



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

October 1, 2019, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Jonathan Jones, Toy Villa, Darwin Shipley, Brad Rohrscheib

1. Call to Order

The meeting was called to order at 10:00 AM by President Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Jones the minutes from the previous meeting, September 17th was approved unanimously

3. Approval of Special Event Permits

a. Red Ribbon March – October 18th

Participants are staying on the sidewalks and are to obey traffic signals/signs. The walk is from 10:30 AM to 12:00 PM. Starts at Colfax Center, marches east down Lincoln Way to Chapin and the walk will end at the Kroc Center. No issues with route. It was requested that police be present due to children walking.

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

b. Steps for Cancer - November 9th

Walk begins and ends at Four Winds Field. Set up time starts at 7:00 AM which will be closed by Traffic & Lighting Dept. The walk will take place from 9:00 AM to 10:00 AM with police opening streets as participants move through the route and is safe to do so. Route will travel down Lafayette to Washington to William and ends at the Four Winds Field. Route was modified slightly by one block since there is construction on Jefferson. Will meet with event staff one week prior to event.

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

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- c. Classic Car Cruise-in 2 Barnaby's - October 20th
Requesting to close St. Louis from Jefferson to Washington to line up classic cars. Event closure is from 2:00 PM to 6:30 PM. No issues with this request. Traffic and Lighting will drop off cones for closure.

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

Block Parties

- a. Halloween Block Party – Manitou: Park to Forest – October 27th
Has done this event in the past with no issues. Request of closure is from Manitou from Park to Forest. Closure will occur from 2:00 PM to 6:00 PM. Traffic and Lighting will drop cones for closure.

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

4. Other Business

Amending the agenda to add two more events to discuss: SBMA Sci Fy Parade – 11/9 and Trick or Treat 10/22.

- a. SBMA Sci-fy Parade November 9th
Participants will stay on sidewalks and are to obey traffic signals/signs. No requirements from T&L or Police. Starting in the Century Center parking lot east to Michigan, north to the Jon Hunt Plaza, south to SBMA (South Bend Museum of Art). No issues found with route.

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

- b. Trick or Treat – Eddy Street Commons – October 22nd
Eddy Street Commons close the street themselves. Closure request is from 8:00 AM to 8:30 PM. There are no issues or concerns.

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

1. Privilege of the Floor - None

2. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 10:31 AM.