



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, May 26, 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, May 26, 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, 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, John Fahrney

Additional City Staff Present: Mary Lloyd, Katie Crawley, Kelly Post

1. [65591](#) PUBLIC COMMENT

Registered speaker Tiffany Kenney registered neither in support or oppose and wishes to speak.

DISCLOSURES AND RECUSALS

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

STREET USE PERMITS FOR REVIEW

2. [65592](#) ISTHMUS PADDLE & PORTAGE
Saturday, June 19, 2021 / 9am-11am
Street Closure: 1300-1500 Sherman Avenue
see attached for route details
Annual canoe race
Discuss NEW location, schedule and route
Red Card Media / Ryan Richards

Registered speaker Ryan Richards 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 "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.- 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 Heck – district2@cityofmadison.com

Brian Benford – district6@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Grant Foster- district15@cityofmadison.com

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

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

X Approved contractor will barricade and cone the race route.

X Call 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.

DURING EVENT

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 Must maintain access to the boat launch and boat launch parking lot.

X Event organizers must maintain access to the bike path during event.

X Event organizers must maintain parking lot & drive that goes to the Tenney Park John Wall Pavilion.

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.

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. [65597](#)

MAD LIT

Fridays, July 2, July 16, July 30, Aug.13, Aug. 27, Sept. 10, Sept. 24, Oct. 8, 2021

Setup, 4pm / Event, 8pm-12am / Cleanup Done & Road Open, 2am

Street Closure: 100 block of State Street

Bi-weekly pop up events, featuring art, music, and local businesses

Discuss location, schedule, setup, dates

Madison's Central Business Improvement District / Tiffany Kenney

Registered speaker Michelle Morrison registered in support, not to speak, but available for questions.

Registered speaker Rob Franklin registered in support, not to speak, but available for questions.

Registered speaker Tiffany Kenney registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Scamardo 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: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Michael Verveer - district4@cityofmadison.com

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

X Organizer will contact Lt. Scott Kleinfeldt, skleinfeldt@cityofmadison.com regarding the Community Support Group.

X There will be no MPD staffing required for the first event in the series.

Organizer will stay in contact with Lt. Scott Kleinfeldt after the first event date to see if MPD staffing will be required for future dates.

X Traffic Engineering will drop off barricades for the street closure. There may be charges for this service.

X If requesting parking stalls for performers, 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 may be charges for this equipment.

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

DURING EVENT

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

X 9 Metro route(s) detoured by event. Fee/route detoured may be applied. (\$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.

4. [65622](#)

SUMMER IN YOUR CITY 2021

June 1 - Sept. 30, 2021

See attached for specific dates/times

No Street Closure

Requesting: The Grove, The Forum, Rotary Plaza, Lisa Link Peace Park,

North Frances Plaza, Confluence at Library Mall

BID summer programming

Discuss programs and schedule

Madison's Central Business Improvement District / Tiffany Kenney

Registered speaker Michelle Morrison registered in support, not to speak, but available for questions.

Registered speaker Tiffany Kenney 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 Addendum and/or contract providing additional event details, schedule and conditions.

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

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

X Notify Mall Crew, 266-6031, mkiesow@cityofmadison.com, of electrical needs for activities.

DURING EVENT

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.

5. [65599](#)

DANE COUNTY FARMERS' MARKET - WEDNESDAY

June 23 - November 3, 2021

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

200 Block of MLK, Jr. Blvd.

Discuss location, schedule and activities.

Dane County Farmers' Market / Jill Groendyk & Jamie Bugel

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

Registered speaker Jill Groendyk registered in support and wishes to speak.

A motion was made by Blake-Horst, seconded by Brodowsky 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

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 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, mblakehorst@cityofmadison.com or 608-261-9171.

DURING EVENT

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

X 1 Metro route(s) detoured by event.

X Licensed City vendors are relocated 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.

