



City of Madison

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

Meeting Minutes - Draft STREET USE STAFF COMMISSION

Wednesday, March 29, 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.

Members Present: Kelli Lamberty, Lt. Trevor Knight, Susan Barica, Katie Sellner, Roger Kleist, Mark Kiesow

Members Excused: Paul Ripp, Tom Mohr, Bill Putnam, John Fahrney

Additional City Staff Present: Kristin Brodowsky, Mary Lloyd, Lt. Brian Chaney Austin

Present: 6 - Kelli Lamberty; Trevor Knight; Susan Barica; Katie Sellner; Roger Kleist and Mark Kiesow

Excused: 5 - Paul Ripp; Tom Mohr; Bill Putnam; John Fahrney and Eric Veum

II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Barica 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. [46620](#) FARMERS' MARKET FOOD COURT (due to construction)
Saturdays from April 15 -July 19, 2017 6:00am - 3:00pm
10 block E. Mifflin, 10 N. Pinckney
Meghan Blake-Horst, Office of Business Resources

Registered Speaker Sarah Elliot spoke in opposition to the event and was available to answer questions. Registered Speaker Tiffany Kenney neither

supported nor opposed but was available to answer questions.

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

X Traffic Engineering will deliver barricades. Coordinate set-up and storage with Mall Supervisor.

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

X No overnight food carts may park in vending area.

X Food service to sidewalk side of cart only.

X Only licensed/insured Mall / Concourse Food vendors are allowed in this location.

X Provide staffing at barricades to allow DCFM vendors entry/exit to their vending sites.

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

2. [46621](#)

MWCCC Conference Championships

Saturday, April 22, 2017

Research Park Blvd., Charmany Dr., South Rosa Rd.

Bicycle Races

Robert Evert, Wisconsin Cycling

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

X University Research Park Approval – on file

X Provide and maintain access to Research Park Agencies

X Maintain access to Metro stops.

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.

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. [46622](#)

TAKE OUR CHILDREN TO WORK

200 MLK Jr. Blvd

Thursday, April 27, 2017

Display of City vehicles/equipment from various Departments
Katie McCarthy, Women's Initiatives Committee / City of Madison

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X Traffic Engineering (TE) will deliver and pick up barricades for event. Barricade placement as per plan on file with 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 3 Metro routes detoured by event.

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 is allowed.

X No inflatables on City right-of-way.

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.

4. [46623](#)

BRAT FEST RUN/WALK

Saturday, May 27 (5:30am - 11:30am) & Sunday, May 28 (6:30am - 11:30am)

See attached map, etc. for route/closures

Run/Walk

Jerry Kempfer, Starting Line Events, LLC

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

X Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Sheri Carter - district14@cityofmadison.com

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

X Special duty officers required for event. Call 608-266-4022 to arrange.

X Call Parking Utility, 608-267-8756 to arrange for "No Parking" street signs.

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

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

X No inflatables on City right-of-way.

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.

5. [46624](#)

HER MADISON HALF MARATHON & 5K
Sunday, June 25 7:00am - 1:00pm
See attached maps for requested routes/parking
Run/Walk
Justin Pernitz, Capitol View Events

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

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

X Organizer must notify area alder(s) and residents prior to the event. Provide the alder with event information, including: location, date, schedule, activities, etc.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange.

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

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

X Call Parking Utility, 608-267-8756, to arrange for "No Parking" signs. Remove signs at event end.

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

X Maintain access to Metro stops.

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.

VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS

1. [46626](#)

RELAY FOR LIFE
Friday, April 7- Saturday, April 8 2017 - 3:00pm - 2:00am
No closures - parking request only
Event inside Camp Randall
American Cancer Society

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

- X Food carts must serve product to sidewalk side.
- X Maintain access to Metro stops.
- 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.

VIII. ADJOURNMENT

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