



# 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, February 22, 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, February 22, 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, Mark Kiesow, Jen Blair, Lt. Jen Hannah, John Fahrney

**Members Excused:** Noah Meter Brooks, Bill Pullman, Eric Veum, Caitlin Stokes

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

### APPROVAL OF MINUTES

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

1. [76268](#) PUBLIC COMMENT

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

### DISCLOSURES AND RECUSALS

Lt. Hannah disclosed MPD is participating in Safety Saturday.  
Jen Blair disclosed and recused herself from Safety Saturday since it is a Madison Fire Department event.  
Erica Schwarz disclosed Capitol Police are participating in Safety Saturday.  
Jeremy Nash disclosed Traffic Engineering is participating in Safety Saturday.  
Kristin Brodowsky disclosed Parking is participating in Safety Saturday.

### STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [76271](#) ANNUAL WI LAW ENFORCEMENT MEMORIAL CEREMONY  
Fri. May 19, 2023 / 10am - 1pm  
Street Closure: 10 N. Pinckney, 10 E. Main, 100 N Hamilton, 100 E Washington Ave.  
Route: see attached  
Discuss Y closure, barricades, parade route, schedule, and activities WI Law Enforcement Memorial. / Randy Wiessinger

Registered speaker Randy Wiessinger registered in support, not to speak, but available for questions.

A motion was made by Blair, 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**

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](mailto:district4@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.

Please contact Lt. Jen Hannah and Officer Michael Ott at [mpdevents@cityofmadison.com](mailto:mpdevents@cityofmadison.com) to arrange for MPD staffing or volunteers. There may be 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.

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.

Notification: Organizer will notify all businesses on the closed streets at least 2 weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc..

**EVENT DAY(S)**

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

Traffic Engineering will deliver/pick-up barricades. The Capitol Square will be closed by Traffic Engineering (TE). There are charges for these services.

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

Event cannot displace licensed city vendors.

Provide and maintain access to the parking lot on East Washington and Webster.

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.

3. [76308](#)

BREESE STEVENS FIELD EVENT SERIES 2023  
May 19, 2023 - October 29, 2023

Streets adjacent to Breese Stevens Field: 900 E Washington Ave., 900 E Mifflin, 10 N block Patterson, 10 N block Brearly  
No Parking and/or Street Closure on a per event basis  
See attached SUP schedules for specific dates, times and details of parking removal and street closure  
Discuss dates, schedule and event details.  
Big Top Events LLC / Tristan Straub

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

A motion was made by Blake-Horst, seconded by Blair 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. Patrick Heck - [district2@cityofmadison.com](mailto:district2@cityofmadison.com)

MPD Staffing: Based on event details, some events may require special duty officer(s) for event. Call 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 this equipment.

Contact Taylor Dietzman at [tdietzman@cityofmadison.com](mailto:tdietzman@cityofmadison.com) or 608-266-4613 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all recommendations/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.

#### 4. [76272](#)

##### SAFETY SATURDAY

Sat, June 10, 2023 / 7:15am - 2pm

Street Closure: 100 block of E. Washington Ave, 10 blocks of N. and S. Pinckney

Safety demonstration day (various displays)

Discuss location, site map, and schedule

City of Madison Fire Department / Bernadette Galvez

Bill Sullivan from the Madison Fire Department was at the meeting and available to answer 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

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: Michael Verveer – [district4@cityofmadison.com](mailto:district4@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. Call 608-267-8756 to arrange for meter bags. Remove meter signs when event has ended. There may be charges for this equipment.

Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

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

Contact Mall Crew, 266-6031 or [mkiesow@cityofmadison.com](mailto:mkiesow@cityofmadison.com) to arrange pick up and return of electrical adapter. Organizer is responsible for the adapter and will be charged if it is not returned.

Traffic Engineering will deliver/pick-up barricades.

