



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 5, 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, April 5, 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, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Mark Kiesow, Jen Blair, Lt. Jen Hannah, John Fahrney

Members Excused: Caitlin Stokes, Kristin Brodowsky, Eric Veum

Additional City Staff Present: Bill Pullman, Mary Lloyd, Taylor Dietzman, Michael Ott, Poorna Shivakamur, Connor Mountford

APPROVAL OF MINUTES

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

1. [76998](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [77000](#) EARTH DAY MARCH
Sat., April 22, 2023 / 12pm - 4pm
Start / rally - Confluence at Library Mall (800 block of State Street)
March - State Street Mall to the Capitol / walking on State Street
Discuss schedule, route, setup
Associated Students of Madison / Winston Thompson

Chairperson Post announced that the organizer for this event had officially withdrawn their Street Use application prior to today's meeting.

3. [77001](#) NEW CHABAD JEWISH CENTER GROUNDBREAKING EVENT
Sun., April 30, 2023 / 12:30pm-3:30pm
Street or Traffic lane closure request - 1700 block of Monroe St.

Discuss location, schedule, setup, closure
Chabad Madison / Avrohom Matusof

Registered speaker Rabbi Avi Matusof registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Lloyd 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."-On File.

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. Tag Evers - district13@cityofmadison.com

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Special duty officer(s) required for event. Call 608-267-8676 to arrange. There are charges for these services.

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.

EVENT DAY(S)

Barricade placement as per plan on file with Traffic Engineering (TE).Barricade placement plan will include accessible pedestrian pathways.

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

8' pedestrian pathway 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.

Motion passed by voice vote/other.

4. [77004](#)

CONCERTS ON THE SQUARE

Wednesdays: June 28, July 5, 12, 19, 26, Aug. 2, 2023 / 3pm - midnight

Rain Dates - Thursdays following (same schedule)

Street closures - 10 N & S Pinckney, 10 E & W Main St., 100 E

Washington Ave, 100 MLK Jr Blvd, & top of King St.

Discuss schedule, setup, and event details

Wisconsin Chamber Orchestra / Sam Pavel

Registered speaker Sam Pavel has registered in support, not to speak, but available for questions.

Registered speaker Michelle Morrison has registered in support and does not wish to speak.

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

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.

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.

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.

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)

Licensed city vendors relocated outside of event area.

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.

Motion passed by voice vote/other.

5. [77007](#)

CHEESE FAIR OFF THE SQUARE

Sat., September 30, 2023 / 5am - 3:30pm

Street Closure: 100 East Washington Ave

Cheese festival

Discuss schedule, site map, and event details

Dairy Farmers of Wisconsin / Megan Bykowski

Registered speaker Megan Bykowski registered in support, not to speak, but available for questions.

Registered speaker Rachel Kerri registered in support, not to speak, but available for questions.

Registered speaker Michelle Morrison registered in support and does not wish to speak.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents, applying for the special event resolution that allows vending in this location at an event & 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) 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.

Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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.

If picking up 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.

If Traffic Engineering will deliver/pick-up barricades, that must be arranged with Jeremy Nash. There are fees for this service.

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).

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

Event cannot displace City Licensed vendors.

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

Blake-Horst made a motion, Lloyd 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. [77027](#)

AG DAY ON CAMPUS

Thursday, April 13, 2023 / 10am-2pm

No Street Closure - request for Confluence at Library Mall

Annual UW Ag group, informational

Collegiate Farm Bureau of UW Madison / Emma Vos

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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. [76999](#)

ADVANCED FASTENING SUPPLY OPEN HOUSE

Thu. April 20, 2023 / 10am - 4:30pm

No Street Closure / parking only request

2201-2400 Advance Rd & 4701-1300 Helgeson Dr.

Remove No Parking restrictions on these blocks for event parking

Advanced Fastening supply / Hope Everson

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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

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8. [77002](#)

LOOP THE LAKE BIKE RIDE

Sat., June 17, 2023 / 8am-2pm (course open)

Route does not close streets, all riders obey traffic rules

Street Closure for 2 stops along the route

-5404 Raywood Rd (in front of Off Broadway Drafthouse)

-Edgewater Court at intersection with Lakeside St.

annual fundraiser/bike ride

Clean Lakes Alliance / Adam Sodersten

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BEFORE EVENT

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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, Michael Verveer - district4@cityofmadison.com, Tag Evers - district13@cityofmadison.com, Shari Carter - district14@cityofmadison.com, Grant Foster - district15@cityofmadison.com 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.

Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

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.

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.

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10. ADJOURNMENT

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