



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 7, 2019, 9:30 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Gerard Ellis, Jonathan Jones, Toy Villa, Brad Rohrscheib
Assistant City Attorney; Clara McDaniels

1. Call to Order

The meeting was called to order at 9:32 AM by committee member Jones.

2. Approval of minutes

Upon a motion by Jones and seconded by Ellis the minutes from the previous meeting, July 16th was approved unanimously

3. Approval of Special Event Permits

a. Clark Run - October 19th

The course route is the same that has been used in the past. There is no construction that would interfere with course. Closure will occur from 8:30 AM to 11:30 AM. Traffic and Lighting Dept. will deliver barricades for closure. No "No parking" signs are needed.

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

b. Riley High School Home Coming – September 19th

Police will escort this route. This route is very short (starting at Christian Center on Ireland to Miami to Jackson). Event lasts from 4:30 PM to 6:00 PM. Does not need anything from Traffic and Lighting. Has done in past for the last several years and there are no issues. No construction present that would cause a concern.

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

- c. 3 on 3 Triathlon – September 22nd
Presented 2 routes – the 1st route was rerouted due to construction occurring around Howard Park at the time of event. The event coordinator provided a second route that would bypass the construction which was approved. In today's meeting it was discussed that construction may be completed at the time of event. Should this be the case, either route would be fine to proceed with. Traffic and Lighting dept. will deliver cones (200).

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

- d. Game Day Chase – September 14th
Route has changed slightly due to construction. There is only a 5K this year, they have eliminated the 10K. Race starts at 8:00 AM and is expected to end around 10:00 AM. Eddy Street Commons will provide their own cones for closure so no help from Traffic and Lighting Dept. is necessary. T/L will make sure that the gate to East Race is open. Fire Dept. will be stationed at Notre Dame Ave with flag. This event has occurred in years past and there has not been any issues.

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

4. Other Business

Amend the agenda to add 1 event (Workout for Water), Appoint a new President of the Committee and to add a new committee member to replace Jitin Kain.

- a. Workout for Water – September 19th
New event that VPA is partnering with Beacon Health & Fitness. VPA will supply trucks to close the Colfax bridge. Jersey barricades will also be supplied by Traffic & Lighting Dept. to assist in the closure of the bridge. Signs and cones will be placed on MLK in turn lanes so that no cars can turn onto bridge. Other street closure signs will be placed to detour traffic. This event takes place from 6:00 PM to 11:00 PM. Security information needs to be provided before the day of event. Food trucks will be present as well as Bare Hands Brewery will be serving alcohol. County has been notified of bridge closure.

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

- b. Committee appointed Toy Villa who will represent The Board of Public Works to replace Jitin Kain for the Special Events Committee.

Upon a motion by Rohrscheib and seconded by Jones, this was approved unanimously

- c. Committee appointed Brad Rohrscheib as the new President of the Special events Committee to replace Jitin Kain.

Upon a motion by Villa and seconded by Jones, this vote was approved unanimously

1. Privilege of the Floor - None

2. Adjournment

With no additional business, Ellis motioned for adjournment and Villa seconded. The meeting ended at 10:32 AM.