



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

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Wednesday, September 19, 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, September 19, 2018 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, Susan Barica, Katie Sellner, Tom Mohr, John Fahrney, Meghan Blake-Horst

Members Excused: Roger Kleist, Mark Kiesow, Lt. Trevor Knight, Paul Ripp, Bill Putnam, Eric Veum

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Jerry McMullen, Mary Lloyd, Stephanie Niesen

### II. APPROVAL OF MINUTES

Motion made by Sellner, seconded by Barica to Approve the Minutes. Motion passed by voice vote/other.

### III. PUBLIC COMMENT

Tiffany Kenney registered to speak regarding the Run Santa Run.

### 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. [53114](#)

#### MADISON MARATHON

Sa, November 10, 8am (set up) / Su, November 11, 7am - 2pm (event),  
2pm-7pm (take-down)

Start and Finish at Capitol Square

Route: See attached map.

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

Abbey Vanvalkenburg / Race Day Events, Inc.

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 Traffic Management Plan approved by TE and MPD, and implemented by Race Day Events, LLC, an approved private contractor.**

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

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

**X Notify area Alders and residents on routes provide contact information and alternate travel information for the day of the event.**

**X Coordinate schedule and equipment placement with the Dane County Farmers' Market Manager, 608-455-1999.**

**X Coordinate schedule and equipment placement with the Street Vending Coordinator, 608-261-9171.**

**X Coordinate schedule and equipment placement with the BID Executive Director, 608-512-13340.**

**X Parking Enforcement will post "No Parking" signs and bag meters on race routes. There are charges for these services.**

**DURING EVENT**

**X Signage and staffing at event perimeter – NO ALCOHOL BEYOND THIS POINT.**

**X Provide and maintain access to the parking lot on East Washington and Webster.**

**X Provide and maintain access to the AC Hotel during 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 The Capitol Square will be closed by an approved private contractor.**

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

**X Metro rerouted to outer loop. 11 Metro routes detoured by event. Standard rerouting fee applies.**

**X City vendor licenses (except sidewalk cafes) are invalidated for this event.**

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

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

**X Banners crossing the street must be 14' high within the 20' emergency access lane.**

**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.**

**X City staff is reviewing special events for compliance to the above conditions.**

Information from the event review may be used to determine what remediation (if any) is needed and/or to establish conditions for future events.

2. [52675](#)

**RUN SANTA RUN**

Sat, Dec. 1, 2018 / 10am - 5:30pm

Start and Finish: Capitol Square

Route: 100-1200 block of E. Mifflin

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

Race Day Events, LLC. / Lucas Molloy

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

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**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 - on file.**

**X Notify area Alder(s) and residents on routes provide contact information and alternate travel information for the day of the event.**

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

**X Parking Enforcement will post "No Parking" signs on E. Mifflin Street. Race Day Events, LLC will pay all costs of Parking Enforcement staff assigned to the event.**

**X Coordinate schedule and equipment placement with the Street Vending Coordinator, 608-261-9171.**

**X Coordinate schedule and equipment placement with the BID Executive Director, 608-512-13340.**

**DURING EVENT**

**X The Capitol Square will be closed by Race Day Events, LLC., an approved private contractor.**

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

**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 Provide and maintain access to the AC Hotel during 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.**

**X City staff is reviewing special events for compliance to the above conditions. Information from the event review may be used to determine what remediation (if any) is needed and/or to establish conditions for future events.**

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

1. [52847](#) MADISON EAST HIGH HOMECOMING PARADE - **amend**  
Friday, October 5, 2018 / 4:30pm - 7:00pm  
Staging: 100 block N Dickenson  
Parade: 1300 - 900 blocks of E Mifflin  
**Parking: 900 block of E. Washington Ave. (north side)**  
Homecoming Parade  
MMSD / Sarah Elmore  
  
Approved pending receipt of required documents & with the following conditions:  
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**BEFORE EVENT**  
**X Notification:** As a courtesy, please 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:  
Ledell Zellers - district2@cityofmadison.com  
**X Special duty officer(s) required for event.** Call 608-267-8676 to arrange. There are charges for these services.  
**X Traffic Engineering (TE) will place traffic barricades and signage.** There are charges for this service/equipments.  
**X Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs.** Remove signs when event has ended. There are charges for this equipment.  
**X Implement plan to get students from rally to staging area. – (On file)**  
**DURING EVENT**  
**X Noise must be kept to a reasonable level at all times.**  
**X Dickinson and Paterson must remain open for traffic.**  
**X No items may be thrown from vehicles in parade**  
**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.  
**X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.**
2. [53115](#) PICNIC IN THE PARK  
Sa, Oct. 13, 2018 / 6am-10:30pm  
3200 block of Lakeland Ave.  
Handicap parking for event in Olbrich Park  
Discuss schedule, location, setup  
Stephanie Franklin / Madison Parks Foundation  
  
Approved pending receipt of required documents & with the following

conditions:

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**BEFORE EVENT**

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 Call Parking Utility at 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 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 8' pedestrian pathway must be maintained on sidewalks 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.

X City staff will review the event for compliance to the established conditions and determine what remediation (if any) is needed and/or establish considerations for future events.

**IX. ADJOURNMENT**

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