



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, January 26, 2022

10:00 AM

VIRTUAL

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, January 26, 2022. 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, Kristin Brodowsky, Erica Schwarz, Jeremy Nash, Meghan Blake-Horst, Sean Hedgpeth, Matthew Scamardo, Mark Kiesow, Liza Tatar, Stefanie Neisen

Members Excused: Bill Pullman, Eric Veum, Lt. Scott Kleinfeldt, John Fahrney

Additional City Staff Present: Mary Lloyd, Katie Crawley, Lara Mainella, Lt. Tony Fiore

1. [63015](#) PUBLIC COMMENT

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

3. **DISCLOSURES AND RECUSALS**

There were no disclosures or recusals by members of the commission for any item on the agenda.

4. [69402](#) In Honor, Recognition, and Appreciation of Kelli Lamberty's 25 years of Dedicated Service as Community Event Coordinator of the City of Madison.
- Registered speaker Katie Sellner registered in support and wishes to speak.**
Registered speaker Chief Brian Chaney Austin registered in support and wishes to speak.
Other City staff, Alder Verveer, and Street Use Staff Commission members spoke on this item.
Recognition and honor was bestowed upon Kelli Lamberty for her 25 years of civic service as the Event Coordinator for the City of Madison upon her retirement.

STREET USE PERMITS FOR CONSIDERATION AND VOTE

5. [69065](#) REFORM FOR JUSTICE
Tue., February 8 - Thur., February 17, 2022 / daily 10am-5pm
No Street Closure

Requesting The Forum (Top of State Street)
Discuss daily setup and activities
Protest to get legislation bills introduced
Reform for Justice / Lara Eliazer & Robert Peterson

Registered speaker Robert Peterson registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Tatar 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 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. 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 COVID-19: PHMDC has issued Emergency Face Mask Order #7 that goes through March. 1, 2022. A tent structure with one or more walls is considered an indoor facility and masks would be required if the emergency order is in place on the date of your event.

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

X Food (or beverage) Distribution: Organizer will follow all Health Department requirements and recommendations concerning food distribution.

X 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: Michael Verveer - district4@cityofmadison.com

X 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.

DURING EVENT

X There is no vending at this event.

X Organizer is responsible for keeping participants out of the street.

X Snowfall: Event must accommodate any snow removal being done in the area by the Mall Crew. This may require taking tents down.

X Tents: Tents must be weighted down at all times when they are setup.

X Electrical heaters are allowed inside tents on public property as long as you adhere to the safety information provided on the appliance. Propane heaters are not allowed inside tents on public property.

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

X There will be no amplification.

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.
Motion passed by voice vote/other.

6. [69068](#)

MADISON SHAMROCK SHUFFLE

Sat., March 12, 2022 / 4:30am-1:00pm

Start/Finish - 600 State St. & Frances St.

See attached map for routes & site map

Annual Run/Walk.

Discuss location, route, set-up, schedule and activities.

Race Day Event / Bianca Hanson

Registered speaker Bianca Hanson registered in support and wishes to speak.

Registered speaker Ryan Griessmeyer registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Lloyd to approved 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 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. 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 COVID-19: PHMDC has issued Emergency Face Mask Order #7 that goes through March. 1, 2022. A tent structure with one or more walls is considered an indoor facility and masks would be required if the emergency order is in place on the date of your event.

X 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.

X 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:

Patrick Heck – district2@cityofmadison.com

Michael Verveer – district4@cityofmadison.com

Regina Vidaver – district5@cityofmadison.com

Juliana Bennett – district8@cityofmadison.com

X 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.

X Please contact Lt. Scott Kleinfeldt at skleinfeldt@cityofmadison.com to arrange for MPD staffing. 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 Parking Enforcement will post signage and meters. Organizer agrees to pay all MPD costs associated with these tasks.

DURING EVENT

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

X Approved contractor will barricade and cone the race route.

X 7 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)

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

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

X Event cannot displace licensed city vendors.

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.

7. [69069](#)

PROJECT SUNSHINE 5K FUNDRAISER RUN/WALK

Sat. April 16, 2022 / 7am - 12:30pm

Start/Finish: Walnut St. & Marsh Dr. (UW Property)

See attached for 5k route

5k run/walk

Discuss request location, route, and schedule

Project Sunshine / Lauren Reilley

Referred to a future SUSC meeting once planning is complete.

8. [69188](#)

DANE COUNTY FARMERS' MARKET - WEDNESDAY MARKET

April 20 - November 2, 2022

Wednesday Markets: 8:00am - 1:45pm

200 Block of MLK, Jr. Blvd.

Discuss location, schedule and activities.

Dane County Farmers' Market / Jamie Bugel

Registered speaker Jamie Bugel and Rachel Figueroa both registered in support, not to speak, but available for questions.

A motion was made by Blake-Horst, seconded by Lloyd to approved 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 Certificate of insurance listing the City of Madison as additional insured is

required.

X 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.

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 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)

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

X 1 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route).

X City vendor licenses are invalidated for this event.

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

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

Motion passed by voice vote/other.

9. [69376](#)

FREE VACCINATIONS/BOOSTERS AND FLU SHOTS

Wed., March 9, 2022 / 8:30am-4pm

Parking Request: 100 or 200 block of MLK Jr. Blvd

Parking for a mobile wellness trailer

Discuss location and schedule

Walmart / Andy Engel

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

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: Michael Verveer - district4@cityofmadison.com

X 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.

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

DURING EVENT

X Maintain access to Metro stops.

X Event cannot displace licensed city vendors.

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

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

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.

10. [69072](#)

ENGINEERING EXPO

Fri, April 22, 2022, 7:30am - 4:30pm

N. Breese Terrace from University Ave. to Regent (Blocks 0 to 300)

No Street Closure / Parking request.

Discuss location and schedule.

UW-Madison Engineering Expo / Erin Konter

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

X Call Parking Utility at 608-267-8756 to arrange for meter bags and “No Parking” signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

EVENT DAY(S)

X Maintain access to Metro stops.

X Organizer will have event staff monitoring bus check in, drop off, and pick up

to insure that metro busses are not detoured and school busses do not disrupt traffic lanes.

X Charter busses must not block metro stops. Organizer is responsible for notifying drivers.

X Pick up and drop off must be on the east side of the street.

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.

12. ADJOURNMENT

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