



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, April 20, 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, April 20, 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, Mary Lloyd, Tom Mohr, Erica Schwarz, Scott Kleinfeldt, Mark Kiesow, Ed Ruckriegel, Matthew Scamardo, Kristin Brodowsky, John Fahrney, Eric Veum

Members Excused: Jeremy Nash

Additional City Staff Present: Luna Collins, Mary Lloyd, Michael Haas, Art Price, Lara Mainella, Katie Crawley, Mary Bottari, Stefanie Niesen

1. [70918](#) PUBLIC COMMENT

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

APPROVAL OF MINUTES

No minutes to approve yet from the last SU meeting.

DISCLOSURES AND RECUSALS

There are no disclosures or recusals.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [71072](#) WE THE PEOPLE UNITED WE STAND
Sat. April 30 & Sun. May 1, 2022 / 8am-11pm
Street Closure: Capitol Square, 100 blocks of MLK Jr Blvd, Wisconsin Ave, E. Washington Ave, W. Washington Ave
Parking: 10 & 100 S Webster
Rally with parking for RVs, trucks, bikers and farmers
Discuss dates, locations, schedule, activities
Freedom Fighters of Central Wisconsin / Brock Maddox

Brock Maddox has registered in support and wishes to speak.
Nick Dalton has registered in support and wishes to speak.
Yvette Domaradzki has registered in support of, does not wish to speak but is

available to answer questions.

Norm Adkins has registered in support of, does not wish to speak but is available to answer questions.

Motion by Blake-Horst and seconded by Ruckriegel to approve and take up the item for discussion.

Item referred to an Emergency Meeting to be scheduled for next week, upon receipt of additional information and once planning was complete.

A motion was made by Kleinfeldt and seconded by Ruckriegel to refer to a emergency meeting on Tuesday, April 25, 2022.

Motion to refer to emergency meeting was approved unanimously.

3. [70921](#)

JUNETEENTH DAY CELEBRATION

Sat, June 18, 2022 / 8am-8pm

Event site - Penn Park

Parade Route see attached

Road Closure: 600-700 Buick St., 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird

No Parking: 2000 Taft St.

Annual parade & celebration of the African American experience in Madison.

Discuss location, schedule, parade route and activities.

Kujichagulia Madison Center for Self-Determination /Annie

Weatherby-Flowers

A motion was made by Kleinfeldt, 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 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) 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: Sheri Carter - district14@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 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 Traffic Engineering will deliver street closure barricades for the event. There are charges for these services. Event organizer will set up and take down the

barricades.

DURING EVENT

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

X Event volunteers/staff at barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.

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 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.

4. [70920](#)

CONCERTS ON THE SQUARE

Wednesdays (Thursday Rain Dates) from 6/29/22-8/3/22 / 3pm-12am

Street Closure: 10 Blocks of N & S Pinckney, 10 Blocks of E & W Main, 100 Block of E. Wash, 100 block of MLK, and 100 block of King St.

Annual concert series presented by WI Chamber Orchestra.

Discuss schedule, location and activities

Wisconsin Chamber Orchestra / Sam Pavel

A motion was made by Blake-Horst, seconded by Ruckreigel to approve pending receipt of required documents & with the following conditions: Samuel Pavel has registered in Support of, does not wish to speak, but is available to answer questions.

Tiffany Kenney has registered in Support of, does not wish to speak, but is available to answer questions.

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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 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: Michael Verveer - district4@cityofmadison.com

X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171. Schedule a site visit prior to first concert.

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 If requesting City barricades, 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 The Capitol Square will be closed by an approved private contractor.

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 Signage & staffing at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT" required.

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X Licensed city vendors relocated outside of event area.

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

X Provide and maintain access to the parking ramp on E. Washington and Webster.

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

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

5. [70919](#) SUMMERPALOOZA
Sat, June 11, 2022, 9:30am-2:00pm
Closure: North end of 100 block of N. Pinckney 8am-3pm
Closure: 100 block N. Hamilton 8am-3pm, reopens to Metro buses at 3pm
Rotary Plaza public amplification 9:30am-1pm
Parade: see attached for route
Parade, family-friendly performances, outdoor activities, games, and arts & crafts.

Madison Children's Museum / Kia Karlen

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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 tkenney@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 the parade portion of SummerPalooza. 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 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 Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

DURING EVENT

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

X No objects may be thrown from floats or vehicles in the parade, including candy.

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.

7. ADJOURNMENT

A motion was made by seconded by, to adjourn. The motion to adjourn passed unanimously.