



City of Madison

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

Meeting Minutes STREET USE STAFF COMMISSION

Wednesday, January 18, 2017

10:00 am

Water Utility Conference Room
119 East Olin Ave.

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, January 18, 2017 at the Water Utility Conference Rm. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Lt. Trevor Knight, Katie Sellner, Tom Mohr, Roger Kleist, Kay Bentley
Additional City Staff Present: Kay Bentley (Risk), Kristin Brodowsky (Parking Utility), Chad Hughes (Mall Maintenance), Lt. Brian Chaney Austin (MPD)

II. APPROVAL OF MINUTES

A motion was made by Sellner, seconded by Fahrney, to Approve the Minutes. The 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.

VI. STREET USE PERMITS FOR SPECIAL EVENTS

1. CRAZYLEGS CLASSIC
Capitol Square/see map & application
Saturday, 4/29/2017, 6:00am - 12:30pm
Run/Walk
See map/application for closures
Mike Cerniglia, National W Club/UW Athletic Department

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 National W Club/UW Athletic Department will pay all costs of the City of Madison Police, including 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.
- 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 20' emergency access lane must be maintained throughout event area.
- X Metro route(s) detoured by event. Fee/route detoured applies.
- X Barricade placement as per plan on file with Traffic Engineering (approved by MPD and TE).
- X The Capitol Square will be closed by an approved private contractor.
- X Parking Enforcement will post signage and bag meters on the entire route.
- X Licensed city vendors relocated outside of event area.
- 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 No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- 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 Noise must be kept to a reasonable level at all times.
- X Organizer must notify alder, BID, and residents along the race routes.

2.

MOTHER'S DAY 5K

Sunday, May 14th, 2016 6:00am - 2:00pm

Annual 5K run. Discuss schedule, setup, route, and activities.

Colin Pekovitch, All Community Events

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- X Certificate of insurance listing the City of Madison as additional insured is required - on file.
- X Special duty officer(s) required for event. Call 608-267-8676 to arrange.
- X No street closure, request for parking/sidewalk/bike path only.
- 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 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.

VII. INFORMATIONAL PRESENTATIONS / EVENT PROPOSALS

1.

Street Use permit process updates

Discussion item only.

VIII. STREET USE PERMITS FOR ROUTINE REQUESTS

1. 2017 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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X Certificate of insurance listing the City of Madison as additional insured is required - on file.
X Special duty officers required for event. Call 608-266-4022 to arrange.
X Barricade placement as per plan on file with Traffic Engineering (TE).
X 20' emergency access lane must be maintained throughout event area.
X Maintain access to Metro stops.
X Overture Center provides meter bags and barricades, and is responsible for set up and take down.
X No inflatables on City right-of-way.
X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping.
X 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. ST. PATRICK'S DAY PARADE
Su, March 12, 9:30am - 2:00pm
~~100 block E Washington to 1000 block E Washington~~
Capitol Square: 10 blocks of N. & S. Pinckney, Carroll, E. & W. Main, Mifflin
100 block E. Washington, N. Hamilton, N. Pinckney
Annual parade. Discuss new route proposal, schedule, set-up, and activities.
Scott Mueller, St. Patrick's Day Parade Committee, Inc.

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

- X Metro rerouted to outer loop. Standard rerouting fee applies.
- X The Capitol Square will be closed by Traffic Engineering (TE).
- X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended.
- X Event cannot displace licensed city vendors.
- X Provide and maintain access to Inn on the Park during the 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 Noise must be kept to a reasonable level at all times.
- X No objects may be thrown from floats or vehicles in the parade.
- X No permanent marking, including spray chalk or stickers, on streets, sidewalks, paths or city landscaping is allowed.
- X No inflatables.
- 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.

XI. ADJOURNMENT

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