



# City of Madison

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

## Meeting Minutes - Approved STREET USE STAFF COMMISSION

*Consider: Who benefits? Who is burdened?  
Who does not have a voice at the table?  
How can policymakers mitigate unintended consequences?*

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Wednesday, July 13, 2022

10:00 AM

VIRTUAL

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 26, 2022. Chairperson Post called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

**Members Present:** Kelly Post, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Sean Hedgpeth, Mark Kiesow, Ed Ruckriegel, John Fahrney

**Members Excused:** Matthew Scamardo, Lt. Scott Kleinfeldt, Bill Pullman, Eric Veum

**Additional City Staff Present:** Lt. Ed Marshall, Jen Blair

1. [72405](#) PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

### APPROVAL OF MINUTES

There were no minutes on the agenda to approve.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

### STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [72429](#) INDIA DAY  
Sat. 8/13/22, 7:00am - 3:00pm  
100 block of MLK Jr. Blvd  
Annual event celebrating Indian culture  
Discuss location, schedule, setup  
Association of Indians in America (AIA) / Vijay Sharma & Muktak Sharma  
  
Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

3. [72408](#)**JAZZ AT FIVE**

Wednesdays, 8/17, 8/24, 8/31/2022 / 12pm-8:30pm

Street Closure: 100 State St. / "Y" Closure - WI Ave. to W. Washington

Parking Request: 4 meters, 100 W. Mifflin

Annual Jazz concert series.

Discuss location, schedule, set-up and activities.

Jazz at Five, Inc / Spencer Stanbury

**Registered speaker Spencer Stanbury registered in support, not to speak, but available for questions.****Registered speaker Tiffany Kenney registered in support, not to speak, but available for questions.****A motion was made by Blake-Horst, seconded by Marshall to approve pending receipt of required documents & with the following conditions:****X THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 COVID-19: If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.****X Certificate of insurance is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." (If beer will be sold, this certificate must include liquor liability.)****X Notification: Organizer must notify area alder(s) at least two weeks prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)****X Notify the Madison Central Business Improvement District's Executive Director at [director@visitdowntownmadison.com](mailto:director@visitdowntownmadison.com) or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.****X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.****X Barricades will be provided by City of Madison near the top of State Street.****X Call Parking Utility at 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.****EVENT DAY(S)****X Barricade placement as per plan on file with Traffic Engineering (TE).****X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600/event date)****X Signage and staffing at event perimeter: "No Alcohol Beyond This Point".****X Licensed city vendors (food carts only) relocated outside of event area.****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.****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.  
 Motion passed by voice vote/other.

4. [72407](#)

HUB MADISON MOVE IN 2021  
 Thursday, Aug. 25, 2022 / 8:30am - 8:30pm  
 Street Closure: 400 block N. Frances  
 Parking Request: meter # 3995 (Gilman St) / Wed. July 27 - Wed. Aug. 31  
 Discuss set-up schedule, location, notifications, and activities.  
 Core Campus Madison, LLC / Taylor Brandl

Registered speaker Taylor Brankl registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Ruckriegel to approved pending receipt of required documents & with the following conditions:  
 X THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 is required: "Organizer shall provide evidence of a \$1,000,000 per occurrence Commercial General Liability policy with the City of Madison, its officers, officials, agents and employees listed as additional insureds." - ON FILE

X Notification: Organizer must notify area alder(s) at least 30 days prior to the street closure. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com

X Notification: Organizer must contact surrounding businesses about street closure. Provide them with event information, including: location, date, schedule, activities, and a day-of-contact phone number.

X Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

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 may be charges for this equipment.

X Call Parking Utility at 608-267-8756 to arrange for meter bags and parking vouchers. Remove meter bags when event has ended. There are charges for this equipment.

EVENT DAY(S)

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

X Maintain exit to Frances Street Campus garage at all times.

X Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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.

Motion passed by voice vote/other.

5. [72412](#)

**UW HOUSING MOVE IN**

Sun. Aug 28 - Thu. Sept. 1 / 6am - 7pm

Lane Closure - Dayton Street from Frances to Park - one way going west

Lane Closure - Lake Street from Johnson to Dayton st - one way going north

Lane Closure - Park St from University to Langdon - one way going north

Parking removed - Lake Street, Dayton Street, S. Frances Street

UW Madison Housing resident move in dates

Discuss locations, traffic plan, barricade plan, bus routes, schedule

UW Madison Housing / Lindsay Gustin

Registered speaker Tonia Pittman registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Scamardo to approve pending receipt of required documents & with the following conditions:

X THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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 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.

