



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 7, 2019, 11:30 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 11:30 AM by Chairperson Kain

2. Approval of minutes

Ellis identified a spelling error of his name - noted to be corrected on April 12th.

Upon a motion by Rohrscheib and seconded by Kain the minutes from the previous meetings, April 12th & April 23rd was approved unanimously.

3. Approval of Special Event Permits

a. Best Week Ever

Kara Wood with Venues, Parks & Arts (VPA) gave an overview of the four events that are officially part of Best Week Ever (June 2-8) – Fireworks on Jefferson Bridge – June 7th, Rebel Art Fest – June 2nd, River Lights Music Festival – June 7th & 8th, & Game Night Extravaganza – June 3rd.

Jefferson Bridge – June 7th

Kara Wood is to file the proper paperwork for bridge closures with the county (Andy Hayes). Jefferson Bridge is closing 12:00 p.m. to 11:00 p.m. for set up and display with the help of DTSB. Colfax bridge will be closed from 8:30 p.m. to 11:00 p.m. for viewing only. Colfax bridge will be cleared promptly so that residents can use it as an exit. T/L Department will drop off cones and signage and DTSB will close. T/L Department will also set up a message board.

Rebel Art Fest – June 2nd

Wall Street to be closed from zoo entrance to Greenlawn so that residents can cross to both sides of the park and to have the food presented in the center. People attending the zoo still have access to entrance of park. Will work with people who live there that need in and out. T/L Department will drop off cones and signage and VPA will close.

River lights Music Festival – June 7th & 8th

VPA marking for jersey barriers, Sewer Department will fill and place. Due to East Race Rafting going on the same day, Barricades will be placed to allow sidewalk entrance. T/L Department posting no parking Niles: Jefferson to Colfax both Friday & Saturday from 12:00 p.m. to 5:30 p.m. T/L Department will drop off cones and signage and VPA will close. River lights Music Festival is hiring a private security company as well as off duty police officers to assist with safety of this event.

Game Night Extravaganza – June 3rd

This is a new event for 2019. NNN has sent out one letter to notify surrounding residents and has retained signatures from most. Projected to send a second letter out. Cottage Grove will remain open. California: Cottage Grove to Sherman will be closed. Event ends at 8:00 p.m. and clean up will be finished by 9:00 p.m. T/L Department will drop off cones and signage and they will close.

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

b. Memorial Day Parade – May 27th

Same route as in past. Jan wanted to know if Mayor Pete would be attending because she had two Washington news stations reach out to her and wanted specific accommodations to set up if he were to be present. Committee stated that we don't have his schedule. Kain stated he would reach out to Mayor's office to see if there was an update. Rohrscheib stated no additional changes if Mayor Pete is present and that his campaign would cover his security.

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

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

No one showed up on their behalf. Jonathan Jones, director of VPA has been working with them and stated they have decided to move to the East side of the park due to the construction taking place at Leeper Park. Toy Villa said that there is expected work to start on the east side of the park, however he would try to have it contained so that it would have little impact on the event. He also stated that he would supply us with a map of where the construction is taking place. T/L Department needs to know where handicapped and no parking signage should be placed. Due to unanswered questions this event is placed on hold and will be revisited at the next meeting on May 21, 2019.

d. Urban Gardens – May 18th, June 15th, July 20th, & August 17th

Because May 18th is opening day, it was decided to dismiss the closing of the street for that day in which no cones will be dropped off. The other dates are accurate. California: east of Portage to Demaude will be closed from 9:00 a.m. to 3:00 p.m. This closure doesn't inconvenience any residents. T/L Department will drop off cones and signage on Friday prior to each event and pick up Monday following the event.

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

e. Motorcycle Rides

a. Stars & Stripes Ride – May 25th

Using same route as in past. Only in city limits for a few minutes.

b. Fallen Hero Ride – June 23rd

Using same route as in past. Only in city limits for a few minutes. Same organization for Stars & Stripes.

c. Buffalo Solider Ride – June 22nd

Rohrscheib reaching out to organization to make sure they have the same agreement as last year. If so, no issues. SBPD will get them into county. Upon arrival in Elkhart they will be greeted by Elkhart Police Dept for further assistance.

Upon a motion by Rohrscheib and seconded by Shipley, the permits were approved unanimously.

f. Block Parties:

a. Wooded Estates Block Party – June 19th or June 20th (rain delay)

Annual Event, no issues in past. T/L Department will drop off cones, and they will set up. Pick up next day.

b. Brookfield Memorial Day Block Party – May 26th

Bounce house at 1218 Brookfield, DJ set up at 1214 Brookfield. No issues. Ends at 8:00 p.m. T/L Department will drop off cones and signage. They will put up.

c. Bissell Birthday Bash Block Party – May 25th

Invited all neighbors and has obtained signatures. Resident has held block parties in past and has never caused any issue. Since this was submitted as a birthday bash block application, the committee discussed the nature of it being a “birthday party”, and if it started to get several of these requests then it would discuss policy regarding this type of event. T/L Department will drop off cones and signage and they will close.

d. St. Joe Grade School Block Party – June 4th

Closing St. Louis: Colfax to LaSalle. Holds event every year. Kids seem to stay on property and there has not been any issues. T/L Department will drop off cones and signage and they will close.

Upon a motion by Jones and seconded by Rohrscheib, the permits were approved unanimously.

4. Privilege of the Floor

Jonathan Jones stated that VPA is having Kids Day at Park on May 18th at Kennedy Park. He requested that Eclipse: Westmore to Longley be closed. Currently this street is being used as a detour to construction in area. Construction is scheduled to be completed by May 17th. Toy will update upon completion. If construction is complete, T/L Department will deliver signage and cones for them to close.

5. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded, the meeting ended at 12:58PM.