



# 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?*

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Wednesday, June 9, 2021

10:00 AM

Virtual  
210 Martin Luther King, Jr. Blvd.  
Room 108 (City-County Building)

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, June 9, 2021. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, Kristin Brodowsky, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Poorna Shivakumar, Liza Tatar, Matthew Scamardo, John Fahrney, Lt. Scott Kleinfeldt

Members Excused: Mark Kiesow, Eric Veum, Bill Pullman

Additional City Staff Present: Mary Lloyd, Kelly Post

1. [63015](#) PUBLIC COMMENT

Registered speaker Tiffany Kenney registered neither opposed or in support, not to speak, but available for questions.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals by members of the commission for any item on the agenda.

### APPROVAL OF MINUTES

Motion made by Hyattt, seconded by Tatar to Approve the Minutes. Motion passed by voice vote/other.

### STREET USE PERMITS FOR SPECIAL EVENTS

2. [65781](#) JUNETEENTH DAY CELEBRATION  
Sat, June 19, 2021 / 7am-7:30pm  
Event site - Penn Park  
Parade 11am / Route see attached  
Road Closure: 600-700 Buick St., 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird  
No Parking: 2000 Taft St.  
Annual celebration of the African American experience in Madison.  
Discuss location, schedule, parade route and activities.

Kujichagulia Madison Center for Self-Determination / Annie Weatherby-Flowers

Registered speaker Annie Weatherby-Flowers registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd to approved 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 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:

Sheri Carter - district14@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. Organizer is responsible for posting signs, with assistance from South District MPD.

X Traffic Engineering will deliver street closure barricades for the event. 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 passed by voice vote/other.

3. [64757](#)

**BREESE STEVENS CONCERT SERIES**

Fri., July 2 - Sat., July 3, 11:59pm (concert/fireworks - July 3)

Fri., Aug. 7, 8am - Sat., Aug. 8, 11:39pm (concert - Aug. 8)

Wed., July 7, 14, 21, 28, & Aug. 4, 11am-10pm, parking only on 900 E. Mifflin  
900 E Washington Ave., 900 E. Mifflin, 100 block Patterson, 100 block Brearly  
See attached for parking and street closure details

Concert staging and parking areas.

Discuss location and schedule.

Big Top Events LLC / Trygve Chinander

Registered speaker Conor Caloia registered in support, not to speak, but available for questions.

Registered speaker Lucas Molloy registered in support and wishes to speak.

A motion was made by Hyatt, seconded by Lloyd to approved pending receipt of required documents & with the following conditions:

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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:

Patrick W. Heck – district2@cityofmadison.com

X Special duty officer(s) is required for event dates (except July 3). Call 608-267-8676 to arrange. There are charges for these services.

X July 3rd event - 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 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 passed by voice vote/other.

4. [65603](#)

UW-MADISON HOUSING MOVE-IN

Daily: Sun. Aug 29 - Thu. Sept. 2 / 6am - 7:30pm

Lane Closure - Dayton Street closed one-way from Park to Lake

Parking removed - Lake Street, Dayton Street, S. Frances Street

UW Madison Housing

Discuss location, schedule

UW Madison Housing / Lindsay Gustin

Registered speaker Mike Kinderman registered in support, not to speak, but available for questions.

A motion was made by Hyatt, seconded by Tatar to approved pending receipt of required documents & with the following conditions:

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**BEFORE EVENT**

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.

**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 Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests.

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.

5. [65778](#)

ROCKIN' BREWS MARATHON

Sat., September 4, 2021 - 1:00am setup / 7:00am-1:00pm event

route - Lake Monona Loop

Discuss locations, routes, and schedule

Madison Events Production, LLC / Jerry Kempfer

Registered speaker Jerry Kempfer registered in support and wishes to speak.

A motion was made by Hyatt, seconded by Tatar to approved pending receipt of required documents & with the following conditions

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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**

**X Notify the appropriate alderperson(s) and the neighborhood association where the street closure is requested. Notification must include day of contact info. for the event organizer.**

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

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

**DURING EVENT**

**X Maintain access to Metro stops.**

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

**X Maintain public access to bike path throughout event route.**

**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**

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

**Motion passed by voice vote/other**

**6. [65158](#)**

**ART FAIR OFF THE SQUARE**

Sat. July 10, 9am-6pm - Sun. July 11, 2021, 10am-5pm

Street Closure: 100 & 200 block of MLK Jr. Blvd / Fri. July 9, 6pm - Sun. July 11, 8pm

Annual Art Fair: Discuss schedule, new setup, activities

Wisconsin Alliance of Artists / Lezlie Blanton

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

X Traffic Engineering will deliver/pick-up barricades.

X No set up on City County Building porch before 5pm on Friday, 7/9/21.

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 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, 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.

#### DURING EVENT

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

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses are invalidated for this event.

X Provide and maintain access to the Hilton Hotel and Madison Club during the event.

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. [65780](#)

##### YWCA ANNUAL COOKOUT

Thu., Aug 12, 2021 / 3pm-8pm

Street Closure: 100 East Mifflin (In front of the YWCA).

YWCA Annual Cookout.

Discuss location, schedule, set-up, closure, and activities.

YWCA Madison / Vanessa McDowell

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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.

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 Notification: Notify businesses and residents within the event area. Notification must include event information, including: location, date, and schedule. Also include day of contact info for the event organizer.

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.

**DURING EVENT**

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

X Maintain access to the bike boulevard.

X No barricades in front of alley entrance/exit.

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.

**ADJOURNMENT**

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