



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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

**April 7, 2020, 10:00 AM**  
**731 S. Lafayette Blvd, South Bend, IN 46601**

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

#### **1. Call to Order**

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

#### **2. Approval of minutes/E-votes**

*Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting, March 3<sup>rd</sup> and the e-vote from April 1st was approved unanimously*

#### **3. Approval of Special Event Permits**

##### **a. Art Beat - August 15<sup>th</sup>**

Keeping event along the Jefferson bridge like last year. Closing bridge from MLK to St. Louis and St. Louis from Jefferson to Wayne. Set up begins at 6 AM, opens from 11:00 AM to 7:00 PM and clean up ends at 10:00 PM. T/L will set up jersey walls to ensure event safety. As the event approaches, we will discuss the placement of jersey walls. No construction concerns. DTSB to contact county for bridge closure and homeland security for stage inspections.

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

##### **b. March to the Memorial-September 11<sup>th</sup>**

This event is the same as in the past, participants stay on sidewalks or in grass along their route and obey traffic laws. Nothing is needed from Police or T/L. Committee saw no issues with construction. Route starts at Ireland and Fellows and ends at the St. Patrick's Park 911 Memorial.

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

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- c. Leeper Park Art Fair – June 20<sup>th</sup> & 21<sup>st</sup>  
Not asking for a closure request. Asking if an officer can assist with the safety of pedestrian crossings on Michigan into the park. Saturday needed 10:00 AM to 6:00 PM and Sunday needed 10:00 AM to 5:00 PM. Also asking for a few handicap parking signs near Lafayette. Was noted that Riverside: Michigan to Lafayette will be closed for construction but will not affect the event.

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

- d. Clark Run 5K – October 3<sup>rd</sup>  
Using same course as in past. Both the run and walk start and end at Stanley Clark. Police and T/L will help assist with the closure. Walk starts at Donmoyer, heads east to Marine to Altgeld to York to Ridgedale back to school. The run will continue on Altgeld to Woodmont to Ridgedale and back to school. No issues with construction.

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

- e. YMCA – 3 for 3 Triathlon– September 27<sup>th</sup>  
Starts at YMCA, bike course goes east on Northside which turns into Pleasant, heads south back to 27<sup>th</sup> back to Northside and east to dead end near Logan which is where the turnaround occurs to head back to YMCA. The run typically stays on sidewalks but with construction on Northside the contractor said he would work with event as long as they stay off the sidewalk. Needs 200 cones from city which will be dropped Friday. Boomer maybe making an appearance but to be discussed with VPA in further detail. Police and T/L will help with closures in this course.

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

- f. 20<sup>th</sup> Annual Kids Triathlon – July 25<sup>th</sup>  
No concerns with this as it has been done in the past. No construction issues. T/L and Police will help assist with course closures. Bike race starts at Wall St, north to Southwood, west to Belmont, east to Greenlawn, east on Southwood past zoo entrance, and heads west back to transition area.

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

**4. Other Business –**

- a. Sunburst wishes to change their already approved date of June 6<sup>th</sup> to August 8<sup>th</sup> due to the coronavirus. A vote was taken to vote for the change. Also reviewed new routes that have been submitted to us by the Sunburst committee. Waiting on feedback from Sunburst on which routes they are using for sure. New routes appear to have no conflict, the new routes would start and end at Four Winds Field. It was mentioned that we would need to detour all surrounding traffic around downtown for about 5 hours to make this event safe due to the event coming and going the same route. As we get more information from Sunburst, we will reflect on the new changes.

**1. Privilege of the Floor – None**

**2. Adjournment**

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 10:52 AM.