



City of Madison

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

Meeting Minutes - Approved STREET USE STAFF COMMISSION

Wednesday, November 14, 2018

10:00 AM

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

I. CALL TO ORDER / ROLL CALL

A meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, November 14, 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, Lt. Trevor Knight, Katie Sellner, Paul Ripp, Tom Mohr, Meghan Blake-Horst

Members Excused: Mark Kiesow, Susan Barica, Bill Putnam, John Fahrney, Eric Veum

Additional City Staff Present: Kristin Brodowsky, Chad Hughes, Lt. Brian Chaney Austin, Mary Lloyd, Matthew Scamardo, Kelly Post

II. APPROVAL OF MINUTES

Motion made by Blake-Horst, seconded by Ripp to Approve the Minutes.
Motion passed by voice vote/other.

III. PUBLIC COMMENT

Registered Speaker Tiffany Kenney spoke regarding the Racial Equity and Social Justice Initiative analysis of Street Use permit process.

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. [53742](#) MADISON SHAMROCK SHUFFLE
Sa, March 16, 2019, 6:00am - 1:00pm
400-600 State St./Langdon/Observatory
See attached map for routes
Annual Run/Walk.
Discuss location, route, set-up, schedule and activities.
Race Day Events, 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 - on file.

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. Organizer agrees to pay all MPD costs associated with these tasks.

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

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

X Coordinate activities and schedule with the Madison Central Business Improvement District's Executive Director, 608-512-1340.

DURING EVENT

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 3 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.

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.

VI. INFORMATIONAL PRESENTATIONS

1. [53749](#) Dane County Farmers' Market Construction 2019
Discussion regarding Capitol grounds construction and impact on Dane County Farmers' Market in 2019
2. [53750](#) Racial Equity and Social Justice Initiative analysis of Street Use permit process - update
3. [53599](#) Year End / Year Ahead Documents

- 1) 2012-2018 Permitted Activities
- 2) 2019 Event Calendar "Draft"
- 3) 2019 Meeting Schedule
- 4) 2019 Construction map

IX. ADJOURNMENT

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