



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

February 21, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

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 Rohrscheib and seconded by Villa, the minutes from the previous meeting held on February 7th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. CWLL Opening Day-April 29 2023

Kevin Ridenour joined the meeting to describe the route taken by this annual procession to kick off Chet Waggoner Little League for the 2023 season. Each year participants gather at Holy Cross School on Wilber and continue to Highland Cemetery to pay respects to Chet Waggoner. From there, the procession proceeds to the Little League Park located on Riverside Dr for opening day events. Mr Ridenour asked the committee if Elwood would be free of road construction. Mr Villa assured him that there should be no issues getting thru on Elwood. Mr Rohrscheib confirmed that the route remains the same as used for the past 40 years and outlined to Mr Ridenour where SBPD officers will be stationed during the event. A SBFD truck will accompany the procession. The committee had no further questions.

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

b. South Bend Westside Memorial Day Parade-May 29 2023

Katie Reaves and Sheila Niezgodski joined the committee meeting to discuss the application for the 2023 Memorial Day Parade and answer questions from the Events

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Committee. This year's parade will cover the full route on Ford St between Lombardy Dr and Olive St. Mr Rohrscheib stated that the success of this year's parade would depend on volunteer participation. Ms Reaves responded that several people have already committed to volunteering at the parade. Mr Rohrscheib has been tasked with reaching out to various City entities needed to assist with organizing vehicles and manpower needed to block each side street along the route for the safety of the participants and visitors at the parade. Mr Deal along with the parade organizers will make a final decision on the type of barricades to be used and where they would be placed as the parade draws near. Ms Niezgodski committed to attend further meetings with the American Legion and the Mayor's Office to garner additional support along the parade route. Ms Reaves asked the Committee if special permits would be needed for a fly-over of WWII planes. The Committee members were unaware of any additional permits needed for a fly-over.

Additional topics discussed between Ms Reaves and the Committee included clean-up after horse riding units, placement of porta-potties, timeframe for the distribution of parade fliers to notify residents in the area, and the direction of exit from the South Bend parade for units that also participate in the Mishawaka parade. The Committee recognized that there would be several meetings leading up to the parade but had no further questions at this time.

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

4. Other Business

Sunburst Races-Revised Route

Courtney Kipker didn't have new information on the updated race route but told the Committee she would share the new map as soon as it was available.

New Committee Member

Mr Rohrscheib welcomed Charlie Brach as the newest Committee member. Ms Brach will replace Mr Villa upon his retirement. Mr Rohrscheib read an email from Kara Boyles confirming Ms Brach's appointment to the Committee.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Rohrscheib motioned for adjournment and Villa seconded. The meeting ended at 10:56 AM.