



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

November 2, 2021, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 10:07 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 October 19th, 2021, were approved unanimously.

3. Approval of Special Event Permits

a. Justice for Asaiah-November 12, 2021

The committee discussed the planned memorial walk/prayer vigil which will include a balloon release at the conclusion of the walk. A Roundbelly's Pizza food truck will be accessible to participants of the walk. Permits for the food truck were obtained from the City after a few issues were corrected. The event will remain on the sidewalk with no expectation of street closures. The Committee did not voice any concerns over closures of streets or sidewalks along the walk route.

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

b. DTSB Tree Lighting Ceremony-December 3, 2021

SBPD and SBFD will escort Santa in a horse drawn sleigh from the Century Center to the Gridiron in addition to the tree lighting ceremony. The procession will travel down Washington St and thru the Chocolate Café parking lot. One block of Washington St between Michigan St and MLK will be closed during the event. DTSB staff will be on hand to move the cones for Santa's arrival.

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

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c. DTSB Holiday Light Parade-December 10, 2021

The 2020 Annual Holiday Light Parade will include approximately (30) units, a mix of walking units and floats. After discussion between the Committee and event organizer it was agreed that staging will occur on S Notre Dame Ave, SE & NE of Jefferson to leave Jefferson open until the start of the parade. The parade will begin on Jefferson and travel West to S Niles Ave and continue North to E Washington St. Villa commented that the organizer will need to notify the County about the brief closure of the Jefferson St Bridge. Attendance is expected to be lower this year due to Covid.

Kylie Carter arrived at the Committee meeting near the end of the discussion. She brought up the issue of debris fallout associated with the fireworks display launched from the Leighton Garage during the Tree Lighting Ceremony and asked if anyone on the Committee had thoughts on pedestrian crowd control between Chicory Café and the Chocolate Café during the brief display. The Committee suggested a sidewalk closure prior to the fireworks display. After a brief discussion, it was suggested that DTSB Ambassadors direct pedestrians in the area to move across the street to avoid fireworks fallout. In addition, Rohrscheib explained to Carter the Committee's preference for the timing and location of staging of the Holiday Light Parade and reminded Carter to notify the County of the bridge closure. Carter agreed to provide an updated map to add to her event application.

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

d. March for Life-January 21, 2022

The annual March for Life will take place on the sidewalk starting from the Knights of Columbus Hall and concluding at the Federal Court House. Marchers will remain on the sidewalk near the Court House for an hour upon arrival. The event organizer stated that the event will remain the same as the past (4) years and generally attracts 400-600 marchers. The event will not require the closure of any City streets or sidewalks. Villa noted that walkers will need to be cautious at the start of the walk near Niles Ave where there will be on-going construction. No other concerns were brought up by the Committee.

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

4. Other Business

5. Privilege of the Floor – None

6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 10:34 AM.