



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes STREET USE STAFF COMMISSION

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Wednesday, February 17, 2016

10:00 am

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

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### I. CALL TO ORDER / ROLL CALL

Also in attendance was Mark Kiesow

### II. APPROVAL OF MINUTES

This was Approve the Minutes

### 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. DANE COUNTY FARMERS MARKET - WEDNESDAY MARKET & ART FAIR SATURDAY

Wednesday Markets: 4/20/16 - 11/2/16 8:00am - 2:00pm

Art Fair Saturday: 7/9/16 6:30am - 2:00pm

Wednesday Markets: 200 Block of MLK, Jr. Blvd.

Art Fair Saturday: 10 block of East and West Wilson Streets at MLK, Jr. Blvd.

See attached maps

Farmers Market

Dane County Farmers Market

Approved with the following conditions and pending receipt of required documents:

**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 - on file.**

- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X Metro route(s) detoured by event. Fee/route detoured applies.
- X 20' emergency access lane must be maintained throughout event area.
- X 8' pedestrian pathway must be maintained on sidewalks throughout event area.
- X Event cannot displace licensed city vendors.
- X Provide list of early vendors.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- 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.

2.

ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY - AMENDED  
Friday, May 20th 9:30am - 1:00pm  
Review amended parade route and parking plan for event.  
WI Law Enforcement Memorial, Inc.

Approved with the following conditions and pending receipt of required documents:

- 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 - on file.
- X The Capitol Square will be closed by
- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended.
- X Metro rerouted to outer loop. Standard rerouting fee applies.
- X Event cannot displace licensed city vendors.
- X Provide and maintain access for BMO Harris drive thru customers during hours of operation.
- X Provide and maintain access to Inn on the Park during the event.
- X Provide and maintain access to the parking lot on East Washington and Webster.

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

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

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.

X Keep intersections clear of squads.

3.

MADISON MINI-MARATHON 5K

Saturday, August 20th 2:00am - 12:00pm

See attached for street closures

Run/Walk

Vision Event Management

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

X This is a District event. The organizer will pay all costs of the City of Madison Police Officers, Parking Enforcement, and Madison Fire staff assigned to the event. Per MGO 10.056(7)(c), the applicant agrees to pay such actual costs for services within 20 days of billing.

X Barricade placement/traffic management as per plan on file with Traffic Engineering (TE).

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

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

X Event cannot displace licensed city vendors.

X Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

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

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

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

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.

4. 2ND ANNUAL TIE DYED FOR MR. DAVE: HOPE, STEPS & A CURE  
Sunday, October 2nd 9:00am - 1:00pm  
See attached route for streets  
Run/Walk  
Aplastic Anemia & MDSI International Foundation

Approved with the following conditions and pending receipt of required documents:

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

X Maintain access to Metro stops.

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

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

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

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.

## VI. STREET USE PERMITS FOR ROUTINE REQUESTS

1. RUN FOR LITERACY  
Sunday, October 23 7:00am - 2:00pm  
400 block of State Street & Broom between Gorham & Gilman  
Run/Walk  
Literacy Network

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

X Special duty officers required for event. Call 608-267-8676 to arrange.

- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X Metro route(s) detoured by event. Fee/route detoured applies.
- X Event cannot displace licensed city vendors.
- X Noise must be kept to a reasonable level at all times.
- X 20' emergency access lane must be maintained throughout event area.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- 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.

#### VIII. ADJOURNMENT

This was Adjourn