



# 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?*

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Wednesday, July 26, 2023

10:00 AM

Virtual

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, July 26, 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, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Jen Blair, John Fahrney, Phil Roh, Lt. Jen Hannah, Katelynn Updike

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

**Additional City Staff Present:** Mary Lloyd, Taylor Dietzman, Ashley Moseberry,

### APPROVAL OF MINUTES

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

1. [79034](#) PUBLIC COMMENT

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

### DISCLOSURES AND RECUSALS

Blake-Horst disclosed she lives adjacent to Orton Park in regards to item \$7.

### STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [76308](#) BREESE STEVENS FIELD EVENT SERIES 2023  
April 15, 2023 - October 29, 2023  
Amending Street Use permit to include additional date  
Additional date: August 12, 2023 / FMFC Trunk Sale  
Street Closure: portion of 10 N Paterson / 2pm-5:30pm  
See attached SUP schedules for specific dates, times and details of parking removal and street closure  
Discuss setup, schedule, activities  
Big Top Events LLC / Tristan Straub
- Registered speaker Tristan Straub registered in support, not to speak, but available for questions.

Registered speaker Alyssa Bruce 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 "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." - ON FILE.

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. Marsha Rummel - [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

MPD Staffing: Based on event details, some events may require special duty officer(s) for event. Call Emily Hardiman, 608-267-8676 to arrange. There are charges for these services.

MPD Staffing: Based on event details, some events may require District event staffing. Please contact Lt. Jen Hannah and Office Michael Ott at [mpdevents@cityofmadison.com](mailto: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.

City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are charges for these services.

Contact Madison Traffic Engineering to arrange for message boards to direct attendees to park at the S Livingston parking garage for concerts and large events.

Contact Ann O'rourke at [aorourke@cityofmadison.com](mailto:aorourke@cityofmadison.com) or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all commendations/stipulations provided by Parking. Organizer is responsible for all costs associated with enforcement.

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.

Provide detailed parking plan prior to each concert at this web site:

<http://breesestevensfield.com/parking>. Include warnings about blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

#### EVENT DAY(S)

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

Maintain access to Metro stops.

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

Parking removed for events may only be used for event staging and performance vehicles or for patron pick up/drop off. No "VIP parking" areas are allowed on public streets.

Provide and maintain access for Mifflin St residents.

Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

Provide and maintain access to the Lyric parking garage on N. Brearly St.

Loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other parking

violations do not occur.

No alcohol may be served, sold or consumed on City streets or right-of-way.

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.

Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for City services within 20 days of billing.

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. [79036](#)**

#### **AFRICA FEST**

Sat. Aug. 19, 2023 / 10am-10pm

Street Closure: 200 block of Ingersoll St / Fri. Aug 18 @ 12pm - Sun. Aug 20 @ 1am

Annual request to close street in conjunction with a park event at McPike Park

Discuss schedule & setup

African Association of Madison, Inc. / Ray Kumapayi

Registered speaker Ray Kumapayi registered in support, not to speak, but available for questions.

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

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#### **BEFORE EVENT**

Certificate of insurance listing the City of Madison as additional insured is required.

Notification: Organizer must notify area alder(s) at least two weeks 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: Marsha Rummell – [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

Tent Notification of Operation: Organizer must apply for a Tent Notification of Operation permit through the Madison Fire Department.

Use the barricades that are already on 200 S Ingersoll left from Sessions at McPike Park.

#### **DURING EVENT**

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

There is no event parking in the Madison Metro parking lot. Organizer is responsible for alerting attendants to this restriction.

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**

Return barricades to the Sayle Street Garage, 608-266-4767, 1120 Sayle S.

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. [79037](#)

**HUB MOVE-IN DAY**

Thu. Aug. 24, 2023 / 8:30am-8:30pm

Street Closure: 400 block of N Frances

Annual move-in day for Hub Apartments

Discuss setup, schedule, parking garage, MPD staffing

Hub Madison / Darian Meyer

Registered speaker Darian Meyer 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:

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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 area businesses and residents. Provide them 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](mailto:tjenquin@visitdowntownmadison.com) or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc..

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

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 "No Parking" signs. Remove 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).

Maintain south entrance and exit to Frances Street Campus garage at all times.

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure that double parking and other

parking violations do not occur.  
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.

5. [79039](#)

#### **ROCKIN' BREWS MARATHON**

Sat. Sept. 2, 2023 / 8am-2pm

Start/Finish: Winnequah Park in Monona

Route: Lake Loop (see attached maps)

Annual marathon

Discuss route, schedule, No Parking

Madison Events Production, LLC / Jerry Kempfer

Registered speaker Jerry Kempfer registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Lloyd 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.

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

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

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 "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

#### **EVENT DAY(S)**

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

Maintain access to Metro stops.

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

Maintain public access to bike path throughout event route.

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

6' 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. [79047](#)

**UW MADISON HOMECOMING PARADE**

Fri. Oct. 6, 2023 / parade: 6pm-7:30pm

Street Closures: (setup/staging) 10-600 Langdon St & 500 Wisconsin (4pm-8pm)

Parade Route: Wisconsin & Gilman to Gilman & State to State & Lake (6pm-7:30pm)

Annual UW Homecoming Parade

Discuss schedule, route, staging

UW Madison / Heidi Lang

Registered speaker Susan Dibbell registered in support, not to speak, but available for questions.

Registered speaker Amy Guthrie registered in support, not to speak, but available for questions.

Registered speaker Heidi Lang registered in support, not to speak, but available for questions.

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

Notification: Organizer must notify area alder(s), businesses and residents prior to the event. Provide 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](mailto:district2@cityofmadison.com), Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com), MGR Govindarajan - [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

Notify the Madison Central Business Improvement District's Operations Director at [tjenquin@visitdowntownmadison.com](mailto: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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

Contact Edgewater Hotel and Graduate Hotel about the parade. Provide them with event information, including: location, date, schedule, activities, etc. Provide them with day-of contact information.

Distribute a flyer to all residents and businesses on the route. Provide event information, including location, date, schedule, and activities.

This is a District event. Contact Lt Hannah and Officer Ott, [mpdevents@cityofmadison.com](mailto:mpdevents@cityofmadison.com) to arrange staffing. There are charges for these services.

Madison Parking Enforcement will post meter bags and "No Parking" signs. There are charges for these services.

Traffic Engineering will deliver/pick-up There are charges for this service.

Event volunteers will place and remove the barricades.

**DURING EVENT**

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

Traffic management plan as approved by TE and MPD-on file.  
Provide/maintain resident access until 5:45pm. (Lake and Langdon)  
Maintain access to the Edgewater Hotel.  
3 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)  
Event cannot displace licensed city vendors.  
Noise must be kept to a reasonable level at all times.  
No objects may be thrown from floats of vehicles in the parade.  
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.  
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.  
Motion passed by voice vote/other.

## CONSENT AGENDA

Blake-Horst made a motion, Meter Brooks 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. [79038](#)

**ORTON PARK FESTIVAL**  
Fri - Sun, Aug 25 - 27, 2023 / daily park festival  
No parking request: 1100 Spaight (park side), 1100 Rutledge (both sides), 600 S Few (park side)  
Annual request for No parking in conjunction with a park event  
Marquette Neighborhood Association / Katherine Davey

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**BEFORE EVENT**

No street closure, request for parking/sidewalk space only.  
Certificate of insurance listing the City of Madison as additional insured is required - on file.  
Notification: Organizer must notify area alder(s) 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: Marsha Rummell-  
district6@cityofmadison.com

Call 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.

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

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.

**9. ADJOURNMENT**

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