



# 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 13, 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, November 13, 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, Scott Busse, Mark Kiesow, Amy O'Rourke, Tim Sobota, John Fahrney, Lt. Jen Hannah, Scott Strassburg

Members Excused: Eric Veum

Additional City Staff Present: Julia Austin, David Crossen, Chris Petykowski, Ashley Moseberry

### APPROVAL OF MINUTES

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

1. [85983](#) 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. [85986](#) SIP & GLOW: A KING STREET HOLIDAY  
Saturday, December 6, 2024 / 6:00 pm - 9:00 pm  
Street Closure: 100 King St & 100 S Pinckney / 4:00 pm - 11:00 pm  
Parking Lane: 100 E Main Street  
Sidewalk space: 100 E Main, 10 S Pinckney  
Discuss setup, schedule, activities  
Madison's Central Business Improvement District / Kris Gabert  
  
Registered speaker Kris Gabert 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  
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." – on file

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. The alder(s) to notify for this event is: Michael Verveer - district4@cityofmadison.com

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

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

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: Event is not on the Special Event Resolution – event must adhere to vending rules in the Mall Concourse area. Event cannot invalidate any vending sites within the permitted event space. Sidewalk cafes (should they choose to be out) cannot be invalidated.

Vending: Street Use Staff Commission approves City licensed art/craft Mall Vendors within the event perimeter.

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

**DURING EVENT**

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.

**DISCUSSION ITEMS - INFORMATIONAL**

3. [85984](#) YEAR END / YEAR AHEAD DOCUMENTS
  - 1) 2019-2024 PERMITTED ACTIVITIES
  - 2) 2025 DRAFT EVENT CALENDAR
  - 3) 2025 MEETING SCHEDULE

Chairperson Post summarized the information. There was no further discussion or questions on the data by commission members.

**ADJOURNMENT****ADJOURNMENT**

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