



# 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, November 1, 2023

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, November 1, 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, Katelynn Updike, Jeremy Nash, Meghan Blake-Horst, Noah Meter Brooks, Phil Roh, Mark Kiesow, Lt. Jen Hannah, Scott Strassburg

**Members Excused:** John Fahrney, Eric Veum

**Additional City Staff Present:** Jen Blair, Mary Lloyd, 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. [80503](#) 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. [80504](#) SHINE ON MADISON-SEASONAL LIGHTING CEREMONY  
Friday, November 24, 2023 / 4pm - 6pm  
Street Closure: 400 State Street & 200 Gilman St (2pm - 8pm)  
Including use of Lisa Link Peace Park (2pm - 8pm)  
Annual downtown seasonal lighting ceremony  
Discuss location, schedule, setup, activities  
Madison Central Business Improvement District / Michelle Morrison  
Registered speaker Michelle Morrison registered in support and wishes to speak..

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

A motion was made by Lloyd, 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](mailto:district2@cityofmadison.com) & Michael Verveer – [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

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](mailto: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.

**DURING EVENT**

Maintain access to Metro stops.

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

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

Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event. (licensed merchant vendors and 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

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.

3. [80545](#)

**THANKSGIVING BASKET DRIVE**

Sat. November 18 & Sun. November 19, 2023 / 9am-5pm

No Street Closure

Request for No Parking on 100 Waubesa (8am-6pm both days)

Food Drive Drop Off event

Goodman Community Center / Francesca Frisque

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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. The alder(s) to notify for this event is: Dina Nina Martinez-Rutherford – [district15@cityofmadison.com](mailto:district15@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 on all streets in the event area.

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

Pop-up tent(s) must be secured with 10lb weights on each leg.

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.

**DISCUSSION ITEMS - INFORMATIONAL**

4. [80505](#)

**YEAR END / YEAR AHEAD DOCUMENTS**

1) 2017-2023 PERMITTED ACTIVITIES

2) 2024 DRAFT EVENT CALENDAR

3) 2024 Meeting Schedule

4) Street Use Staff Commission - contact list

**Informational documents for 2024 Street Use Staff Commission**

5. **ADJOURNMENT**

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