



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### SPECIAL EVENTS COMMITTEE MEETING MINUTES

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

Members present: Brad Rohrscheib, Coby Deal, Amy Roush, Charlotte Brach, Gerard Ellis

#### 1. Call to Order

The meeting was called to order at 10:06 AM by Mr Rohrscheib.

#### 2. Approval of minutes

Last meeting for March 7 2023 cancelled due to lack of quorum.

#### 3. Approval of Special Event Permits

##### a. Living Stations of the Cross-April 7 2023

Karen Corrizosa joined the meeting to describe the Living Stations of the Cross event and answer questions from the committee. Karen explained that the event will be a re-enactment of the 14 stations of the cross of Jesus, in the neighborhood surrounding Our Lady of Hungary Church. The event will be held on Good Friday. Mr Rohrscheib asked if the event is scheduled to take place after a church service. Ms Corrizosa said it will start after the church service. Rolling closures of the surrounding streets are planned, with volunteer officers moving along with the participants. This generally has been a yearly event, apart from the past 2 years. The committee had no further comments or concerns.

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

##### b. Cinco de Mayo Festival-May 6 2023

The event organizer did not join the meeting. Upon review of the application, members of the committee realized that a Neighborhood Signature Form had not been submitted with the application. In addition, the committee members had questions regarding exits and intended usage for the requested street closure.

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*Upon a motion by Rohrscheib and seconded by Roush, the permit was tabled until additional information is received.*

- c. May thru October First Fridays-May 5, June 2, July 7, Aug 8, Sept 1, Oct 6  
Kylie Carter and Katie Reeves joined the meeting to discuss plans for First Fridays 2023. The event will be held in the 200 blk of S Michigan between Jefferson and Wayne. A different themed event will be held the first Friday of each month starting in May and continuing to October. This year's closures will be delayed a bit to facilitate the nearby businesses. Mr Rohrscheib reminded the event organizers what the workday hours are for Traffic & Lighting. Details of 2-hour parking were discussed between the event organizers and Mr Rohrscheib. The committee had no further concerns or comments.

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

- d. Kids to Parks Day-May 20 2023

Rachael Zeiger joined the meeting via Teams to discuss with the committee the details of this year's Kids to Parks Day. The event will take place at Potawatomi Park and is scheduled for 1:00 pm to 4:00 pm following the Girls on the Run event. Ms Zeiger requested that the closure of Wall Street remain in place to accommodate Boomer and the rock climbing wall. Mr Shipley verified that the closure will be West of the Zoo entrance. The committee had no further comments or concerns.

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

- e. Bacon Around the Bend-June 24 2023

Amy Stewart-Brown, executive director of the Family Justice Center joined the meeting on Teams to discuss the 6<sup>th</sup> annual Bacon Around the Bend 5K. It will be the 3<sup>rd</sup> year using the current route. The runners begin at 8:00 am on Cedar Steet and continue North on Niles thru the Harter Heights neighborhood. Runners then will come back down Niles to the finish located at Corby's Irish Pub. Cleanup is expected to end by 11:00 am. 400-450 participants are expected to be at this year's event. Volunteer SBPD will be on hand to assist with the rolling closures at intersections. A rain date was not scheduled for the event. The committee had no further comments or concerns.

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

- f. Kids Triathlon-July 22 2023

Rachel Zeiger remained on the Teams call to discuss the Kids Triathlon scheduled to be held on July 22<sup>nd</sup> (rain date July 23<sup>rd</sup>). This year's route will be the same as last year and will not go thru the zoo, but rather thru the surrounding neighborhood. The event will utilize the Adams High School campus and pool. A soft street closure will be at the end of Wall Street and a hard closure in front of Adams High School. The event is scheduled for

8:00 am to noon. Setup will begin at 5:00 am. Amy Roush mentioned that she will be onsite for this event to assist as needed. Traffic calming has been scheduled in the area for this time of the year and Ms Brach stated that she will coordinate with the project manager to eliminate potential conflicts with the event. The committee had no further comments or concerns.

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

g. Angel of Hope Memorial Ride-August 19 2023

The Special Events Committee discussed this annual ride organized by The Pack of Michiana to raise funds for the Angel of Hope Garden located in Pinhook Park. The event starts with a 60-mile ride/drive departing from Pinhook Park, continue to a planned County route, and will culminate at Chain-O-Lakes Conservation Club for food, entertainment, and door prizes. All proceeds go to the Angel of Hope Memorial Garden. Mr Rohrscheib outlined the updated rules for police escorted motorcycle rides vs un-escorted rides for the benefit of the new members of the committee. The new rules stipulate that events must provide proof of at least 100 bikes registered and to remain in one county to be granted a police escort. Mr Rohrscheib will reach out to the organizer to remind him of the stipulations for escorted rides and encourage him to pre-register riders. Ms Roush mentioned that previous events were typically well attended. Mr Rohrscheib said the event could easily include 200 or more riders. The route follows the same route used for past rides and will be manned by officers at key intersections to block traffic. The committee members had no further questions or concerns.

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

h. Clark Run-October 21 2023

Mia joined the meeting as a representative from Stanley Clark. This year's run will follow the same route as the previous 10 years, except for 2022. The expected attendance for this year's run is 200. The race will also feature a shorter walk in addition to the 5K. The race will start at 10:00 am and is expected to conclude by 11:00 am. The committee members didn't have additional questions or concerns due to the fact that this is a yearly event.

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

**4. Other Business**

Mr Rohrscheib discussed with the committee the most recent update to the Sunburst Races route. Mr Rohrscheib suggested an alternate route to avoid crossing Jefferson would save on manpower needed to close the crossing areas. The most recent route reflects the proposed change in the route. Ms Roush will share the updated map link with Parks Department to make them aware of possible street closures.

*Upon a motion by Rohrscheib and seconded by Roush, the updated route was approved*

*unanimously.*

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Rohrsheib motioned for adjournment and Shipley seconded. The meeting ended at 10:55 AM.