



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, June 5, 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, June 5, 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, John Fahrney, Phil Roh, Mark Kiesow, Eric Veum, Lt. Jen Hannah, Tim Sobota

Members Excused: Meghan Blake-Horst, Amy O'Rourke, Scott Strassburg

Additional City Staff Present: Julia Austin, Taylor Dietzman, Michael Cechvala, Michael Ott, Lara Mainella, Lt Justine Harris

APPROVAL OF MINUTES

There were no minutes to approve at this meeting.

1. [83734](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Post disclosed item # 3 is a Parks Sponsored event and she will recuse herself from voting on that item.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [83605](#) MADISON JUNETEENTH DAY CELEBRATION
Saturday, June 15, 2024 / 10 am - 5:30 pm (Penn Park)
Street Closure Request: 600-700 Buick, 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird (7am-7:30pm)
Parade request: See attached route (10:45 am - 11:45 am)
No Parking request: east side of 2000 Taft
Annual Juneteenth Celebration
Discuss schedule, route, closures, no parking
Kujichagulia Madison Center / Annie Weatherby-Flowers
Registered speaker Annie Weatherby registered in support and wishes to

Speak.

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

A second motion was made by Hannah, seconded by Roh to approve the permit based on the application and the detailed conversation about the event 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) 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: Isadore Knox Jr- district14@cityofmadison.com

This is a District event. Please reach out to South District MPD for staffing the Juneteenth Celebration parade.

Parking will post and pick up No Parking signage. Please contact Taylor Dietzman, tdietzman@cityofmadison.com or 608-266-4613 to discuss this service. Organizer agrees to pay all costs associated with these tasks.

Traffic Engineering will deliver street closure barricades for the event. There are charges for these services. Event organizer will set up and take down the barricades.

DURING EVENT

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

Event volunteers/staff at barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.

3 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.

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.

STREET USE PERMITS - CONSENT AGENDA

Updike made a motion, Nash 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.

3. [83758](#)

PARKS ALIVE 2024

Various Dates & Parks in Madison

No Street Closure

Request for No Parking signs for the series at certain parks

See attached for dates and locations

Parks Division / Debra Alleyne

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) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

Send full schedule for Parks Alive to allalders@cityofmadison.com

Call Parking Utility at 608-267-8756 to arrange to pick up "No Parking" signs.

Remove signs when event has ended. There are charges for this equipment.

No Street Closure: request for parking only.

DURING EVENT

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.

4. [83729](#)

SESSIONS AT MCPIKE PARK

Friday - Sunday, June 14 - 16, 2024

Thursday - Sunday, August 8 - 11, 2024

See attached for detailed event schedule

Street Closure Request: 200 S Ingersoll

Street Closure schedule:

Friday, June 14, 2024 @ 9am - Sunday, June 16 @ 11:59pm

Thursday, August 8 @ 9am - Sunday, August 11 @ 11:59pm

Annual concert series in McPike Park

Sessions at McPike Park, Inc. / Bob Queen

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." (If beer will be sold, this certificate must include liquor liability.) – ON FILE.

Tents over 400 ft² require a Notification of Operations permit through the Madison Fire Department.

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: Marsha Rummel – district6@cityofmadison.com

Special duty officer(s) required for event dates for the duration of when beer/wine will be sold. Call 608-267-8676 to arrange. There are charges for this staffing.

Friday, June 14 – 5pm-11pm

Saturday, June 15 – 1pm-11pm

Sunday, June 16 – 1pm-10pm

Thursday, August 8, 5pm – 10pm

Friday, August 9, 5pm-10pm

Saturday, August 10, 1pm-10pm

Sunday, August 11, 1pm-10pm

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.

DURING EVENT

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

There is no event parking in the Madison Metro parking lot.

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 and park paths 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.

ADJOURNMENT

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