



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, September 1, 2021

10:00 AM

Virtual Meeting

CALL TO ORDER / ROLL CALL

A virtual meeting of the Street Use Staff Commission was held at 10:00 AM on Wednesday, September 1, 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, Poorna Shivakumar, Lt. Scott Kleinfeldt

Members Excused: Eric Veum, Liza Tatar, Matthew Scamardo, Bill Pullman, John Fahrney, Mark Kiesow

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

1. [65591](#) PUBLIC COMMENT

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

APPROVAL OF MINUTES

There were no minutes to approve on this agenda.

NEW BUSINESS

2. [67145](#) LA FOLLETTE HIGH SCHOOL HOMECOMING PARADE
Friday, October 1, 2021 / 12:15-2pm
Parade Route: Start on corner of Spaanem Ave and Linda Vista Rd.
Proceed one block east on Linda Vista and turn left (north) onto Turner Ave.
Go north one block to Hob St. Turn left onto Hob St, and go one block west to Spaanem Ave. Spaanem back south to Linda Vista
Homecoming Parade
La Follette Booster Club, Inc. / Greg Murray
- Registered speaker Gregory Murray 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 Certificate of insurance listing the City of Madison as additional insured is required - on file.

X Notification: Organizer must notify area alder(s) and local Neighborhood Association(s) prior to the event. The notification will include: event location, date, schedule, activities and "day of" contact. The alder(s) to notify for this event is: Grant Foster – district15@cityofmadison.com

X Distribute a flyer to all residents and businesses on the route. Provide event information, including location, date, schedule, activities and "Day Of" contact.

X Follow barricade/signage plan provided by Traffic Engineering (TE)

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.

X Contact Parking Utility, 608-267-8756, 608-266-4761, parking@cityofmadison.com, for "No Parking" signs and directions for posting. Remove signs when event has ended. There are charges for this equipment.

DURING EVENT

X Metro bus routes using Turner Ave. must be allowed through.

X Adult Parade Marshalls, wearing required safety vests, will be at barricades and along route to monitor the parade.

X No items may be thrown from vehicles in parade.

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

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

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

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. [67146](#)

CO-OP CONNECTION

Sat, Oct. 1, 2021, 5:00am - 2:00pm (event hours: 8:30am-12pm)
100 Block of MLK Jr. Blvd.

Annual festival/celebration of cooperatives.

Discuss schedule, location and activities.

Summit Credit Union / Jody Stolldorf

Registered speaker Jody Stolldorf 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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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, 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 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 "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 Event may not 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. [67147](#)**2021 MADISON DRIVE ELECTRIC CELEBRATION**

Sat., October 2, 2021 / 7:00am - 2:00pm

100 block of E. Washington

Car show of electric vehicles

Discuss location, setup, schedule

Eric Powers / Powers Productions, LLC

Registered speaker Eric Powers registered in support, not to speak, but available for questions.

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

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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@dcfm.org or 608-455-1999.

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 "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 Event cannot displace licensed city vendors.

X Maintain access to parking lot entrance/exit on 100 block of E. Washington

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. [67149](#)

DANE COUNTY FIRE CHIEF'S PARADE

Sun, Oct 3, 2021 / 9:00am-3:30pm

Parking request: N Lake to Langdon

Street Closures: Capitol Square - N. Hamilton to W. Washington Ave, State Street

Annual parade of fire trucks. Discuss location, schedule, set-up, route and activities.

City of Madison Fire Department / Bernadette Galvez

Registered speaker Bernadette Galvez registered in support, not to speak, but available for questions.

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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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 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 "No Parking" signs. Remove meter bags and signs when event has ended. There are charges for this equipment.

X Contact the Rector at Grace Episcopal Church, 608-255-5147, to advise them of Carroll St. closure

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 Barricade placement as per plan on file with Traffic Engineering (TE).
- X Metro rerouted to outer loop. Standard rerouting fee applies. (\$300)
- X 5 Metro route(s) detoured by event. Fee/route detoured applies. (\$100/route)
- X Allow traffic to cross parade route / obey traffic signals on State St.
- X Event cannot displace licensed city vendors.
- 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.

6. [67155](#) THE GREAT MIDWEST MARIJUANA HARVEST FESTIVAL (GMMHF)
 Sun., Oct. 3, 2021 / 9:00am - 10pm
 State Street, Library Mall (see attached)
 Festival & Parade (Sunday)
 Discuss setup, schedule, parade
 GMMHF Collective / Shelley Kennedy & Ruth S. Reifeis
 Referred to a future SUSC meeting once planning is complete.

CONSENT AGENDA

A motion was made by Blake-Horst, seconded by Lloyd to approved pending receipt of required documents & with the following conditions:
 Motion passed by voice vote/other.

- [67157](#) MONROE STREET FESTIVAL
 Sat., Sept. 25, 2021 / 8:00am - 6:00pm
 Street Closure: 800 Harrison Street
 Parking Lanes: 1700-1900 Monroe (south side), 2600 Monroe (north side)
 Sidewalk use: 1500-3500 Monroe
 Discuss location, setup, schedule
 Monroe St. Merchants Association / Carol "Orange" Schroeder

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BEFORE EVENT

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- 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.
- 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:
Tag Evers - district13@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 "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 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 6' 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.

8. [67156](#)

2021 SCMG FILM FESTIVAL
 Sa, October 10, 2021, 3:30pm-10:30pm
 Parking Request: 2000 block of Atwood Ave.
 Motorcycle parking for Film Festival
 Discuss location & schedule
 Slimey Crub Motorcycle Gang, LLC, Eric Lewis

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

required.

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:

Tag Evers - district13@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 "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 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 6' 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.

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9. [67151](#)

GSAFE TRICK OR TROT 5K WALK/RUN

Su, October 10, 2021 / 9:30am-5pm

Start/Finish: Potter Street (outside Franklin Elementary School parking lot)

Route: see attached

Run/Walk

Discuss location, route, schedule

GSAFE / Brian Juchems

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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:

Tag Evers - district13@cityofmadison.com

Sheri Carter - district14@cityofmadison.com

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

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

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.

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ADJOURNMENT

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