



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

January 17, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Toy Villa, Coby Deal, Amy Roush

1. Call to Order

The meeting was called to order at 10:07 AM by Mr Villa.

2. Approval of minutes

Upon a motion by Villa and seconded by Deal, the minutes from the previous meeting held on January 3rd, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. St Patrick's Day Parade-March 11, 2023 (Rain Date March 18, 2023)

Kylie Carter attended the meeting in person to discuss this year's St Patrick's Day Parade and answer any questions from the Special Events Committee. Ms Carter explained the choice of date was a reflection of needing to use a rain date in the past few years. If inclement weather occurs this year, a rain date has already been established. This year's parade will follow the same route previously used. The parade will begin on Frances at Jefferson, continue along Jefferson, and disbanding at Washington. Floats will continue North on Niles. Ms Roush agreed to put in a request for the use of Boomer at the MC stand during the parade. Ms Carter also requested VPA trucks to assist with blocking intersections along the parade route. Ms Roush initiated an inquiry for someone from VPA to operate a camera to livestream the parade, if possible. Ms Carter will be discussing details of "greening" the East Race with the Facilities Manager at VPA. DTSB ambassadors will be responsible for coning parking spots. It was determined that DTSB would submit an addendum to the application in the form of an email to request an earlier start time for the staging area. The original time request for road closure will remain the same allowing for a 11:00 am parade start. Ms Carter and Mr Deal agreed upon cone distribution at the alley entrances and staging areas. The committee members had no further questions or concerns.

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

b. Walk MS: South Bend-May 20, 2023

Melissa Reynolds joined the meeting via Teams to discuss and answer questions regarding her application for the 2023 Walk MS event. Mr Villa requested that Ms Reynolds provide a map of the area and 5K route to the committee. Ms Reynolds agreed to email a copy to be included with the application. The event organizer went on to describe the event as a charity walking event to benefit the National MS Society, to raise awareness and money for those afflicted with MS. Funds will also go toward research and community involvement, as well as monetary aid to help pay such things as cost of treatment, prescriptions, and parking when they go for medical treatment. The walk is open to the public and 325-400 walkers are expected to attend this year's event. Volunteers will be on hand to assist with the logistics of the event. The walkers will remain on the sidewalk with the exception of one crossing. Mr Deal inquired about the location of the start and end of the walk. Ms Reynolds responded that it will begin and end at the IUSB Quad. The MS Walk will take place the same day and in the same area as Girls on the Run 2023. Ms Reynolds told the committee that she has been in contact with the organizers of Girls on the Run to determine if there will be adequate parking for both events. The organizers concluded that there should be enough space available for both events. The committee had no further questions or concerns.

Upon a motion by Villa, subject to receiving the route map and seconded by Roush, the permit was approved unanimously.

4. Other Business

None

5. Privilege of the Floor

None

6. Adjournment

With no additional business, Villa motioned for adjournment and Deal seconded. The meeting ended at 10:30 AM.