



# 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, August 18, 2021

10:00 AM

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

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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, August 18, 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, Kristin Brodowsky, Sgt. Andrew Hyatt, Tom Mohr, Meghan Blake-Horst, Mark Kiesow, Eric Veum, Liza Tatar, Matthew Scamardo, John Fahrney, Lt. Scott Kleinfeldt, Stefanie Niesen

Members Excused: Poorna Shivakumar, Bill Pullman

Additional City Staff Present: Jeremy Nash, Kelly Post, Christopher Peguero

1. [65591](#) 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 Blake-Horst, seconded by Hyatt to Approve the Minutes.  
Motion passed by voice vote/other.

### NEW BUSINESS

2. [66929](#) 2021-22 CAMP RANDALL: UW HOME FOOTBALL GAMES AND MISCELLANEOUS EVENTS  
See addendum for dates/times/locations  
Camp Randall - Stadium Events  
Discuss schedule, setup, routes  
UW Athletic Department / Todd Nelson

Registered speaker Shane Burgess registered in support, not to speak, but

available for questions.

Registered speaker Todd Nelson registered in support and wishes to speak.

A motion was made by Hyatt, seconded by Blake-Horst 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 Addendum and/or contract** providing additional event details and conditions is on file with Street Use Staff Commission.

**X Traffic management plan** as approved by Transportation Management Committee.

**X Annual work order** for traffic management, signage and parking requirements determined by Traffic Engineering. There are charges for these services.

**DURING EVENT**

**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.

**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.**

3. [66930](#)

2021-22 UW KOHL CENTER EVENTS

See addendum for dates/times/locations

Arena Events

UW Athletic Department / Todd Nelson

Registered speaker Todd Nelson registered in support and wishes to speak.

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

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**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 Addendum and/or contract providing additional event details and conditions is attached.

X Traffic management plan as approved by Transportation Management Committee.

X Annual work order for traffic management, signage and parking requirements determined by Traffic Engineering or an approved delegated authority.

#### **DURING EVENT**

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.

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. [66699](#)**

##### **ART FAIR ON THE SQUARE**

Fri. 9/24/21, 3pm - Sun. 9/26/21, 9:30pm

Streets Closed: Capitol Square, 100 Blocks of State Street, E & W Washington, MLK Jr. Blvd, N & S Hamilton, E & W Mifflin, King Street, N & S Pinckney, N & S Carroll, and Wisconsin Ave

Annual Art Fair - Discuss location, schedule, setup

Madison Museum of Contemporary Art / Annik Dupaty

Registered speaker Annik Dupaty registered in support and wishes to speak.

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

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**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 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:

Michael Verveer - [district4@cityofmadison.com](mailto:district4@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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 with the Streets Division, Mathew Scamardo, mscamardo@cityofmadison.com, and Parking Utility, John Villarreal, jvillarreal@cityofmadison.com on dumpster locations and when to bag parking meters.

X Special duty officer(s) and a supervisor required for event. Call 608-267-8676 to arrange. There are charges for these services.

**DURING EVENT**

X The Capitol Square will be closed by Traffic Engineering (TE).

X Metro rerouted to outer loop. Standard rerouting fee applies. (\$600)

X City vendor licenses are invalidated for this event, except sidewalk cafes.

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

X Provide and maintain access to Inn on the Park during the event.

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

X 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.

X Signage and staffing at event perimeter: 'NO ALCOHOL BEYOND THIS POINT'.

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

X Noise must be kept at 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.

5. [66931](#)

IRONMAN WISCONSIN - Expo / Triathlon

Expo: Wednesday, September 8 - Monday, September 13, 2021 / 200 MLK Jr. Blvd.

Triathlon: Sunday, September 12- see attached run and bike routes

Triathlon - Discuss locations, routes, setup, closures

World Triathlon Corporation / Ryan Richards

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

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

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**BEFORE EVENT**

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

X 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.

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

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 Dane County Farmers' Market manager, info@dcfm.org, 608-455-1999.

X This is a District event. Contact Lt. Scott Kleinfeldt, skleinfeldt@cityofmadison.com, to arrange for staffing. There are charges for these services. Organizer will pay all costs of the City of Madison Police, 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 Traffic Management plan and equipment to be implemented/provided by approved contractor as per plan on file with Traffic Engineering (TE) and MPD.

X Parking Enforcement to bag meters and post "No Parking" signs as per plan on file. Call 608-267-8756 to arrange for "No Parking" signs and meter bags that are the organizers responsibility. Remove bags and signs when event has ended. There are charges for this service

X 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 #.

#### DURING EVENT

X Amplification: 9/12/2021, 5:30am through 9/13/2021, 12:30am. Amplification must be kept to a reasonable level at all times. Lower volume, limited to 75 decibels (dB) 125' from the source, before 8:00am and after 10:00pm

X 17 Metro route(s) detoured by event. Fee/route detoured applies.

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

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

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.

#### 6. [66932](#)

##### 2021 IRONKIDS WISCONSIN FUN RUN

Saturday, September 11, 2021 / 6:30am - 11:00am

100 block of MLK Jr. Blvd. & the Capitol Square

Run/Walk

Discuss location, schedule, route, and setup

Madison Area Sports Commission in conjunction w/ World Triathlon Corporation

Corrin Ploessl

Registered speaker Corrin Ploessl registered in support, not to speak, but available for questions.

Registered speaker Brandon Holstein registered in support, not to speak, but available for questions.

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

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**BEFORE EVENT**

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

X Parking removal/race equipment provided by approved contractor.

X Notification: Organizer must notify area alder(s) 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](mailto:district4@cityofmadison.com)

X Coordinate activities and schedule with the Street Vending Coordinator, [mblake-horst@cityofmadison.com](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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 Dane County Farmers' Market manager, [info@dcfm.org](mailto:info@dcfm.org), 608-455-1999.

**DURING EVENT**

X The run/walk course will be closed off by approved private contractor.

X Lane closure equipment placement as per plan on file with Traffic Engineering (TE).

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

X Event cannot displace licensed city vendors.

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. [66941](#)

**INSIDE OUT MADISON**

Th-F Aug 26-27, 2021, 10am - 6pm

Location - Top of State - Grove/Forum OR 800 block State St. Mall - No Closure

Peoples Art Project. Large scale photo display.

Jaime Scatena / Can Art Save the World Inc.

Registered speaker Samir Salem registered in support, not to speak, but available for questions.

Registered speaker Jaime Scatena registered in support, not to speak, but available for questions.

A motion was made by Hyatt, seconded by Brodowsky to approved pending receipt of required documents & with the following conditions:

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**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 Notification: Organizer must notify area alder(s) 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: Juliana R. Bennett – [district8@cityofmadison.com](mailto:district8@cityofmadison.com)

X Notify the Madison Central Business Improvement District's Executive Director at [tkenney@visitdowntownmadison.com](mailto: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](mailto:mblake-horst@cityofmadison.com) or 608-261-9171.

**DURING EVENT**

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

X Event cannot displace licensed city vendors.

X 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 Madison Parks Mall Crew will provide cleanup service for the event. The applicant agrees to pay such actual costs for services.

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.

**ADJOURNMENT**

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