



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?*

Wednesday, May 4, 2022

10:00 AM

VIRTUAL

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 4, 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, Meghan Blake-Horst, Erica Schwarz, Mark Kiesow, Ed Ruckriegel, Sean Hedgpeth, Jeremy Nash, Scott Kleinfeldt, Kristin Brodowsky

Members Excused: Eric Veum, John Fahrney, Matthew Scamardo

Additional City Staff Present: Mary Lloyd, Luna Collins

1. [71168](#) PUBLIC COMMENT

No one has registered to speak regarding items not on the agenda.

APPROVAL OF MINUTES

Motion made by Lloyd, seconded by Blake-Horst to approve minutes. Motion passes unanimously.

DISCLOSURES AND RECUSALS

There are no disclosures or recusals.

INTRODUCTION OF NEW BUSINESS FOR REFERRAL WITHOUT DEBATE

2. [70770](#) Amending 24.04(3)(b)2.a. to change performance times in The Confluence at Library Mall.

There were 2 registered speakers for this item.

Ronald M Trachtenberg, Atty for St. Paul's registered in support, does not wish to speak but available to answer questions.

Tiffany Kenney registered in support, does not wish to speak.

Lloyd motion, Blake-Horst second to refer to common council with recommendation for approval.

Motion passes voice vote/other.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

3. [71171](#) EASTPARK MEDICAL CENTER GROUNDBREAKING
Tue., May 17, 2022 / 10am-11:30am
Street Closure: unnamed road between American Family Dr & Eastpark Blvd
Request to close for parking for groundbreaking ceremony.
Discuss location, schedule, dates, barricade plan
UW Health / Shannon Stricker
- Shannon Stricker has registered in support and wishes to speak.
Schwartz motion, Blake-Horst second to take up the item for discussion.
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: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Gary Halverson - district17@cityofmadison.com
- 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.**
- DURING EVENT**
- 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 cleanup.**
- 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 to approve passes unanimously.**
4. [71170](#) MONONA MEMORIAL DAY PARADE
Mon., May 30, 2022 / 9am-12pm
Parade starts at 10am
Street Closure: 4400 Monona Drive
Parade Route: see attached route map
Discuss location, schedule, setup, traffic plan, bus routes
Monona Memorial Day Parade / Kelly Slack

Kelly Slack has registered in support and does not wish to speak but is available for questions.

A motion was made by Lloyd, seconded by Blake-Horst to take up this item for discussion and vote.

XTHE "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

XCOVID-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 street use permit.

XCertificate 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."

XNotification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Alder(s) to notify for this event: Grant Foster - district15@cityofmadison.com

XThis is a District event. Please contact Lt. Scott Kleinfeldt at 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.

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

EVENT DAY(S)

XTraffic Engineering will deliver/pick-up barricades. There are fees for this service.

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

XTraffic management plan as approved by TE and MPD-on file.

X2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

XNoise must be kept to a reasonable level at all times.

X20' emergency access lane must be maintained throughout event area.

X8' pedestrian pathway must be maintained on sidewalks throughout event area.

XNo inflatables on City right-of-way.

XNo permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

XEvent organizer/sponsor is responsible for cleanup of event area. Charges will be assessed for any City staff time or resources required for clean-up.

XCity 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 to approve passed unanimously.

5. [70724](#) OPERA IN THE PARK
 Sat, July 23, 2022 8p-11p
 Parking: Fri, 7/22, 11am - Sun, 7/24
 5400-5900 S. Hill Dr.
 5700-5900 Driftwood Ave.
 200-300 Rosa Rd.
 Closure: Sat, 7/23 8p-11p
 200-300 Rosa Rd.
 Opera in the Park, Annual concert
 Discuss location, schedule, set up
 Madison Opera / Jill Krynicki

Kathryn Smith has registered to speak and does not wish to speak but is available for questions.

A motion was made by Lloyd, seconded by Blake-Horst to take up this item for discussion and vote.

Approved 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 an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved Street Use permit, if the order includes restrictions that prohibit the size or nature of an 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, parking plan, etc. The alder(s) to notify for this event is: Arvina Martin – district11@cityofmadison.com

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 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.

X Include the parking plan on the event website.

X Send MPD a copy of the parking passes used for staff and volunteers vehicles. Send to Lt. Kleinfeldt, skleinfeldt@cityofmadison.com.

X Traffic Engineering will deliver the barricades to the Garner Park parking lot.

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 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.

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 to approve passed unanimously.

Wil-Mar Neighborhood Center Events

6. [71003](#)

ATWOODFEST

Sat. July 30, 7am - Sun. July 31, 2022, 10pm

Closure: 2000 Block Atwood Ave

No Parking: Amoth Court

Annual street fair to benefit the Wil-Mar Neighborhood Center and SASY.

Discuss location, schedule, set-up and activities.

Wil-Mar Neighborhood Center / Gary Kallas

Gary Kallas has registered in support and is available for questions.

Motion Blake-Horst, second Schwartz to take up this item for discussion and vote.

