



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 6, 2021, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. **Call to Order**

The meeting was called to order at 10:05 AM by President Rohrscheib.

2. **Approval of minutes**

Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting held on June 15th, 2021 were approved unanimously.

3. **Approval of Special Event Permits**

a. Housing Authority Job Fair/Community Party-7/15/21

The South Bend Housing Authority is hosting a Job Fair and Community Party featuring employment opportunities combined with music, food, and family friendly activities for the residents as well as the community. In addition, a mobile vaccination clinic partnered with Health Link will be on-site to offer and administer Covid-19 vaccinations to residents and attendees. Michael Williams of the SBHA was on hand to comment and answer questions concerning this event. Other entities involved in this event are the Kroc Center, Robinson Community Learning Center, and Boys and Girls Club of American. Currently (26) employers have agreed to participate in this event and the hope is to bring jobs to the community and contribute to the fight against Covid-19. Mr Williams voiced his hope that this event and future similar events will benefit the community. A street closure for Fremont Street from Marquette to Hamilton was discussed by the Committee and no conflicts were noted.

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

b. South Street Block Party-7/17/21

Neighborhood event on South Street with family games and potluck food requested the closure of South Street from Sunnyside to Longfellow from 3:00 pm to 8:00 pm. This event has been held in years past with no issues. All necessary neighborhood signatures were submitted by the applicant. No conflicts were noted by the Committee.

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

c. Rebel Art Fest-8/1/21

Amanda Parker joined the meeting via Teams to discuss this art and music festival to be held in Potawatomi Park as part of Best.Week.Ever. 2021. The event will take place on Sunday August 1st between noon and 8:00 pm. Wall Street (from the Zoo Parking Lot Entrance) between Southwood Ave to Greenlawn Ave is the proposed street closure for the event. Food trucks, bands and art vendors will be on hand as in previous years. The entrance to the Zoo and pool will remain accessible to the public. Food trucks will park on Wall Street. It was decided that Jersey Walls combined with cones for the street closures would allow for emergency vehicles should they be needed. The event organizer requested the closure be from 8:00 am to 10:00 pm to allow for setup and cleanup of the event. Ellis reminded the organizer that food trucks will need St Joe County Health approval as well as being inspected by the Fire Department if they are operating in the City. Parker was advised to contact Michelle Adams in the County-City Building to schedule the inspections.

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

d. Best.Wednesday.Ever.2021-8/4/21

LaCasa de Amistad along with VPA will hold a family friendly evening of fun and games. Live music, a beer garden, kid zone, food trucks, local vendors, and service organizations will be on hand for Best.Wednesday.Ever. 2021. The event will take place from 4:00 pm to 8:00 pm and will close Western from Kaley to Dundee and Bendix at Liberty. The event is a block inward from the requested street closure but it gives more room for crowd control. The LaCasa team is working to ensure adequate parking for the event and their only concern was that detours are in place for any large trucks that may be traveling in the area. Villa noted that detours will be needed for traffic coming down Olive Street as well as truck traffic coming from the West that can be detoured down Sheridan. The Committee agreed on side street closures based on past events.

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

e. Payne Birthday Block Party-8/6/21

The application is for a block party with games and potluck food on College Street from Humbolt Street to Elwood Ave. The event organizer originally asked for (2) days closure but was told only (1) day would be considered. The Committee discussed amending the closure request on the application as well as the number of households fronting the proposed closure listed on the application vs actual number of households on this block. The applicant obtained 10 signatures but there are potentially (39) households fronting on the block of the proposed closure. The Committee decided to table the request and ask for additional signatures to be submitted by households affected by this closure. The

Committee also agreed that the time of the closure should be adjusted to 5:00 pm to 12:00 pm.

Upon a motion by Rohrscheib and seconded by Villa the permit was tabled (until additional information is provided) unanimously.

- f. Best.First Fridays.Ever. Flashback Friday-8/6/21
VPA will hold a family friendly evening of fun and games in Downtown South Bend including promotions for DTSB restaurants. Also included will be ROC UR Body entertainment activities and children's activities. Fireworks are scheduled to be launched from the Jefferson Street Bridge and viewing of the fireworks from the Colfax Ave Bridge. For this reason, the conclusion of this event will be 10:30 pm. The event organizer requested the closure of streets in addition to the approved DTSB closures to allow for the fireworks display and a kid's space which will include Touch A Truck. The event will require the closure of the entire bridge on E Jefferson between E Wayne and Niles from noon to 12:00 am to allow for setup, launch and cleanup of the fireworks display. Security will be hired for the area of the fireworks setup. Also to allow for public viewing, the event organizer has requested the closure of the Colfax Ave Bridge from Dr MLK, Jr Blvd to Sycamore Street from 7:30 pm to 11:00 pm. The County will need to approve the closure of the bridges based on how the heat will effect the bridge. Also, the County usually doesn't allow for both bridges to be closed at the same time and therefore will need to approve the closure of the bridges. Villa suggested Parker contact Andy Hayes at St Joseph County Engineering to apply for the approvals. Villa clarified setup times with Parker as to avoid a time conflict with the construction team working in the area of the proposed fireworks setup. Parker and the Committee discussed options on closing the Colfax Bridge for the shortest amount of time that would allow for the safety of spectators. The application was tabled until the next meeting of the Special Events Committee on July 20th pending County approval.

