



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

September 6, 2022, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Darwin Shipley, Jonathan Jones, Gerard Ellis

1. Call to Order

The meeting was called to order at 10:09 AM by Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Jones, the minutes from the previous meeting held on August 16th 2022, were approved unanimously.

3. Approval of Special Event Permits

a. Belmont Avenue Block Party-September 24, 2022

Rebecca Ward joined the meeting via teams to give the committee a brief run-down on details of the event. Ms Ward is a resident of the 1200 block of Belmont Avenue in the Sunnymede neighborhood. She is requesting a road closure for 9/24/22 from 2:30 pm to 8:00 pm to accommodate a neighborhood block party for all neighbors, families and friends. This event was held annually prior to Covid. The requested block lies on a dead end street. Mr Rohrscheib explained the procedure for cones being dropped off prior to the event for the applicant to put in place at the beginning of the event and remove at the end of the event, and when to expect them to be picked up the following week. Neighborhood signatures were supplied with the event application. The committee agreed to placing the closure past the alley to the West to leave the alley egress available. The committee had no further questions or concerns.

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

b. Car Cruise-In-September 25, 2022

The Studebaker Drivers Club Michiana Chapter will co-host an annual car show utilizing

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parking lots on either side of St Louis Blvd between Jefferson Blvd and Washington St to display cars for public viewing. Barnaby's Pizza and Ziker Cleaners sponsor the event and are the only businesses affected by the closure. The committee discussed additional activities scheduled for the same date in this area and determined that the requested closure would not pose any conflicts. The committee had no further questions or concerns.

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

c. Riley High Homecoming Parade-September 30 2022

The annual Riley High Homecoming Parade application was discussed by the Events Committee. The Parade will feature class floats, teams, groups and the band. This event utilizes the same route as used in previous years. Staging will take place in the parking lot of Christian Center Church and depart onto Ireland and then continue to Fellows, turn on Miami between Ireland and Jackson, and finally Jackson between Miami and Fellows. As this is an annual event, the committee had no further questions or concerns.

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

4. Other Business

a. Request to re-schedule N Coquillard Block Party from September 5, 2022 to September 11, 2022.

The committee had no objections.

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

b. Letter submitted by Carl Buchanon, Fire Chief designating Suzie Krill as an alternate Special Events Committee member was read into the minutes by Mr Rohrscheib.

c. Mr Jones wanted input from the other committee members pertaining to Best.Week.Ever.

Mr Rohrscheib passed along a contact from Ozinga to inquire about purchasing concrete barriers. Transportation and placement of the barriers would be the City's responsibility. Ozinga has the option to borrow them as long as they are allowed to have their advertising on them but the City would still need to transport them. It was the consensus of the committee that purchasing the barriers would be the best idea so that they would be available for other events in the City requiring street closures.

5. Privilege of the Floor

None

6. Adjournment

With no additional business, Rohrscheib motioned for adjournment and Shipley seconded. The meeting ended at 10:42 AM.