



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 18, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 10:14 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 July 11th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. Malenis 5th Birthday-August 26 2023

The committee considered the application for the closure of Dale Avenue between Dayton Street and Milton Street to accommodate activities for a children's birthday party. The closure will only affect one other house. The committee had no issues with the time or location of the party.

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

b. NNN Arts Café-October 1 2023

The committee discussed the application for the 2023 NNN Arts Café. This annual event is a neighborhood festival showcasing NNN housing work and it welcomes art vendors, food vendors and musical performances. Also features a hayride and other children's activities. The requested street closure is California between Sherman Street and Cottage Grove. Ms Roush stated that she will check to see if there is any VPA involvement in this year's event. The event will hire their own security and therefore will not require off duty South Bend Police officers. Mr Shipley confirmed that Traffic &

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Lighting will drop off cones for the event on September 29th, prior to the event. As this is a reoccurring event, the committee had no further concerns.

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

4. Other Business

The committee asked Ms Miller to reach out to Jeffery Thomas about an alternate starting point for this year's SBC-5K Peace run as the current location will be under construction at the time of the event.

Mr Rohrscheib expressed a desire to step back from the role as committee president and with that being said, nominated Amy Roush for the position of President of the Special Events Committee and Mr Shipley seconded the nomination.

Mr Rohrscheib motioned that Amy Roush be named as the new president of the Special Events Committee, the committee approved it unanimously.

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 10:30 AM.