



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

February 18, 2020, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Toy Villa, Darwin Shipley, Jonathan Jones, Gerard Ellis

1. Call to Order

The meeting was called to order at 10:02 AM by committee member Shipley.

2. Approval of minutes

Upon a motion by Villa and seconded by Jones the minutes from the previous meeting, February 4th was approved unanimously

3. Approval of Special Event Permits

a. Girls on The Run – May 9th

Has done event in past with no issues. Modifying route this year slightly so that only one bridge will be closed. Set up begins at 6:00 AM and the race itself starts at 10:00 AM. Run is expected to last about an hour and half, clean up should end around 1:00 PM. Race starts just before Monroe/Lafayette. Race proceeds north on Lafayette, east on Colfax to Notre Dame Ave, heads north to Lasalle Ave, west to St. Peter, south to back to Colfax, west to St. Louis, north to Madison, west to Hill, south back to Colfax, west to Lafayette, south back to the start to end back at Four Winds Field. T/L will post no parking signs Friday evening on Lafayette to ensure no cars are on the route at the start of the race. Fire trucks will be positioned at two locations, one at Lafayette/Colfax and one at Colfax/St.Peter pending availability per Ellis. Keep right signs will be posted for participants down Lafayette & Colfax. T/L will cone and rope off St. Peter to St.Louis to ensure no cars travel on course. Course shut down will begin approximately 30 mins before race time to ensure safety of volunteers on course.

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

4. Other Business –

a. Lighter than air balloons – Committee member Jones mentioned that the Council

might be approving a new ordinance later this year, maybe as soon as March and that perhaps we should add language to our special event application to meet the requirements of the new ordinance and to help inform event planners going forward. We will wait to see if this new ordinance is passed. If so, we will update our application to reflect these added/new changes.

1. Privilege of the Floor

2. Adjournment

With no additional business, Villa motioned for adjournment and Shipley seconded. The meeting ended at 10:30 AM.