



# 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 17, 2023

10:00 AM

Virtual

---

### CALL TO ORDER / ROLL CALL

#### ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, May 17, 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, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Mark Kiesow, Jen Blair, Lt. Jen Hannah, John Fahrney

**Members Excused:** Bill Pullman, Eric Veum

**Additional City Staff Present:** Mary Lloyd, Taylor Dietzman, Michael Ott, Ashley Moseberry, Joanne Austin

### APPROVAL OF MINUTES

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

1. [77868](#) 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.

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

2. [76868](#) RUN MADTOWN  
Sat., May 27, 2023 - Twilight 5k / start 7pm  
Sun., May 28, 2023 - Half Marathon & 10k / start 7am  
Start/Finish: Library Mall  
Discuss and vote on updated routes, updated site map & the addition of a Temp B License  
Annual 5k, 10k, & half marathon  
Run Madtown / Beth Salinger

Registered speaker Beth Salinger 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 "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." (If beer will be sold, this certificate must include liquor liability.)-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. Alders

<https://www.cityofmadison.com/Council/councilMembers/alder.cfm>

Coordinate any equipment drop off that may be scheduled on the square on Saturday, May 26, 2023 with the Dane County Farmers' Market manager, [info@dcfm.org](mailto:info@dcfm.org) or 608-455-1999.

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

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..

Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. This is a District event. Please contact MPD 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. Per MGO 10.056(7) (c), applicant agrees to pay such actual costs for services within 20 days of billing.

Parking Enforcement will post signage and hood meters, as well as remove them after the event. Contact Taylor Dietzman, [tdietzman@cityofmadison.com](mailto:tdietzman@cityofmadison.com), to schedule those services. Organizer agrees to pay all costs associated with these tasks. The Parking Division will invoice 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 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)**

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

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

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

City vendor licenses are invalidated for this event on the 700-800 block of State Street. Vendors may be relocated outside of the event perimeter during the event. Sidewalk and roadway cafes are exempt.

Provide and maintain access to Park Hotel during the event.

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.

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

Must maintain 8' pedestrian pathway on sidewalks throughout the event area and provide public access and exit to open businesses.

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 and/or any damages that are incurred from the event. Charges will be assessed for any City staff time or resources required for clean-up or repairs.

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. [77869](#)**

#### **COWS ON THE CONCOURSE**

Sat. June 3, 2023 / 8am-1pm

Street Closure / 5am-2pm: 100 & 200 blocks of MLK Jr Blvd, 10 blocks of E & W Main Street

Annual festival celebrating the start of Dairy Month (June)

discuss location, schedule, activities

Dane County Dairy Promotion Co. / Cassi Miller

Registered speaker Cassi Miller registered in support, not to speak, but available for questions.

A motion was made by Nash, seconded by Blake-Horst 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) 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)  
Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

Coordinate activities and schedule with the Dane County Farmers' Market manager, 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 may be charges for this equipment.

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 Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

Maintain Madison Metro through lane on 200 Martin Luther King, Jr. Blvd.

#### EVENT DAY(S)

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.)

Electrical cords must be ramped or signed for ADA accessibility if crossing the sidewalks.

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

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

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

No animal exhibits within 100' of licensed city food carts.

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.

#### 4. [77871](#)

##### MARKET MARKET

Wednesdays, June 7 - September 20, 2023 / 5pm-8pm

Street closure (3pm-9pm): 2700 Hermina Street

Weekly vendor market

discuss location, setup, site map, amplification

Slide LLC / Christine Ameigh

Registered speaker Nina Martinez Rutherford registered in support, not to speak, but available for questions.

Registered speaker Christine Ameigh registered in support and wishes to speak.

A motion was made by Nash, 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) 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: Nina Martinez-Rutherford – [district15@cityofmadison.com](mailto:district15@cityofmadison.com)  
Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

If using City barricades call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades. There may be charges for this equipment.

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

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

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. [77879](#)

##### JAZZ AT FIVE

Wednesdays, 8/9, 8/16, 8/23, 8/30, 9/6 / 4pm-8pm

Street Closure (12pm-8:30pm): 100 State St. / "Y" Closure - WI Ave. to W. Washington

Parking Request: 4 meters, 100 W. Mifflin

Annual Jazz concert series.

Discuss location, schedule, set-up and activities.

Jazz at Five, Inc / Spencer Stanbery

Registered speaker Spencer Stanberry registered in support, not to speak, but available for questions.

A motion was made by Meter Brooks, seconded by Blake-Horst 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.” (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.

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.

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

Traffic Engineering will deliver/pick-up barricades.

Call Parking 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)

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

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

Signage and staffing at event perimeter: "No Alcohol Beyond This Point".

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors, 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

Lloyd 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. [77870](#)

MADISON BIKE WEEK: BIKES, BUSES, AND BROWNIES / Tue. June 6, 2023 / 2pm-6:30pm

BOARD A BUS AT WATERFRONT FEST / Sat. June 10, 2023 / 10am-6pm

No Street closures - requesting No Parking Signs

June 6 - 3 on-street spots 1000 E Wilson

June 10 - 3 on-street spots on 700 S Walton

Metro Bus Demos

Madison Metro / Shanae Meacham

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**

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**

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.

7. [77874](#)

**ALL-CITY SWIM MEET**

Thu-Sat, July 27-29, 2023 / 6am-9pm

No Street Closure / Requesting No Parking Signs: 1400 Wingra Creek Parkway

No Parking to maintain emergency access lane to the event in the park Madison Parks / Tracey Hartley

**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: Tag Evers - [district13@cityofmadison.com](mailto:district13@cityofmadison.com); Isadore Knox - [district14@cityofmadison.com](mailto: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.

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

**DURING EVENT**

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.

8. [77880](#)

**FRAME UP ON THE SQUARE**

Sat. September 16, 2023 / 9am-1pm

Street Closure (8am-3pm): 100 block of Martin Luther King Jr. Blvd constructing walls of a Habitat for Humanity home

Discuss schedule, setup, location  
Habitat for Humanity / Julie Mucilli

**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 Michael Verveer - district4@cityofmadison.com.

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 Executive Director at director@visitdowntownmadison.com or 608-512-1340. 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. Alert them to the street closure so they can coordinate load in/load out for the farmers. Include date, schedule, and day-of contact information.

Notification: Organizer will notify all businesses on the affected streets at least two weeks prior to the event. Provide the businesses with day-of contact information and event information, including: location, date, schedule, activities, etc. Including any coordination with deliveries to the loading dock on 100 MLK.

Notify Darrin Smith, Darren.smith@wisconsin.gov , the superintendent of buildings and grounds for the Capitol and the Risser Justice Center. Coordinate maintaining access needs for the Wisconsin Department of Administration.

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.

**EVENT DAY(S)**

Barricade placement as per plan on file with Traffic Engineering (TE). Barricades cannot be placed in the crosswalks. Barricades should be placed on the outside of the crosswalk, closest to traffic to allow for extra safety of persons crossing the crosswalk.

Event cannot displace licensed city vendors.

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

8' pedestrian pathway must be maintained on sidewalks throughout event area.

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 Lloyd to Adjourn. The motion passed by voice vote/other.