



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 20, 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, March 20, 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, Amy O'Rourke, Scott Strassburg, Tim Sobota, Lt. Jen Hannah

Members Excused: Eric Veum, John Fahrney

Additional City Staff Present: Ashley Moseberry

APPROVAL OF MINUTES

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

1. [82457](#) 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. [82254](#) CRAZYLEGS CLASSIC
Saturday, April 27, 2024 / 9:50 am - 12:00 pm
Start/Finish: 700 State Street
See attached for 8k and 2 mile routes
Annual run/walk for UW Athletics
Wisconsin Athletics / Shane Burgess

Registered speaker Shane Burgess registered neither support nor oppose, 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:

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(s) with event information, including: day of contact information, location, date, schedule, activities, etc. Julianna Bennett - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, Regina Vidaver - district5@cityofmadison.com, MGR Govidaranjan - district8@cityofmadison.com, Tag Evers - district13@cityofmadison.com.

Notify the Madison Central Business Improvement at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Notify area businesses and residents on impacted streets. 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.

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

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD. Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

EVENT DAY(S)

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

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.

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

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.

3. [82496](#)

BEER, BREAKFAST & BLUEGRASS

Sunday, May 5, 2024 / 8:00am - 1:00pm

No Street closure

Request for 2 parking stalls+ on 100 S. Brearly
discuss location, setup, schedule

Giant Jones Brewery / Erika Jones

Registered speaker Erika Jones 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.)

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 street closure, request for parking/sidewalk space only.

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.

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.

4. [82462](#)

CARS ON STATE

Saturday, June 1, 2024 / 10:00am-3:00pm

Street Closure: 100-600 State Street (7:00am-4:00pm)

Annual car show on State Street

Discuss schedule, State Street updates, site map

Greater State Street Business Association / Cas Salas

Registered speaker Tim Jenquin registered in support and does not wish to speak.

Registered speaker Cas Salas 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:

HE "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(s) with event information, including: day of contact information, location, date, schedule, activities, etc. Michael Verveer - district4@cityofmadison.com

Notify the Madison Central Business Improvement at tjenquin@visitdowntownmadison.com or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc. Notify area businesses and residents on impacted streets. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Coordinate a walk through of the event site with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

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 DAYS

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.

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors, performers. City licensed vendors may be relocated within the event area if requested by the sponsor. (licensed merchant vendors and sidewalk cafes are exempt.)

20' emergency access lane must be maintained throughout event area. Vehicles that are part of the car show can be within the 20' emergency access lane as long as they are attended at all times, by the owners or responsible party that has the keys so they could be moved in case of emergency.

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

Organizer will start cleanup and street reopening on the 100 block of State and will work their way down. The 100 - 300 blocks of State Street will be reopened to Madison Metro by 3:30 pm.

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. [82464](#)

CONCERTS ON THE SQUARE

Wednesdays, June 26 - July 21, 2024 / 3:00pm-midnight

Rain Dates: subsequent Thursdays

Street Closure: 10 E & W Main, 10 N & S Pinckney, 100 blocks of MLK Jr Blvd, E Washington Ave, & King Street

Annual Wisconsin Chamber Orchestra concerts

Discuss schedule, location, additional requests
Wisconsin Chamber Orchestra / Samuel Pavel

Registered speaker Joe Loehnis registered in support, not to speak, but available for questions.

Registered speaker Sam Pavel registered in support and wishes to speak.

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: day of contact information, location, date, schedule, activities, etc. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171. Schedule a site visit prior to first concert.

Schedule a walk-through of the event area on the City side of the Square with City staff. Please invite:

- Street Vending Coordinator – Meghan Blake-Horst, mblake-horst@cityofmadison.com
- Mall Crew Supervisor – Mark Kiesow, mkiesow@cityofmadison.com
- Street Use Coordinator – Kelly Post, kpost@cityofmadison.com
- Capitol Police – if they would like to join as well, Sgt Andrew Hyatt, andrew.hyatt@wisconsin.gov and/or Katelynn Updike, katelynn.updike@wisconsin.gov

Notify the Madison Central Business Improvement District's Operations Director at tjenquins@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.

If requesting City 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.

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.

Contact Mark Kiesow, mkiesow@cityofmadison.com, to arrange to pick up the electrical adaptors.

DURING EVENT

The Capitol Square will be closed by an approved private contractor.

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

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

Signage & staffing at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT" required.

Metro rerouted to outer loop. Standard rerouting fee applies. (\$600/date)

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 are exempt.)
 Provide and maintain access for BMO Harris drive thru customers during hours of operation.
 Provide and maintain access to the parking ramp on E. Washington and Webster.
 No permanent markings (including spray chalk or stickers)on streets, sidewalks, paths or city landscaping.
 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 is responsible for removing all No Parking signs after the event each week.
 Motion passed by voice vote/other.

CONSENT AGENDA

Roh 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.

6. [82458](#)

AG DAY ON CAMPUS
 Thursday, April 18, 2024 / 10:30am-2:30pm
 No Street Closure: Request for 800 State Street
 Annual event to showcase Collegiate Farm Bureau
 Collegiate Farm Bureau / Grace Mansell

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.
 Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.
 Contact Public Health of Madison and Dane County (<https://www.publichealthmdc.com/environmental-health/foodsafety>) regarding safe food handling when handing out prepackaged food during the event.

EVENT DAY(S)
 Noise must be kept to a reasonable level at all times.
 There is no vending at this event.
 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. [82459](#)

AFS 25th OPEN HOUSE
Thursday, April 18, 2024 / 9:00am - 4:00pm
No Street Closure
Parking only request: 2200-2400 Advance Road & 4300-4700 Helgeson Dr
Annual open house on AFS property
Advanced Fastening Supply / Lisa Breunig

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BEFORE EVENT

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 street closure, request for parking/sidewalk space only.

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.
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. [82460](#)

HEALTHY COMMUNITIES SUMMIT, TEACH SAFE BICYCLING CLINIC
Monday, April 29, 2024 / 1:00pm-4:00pm
NO Street Closure
Request for 800 State Street
Safe Bike Clinic
The Wisconsin Bike Federation / Gui Gregory

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**RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.
BEFORE EVENT**

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

EVENT DAY(S)

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

There is no vending at this event.

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.

9. [82461](#)

UW HOUSING MOVE OUT

Wed. - Sun., May 8 - 11, 2024 / 6:00am-6:00pm daily

No Street Closure

Parking Only Request: north side of 600 W Dayton & east side of 200 N Lake (adjacent to Witte Hall)

Annual move out for UW housing

UW Housing / Lindsay Gustin

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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 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.

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.

11. ADJOURNMENT

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