



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, July 27, 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, July 27, 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, Matthew Scamardo, Ed Ruckriegel, Lt. Scott Kleinfeldt, John Fahrney

Members Excused: Mark Kiesow, Bill Pullman, Eric Veum

Additional City Staff Present: Mary Lloyd, Jen Blair

1. [72805](#) 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 Lloyd to Approve the Minutes.
Motion passed by voice vote/other.

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [72806](#) YWCA MADISON BLOCK PARTY

Thu., Aug 11, 2022 / 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

Registered speaker Jael Currie registered in support, not to speak, but available for questions.

Registered speaker Tiffany Kenney registered in support and wishes to speak.
A motion was made by Lloyd, seconded by Blake-Horst 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 Street Use 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 two weeks 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 signs. Remove meter 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.

Motion passed by voice vote/other

3. [72429](#)

INDIA DAY

Sat. 8/13/22, 7:00am - 3:00pm

100 block of MLK Jr. Blvd

Annual event celebrating Indian culture

Discuss location, schedule, setup

Association of Indians in America (AIA) / Vijay Sharma & Muktak Sharma

Registered speaker Vijay Sharma registered in support and wishes to speak.
Registered speaker Muktak Sharma registered in support and wishes to speak.
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 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) 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@dcfm.org or 608-455-1999. Alert them to the event date/times so they can coordinate with the farmers' for their load in and load out.

X 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 are charges for this equipment. Event must use City of Madison barricades or barricades from an approved contractor.

X Parking Meters: Call 608-267-8756 to arrange for meter signs. Parking will inform organizer where to pick up the signs and when to post them. They must be posted within the timeline outlined by Parking in order for the City to enforce them. Remove meter signs when event has ended. There are charges for this equipment.

X Vending: Organizer will furnish the Parks Office with a complete list of vendors that are selling anything prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #. There are fees to have vending at any Street Use event.

X Setup: There can be no setup that would disturb any trees or City amenities on the 100 block of MLK Jr Blvd. Nothing can be taped or glued to City amenities.

X Setup: Avoid having power cords crossing streets or sidewalks. If they are in the right of way, the cords must be taped or ramped. No power cords are allowed across curb cuts or crosswalks.

DURING EVENT

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

X Licensed city vendors relocated outside of event area, except for outdoor cafes.

X Special Event Resolution allows merchandise sales.

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

4. [72808](#)

CAMPUS MOVE IN DAY

Monday, August 15, 2022 / 10:30am- 5:00pm

Lane Closure: left lane 400 block of W Gorham (10am-5pm)

Parking Request: 300 block of N. Broom & 400 block of W. Gorham

Annual Move In Day for 409 and 420 W Gorham

Discuss location, schedule, and setup

Madison Property Management / Lindsey Kramer

Registered speaker Lindsey Kramer has 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 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 two weeks 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) required for event. Call 608-267-8676 to arrange. There are charges for these services.

X Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

DURING EVENT

X Facility staff to monitor meters for move in.

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 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. [72809](#)

ABERDEEN MOVE IN

Thu. Aug. 18, 7:30am - 4:15pm & Sat. Aug. 20, 2022, 9am - 4pm
 Lane Closure - 437 W. Gorham St.
 Annual Apartment Move In days
 Discuss location, schedule, traffic plan
 Aberdeen Apartments / Kelly Witkins

Registered speaker Kelly Witkins has registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Schwarz 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 Certificate of insurance listing the City of Madison as additional insured is required.

X Notification: Organizer must notify area alder(s) at least two weeks 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

DURING EVENT

X Traffic Barrels and signage as required by TE. Organizer will provide their own equipment.

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

6. [72414](#)

GREEK FEST +

Sat, Sept 24 - Sun, Sept 25, 2022 / 8am-9pm
 Street Closure: 10 block of North Seventh Street
 Festival celebrating Greek culture, food, music
 Discuss location, schedule, set-up, and activities.
 Assumption Greek Orthodox Church / Carol Griskavich

Registered speaker Carol Griskavich registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Ruckriegel 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." (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: location, date, schedule, activities, etc. The alder(s) to notify for this event is: Syed Abbas - district12@cityofmadison.com

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

X Notification to residents on the 10 block of N 7th Street is required at least 2 weeks in advance of the event.

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. 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 Maintain access to Metro stops.

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

X Point speakers away from residential areas.

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

Lloyd made a motion, Ruckriegel seconded the motion to approve the permits on the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for each event.

7. [72810](#)

2022-2023 UW KOHL CENTER EVENTS

600 Dayton St, 100-300 Frances St, 100 East Campus Mall

See addendum for closures, parking removal, dates/times/locations

Arena Events

UW Athletic Department / Shane Burgess

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 Addendum and/or contract providing additional event details and conditions is on file with Street Use Staff Commission.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering. There are charges for these services.

DURING 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.

8. [72811](#)

2021-22 UW CAMP RANDALL STADIUM EVENTS

100-300 Breese Terrace, 1400 Monroe St, 1600 Hoyt, parking on other streets around stadium

See addendum for closures, parking, dates/times/locations

Camp Randall - Stadium Events

Discuss schedule, setup, routes

UW Athletic Department / Shane Burgess

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 Addendum and/or contract providing additional event details and conditions is on file with Street Use Staff Commission.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering. There are charges for these services.

DURING 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.

10. ADJOURNMENT

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