



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 3, 2023

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 3, 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, Meghan Blake-Horst, Noah Meter Brooks, Caitlin Stokes, Mark Kiesow, Jen Blair

Members Excused: Bill Pullman, Eric Veum; Jeremy Nash, Andrew Hyatt, Lt. Jen Hannah, John Fahrney

Additional City Staff Present: Mary Lloyd, Taylor Dietzman, Michael Ott, Tom Mohr

APPROVAL OF MINUTES

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

1. [77562](#) 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.

SPECIAL EVENT RESOLUTION

2. [77536](#) An additional resolution granting Special Vending Approvals under MGO 9.13(6)(k) for a 2023 Special Event as detailed on the accompanying special event resolution table. Also attached is the Special Event resolution table that was approved previously for 2023 Special Events at the April 18, 2023 Common Council meeting.

Lloyd made a motion, Blake-Horst seconded to refer the resolution to Common Council for introduction at the May 16, 2023 meeting.

STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

3. [77565](#) JUNETEENTH DAY CELEBRATION
 Sat, June 17, 2023 / 8am-8pm
 Event site - Penn Park
 Parade Route see attached
 Road Closure: 600-700 Buick St., 2000-2100 Fisher, 2100 Taft, 500 Dane, 500 Baird
 No Parking: 2000 Taft St.
 Annual parade & celebration of the African American experience in Madison.
 Discuss location, schedule, parade route and activities.
 Kujichagulia Madison Center for Self-Determination /Annie Weatherby-Flowers
- Registered speaker Annie Weatherby-Flowers registered in support and wishes to speak.**
- A motion was made by Meter Brooks, seconded by Blake-Horst, 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."**
- 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. The alder(s) to notify for this event is: Isadore Knox – district14@cityofmadison.com**
- This is a District event. Please reach out to South District MPD for staffing the Juneteenth Celebration parade.**
- Parking Enforcement will post No Parking signage. Please contact Taylor Dietzman, tdietzman@cityofmadison.com or 608-266-4613 to discuss this service. Organizer agrees to pay all costs associated with these tasks.**
- Traffic Engineering will deliver street closure barricades for the event. There are charges for these services. Event organizer will set up and take down the barricades.**
- DURING EVENT**
- Barricade placement as per plan on file with Traffic Engineering (TE).**
- Event volunteers/staff at barricades at Fisher and Dane, and Buick and Taft to allow vendor and disabled parking access.**
- 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)**
- 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. [77570](#)

ATWOODFEST

Sat. July 29, 8am - Sun. July 30, 2023, 10pm

Closure: 2000 Block Atwood Ave

No Parking: Amoth Court

Annual street fair to benefit the Wil-Mar Neighborhood Center and SASY.

Discuss location, schedule, set-up and activities.

Wil-Mar Neighborhood Center / Gary Kallas

Registered speaker Gary Kallas 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 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 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: 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.

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.

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.

5. [77569](#)

CO-OP CONNECTION

Sat, Oct. 7, 2023, 5:00am - 2:00pm (event hours: 9am-12pm)

Street Closure: 100 Block of MLK Jr. Blvd.

Annual exhibitor fair

Discuss schedule, setup, location and activities.

Summit Credit Union / Jody Stoldalorf

Registered speaker Jody Stoldalorf 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 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 listing the City of Madison as additional insured is required.

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

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 the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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 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

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

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

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.

CONSENT AGENDA

Blair made a motion, Blake-Horst 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. [77563](#)

GEOLOGICAL TIMELINE

Sat. June 3 - Sun. July 9, 2023

No Street Closure

Request to put up 19 temporary signs along the Capitol City Trail

John Nicholas Schweitzer

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 two weeks prior to installation. 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 Rummel – district6@cityofmadison.com; Dina Nina Martinez-Rutherford – district15@cityofmadison.com

No street closure, request for use of public property along the Capital City Bike Trail.

Signs must be installed outside of the buffer cut (at least 5' on either side of the path.)

Organizer will contact Digger's Hotline (811) approximately ten days before 6/3/2023. There is a fee(s) for temporary structures. Event organizer is responsible for removing service flags along the path that were placed from the Digger's Hotline call. Please share the site map with Digger's Hotline so they know which section of the path to mark.

DURING EVENT

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. [77564](#)

SUMMERPALOOZA

Sat, June 10, 2023, 9:30am-2:00pm
Closure: North end of 100 block of N. Pinckney 8am-2pm
Closure: 100 block N. Hamilton 8am-2pm, reopens to Metro buses at 3pm (regular Saturday detour schedule)
Rotary Plaza public amplification 9:30am-12:30pm
Parade: start at 12:30pm, see attached for route
Parade, family-friendly performances, outdoor activities, games, and arts & crafts.
Madison Children's Museum / Kia Karlen

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

Special duty officer(s) required for the parade portion of the 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 meter bags. Remove meter bags when event has ended. There are charges for this equipment.

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, 608-455-1999.

EVENT DAY(S)

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

Event cannot displace licensed city vendors.

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

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. [77566](#)

FETE DE MARQUETTE

Wed., July 12 - Mon, July 17, 2023

Street Closure: 200 S Ingersoll, between railroad tracks - July 12, 8am - July 17, 9am

Street Closure: 200 & 300 S. Brearly St., - July 13, 12pm - July 16, 10pm

No Parking: 300 block S Few - July 13, am - July 17, 10am

Annual festival to benefit the Wil-Mar Neighborhood Center.

Discuss location, schedule, set-up and activities.

Wil-Mar Neighborhood Center / Gary Kallas

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 Rummel – 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.

Special Duty Police Officers have been coordinated with Central District Staff and Madison Fire Staff. Friday: 4 special duty police officers – 4pm – 11pm

Saturday : 2 special duty police officers – 11am until 4pm

4 special duty police officers – 4pm until 11pm

Sunday: 2 special duty police officers – 11am until 4pm

4 special duty police officers – 4pm until 10pm

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 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. 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.

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.

10. ADJOURNMENT

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