



# 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, September 6, 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, September 6, 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, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Mark Kiesow, Jen Blair, Lt. Jen Hannah

**Members Excused:** John Fahrney, Eric Veum, Phil Roh, Amy O'Rourke

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

### APPROVAL OF MINUTES

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

1. [79593](#) PUBLIC COMMENT

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

### DISCLOSURES AND RECUSALS

Post disclosed that agenda item #6 is a City of Madison Parks Division sponsored event.

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

2. [79594](#) PARK(ING) DAY 2023  
Friday, September 15, 2023 / 2pm-6pm  
No Street Closure  
Request for 2 parking stalls on 700 Langdon (adjacent to Library Mall)  
Annual, global project repurposing parking stalls  
Discuss location, schedule, setup, activities  
WI Student ASLA Chapter / Keegan Ripley

Registered speaker Keegan Ripley registered in support and wishes to speak.  
A motion was made by Blake-Horst, seconded by Meter Brooks 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."

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

Notification: Organizer must notify area alder(s) prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. MGR Govindarajan - district8@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. 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. Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event.

**EVENT DAY(S)**

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. [79597](#)

GSAFE TRICK OR TROT WALK/RUN

Sunday, October 15, 2023 / 1pm-3pm

Start/Finish: Franklin Elementary School

See attached for route

Annual walk/run

Discuss location, schedule, route details

GSAFE / Cameron Yonan

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

Registered speaker Cameron Yonan registered in support, not to speak, but available for questions.

A motion was made by Updike, 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."

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

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 Tag Evers - district13@cityofmadison.com & Isadore Knox, Jr - district14@cityofmadison.com.

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)**

Maintain access to Metro stops.

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.

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Motion passed by voice vote/other.

- 4. [78543](#)

**PUBLIC POWER ON PARADE**

Wed. Oct. 18, 2023 / 11am-2pm

Parade route: see attached application and route map

Parade will obey all traffic laws

Discuss route, schedule, Capitol Square

Municipal Electric Utilities Of Wisconsin / Sharon Wolf

Registered speaker Sharon Wolf registered in support and wishes to speak.

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

Discussed location, set up and schedule. Referred to a future SUSEC meeting once planning is complete.

Motion passed by voice vote/other.

**CONSENT AGENDA**

Blake-Horst made a motion, Nash 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.

- 5. [79595](#)

**TALKING SPIRITS XV: FOREST HILL CEMETERY TOURS**

Daily: September 29 - October 8, 2023 / see attached schedule for times

No Street Closure

Request to post No Parking: 1 Speedway Rd, eastbound parking lane only  
 (need 6 "no parking" signs)  
 Annual Forest Hill Cemetery Tours  
 Discuss location, dates, schedule  
 Wisconsin Veterans Museum / Erik Wright

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**BEFORE EVENT**  
 No street closure, request for parking/sidewalk space only.  
 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. Regina M. Vidaver – district5@cityofmadison.com, Tag Evers – district13@cityofmadison.com  
 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.  
 Clear eastbound lane on Speedway by 4pm on weekdays for tow route.

**EVENT DAY(S)**  
 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.  
 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.

6. [79598](#)

**DOWNTOWN MADISON FAMILY HALLOWEEN HAYRIDES**  
 Wednesday, October 25, 2023 / 3pm-6pm  
 No Street Closure  
 Request for 3 parking meters on 10 N Carroll (in front of Grace Episcopal Church) from 12pm-7pm  
 Annual Halloween hayrides around the Capitol Square  
 Madison Parks Division / Tracey Hartley

**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**  
 No street closure, request for parking/sidewalk space only.  
 Call 608-267-8756 to arrange for meter bags and "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

**DURING EVENT**

Maintain access to Metro stops.

Event cannot displace licensed city vendors.

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. ADJOURNMENT**

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