



# 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, June 12, 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, January 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, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Mark Kiesow, Eric Veum, John Fahrney, Lt. Jen Hannah, Tim Sobota

**Members Excused:** Amy O'Rourke, Phil Roh, Scott Strassburg

**Additional City Staff Present:** Julia Austin, David Crossen, Taylor Dietzman, Ashley Moseberry, Jen Blair

### APPROVAL OF MINUTES

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

1. [83852](#) PUBLIC COMMENT

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

### DISCLOSURES AND RECUSALS

Blair disclosed the Dane County Fire Chief's Parade was a Madison Fire Department sponsored event.

### STREET USE PERMITS FOR CONSIDERATION AND VOTE

2. [83853](#) MAXWELL STREET DAYS  
Thursday, July 18 - Sunday, July 21, 2024  
Street Closure: 100-600 State Street (all cross streets are open to normal traffic flow) & 200 N Henry  
Street Closure: each day  
    Thu, Fri, and Sat, 7:30am - 7:00pm  
    Sun, 8:30am - 7:00pm  
Additional requests: 700 State (in front of UW Bookstore)  
Annual sidewalk sale for State Street businesses

## Greater State Street Business / Elizabeth Ganser

Registered speaker Elizabeth Ganser 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." - 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, MGR Govindarajan - district8@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. Notify the Dane County Farmers' Market manager, info@dcfm.org or 608-455-1999.

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. 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 #.

Coordinate with Madison Fire Department any vendor setup requirements or a mandatory vendor meeting if deemed necessary.

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event. Note: Saturday City licensed vendors may set-up on 30 on the Square and east of the crosswalk at the top of 100 State. City licensed merchant vendors and sidewalk cafes are not exempt.

Notify participating businesses not to use city amenities or trees for posting marketing information.

**EVENT DAY(S)**

Traffic Engineering will deliver/pick-up barricades.

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

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.

8' pedestrian pathway must be maintained through 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. [83854](#)

**TEENY-TINY TERRACE TROT**

Saturday, July 27, 2024 / 11am-1:30pm

Street Closure: north end of Park St past Memorial Library

Route: uses sidewalks and UW property

discuss location, schedule, setup

UW Madison / Heidi Lang

Registered speaker Heidi Lang registered in support and wishes to speak.

Registered speaker Morgan Michaels 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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**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. Juliana Bennett - [district2@cityofmadison.com](mailto:district2@cityofmadison.com) & MGR Govindarajan - [district8@cityofmadison.com](mailto:district8@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. If barricades are needed: 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.

If posting No Parking, 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)**

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.

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. [83856](#)

DANE COUNTY FIRE CHIEF'S FIRE TRUCK PARADE AND DISPLAY

Sunday, October 6, 2024 / 10:30am - 3:30pm

Staging: SB 700 Langdon St

Parade route: full street use 500 & 600 N Lake, 600-100 State Street

Display of Fire vehicles: Street Closure 10 N Carroll St & 10 W Mifflin St (1pm-3:30pm)

Annual parade and display of Dane County Fire vehicles

Dane County Fire Chief's Association / Kristopher Loy

Registered speaker Kristopher Loy 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:

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**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.

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

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..

Traffic Engineering will deliver/pick-up barricades.

**EVENT DAY(S)**

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

Staging Area - must maintain access to Metro bus stops on Langdon and Lake.

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.

Parade Marshalls will allow for Metro busses going WB on 200 & 300 State from E Dayton, as per plan determined at the SUSC meeting.

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

Event cannot displace licensed city vendors.

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.

No objects may be thrown from vehicles participating in the parade. Any items

to be distributed must be handed to attendees.

**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**

5. [83857](#)

**THE SALT COMPANY KICKOFF**

Thursday, September 5, 2024 / 8pm-9:30pm

No Street Closure

Request for Confluence at Library Mall

Amplified sound 5:10pm - 10:45pm

The Salt Company / Katie Ford

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**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.

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

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. Juliane Bennettdistrict8@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.

Amplification is not allowed before 5:00pm, including sound check.

Amplification before 6:00pm requires notification to St. Paul's University Catholic Center, tcoffey@stpaulscc.org.

**EVENT DAY(S)**

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.

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.

6. [83858](#)

**SCIENCE ON THE SQUARE**

Thursday, October 17, 2024 / 5pm-9pm

No additional street closure (event is within the Madison Night Market perimeter)

Annual science festival with science stations setup throughout the Night Market

WI Institute for Discovery / Samantha Mulrooney

**Motion was made by Sobota, seconded by Updike to remove Item #6 from the consent agenda for discussion and voting purposes.**

**Event was approved pending receipt of required documents & with the following conditions:.**

**Discussion was had to require a condition that approval of Science on the Square would not require earlier street closure time than was approved for the Madison Night Market street use permit.**

**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. Michael Verveer - district4@cityofmadison.com**

**Food Distribution: Organizer will notify and follow all Health Department requirements and recommendations concerning food at your event.**

**All setup will be within the Madison Night Market event perimeter. If setup is required prior to MNM's setup begins, nothing can be setup in the street or in front of bus stops.**

**Notice and coordination for closure of 100 W Mifflin must be done with the construction project for the WI History Center.**

**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)**

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

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

**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.**

8. **ADJOURNMENT**

**Updike made a motion, Crossen 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.