



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, September 21, 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, September 21, 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, Jeremy Nash, Meghan Blake-Horst, Sean Hedgpeth, Mark Kiesow, Ed Ruckriegel, Lt. Jen Hannah, John Fahrney

Members Excused: Matthew Scamardo, Bill Pullman, Eric Veum

Additional City Staff Present: Mary Lloyd, Jen Blair

1. [73756](#) 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 Schwarz to Approve the Minutes.
Motion passed by voice vote/other.

DISCLOSURES AND RECUSALS

Ed Ruckriegel disclosed and recused himself from voting on agenda Item #3 since it is a Madison Fire Department event and he is the permit applicant. There were no other disclosures or recusals by members of the commission for any item on the agenda

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [73757](#) MADISON WEST HIGH HOMECOMING PARADE
Friday, October 7, 2022 / 1:30pm-2:10pm
Start: Chadbourne & Spooner
Finish: West High Parking Lot
see attached for route details
annual Homecoming Parade
discuss setup, schedule, route

MMSD / Brian Steele

Registered speaker Brian Steele registered in support and wishes to speak.

A motion was made by Ruckriegel, seconded by Hedgepeth 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 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:

Regina Vidaver – district5@cityofmadison.com

X Notification: Organizer must notify residents on the affected roads of the parade, including date, schedule, and day-of contact information.

X Special duty officer(s) required for event. 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 “No Parking” signs. Pick up and post signs by 10/4/22. Be sure to call them in once posted. Remove 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 No throwing items from vehicles in the parade. Items must be handed to viewers.

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. [73759](#)

DANE COUNTY FIRE CHIEF'S PARADE

Sat., October 8, 2022 / 1pm-2:30pm

Staging & Start/Finish: 400-600 N Lake St

Parade Route: 600-100 State Street

Display/Street closure: 10 W Mifflin & 10 N Carrol

Annual parade of fire trucks

Discuss location, schedule, and route

Madison Fire Department / Ed Ruckriegel

Registered speaker Tiffany Kenney 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 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 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: Patrick W. Heck - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, Juliana R. Bennett - district8@cityofmadison.com

X Contact the Rector at Grace Episcopal Church, 608-255-5147, to advise them of 10 N Carroll St. closure; include date, schedule, activities.

X Coordinate activities and schedule 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, location, date, schedule, activities, etc.

X Traffic Engineering will deliver/pick-up barricades.

DURING EVENT

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

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

X Parade Marshalls, wearing safety vests, to allow traffic to cross State Street on parade route. Parade must obey traffic signals at each State Street intersection.

X Event cannot displace licensed city vendors.

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.

5. ADJOURNMENT

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