



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

June 21, 2022, 10:00 AM  
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Darwin Shipley, Toy Villa, Jonathan Jones  
Committee Attorney: Clara McDaniels

#### 1. Call to Order

The meeting was called to order at 10:02 AM by Rohrscheib.

#### 2. Approval of minutes

*Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting held on June 7th, 2022, were approved unanimously.*

#### 3. Approval of Special Event Permits

##### a. July First Fridays Fireworks-July 1, 2022

Kylie Carter joined the meeting in-person to discuss a DTSB/VPA application for a street closure to accommodate the fireworks display on the Jefferson bridge for July First Fridays. Carter has been working with St Joseph County to secure approval to use the bridge. Villa asked if the County had agreed to allow fireworks to launch from the bridge. The County agreed to the display as long as the scope of the display had not changed from years past displays. Set-up for the event will start at 2:00 pm. Jersey walls will be placed to close the Jefferson bridge from the West side of Niles to MLK. Final cleanup from the display will conclude at 11:30 pm and the bridge will re-open. Traffic & Lighting will shut down the bridge between 1-1:30 pm the day of the event. DTSB Ambassadors will re-open the bridge at the agreed upon time. No other concerns were raised by the committee.

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

##### b. Irby Block Party-July 4, 2022

The committee considered a closure on Allen Street between VanBuren and California to

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accommodate a neighborhood block party featuring food, games and music to celebrate the 4<sup>th</sup> of July. The party will not be serving alcohol or setting off fireworks. The applicant is responsible for notifying guests that fireworks are not permitted. Neighborhood signatures were submitted with the application. No objections were expressed by the committee.

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

c. Clark Graduation Party-July 4, 2022

Family and friends are gathering to celebrate the graduates in the family. The applicant has requested the closure of Haney Ave between Columbia Street and Fellows Street for the safety of attendees. The committee reiterated that fireworks are not permitted and it's her responsibility to ensure guests of the party comply with the City ordinance.

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

d. Coffee and Cars-July 9, 2022

Carissa McNeil joined the committee meeting via Teams to give a brief description of Coffee and Cars and to answer questions from committee members. The event brings back the classic car show to Eddy Street Commons. The event would require the closure of Eddy Street between Angela and Napoleon to facilitate the car show. Two openings to the parking garage will remain open for access. Set-up for the event will begin at 6:00 am the day of the event. Cars will be on display from 9:00 am to 1:00 pm. Inflatables and arts and crafts will also be available. Foods and beverages will be provided by restaurants in Eddy Street Commons. This is the return of an annual event after taking a break during 2020-2021. The event organizers have all closure materials on hand and will not require additional materials from the City. Ms McDaniels asked if parking regulations in place will be followed and Ms McNeil confirmed that all current regulations will be followed. The committee had no further questions or concerns.

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

e. 2022 Urban Adventure Games-July 30, 2022

The Urban Adventure Games is an annual event featuring teams of (2) racing thru South Bend. Participants will run bike, slide, climb, swim their way to checkpoints around the City. The start of the race requires the closure of St Louis St between E Jefferson and St. Peter and will be adjusted to St Louis between E Jefferson and Wayne later in the morning. The committee determined that cones at Jefferson and St Louis for the start of the race will be sufficient. All teams leave from Howard Park and will adhere to all established traffic rules. Villa requested that the organizer submit an updated drawing that depicts the exact street closure being requested. The committee had no further concerns or questions.

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

f. Rebel Art Fest-September 25, 2022

The spokeswoman for Rebel Art Fest mentioned that this event has been held for a number of years and will be doing things the same this year as those prior. Art and music will be featured at the event held in Potawatomi Park. Food trucks will be located on Wall Street. A Kid's Zone with games will also be at the event. The organizer is asking for a closure of Wall Street from 8:00 am to 10:00 pm. The committee agreed to have a soft closure on the West side of Wall Street to accommodate emergency vehicles. Jones inquired about the location of vendor parking and suggested asking to use Kids Kingdom's parking lot to preserve visitor parking. The committee had no further questions or concerns.

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

g. Sweat the City-September 27, 2022

Hannah VanHoof representing VPA joined the meeting to discuss this event that will feature health/wellness/fitness organizations hosting classes and programs that will be open to participants attending the event. Ms VanHoof explained that the event will highlight different ways to be fit and healthy in South Bend. Refreshments will be provided by local vendors. Activities will be held from 5:00 pm to 10:30 pm on Jefferson bridge pending County approval. Closures will be from 1:00 pm to 11:00 pm. The approval of the street closure is contingent upon County approval to use the bridge.

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

h. Morris 100 Festival-September 29, 2022

Hannah VanHoof representing VPA described the activities planned to celebrate the 100<sup>th</sup> year anniversary of the Morris PAC to be held during the last 2 days of Best Week Ever 2022. Activities include music, food, family activities and a fireworks display (pending County approval for use of the Colfax bridge). Street closures will begin on Thursday evening and continue throughout the weekend thru Sunday evening. The committee discussed preserving access to the Double Tree for the duration of the event. The event organizers will be purchasing concrete barriers to use as needed for closures around the venue. The committee discussed where emergency access would be located and access for a wedding scheduled for the same weekend. The committee decided to discuss the fireworks component of the application as the event draws nearer and County approval has been established. The committee focused on approving the rights-of-way and closures for the event at today's meeting. The committee also discussed the number of officers that are expected to volunteer for security. Private security will also be stationed at each gate and positioned around the stage for crowd management. Additional details will be discussed in the form of small meetings as the event draws near.

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

**4. Other Business**

The closure of the Potawatomi pool made it necessary to change the closure on Wall Street extended to Wall Street between Ironwood and Twyckenham. The pool at Adams High School will be utilized for the Kids Triathlon and the starting point for the bike race will be shifted to the Adams High School parking lot. A hard closure will be added West of the Adams High School parking lot and a soft closure at Twyckenham. An updated map has been submitted.

**5. Privilege of the Floor**

Mr Villa mentioned the need for another internal conversation relating to making sure applicants are submitting event applications within the timeframe specified on all application forms.

**6. Adjournment**

With no additional business, Jones motioned for adjournment and Villa seconded. The meeting ended at 11:15 AM.