



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 2, 2019, 11:30 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 11:35 AM by Chairperson Kain

2. Approval of minutes

Upon a motion by Shipley and seconded by Ellis the minutes from the previous meeting, June 18th was approved unanimously.

3. Approval of Special Event Permits

a. Back to school parade – August 9th

Suggestions were made to change the route slightly; staging is still on South St. Route will proceed down Lafayette to Jefferson to Williams. At Western floats will turn west, marching will continue into Four Winds Field. Event agreed to new route. This is a city sponsored event, so we will provide support for float closures.

Upon a motion by Jones and seconded by Shipley, the permit is approved unanimously

b. Westside BBQ Festival – July 28th

Prast Blvd will be closed to house food trucks since food cannot be served in grassy area. Closure will not affect business entrance or any residents. Using Success Academy for parking. Security contact information was provided. T/L will block off at Bendix and at Ardmore, so no traffic can come through while food trucks are stationed on Prast.

Upon a motion by Shipley and seconded by Ellis, the permit is approved unanimously.

c. Graff Bash – July 20th & July 21st

This event is tabled until the next meeting (July 16th) due to insufficient information. It was not clear if the Emporium lot was available for use from the owner. Also, the parking lot is partially owned by the Redevelopment Committee and it was unclear if they were notified. Also, no security information was provided. No alcohol permit or insurance provided. Unclear as to where beer tents would be set up or how they would be secured.

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As this event is growing, and being their first time DTSB, we need more information provided. Also, it was mentioned that surrounding businesses and town home owners should also be notified of event. Giving the event planner more time to gather more information.

Upon a motion by Shipley and seconded by Jones, the permit is tabled unanimously until next meeting.

Block parties:

- a. River Park Block Party – July 27th
Closure 25th St: Mishawaka to Pleasant St. Event planner asked to extend the block party into two blocks. We received signatures from the block of Vine St. We are waiting on the block of Pleasant. Event seems very organized and has the support of the community. T/L will drop cones off for them to close.

Upon a motion by Jones and seconded by Shipley, the permit is approved unanimously on contingency that we receive signatures from Pleasant St. by July 16th.

- b. Progressive Fun Fair Block Party – July 13th
Changed the set up on the closure so that emergency vehicles and local traffic can get in/out of their homes if needed. Closure will occur in front of the church at Belmont and Bronson. There is a back alley that allows limited access as well. Cones will be dropped off by T/L dept. There have not been any issues with this event in the past. Fire dept. typically makes an appearance at this event. Event planner needs to submit application fee.

Upon a motion by Ellis and seconded by Shipley, the permit is approved unanimously on contingency that we receive payment for application fee by July 16th.

- c. Madison Street Block Party – July 4th
Annual event with no problems in the past. Closure occurs at Madison St: Greenlawn to Coquillard. Cones will be dropped off by T/L dept for them to close. Fire dept. generally makes an appearance at this event for the children.

Upon a motion by Ellis and seconded by Shipley, the permit is approved unanimously.

4. Other Business

1. Amend to change the agenda by adding one new event “Studebaker Golf Course 100 Year Celebration”
 - a. Studebaker Golf Course 100 Year Celebration – July 21st
Requesting closure on High St: Calvert to Bowman to house Boomer. Jones mentioned that the use of Boomer may not occur if it is not a good fit for the event and that VPA was taking the appropriate steps for street closure just in case. Committee had no issues with closure of High St.

Upon a motion by Shipley and seconded by Ellis, the permit is approved unanimously.

2. Privilege of the Floor

None

3. Adjournment

With no additional business, Shipley motioned for adjournment and Jones seconded, the meeting ended at 12:49 PM.