



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, April 17, 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, April 17, 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, Eric Veum, Amy O'Rourke, John Fahrney, Scott Strassburg

Members Excused: Lt. Jen Hannah

Additional City Staff Present: Julia Austin, Taylor Dietzman, Michael Ott

APPROVAL OF MINUTES

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

1. [82682](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Kelly Post disclosed that Ride the Drive, item #5 on the agenda is a Park's Sponsored event and they recused themselves from the vote on that item.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [82683](#) MAD LIT: WHERE ARTS AND CULTURE SHINE
Fridays, June 28, July 26, August 2, August 16, September 13, 2024 / 8:00 pm - 11:00 pm
Street Closure: 100 block of State Street / 2:00 pm - 1:00 am
Amplified Sound: 8:00 pm - 11:00 pm
Annual free summer concert series, supporting artists, performers, and vendors of color
Discuss setup, construction at the Grove, schedule, etc.
Urban Community Arts Network, Ltd / Karen Reece

Registered Rob Franklin registered in support, not to speak, but available for questions.

Registered speaker Tyler Brunsell registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Updike 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. Michael

Verveer-district4@cityofmadison.com

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.

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

Notify MPD if requesting staffing due to anticipated attendance;

mpdspecialevnts@cityofmadison.com .

EVENT DAY(S)

Traffic Engineering will deliver/pick-up barricades.

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

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

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 sidewalk cafes are exempted)

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.

3. [82879](#)

MADISON GOSPEL 5K, 10K RUN/WALK & HEALTH FAIR
Saturday, July 13, 2024 / 8:00 am - 12:00 pm
Start/Finish: Penn Park

Street Closure: Dane Street (Baird to Fisher) / 5:30 am - 2:00 pm
See attached for route details
Discuss route, schedule and closure
Madison Gospel Foundation / Uchenna Jones

**A motion was made by Blake-Horst, seconded by Updike to refer the application to the May 15 Street Use Staff Commission meeting.
Motion passed by voice vote/other.**

4. [82885](#)

ART FAIR OFF THE SQUARE

Sat, July 13, 9:00 am - 5:00 pm & Sun, July 14, 10:00 am - 5:00 pm
Street Closure: 200 block of MLK Jr Blvd / Fri, July 12 @ 5:00 pm - Sun, July 14 @ 10:00 pm
45th Annual WI Artists & Craftspeople sale
Discuss location, Doty construction, schedule, setup, etc.
Wisconsin Alliance of Artists and Craftspeople, Inc. / Danielle Brown

Registered speaker Danielle Brown 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:

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. Michael Verveer - district4@cityofmadison.com

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.

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

Coordinate activities and schedule with Art Fair ON the Square, artfair@mmoca.org .

This is an Overtime Special Event. Please contact Lt. Jen Hannah 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 assigned to the event. Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing.

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 set up on City County Building porch before 5pm on Friday, 7/12/2024.

EVENT DAY(S)

Traffic Engineering will deliver/pick-up barricades.

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

Maintain access to Metro stops.

City vendor licenses are invalidated for this event.

Provide and maintain access to the parking ramp entrance on E. Wilson at all times.

Provide and maintain access to the Hilton Hotel and Madison Club during the event.

Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

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.

5. [82888](#)

RIDE THE DRIVE

Sat, August 11, 2024 / 10:00 am - 2:00 pm

Street Closure: 10 S Orchard (2 blocks), 1200 - 700 Regent Street, 10-100

Proudfit, N Shore Dr, John Nolen Dr (from Lakeside St to Williamson St,

600-1500 Williamson (John Nolen Dr to S Ingersoll), 300 S Ingersoll

Event/activities at Parks along the route

Parks and Open Streets event

Discuss schedule, route, closures, activities

City of Madison Parks Division / Tracey Hartley

Registered speaker Tracey Hartley registered in support and wishes to speak.

Registered speaker John Weichelt 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:

BEFORE EVENT

Notification: Organizer must notify area alder(s) at least 30 days prior to the event. Provide the alder with information, including: location, date, schedule, activities, etc. The alder(s) to notify for this event is: All Alders – allalders@cityofmadison.com

Notification: Organizer must notify businesses and residents along the route at least 30 days prior to the event. Provide event information, including: location, date, schedule, activities, and day of contact info. for the event organizer.

Police staffing is required for this event. Please contact Lt. Hannah and Officer Ott at mpdevents@cityofmadison.com to discuss scheduling staff.

Traffic Engineering (TE) and MPD must approve traffic management plan and equipment placement.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended.

Organizer will submit a complete vendor list to the Parks Division at least two weeks before the event date.

DURING EVENT

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

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

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

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.

Motion passed by voice vote/other.

6. [82693](#)

WOOF'S KING STREET PRIDE

Saturday, August 17, 2024 / 4:00 pm - 11:00 pm

Street Closure: 100 King Street / 10:00 am - 1:00 am

Public Amplification / 4:00 pm - 11:00 pm

Annual block party celebrating the LGBTQ+ community

Discuss schedule, setup, vending, etc.

Dandyfire, Inc / Dino Maniaci

Registered speaker Dino Maniaci registered in support, not to speak, but available for questions.

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

Notification: Organizer must notify area alder(s), business, and residents on 100 King Street 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: Michael Verveer - district4@cityofmadison.com
Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@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. Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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

DURING EVENT

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

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 sidewalk &

roadway cafes are exempt.)

All Roadway and sidewalk cafes, outdoor cafe and Alcohol licenses, policies and rules remain in effect during the event. Roadway and sidewalk cafes around the event perimeter must be notified they are responsible for not allowing any alcoholic beverages or glass to be carried out of their cafes into the event.

Staffing and signage at perimeter – NO ALCOHOL BEYOND THIS POINT

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.

8. ADJOURNMENT

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