



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, September 20, 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, September 20, 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, Jen Blair, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Mark Kiesow, Lt. Jen Hannah, Amy O'Rourke

Members Excused: Jeremy Nash, John Fahrney, Eric Veum

Additional City Staff Present: Mary Lloyd, Michael Ott, Ashley Moseberry, Poorna Shivakumar, Tom Mohr

APPROVAL OF MINUTES

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

1. [79888](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Jen Blair disclosed item #2 is a City of Madison Fire Department event and will recuse herself from voting on it.

STREET USE PERMITS FOR CONSIDERATION, DISCUSSION AND VOTE

2. [79889](#) DANE COUNTY FIRE CHIEFS PARADE
Sunday, October 8, 2023 / 10:30am-3:30pm
Staging: No Parking along 500-600 Lake Street (both sides), 700 Langdon Street (south side) / 10:30am-1pm
Parade (rolling closure): 600-100 State Street / starts at 1pm
Display/Activities: Street Closure / 10 W Mifflin, 10 N Carrol & 100 State / 12pm-3:30pm
Annual parade of fire trucks and display/activities for families
City of Madison Fire Department / Bill Sullivan

Registered speaker Bernadette Galvez 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:

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) 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: Julianna Bennett – district2@cityofmadison.com, Michael Verveer – district4@cityofmadison.com, MGR Govindarajan – district8@cityofmadison.com

Contact the Rector at Grace Episcopal Church, 608-255-5147, to advise them of 10 N Carroll St. closure; include date, schedule, activities.

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.

Traffic Engineering will deliver/pick-up barricades.

DURING EVENT

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

Staging Area: maintain access to Metro bus stops.

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

Parade Marshalls, wearing safety vests, to allow traffic to cross State Street on parade route. Parade must obey traffic signals at each State Street intersection.

Event cannot displace licensed city vendors.

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

ADA Accessible pathways must be maintained on sidewalks in the 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. [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 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."

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.

This is a District event. Please contact Officer Michael Ott at mott@cityofmadison.com to arrange for MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police 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 "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Organizer must relay to all participants in the parade that the parade must obey traffic laws on the entire parade route. - PLAN ON FILE

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.

EVENT DAY(S)

Maintain access to Metro stops along East Washington Ave.

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

Provide and maintain access to Park Hotel during the event.

Provide and maintain access to the Capitol building and parking on the inner square, adjacent to the Capitol.

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.

4. [79891](#)

RUN SANTA RUN 5K

Saturday, December 16, 2023 / 12pm-4pm

Street Closures: 10 E & W Mifflin @ 12pm - 4pm / 500 Wisconsin Ave & 10 Langdon @ 1pm - 4:30pm / 10 N Pinckney @ 2pm - 4pm

No Parking: 100 Wisconsin Ave (east side adjacent to sidewalk) & along route as determined

Start: Capitol Square / corner of 10 E Mifflin & 10 N Pinckney / 3pm
Finish: 500 Wisconsin Ave & 10 Langdon
Route: see attached route map
Annual 5k run
Race Day Events / Brad Rogstad

Registered speaker Brad Rogstad 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." ON FILE

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. Juliana Bennett - district2@cityofmadison.com, Michael Verveer - district4@cityofmadison.com, and Marsha Rummell - district6@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.

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 "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

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

EVENT DAY(S)

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

The Capitol Square will be closed by an approved private contractor.

Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)

Event cannot displace licensed city 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.

5. [79917](#)**MADISON WEST HIGH SCHOOL HOMECOMING PARADE**

Friday, September 29, 2023 / 11:45am-3pm

Street Closures for staging & parade

See attached for closure details

Annual high school homecoming parade

Madison West High School / Katie Medema

Registered speaker Katie Medema 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

Notification: Organizer must notify residents on the affected roads of the parade, including date, schedule, and day-of contact information.

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 Vidaver – district5@cityofmadison.com

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 may be charges for this equipment.

Call Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Pick up and post signs by 9/26/23. Be sure to call them in once posted. Remove 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).

No objects may be thrown from vehicles or floats. Any items to be distributed must be handed to attendees. 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.

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.

Motion passed by voice vote/other.

7. **ADJOURNMENT**

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