must be maintained throughout event area.
Maintain access to Metro stops.
Overture Center provides meter bags and barricades, and is responsible for set up and take down.
No inflatables.
No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
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. [35395](#) AG DAY ON CAMPUS AT UW-MADISON
Podium, 700-800 State St
W, Apr 22, 2015, 7am-3pm
Annual educational agriculture festival. Discuss location, schedule, set-up and activities.
Taylor Holterman, Collegiate Farm Bureau at UW-Madison
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Event cannot displace licensed city vendors.
No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
No inflatables.
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. [36863](#) DANE COUNTY FIRE CHIEF'S PARADE
Capitol Square, Wisconsin Avenue to State to W Washington, N Lake, Langdon
Sun, Oct 4, 11:30am-3:15pm
Annual parade of fire trucks. Discuss location, schedule, set-up, route and activities.

Ed Ruckriegel, City of Madison Fire Department

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

Event cannot displace licensed city vendors.

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

7 Metro routes detoured by event. Fee/route detoured applies.

Allow traffic to cross parade route / obey traffic signals.

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.

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

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.

VII. ONGOING BUSINESS / ANNOUNCEMENTS

1. Recap recent street use events - Downtown Madison Holiday Open House, Run Santa Run, Repeal Day 5K
2. Preview upcoming events - see below and 2015 events calendar
3. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
4. Next Street Use Meeting - Wednesday, February, 4, 2015

VIII. ADJOURNMENT

UPCOMING EVENTS