



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 11, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Brad Rohrscheib; Amy Roush, Gerard Ellis, Darwin Shipley

1. Call to Order

The meeting was called to order at 10:08 AM by Mr Rohrscheib.

2. Approval of minutes

Upon a motion by Mr Rohrscheib and seconded by Ms Roush, the minutes from the previous meeting held on June 6th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. Family Fun Color Run-August 5 2023

Sarah Vansickle and Tim Bayless representing the Kroc Center, were present at the meeting to outline the event and answer questions from the committee members. The event combines a family fun color run with an open house at the Kroc Center open to all the neighborhood kids. The pool at the Kroc Center will be open to non members. In addition, free haircuts will be available, free food will be served, school uniforms will be handed out and carnival style games will be on hand for the children.

Runners will remain on the sidewalks surrounding the Kroc Center campus for the Family Fun Run. Runners/walkers will make two laps around the campus for a total of one mile.

Mr Rohrscheib commented that he would mention the event to SBPD and ask for volunteers to attend this back to school event. Mr Rohrscheib instructed Ms Vansickle to contact Transpo to discuss keeping the bus stop on Western accessible during the event.

The committee members had no further questions or concerns.

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

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b. Community Block Party-August 5 2023

The committee discussed the application for a community block party sponsored by Mount Carmel Missionary Baptist Church. The event will offer free haircuts/styles, food, games and vendors. Ms Roush recommended that the United Way be contacted prior to the event to avoid conflicts in access for clients of the United Way. Mr Shipley told the committee that cones would be dropped at the intersections of the proposed closure, including enough cones to close the alley intersections.

The committee members had no questions or concerns.

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

c. Pop-Up Event-August 5 2023

Kim Fox joined the meeting via Teams to give the committee information and answer any questions concerning her event application. Ms Fox described the event as a venue for local vendors selling crafts, clothing, and resale items. The event would only effect one other resident. The event would be treated as a block party and the organizers would be responsible for setting up/removing the cones during the agreed upon times listed on the application. The committee had no further questions or concerns.

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

d. Eddy Street Commons Coffee & Cars-August 12 2023

Carissa McNeil Klaers joined the meeting via Teams to describe the proposed event and answer any questions from the committee. The event is scheduled to be held in Eddy Street Commons Ph 1, on Eddy Street between Angela and Napoleon. The event organizers will be responsible for setting up the closure. Classic cars will start to arrive by 6:00 am to park for the event. Childrens activities will be featured in this annual event. Food vending will be thru interior restaurants in Eddy Street Commons. Mr Rohrscheib expressed his desire to have a police presence at the event. The committee had no further questions or concerns.

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

e. Porch-a-Paloosa-August 16 2023

Kristy Robinson joined the meeting in person to describe this year's event. This is the third year for the event which will include four bands, Farmer's Market vendors, and food trucks. The event is scheduled for a Wednesday 5:00 pm to 9:00 pm. The organizer is planning to leave N Hill Street open at mid-block to facilitate parking in the Northern Electric parking lot. The committee agreed that this would facilitate vehicles that need

the option of a turnaround. The committee decided to use tall cones along with signage for the street closure. The committee had no further questions or concerns.

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

f. Neighborhood Rally in the Alley-August 19 2023

The committee considered an application submitted requesting the closure of the east/west alley between ND Avenue and St Peter Street for a neighborhood block party. Potluck food will be served. Traffic & Lighting will drop cones at each end of the alley prior to the event.

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

g. SBC-5K Peace Run-August 19 2023

Jeffery Thomas joined the meeting to discuss the SBC-5K Peace Run application for 2023. The event partners with Sunnyside Presbyterian Church. This year's route is similar to last year, minus the detour over the trestle that is now open. The open trestle allows the route to cross Michigan Street. The committee confirmed the status of an engineering project at South Bend Ave and Notre Dame Ave. Mr Rohrscheib estimated the number of officers needed at intersections for the safety of the participants. The committee asked the organizer to touch base with any changes to the route prior to the event. The committee had no further questions or concerns at this time and agreed to tentatively approve the event.

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

h. St Casimir Parish Festival-September 3 2023

The committee considered an application for the upcoming St Casimir Parish Festival. The festival will be held on Parish grounds and will feature a DJ, food, beverages, and games. The committee discussed the use of cones vs full barriers at the closures for Dunham Street between Webster and S Walnut. It was decided that cones will be sufficient. The committee requested that the Secretary of the committee clarify the status of the food trucks and explain the road closure. The committee had no further concerns for the event.

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

i. Fusion Fest-September 9-10 2023

Hannah Francis, attended the meeting as the representative for VPA to discuss the application for the upcoming Fusion Fest. The 2 day festival will feature globally inspired food vendors, music, demonstrations and artisans. The application requests the closure of E Jefferson Blvd between MLK Jr and St Louis Street as well as St Louis Street between E Jefferson Blvd and E Wayne St. Locations, timeframes, and types of barriers for the venue were discussed with the committee. Fencing will be in place to discourage access from non-entry points. Fireworks will be displayed after dark on Saturday evening. The Lodge will be used as a base for all security personnel.

Dragon Boat rides will be available to the public. A temporary dock will be in place to facilitate the boat launches. River Rescue personnel will also be on hand to address emergencies. DNR is expected to provide additional security so that additional boat traffic will be routed away from the area.

Mr Rohrscheib requested the addition of representatives from Traffic & Lighting to be added to the monthly meeting leading up to Fusion Fest. Ms Francis stated that she has been in touch with supervisors of the Street Department, Solid Waste, Department of Public Works, and Traffic & Lighting for potential roles in preparation for the event.

Additional security will be hired for the venue to assist SBPD with the safety of the attendees, vendors, and participants of the event.

Mr Ellis discussed options for staging locations and access to emergency services. The Lodge at Howard Park was chosen as a tentative location for EMS personnel.

Ms Roush stated that approval has been given to offer City employees an opportunity to participate all day Friday as paid volunteers to assist with construction and tear down at the venue.

Upon a motion by Mr Ellis and seconded by Mr Rohrscheib, the permit for Fusion Fest 2023 was approved unanimously.

4. Other Business

Ms Roush proposed giving the task of updating the Special Events Applications to a VPA intern and also agreed to lend guidance to the intern. Mr Rohrscheib will forward his notes on suggested changes to Ms Roush.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Mr Rohrscheib motioned for adjournment and Mr Shipley seconded. The meeting ended at 11:50 AM.