



# 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, May 1, 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, May 1, 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, Jeremy Nash, Meghan Blake-Horst, Mark Kiesow, Eric Veum, Scott Strassburg, Tim Sobota

**Members Excused:** Phil Roh, Amy O'Rourke, Lt. Jen Hannah, Katelynn Updike

**Additional City Staff Present:** Julia Austin, Taylor Dietzman

### APPROVAL OF MINUTES

There were no minutes from previous meetings to approve.

1. [83098](#) 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. [83096](#) COWS ON THE CONCOURSE  
Saturday, June 1, 2024 / 8:00 am - 1:00 pm  
Street Closure: 100 & 200 MLK Jr Blvd / 5:00 am - 2:00 pm  
Sidewalk/parking spaces: 10 E & W Main St  
Public Amplification: 8:00 am - 1:00 pm  
Vending / Cows on Display  
Annual Dairy Month event  
Dane County Dairy Promotion Co / Cassi Miller

**Registered speaker Cassi Miller registered in support, not to speak, but available for questions.**

**A motion was made by Blake-Horst, seconded by Nash 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. Micahel 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. Notify area businesses and residents. Provide them with event information, including: day of contact information, location, date, schedule, activities, etc. Including any coordination with ULI, maintenance@uli.com. the property manager for the loading dock on 100 MLK & .Darrin Smith, darren.smith@wisconsin.gov , the Superintendent of buildings and grounds for the Capitol and the Risser Justice Center. Coordinate maintaining access needs for the Wisconsin Department of Administration.

Organizer will communicate with the contractor working on 10 E & W Doty Street. Contact is Brad Huston at bhuston@rghuston.com.

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 #.

Electrical cords must be ramped or signed for ADA accessibility if crossing the sidewalks.

#### EVENT DAY(S)

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.)

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

Madison Metro will be operating on the Capitol Square during the event and DCFM. Event setup will not impede vehicle and Metro traffic flow on the 10 blocks of E & W Main St.

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

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

No animal exhibits within 100' of licensed city food carts.

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.

3. [83023](#)

**BIKE GIVEAWAY AT HARMONY APARTMENTS**

Friday, June 7, 2024 / 5 pm - 7 pm

Street Closure: Jackson Quarry Lane (from Galaxy Park to cul-de-sac) / 4 pm - 8 pm

bike giveaway event

discuss location, schedule, setup

North Star Neighborhood Association / Katheryn Premo Mingione

Registered speaker Kathryn Miongione registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Strassburg 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. Derek Field - [district3@cityofmadison.com](mailto:district3@cityofmadison.com)

Notify any area businesses and residents on the impacted street(s). 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)**

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

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. [83024](#)

**SUMMERPALOOZA**

Saturday, June 8, 2024 / 9:00 am - 4:00 pm

Street Closure/Parking: 100 N Pinckney

Sidewalk Space: Rotary Plaza

Public Amplification: 9:00 am - 11:30 am

Annual Madison Children's Museum event

Madison Children's Museum / Kia Karlen

Registered speaker Kia Karlen registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Nash 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)

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 Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove signs when event has ended. There are charges for this equipment.

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.

Coordinate activities and schedule with the Dane County Farmers' Market manager, [info@dcfm.org](mailto:info@dcfm.org) or 608-455-1999.

**EVENT DAY(S)**

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

There is no vending at this event.

Event cannot displace licensed city vendors.

No objects may be thrown from floats or vehicles in the parade.

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. [83097](#)

**PROST! SUMMERFEST**

Saturday, June 22, 2024 / 11:00 am - 8:00 pm

Street Closure: 1-13 S Hancock St / 7:00 am - 10:00 pm

Public Amplification: 11:00 am - 8:00 pm

Street Festival for Prost! Beer Hall

Discuss location, setup, schedule, activities

Prost! Madison / David James Nau

Registered speaker David Nau registered in support, not to speak, but available for questions.

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

Discussed location, set up and schedule. A motion was made by Blake-Horst, seconded by Strassburg to refer to a future SUSC meeting since the organizer was not able to attend the meeting.

Motion passed by voice vote/other.

6. [82879](#)

**MADISON GOSPEL 5K, 10K RUN/WALK & HEALTH FAIR**

Saturday, July 13, 2024 / 8:00 am - 12:00 pm

Start/Finish: Penn Park

Street Closure: Dane Street (Baird to Fisher) / 5:30 am - 2:00 pm

See attached for route details

Discuss route, schedule and closure

Madison Gospel Foundation / Uchenna Jones

Registered speaker Uchenna Jones registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Strassburg 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. Tag Evers -

district13@cityofmadison.com & Isadore Knox Jr -  
district14@cityofmadison.com

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)

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.

Maintain access to Olin Park & MSCR/Park's Offices on E Lakeside.

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.

#### 7. [82887](#)

##### ART FAIR ON THE SQUARE

Sat, July 13, 9:00 am - 6:00 pm & Sun, July 14, 10:00 am - 5:00 pm

Street closures: Capitol Square, all 100 blocks off the square, 200 King Street / Fri. July 12 @ 3:00 pm - Sunday, July 14 @ 9:30 pm

45th Annual Art Fair

Discuss location, construction, setup, schedule

Brothers Molloy Events / Lucas Molloy

Registered speaker Jasmine Clement registered in support, not to speak.

Registered speaker Lucas Molloy registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Strassburg 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." (If beer will be 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. The alder(s) to notify for this event is: Julianna Bennett – district2@cityofmadison.com, Michael Verveer- district4@cityofmadison.com, Marsha Rummel – district6@cityofmadison.com,

Notification to businesses & residents on the closed streets is required at least two weeks prior to the event. Notice must include: day of contact information, location, date, and schedule of street closure.

•100 block of MLK – include notification to ULI, maintenance@uli.com. the property manager for the loading dock on 100 MLK & .Darrin Smith, Darren.smith@wisconsin.gov , the Superintendent of buildings and grounds for the Capitol and the Risser Justice Center. Coordinate maintaining access needs for the Wisconsin Department of Administration.

Coordinate activities and schedule with Meghan Blake-Horst, the Street Vending Coordinator, mblake-horst@cityofmadison.com or 608-261-9171. Schedule walk through with Meghan.

Pre-event & post-event walk through is required with Mark Kiesow, Mall Crew Supervisor.

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

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. Special event officer(s) required for event. Contact Lt Hannah and Officer Ott to arrange. There are charges for these services.

Adaptors: Organizer will arrange to pick up and return adaptors with Mark Kiesow, mkiesow@cityofmadison.com.

#### **DURING EVENT**

Traffic Engineering will deliver/pick up barricades.

The Capitol Square will be closed by an approved contractor.

Metro rerouted to outer loop. Standard rerouting fee applies.

Special Event Resolution: Suspend vending restrictions and authorize sponsor to select event vendors and performers. Vendors relocated outside the designated perimeter of the event. (licensed sidewalk & roadway cafes are exempt.)

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

Provide and maintain access to Park Hotel during the event.

Provide and maintain access to the parking ramp on East Main and Webster.

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.

Provide and maintain access to the parking lot on 100 E Washington Ave.

Signage and staffing at event perimeter: 'No Alcohol Beyond This Point'.

Event volunteers/staffing at MLK and Doty St. to assist with pedestrian crossing/safety.

Noise must be kept at 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.

**9. ADJOURNMENT**

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