



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, March 8, 2023

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, March 8, 2023. 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, Meghan Blake-Horst, Noah Meter Brooks, Caitlin Stokes, Jen Blair, Lt. Jen Hannah, John Fahrney

Members Excused: Mark Kiesow, Bill Pullman, Eric Veum

Additional City Staff Present: Mary Lloyd, Connor Mountford, Taylor Dietzman, Michael Ott

APPROVAL OF MINUTES

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

1. [76559](#) 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. [76646](#) WisDOT FILM PRODUCTION
Mon., March 20, 2023 / 3pm-12am
Street Closure: intersection of Bear Claw Way and Brader Way
Commercial Shoot for WisDOT
Discuss location, schedule, activities
Discover Mediaworks / AnaElise Beckman

Registered speaker AnaElise Beckman registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd 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: Nikki Conklin - district9@cityofmadison.com

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.
 •Traffic Management Plan to include electronic message boards placed as directed by Traffic Engineering.

If requesting City of Madison barricades, 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).

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

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.

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. [76516](#)

CRAZYLEGS CLASSIC

Sat, April 29, 2023 / 5:00am - 1:00pm

Start: Confluence at Library Mall (700-800 State Street)

Finish: Camp Randall Stadium

Run/Walk

See map/application for closures

Discuss route, schedule, and setup

Wisconsin Athletics / Shane Burgess

Registered speaker Shane Burgess registered in support, not to speak, but available for questions.

Registered speaker Ryan Griessmeyer registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Brodowsky 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

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. Alders to notify are:

Patrick Heck-district2@cityofmadison.com, Michael

Verveer-district4@cityofmadison.com, Regina Vidaverdistrict5@cityofmadison.com, Juliana Bennett-district8@cityofmadison.com

Notify area businesses and residents at least 2 weeks prior to the event.

Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

This is a District Event. Please contact Lt. Hannah and PO Ott at mpdevents@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.

Parking Enforcement will post signage and hood meters. Please contact Taylor Dietzman, tdietzman@cityofmadison.com, to arrange these services. Organizer agrees to pay all costs associated with these services.

Coordinate activities and schedule with Meghan Blake-Horst, Street Vending Coordinator, at mblakehorst@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.

Event parking plan should include promoting parking away from the start/finish area.

EVENT DAY(S)

Barricade placement and traffic management as per plan on file with Traffic Engineering (TE) and MPD.

Lake Street parking ramp entrance to be kept open as long as traffic allows.

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

Street Use Staff Commission invalidates licenses of city vendors in the 700-800 block of State Street on 4/29/23 from 6am-1pm.

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.

4. [76542](#) GREAT MIDWEST HEMP FEST
Sun., Oct 1, 11am -7pm
Event location: Confluence at Library Mall
March/Parade (Sunday, 10/1/23) @ 4:20pm / 700 State Street to Capitol Grounds
Discuss setup, activities, schedule, parade
R&R Productions Company / Christopher Ronan
- Registered speaker Christopher Ronan registered in support and wishes to speak.
Registered speaker Nicklaus Rueda registered in support and wishes to speak.
Registered speaker Shelley Kennedy registered in support, not to speak, but available for questions.
Registered speaker Justin Wexler registered in support and does not wish 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."
- Alders to notify are - Patrick Heck - district2@cityofmadison.com, Mike Verveer - district4@cityofmadison.com & Julianne Bennett - district8@cityofmadison.com
- 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.
- Organizer will have a plan, approved by Madison Police and posted on sponsor website/event promotion, address illegal activity occurring at the event and notify the participants. The Street Use Permit does not exempt events/organizers from any federal, state or local laws. If illegal activity occurs at the event, it is grounds to deny a street use permit for the event in the future. 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.
- Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.
- EVENT DAY(S)**
- Food Distribution: Organizer will follow all Health Department requirements and recommendations concerning food distribution during the event <https://www.publichealthmdc.com/environmental-health/food-safety>.
- Special Event Resolution: Allows for suspension of vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event.(licensed sidewalk cafes exempted).
- Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).
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.

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

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. [76550](#)

WISCONSIN SCIENCE FESTIVAL SCIENCE ON THE SQUARE

Thu., October 19, 2023 / 12pm - 11pm (event time 4pm-9pm)

Street Closure: 100 W Mifflin

100-500 State Street (In conjunction with Madison Night Market)

Science festival activities

Discuss location, setup, activities, schedule

Wisconsin Alumni Research Foundation / Sam Mulrooney

Registered speaker Samantha Mulrooney registered in support and wishes to speak.

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

Registered speaker Tim Jenquin registered in support, not to speak, but available for questions

A motion was made by Blake-Horst, seconded by Brodowsky 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. Mike Verveer - district4@cityofmadison.com

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

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.

Maintain wheelchair accessible pathway throughout event area.

EVENT DAY(S)

Traffic Engineering will deliver/pick-up barricades.

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.

CONSENT AGENDA

Lloyd made a motion, Blake-Horst 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. [76527](#)

UW MADISON HOUSING MOVE OUT
Mon., May 8 - Sun., May 14, 2023 / 6am-6pm daily
No Street Closure, Parking only request
200 N Lake Street (both sides) and 600 W Dayton Street (north side)
Annual University Housing Move Out
UW Madison Housing /Lindsay Gustin

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

No street closure, request for parking/sidewalk space only.
Call Parking Utility at 608-267-8756 to arrange for meter signs and/or "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Maintain wheelchair accessible pathway throughout event area.
Coordinate schedules/possible relocation of inter-city bus stop area.

EVENT DAY(S)

Maintain access to Metro stops.
Noise must be kept to a reasonable level at all times.
Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure public safety and that double parking or other parking violations do not occur.
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.

7. [76540](#)

CONCERTS & CUISINE - CONCERTS ON THE SQUARE 40TH ANNIVERSARY GALA

Sunday, March 19, 2023 / 9am-10pm

No Street Closure, Parking only request

100 Block of N Carroll St; 10 block of W Dayton St; 100 Block of Wisconsin Ave (Meters #501-507; 803-813; 2220-2223; 2225-2226)

Parking request for event catering load-in/load-out

Wisconsin Chamber Orchestra / Elliott Valentine

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.- ON FILE"

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.

Participating food trucks/carts are not allowed to sell anything to the public during the event.

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

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. **ADJOURNMENT**

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