#### DURING EVENT

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

City vendor licenses will be relocated outside of the event perimeter, licensed sidewalk cafes are exempt.

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

Provide and maintain access for parking lot on East Washington and Webster during the event.

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.

#### 5. [76273](#)

#### TASTE OF MADISON

2023 Event dates: Sat, Sept 2, 2pm-8:30pm & Sun, Sept 3, 11am-7pm

Street Closure: Capitol Square, all 100 blocks around the square, & 200 block of MLK Jr Blvd

Street Closure: Fri, Sept 1, 6:00pm - Sun, Sept 3, 11:00pm

No Parking: stalls on outer loop for dumpsters & equipment

Madison Festivals, Inc. / Bonnie Oleson

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

Registered speaker Sara Klemme 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." (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. Mike Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

Coordinate activities, setup and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171. Including but not limited to, coordination of equipment placing relevant to businesses, sidewalk cafes and

roadway cafes, arts & crafts vendors, and vending sites within the event perimeter.

This is a District event. Please contact Lt. Jen Hannah and Michael Ott at [mpdevents@cityofmadison.com](mailto:mpdevents@cityofmadison.com) to arrange for MPD staffing. There are charges for these services.

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

Notify the Madison Central Business Improvement District's Operations Director [attjenquin@visitdowntownmadison.com](mailto:attjenquin@visitdowntownmadison.com) or 608-512-1341. Provide event information, including: day-of-contact, location, date, schedule, activities, etc..

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 may be implemented/provided by approved contractor. Traffic Engineering and MPD must be notified of approved contractor if one is chosen.

Organizer may request Traffic Engineering deliver/pick up barricades. This request must be coordinated at least 30 days before the event. There will be charges for this service.

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

Walk-through with Mall Maintenance before and after event will be arranged with Mark Kiesow, Mall Maintenance Lead Worker, 608-266-6031 to discuss any clean up that may be needed from the Mall Maintenance crew.

Generators may not displace City Vendors or block Metro bus stops prior to the event start.

Portable restrooms must not be placed in front of any open businesses.

Please contact Jen Blair, [jrblair@cityofmadison.com](mailto:jrblair@cityofmadison.com), to arrange a vendor meeting with Madison Fire Department regarding vendor setup.

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. (\$300)

City vendor licenses are invalidated for this event.

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 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.

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, Traffic Engineering, 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  
Motion passed by voice vote/other.

**CONSENT AGENDA**

There was one registered speaker for item #6, Michelle Morrison registered in support, not to speak, but available for questions.

Blake-Horst made a motion, Blair 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. [76269](#)**SUMMER IN YOUR CITY 2023**

May 1 - Sept. 30, 2023

See attached for specific dates/times

No Street Closure

Requesting: The Grove, The Forum, Rotary Plaza, Lisa Link Peace Park, North Frances Plaza, Confluence at Library Mall

BID summer programming

Discuss programs and schedule

Madison's Central Business Improvement District / Michelle Morrison

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**BEFORE EVENT**

Addendum and/or contract providing additional event details and conditions.

Certificate of insurance listing the City of Madison as additional insured is required - 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: Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

Notify Mall Crew, 266-6031, [mkiesow@cityofmadison.com](mailto:mkiesow@cityofmadison.com), of electrical needs for activities.

**DURING EVENT**

Maintain access to Metro stops.

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.

7. [76270](#)

UNCORK ME WISCONSIN

Sat. May 13, 2023 / 9am-6pm

Event is inside Breese Stevens Field

No Street Closure / Parking Request

No Parking - 900 E Mifflin, 900 E. Washington, 100 N. Paterson, 100 N.

Brearly

Parking for wine tasting festival inside Breese Stevens Field

Brothers Molloy Events / Lucas Molloy

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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. The alder(s) to notify for this event is: Patrick W. Heck - district2@cityofmadison.com

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

Call Parking 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.

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.

**ADJOURNMENT**

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