



# 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?*

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Wednesday, February 21, 2024

10:00 AM

Virtual

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### CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, February 21, 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, John Fahrney, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Phil Roh, Mark Kiesow, Amy O'Rourke, Scott Strassburg

**Members Excused:** Eric Veum, Lt. Jen Hannah

**Additional City Staff Present:** Taylor Dietzman, Michael Ott, Ashley Moseberry

### APPROVAL OF MINUTES

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

1. [82107](#) PUBLIC COMMENT

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

### DISCLOSURES AND RECUSALS

Scott Strassburg from Madison Fire Department disclosed that Safety Saturday is a Fire Department event and that he is also part of the Monona Memorial Day Parade and will recuse himself of voting on those items.

### STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [82110](#) STRICTLY DISCS RECORD STORE DAY 2024  
Saturday, April 20, 2024 / 8am-2pm  
Setup, April 19, 2024 / 8pm  
Street Closure request: 710 to 718 Harrison Street with traffic barriers at 1900 Monroe Street and 710 Harrison St before the Trader Joe's parking structure exit  
Area and activities for customers waiting in line for Record Store Day  
Discuss location, site map, schedule, temp B license  
Glancey Holdings Llc DbA Strictly Discs / Rick Stoner

Registered speaker Rick Stoner registered in support and wishes to speak. A motion was made by Blake-Horst, seconded by Updike to approve pending receipt of required documents, an updated site map that Madison Fire Department can approve & 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 served or 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. 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.

A Temp B Picnic License is required to serve or sell beer at a public event. 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.

Vending: Organizer will furnish the Parks Office with a complete list of vendors prior to the event. You must provide each vendors name as well as their WI State Seller's Permit #.

#### EVENT DAY(S)

Maintain access to Metro stops.

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

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

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.

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.

### 3. [82105](#)

#### SAFETY SATURDAY

Saturday, June 8, 2024 / 7:15am - 1:30pm

Street Closure: 100 block of E. Washington Ave, 10 blocks of N. and S. Pinckney

Safety demonstration day (various displays)

Discuss location, site map, and schedule

City of Madison Fire Department / Bernadette Galvez

Registered speaker Bernadette Galvez 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 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 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](mailto:district4@cityofmadison.com)

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 608-267-8756 to arrange for meter bags. Remove meter signs when event has ended. There may be charges for this equipment.

Coordinate activities and schedule with the Street Vending Coordinator, 608-261-9171.

Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999.

Contact Mall Crew, 266-6031 or [mkiesow@cityofmadison.com](mailto:mkiesow@cityofmadison.com) to arrange pick up and return of electrical adapter. Organizer is responsible for the adapter and will be charged if it is not returned.

Traffic Engineering will deliver/pick-up barricades.

**DURING EVENT**

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

Special Event Resolution: City vendor licenses will be relocated outside of the event perimeter, licensed sidewalk cafes are exempt.

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

Provide and maintain access for parking lot on East Washington and Webster during the event.

Event must maintain access for farmers to exit the square. Ensure all staff/volunteers are aware of the plan to allow egress of the farmers at the end of the market as Safety Saturday is cleaning up.

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. [82092](#)

TRI 4 SCHOOLS MADISON KIDS BIKE + RUN

Saturday, June 15, 2024 / 5:30am - 12:00pm

Start/Finish: Warner Park

Street/Lane Closure: see attached map

Kids Bike/Run event

Discuss route, traffic management plan, location, schedule.

Tri 4 Schools / Katie Brasel

**Motion** Registered speaker Katie Brasel 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) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Amani Latimer Burris - district12@cityofmadison.com & Charles Myadze - district18@cityofmadison.com

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.

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)**

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.

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. [82112](#)

STARS & STRIPES HALF MARATHON AND 5K

Saturday, June 23, 2024 / 7am-12pm

Start/Finish: Law Park

See attached for route details

New Half Marathon & 5k

Discuss route, schedule, setup

All Community Events / Alex Seavey

Registered speaker Alex Seavey 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:

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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) 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](mailto:district4@cityofmadison.com), Tag Evers - [district13@cityofmadison.com](mailto:district13@cityofmadison.com), Isadore Knox, Jr - [district14@cityofmadison.com](mailto:district14@cityofmadison.com).

Notify any businesses and residents along the route whose access is impacted. 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 "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)**

Maintain access to Metro stops.

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

Maintain public access to bike path throughout event route.

Provide and maintain access onto 300 E Lakeside for residents and the MSCR / Parks Division building.

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.

