



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

September 27, 2023, 10:00 AM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Amy Roush, Brad Rohrscheib, Darwin Shipley, Kyle Ludlow

1. Call to Order

The meeting was called to order at 1:03PM by Ms Roush.

2. Approval of minutes

Upon a motion by Ms Roush and seconded by Mr Ludlow, the minutes from the previous meeting held on September 13th, 2023, were approved unanimously.

3. Approval of Special Event Permits

a. Eddy Street Commons Trick or Treat-October 24 2023

Carissa McNeil joined the meeting via Teams to offer a brief description of the annual event held in Eddy Street Commons. The free event offers trick-or-treating along the store fronts of Phase I of Eddy Street Commons between Angela and Napoleon, a pumpkin patch for children to pick a pumpkin, and games and crafts. Mr Rohrscheib mentioned that the annual Cops and Goblins event at Four Winds Field would be held on the same date. Ms McNeil confirmed that the requested closure would last between 2:00 pm to 8:30 pm and that DRB Group has their own street closure supplies. Mr Ludlow recommended posting "No Right Turn" signage on Angela. Ms McNeil told the committee that they would contact Traffic & Lighting if any additional signage was needed. The committee had no further questions or concerns.

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

4. Other Business

- a. Ms Roush reminded the committee that communication by email concerning event applications should not include all group members in the same email to avoid

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violating open door law. Open door laws insure that decisions are not made by the committee without public oversight.

- b. Mr Shipley commented that any special event that requires a detour will require barricades from State Barricade (or another vendor) rather than Traffic & Lighting. Mr Shipley indicated that this directive was communicated to him by Traffic & Lighting supervision. Mr Rohrscheib wanted clarification as to if this would apply to City events. Ms Roush responded that further discussion would occur on this subject at a later date.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms Roush motioned for adjournment and Mr Shipley seconded. The meeting ended at 1:16 PM.