



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, October 2, 2024

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, January 24, 2024. 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, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Scott Busse, Scott Strassburg, Tim Sobota, John Fahrney, Lt. Jen Hannah

Members Excused: Amy O'Rourke, Mark Kiesow, Eric Veum

Additional City Staff Present: Julia Austin, Taylor Dietzman, Ashley Moseberry

APPROVAL OF MINUTES

Motion made by Updike, seconded by Blake-Horst to Approve the Minutes.
Motion passed by voice vote/other.

1. [85401](#) PUBLIC COMMENT

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

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. [85402](#) JACK KOCH MEMORIAL 5K
Saturday, October 19, 2024 / 7:30am-9:15am
Street Closure: Langdon Street (Lake to Wisconsin)
Route: sidewalks when not on Langdon (see attached route map)
Annual 5k fundraiser
Pi Kappa Alpha Fraternity / James Hattan Lynch

**Registered speaker James Lynch registered in support and wishes to speak. A motion was made by Updike, seconded by Sobota to approve pending receipt of required documents & with the following conditions:
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

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."

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:

Julianna Bennett - district2@cityofmadison.com,

Michael Verveer - district4@cityofmadison.com,

Marsha Rummel – district6@cityofmadison.com

MGR Govindarajan - district8@cityofmadison.com,

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. 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. Barricades are needed for 200 Langdon Street and 500 Park Street.

Organizer must notify all participants prior to the race that they must use sidewalks where indicated, obey traffic signals and marshals along the route, when not on Langdon Street.

DURING EVENT

Marshals will be stationed at key intersections as determined by MPD.

Organizer must ensure marshals are visible with safety vests and are instructed on how to direct participants during the race at their locations.

Volunteers will be stationed at the barricades along Langdon to be able to move them for emergency vehicle access, as needed.

Race participants will obey traffic laws on the course and use sidewalks, except on Langdon and State.

Maintain access to Metro stops.

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

20' emergency access lane must be maintained throughout event area, on all streets.

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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. [85403](#)

HOMIEFEST 3

Saturday, November 9, 2024

NO Street Closure
 Request for 18 parking stalls near Webster / E Main intersection / 11am-11:59pm
 Event indoors (The Rigby Pub) - parking for multiple bands to load in / load out through out the day
 Homeifest WI / Stuart Benjamin

Registered speaker Jackson Swedeger registered in support, not to speak, but available for questions.

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

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BEFORE EVENT

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

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

DURING EVENT

Maintain access to Metro stops.

Organizer must ensure only legal parking stalls are marked and used during the duration of the event. Event parking and equipment load in/out cannot interfere with traffic flow or bus routes.

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

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

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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. [85417](#)

SCOOP THE VOTE TOUR
 Saturday, October 5, 2024 / 1pm-6pm
 No Street Closure
 Request to use Confluence at Library Mall / 12pm-7pm
 discuss setup, activities, schedule, amplification
 MoveOn.org Political Action / Nathan Griepp

Registered speaker Jared Thompson was registered neither support nor oppose, not to speak, but available for questions.

A motion was made by Updike, seconded by Blake-Horst to approve pending receipt of required documents & with the following conditions:

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ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

BEFORE EVENT

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:

Julianna Bennett – district2@cityofmadison.com

MGR Govindarajan – district8@cityofmadison.com

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171, as needed regarding notifying vendors in 700-800 State Street.

Notify the Madison Central Business Improvement District’s Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. No street closure, request for parking/sidewalk space only – Confluence at Library Mall.

DURING EVENT

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

20’ emergency access lane must be maintained throughout event area.

ADA accessible pathway must be maintained on sidewalks throughout event area.

No inflatables on City right-of-way.

No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

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.

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. ADJOURNMENT

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