



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 22, 2019, 11:30 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Jitin Kain, Brad Rohrscheib, Darwin Shipley

1. **Call to Order**

The meeting was called to order at 11:32 AM by Chairperson Kain

2. **Approval of minutes**

Upon a motion by Rohrscheib and seconded by Shipley the minutes from the previous meeting, May 7th was approved unanimously.

3. **Approval of Special Event Permits**

a. Bacon around the Bend – June 22nd

This is the second year that this event is being held. An estimated 300 participants are expected. Participants will be staying on the sidewalks. The route is north of LaSalle and will not run into any construction issues. Registration begins at 7:00 AM., race starts at 8:00 AM and is estimated to be completed by 10:00 AM. Rohrscheib asked to keep participants moving promptly so that the course was completed more towards 9:30 a.m. to help assist other events occurring the same day. 25 Volunteers will be on site to direct participants. Nurses and law enforcement will also be staged throughout course. Traffic and lighting will have both gates at Howard and Pokagon unlocked on Friday before event.

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

b. Parade of Champions – DTSB – June 22nd

Submitted a new route: Starting at Lafayette, traveling north to Colfax around the block to Williams and back towards Western. DTSB to get permission to use Four Wind lots for parking. Will not run into any construction concerns and have plenty of room for staging on Lafayette & South St. City sponsored event. The marshalling for the event will start at 8:00 AM and parade kicks off at 10:00 AM to 12:00 AM.

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

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c. Leeper Park – Art Fest – June 15th & 16th

Moved across the park to avoid construction at pond this year. Expecting 98 artists from all over to attend. Will need the east side of Riverside “one way” for unloading area from Friday at 3:00 PM until Saturday 9:00 AM. The event will start Saturday at 10:00 AM and will need to be closed until Sunday 5:00 PM. Traffic and Lighting will drop off cones and signage. According to Toy, there will be construction of a well going on but should not impact the event. Event is using a shuttle that picks up at Century Center and uses the Water Works as a dropping point for guests. They were working on posting information to the public on where residents can find event parking. They provide overnight security. They were going to check on event security and how that will be staffed.

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

d. Walking the Extra Mile – June 8th

This event is new to the city and a few questions arose. How many participants are there? Where does the race begin? The sidewalk on Western throughout the route is under construction and will not be available for use. Since no one was present at the meeting and the event is approaching quickly, the committee proposed a changed route. If they adhered to committee’s recommendations, we didn’t see any reason that there would be an issue with this event if they stay on the sidewalk.

Upon a motion by Rohrscheib and seconded by Shipley the permit was approved unanimously on contingent of committee recommendations.

e. Family Fun Day – Eddy Street Commons – June 8th

Eddy Street Commons will use their own signage and cones to close street. Does not need anything from Traffic & lighting department. Street will be closed from 8:00 AM to 2:00 PM.

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

f. Motorcycle Rides:

a. Angel of Hope Memorial Ride – Aug 10th

Has held event in past. No issues and does not need any support from Traffic & Lighting Department. Police will escort them from Pinhook, down Cleveland to the bypass.

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

- g. Block Parties:
 - a. East Washington Neighborhood Block Party – June 23rd – Washington: Sunnyside to Jacob. 11:00 AM to 8:00 PM.
Traffic & Lighting Department will drop off cones and signage on Friday and pick up on Monday. Has had event in past and there have not been issues.

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

- b. 4th of July Block Party – July 4th - Grace & Arnold
Event was put on hold for further review until the next meeting. Questions regarding who would be setting off fireworks and what type of fireworks. Also, the amount of time that the street would be closed was a question of concern.

4. Privilege of the Floor

None

5. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded, the meeting ended at 12:24 PM.