



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

November 19, 2019, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Darwin Shipley, Toy Villa, Gerard Ellis

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 Villa and seconded by Ellis the minutes from the previous meeting, November 5th was approved unanimously

3. Approval of Special Event Permits –

a. DTSB Tree lighting Ceremony – December 6th

Staging will occur inside the Century Center parking lot. A representative from police and fire will both be present as well as the Santa sleigh. Requesting to close Washington from MLK to Michigan for people to cross safely. Closure will occur from 4:30 PM to 11:00 PM. T/L dept will drop cones and DTSB ambassadors will close the street. Has done in past with no issues.

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

b. DTSB Holiday Light Parade & Jingle Jog – December 13th

It was decided that the holiday light parade and the jingle jog are two separate events. The Boys and Girls club needed to submit their own application for the jingle jog. It was also decided that with this event being 3 weeks away and considered a "new" event to the city that there is not enough time to submit a new application for this date. The DTSB parade will still go on with a start time of 7:00 PM. Requesting a closure for the Jefferson bridge. Will contact county to inform of closure. Closure will occur at 6:45 at Jefferson & Eddy. Parade is expected to last for approximately 30 mins or less. The staging area will close at 5:30PM Notre Dame: Washington to Wayne.

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

4. **Other Business** – Amend the agenda to add one event for approval “Howard Park Grand Opening”
 - a. Howard Park Grand Opening – November 29th
Requesting to close St.Louis from Wayne to Jefferson from 12:00 PM to 12:00 AM for a drop off site for transpo and safe crossings. All activities will be held inside the park. T/L are to drop cones and type 3 barricades off for VPA to close. Emergency vehicles will have parking on St. Louis south of Wayne. Request no parking for that area.

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

1. Privilege of the Floor

Crystal Thompson w/ Indiana Department of Homeland Security (St. Joe County) talked about staging, amusement & entertainment permits. All information will be uploaded with the special event application so event coordinators can follow proper protocol within their event. Crystal asks that all permit applications be submitted 2 days in advance of the event. Crystal also mentioned that the cost of the permit was determined by how many people were expected to attend.

2. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 11:15 AM.