



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, July 24, 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, July 24, 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, Tim Sobota, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Mark Kiesow, Eric Veum, Amy O'Rourke, Scott Strassburg, Mat Scamardo, John Fahrney, Lt. Jen Hannah

Additional City Staff Present: Julia Austin, David Crossen, Taylor Dietzman, Michael Ott

APPROVAL OF MINUTES

There were no minutes to approve today.

1. [84475](#) PUBLIC COMMENT

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

DISCLOSURES AND RECUSALS

Blake-Horst disclosed she lives at Orton Park, where Orton Park Festival is.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [84468](#) JU-JU'S BLOCK PARTY
Saturday, August 17, 2024 / 11:00 am - 7:00 pm
Street Closure: 2100 Fisher & Dane St (adjacent to Penn Park) / 10:00 am - 10:00 pm
Annual neighborhood event - all setup in the park
Street closure for fire truck and public safety
Fosters of Dane County / Julian Walters
- Registered speaker Julian Walters registered in support, not to speak, but available for questions.
A motion was made by Updike, 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."

Notification: Organizer must notify area alder(s) at least two weeks prior to the event. Provide the alder with event information, including: day of contact information, location, date, schedule, activities, etc. Isadore Knox Jr. - district14@cityofmadison.com

Notify area businesses and residents on portion of Fisher that is closed..

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.

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)

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

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

Event volunteers and staff will monitor the barricades during the event.

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.

3. [84469](#)

ABERDEEN MOVE IN

Monday, August 19 / 8am-5pm

Saturday, August 24 / 9am-5pm

Traffic lane closure request: 400 W Gorham St / lane adjacent to 437 Gorham St

Annual apartment move in

Aberdeen Apartments / Kelly Witkins

Registered speaker Kelly Witkins registered in support, not to speak, but available for questions.

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

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**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.

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.

EVENT DAY(S)

Resident loading and unloading areas must be monitored at all times by staff wearing fluorescent traffic vests to insure the traffic management plan is maintained.

Traffic barrels and signage as required by TE. Organizer will provide their own equipment.

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

Must maintain ADA accessible 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. Charges will be assessed for any City staff time or resources required for clean-up.

Motion passed by voice vote/other.

4. [84472](#)

IRONMAN WISCONSIN FESTIVAL

Ironman Expo / 200 Martin Luther King Jr Blvd / September 4 - 9, 2024

Ironman 70.3 / start @ Law Park & finish @ 200 Martin Luther King Jr Blvd / Saturday, September 7

Ironman Triathlon / start @ Law Park & finish @ 200 Martin Luther King Jr Blvd / Sunday, September 8

Street Closures along routes - see attached

Annual Ironman triathlon

USA Triathlon of Colorado / Ryan Richards

Registered speaker Ryan Richards registered in support and wishes to speak.

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

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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. All alders - allalders@cityofmadison.com

Contact Lt Hannah to arrange for MPD staffing. There are charges for these services.

The Dane County EOD will be utilized for the event. The organizer is responsible for all charges associated with this service.

Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999. Coordinate activities and schedule with the Dane County Farmers' Market manager, 608-455-1999, info@dcfm.org. Coordination should include the Wednesday DCFM on the 200 block of MLK and the Saturday DCFM on the square. Communicate closures on Saturday with the DCFM manager to coordinate farmer load in and load out on the Capitol Square.

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

Parking Enforcement will post signage and hood meters. Organizer is responsible for removing parking signs after event. Organizer agrees to pay all costs associated with these tasks.

Notify the Madison Central Business Improvement District's Operations Director at tjenquin@visitdowntownmadison.com or 608-512-1341.

Approved contractor will barricade and cone the race route.

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

EVENT DAY(S)

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

Amplification: 9/7/24, 5:30am through 9/8/24, 12:30am, amplification must be kept to a reasonable level at all times.

Lower volume, limited to 75 decibels (dB) 125' from the source, before 8:00am and after 10:00pm.

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

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event.

Provide and maintain access to the Hilton Hotel and Madison Club during the event.

Provide and maintain access to the CCB parking garage on 10 W Wilson.

Provide and maintain access to the parking ramp entrance on E. Wilson at all times.

Provide and maintain access for BMO Harris drive thru customers during hours of operation.

Provide and maintain access to Park Hotel during the event.

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

Must maintain ADA accessible 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. Charges will be assessed for any City staff time or resources required for clean-up.

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.

Motion passed by voice vote/other

5. [84473](#)

2024 IRONKIDS WISCONSIN FUN RUN

Saturday, September 7, 2024 / 5pm-6pm

Street Closure: 100 Martin Luther King Jr Blvd / 2:30pm-7pm

Route closure: Capitol Square

Annual Ironkids run

Madison Area Sports Commission / Tavia Jaden Kerns

Registered speaker Tavia Kerns registered in support, not to speak, but available for questions.

Registered speaker Brandon Holstein registered in support and wishes to speak.

A motion was made by Updike, seconded by Roh 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) 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 area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc.

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..

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

Parking removal/race equipment provided by approved contractor.

EVENT DAY(S)

The run/walk course will be closed off by approved private contractor.

Lane closure equipment placement as per plan on file with Traffic Engineering (TE).

Event cannot displace licensed city vendors.

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

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.

6. [84470](#)

ORTON PARK FESTIVAL

Friday, August 23 - Sunday, August 25 / daily - see attached schedule

No Street Closure

Request to post No Parking - streets around Orton Park - see attached for details

Annual neighborhood festival

Marquette Neighborhood Association / Katherine Davey

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

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

Certificate of insurance listing the City of Madison as additional insured is required - on file.

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: Marsha Rummell—
district6@cityofmadison.com

Call 608-267-8756 to arrange for “No Parking” signs. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

Maintain access to Metro stops.

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

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. ADJOURNMENT

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