



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, May 15, 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, May 15, 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, Phil Roh, Mark Kiesow, Amy O'Rourke, Scott Strassburg, Lt. Jen Hannah, Tim Sobota,

Members Excused: Jeremy Nash, Eric Veum, Meghan Blake-Horst, John Fahrney

Additional City Staff Present: Julia Austin, David Crossen, Taylor Dietzman, Tom Mohr, Ashley Moseberry

APPROVAL OF MINUTES

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

1. [83351](#) 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. [83348](#) FETE DE MARQUETTE
Thursday - Sunday, July 11 - 14, 2024 / daily
Street Closure: 100-200 Ingersoll - Wednesday, July 10 @ 8 am - Monday, July 15 @ 9am
Street Closure: 100-200 S Brearly - Friday, July 12 @ 12 pm - Sunday, July 14 @ 10 pm
Parking S. Few, S. Brearly, S. Ingersoll
Discuss setup in street, schedule, no parking, dumpster placement, etc.
Wil-Mar Neighborhood Center / Gary Kallas

Registered speaker Sarah Paske registered in support, not to speak, but available for questions.

A motion was made by Roh, seconded by Updike 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." - ON FILE.

Notification: Organizer must notify area alder(s) at least 30 days 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

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services. Organizers will pay the costs of City of Madison Police Officers assigned to the event, as determined by the Madison Police Department at the special duty rate. Per MGO 10.056(7)(c) the applicant agrees to pay such actual costs for services within 20 days of billing.

Traffic Engineering will deliver and pick up the barricades. There are charges for this service.

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

Event activities utilizing private property/parking lots, require a Temporary Use permit through the City of Madison Building Inspection Division.

DURING EVENT

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

Noise must be kept to a reasonable level at all times. See Park Event permit for details.

Signage/staffing at event perimeter; No Alcohol Beyond This Point.

Signage/staffing at Metro lots. No event parking.

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

ADA accessible pathways must be maintained on City sidewalks throughout the event space.

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. [83330](#)

PARTY IN THE PARK

Sunday, June 2, 2024 / 4 pm - 7 pm

Street closure: 800 E Dayton (block party)

Lane closure: travel lanes adjacent to Reynolds Park for short bike races (100

E Paterson, 800 E Mifflin, 100 N Livingston)
 Closure requested 2 pm - 9 pm
 Bike races at the annual Party in the Park - Tenney-Lapham Neighborhood Association (TLNA) event
 Discuss schedule, closure, route, parking, etc.
 TLNA / Lia Vellardita

Registered speaker Lia Vellardita registered in support, not to speak, but available for questions.

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

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BEFORE EVENT

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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: Marsha Rummell – district6@cityofmadison.com

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.

DURING EVENT

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

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.

4. [83344](#)

LOOP THE LAKE

Saturday, June 15, 2024 / 9 am - 2 pm

Street Closure: Edgewater Ct & 5404 Raywood Rd (for stops along bike route)

Bike Route: participants will obey all traffic and bike rules along the route

Discuss closures, route, activities

Clean Lake Alliance / James Tye

Registered speaker Brian Shorey registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Strassburg 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." (If beer will be sold, this certificate must include liquor liability.)

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:

Michael Verveer - District4@cityofmadison.com; Marsha Rummell - District6@cityofmadison.com; Tag Evers - District13@cityofmadison.com; Isadore Knox Jr - District14@cityofmadison.com; Dina Nina Martinez-Rutherford - District15@cityofmadison.com

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.

DURING EVENT

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.

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.

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.

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. [83097](#)

PROST! SUMMERFEST

Saturday, June 22, 2024 / 11:00 am - 8:00 pm

Street Closure: 1-13 S Hancock St / 7:00 am - 10:00 pm

Public Amplification: 11:00 am - 8:00 pm

Street Festival for Prost! Beer Hall
Discuss location, setup, schedule, activities
Prost! Madison / David James Nau

Registered speaker David Nau registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Roh 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." (If beer will be served or sold, this certificate must include liquor liability.)

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 Rummell - district6@cityofmadison.com

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

Notify any residents on 10 S Hancock about the partial closure, date and schedule. Alert them to access to their residents from E Main St.

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.

No alcohol may be served or consumed on City streets or right-of-way without an extension of premises permit.

EVENT DAY(S)

Barricade placement as per plan on file with Traffic Engineering (TE). Barricades along E Washington Ave should be placed on the outside of the crosswalk for pedestrian safety.

