



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, March 6, 2024

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, March 6, 2024. 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, John Fahrney, Meghan Blake-Horst, Taylor Dietzman, Jen Blair

Members Excused: Lt. Jen Hannah, Phil Roh, Mark Kiesow, Eric Veum, Amy O'Rourke, Scott Strassburg

Additional City Staff Present: David Crossen, Ashley Moseberry

APPROVAL OF MINUTES

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

1. [82252](#) 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 AND VOTE

2. [82253](#) PROJECT SUNSHINE 5K RUN/WALK: HOW FAR WILL YOU RUN FOR PEDIATRIC PATIENTS
Saturday, April 13, 2024 / 8:00 am - 10:30 am
Start/Finish: Edgewood College
See attached for proposed route
Run/Walk fundraiser
Project Sunshine / Desirae Weisenberger

Registered speaker Desirae Madisen Weisenberger registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Blair to approve pending receipt of required documents & with the following conditions:
Motion passed by voice vote/other.

The event organizer has withdrawn their application and cancelled the event.

3. [82254](#)

CRAZYLEGS CLASSIC
Saturday, April 27, 2024 / 9:50 am - 12:00 pm
Start/Finish: 700 State Street
See attached for 8k and 2 mile routes
Annual run/walk for UW Athletics
Wisconsin Athletics / Shane Burgess

Organizer requested this item be referred to the March 20, 2024 Street Use Staff Commission meeting.

A motion was made by Blake-Horst, seconded by Updike to refer to the March 20, 2024 S USC meeting.

Motion passed by voice vote/other.

4. [82256](#)

MADISON NIGHT MARKET
Thursdays, May 9, June 13, August 8, September 12, October 17, 2024 / 5:00 pm - 9:00 pm
Street Closure: 100-700 State, 200-400 Gilman, 400 N Broom
Additional Street Closure in 2024: 200 N Henry, 10 W Mifflin St. & 10 N Carroll
Vendor Market for local artisans and food vendors, with live music @ Peace Park
Madison's Central Business Improvement District / Tim Jenquin

Registered speaker Tim Jenquin 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 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:

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

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

Traffic Engineering will deliver/pick up barricades. There are charges for this service.

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Call 608-267-8756 to arrange for meter signs. Remove meter signs when event has ended. There are charges for this equipment.

Organizer will have staff/volunteers at the barricades on the Capitol Square to allow permitted parkers into and out of the closed streets until 4:30pm, when all permitted parkers should be out of those spaces.

DURING EVENT

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

Proper signage for Buckeye Lot. Work with TE to determine needs.

Special Event Resolution suspends vending restrictions and authorizes sponsor to select event vendors and performers. City licensed vendors may be relocated within the event perimeter if requested by the sponsor. Special Event Resolution allows for sidewalk cafes and merchant vending for this event if they are registered with event organizer.

Participating businesses on the sidewalks of the 100-600 blocks of State Street:

- Must setup vending/displays on the sidewalk area closest to the street to allow for pedestrian flow between them and the storefronts.

- Must maintain access to any business or residence entrances in the event area.

- Participating businesses may not use city amenities or trees for posting marketing information.

No alcohol may be consumed, served, or sold on city streets or right of way (unless in properly licensed sidewalk café.)

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.

5. [82257](#)

RUN MADTOWN

Saturday, May 25, 2024 / 7:00 pm - 8:30 pm / Twilight 5k

Sunday, May 26, 2024 / 7:00 am - 11:00 am / Half Marathon & 10k

Start/Finish: 700 State Street

See attached for routes

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 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." (If beer will be sold, this certificate must include liquor liability.)

Notification: Organizer must notify area alder(s), along the route, at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc.

<https://www.cityofmadison.com/council/council-members>

Notify the Madison Central Business Improvement District's Executive 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.

Notify area businesses and residents if the traffic management plan impacts their normal access. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

Coordinate and communicate any Saturday equipment/route setup near the Capitol Square with the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

Run Madtown is required to have MPD Special Event staffing. Please contact MPD at mpdevents@cityofmadison.com to arrange for MPD staffing. There are charges for these services. MPD will invoice for these services.

