



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, January 17, 2018

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

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.

Additional City Staff Present: Brain Chaney Austin, Meghan Blake-Horst, Eric Veum, Kelly Post

### 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. [50010](#)

#### MADISON SHAMROCK SHUFFLE

Sa, March 17, 2018, 6:30am - 1:00pm

400-600 State St./Langdon/Observatory

See attached map for routes

Annual Run/Walk.

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

Shamrock Shuffle, Inc., Lucas Molloy

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.

**BEFORE EVENT**

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

X Notify area alders, BID, and residents along the route, provide "day of" contact information and alternate travel routes to avoid the race course.

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X MPD Parking Enforcement will post signage and hood meters. Shamrock Shuffle, Inc. agrees to pay all MPD costs associated with these tasks.

X Coordinate schedules/possible relocation of inter-city bus stop area.

**DURING EVENT**

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

X Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

X Notify event participants and viewers to stay out of the street, particularly the 100-300 blocks of State Street (which remains open during the event).

X Portable restrooms must not be placed in front of any open businesses.

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 inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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. [50049](#)

**CRAZYLEGS CLASSIC**

Sa, April 28, 2018, 6:00am - 12:30pm

Capitol Square/see map & application

Run/Walk

See map/application for closures

Discuss route, schedule, and setup

Mike Cerniglia, W Club/UW Athletic Department

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**BEFORE EVENT**

X Organizer must notify alder, BID, and residents along the race routes.

X This is a District Event. 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 Parking Enforcement will post signage and bag meters on the entire route.

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

X Barricade placement as per plan on file with Traffic Engineering (approved by MPD and TE).

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.

**DURING EVENT**

X 7 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

X The Dane County EOD will be utilized for the Crazylegs Classic. The organizer is responsible for all charges associated with this service.

X 2 message boards from Traffic Engineering are required for the Crazylegs Classic. There are fees for this equipment. (\$100/message board)

X Provide and maintain access to Park Hotel during the event.

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

3. [50011](#)

**FRUIT FEST 2018**

Sa, June 2, 2018, 7am-10pm

900 Block Williamson St

Music/concert and festival.

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

Corey Gresen, Plan B

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**BEFORE EVENT**

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

X Within five days of submitting a street use permit application, send a copy to the appropriate alderperson(s) and the neighborhood association where the street closure is requested. Notification must include day of contact info. for the event organizer

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Staff/signage/barricades at parking lot perimeter stating: "NO ALCOHOL BEYOND THIS POINT."

X Call 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

**DURING EVENT**

X NO ALCOHOL MAY BE CONSUMED, SERVED, OR SOLD ON CITY STREETS OR RIGHT OF WAY.

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.

**VI. STREET USE APPLICATIONS FOR ROUTINE REQUESTS**

1. [50009](#)

**ST. PATRICK'S DAY PARADE**

Sa, March 17, 2018, 11:00am- 3:00pm

Capitol Square: 10 blocks of N. & S. Pinckney, Carroll, E. & W. Main, Mifflin

100 blocks of E. Washington, E. Mifflin, N. Hamilton, N. Pinckney, State St.

Annual parade.

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

Scott Mueller, St. Patrick's Day Parade Committee, Inc.

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**BEFORE EVENT**

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

X Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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

X Call 608-267-8756 (Madison Parking Utility) to arrange to pick up, get information about, and pay for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

**DURING EVENT**

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X Event cannot displace licensed city vendors.

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 Provide and maintain access to Park Hotel during the event.

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

**AFTER EVENT**

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. [50050](#)

**ENGINEERING EXPO 2018**

Fri, April 6, 2018, 8:30am - 3:00pm

N. Breese Terrace from University Ave. to Regent (Blocks 0 to 300)  
Parking request. Discuss location and schedule.  
Ajay Shah, UW-Madison College of Engineering

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**BEFORE EVENT**

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

**X Call 608-267-8756 to arrange for meter bags and “No Parking” signs. Remove meter bags and signs when event has ended. There are charges for this equipment.**

**DURING EVENT**

**X Maintain access to Metro stops.**

**X Organizer will have event staff monitoring bus check in, drop off, and pick up to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.**

**X Charter busses must not block metro stops. Organizer is responsible for notifying drivers.**

**X Pick up and drop off must be on the east side of the street.**

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

**X No inflatables on City right-of-way.**

**X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.**

**AFTER EVENT**

**X Event organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for cleanup.**

**IX. ADJOURNMENT**

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