6. [82094](#)

## OPERA IN THE PARK

Saturday, July 20, 2024 / 8pm-11pm

No Parking: Fri, 7/19, 11am - Sun, 7/21

5400-5600, 5800 S. Hill Dr.

5800-5900 Driftwood Ave.

200-300 S. Rosa Rd.

Street Closure: Sat, 7/20 / 9am-11pm

200-300 S. Rosa Rd.

Opera in the Park, Annual concert

Discuss location, schedule, set up

Madison Opera / Jill Krynicki

Registered speaker Jill Krynicki registered in support, does not wish to speak but is available to answer 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) at least 30 days prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Bill Tischler - [district11@cityofmadison.com](mailto:district11@cityofmadison.com)

Notify area businesses and residents whose normal access is impacted.

Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

MPD staffing is required. Please contact Lt. Jen Hannah, [jhannah@cityofmadison.com](mailto:jhannah@cityofmadison.com) to arrange for Special Event MPD staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police. 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.

Include the Parking Plan on the event website.

Send MPD a copy of the parking passes used for staff and volunteers vehicles.

Send to [mpdevents@cityofmadison.com](mailto:mpdevents@cityofmadison.com).

Traffic Engineering will deliver/pick-up barricades in the Garner Park parking lot.

**EVENT DAY(S)**

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

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.

**STREET USE PERMITS - CONSENT AGENDA**

Agenda item #7 had a registered speaker, so was removed from the consent agenda.

Item #8 remained on the consent agenda.

Blake-Horst made a motion, Updike 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.

7. [82096](#)

**BREESE STEVENS FIELD EVENT SERIES 2024**

April 2, 2024 - October 31, 2024

Parking Request: adjacent to Breese Stevens Field - see attached schedule for details

Street Closure: adjacent to Breese Stevens Field - see attached schedule for details

See attached SUP schedules for specific dates, times and details of parking removal and street closure as determined on a per event basis

Discuss setup, schedule, activities

Big Top Events LLC / Tristan Straub

Registered speaker Tristan Straub 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) 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 Rummell– [district6@cityofmadison.com](mailto:district6@cityofmadison.com)

MPD Staffing: Based on event details, some events may require special duty officer(s) for event. Call 608-267-8676 to arrange. There are charges for these services.

MPD Staffing: Based on event details, some events may require District event

staffing. Please contact Lt. Jen Hannah and Office Michael Ott 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. City of Madison Traffic Engineering will drop off the necessary barricades for the street closure. There are 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. Contact Ann O'rourke at [aorourke@cityofmadison.com](mailto:aorourke@cityofmadison.com) or 608-266-4623 to discuss "No Parking" signs and enforcement requirements. Organizer must abide by all recommendations/stipulations provided by Parking. Organizer is responsible for all costs associated with enforcement. Provide detailed parking plan prior to each concert at this web site: <http://breesestevensfield.com/parking>. Include warnings about blocking driveways (vehicles must leave 4' of clearance on either side of a driveway) as a citable/towable offense.

#### DURING EVENT

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.

Parking removed for events may only be used for event staging and performance vehicles or for patron pick up/drop off. No "VIP parking" areas are allowed on public streets.

Provide and maintain access for Mifflin St residents.

Provide and maintain access to the Mifflin St. Bike Boulevard at all times.

Provide and maintain access to the Lyric parking garage on N. Brearly St.

Loading/unloading areas must be monitored by event staff wearing fluorescent traffic/safety vests to insure that double parking and other parking violations do not occur.

No alcohol may be served, sold or consumed on City streets or right-of-way.

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

The 10 block of N. Paterson will be closed at the end of the concert(s), approximately 9:45 to 10:45pm, to facilitate pedestrian movement.

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.

#### 8. [82106](#)

##### MONONA MEMORIAL DAY PARADE

Monday, May 27, 2024 / 9am-12pm

Parade starts at 10am

Street Closure: 4400 Monona Drive

Parade Route: see attached route map

Discuss location, schedule, setup, traffic plan, bus routes

Monona Memorial Day Parade / Kelly Slack



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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." – 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. The alder(s) to notify for this event is: Dina Nina Martinez-Rutherford – [district15@cityofmadison.com](mailto:district15@cityofmadison.com)  
Please contact Lt. Jen Hannah and Officer Michael Ott 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 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.

**DURING EVENT**

Traffic Engineering will deliver/pick-up barricades. There are fees for this service. Per MGO 10.056(7)(c), applicant agrees to pay such actual costs for services within 20 days of billing.

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

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

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.

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.