



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 16, 2019, 11:30 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. **Call to Order**

The meeting was called to order at 11:32 AM by committee member Rohrscheib.

2. **Approval of minutes**

Upon a motion by Jones and seconded by Shipley the minutes from the previous meeting, July 2nd was approved unanimously.

3. **Approval of Special Event Permits**

a. Graff Bash – July 20th & July 21st

This event was tabled from the last meeting on July 2nd due to lack of requirements. The owner of the Emporium gave permission to close and use their lot. VPA confirmed that they would run their rafts out of Seitz Park for the weekend. Also, security information was not yet presented but was going to be provided through email. He has a total of 12 security personnel working the event. Studebaker Brewery is serving alcohol and will be in a secure fenced in area. The use of wrist bands will also be enforced. Insurance was also provided at this time. T/L Dept. will drop off cones for closure.

Upon a motion by Jones and seconded by Ellis, the permit is approved unanimously on contingent that security officers are provided before the event.

b. Art Beat – August 17th

DTSB received permission from both the Emporium and Knights of Columbus for use of their lots. The use of Crowe's lot will be for participants to park. Plan to have 2 beer gardens and 2 culinary villages. Requesting jersey barricades in 4 places to block off (Jefferson/Hill, Wayne/MLK, Washington/Niles and Washington/Hill. T/L dept will send someone in at 6:00 am to set and fill. DTSB is responsible for draining and opening street after event. Fire will be stationed at the Century Center in the eastern part of the lot as a first aid stop. Event lasts from 11:00 am to 7:00 pm with expectations that vendors will arrive for set up at about 6:00 AM. Break down will should be over by 9:30 PM. Question was raised if this was a city sponsored event.

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Upon a motion by Jones and seconded by Shipley, the permit is approved unanimously on contingent that this is a city sponsored event.

- c. Studebaker Fountain Donor Gala – August 25th
Set up is starting 24th which requires no closure. The day of the event is August 25th, they are requesting to close Riverside: Michigan to Lafayette to house antique Studebaker cars from 7:00 pm to 10:00 pm. Handicap parking will be available on Park Lane. Bars will be in tents and fenced off. Traffic and Lighting department will drop off cones for closure and post handicap parking. Signage will be taken down on the 26th.

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

Block parties:

- a. Vacation Bible School Block Party – August 7,8,9,10th
Closure occurring on St. Joe: Indiana to Dubail. Has had event in the past and no concerns or issues with it this year. Traffic and lighting Department will drop off cones, they close themselves. Will pick up after all events are finished.

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

4. Other Business

1. Amend to change the agenda by adding three new events:
 - a. Birthday Evening Block Party – Arnold from Indiana to Prairie – July 27th
No issues found with this request. Traffic and Lighting will drop cones off for closure.

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

- b. 19th Annual Kid's Triathlon – August 3rd
Holds event every year, no issues. Fire will be present at Southwood and Belmont. The course is between Wall/Greenlawn/Southwood. Event is held from 8:00 am to 11:00 am.

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

- c. Back to School Rally – August 10th
Requesting Orange: Birdsell to College to be closed so that children can cross orange street from the church to MLK center. Rohrscheib recommended to have volunteer police officers to be stationed at Orange west of MLK Center and east of MLK Center to stop traffic and assist with the safety of groups of children that are crossing Orange. Also, closing Adams: Orange to Liston for the safety of families that are at the church. The concern was that closing Orange, would reroute traffic to the side streets which is where most of the children will be walking to and from the event. Traffic and lighting are to drop cones off for the closure of Adams. Also, signs will be dropped off on Orange warning of the pedestrian crossing.

Upon a motion by Rohrscheib and seconded by Shipley, the permit is approved unanimously based on suggestions from the police/fire department.

2. Privilege of the Floor

Jones requested that Huron be posted “No Parking” on July 31st on the south side of the street to house Boomer.

3. Adjournment

With no additional business, Shipley motioned for adjournment and Jones seconded, the meeting ended at 1:03 PM.