



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 31, 2019, 10:00 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 10:12 AM by Chairperson Kain

2. **Approval of minutes**

Upon a motion by Rohrscheib and seconded by Shipley the minutes from the previous meeting, May 22nd was approved unanimously.

3. **Approval of Special Event Permits**

a. Walking the Extra Mile – June 8th

Spoke with Ana about her route and she agreed to a new proposed route that excluded Western Ave. All participants are to use sidewalks and trails for this 5k. No new issues arose with this event. Suggestion was made that the event sponsor should notify the neighborhood association of the event.

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

a. 4th of July Block Party – July 4th - Grace & Arnold

Applicant attended meeting and some questions were cleared up. Closure will occur at the intersection of Grace & Arnold to applicant's garage at 1203 Grace. Neighbors are welcome to attend. Store purchased fireworks will be set off (non- professional). Cleared as long as they are done by 11:00 PM. Fire marshal should be notified for safety concerns. Traffic & lighting department will drop off 10 cones at 1203 Grace on Wednesday. Cones will be picked up on Friday.

b. Ellsworth Block Party: Washington to Wilson – July 3rd

Need further information on the placement of the bounce house. Neighborhood event from 3:00 PM to 8:00 PM.

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- c. Oakwood Village Block Party – June 22nd
Has had in past- never any issues. Bounce house is in neighbor’s yard. Traffic and Lighting will drop cones at 2923 Corpus Christi for them to close. Event is 12:00 PM to 7:00 PM.

- d. All Church Picnic – Sunnyside Presbyterian Church Block Party – June 16th
Has held event in past – no issues before. Closing Frances: Washington to Jefferson so that they can access both sides of the street for the event. Having games and music from 9:00 AM to 2:00 PM. Traffic and lighting will drop cones off at 115 Frances for them to close.

- e. Transformation Ministries Summerfest Block Party – June 9th
Closing Bulla: Portage to Angela from 5:00 PM to 8:00 PM. New event to city. Traffic and lighting will drop off cones on the corner of Bulla on Friday for them to close. Pick up on Monday.

Upon a motion by Rohrscheib and seconded by Shipley the permits were approved unanimously for all block parties except Ellsworth. Ellsworth was approved unanimously based on the contingency of the placement of the bounce house.

4. Privilege of the Floor

None

5. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded, the meeting ended at 10:40 AM.