



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, January 24, 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, Phil Roh, Mark Kiesow, Eric Veum, Amy O'Rourke, Scott Strassburg

Members Excused: John Fahrney, Lt. Jen Hannah

Additional City Staff Present: Julia Austin, David Crossen, Taylor Dietzman, Poorna Shivakumar, Michael Cechvala, Michael Ott, Ashley Moseberry

APPROVAL OF MINUTES

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

1. [81639](#) 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. [81640](#) SHAMROCK SHUFFLE
Saturday, March 16, 2024 / 8:15am-11am
Start/Finish - 600 State St. & Frances St.
See attached detailed schedule, routes & site map
Annual Run/Walk.
Discuss location, route, set-up, schedule and activities.
Race Day Events, LLC / Ryan Griessmeyer

Registered speaker Michelle Morrison registered in support, not to speak, but available for questions.

Registered speaker Ryan Griessmeyer registered in support and wishes to speak.

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

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

This is an Overtime Special event. Please contact Lt. Jen Hannah at jhannah@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police Department. Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing..

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.

Notify businesses on State Street where vehicle access is blocked so they can communicate with any deliveries that are scheduled for that date/time. Provide event information, including day-of--contact, location, date, schedule, etc.

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

Parking Enforcement will post signage and hood meters. Organizer agrees to pay all costs associated with these tasks.

EVENT DAY(S)

Approved contractor will barricade and cone the race route.

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

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

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

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

8' pedestrian 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.

Sunday, March 17, 2024 / 1:15 pm-3:00 pm
Street Closure (11am - 3pm): Capitol Square, 100 E Washington Ave, 100 N Hamilton, 100 E Main, 100 N Pinckney
See attached for staging area and route
Annual St. Patrick's Day Parade
discuss schedule, location, activities
St. Patrick's Day Parade Committee / Tammy Schmeiden

Registered speaker Tammy Schmeiden registered in support, not to speak, but available for questions.

Registered speaker Michelle Morrison registered in support, not to speak, but available for questions.

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

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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. Michael Verveer - district4@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.

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

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

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

EVENT DAY(S)

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

Provide and maintain access to Park Hotel during the event.

No objects may be thrown from floats or vehicles in the parade.

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

Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

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. [81645](#)

LAKE MONONA 20K AND 5K

Saturday, May 4, 2024 / 9:00 am - 12:00 pm

No Street Closure, route uses parking lanes only

Start/Finish: Winnequah Park in Monona

See attached for routes and details.

Discuss route, timing, posting No Parking

Race Day Events, LLC / Brad Rogstad

Registered speaker Brad Rogstad registered in support and wishes to speak.

Registered speaker Ryan Griessmeyer registered in support and wishes to speak.

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

THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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."

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

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.

This is a Special Duty event. You must contact Emily Hardiman at 608-267-8676 to arrange. There are charges for these services. Organizer will pay all costs of the City of Madison Police 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. Parking Enforcement will post signage. Organizer agrees to pay all Parking costs associated with these tasks.

EVENT DAY(S)

Maintain access to Metro stops.

8' pedestrian 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.

5. [81643](#)

WI LAW ENFORCEMENT MEMORIAL

Friday, May 10, 2024 / 12:00 pm - 1:00 pm

Street Closure (10:00 am - 1:30 pm): 10 N Pinckney, 10 E Mifflin, 100 E Washington Ave, 100 N Hamilton
Procession of Squad Cars from Olin Park to the Capitol Square
Memorial ceremony on Capitol Grounds at the N Hamilton corner
See attached for site map, route map and details
Annual law enforcement procession and memorial
Wisconsin Law Enforcement Memorial / Randy Wiessinger

Registered speaker Randy Weissinger, registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Updike to approve for discussion and voting purposes.

Metro indicated they would like to keep busses on the square for this event starting this year. There was discussion around how that would work.

Organizer agreed with the plan.

A 2nd motion was made by Blake-Horst, seconded by Updike to approve the street closure as requested with the caveat that busses will be allowed through the event.

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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. Michael Verveer - district4@cityofmadison.com

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

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

Notification: Organizer will notify all businesses on the affected streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc.

EVENT DAY(S)

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

Traffic Engineering will deliver/pick-up barricades.

Metro allowed through the street closure during event.

Event cannot displace licensed city vendors.

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

8' pedestrian 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. [81654](#)

ASSOCIATION OF CHILDREN'S MUSEUMS PARTY

Thursday, May 16, 2024 / 6:30 pm - 9:30 pm

Street Closure: 100 N Pinckney (leaving access to the parking garage) & Rotary Plaza

Event mostly inside the Madison Children's Museum

Request to close a section of 100 N Pinckney for an outdoor activity with amplified sound

See attached for site map, schedule and event details

Discuss location, activities, setup, schedule

Madison Children's Museum / Kia Karlen

Registered speaker Michelle Morrison has registered in support, not to speak, but available for questions.

Registered speaker Kia Karlen registered in support and wishes to speak.

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

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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.

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.

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.

EVENT DAY(S)

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

No alcohol may be served, sold or consumed on City streets or right-of-way, without receiving approvals through the alcohol licensing process.

Provide and maintain access to the parking ramp entrance on 100 N Pinckney.
20' emergency access lane must be maintained throughout event area.
8' pedestrian 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.

CONSENT AGENDA

Blake-Horst made a motion, Updike 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

7. [81642](#)

ENGINEERING EXPO

Fri, April 19, 2024 / 7:00 am - 4:30 pm

No Street Closure

Parking request: N. Breese Terrace from University Ave. to Regent (Blocks 0 to 300)

Annual engineering expo for middle school students

UW-Madison Engineering Expo / Evi Vayts

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BEFORE EVENT

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

Call Parking Utility at 608-267-8756 to arrange for "No Parking" and/or meter signs. Remove signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

Organizer will have event staff monitoring bus check in, drop off, and pick up to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.

Charter busses must not block metro stops. Organizer is responsible for notifying drivers.

Pick up and drop off must be on the east side of the street.

Maintain access to Metro stops.

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

8' pedestrian 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.

8. [81649](#)

UNCORK ME WISCONSIN

Saturday, May 11, 2024 / 2:00 pm - 6:00 pm

No Street Closure - request for parking around Breese Stevens Field

Wine tasting event inside Breese Stevens Field

See attached for parking details

Brothers Molloy / Lucas Molloy

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

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

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

Call Parking at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

Maintain access to Metro stops.

20' emergency access lane must be maintained 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.

10. **ADJOURNMENT**

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