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.

Thursday, July 4, 2024 / 10:30 am - 11 am

Parade route: see attached

Discuss traffic management plan, street closures, etc.

McGrath Property Group, LLC / Michael Metzger

Registered speaker Michael Metzger registered in support, not to speak, but available for questions.

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

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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 Bill Tishler - district11@cityofmadison.com.

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

If City barricades are needed, 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.

EVENT DAY(S)

Maintain access to Metro stops.

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

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

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.

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.

Motion passed by voice vote/other.

7. [83349](#)

ATWOOD FEST

Saturday, July 27, 2024 / 12pm - 10pm

Sunday, July 28, 204 / 12pm-8pm

Street Closure: 2000 Atwood Ave, Eastwood to Atwood, Amouth Court / July 27 @ 8am - July 28 @ 10pm

Annual Neighborhood Festival

Discuss closures, setup, schedule, etc.

SASY Neighborhood Association / Ryan Koglin

Registered speaker Chris Meyer registered in support, not to speak, but available for questions.

A motion was made by Updike, 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." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s) at least 30 days 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 Rummel – district6@cityofmadison.com

Notify area businesses and residents. Provide them with event information, including: location, date, schedule, activities, and day-of-contact information. 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 are charges for this equipment.

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

Organizer will post additional No Parking along 2nd Street From Winnebago to E Washington Ave to allow for Metro to detour on 2nd Street and maintain service to the area.

Any event setup, activities, beer sales, etc in private parking lots require a Temporary Use permit through the Building Inspection Division. Contact bldginspct@cityofmadison.com for more information.

Organizer will apply for a Temporary Use permit for any event activities in parking lots or private property along Atwood Ave.

Restaurants along the route will need to adhere to their Alcohol Licensing requirements and Sidewalk Cafe License requirements during the event unless exemptions are approved through the Extension of Premise license process.

DURING EVENT

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

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

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

Signage & staffing at event perimeter must state: "NO ALCOHOL BEYOND THIS POINT"

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.

8. [83350](#)

TASTE OF MADISON

Saturday, August 31, 2024 / 2pm - 9pm (begins after DCFM)

Sunday, June 1, 2024 / 11am - 7pm

Street Closure: Capitol Square, 100 blocks of E & W Washington, King St, E & W Main St, MLK Jr Blvd, S & N Hamilton, S & N Pinckney, N & S Carroll, Wisconsin, E & W Mifflin, State & 200 MLK Jr Blvd

Street Closure: Friday, August 30 @ 5pm - Sunday, September 2 @ 2am
 Annual fundraiser festival, featuring Madison restaurants and stage performances

Discuss setup, schedule, stages, vendors, etc.

Madison Festivals / Bonnie Oleson

Registered speaker Bonnie Oleson registered in support, not to speak, but available for questions.

Registered speaker Tristan Straub registered in support, not to speak, but available for questions.

A motion was made by Updike, seconded by Roh 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 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.)

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Mike Verveer - district4@cityofmadison.com

Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

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

Notify area businesses and residents on closed streets. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. Include notification to the loading dock entity, maintenance@uli.com and the Risser Justice Center, Darrin.smith@wisconsin.gov

Police staffing is required - Special Event staffing. Please contact Lt. Jen Hannah and Michael Ott at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services..

The Dane County EOD will be utilized for the event. The organizer is responsible for all charges associated with this service.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

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

Walk-through with Mall Maintenance before and after event will be arranged with Mark Kiesow, Mall Maintenance Lead Worker, 266-6031.

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.

Please alert participating vendors 1. Do not pour grease onto City sidewalks, streets or parking areas. 2. Do not place grease barrels on the grass islands, place on pavement. 3. Do not dump ash on sidewalks, streets or parking areas. 4. Properly dispose of grease, ash, and coals per plan with the organizer. 5. Nothing can be taped, glued, or attached to city amenities (trees, poles, etc.).

EVENT DAY(S)

Metro rerouted to outer loop. Standard rerouting fee applies.

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event. (licensed sidewalk & roadway cafes exempted). A limited number of Sat. City Vendors will be accommodated in a location determined by Madison Festivals.

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

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

Provide and maintain access to the alley on the 100 block of West Washington for Grace Episcopal parking and deliveries. Contact the Rector at Grace, 608-255-5147.

Provide and maintain access to Park Hotel parking during the event.

Provide and maintain access to all public parking lots and garages during event.

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

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

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.

10. ADJOURNMENT