



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, January 22, 2014

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: Wally Meyer and Kay Bentley

Present: 8 -

Kelli Lamberty; Carl Strasburg; Susan Barica; Katie Sellner; Tom Mohr; Bill Putnam; John Fahrney and Laura Bauer

Excused: 3 -

Jeremy McMullen; Mike O'Brien and Eric Veum

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

Larry Johnson registered to speak in favor of his retirement from the Dane County Farmers' Market.

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

A. [32802](#)

MADISON WINTER FESTIVAL

Capitol Square, 100 block E & W Washington, MLK, Wisconsin Ave and State St

Set-Up: F, Feb 14, 4pm-11pm

Event: Sa, Feb 15, 9am-9pm & Su, Feb 16, 9am-4pm

Annual community festival celebrating outdoor sports, recreation, art and healthy lifestyles in the winter. Discuss location, schedule, set-up, route and activities.

Yuriy Gusev, CXC Skiing

ACTION: Approved with Conditions

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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.

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.

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.

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

Organizer responsible for trash/recycling and clean up within event perimeter. Streets, parking and sidewalks within event perimeter must be cleared of snow to pavement and salted.

B. [32762](#)

CRAZYLEGS CLASSIC

Start: Capitol Square, Finish: Camp Randall (please see attached map for route)

Sa, Apr 26, 6am-12:30pm

Annual run/walk to benefit UW Athletics. Discuss location, schedule, set-up, route and activities.

Mike Cerniglia, National W Club

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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).

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

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

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. City vendors in street will relocate to sidewalk.
 Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.
 Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.
 Face speakers away from the market.
 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.
 Provide and maintain access to the parking ramp on East Main and Webster.
 No permanent marking, including spray chalk, of streets sidewalks, paths or city landscaping is allowed.
 Event organizer/sponsor is responsible for clean up including removal of trash/recycling from event area. Charges will be assessed for any City staff time or resources required for clean up.

C. [32638](#)

PURPLE STRIDE MADISON
 Start/Finish at Warner Park (please see attached map for route)
 Su, Apr 27, 8am-1pm
 Annual run/walk to benefit the Pancreatic Cancer Action Network. Discuss event date, location, schedule, set-up, route and activities.
 Cassandra Clark/Diane Jensen, Pancreatic Cancer Action Network

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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.
 Maintain access to Metro stops.
 No street closure, request for parking/sidewalk space only.
 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. Charges will be assessed for any City staff time or resources required for clean up.

D. [32639](#)

BRAT FEST RUN
 Start/Finish at Alliant Energy Center (please see attached map for route)
 Sa, May 24, 6:00am-11:30am
 Annual run/walk to benefit Brat Fest, Inc. Discuss event date, location, schedule, set-up, route and activities.
 Jerry Kempfer, Starting 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. Consult with South District Command.

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

Maintain access to Metro stops.

Notify area Alders and Bay Creek Neighborhood Association.

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

E. [32637](#)

IT'S GLOW TIME - 5K

Start/Finish at Olin Park (please see attached map for route)

Sa, May 10, 8am-11pm

Annual glow run including DJ. Discuss event date, location, schedule, set-up, route and activities.

Ryan Griessmeyer, Race Day 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.

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

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

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

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

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

F. [32640](#)

LIVE ON KING STREET

100 Block of King Street

F, Jul 11 & 25, Aug 8 & 22, Sept 19, 8am-12am

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

Matt Gerding & Scott Leslie, Majestic Live

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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.

Notify area Alder, businesses and residents on 100 King Street. Provide copy of notice.

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.

3 Metro routes detoured by event. Fee/route detoured applies (for each concert).

Staffing/signage at event perimeter: **NO ALCOHOL BEYOND THIS POINT.**

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

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

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

City vendor licenses are invalidated for this event.

Noise must be kept to a reasonable level at all times

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

G. [32641](#)**WOOF'S PRIDE KING ST BLOCK PARTY**

100 Block of King Street

Sa, Aug 9, 12pm-12am

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

Dino Maniaci, WOOF'S

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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).

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

Notify area Alder, businesses and residents on King Street.

Staffing/signage at event perimeter: **NO ALCOHOL BEYOND THIS POINT.**
Provide access to public through event to open businesses and residences.
20' emergency access lane must be maintained throughout event area.
8' pedestrian pathway must be maintained on sidewalks throughout event area.
City vendor licenses are invalidated for this event.
No inflatables on City property.
Noise must be kept to a reasonable level at all times.
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. Charges will be assessed for any City staff time or resources required for clean up.

VI. ONGOING BUSINESS / ANNOUNCEMENTS

- A. Recap recent street use events - Healthy Hustle, BID Holiday Open House, Mad City Ugly Sweater Run, Repeal Day 5K, Jingle Bell Run/Walk, Run Santa Run, Tilt Media Video Tape Shoot
- B. Updates on event issues - construction, proposals, procedures, changes in process, event information, etc.
- C. Preview upcoming events - see below and 2014 events calendar
- D. Next Street Use Meeting - February 5, 2014

VII. ADJOURNMENT

UPCOMING EVENTS