



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

March 15, 2022, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Toy Villa, Jonathan Jones, Darwin Shipley, Coby Deal, Clara McDaniels (Teams).

1. Call to Order

The meeting was called to order at 10:04 AM by Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Shipley the minutes from the previous meeting held on February 15th, 2022, were approved unanimously.

3. Approval of Special Event Permits

a. 1st Annual Mother's Day Pop-Up Event-May 7, 2022

Norma Blackmon along with Latanya Bailey (virtually) joined the committee meeting to describe the event and answer any questions the committee members had concerning the event. Ms Bailey stated that they wanted to have a Mother's Day Block Party featuring vendors, to celebrate the mothers coming out. The church will charge a \$50.00-\$65.00 (depending on the desired plot size) fee per vendor. All proceeds will go to the building of the church as they are trying to pay off the church mortgage. The organizers hope to bring the community out, encourage worship and have a good time in a family environment. Ms Blackmon hopes to hold a mortgage burning ceremony using proceeds from the event. Ms Blackmon expressed her desire to bring people in the community together, bring their mothers and enjoy their parents. Rohrscheib explained to the organizers the procedure typically used to block off streets for a Block Party. Ms Bailey described the type of vendors currently registered as those offering goods or activities. If the event has interest from food vendors, the organizers have already made it clear that the business must have a current food vendor's license with the City. Rohrscheib also reminded the organizers that the Garth Brooks concert will be on the same day and police response times may be delayed. Villa instructed the event organizers to make sure the closure was from block to block, rather than mid block. The committee had no further concerns regarding the street closure.

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

b. Sunburst Races-June 4, 2022

Courtney Kipker with Beacon Health Systems joined the meeting virtually to discuss street closures along the race route for Sunburst Races 2022 with the Special Events Committee. This will be the 38th running of Sunburst and will follow the same route used in 2021. Starting times have been bumped back as the races are being held in June. The races will finish in the tunnel of the ND Stadium and should also conclude earlier this year vs 2021. Villa confirmed that the LaSalle St construction project scheduled to begin in June will not interfere with the Sunburst Races. Rohrscheib mentioned the large amount of traffic control provided by different area city and state departments for the 2021 races and the need for additional resources in 2022. Susie Krill from Fire and Safety suggested reaching out to the St Joseph County mounted team as a potential resource for traffic control. Beacon has planned for an expected 3500-5000 participants in the 2022 Sunburst Races. Ms. Kipker mentioned that all the residents in the area have been notified about early morning announcements being made on the PA system at Four Winds on the day of the races. With additional meetings anticipated leading up to the Sunburst Races, the committee had no further questions pertaining to the closure of streets along the race courses.

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

c. 32nd Annual Stand by Me Walk-June 11, 2022

Madelyn Martinec with Real Services attended the Special Events Committee meeting in person to discuss this year's annual walk to benefit the Alzheimer's and Dementia Services of Northern Indiana. Alzheimer's and Dementia Services is a program of Real Services. Participants will pay \$20 registration fee and all proceeds will benefit the Alzheimer's and Dementia program. The 2022 Walk will utilize the same route as the 2021 Walk. Participants will remain on the sidewalks, except for when they cross Jefferson. Ms Martinec expressed interest in having a fire truck with a flag flying parked on Jefferson in front of Howard Park for the start of the walk. The committee agreed that "No Parking" signs should be put up in the parking spaces reserved for the fire truck. Real Services staff will remove these signs at the conclusion of the walk. Rohrscheib discussed with Martinec where officer assistance was needed at major street crossings to insure adequate protection for participants. This event includes the use of Howard Park and the organizer has all necessary applications and details submitted to VPA. No food or drink vendors are scheduled to be at this event. 200-250 participants are expected for this year's event. The committee had no further concerns or questions regarding this event.

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

d. Leeper Park Art Fair-June 17-20, 2022

Hedy DeNolf joined the Special Events Committee meeting to discuss this year's Leeper Park Art Fair sponsored by the St Joseph Valley Watercolor Society. Villa had concerns over a conflict with construction near the fountain scheduled in Leeper Park during the same time frame as the Art Fair. The event will be held on the West side of the Park. The only street closure request is for Riverside between N Michigan St and Lafayette Blvd. Security has been secured for the event however, police assistance will be needed for crossings on Michigan between parking and the event. Deal confirmed details concerning the closure of Riverside with the event organizer. Aay's Rental will be responsible for erecting the tents this year. DeNolf mentioned that Aay's was experiencing a shortage of staff and asked if the tents could be set up on Monday or Tuesday prior to the event. Jones will notify VPA grounds staff that there may be a delay in the tents being taken down after the Art Fair. Villa will verify the construction schedule and communicate the information to DeNolf via the committee coordinator. The Lafayette/Riverside closure will be movable to allow for vendor setup and emergency vehicles. The committee had no further concerns or questions regarding this event.

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

e. Angel of Hope Ride-August 20, 2022

Rohrschieb reached out to the organizer of this event and explained the new requirements need for the ride to have a police escort. This event remains "Tabled" as no new information has been received.

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

4. Other Business

- a. Jones discussed wanting to use Boomer at the rescheduled St Patty's Day Parade and wanted to know if it would be possible to close the intersection of Jefferson/St Louis at 9:30 am to allow more time to set Boomer up. Rohrscheib and Deal didn't have any concerns about this change.
- b. Susie Krill asked if anyone knew where the sign that is used on the back of the fire truck during the parade is located. If not, could Traffic & Lighting make a new one.

5. Privilege of the Floor

6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 10:57 AM.