



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

September 7, 2021, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Toy Villa, Gerard Ellis, Clara McDaniels (Teams).

1. **Call to Order**

The meeting was called to order at 10:03 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 August 17th, 2021, were approved unanimously.

3. **Approval of Special Event Permits**

a. **Best.Fireworks.Ever-September 10, 2021**

Amanda Parker joined the meeting virtually to discuss an application submitted by Venues, Parks and Arts for a rescheduled fireworks display. The original date approved by the Special Events Committee was scheduled for Best.Week.Ever, Friday August 6th and was postponed due to inclement weather. The proposed rescheduled date coincides with the first Notre Dame game of the year. The rescheduled date also would only entail the closure of the Jefferson Street Bridge. Villa confirmed that the use of the bridge had been verbally approved by the County. It was recommended by the Committee that approval by the County, including which type of sheeting was to be used on the bridge, be obtained in writing and retained with the application. Discussion between Rohrscheib and Traffic & Lighting determined that the grounds team at VPA will be responsible for pickup and installation of road closure signage and walls due to additional personnel from Traffic & Lighting working on setup for the Notre Dame game. The requested closure times are noon to midnight the day of the fireworks display. A private security team secured by VPA will be on hand for the event. The Committee had no additional questions. However, Rohrscheib reiterated that approval was contingent on written approval from the County for the use of the Jefferson Street Bridge for the fireworks display.

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

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b. Scholarship Walk-A-Thon-September 18, 2021

Councilwoman White joined the meeting virtually to answer questions the Events Committee had regarding the application for the Pentecostal Church Fine Arts Walk-A-Thon for Scholarship scheduled for September 18, 2021. Councilwoman White commented that this is not the typical walk-a-thon as participation will be only 25-30 individuals from the Fine Arts Department of the Pentecostal Church. Members have been working with individuals that contribute to the Scholarship and will be awarded annually as part of the outreach to the community program thru the Church. The Walk-A-Thon is in support of those established contributors to the Scholarship. Rohrscheib confirmed that the event will remain on the sidewalk and will not require street closures. The members of the Committee had no additional questions or concerns.

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

c. Girls on the Run-May 21, 2022

Amy Cooper Collier and Paula Turk were on hand to discuss their application for the Girls on the Run 5K run/walk event scheduled for 2022. The annual event is the culmination for a nationally sponsored 10 week empowerment and exercise program for young girls. The event was held virtually in 2020 and has been limited to smaller local events in 2021. This application for 2022 anticipates 800-1200 girls to participate. Participants combined with family and volunteers; boosts expected attendance to 2500. The organizers for the 2022 event chose the area surrounding Potawatomi Park as the new location for their racecourse. Discussion is ongoing with IUSB, Potawatomi Park and residents on Hoover Street to obtain permission for additional parking for the event. Collier and Turk described the new racecourse and plans put in place to hopefully eliminate participants confusion during the 5K. Rohrscheib commented that the new route for the 5K will be easier for Officers to manage and maintain a safe environment for event attendees. Affected citizens in the area will be informed with door tags and signage stating that their house is on the route prior to the event so they will be aware of street closings during the 5K. The event organizers stated that they will have a large number of volunteers to assist with intersection crossings. Rohrscheib suggested that the organizers drive the route on a "normal" Saturday to get a feel for the potential parking options on the narrower streets along the course. These options can be discussed with the Committee as planning progresses for the event and amendments made to the application if needed. Ellis volunteered a fire truck to block one of the intersections. Construction conflicts will need to be addressed as the date of the event gets closer. The Committee had no further questions at this time for the event organizers.

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

4. **Other Business** – Anne Fuchs attended today's meeting to discuss additional information being added to the City/Regional and Neighborhood Applications for Special Events. Anne, along with Michelle Adams in Business Licensing discussed points of clarification on Transient Merchant Licensing and Food Licensing and how it could be incorporated into the applications used by anyone proposing an event that requires approval by the Special Events Committee. With the assistance of a City attorney, Ms Fuchs made changes to Section E-

Food and Section B-Event Information. These changes instruct applicants where to go and who to contact to obtain a Transient Merchants License if their event plans to sell merchandise or pre-packaged food. The changes in Section E more clearly describe which additional licensing will be required for all City events planning on preparing or selling food ready for consumption. The newly added information also lists all contact names and contact information specific to the City department. Rohrscheib expressed he had a list of additional ideas that could be added to the applications before they are released to be used by the public. Ms Fuchs agreed to assist with further informational additions. The final draft applications will be reviewed by Clara McDaniels prior to release to the public.

5. **Privilege of the Floor** – None

6. **Adjournment**

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 10:39 AM.