Parking Enforcement will post signage and hood meters, as well as remove them after the event. Contact Taylor Dietzman, tdietzman@cityofmadison.com, to schedule those services. Organizer agrees to pay all costs associated with this service. Parking Enforcement will invoice for these services.

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)

6 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.

Special Event Resolution: 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.

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

Organizer is responsible for all fees and costs of City of Madison services or equipment within 20 days of billing.

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.

6. [82258](#)

INDIA DAY

Saturday, August 17, 2024 / 10:00 am - 1:00 pm

Street closure: 100 MLK

Cultural event with music, dance, performances

Association of Indians in America / Vijay Sharma

Registered speaker Muktak Sharma registered in support, not to speak, but available for questions.

Registered speaker Deepti Awasthi registered in support, not to speak, but available for questions.

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

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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 location, date, schedule, activities, etc.

The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

MPD Staffing: The City of Madison is not requiring MPD Staffing. If you would like to request staffing, please call 608-267-8676 to arrange. There are charges for these services.

Notification: Communicate with the businesses on the 100 block of MLK regarding closure times and access to the loading dock. Include communication to:

•Darrin Smith, Darrin.smith@wisconsin.gov, Building & Grounds Supervisor of the Risser Justice Center

•ULI (loading dock on 100 MLK Jr Blvd), maintenance@uli.com.

Tent Notification of Operation: Organizer must apply for a Tent Notification of Operation permit through the Madison Fire Department. Required for an tents over 400 ft2.

Notification: 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.

Notification: Notify and coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999. Alert them to the event date/times so they can coordinate with the farmers' for their load in and load out.

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 are charges for this equipment. Event must use City of Madison barricades or barricades from an approved contractor.

Parking Meters: Call 608-267-8756 to arrange for meter signs. Parking will

inform organizer where to pick up the signs and when to post them. They must be posted within the timeline outlined by Parking in order for the City to enforce them. Remove meter signs when event has ended. There are charges for this equipment.

Vending: Organizer will furnish the Parks Office with a complete list of vendors that are selling anything prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #. There are fees to have vending at any Street Use event.

Setup: There can be no setup that would disturb any trees or City amenities on the 100 block of MLK Jr Blvd. Nothing can be taped or glued to City amenities.

Setup: Avoid having power cords crossing streets or sidewalks. If they are in the right of way, the cords must be taped or ramped. No power cords are allowed across curb cuts or crosswalks.

DURING EVENT

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

Barricades should be placed on the outside of the crosswalk for pedestrian safety.

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

Registered speaker Tim Jenquin registered in support for Agenda Item #7, not to speak, but available for questions.

Blake-Horst made a motion, Updike seconded the motion to approve the consent agenda with the recommended action, pending receipt of required documents and with the conditions as outlined for those events.

Motion passed by voice vote/other.

7. [82255](#)

SUMMER IN YOUR CITY

May 1 - September 30, 2024 / daily programming

No Street Closure

Lisa Link Peace Park, N Francis St Plaza, Rotary Plaza, The Confluence, The Forum

Madison's Central Business Improvement District / Tim Jenquin

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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

Addendum and/or contract providing additional event details and conditions.
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: Michael Verveer - district4@cityofmadison.com

Coordinate activities and schedule with the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171.

Notify Mall Crew, 266-6031, mkiesow@cityofmadison.com, of electrical needs for activities.

DURING EVENT

Maintain access to Metro stops.

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

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. [81654](#)

ASSOCIATION OF CHILDREN'S MUSEUMS PARTY

Thursday, May 16, 2024 / 6:30 pm - 9:30 pm

NO Street Closure

Parking only request: 100 N Pinckney & southside of 100 E Dayton

Sidewalk usage: Rotary Plaza

Event mostly inside the Madison Children's Museum

See attached for site map, schedule and event details

Madison Children's Museum / Kia Karlen

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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. 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. 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)

Provide and maintain access to the parking ramp entrance on 100 N. Pinckney at all times.

ADA accessible 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.

10. ADJOURNMENT

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