



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

June 6, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib; Darwin Shipley, Amy Roush, Charlotte Brach

1. Call to Order

The meeting was called to order at 10:05 AM by Mr Rohrscheib.

2. Approval of minutes

Upon a motion by Mr Rohrscheib and seconded by Mr Shipley, the minutes from the previous meeting held on May 16th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. Hermitage Estates South Block Party- June 17 2023

Drew Lister joined the committee meeting via teams to answer questions concerning the request to close Larkspur Drive between Finch Dr/Wheatly Drive for the upcoming block party. Mr Lister described the event as a very informal block party to bring the neighbors together. Mr Rohrscheib described the typical procedure for blocking off the road to the event organizer. The committee had no further comments or concerns.

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

b. Weaver Graduation Party- June 17 2023

Wyllette Weaver is requesting the closure of Esther Street between Wayne Street and Jefferson Blvd from 8:00 am to 10:00 pm for the safety of guests at a graduation party. Both adults and children will be in attendance. Ms Weaver included (4) signatures from affected neighbors with the application. The committee had no further comments or concerns.

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

1316 County-City Building | 227 W. Jefferson Blvd. | South Bend, Indiana 46601 | p 574.235.9251 | f 574.235.9171 | www.southbendin.gov

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

c. Mind Body Spirit Solstice Festival-June 24 2023

Jamila Thomas joined the committee to discuss the closure of Wall Street between Greenlawn and Cesar E Chavez Drive to accommodate vendors and foot traffic attending the Mind Body Spirit Solstice Festival in Potawatomi Park. 85-90 vendors will participate in this year's festival. Traffic & Lighting will drop off cones to use for the closure at the corners the night prior to the event and event staff will be responsible for placing the cones for the closure times. Ms Thomas mentioned a desire to have posse horses at the event and was instructed to contact the County. Ms Roush suggested to Ms Thomas that she should reach out to Suzie Krill to discuss the possibility of setting up an educational safety booth for the event. Ms Roush reminded Ms Thomas to contact the zoo prior to the event to make their employees aware of the street closure. The committee had no further comments or concerns.

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

d. Symphony Under the Stars-June 30 2023

Hannah Francis from VPA joined the meeting to discuss the upcoming event scheduled for Howard Park. This event is put on by the South Bend Symphony and is similar to past events at Four Winds Field. Gates will open at 7:00 pm for the show and fireworks will begin at 10:00 pm. Food and beverages will be available from the Public House and surrounding businesses. The event organizer has requested the closure of the Jefferson St bridge from 2:00 pm to 11:30 pm to accommodate the fireworks display. The event has obtained approval from the County Board of Commissioners for the use of the bridge. Ms Roush mentioned that approval to use the bridge for events must be renewed yearly after inspections have been completed. Mr Shipley confirmed the requested street closures. Ms Roush suggested that the event organizer reach out to the Parks Supervisor to co-ordinate supervision in the "fall out zone" from the fireworks. The committee had no further comments or concerns.

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

e. Ellsworth Annual Block Party-July 3 2023

The application for this annual Block Party is requesting the closure of S Ellsworth Place between Wilson/Washington from 12:00 pm to 11:00 pm for a neighborhood gathering that will include picnic food, games, music, and social time. No conflicts were identified by any of the committee members.

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

f. 4th of July Fireworks-July 4 2023

The Special Events Committee considered an application submitted by Donald Bromeling requesting a street closure for a neighborhood gathering and fireworks display. The requested closure is for Allen Street between Linsey and VanBuren. The applicant submitted the required number of neighbor signatures along with his application. The committee had no concerns with the application.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit was approved, unanimously.

g. Clark Birthday Party-July 4 2023

The Special Events Committee considered an application submitted by Deloris Clark requesting the closure of Haney Street between Fellows and Carroll for a family gathering. Mr Shipley stated that Traffic & Lighting will drop cones at the corners of the closure on July 3rd and the organizer will be responsible for placing the cones and removing them at the approved times. The committee members had no concerns with this repeat event.

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

h. Our Lady of Hungary Parish Festival-July 15 2023

Denise Domonkos submitted an application requesting the closure of Chapin Street between Calvert and Bruce for the safety of visitors to the annual Our Lady of Hungary Parish Festival. The festival will feature Hungarian and Mexican foods, beverages, a DJ, and children's games. As the requested closure is a small side street, the committee had no concerns regarding the closure.

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

i. BGC End of Summer Celebration-July 19 2023

Savino Rivera Jr submitted an application on behalf of the Boys & Girls Club of St Joseph County requesting the closure of Wall Street between Greenlawn and Cesar Chavez for an end of summer celebration scheduled to take place inside Potawatomi Park. The event has an expected attendance of 500+. Food for the children and their families will be donated. The committee members had no additional concerns with the request to close Wall Street for the event.

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

j. Back 2 School Boogie-August 12 2023

The committee considered the application for the annual Back to School Parade/Boogie,

scheduled for August 12th. The parade participants start from Washington High School and continue to the Charles Black Community Center for games and activities. School bands, vehicle music, live DJ, and Boomer will participate in the parade. The committee had no questions or concerns about the event.

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

k. Clark Birthday Party (Aug)-August 20 2023

The Special Events Committee considered a second application submitted by Deloris Clark requesting the closure of Haney Street between Fellows and Carroll for a family gathering. Mr Shipley stated that Traffic & Lighting will drop cones at the corners of the closure and the organizer will be responsible for placing the cones and removing them at the approved times. The committee members had no concerns with this repeat event.

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

l. Weaver Block Party-September 9 2023

Wyllette Weaver is requesting the closure of Esther Street between Wayne Street and Jefferson Blvd from 10:00 am to 10:00 pm to host a neighborhood block party. Included with the application are (4) affected neighbor's signatures. The committee had no further comments or concerns.

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

4. Other Business

Fun in the Park, previously approved by the committee for June 10 2023 was rescheduled for July 1 2023.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Mr Rohrscheib motioned for adjournment and Mr Shipley seconded. The meeting ended at 11:00 AM.