



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

January 3, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib, Toy Villa, Coby Deal, Gerard Ellis

1. Call to Order

The meeting was called to order at 10:04 AM by Rohrscheib.

2. Approval of minutes

Upon a motion by Rohrscheib and seconded by Villa, the minutes from the previous meeting held on November 15th, 2022, were approved unanimously.

3. Approval of Special Event Permits

a. Girls on the Run/Walk 5K-May 20, 2023

Annie Diroll joined the meeting via Teams to describe and discuss the annual Girls on the Run/Walk. Ms Diroll told the committee that the event would be following the same route as used the past few years. The 5K will start at Potawatomi Park and continue thru the surrounding neighborhood. Setup for the event will begin at 5:00 am and everything is expected to wrap up around noon. Rohrscheib clarified the route the run will follow with Ms Diroll. Ms Diroll expressed concern about a potential conflict with another race utilizing the IUSB campus and the use of a parking lot at IUSB. Rohrscheib responded that he didn't foresee any shortage of parking in the area. Access to the zoo should be minimized due to the early timeframe of the event. Rohrscheib instructed Ms Diroll to remind her zoo contact to reiterate to the staff of the zoo that they should access the zoo off of Ironwood as the Greenlawn access will be blocked for the run. Ms Diroll has also been working with a Special Events coordinator within the Parks Department. The committee had no further questions or concerns.

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

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b. 33rd Annual Stand by Me Walk-June 10, 2023

Jim Bickel, the new campaign manager for Real Services along with Madelyn Martinec joined the meeting to discuss the 33rd annual Stand by Me Walk. Proceeds from the walk benefit Alzheimer's and Dementia Services of Northern Indiana. The starting point of the walk will be at Howard Park and the walk will conclude back at the starting point. Walkers will remain on the sidewalk. The committee didn't have concerns as this is a reoccurring event.

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

4. Other Business

- a. Amy Roush was appointed to the Special Events Committee by the Mayor to fill the VPA spot vacated by Jonathan Jones. Rohrscheib welcomed Ms Roush to the committee and brought her up to speed on the other members of the committee and when meetings are held.
- b. Kara Boyles joined the committee meeting to listen in and understand the process of the committee meetings. Ms Boyles will be vetting a replacement for Mr Villa as he is scheduled to retire in March 2023.

5. Privilege of the Floor

None

6. Adjournment

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