



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 2, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 10:12 AM by Mr Rohrscheib.

2. Approval of minutes

Upon a motion by Mr Rohrscheib and seconded by Mr Shipley, the minutes from the previous meeting held on April 18th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. St Joe Grade School Field Day-June 5 2023

The committee discussed the annual event. Activities for the students are held at the end of the school year in the area behind the parish. The event organizer has requested the closure of St Louis Street between LaSalle and Colfax for the safety of the participants. The committee members discussed the process used for cone drop-off. There were no questions or concerns regarding the event.

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

b. Corpus Christi Procession-June 11 2023

Mr Rohrscheib questioned if this procession would be limited to the sidewalks and if so, was there an expectation for a police presence? The committee considered the map submitted with the application and the closures mentioned in the application. Without a representative for the event application, Mr Rohrscheib and Ms Roush had questions about expectations of assistance from the City and whether they were asking for total street closures or rolling closures. Mr Rohrscheib planned on reaching out to the event

organizer to clarify how the procession will move along the proposed route and communicate those answers with the committee prior to a final approval.

Upon a motion by Mr Rohrscheib and seconded by Ms Roush, the permit was tabled pending additional information, unanimously.

c. Fallen Heroes Ride-June 25 2023

This event was discussed by the committee after being tabled at the meeting held on April 18th. Mr Rohrscheib will reach out to the event organizer to reiterate the rules to qualify for an escorted ride. The Fallen Heroes Ride starts within the City limits, but the route is mostly in St Joseph County. This is an annual event and the committee had no additional questions or concerns.

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

d. Joe's Family Get Together-July 4 2023

The event applicant joined the meeting to describe his event and answer any questions the committee had. The applicant described the area as a small access road between the houses and railroad tracks. It was noted that Printz Ct is only lightly traveled and there should be no issue with the closure. The event will host friends and family for food and fireworks to celebrate July 4th. The committee had no further questions or concerns.

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

e. Concours d'Elegance at Copshaholm-July 8 2023

The events committee considered the annual application for a vintage car show exhibited in the historic gardens around the Oliver Mansion. The application requests the closure of W Washington between Laurel Street and Chapin Street. The natural hill in front of the mansion is where spectators may sit or stand to observe the vintage cars as they pass by. Ms Roush mentioned that based on past experience, tickets for a brunch could be purchased. Tents are set up around the grounds where visitors can speak to owners of the vehicles. This is a repeat event and the committee had no further comments or questions.

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

f. March to the Memorial-September 11 2023

The committee discussed the annual walk to commemorate September 11th. The walk begins in the South Bend metro area near Fellows Street and continues along sidewalks and grassy areas towards the St Joseph County Park's 9/11 Memorial. Participants may

join the walk at any point along the route. Rest stops are located along the way at fire stations. The number of walkers vary as the walk progresses. Ms Brach mentioned potential construction projects in the area of the walk and Mr Rohrscheib commented that the event organizer is flexible and could make adjustments if needed due to the small number of participants. The committee had no further comments or concerns.

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

4. Other Business

- a. Mr Deal suggested requiring applicants that submit new events as opposed to reoccurring events, to attend the Special Events Committee meeting to discuss their application.
- b. Ms Roush requested that the committee legal advisor review Special Event applications. Mr Rohrscheib will reach out to Michael Schmidt to coordinate a meeting to discuss proposed changes the events applications.
- c. Mr Ellis proposed creating a FAQ sheet to hand out to all applicants.
- d. Mr Rohrscheib opened discussion about the Sunburst request for no parking in the neighborhood east of the river close to the start/finish line. Mr Deal feels like such requests should be made along with the initial event application. Mr Rohrscheib commented that some events have been approved with the knowledge that adjustments will need to take place.

5. Privilege of the Floor

None

6. Adjournment

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