6. [65600](#)

MAXWELL STREET DAYS

Thu, July 15 - Su, July 18, 2021

Event hours: Thu, Fri & Sat - 8am-6pm, Sun - 10am-5pm

100-600 State Street, 200 Block N. Henry

Annual Sidewalk/Street Sale

Discuss locations, schedule, dates, setup

Greater State Street Business Association / Elizabeth Ganser

Registered speaker Elizabeth Ganser registered in support, not to speak, but available for questions.

Registered speaker Tiffany Kenney registered in support, not to speak, but

available for questions.

A motion was made by Scamardo, 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.

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

Juliana R. Bennett - district8@cityofmadison.com

X Organizer will provide a \$2,000 damage/billing deposit.

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

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

X Notify participating businesses not to use city amenities or trees for posting marketing information.

DURING EVENT

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

X 9 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 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 Brodwosky to approve items on the Consent Agenda.

7. [65593](#)

MAKE MUSIC MADISON

Monday, June 21, 2021 / 7am-10pm

Sidewalk/performance areas only - no closure - see attached for locations

Annual citywide, free, outdoor day of music.

Discuss locations, schedules, set-up, and activities.

Make Music Madison / Natasha Sattin

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 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 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:

Barbara Harrington-McKinney - district1@cityofmadison.com

Patrick W. Heck - district2@cityofmadison.com

Lindsay Lemmer - district3@cityofmadison.com

Michael Verveer - district4@cityofmadison.com

Regina M. Vidaver – district5@cityofmadison.com

Brian Benford – district6@cityofmadison.com

Nasra Wehelie – district7@cityofmadison.com

Julianan R. Bennet – district8@cityofmadison.com

Nikki Conklin – district9@cityofmadiosn.com

Yannette Figueroa Cole – district10@cityofmadison.com

Arvina Martin - district11@cityofmadison.com

Syed Abbas - district12@cityofmadison.com

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

Grant Foster- district15@cityofmadison.com

Jael Currie – district16@cityofmadison.com

Gary Halverson – district17@cityofmadison.com

Charles Myadze – district18@cityofmadison.com

Keith Furman - district19@cityofmadison.com

Christian Albouras - district20@cityofmadison.com

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 No amplification before 8:00am or after 9:00pm.

X 5' pedestrian pathway must be maintained on sidewalks throughout event area.

X 20' emergency access lane must be maintained throughout event location(s) that are closing a street.

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.

8. [65598](#)

BUS-EUM EXHIBIT SHOWING

Sun. July 11, 10:30am-10pm / Sat. July 12, 8:30am-10pm

State Street Mall

No road closure or parking removed

Exhibit with a bus

Discuss setup, location, schedule

Traces Center for History and Culture / Kristine Zylstra-tabke

Approved pending receipt of required documents and 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 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:

Juliana R. Bennett – district8@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.

DURING EVENT

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.

9. [65602](#)

EKEN PARK FESTIVAL

Saturday, August 21, 2021 / 7am-10pm

700 block Mayer Ave.

Eken Park Neighborhood Association event

Discuss location, schedule and activities.

Eken Park NA / Kaitlin Sonsalla

Approved pending receipt of required documents and the following conditions:

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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: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Syad Abbas – district12@cityofmadison.com

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

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 Parking Utility at 608-267-8756 to arrange for "No Parking" signs. Remove 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 There must be staffing/signage at event perimeter that indicates "NO ALCOHOL BEYOND THIS POINT".

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.

10. [65604](#)

DOXA FALL CONCERT

Thu, Sept. 9, 2021 / 12pm-11pm / event 8pm-10pm

Confluence at Library Mall

concert/student outreach

Discuss location, setup, schedule

DOXA / Ronnie Goble

Approved pending receipt of required documents and the following conditions:

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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: location, date, schedule, activities, etc. The alder(s) to notify for this event is:

Syad Abbas – district12@cityofmadison.com

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

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 Parking Utility at 608-267-8756 to arrange for “No Parking” signs. Remove 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 There must be staffing/signage at event perimeter that indicates “NO ALCOHOL BEYOND THIS POINT”.

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.

ADJOURNMENT

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