



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### **SPECIAL EVENTS COMMITTEE MEETING MINUTES**

**October 15, 2019, 10:00 AM**  
**731 S. Lafayette Blvd, South Bend, IN 46601**

**Members present: Jonathan Jones, Toy Villa, Gerard Ellis, Brad Rohrscheib**

**1. Call to Order**

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

**2. Approval of minutes**

*Upon a motion by Villa and seconded by Ellis the minutes from the previous meeting, October 1st was approved unanimously*

**3. Approval of Special Event Permits - NONE**

**4. Other Business – Discuss 2020 changes of ordinance and applications**

- a. Committee would like to eliminate the pre-payment option – Billing after the event takes place is much more accurate and less confusing for the event planner.
- b. Reword the ordinance and on city website (What events can/cannot ask for police)
- c. Block party applications need to be submitted 30 days prior to event. Currently we ask for 14 days. There is not enough turn around time to process and to be approved by the BPW. Also, all block parties submit a \$25.00 application fee with no exceptions.
- d. In kind offerings: Currently PD offers 8 men at 4 hours and T/L offers 2 men at 4 hours. The committee would like to increase men to assist events with a little more help. PD would like to offer 10 men at 4 hours, T/L would like to offer 4 men at 4 hours.
- e. Motorcycles rides should pay a flat fee of \$50.00 when submitting their application and are to use the city/regional event application with an attached route.
- f. Large city/regional events will follow the same procedure of payment structure that is currently in place. Submission of application 60 days prior to event is \$50.00 and anything between 30-59 days with be charged an expedited fee of \$100.00.
- g. City sponsored events – all parades that “meet all qualifications” are waived of any

- fees.
- h. Bridge closures should have a small section on the application stating that county must be notified of closure and also approved.
  - i. Stage inspection should have a small section on the application stating that a state/local fire marshal needs to inspect the staging area.
  - j. Routes that cross over a STATE road should be forward to INDOT as a courteous. Contact is Michael Hurt
  - k. Insurance that event coordinators are obligated to get insured for – clarify with legal on amounts.

**1. Privilege of the Floor - None**

**2. Adjournment**

With no additional business, Rohrscheib motioned for adjournment and Jones seconded. The meeting ended at 11:14 AM.