



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

October 4, 2022, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Toy Villa, Jonathan Jones, Coby Deal

1. Call to Order

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

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Villa, the minutes from the previous meeting held on September 6th 2022, were approved unanimously.

3. Approval of Special Event Permits

a. Trick or Treat-October-25, 2022

Carissa McNeil joined the meeting via Teams to offer comments and answer questions concerning an application submitted for a Trick or Treat event at Eddy Street Commons. Ms McNeil mentioned that this event has been held annually since 2011 (except for 2020) for children 10 & under, in costume. The event will require the closure of Eddy Street between Angela & Napoleon during the times of 2:00 pm to 8:00 pm. A pumpkin patch will be set up in the street along with games and crafts for the Trick-or-Treaters. A magician will also perform for the children. There will be a Police and Fire Department presence as well. Eddy Street Commons will not require City supplies for the road closure and will self-close and self-open at the agreed upon times. The committee had no further questions or concerns.

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

b. Chapin Park Halloween-October 30, 2022

The Special Events Committee discussed a Neighborhood Event application from Stan Molenda. Mr Molenda is requesting the closure of Manitou Place between Park Avenue

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

and Forest Avenue from 2:00 pm to 7:00 pm for Chapin Park Halloween. The event is sponsored by the Chapin Park Neighborhood Association. The application included signatures from the (5) homes on the block. Villa confirmed that there no conflicts with the requested closure. The committee had no further questions or concerns.

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

c. St Nick 6-December 3 2022

Matthew Blazejewski from St Joseph Parish joined the meeting to discuss their application for a run/walk event to support the Parish. This event started in 2009 and is an annual event. Mr Blazejewski has requested intermittent closures along the race course from 6:00 am to 12:00 pm. The actual race will start around 11:00 am and conclude around 12:00 pm. Attendance is usually weather dependent according to Mr Blazejewski and is generally a Parish event. The race/walk will feature a 6K and 3K along a route starting at St Louis between Colfax/Madison, continuing to Madison between St Louis/Niles and finally on Niles between Howard (Northshore)/Madison. The event organizers submitted an Option 1 and Option 2 racecourse for consideration. Villa said his preference would be Option 1 as the participants would remain on the trail between St Joseph Parish and Holy Cross for most of the event. Rohrscheib agreed that Option 1 would be the safest route and would require minimal closures. Parish volunteers will be on hand to direct event participants. Mr Blazejewski was given a contact number for VPA to obtain keys to the swing arms across the trail and to assist with any problems with the trail prior to the run/walk. The committee had no further questions or concerns.

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

4. Other Business

Mr Villa brought up the Red Ribbon Walk/Rally Against Drugs scheduled for October 21 2022, sponsored by the South Bend Heritage Foundation. As the event participants intend to remain on the sidewalk, there was no need for the event to be approved by the Special Events Committee. Rohrscheib mentioned that SBPD is aware of the event and volunteers could be on hand as needed for crossing Western.

5. Privilege of the Floor

6. Adjournment

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