



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 19, 2022, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Gerard Ellis, Darwin Shipley, Coby Deal, 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 July 5th 2022, were approved unanimously.

3. Approval of Special Event Permits

a. Wellington Street Block Party-Aug 13, 2022

Derrick Scaife joined the meeting via Teams to briefly describe the proposed block party on Wellington Street and answer questions from the events committee. Mr Scaife described the party as being for a group of neighbors that have lived nearby for 20 years or more. Food, drinks and games will be free. No alcohol will be served. Mr Scaife is requesting the closure of Wellington Street from Ford to Dunham from 12:00 pm to 9:00 pm for the safety of attendees. The event organizer provided all the necessary neighborhood signatures along with his application. No construction conflicts are expected to arise along the closure. Mr Rohrscheib explained the typical closure process for neighborhood parties to Mr Scaife.

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

b. Back to School Bash-August 20, 2022

Norma Blackmon attended the meeting in person and her daughter, Latanya Bailey joined via Teams to outline a proposed back to school pop-up event sponsored by the Greater

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Mount Calvary Baptist Church. Ms Blackmon described this as an outdoor event that will include street vendors and free school supplies (while they last). No alcohol will be sold at this event. Tanya mentioned that a similar event was held in May 2022 and was very successful with a nice turnout of approximately 100 people. Closure of Allen Street between LWW and Lindsey Street is being requested by the organizer of the event. No residents will be affected by the street closure as the homes are vacant. Mr Villa stated that the closure should be located all the way to Lindsey Street at Allen Street. The committee had no further questions or concerns.

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

c. Tim's Birthday-August 20, 2022

An application for a birthday block party on Golden Street between Riverside Drive and Woodward Avenue was discussed by the committee. A birthday celebration was held in the same location in 2021 with no known issues. Mr Villa checked on a potential conflict due to a planned detour. The detour will be along Vassar Ave and therefore not interfere with the requested closure.

Upon a motion by Rohrscheib and seconded by Jones the permit was approved on the contingent that Golden Ave won't be used as a construction detour unanimously.

d. SBC 5K Peace Run-September 3, 2022

The application for the SBC 5K Peace Run was re-visited at today's meeting after being tabled at the last committee meeting on July 5, 2022. Jeffrey Thomas joined the meeting to propose an alternate route for the run/walk event. Mr Thomas submitted 2 different routes for consideration after construction work over Leeper Bridge would interfere with the route used in previous years. Mr Jones stated that the committee wanted to wait for approval of a route during the previous meeting until Mr Rohrscheib had an opportunity to look at the proposed options. Mr Villa asked Mr Jones if VPA had any objection to the Peace Run using the walking trail. Mr Jones answered that there should be no problem using the trail in September of this year. The event should be able to revert to the preferred original route in 2023 as construction in the area will have concluded. Rohrscheib told the committee that the newly submitted North route would require fewer volunteers. Both the organizer and the committee agreed that the newly proposed North route would be their preference. Officer Rohrscheib will determine the number of officers needed to make the event safe. Mr Villa confirmed that the North route will be free of construction at the time of the event. The committee had no further questions or concerns,

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

e. Clark Run 5K-October 1, 2022

Tom Clark joined the special events meeting in person and Mia Stephens joined the meeting remotely as the committee re-visited the event tabled on July 5, 2022. The race

route is slightly altered this year due to on-going construction work on the East side of Stanley Clark School. The 2022 race route will revert to the same route as in 2021 once the participants leave the campus. This year's starting point will be the South parking lot and continue down Ridgedale Street to cross Miami at Donmoyer and remain on the sidewalk thereafter. The event attracts approximately 100+ runners/walkers yearly will include a DJ and a Balloon Twister. Mr Shipley confirmed the route used for participants of the walk. Mr Rohrscheib had no concerns with the staffing of volunteers for the Clark Run 5K. A rolling closure will be used during the event and intersections and streets will re-open as the last runner/walker advances. The committee had no further questions or concerns.

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

f. LaSalle Ave Block Party-August 21, 2022

A proposed block party on E LaSalle Avenue between Jacob Street and Twyckenham was considered by the special events committee. The application has the necessary signatures from surrounding neighbors. No objections were voiced by the committee.

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

4. Other Business

- a. Mr Deal inquired about times governing submission of Neighborhood Events and was concerned that applications were being accepted less than 30 days prior to the event.
- b. Mr Deal asked if current maps were included in application submittals. He is concerned that old maps will cause confusion over the closures needed for planned events. Mr Jones agreed that there has been missed communication between the special events coordinators and Traffic & Lighting.
- c. Mr Villa inquired about a decision on accepting applications submitted less than 30 days prior to an event. Attny McDaniels advised the committee that all applications should be held to the same standards whether they be internal or external. Any exceptions to established rules should be noted.

5. Privilege of the Floor

None

6. Adjournment

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

