



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 20, 2021, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. **Call to Order**

The meeting was called to order at 10:06 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 July 6th, 2021 were approved unanimously.

3. **Approval of Special Event Permits**

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

Tabled at the last meeting to give the organizers time to obtain more signatures from the surrounding neighbors as this is a long block. The organizer obtained (5) additional signatures. The Committee agreed that they would need 50% of the resident's signatures to approve the application in an effort to avoid potential conflicts with affected residents and still allow for the block party.

Upon a motion by Rohrscheib and seconded by Villa the permit was approved contingent upon the applicant securing (16) signatures of residents in the 1200-1300 blk of College.

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

Diania Franks was present to update the Committee on the annual car show at the Farmer's Market which also includes entertainment, food and beverages. The event was tabled at the last meeting of the Special Events Committee on July 6th pending additional information requested by the Committee. Ms Franks described the plans put in place for inclement weather conditions and also identified a shelter area inside the Farmer's Market should the need arise. She also spoke with officer Juan Lara who will be taking care of security for them. They will have a first aid station in the office of the Market. The parking lot of the Market will be roped off to accommodate 90-100 cars. Another area will be roped off for alcohol sales. All known permits and deposits have been obtained. Alcoholic beverages will be served by Iron Hand. As all remaining questions were

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answered, Rohrscheib made a motion to approve.

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

c. 2021 Urban Adventure Games-7/31/21

Emily Sims joined the meeting virtually to discuss and answer questions for the 2021 Urban Adventure Games. This event is an exploratory race where participants pair up in teams of two that will run, bike, slide, climb and swim their way to checkpoints around the City. Urban Adventure Games has partnered with VPA this year and the event will begin at Howard Park. The Committee recommended the closure of St Louis St between Jefferson to the North side of St Peter (instead of a closure at the curve on St Louis) to facilitate the beginning of the race. The event will have an estimated 300 participants this year. The Games will host a post event party after the finish of the race. Off duty police officers will be on hand for security. Fencing will be around the 21 and over area at the party. In addition, food trucks will be on hand this year. Committee members certified in first aid will be on hand for assistance as needed. It was decided that the closure of St Louis would be between the hours of 6:00 am to 10:00 am. The closure of St Louis will move to between Wayne and St Peter between the hours of 10:00 am to 1:00 pm to facilitate parking for Howard Park. Participants will be parking the Crowe parking lot.

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

d. 21st Annual Kids Triathlon-7/31/21

This is a family friendly event to get children active in the local parks and is offered to boys and girls ages 5-14 years old. All age groups will swim, run and bike. Music and additional activities will follow the finish of the race. Bridget Noonan from VPA was present to describe the event and to address questions from the Special Events Committee. The event will take place in the park surrounding Potawatomi Park and nearby side streets. The races will begin at 8:00 am and conclude by 11:30 am. Street closures will reopen as the bike course is completed. Wall St would be the last street to reopen at approximately noon. Villa verified there won't be any potential conflicts with paving projects in the area. Noonan commented that she has been in contact with the zoo to address any conflicts with opening time of the zoo and the completion time of the event. Officers and volunteers will be on hand to assist with street closures and openings. The Committee had no further questions or concerns.

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

e. Clark Block Party-8/21/21

2nd Neighborhood Event at this location this summer. Street closure for Fellows St from Columbia to Haney St will impact 4 residencies. Event was tabled until a Neighborhood Signature sheet is received.

Upon a motion by Rohrscheib and seconded by Jones the permit was tabled (until additional

information is provided) unanimously.

f. NNN Arts Café-9/26/21

Kathy Schuth, Executive Director of Near Northwest Neighborhood, Inc was on hand to discuss an annual neighborhood festival showcasing NNN housing work. The festival will include art vendors, food vendors and a musician stage in block party style. The event will also offer a hayride, kids zone and other activities. Schuth describes the event as a neighborhood fall festival that has occurred for the past 10+ years. All event activities will occur outdoors this year. The NNN building will be open for restroom facilities and will also serve as shelter in the event of dangerous weather conditions. Booths will be located in 10x10 tents and a stage will be set up in a grassy lot. The event organizer was open to suggestions from the Committee on any additional license or inspections that vendors may need to obtain. Michelle Adams from Community Investment suggested the Transient Merchant's License issued by the City be obtained by each vendor. This would ensure that food vendors have the proper license to serve food from the County Health Department and to schedule inspections by the Fire Department. Ms Adams commented that in the future, the event organizer may be able to apply for all food vendors for an event at the same time. Rohrscheib will alert officers on duty to the event. Jones requested signatures from neighbors that may be affected by the road closure as is the case with all Neighborhood Event applications. The Committee will table this application until signatures from neighbors are received. The event will be added to the next agenda pending receipt of the signatures.

Upon a motion by Rohrscheib and seconded by Villa the permit was tabled (until additional resident signatures are provided) unanimously.

g. Trax Music Bash (rescheduled)-5/12/22

Doug Michael joined the meeting virtually to discuss the rescheduling of the music festival previously approved by the Special Events Committee for 9/18/21. Due to lack of talent availability, the event was rescheduled for 5/14/22. The location and details for the festival remain the same. The requested street closure is for Ignition Dr from Sample to Cotter (Garst) for the hours of 7:00 am to 12:00 midnight. The stage and fencing will be set up 2 days prior to the event and torn down on Monday, 9/16/22. Parking will be at the South end of the lot on Ignition Dr with staff on hand to assist. Police Officers (4-6 minimum) will be hired for security of the venue with an additional number of Officers on hand to secure the surrounding area based on expected attendance. The contract for the land has been adjusted for the rescheduled date. Details of the event from the previous application remain unchanged and therefore the Committee mainly focused on the proposed date for 2022. Rohrscheib reminded the event organizer that their security staff would need to monitor road closure signs and cones to make sure they remain in place throughout the day. Michael also outlined plans to secure performers, tour busses and onsite equipment. Villa expressed the importance of not trespassing on Press Ganey property as well as Notre Dame property near the area. Rohrscheib directed the event organizer to reach out to the surrounding businesses to make them aware of the event ahead of time to give them the opportunity to post their own "No Parking" signs if they wish to do so. Ellis made note that food vendors must obtain their licenses and permits from County and/or City 60 days prior to the event.

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

4. **Other Business** – Committee discussed the date and location of the honorary sign for Jimmie “Hal” Lindsey Way.
5. **Privilege of the Floor** – None
6. **Adjournment**

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 11:38 AM.