



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, August 10, 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, August 10, 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, Meghan Blake-Horst, Matthew Scamardo, Ed Ruckriegel, Lt. Scott Kleinfeldt, John Fahrney, Tom Mohr, Mary Lloyd, Jen Blair

Members Excused: Sean Hedgpeth, Mark Kiesow, Jeremy Nash, Bill Pullman, Eric Veum

1. [72989](#) PUBLIC COMMENT

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

APPROVAL OF MINUTES

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

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. [72990](#)

TUNES ON THE TRIANGLE

Thu, August 25, 2022 / 8am-9pm

Street Closure: 3500 block of Tulane Ave

Community back-to-school night; music, food, family activities

Discuss location, setup, schedule

Lakeview Moravian Community Church / Staci Marrese-Wheeler

Registered speaker Breanna Illene registered in support, not to speak, but available for questions.

A motion was made by Ruckriegel, seconded by Blake-Horst 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 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) 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: Grant Foster-district15@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 Parking at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

X Vending: There will be no vending in the street. Organizer must check in with Zoning about any required Temporary Use permits for food carts on school property.

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 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.

3. [73019](#)

BROTHERS INTERNATIONAL DESSERTS / SCHOEP'S ICE CREAM COMMUNITY EVENT

Sun. Aug. 28, 2022 / 12pm-4pm

Street Closure: section of 2000 Helena St / 10am-6pm

Community Event - live music, vendors

Discuss location, schedule, activities

Brothers International Desserts, Schoep's Ice Cream / Jonathan Peetz

Registered speaker Jonathan Peetz registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd 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 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 prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Brian Benford - district6@cityofmadison.com

X Notification: Organizer must notify neighbors on the 2000 block of Helena at least two weeks prior to the event.. Provide information about the event; including street closure, location, schedule, activities.

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 "No Parking" signs. Remove 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 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 passed by voice vote/other.

4. [72992](#)**TASTE OF MADISON**

Event dates: Sat, Sept 3 / 2pm-8:30pm & Sun, Sept 4, 2022 / 11am-7pm

Street Closure: Capitol Square, all 100 blocks around the square, & 200 block of MLK Jr Blvd

Street Closure: Fri, Sept 2, 6:00pm - Mon, Sept. 5, 11:00pm

No Parking: stalls on outer loop for dumpsters & equipment

Race Day Events, LLC / Ryan Griessmeyer

Registered speaker Ryan Griessmeyer registered in support and wishes to speak.

Registered speaker Abbey VanValkenburg registered in support and wishes to speak.

Registered speaker Rachel Figueroa registered in neither support nor oppose, 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 Ruckriegel, seconded by Blake-Horst 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 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.)-ON FILE.

X Coordinate setup and schedule a walk-through with the Street Vending Coordinator, mblakehorst@cityofmadison.com or 608-261-9171.

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.

X Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

X This is a District event. Please contact Lt. Scott Kleinfeldt at skleinfeldt@cityofmadison.com to arrange for MPD staffing. Organizer will pay all costs of the City of Madison Police, Parking Enforcement, and Madison Fire staff assigned to the event.

X The Dane County EOD will be utilized for the event. The organizer is responsible for all charges associated with this service.

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 Parking Enforcement will post signage and hood meters. Organizer agrees to pay all costs associated with these tasks.

X Walk-through will be arranged with Mark Kiesow, Mall Maintenance Lead Worker, mkiesow@cityofmadison.com or 266-6031.

X Generators may not displace City Vendors or block Metro bus stops prior to the event start.

X Portable restrooms must not be placed in front of any open businesses.

X Please alert participating vendors: 1. Do not pour grease onto City sidewalks, streets or parking areas. 2. Do not place grease barrels on the grass islands, place on pavement. 3. Do not dump ash on sidewalks, streets or parking areas. 4. Properly dispose of grease, ash, and coals per plan with the organizer. 5. Nothing can be taped, glued, or attached to city amenities (trees, poles, etc.).

EVENT DAY(S)

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300/day)

X City vendor licenses are invalidated for this event.

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

X Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

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

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal. Contact the Rector at Grace, 608-255-5147.

X Provide and maintain access to Park Hotel during the event.

X Provide and maintain access to all public parking lots and garages.

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. [72996](#)

GSAFE TRICK OR TROT
Sun, October 16, 2022 / 9:30am-5pm / event 1pm-4pm
Start/Finish: Potter Street (outside Franklin Elementary School parking lot)
Route: see attached for lane closures
Run/Walk
Discuss location, route, schedule
GSAFE / Brian Juchems

Registered speaker Brian Juchems registered in support, not to speak, but available for questions.

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

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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."

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

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: Tag Evers - district13@cityofmadison.com & Sheri Carter - district14@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.

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 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

Agenda Item #7, Legislative ID 72993 was removed from the Consent Agenda for discussion and voting purposes.

Remaining Consent Agenda items: Ruckriegel made a motion, Blake-Horst seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

Motion passed by voice vote/other.

6. [72991](#)

ORTON PARK FESTIVAL

Thu. Aug. 25 - Sun. Aug. 28, 2022 / daily

No Parking request: 1100 Rutledge St & 1100 Spaight St.(park side of the street only)

Annual Neighborhood Festival

Marquette Neighborhood Association / Katherine Davey

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BEFORE 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) 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 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 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. [72993](#)

FIRST AMENDMENT PEACEFUL DEMONSTRATION

Wed - Sun / Sept 7 - 11 & Sept. 14 - 18, 2022 / 10am-5:30pm daily

Request for sidewalk use only: 800 State Street (The Confluence at Library Mall)

Display including banners and a statue, no activities or amplification

PETA (People for the Ethical Treatment of Animals) / Racheli Holstein

Registered speaker Racheli Holstein has registered in support, not to speak, but available for questions.

Registered speaker Brenda Gonzalez has registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd to discuss the location and schedule.

An alternative location was discussed based on ADA Accessibility concerns with the original location request.

Lloyd made a motion and Blake-Horst seconded to refer the Item to the next SUSC meeting once planning and location details were determined.

Motion passed by voice vote/other.

8. [72994](#)

SALT COMPANY KICK OFF

Thu, Sept. 8, 2022 / 10am-11pm / event 8pm-10pm / amplification 5:15pm-10pm

Confluence at Library Mall

concert/student outreach

Discuss location, setup, schedule

Doxa Church , The Salt Company / Patrick Hartmann

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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: day of contact information, location, date, schedule, activities, etc. Julianne Bennettdistrict8@cityofmadison.com

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

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 Amplification is not allowed before 5:00pm, including sound check.

X Amplification before 6:00pm requires notification to St. Paul's University Catholic Center, tcoffey@stpaulscc.org.

EVENT DAY(S)

X Event cannot displace licensed city vendors.

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

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. [72995](#)

MONROE STREET FESTIVAL

Sat., Sept. 24, 2022 / 7:00am - 6:00pm

Street Closure: 800 Harrison Street

Parking Lanes: 1700-1900 Monroe (south side), 2600 Monroe (north side)

Sidewalk use: 1500-3500 Monroe

Discuss location, setup, schedule

Monroe St. Merchants Association / Carol Shroeder

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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 event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Tag Evers - district13@cityofmadison.com

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

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.

EVENT DAY(S)

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

X 6' 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.

11. **ADJOURNMENT**

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