



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, March 23, 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, March 23, 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, Matthew Scamardo, John Fahrney, Mark Kiesow, Sean Hedgpeth, Jeremy Nash, Kristin Brodowsky, Lt. Scott Kleinfeldt, Liza Tatar

Members Excused: Bill Pullman, Eric Veum, Stephanie Niesen, Erica Schwarz

Additional City Staff Present: Luna Collins, Mary Lloyd, Ed Ruckriegel

1. [70561](#) PUBLIC COMMENT

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

APPROVAL OF MINUTES

Motion made by Lloyd, seconded by Ruckriegel to approve the Minutes. Motion passed unanimously.

DISCLOSURES AND RECUSALS

Kelly Post has disclosed that she has volunteered for Tri 4 Schools and will recuse herself from discussion around the Tri 4 Schools event. Meghan Blake-Horst will facilitate discussion on this topic.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [70552](#) PURPLESTRIDE MADISON 2022
Saturday, April 30, 2022, 5:30am - 12:00pm
Start/Finish: Warner Park
Route: see attached map/application
Annual Run/Walk. Discuss route, schedule and activities.
Pancreatic Cancer Action Network / Brandon Clark

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

Brandon Clark has registered in support and does not wish to speak but is available for 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 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 No street closure, request for parking/sidewalk space only.

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: Syed Abbas - district12@cityofmadison.com & Charles Myadze - district18@cityofmadison.com

DURING EVENT

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 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 pending receipt of required documents & with the above conditions passed unanimously.

3. [70554](#)

CRAZYLEGS CLASSIC

Friday, April 29, 2022 - setup 2:00pm

Saturday, April 30, 2022, course setup 6:00am / run 9:50am - 2:00pm / take down 5:00pm

Start: Confluence at Library Mall (700-800 State Street)

Finish: Camp Randall Stadium

Run/Walk

See map/application for closures

Discuss route, schedule, and setup

UW Athletic Department / Shane Burgess

A motion was made by Lloyd, seconded by Ruckreigel to take up this item.

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

Ryan Greissmeyer has registered in support and does not wish to speak but is

available for questions.

Brain Hamilton has registered in support and does not wish to speak.

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BEFORE EVENT

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, and day-of-contact information, etc. The alder(s) to notify for this event are:

Patrick Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Regina Vidaver - district5@cityofmadison.com

Juliana Bennett - district8@cityofmadison.com

X Notification: Organizer will notify all businesses and residents on the affected streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc.

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 Market and promote parking for event away from start/finish area.

X This is a District event. Contact Lt. Kleinfeldt, skleinfeldt@cityofmadison.com, to arrange for 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 The Dane County EOD will be utilized for the event. The organizer is responsible for all charges associated with this service.

X Parking Enforcement will post signage and bag meters on the entire route. There are charges for these services.

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

DURING EVENT

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

X Lake Street parking ramp entrance to be kept open as long as traffic allows.

X 7 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Street Use Staff Commission will relocate city vendors in 700-800 State Street on 4/30/22 from 6am to 1pm.

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 pending receipt of required documents & with the above conditions passed unanimously.

4. [70555](#)

BREESE STEVENS FIELD EVENT SERIES

Friday, May 6, 2022 - no parking request

Friday, June 3, 2022 - no parking request

Thu, June 9 - Sat, June 11 - no parking and street closure

Mon, June 27 - Wed, June 29 - no parking and street closure

Fri, July 1 - Sat, July 2 - no parking and street closure

Sat, July 2 - no parking and street closure

Sat, July 9 - no parking request

Fri, July 22 - no parking request

900 E Washington Ave., 900 E Mifflin, 10 N block Patterson, 10 N block Bready

See attached addendums for parking removal and street closure details for each date

Discuss dates, schedule and event details.

Big Top Events LLC / Tristan Straub

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

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

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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 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 and submit the City of Madison's COVID-19 Event Safety Plan and Checklist. 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. – checklist on file.

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:

Patrick W. Heck – district2@cityofmadison.com

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

X City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for this equipment.

X Contact Stephanie Niesen (Parking Enforcement) at sniesen@cityofmadison.com or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all

recommendations/stipulations provided by Parking Enforcement. Organizer is responsible for all costs associated with enforcement.

X Provide detailed parking plan prior to each concert at this web site: <http://breesestevensfield.com/parking>. Include warnings about blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

DURING EVENT

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

X Maintain access to Metro stops.

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

X Parking removed for events may only be used for event staging and performance vehicles or for patron pick up/drop off. No "VIP parking" areas are allowed on public streets.

X Provide and maintain access for Mifflin St residents.

X Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

X Provide and maintain access to the Lyric parking garage on N. Brearly St.

X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

X No alcohol may be served, sold or consumed on City streets or right-of-way.

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 The 10 block of N. Paterson will be closed at the end of the concert(s), approximately 9:45 to 10:45pm, to facilitate pedestrian movement.

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 pending receipt of required documents & with the above conditions passed unanimously.

6. [70559](#)

TRI 4 SCHOOLS MADISON KIDS BIKE + RUN

Saturday, June 11, 2022 / 8am - 11am

Start/Finish: Warner Park

No Parking/Street Closure: see attached map

Kids Bike/Run event

Discuss route, traffic management plan, location, schedule.

Tri 4 Schools / Katie Brasel

A motion was made by Lloyd, seconded Ruckriegel by to take up this item.

Katie Brasel has registered in support and does not wish to speak, but is available for questions.

Amanda Mark has registered in support of and does not wish to speak, but is available for questions.

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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 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) 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:

Syed Abbas - district12@cityofmadison.com

Charles Myadze - district18@cityofmadison.com

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

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 to be posted at least 48 hours in advance. 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 Traffic management plan as approved by TE and MPD-on file.

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.

Motion to approve pending receipt of required documents & with the above conditions passed unanimously.

CONSENT AGENDA

A motion was made by Lloyd, seconded by Megan Blake-Horst to approve the remaining agenda items with the recommended action. The motion to approve passed unanimously.

- 7. [70556](#) UW MADISON HOUSING MOVE OUT
Wed, May 11 - Sat. May 14 / 6am-6pm daily
No Street Closure, Parking only request

600 W. Dayton - between Lake and Frances - no parking on both sides
Annual University Housing Move Out
UW Madison Housing /Lindsay Gustin

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

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

EVENT DAY(S)

X Maintain access to Metro stops.

X Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests.

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

A motion was made by Blake-Horst, seconded by Brodowsky to Adjourn. The motion passed unanimously.