



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 7, 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 7, 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, Sean Hedgpath, Mark Kiesow, Ed Ruckriegel, Lt. Jen Hannah

Members Excused: Matthew Scamardo, Meghan Blake-Horst, Bill Pullman, Eric Veum, John Fahrney

Additional City Staff Present: Mary Lloyd, Jen Blair

APPROVAL OF MINUTES

Motion made by Lloyd, seconded by Ruckriegel to Approve the Minutes.
Motion passed by voice vote/other.

1. [73486](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Fire Marshall Ed Ruckriegel recused himself from agenda item #6, the September 11th Ceremony, which is a Madison Fire Department event.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [73487](#) UW NURSES RALLY AND MARCH
Tues. September 13, 2022 / 6pm-7pm
Lane Closure: University Bay Drive to Campus Drive to Highland Ave
Rally and March
Discuss location, route, schedule
Seiu Healthcare / Dylan Cate

Registered speaker Dylan Cate registered in support, not to speak, but available for questions.

Registered speaker Lt John McCaughtry registered neither support nor oppose, does not wish to speak but available for questions.

Registered speaker Michelle Morrison registered in support and does not wish to speak.

A motion was made by Scamardo 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 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: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Regina M. Vidaver - district5@cityofmadison.com

X Traffic Management plan and equipment to be implemented/provided by UWPD as per plan on file with Traffic Engineering (TE) and MPD.

X If City barricades are needed, 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 If any parking needs to be removed along the route, 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 route(s) detoured by event. Fee/route detoured applies. (\$100/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 passed by voice vote/other.

3. [70723](#)

MADISON NIGHT MARKET

Amending permit to include Friday, Oct. 14 (in conjunction with Science on the Square) & Saturday, Nov. 19 (Holiday 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

Registered speaker Tiffany Kenney registered in support and wishes to speak.
Registered speaker Michelle Morrison registered in support and wishes to speak.

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

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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 The certificate of insurance on file expires on 10/19/22. A new certificate of insurance must be submitted and approved prior to the 11/19/22 for the Street Use permit to be valid.

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

10/14 – 5 routes

11/19 - 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.

4. [73489](#)

MADISON MARATHON

Set up: Sat, Nov. 12, 2022 / 2pm

Event: Sun, Nov. 13, 2022 / 7am-2pm

Tear down: Sun, Nov. 13, 2022 / 2pm-7pm

Street Closure: 100 E. Washington Ave, 200 MLK Jr. Blvd, 100 Wisconsin Ave. / Sun, Nov. 13, 2022, 8am

Capitol Square from MLK Jr Blvd to W. Wash (10 blocks of E. Main, N. & S. Pinckney, E. & W. Mifflin, & S. Carroll , excluding 10 N Carroll and 10 W Main) / Sun. Nov. 13, 2022, 3pm

All roads open Sun., Nov 13, 2022 / 7pm

Discuss route, setup, schedule

Race Day Events, LLC / Abbey Vanvalkenburg

Registered speaker Abbey VanValkenburg registered in support and wishes to speak.

A motion was made by Ruckriegel, seconded by Nash 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) prior to the event. Provide the alder with event information, including: location, date, schedule, activities,

and alternate travel information for the day of the event.. 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

Brian Benford – district6@cityofmadison.com

Yannette Figueroa Cole – district10@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

Charles Myadze – district18@cityofmadison.com

X Traffic Management Plan approved by TE and MPD, and implemented by Race Day Events, LLC, an approved private contractor.

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@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 Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999. Specifically how road closures on Saturday will affect the Farmers' load in and load out.

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

X This is a District event. There are charges for these services. Organizer will pay all costs of the City of Madison Police 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 The Dane County EOD will be utilized for the Madison Marathon. The organizer is responsible for all charges associated with this service.

X Parking Enforcement will post "No Parking" signs and bag meters on race routes. There are charges for these services.

DURING EVENT

X Signage and staffing at event perimeter – NO ALCOHOL BEYOND THIS POINT.

X Provide and maintain access to the parking lot on East Washington and Webster.

X Provide and maintain access to the AC Hotel during event.

X Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147

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

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

X Metro rerouted to outer loop on the Capitol Square. There are an additional _ Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X City vendor licenses (except sidewalk cafes) are invalidated for this event.

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

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.

5. [73490](#)

RUN SANTA RUN

Sat, December, 12, 2022 / 11am - 6:30pm

Start and Finish: Capitol Square

Route: 100-500 block of E. Mifflin - rolling closure starting at 2:50pm

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

Race Day Events, LLC / Peter Nickel

Registered speaker Peter Nickel registered in support, not to speak, but available for questions.

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

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BEFORE 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:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Brian Benford – district6@cityofmadison.com

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@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 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 bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

X Parking Enforcement will post "No Parking" signs on E. Mifflin Street. Race Day Events, LLC will pay all costs of Parking Enforcement staff assigned to the event.

DURING EVENT

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

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

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

X Event cannot displace licensed city vendors.

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

X Provide and maintain access to the Park Hotel at all times during event.

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, Hedgpeth 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.

Motion passed by voice vote/other.

6. [73488](#)

SEPTEMBER 11TH CEREMONY

Sunday, September 11, 2022 / 9am-12pm

Street Closure: Dairy Drive between Femrite Drive and Prairie Dock Drive
City of Madison Fire Department / Chief Scott Bavery

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BEFORE EVENT

X Notification: As a courtesy, please notify area alder(s) 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: Jael Currie - district16@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 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.

DURING EVENT

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

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.

7. [71978](#)

MAD LIT

Amending permit to add a rain date of Sept. 30, 2022
Fridays, July 1, July 15, July 29, Aug.12, Aug. 26, Sept. 9, Sept. 23, Oct. 7, 2022
Series Schedule: Setup, 2:01pm / Event, 8pm-11:30pm / Amplification, 8pm-11pm / Cleanup Done & Road Open, 2am
Street Closure: 100 block of State Street
Bi-weekly pop up events, featuring art, music, and local vendors
Discuss location, schedule, setup, dates
Madison's Central Business Improvement District / Tiffany Kenney
The MadLit amended application was withdrawn prior to the SUSC meeting.

9. ADJOURNMENT

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