



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

September 5, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Amy Roush, Brad Rohrscheib, Gerard Ellis, Darwin Shipley, Michael Schmidt; Kyle Ludlow; Suzie Krill

1. Call to Order

The meeting was called to order at 10:02AM 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 15th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. Back to School Picnic-September 8 2023

Ms Roush reported to the committee that the event had been approved by the Park Commissioners Board for the use of Kelly Park. The VPA team is aware of the event. The committee considered the closure of Howard St between St Louis Street and St Peter Street. Mr Shipley stated that Traffic & Lighting will be dropping off the cones at the corner(s) of the closure on Thursday prior to the event and picking them up on the following Monday. Ms Roush asked Ms Miller to convey to the organizers to not close the street until 3:pm and to put the cones back for pickup on Monday morning. The committee had no further questions or concerns.

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

b. St Joseph County Crop Walk-September 24 2023

Tom Whipkey joined the meeting to describe the annual Crop Walk and to answer any questions the committee had. The route taken by walkers begins at Zion UCC on St Louis Street and progresses along the River Walk to Broadway Christian Parish, then

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the walkers will return to Zion Church thru the Edgewater neighborhood. The event doesn't require street closures as the participants will remain on the sidewalk. Police are aware of the event. The committee did not identify any conflicts that would affect the event.

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

c. Car Cruise-In-September 24 2023

Barnaby's and Studebaker pair for the annual car show on the last Sunday of September. The cars are on display in the East parking lot of Barnaby's and along St Louis Blvd between Jefferson Blvd and Washington St. Ms Roush asked if Ziker's had been notified. The committee didn't think business would be interrupted as the event is being held on a Sunday. The committee members had no concerns about this event.

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

4. Other Business

- a. Kylie Carter requested an extension of her requested closure of Jefferson to include a diagonal closure along the 100 blk of Jefferson, going West. The change will accommodate Boomer and seating and eliminate the need to close the 200 blk of Jefferson. The committee had no objections upon review of the request.

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

- b. Mr Shipley opened a discussion on the closure of St Louis Street and Wayne Street during Art Beat 2023. The closure was opened by a City department other than Traffic & Lighting and wasn't put back into place, thus causing confusion for drivers the next morning. Ms Roush acknowledged that an additional event in the park should have been coordinated with all affected City departments.
- c. Mr Ellis discussed the difficulty experienced by Engine 9 maneuvering along Wall Street during an Event on August 15th in Potowatomi Park.

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.