



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, February 23, 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, February 23, 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, Stephanie Niesen, Mark Kiesow, John Fahrney, Lt. Scott Kleinfeldt, Kristin Brodowsky, Sean Hedgpeth, Jeremy Nash, Ed Ruckriegel

Members Excused: Bill Pullman, Eric Veum, Matthew Scamardo

Additional City Staff Present: Liza Tatar, Luna Collins, Christopher Peguero, Mary Lloyd

1. [63015](#) PUBLIC COMMENT

No members of the public registered to speak regarding items not on the agenda.

2. APPROVAL OF MINUTES

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

3. DISCLOSURES AND RECUSALS

No disclosures or recusals.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

4. [69975](#) FREEZE FOR FOOD 5K/10K
Sat. March 5, 2022 / 9am-2:30pm
Street Closure & Traffic Management
Start/Finish: Vilas Park
Annual 5k/10k
RPCV / Kate Schachter

A motion was made by Blake-Horst, seconded by Lloyd to take up this item.
Kate Schachter has registered in support and wishes to speak.
**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 an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, 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." – 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:

Yannette Figueroa Cole - district10@cityofmadison.com

Tag Evers - district13@cityofmadison.com

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

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 If needed, call Parking at 608-267-8756 to arrange for and "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 Traffic management plan as approved by TE and MPD-on file.

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.

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. [69971](#)

LAKE STREET BASH

600 N Block of Lake St and Mendota Ct

Friday, 4/29/22 10:00am - 11:00pm

Annual Event with All Campus Party.

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

Wisconsin Alumni Student Board (WASB) / Grace Em Regala

A motion was made by Lloyd, seconded by Blake-Horst to take up this item. Gracie Regala has registered in support of does not wish to speak, but is available for questions.

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BEFORE EVENT

X COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, 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:

Patrick W. Heck - district2@cityofmadison.com

Juliana R. Bennett - district8@cityofmadison.com

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 and "No Parking" signs. Remove all signs when event has ended. There are charges for this equipment.

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.

DURING EVENT

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

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 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. [70045](#)

RUN MADTOWN HALF MARATHON & 5K
Sun. May 29, 2022 / 6:55am-11:30am event

Sat. May 28, 2022 / 8am setup begins
 Start/Finish: Capitol Square & 100 Wisconsin Ave.
 annual half-marathon/5k
 Madison Festivals, Inc. / Abbey Vanvalkenburg

A motion was made by Tartar, seconded by Blake-Horst to take up this item.
 Motion to approve pending receipt of required documents & with the following conditions:

Rickey Chernik has registered in support of and wishes to speak. Abbey Vanvalkenburg has registered in support of and wishes to speak.

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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:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Regina M. Vidaver - district5@cityofmadison.com

Juliana R. Bennett - district8@cityofmadison.com

Yannette Figueroa Cole - district10@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at ktenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

X Notify area businesses and residents. Provide them with event information, including: day of contact information, 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.

X This is a District event. Please contact Lt. Scott Kleinfeldt at skleinfeldt@cityofmadison.com to arrange for MPD staffing. 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 Parking Enforcement will post "No Parking" signs and bag meters on courses. There are charges for this equipment and service.

DURING EVENT

X The Capitol Square will be closed by an approved private contractor.

X Traffic management plan as approved by TE and MPD-on file.

X 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 Banners and/or tresses crossing the street must be 14' high within the 20' emergency access lane.

X Sign and staff at event perimeter – NO ALCOHOL BEYOND THIS POINT.

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 clean up of event area, including removal of trash and recycling. Event organizer is responsible for emptying City trash and recycling containers. 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.

7. [69973](#)

UNCORK ME WISCONSIN

Sat. May 14, 2022 / 9am-6pm

Around Breese Stevens Field: 900 E Mifflin, 900 E. Washington, 100 N. Paterson, 100 N. Brearly

No Street Closure / Parking Request

Parking for wine tasting festival inside Breese Stevens Field

Brothers Molloy Events / Lucas Molloy

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BEFORE EVENT

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Patrick W. Heck - district2@cityofmadison.com

X No street closure, request for parking/sidewalk space only.

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.

DURING EVENT

X Maintain access to Metro stops.

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