



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

October 19, 2021, 10:00 AM  
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Toy Villa, Jonathan Jones, Clara McDaniels (Teams).

1. **Call to Order**

The meeting was called to order at 10:03 AM by President Rohrscheib.

2. **Approval of minutes**

*Upon a motion by Rohrscheib and seconded by Villa the minutes from the previous meeting held on September 7th, 2021, were approved unanimously.*

3. **Approval of Special Event Permits**

a. Oakwood Village Trunk-or-Treat-10/23/21

Oakwood Village HOA will be hosting a Trunk-or-Treat for families in the immediate neighborhood. The car line will start at the corner of Corpus Christi Drive and Oakbrook Drive, with trunks facing the street. Participants are encouraged to decorate their cars and wear costumes. The application was in order and included signatures from potentially effected residents. The Committee noted the location of the closure and had no further questions.

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

b. Trick-or-Treat-10/26/21

Teagan Lawson, Property Manager at Eddy St Commons joined the meeting virtually to describe this year's Halloween event and answer any questions. Fold out tables will be set out in front of businesses on Eddy St between Angela and Napoleon Blvd. Tenants will be provided candy to be passed out to kids and people in the neighborhood. Expected attendance for this year's event is 600-800. Face painting and a band will be featured at this year's event. Villa confirmed the location to avoid conflict with an ongoing project on Howard Street. Eddy Street Commons will utilize their own barricades. Two entrances, one on Burns and one on Napoleon will remain open for access to the Ice Rink. Rohrscheib noted the expedited application fee and encouraged the organizer to submit

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future applications sooner to avoid possible conflicts.

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

4. **Other Business** –The Committee briefly commented on the departure of Anne Fuchs as she pursues a new employment opportunity and the status of changes made by her to the online Event Applications.
5. **Privilege of the Floor** – None
6. **Adjournment**

With no additional business, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 10:16 AM.