



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 9, 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 9, 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, Ed Ruckriegel, Erica Schwarz, Mary Lloyd, Lt. Scott Kleinfeldt, Mark Kiesow, Sean Hedgpeth, Jeremy Nash, Kristin Brodowsky

Members Excused: Bill Pullman, Eric Veum, Matthew Scamardo, Stephanie Niesen, John Fahrney

Additional City Staff Present: Luna Collins, Taylor Dietzman, Lt. MPD

1. [70386](#) PUBLIC COMMENT

Tiffany Kenney has registered to speak regarding items not on the agenda.

APPROVAL OF MINUTES

Motion made by Lloyd, seconded by Blake-Horst to approve the Minutes.
Motion passed unanimously.

DISCLOSURES AND RECUSALS

Kelly Post has disclosed that she works for Frank Productions and will recuse herself from discussion and voting for Live on King Street event. Meghan Blake-Horst will facilitate discussion on this topic

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [70328](#) LAKE MONONA 20K RUN/WALK
Saturday, May 7, 2022 / 5:00am - 1:00pm
Start/Finish: Winnequah Park, Monona
See attached map/schedule
Annual Run/Walk.
Discuss routes, schedule and activities.
Race Day Events, LLC / Ryan Griessmeyer

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

Ryan Greissmeyer has registered in support and wishes to speak.

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 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: day of contact information, location, date, schedule, activities, etc. Michael Verveer -district4@cityofmadison.com, Brian Benford - district6@cityofmadison.com, Tag Evers -district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com, Grant Foster -district15@cityofmadison.com

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.

EVENT DAY(S)

X Maintain access to Metro stops.

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. [70329](#)

BRAT FEST BUN RUN

Sat, May 28, 2022, 6:00am - 10:00am

Start/finish Alliant Energy Center

See attached map, etc. for route/closures

Run/Walk

Discuss route and schedule

Madison Events Production, LLC / Jerry Kempfer

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

Jerry Kempfer has registered in support and wishes to speak.

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.)
 X No street closure, request for parking/sidewalk space only.
 X Notification: Organizer must notify area alder(s) along the route at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, 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.

EVENT DAY(S)

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

4. [70331](#)**ROCKIN' BREWS MARATHON**

Friday, Sept. 02, 2022 - 1:00am setup/7:00am-2:00PM event

Start Winnequah Park

route - Lake Monona Loop

Discuss locations, routes, and schedule

Madison Events Production, LLC / Jerry Kempfer

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

Jerry Kempfer has registered in support of and wishes to speak.

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 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: day of contact information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com, Brian Benford - district6@cityofmadison.com, Tag Evers - district13@cityofmadison.com, Sheri Carter - district14@cityofmadison.com, Grant Foster - district14@cityofmadison.com,

Jael Currie - district16@cityofmadison.com.

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

X Organizer will contact Parking Enforcement to coordinate a plan for posting No Parking signs along the route. This plan must be finalized before the permit will be issued.

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

5. [69713](#)

LIVE ON KING STREET

Fridays, June 3, June 17, June 24, July 15, July 29 & Sept. 16, 2022

Setup 8am / Event 6pm-11pm / Take down 2am

Street Closure: 100 block of MLK Jr. Blvd

Discuss new location, setup, dates

FPC LIVE LLC / Reanna Roberts

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

Matt Gerding has registered in support of and wishes to speak.

Reanna E. Roberts has registered in support of and does not wish to speak, but is available for questions.

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

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

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 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 Addendum and/or contract providing additional event details and conditions. Capacity for the King St. concerts is 5, 659 persons with additional safety

conditions as per Addendum.

X Special Duty Police Officers will be coordinated with Central District staff 10 days prior to the scheduled event and will range from 2-6 or more depending on venue, talent on stage, projected crowd capacity, and surrounding events. There are charges for these services.

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 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 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 bags. Remove meter bags when event has ended. There are charges for this equipment.

X Notification: Organizer will notify all businesses 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.

EVENT DAY(S)

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

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

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

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

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

X Detail of fencing on sidewalk, staffing to keep sidewalks clear. Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses on the 100.

X Frank Productions is responsible for crowd control, safety and security plan within designated event perimeter.

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

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.

6. [70327](#) BADGERS CHALK THE BLOCK
 Tuesday, April 26, 2022 / 11am-6pm
 The Confluence at State (800 State Street)
 No Street closure
 Annual UW chalk art competition
 Discuss location, schedule and activities.
 Wisconsin Alumni Student Board / Grace Em Regala
- Approved with the following conditions:**
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 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. Juliana Bennett - district8@cityofmadison.com
 X Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.
- 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 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.
 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.
7. [70330](#) EKEN PARK FESTIVAL
 Saturday, August 20, 2022 / 7am-9:30pm
 700 block Mayer Ave.
 Eken Park Neighborhood Association event
 Discuss location, schedule and activities.
 Eken Park NA / Kaitlin Sonsalla
- 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.) (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. Syed Abbas - district12@cityofmadison.com

X Resident petition on file.

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

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 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.

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.

9. ADJOURNMENT

A motion was made by Lloyd, seconded by Ruckriegel to Adjourn. The motion passed unanimously.