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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 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: Brian Benford - district6@cityofmadison.com

X Notify area businesses and residents. Provide them with event information, including: location, date, schedule, activities, and day-of-contact information.

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 Call Parking 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 1 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 Signage & staffing at event perimeter must state: “NO ALCOHOL BEYOND THIS POINT”

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 to approve passed unanimously.

7. [71004](#)

WILLY STREET FAIR

Sat. Sept. 17, 2022, 1pm-9pm & Sun., Sept. 18, 2022, 11am-7pm (Parade - 11am)

Street Closure: 800, 900, & 1000 blocks of Williamson St. and 300 block of E. Brearly

Sat., Sept. 17, 9am-10:30pm (No Parking remains in effect through 10:30pm Sept. 18)

Sun., Sept. 18, 8am-10:30pm

Street Fair / Discuss location, setup, schedule

Wil-Mar Neighborhood Center / Gary Kallas

Gary Kallas has registered in support and is available for questions.

Motion Blake-Horst, second Schwartz to take up this item for discussion and vote.

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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 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: Brian Benford - district6@cityofmadison.com

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

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

X Traffic Engineering will deliver barricades. There are charges for this service and the equipment.

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 Amplification must be kept to a reasonable level at all times.

X Staff/signage at event perimeter stating: “NO ALCOHOL BEYOND THIS POINT”

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.

XCity 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 to approve passed unanimously.

CONSENT AGENDA

A motion was made by Lloyd, seconded by Ruckriegel to approve the remaining agenda items with the recommended action.

The motion to approve the consent agenda items with the conditions as outlined on the permit passed unanimously.

8. [71169](#)

TERRARIUM 15-12-1 EXHIBITION

Fri., May 6, 2022 / 4pm-10pm

No Street Closure

Request for sidewalk use - 130 State Street

Art Show setup inside the business and on the sidewalk in front.

UW Madison / Thomasin Ringler

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BEFORE EVENT

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.

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

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.

EVENT DAY(S)

Maintain access to Metro stops.

Setup must be 2' from the curb.

A 10' buffer must be maintained around any fire hydrants.

There is no vending at this event.

There will be no amplification.

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

9. [71172](#)

LOOP THE LAKE STOPS

Sat., June 18, 2022, 7am-3pm

Street Closure: 5400 Raywood Road

Parking Removed: portion of Edgewater Ct near E Lakeside St.

Discuss locations, schedule, setup

Clean Lakes Alliance /Adam Sodersten

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

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.)

Notification: Organizer must notify area alder(s), businesses and residents prior to the event. Provide with event information, including: day-of-contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Grant Foster - district15@cityofmadison.com, Brian Benford - distrctit6@cityofmadison.com, Mike Verveer - district4@cityofmadison.com, Tag Evers - district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com

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.

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.

Approved contractor will barricade and cone the race route.

EVENT DAY(S)

Maintain access to Metro stops.

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

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

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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. [71002](#)

LA FETE DE MARQUETTE

Wed., July 13 - Mon, July 18, 2022

Street Closure: 200 S Ingersoll, between railroad tracks - July 13, 8am - July 18, 9am

Street Closure: 200 & 300 S. Brearly St., - July 14, 12pm - July 17, 10pm

No Parking: 300 block S Few - July 14, am - July 18, 10am
 Annual festival to benefit the Wil-Mar Neighborhood Center.
 Discuss location, schedule, set-up and activities.
 Gary Kallas / Wil-Mar Neighborhood Center

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BEFORE EVENT

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

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: Brian Benford - district6@cityofmadison.com

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services. La Fete organizers will pay the costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department at the special duty rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

Special Duty Police Officers have been coordinated with Central District Staff and Madison Fire Staff. Friday: 4 special duty police officers – 4pm – 11pm

Saturday : 2 special duty police officers – 11am until 4pm

4 special duty police officers – 4pm until 11pm

Sunday: 2 special duty police officers – 11am until 4pm

4 special duty police officers – 4pm until 10pm

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.

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

DURING EVENT

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

Noise must be kept to a reasonable level at all times. See Park Event permit for details.

Signage/staffing at event perimeter; No Alcohol Beyond This Point.

Signage/staffing at Metro lots. No event parking.

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

11. [71173](#)

MADISON GOSPEL 5K, 10K RUN/WALK & HEALTH FAIR

Sat. July 16, 2022 / 6am-2pm

Street Closure: Dane Street (along Penn Park)

Start/Finish: Penn Park

Route: see attached
Annual run/walk
Discuss: street closure, route, schedule
Madison Gospel 5k Foundation / Uchenna Jones

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BEFORE EVENT

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: Allen A. Arntsen - district13@cityofmadison.com & Sheri Carter - district14@cityofmadison.com

DURING EVENT

Maintain access to Metro stops.

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

No inflatables on City right-of-way.

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

AFTER EVENT

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.

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.

13. ADJOURNMENT

A motion was made by Lloyd, seconded by Blake-Horst to adjourn.