



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

APRIL 23, 2019, 11:30 AM  
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Jitin Kain, Brad Rohrscheib, Darwin Shipley, Jonathan Jones

#### 1. Call to Order

The meeting was called to order at 11:36 AM by Chairperson Kain

#### 2. Approval of Special Event Permits

##### a. Best Week Ever

Kara Wood with Venues, Parks and Arts (VPA) gave an overview of the three events that are officially part of Best Week Ever (June 2-8) - Belly Burst, West side Wednesday & Knights of Columbus. Belly Burst will have some route changes this year that did not cause any concern from committee members.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

##### b. Sun Burst

Courtney Kipker shared details about Sunburst to be held on June 1, 2019. Due to construction at the Jefferson and St. Louis intersection, the race route will be modified slightly. EMS coordination is still needed which the organizers will follow up on. PD, Fire and T&L will provide an estimate of costs to event organizers prior to the event.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

##### c. Girls on the Run

Courtney Jorgensen shared event details on Girls on the Run to be held on May 11, 2019. She asked to close off Lafayette from South St. to Monroe earlier this year to help with event setup. T&L will drop cones off a day earlier so organizers can close the block for setup. T&L will arrive at 7:00 AM to begin other closures for the event. Organizers were also asked to ask runners to stay right to avoid any issues with other runners who were on their way back. PD will have presence by Stevensville Mill Apartments as there is traffic exiting the apartment building as well as nearby construction. PD and T&L will provide an estimate of costs to event organizers prior to the event.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

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d. MS Walk

Marcia Qualls shared information on MS Walk to be held on May 4, 2019. Due to construction along the Riverwalk by the ND Boathouse, the MS Walk route may need some minor tweaks.

*Upon a motion by Rohrscheib with conditions on route changes and seconded by Jones, the permit was approved unanimously.*

e. DTSB – Cinco De Mayo, Parade of Champions

Kylie Carter with DTSB shared some details about Cinco de Mayo street festival to be held during the May First Fridays event. It will require partial closure of Woodward Ct. Committee members asked for proper notification to adjacent businesses, including the South Bend Regional Chamber.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

Kylie Carter next shared some details about a new event Parade of Champions scheduled for June 22, 2019. The event will invite local and regional schools to participate in a parade to showcase their athletic team championships. Organizers are trying to coordinate with the US Senior Open scheduled from June 24-30 at Warren Golf Course and plan to invite US Senior players to join. Approx. 100 floats are planned for the event. The proposed route has many concerns due to construction and closing off two main E-W bridges. This event will need further discussion at the next meeting. No action was taken.

f. The Music Village

Marcia Qualls shared information on the Music Village Block Party in downtown to be held in the 300 block of S. Michigan St. on May 4, 2019. Organizers have asked for street closure on Friday to set up for the event which include alcohol sales. Committee members expressed concerns for full closure of the 300 block of Michigan on Friday. The suggestion to organizers is to do a partial closure on Friday followed by full closure on Saturday. T&L will deliver jersey barriers for DTSB staff to help with closure and ensure event safety.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

g. Added Events:

Coffee & Conversations: South Bend PD is a partner in this event to be held on May 4 and aware of details. PD will be present at the event.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

Michiana United Ride for Autism: Event is scheduled for April 28 with a motorcycle ride starting in Mishawaka. The event goes through the City briefly and will be escorted by South Bend PD. The event ends in Mishawaka.

*Upon a motion by Rohrscheib and seconded by Shipley, the permit was approved unanimously.*

3. **Privilege of the Floor**

None

4. **Adjournment**

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded, the meeting ended at 12:55 PM.