



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 15, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 10:04AM by Ms Roush.

2. Approval of minutes

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the minutes from the previous meeting held on August 1st, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. Bergan Street Block Party-September 2 2023

Jermaine Miller joined the meeting via Teams and described his proposed event as an “old school tailgate party”. Neighbors have been invited to share in fellowship and to watch the game. The applicant is requesting the closure of Bergan Street between Olive and Elmer Streets, between the hours of 8:00 am to 8:00 pm. Ms Roush explained to the applicant when the cones for the closure would be dropped off before the event and that the applicant is responsible for placing and removing the cones for the duration of the approved time. The committee had no further questions or concerns about the event.

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

b. N Coquillard Drive Block Party-September 4 2023

James Lewis of 633 N Coquillard Drive joined the meeting via Teams to answer questions regarding the annual N Coquillard Drive Block Party. The neighborhood has been hosting a block party for the past 20 years. Families from the neighborhood

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gather to share potluck, fellowship and games. The event lasts for two hours and will block off Coquillard between Rockne and Cherry Tree. Ms Roush verified that the required signatures of affected neighbors were included with the event application. The committee had no further comments or concerns.

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

c. Back to School Picnic-September 8 2023

The committee reviewed the application in the absence of the event applicants. The proposed event will be held on Howard Street between St Louis Street and St Peters Street around the Community Center. Neighborhood residents and off-campus ND students are invited to this annual picnic to foster relationships in the community. The area for this event is situated by Kelly Park. The committee members wanted to know if the group has applied for the use of the park. The committee members chose to table the application to make certain that VPA has agreed to the use of the park for this event.

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

d. E Colfax Avenue Block Party-September 10 2023

Applicants for this Block Party have asked for the closure of E Colfax Avenue between Twyckenham and Esther during the times of 3:00 pm to 9:00 pm. The application included 10 signatures. Neighbors are invited to share food and get to know one another. The committee members had no further comments or concerns.

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

e. South Bend Riley High School Homecoming Parade-October 6 2023

The members of the event committee considered an application for the annual Riley High School Homecoming Parade scheduled for 6:00 pm to 6:45 pm. The route taken by the parade will be the same as in previous years. Participants of the parade will assemble in the parking lot of Christian Center on Ireland, continue to Miami, and finish on Jackson Rd into Jackson Field. Mr Rohrscheib confirmed that the impact on surrounding businesses is minimal. The committee had no further discussion pertaining to this annual parade.

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

f. Jesus March-October 7 2023

Kevin Mitschelen joined the meeting via Teams to provide the committee with details on the Jesus March. He explained that a group of Pastors and church leaders are

working together to organize four separate groups to march from different locations in the City to Four Winds Field for a prayer meeting. The applicant explained that the groups would leave Adams High School, Riley High School, the old Saint Joseph High School, and a location on the West Side along City sidewalks. They are asking for volunteer officers to help keep the participants safe. Mr Mitschelen explained that the event is in no way political in nature. The destination is Four Winds Field where the groups will pray for the City of South Bend. The organizer is planning on having all participants assembled and ready to begin the march at 12:30 pm and arrive at Four Winds Field by 1:30 pm. Mr Mitschelen discussed the possibility of using off duty SBPD officers with Mr Rohrscheib. The officers would be asked to assist with intersection crossings and to remind the walkers to remain on the sidewalks. Mr Rohrscheib agreed to meet with Mr Mitschelen before the event to discuss officer participation. The committee had no further questions or concerns at this time.

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

4. Other Business

- a. Ms Roush asked Mr Schmidt if he had any updates on the revision of the Event Applications. Mr Schmidt stated that he is still working on some of the more substantial changes.
- b. Ms Roush suggested changing the dates of the committee meetings from the first and third Tuesdays of each month at 10:00 am to the second and fourth Wednesdays of the month at 1:00 pm. The members agreed that changing the day and time of the bi-monthly meetings would work better with everyone's schedules. Ms Roush will send an email to IT to make sure the new schedule appears on the City website.

Michael Schmidt recommended that a Notice listing all meeting dates thru the end of 2023 be drafted.

Ms Roush motioned that the final meeting using the current schedule will be held on Tuesday September 5 2023 and the new schedule will begin on Wednesday September 13 2023.

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

- c. Mr Rohrscheib asked advice from the committee legal counsel regarding an arrest made at an event on City property on August 13 2023. Mr Rohrscheib was asking for clarification of what constitutes a private event, when said event is held with an approved permit within the public right of way. Mr Schmidt will research this question further and update the committee at the next meeting.
- d. Mr Rohrscheib presented the alternate route for Peace Run 2023. The alternate route will reduce officer coverage and avoid conflict with an ongoing paving project.

Mr Rohrscheib made a motion to amend the route for Peace Run 2023.

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

- e. A request to change the date of Malenis 5th Birthday from August 26 2023 to September 2 2023 was made by the event organizer. No changes were made in addition to the date. Ms Roush made a motion to accept the change in date.

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

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms Roush motioned for adjournment and Mr Rohrscheib seconded. The meeting ended at 10:57 AM.