



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, April 28, 2021

10:00 AM

Parks Conference Room
210 Martin Luther King, Jr. Blvd.
Room 108 (City-County Building)

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, April 28, 2021. Chairperson Lamberty called the meeting to order at 10:00 AM. A quorum was present and the meeting was properly noticed.

Members Present: Kelli Lamberty, John Fahrney, Matthew Scamardo, Kristin Brodowsky, Tom Mohr, Meghan Blake-Horst, Poorna Shivakumar, Mark Kiesow, Liza Tatar, Lt. Scott Kleinfeldt

Members Excused: Eric Veum, Sgt. Andrew Hyatt, Bill Pullman

Additional City Staff Present: Kelly Post

1. [65156](#) 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.

APPROVAL OF MINUTES

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

STREET USE PERMITS FOR SPECIAL EVENTS

2. [65158](#) ART FAIR OFF THE SQUARE
Sat. July 10, 9am-6pm - Sun. July 11, 2021, 10am-5pm
Street Closure: 200 block of MLK Jr. Blvd / Fri. July 9, 6pm - Sun. July 11, 8pm
Annual Art Fair: Discuss schedule, setup, activities, COVID checklist
Wisconsin Alliance of Artists / Lezlie Blanton

Registered speake, Lezlie Blanton, registered in support and wishes to speak.
Registered speaker, Tom Lazar, registered in support, not to speak, but

available for questions.

A motion was made by Blake-Horst, seconded by Brodowsky to approve pending receipt of required documents & with the following conditions: Discussed location, set up and schedule. Referred to a future SUSC meeting once planning is complete.

3. [65159](#)

MADISON GOSPEL 5K "SOCIALLY DISTANCED" RUN/WALK

Sat. July 17, 2021 / 6am-2pm

Street Closure: Dane Street (along Penn Park)

Start/Finish: Penn Park

Route: see attached

Annual run/walk

Discuss: street closure, route, schedule

Madison Gospel 5k 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 Scamardo, to approve pending receipt of required documents & with the following conditions:

X 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

X COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event and submit the City of Madison's COVID-19 Event Safety Plan and Checklist. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an event.-on file.

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

X Notification: Organizer must notify area alder(s) at least 30 days 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:

Sheri Carter - district14@cityofmadison.com

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

X Call the Sayle Street Garage, 608-266-4767, 1120 Sayle St, to make arrangements to pick up and return barricades required for event. There are charges for this equipment.

X Call 608-267-8756 to arrange for meter bags and/or "No Parking" signs. Remove meter bags and/or signs when event has ended. There are charges for this equipment.

DURING EVENT

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

X Maintain access to Metro stops.

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

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

X 8' pedestrian pathway must be maintained on sidewalks throughout event

area.

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X 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.

X 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. [64963](#)

MADISON MINI-MARATHON

Sat. July 24, 2021 / 2am-12:30pm

Street Closure: see application

Annual mini-marathon

Discuss: location, route, schedule, COVID checklist

Vision Event Management / Jeff Graves

Registered speaker Jeff Graves registered in support, and wishes to speak.

Registered speaker Jim Furuya registered in support, not to speak, but available for questions.

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

X 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

X COVID-19: If an event meets the criteria to occur under Public Health Madison and Dane County's current order, organizers must review PHMDC requirements for physical distancing, hygiene and cleaning policies at the event and submit the City of Madison's COVID-19 Event Safety Plan and Checklist. If these orders, or any future order restricting gatherings of people, are in place on the date of an event, the orders in place at the time supersede and may invalidate any approved street use permit, if the order includes restrictions that prohibit the size or nature of an event.

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

X Notification: Organizer must notify area alder(s) at least 30 days 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:

Patrick W. Heck - district2@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Regina Vidaver - district5@cityofmadison.com

Juliana Bennett - district8@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

X This is a District event. Contact Lt. Scott Kleinfeldt, sklienfeldt@cityofmadison.com to make MPD staffing arrangements. There are charges for these services. 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.

X The Dane County EOD may be utilized for the Madison Mini Marathon. The organizer is responsible for all charges associated with this service.

X Parking Enforcement Officers will post signage and hood meters. Organizer agrees to pay Parking Utility for all costs associated with these tasks.

X Notify the Madison Central Business Improvement District's Executive Director at tkenney@visitdowntownmadison.com or 608-512-1340. Provide event information, including: day-of-contact, location, date, schedule, activities, etc.

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

X Coordinate activities and schedule with the Dane County Farmers' Market manager, info@dcmf.org or 608-455-1999.

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

DURING EVENT

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

X 2 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

X Event cannot displace licensed city vendors.

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

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

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X 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.

X 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

5. [65157](#) STARKWEATHER CREEK PAVEMENT PAINTING

Sat. June 5, 2021 / 9am-9pm

Street Closure: 2900 Commercial Ave

Pavement Mural Painting

Eken Park Neighborhood Association / Zach Johnson

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

X 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

X Alder support of project – on file.

X Certificate of insurance listing the City of Madison as additional insured is

required - on file.

X Notification: Organizer must notify area alder(s) at least 30 days 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:

Syed Abbas - district12@cityofmadison.com - on file.

X 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.

DURING EVENT

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

X Maintain access to Metro stops.

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

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

X No inflatables on City right-of-way.

X No permanent markings (including spray chalk or stickers) on streets, sidewalks, paths or city landscaping.

AFTER EVENT

X 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.

ADJOURNMENT

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