



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 20, 2019, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 10:05 AM by President Rohrscheib.

2. Approval of minutes

Upon a motion by Ellis and seconded by Villa the minutes from the previous meeting, August 7th was approved unanimously

3. Approval of Special Event Permits

a. St. Joseph Crop Walk - September 28th

With construction being an issue – the short walk route was modified to walk only down Northside to IUSB Campus and back all while remaining on the sidewalk. The long route did not need to make any changes. Everyone agreed that this was the safest route to take with construction going on. Both routes are utilizing the sidewalk but will take all precautions when crossing the street. Nothing is needed from PD or Traffic and Lighting dept.

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

b. Over the Edge – October 4th

Closure expecting to take place from 10:00 am to 9:00 PM. Closing just a small portion on Jefferson from Michigan to the parking garage but allowing access to parking garage. Traffic and lighting supplying jersey walls to secure the area better. Will be placed at an angle to block off the Robinson's Apartment building. VPA will supply their rock wall for 2 hours.

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

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

1316 County-City Building | 227 W. Jefferson Blvd. | South Bend, Indiana 46601 | p 574.235.9251 | f 574.235.9171 | www.southbendin.gov

c. NNN Art Cafe – September 29th

The committee saw no issues with this closure as we have previously done this event in the past with no issues. Closure occurs on California from Portage to Sherman. Closure is from 8:00 AM to 5:00 PM. No construction concerns going on in area. Traffic and Lighting will drop cones for the closure.

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

d. Cinco 5 DTSB – September 6th

This is exactly the same closure that was used in May for First Fridays. There were no issues closing Woodward and temporarily making it a two-way street so traffic can get in and out. They will reach out to surrounding businesses so that they are aware. Event lasts from 4:00 PM to 11:00 PM. Villa was checking on a Comcast job that was scheduled to happen on Woodward and would make arrangements that they schedule it accordingly.

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

e. Eddy Street Commons Pep Rally – September 27th

Eddy Street Commons always closes this block themselves. No issues.

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

f. Eddy Street Commons Pep Rally – October 4th

Eddy Street Commons always closes this block themselves. No issues.

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

g. Classic Car Show – September 22nd

As a committee we tabled this event due to confusion of the map submitted. It was unclear as to what they wanted closed. Also, the application fee, alcohol permit and fee as well as security info was missing. Will reach out to event coordinator to gather all information and discuss at the next meeting Tuesday, September 2nd.

Upon a motion by Rohrscheib and seconded by Villa, the permit is not approved at this time

Block Parties:

- a. Grace: Arnold to Webster – September 14th
As listed on the application (Birthday/Back to school Block Party), it was brought up again that if we start to see too many of these requests that we would need to revisit on how we should accept these in the future. We saw no reason why this shouldn't be approved as we had the same closure earlier this summer. Had no issues. Traffic and lighting will drop cones for closure from 12:00 PM to 8:00 PM.

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

4. Other Business

Amend the agenda to add 1 event (The Wall That Heals), and one block party (Coquillard: Rockne to Cherry Tree.

- a. The Wall That Heals – September 17th
This ride will be escorted by the police dept (3 agencies). Starts off Capital road and will make its way to The St. Joseph Cemetery off Grant street in South Bend where people will be able to visit for 3 days. No issues found with this route. Does not need anything from Traffic and Lighting dept.

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

- b. Coquillard: Rockne to Cherry Tree – September 2nd
Small block party from 2:00PM to 8:00PM. Will drop cones off for closure. Fire is sending a truck out. No construction that would cause an issue.

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

1. Privilege of the Floor - None

2. Adjournment

With no additional business, Ellis motioned for adjournment and Jones seconded. The meeting ended at 10:55 AM.