Upon a motion by Rohrscheib and seconded by Jones the permit was tentatively approved pending County bridge approval.

- g. Back 2 School Parade/Boogie-8/7/21

Charles Black Center along with VPA, Empowerment Zone and Mix 106 are sponsoring the end of Best.Week.Ever. 2021 with a back to school parade from Washington High School to the Charles Black Center Parking Lot where activities have been planned from 10:00 am to 6:00 pm. Marching Bands, dancers and floats will travel down Washington Street from the High School to the Charles Black Center. The parade closure will occur between 9:00 am to 10:00 am on Washington Street from Summit to Lake Street and the activities will continue on Washington from Iowa to Falcon from 10:00 am until 6:00 pm. Officers and volunteers will be on hand to accompany the parade and to open the closures after the parade goes by. The Committee had no other questions or concerns.

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

h. Tim's 60th Birthday-8/21/21

60th Birthday Party celebrated by friends and family. The applicant is requesting the closure of Golden Ave from the alley to Riverside for the safety of the party-goers. Two households would be affected by the closure. The Committee would rather have the closure on Golden from Woodward to Riverside as all households in the block have alley access. As the Committee had no additional questions, a vote to approve was taken.

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

i. Art Beat 2021-8/21/21

Art Beat is a annual day long showcase of visual, performing and culinary arts on the City streets of Downtown South Bend. Free entertainment along with vendors are featured at this event. Kylie Carter from DTSB was on hand to discuss the event and answer any questions from the Special Events Committee. Art Beat 2021 will follow a similar layout as used in 2019 however vendors will not be on Niles Ave as in 2019 but will instead utilize the finished Howard Park area which will extend to St Louis Street and across to Wayne Street. This plan will result in fewer street closures. The event organizer has been working with Century Center to park emergency vehicles for easy access. Friday's setup won't need street closures, the stages will be setup Saturday morning and will come down Saturday night. Currently working with the Health Department on Covid-19 protocol. Attendance is unknown at this point however; booths will be spread out more this year to allow for distancing. (4) performance stages are planned for the event at various locations at the venue. Indoor booths are not planned for this year. The Committee directed the event organizer to speak with the County to obtain permission to set up/close the bridge. Closure times were agreed upon as 6:00 am to 10:00 pm. Jones suggested additional parking for the event off of St Louis St. Street closures as related to booth(s) locations were identified for planning purposes in the placing of barricades and types of barricades used to allow for emergency access if needed. Traffic & Lighting identified additional alley/street closures where vehicles could be used in lieu of a hard closure to more easily facilitate access to the venue should the need arise. A First Aid Center along with emergency vehicles will be located in the Century Center Parking Lot. Vendor access was established in discussion with the event organizer. SBPD Officers will be on hand as security for the event and SBFD will provide first aid for the event. Ellis directed the organizer to obtain City approval and to schedule fire inspections of the booths at the event. Approval is contingent upon County approval of the bridge closure.

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

j. Farmer's Market Classic Car Show-8/28/21

Annual Classic Car Show with live entertainment and Market Café food available. The event is asking for the closure of Eddy Street to the Armory from 8:00 am to 2:00 pm. Vendors selling food and liquor will need to be identified to establish the need for temporary licensing. The Committee requested that the event organizer be made aware that any food trucks will need a City permit and alcohol sales will require a temporary

liquor license and security for the event. The Committee decided to table the event due to insufficient information. The event will be considered when additional information has been received.

Upon a motion by Rohrscheib and seconded by Jones the permit was tabled at this time unanimously.

k. Stanley Clark 5K-10/16/21

Annual sponsored 5K Run and 3.5K Walk along with music and entertainment to benefit Stanley Clark School teachers and students was outlined for the Committee by David Story on behalf of Stanley Clark School. The event has been held for several years and will follow the same established route(s). 100-200 spectators in addition to the race participants and volunteers are expected to attend. The race route will begin on Donmoyer at the school and proceed East, South and West thru the nearby neighborhood and conclude back at the school. The race will utilize officers and Traffic & Lighting to assist with the race and crossing at more traffic prone intersections as needed. The event will be held on an off weekend from Notre Dame Football. Villa does not expect construction concerns to affect the event. The Committee had no additional questions or concerns.

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

4. Other Business – None

5. Privilege of the Floor – None

6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 11:37 AM.