



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 6, 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 6, 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, Erica Schwarz, Scott Kleinfeldt, Mark Kiesow, Ed Ruckriegel, Matthew Scamardo, Kristin Brodowsky, John Fahrney, Jeremy Nash

Members Excused: Eric Veum, Stephanie Niesen, Sean Hedgpeth

Additional City Staff Present: Mary Lloyd, Luna Collins

1. [70726](#) PUBLIC COMMENT

No one has 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

Ed Ruckriegel has recused himself from voting on Safety Saturday, since this event is put on by the Madison Fire Department.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [70723](#) MADISON NIGHT MARKET
Thursdays: 5/14, 6/9, 8/11, 9/8/2022 / 2pm-12am
Street Closure: 100-700 blocks of State St., 200-400 blocks W. Gilman St., 400 block of N. Broom St.
Annual Night Markets with vending, performers and activities hosted by Madison's Central Business Improvement District
Discuss location(s), schedule, set up and activities.
Madison's Central Business Improvement District / Tiffany Kenney
- Tiffany Kenney has registered in support and wishes to speak.**
Michelle Morrison has registered in support and wishes to speak.

A motion was made by Lloyd, seconded by Schwarz 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 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." – 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. The alder(s) to notify for this event is:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Juliana R. Bennett - district8@cityofmadison.com

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

X Traffic Engineering will deliver/pick up barricades. There are charges for this service.

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

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

5/12/2 - 5 routes

6/9/22 – 4 routes

8/11/22 – 4 routes

9/8/22 – 5 routes

X Proper signage for Buckeye Lot. Work with TE to determine needs.

X Special Event Resolution suspends vending restrictions and authorizes sponsor to select event vendors and performers. City licensed vendors may be relocated within the event perimeter if requested by the sponsor. Special Event Resolution allows for sidewalk cafes for this event if they are registered with event organizer.

X Participating businesses on the sidewalks of the 100-600 blocks of State Street:

- Must setup vending/displays on the sidewalk area closest to the street to allow for pedestrian flow between them and the storefronts.

- Must maintain access to any business or residence entrances in the event area.

•Participating businesses may not use city amenities or trees for posting marketing information.
X No alcohol may be consumed, served, or sold on city streets or right of way (unless in properly licensed sidewalk café.)
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.

3. [70558](#)

JAZZ ON STATE
Wednesdays: June 8, 15 & 22, 2022 / 3:30pm-8:30pm
Street Closure: 100 State St.
Parking Request: 100 N. Carroll
Jazz concert series.
Discuss location, schedule, set-up and activities.
Jazz on State, LLC / Cathy Sullivan

Cathy Sullivan has registered in support and wishes to speak.
A motion was made by Lloyd, 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 of Madison and Dance County issues any emergency orders related to COVID-19 or public health, 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." (If beer will be sold, this certificate must include liquor liability.)
(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.
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 at 608-267-8756 to arrange for meter signs and "No Parking" signs. Remove meter signs 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 Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

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

X Special Event Resolution to 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 exempt.)

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. [70721](#)

MADE TO MOVE

Sat., June 11, 2022 / 6am - 3pm

Start/Finish: Vilas Park shelter

Street closure: Vilas Park Drive

Lane closure & No Parking : see attached route maps

Discuss route, schedule, setup

Fellow Flowers / Peter Nickel

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

A motion was made by Lloyd, 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 COVID-19: If Public Health of Madison and Dance County issues any emergency orders related to COVID-19 or public health, 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: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Tag Evers - district13@cityofmadison.com

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 Special duty officer(s) may be required for event. Contact Lt Scott Kleinfeldt, skleinfeldt@cityofmadison.com, to determine if MPD staff is required. If required, call 608-267-8676 to arrange. There are charges for these services.

DURING EVENT

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

X Maintain public access to bike path throughout event 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 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.

5. [70720](#)

SAFETY SATURDAY

Sat, June 11, 2022 / 7:15am - 1:30pm

100 block of E. Washington Ave, 10 blocks of N. and S. Pinkney

Safety demonstration day (various displays)

Discuss location, site map, and schedule

City of Madison Fire Department / Bernadette Galvez

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

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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 Public Health of Madison and Dance County issues any emergency orders related to COVID-19 or public health, 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 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 Call 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, 608-261-9171.

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

X Contact Mall Crew, 266-6031 or mkiesow@cityofmadison.com to arrange pick up and return of electrical adapter. Organizer is responsible for the adapter and will be charged if it is not returned.

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 Provide and maintain access for parking lot on East Washington and Webster during the event.

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.

6. [70725](#)

ART FAIR OFF THE SQUARE

Sat. July 9, 9am-6pm - Sun. July 10, 2022, 10am-5pm

Street Closure: 200 block of MLK Jr. Blvd / Fri. July 8, 6pm - Sun. July 10, 8pm

Annual Art Fair: Discuss schedule, new setup, activities

Wisconsin Alliance of Artists / Lezlie Blanton

Danielle Brown has registered in support of and wishes to speak.

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

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

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

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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 Public Health of Madison and Dance County issues any emergency orders related to COVID-19 or public health, 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 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@dcmf.org or 608-455-1999.
- X Coordinate activities and schedule with Art Fair ON the Square, artfair@mmoca.org .
- X Traffic Engineering will deliver/pick-up barricades.
- X Special duty officer(s) and supervisors are required for event. Call 608-267-8676 to arrange. There are charges for these services.
- 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 No set up on City County Building porch before 5pm on Friday, 7/8/22.

DURING EVENT

- X Barricade placement as per plan on file with Traffic Engineering (TE).
- X TBD 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 Provide and maintain access to the parking ramp entrance on E. Wilson at all times.
- X Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.
- 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 Blake-Horst to approve the remaining agenda items with the recommended action, pending receipt of required documents, and with the following conditions listed below each item. There were two registered speakers for item #8, Legislative ID#70722: Michelle Morrison has registered in support and wishes to speak and Tiffany Kenney has registered in support and does not wish to speak, but is available for questions. The motion to approve with the recommended action passed unanimously.

7. [70761](#)**AGRICULTURE DAY ON CAMPUS AT UW-MADISON**

Thu, April 28, 2022, 7:30am - 1:00pm

Confluence at Library Mall - 800 State Street

Annual event to promote Agriculture on UW-Madison campus.

Discuss schedule, location and activities.

Badger Dairy Club / Zach Servais

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 COVID-19: If Public Health of Madison and Dance County issues any emergency orders related to COVID-19 or public health, 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 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. Julianna Bennett - district8@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.

EVENT DAY(S)

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.

8. [70722](#)**SUMMER IN YOUR CITY 2022**

May 1 - Sept. 30, 2022

See attached for specific dates/times

No Street Closure

Requesting: The Grove, The Forum, Rotary Plaza, Lisa Link Peace Park,
North Frances Plaza, Confluence at Library Mall

BID summer programming

Discuss programs and schedule

Madison's Central Business Improvement District / Michelle Morrison

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 COVID-19: If Public Health of Madison and Dane County issues any emergency orders related to COVID-19 or public health, 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 Addendum and/or contract providing additional event details and conditions.

X Calendar of events will be submitted monthly to SUSC.

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. Michael Verveer - district4@cityofmadison.com

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

X Notify Mall Crew, 266-6031, mkiesow@cityofmadison.com, of electrical needs for activities.

EVENT DAY(S)

X Maintain access to Metro stops.

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.

ADJOURNMENT

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