X Intercity busses: Coordinate with TE to move Intercity Busses from 200 N Lake St onto Johnson St in front of Gordon Dining & Event Center to ensure No Parking is posted for the new location.

**EVENT DAY(S)**

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

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

X Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking violations do not occur.

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

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

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

**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.  
Motion passed by voice vote/other.

6. [72413](#)

**BADGER CHALLENGE (FORMERLY THE RIDE)**  
Sun., Sept. 25, 2022 / 7am-10pm  
Start/Finish: 6000 American Parkway (American Family Insurance parking lots) & 4602 Eastpark Blvd.  
Routes: see attached  
Multi-length bike races, half-marathon & 5k run/walk  
Discuss location, routes and schedule  
UW Madison / Jill Schmitz

Registered speaker Jill Schmitz has registered in support and wishes to speak. A motion was made by Blake-Horst, seconded by Ruckriegel to approve 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 COVID-19:** If Public Health Madison and Dane County issues any emergency orders spanning the date of this event, organizers must review and adhere to the orders and any recommendations and guidelines that would affect the size or setup of the event. If these orders, or any future order have restrictions on gatherings of people, the orders in place at the time supersede and may invalidate any approved park event permit.

**X Notification:** Organizer must notify area alder(s) at least 30 days 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: Erik Paulson – [district3@cityofmadison.com](mailto:district3@cityofmadison.com) & Gary Halverson – [district17@cityofmadison.com](mailto:district17@cityofmadison.com)

**X This is a District event.** Please contact Lt. Scott Kleinfeldt at [skleinfeldt@cityofmadison.com](mailto:skleinfeldt@cityofmadison.com) to arrange for MPD staffing. 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 Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.**

**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 Organizer must notify hotels, businesses and residents along the approved City of Madison portion of the bike route. Include estimated time periods when athletics will “block” access and provide day-of contact information.**

**DURING EVENT**

**X Maintain access to Metro stops.**

**X Bike participants will follow traffic signs and laws.**

**X Maintain public access to bike path throughout event route.**

**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.

Motion passed by voice vote/other.

**CONSENT AGENDA**

Ruckriegel made a motion, Blake-Horst seconded the motion to approve the permits on the consent agenda with the recommended action.

Motion passed by voice vote/other.

7. [72406](#)**MONROE STREET SIDEWALK SALE**

Sat., July 23, 2022 / 9am - 6pm

Sidewalk Use Only: 1700 - 2500 Monroe St.

Annual Sidewalk Sale

Monroe St. Merchants Association / Carol Schroeder

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

X Notification: 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: Tag Evers - [district13@cityofmadison.com](mailto:district13@cityofmadison.com)

**DURING EVENT**

X Maintain access to Metro stops.

X Maintain accessible pedestrian pathway 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.

8. [72409](#)**FRAME UP ON THE SQUARE**

Sat. Aug. 20, 2022 / 6:45am-3:00pm

Street Closure: 100 block of Martin Luther King Jr. Blvd  
constructing walls of a Habitat for Humanity home

Discuss schedule, setup, location

Habitat for Humanity / Julie Mucilli

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**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 Notification: Organizer must notify area alder(s) at least 30 days 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: Michael Verveer - district4@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at director@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999.

X Notification: Organizer will notify all businesses on the affected streets at least 30 days prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc. Including any coordination with deliveries to the loading dock on 100 MLK.

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 608-267-8756 to arrange for meter bags. Remove meter bags 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 Event cannot displace licensed city vendors.

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

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.

9. [72410](#)

AFRICA FEST 2022

Sat. 8/20/22 / 10am-10pm

Street Closure: 200 block S. Ingersoll (McPike Park)

Annual festival to celebrate African culture

Discuss location, schedule, set up

African Association of Madison, Inc. / Ray Kumapayi

**X THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS**

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**BEFORE EVENT**

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

X Notification: Organizer must notify area alder(s) at least two weeks 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: Brian Benford – [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

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.

**DURING EVENT**

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

X There is no event parking in the Madison Metro parking lot. Organizer is responsible for alerting attendants to this restriction.

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

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.

10. [72411](#)

THE JAMES - RESIDENT MOVE IN DAYS

Fri. 8/27 - Sat. 8/28/22 / 8am-7pm daily

No Street Closure / parking lane/meters only

New Resident Move In

Discuss schedule, location

The James / Diana Paez

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**BEFORE EVENT**

X Call 608-267-8756 to arrange for meter bags. Remove meter bags when event has ended. There are charges for this equipment.

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

**DURING EVENT**

X Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.

X Maintain access to Metro stops.

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

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.

**12. ADJOURNMENT**

A motion was made by Blake-Horst, seconded by Nash to Adjourn.  
The motion passed by voice vote/other.