



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, June 15, 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, June 15, 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, Sean Hedgpeth, Mark Kiesow

Members Excused: Matthew Scamardo, Meghan Blake-Horst, Eric Veum, Lt. Scott Kleinfeldt, John Fahrney, Ed Ruckreigel

Additional City Staff Present: Mary Lloyd

1. [71971](#) PUBLIC COMMENT

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

APPROVAL OF MINUTES

There were no minutes prepared for approval.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals for items on the agenda.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [71973](#) BOULDERS MEMBER WEEK BLOCK PARTY

Friday, June 24, 2022 / 4pm-10pm

Street Closure: 100 S Carroll St.

No Parking Request: 100-200 W Doty

Member appreciation block party

Discuss location, schedule, setup, activities

Boulders Inc / Max Beavan

Lloyd made a motion, Brodowsky seconded the motion to approve the permit with the conditions as discussed during the meeting.

There were 4 registered speaker for this item. Max Beavan registered in support, does wish to speak. Briana Mulli registered in support, does wish to speak. Michelle Morrison registered in support, does not wish to speak. Tiffany Kenney registered in support, does not wish to speak but is available to answer questions.

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 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."

X Notification: Organizer must notify area alder(s) 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: 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 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 signs. Remove meter 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 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.

Motion to approve passes unanimously.

3. [71976](#)

JU-JU'S BLOCK PARTY

Saturday, August 13, 2022 / 11am-8pm

Street Closure: Fisher & Dane (Penn Park)

Community block party

Discuss location, schedule, activities in street

FOSTER of Dane County / Julian Walters

Lloyd made a motion, Brodowsky seconded the motion to approve the permit with the conditions as discussed during the meeting.

There was one registered speaker for this item, Julian Walters has registered in support, does wish to speak.

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 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:

Sheri Carter - district14@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.

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

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 passes unanimously.

4. [71978](#)

MAD LIT

Fridays, July 1, July 15, July 29, Aug. 12, Aug. 26, Sept. 9, Sept. 23, Oct. 7, 2022

Series Schedule: Setup, 4:01pm / Event, 8pm-12am / Cleanup Done & Road Open, 2am

Street Closure: 100 block of State Street

Bi-weekly pop up events, featuring art, music, and local vendors

Discuss location, schedule, setup, dates

Madison's Central Business Improvement District / Tiffany Kenney

Lloyd made a motion, Nash seconded the motion to approve the permit with the conditions as discussed during the meeting.

We have 3 registered speakers for this item, Tiffany Kenney has registered in support, does wish to speak. Michelle Morrison has registered in support and does not wish to speak. Rob Franklin has registered in support, does not wish to speak but is available to answer questions.

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 listing the City of Madison as additional insured is required. – on file.

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:

Michael Verveer - district4@cityofmadison.com

X Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food at your event.

X Organizer will contact Lt. Scott Kleinfeldt, skleinfeldt@cityofmadison.com if the anticipated attendance is expected to be larger on any dates in the series.

X Traffic Engineering will drop off/pick up barricades for the street closure. There may be charges for this service.

X If requesting parking stalls for performers, 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 may be charges for this equipment.

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

DURING EVENT

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

X Metro rerouted to outer loop. Standard rerouting fee applies.

X Special Event Resolution - Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (Licensed sidewalk cafes are exempted).

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.

Motion to approve passes unanimously.

5. [71981](#)

FRAME UP ON THE SQUARE

Thu. Sept. 22 & Wed. Sept. 28, 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

Lloyd made a motion, Brodowsky seconded the motion to approve the permit with the conditions as discussed during the meeting.

We have one registered speakers for this item, Julie Mucilli has registered in support, does wish to speak.

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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: 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@dcfm.org or 608-455-1999. (*confirm that event set-up time won't disrupt vendor set-up for the Market on the Wednesday, 9/28/22 date)

X Provide and maintain access for BMO Harris drive thru customers during hours of operation.

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 Notify Darrin Smith, Darren.smith@wisconsin.gov , the Superintendent of buildings and grounds for the Capitol and the Risser Justice Center. Coordinate maintaining access needs for the Wisconsin Department of Administration.

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.

Motion to approve passes unanimously.

CONSENT AGENDA

Lloyd made a motion, Brodowsky seconded the motion to approve the permits on the consent agenda with the recommended action.

6. [71972](#)**MAKE MUSIC MADISON**

Tuesday, June 21, 2022 / 7am-10pm

Sidewalk/performance areas only - no closure - see attached for locations

Annual citywide, free, outdoor day of music.

Discuss locations, schedules, set-up, and activities.

Make Music Madison / Meri Rose Ekberg

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BEFORE EVENT

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

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 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: All Alders

DURING EVENT

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

X No amplification before 8:00am or after 9:00pm.

X 5' pedestrian pathway must be maintained on sidewalks throughout event area.

X 20' emergency access lane must be maintained throughout event location(s) that are closing a street.

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.

7. [71974](#)**THE SESSIONS AT MCPIKE PARK (2022)**

Fri. Aug. 12, 9am - Sun. Aug. 14, midnight

Thu. Aug. 18, 9am - Fri. Aug. 19, midnight

Wed. Aug. 31, 9am - Thu. Sept. 1, midnight

Street Closure: 200 Block of S. Ingersoll

Annual Concerts at McPike Park

Sessions at McPike Park Board / Bob Queen

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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) 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 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.

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. ADJOURNMENT

Lloyd made a motion, Brodowsky seconded the motion to adjourn.