



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

### SPECIAL EVENTS COMMITTEE MEETING MINUTES

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

Members present: Amy Roush, Brad Rohrscheib, Kyle Ludlow, Gerard Ellis, Michael Schmidt.

#### 1. Call to Order

The meeting was called to order at 1:03 PM 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 September 27th, 2023, were approved unanimously.*

#### 3. Approval of Special Event Permits

##### 3a. DTSB Tree Lighting Ceremony - December 1, 2023

Kylie Carter, representing Downtown South Bend (DTSB), joined the meeting to discuss the annual Tree Lighting Ceremony. This event is a cherished tradition where a beautifully lit tree is ceremoniously illuminated, marking the beginning of the holiday season. The ceremony will be held on the Gridiron and will take place as a "First Friday" event, which is a local tradition of celebrating the first Friday of each month with special events and activities.

One exciting development for this year's Tree Lighting Ceremony is the return of cookie decorating, a delightful activity last seen in 2019. An updated event map was submitted, which includes the temporary closure of Washington Street to allow for increased foot traffic between the DoubleTree Hotel and the Gridiron. The closure is scheduled for 3:00 pm to 9:00 pm to accommodate vendors and a procession.

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To ensure safety and traffic management, members of the Traffic and Lighting crew will deliver cones, a No Left Turn sign, and jersey walls prior to 2:00 pm. DTSB personnel will handle the placement and removal of cones at the approved times to reopen the street. Importantly, no rain date was specified for this event.

Ms. Carter assured Mr. Ellis that all food vendors participating in the event are properly permitted by the City. To conclude the festivities, a brief fireworks show is scheduled.

*Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for the DTSB Tree Lighting Ceremony was approved unanimously.*

### **3b. DTSB Holiday Light Parade - December 8, 2023 (Rain Date: December 15, 2023)**

Ms. Carter remained at the committee meeting to provide details about the DTSB Holiday Light Parade, another significant event in our community. This annual parade is a joyful spectacle featuring beautifully decorated floats and vibrant holiday lights. Staging for the parade will occur on Frances Street, spanning from Washington Street to Wayne Street. The parade is scheduled to begin at 7:00 pm and will travel along Jefferson Blvd between S. Notre Dame Ave and S. Niles Ave.

To ensure a smooth and safe parade, DTSB has requested the inclusion of Police and Fire departments in the procession. Cones provided by VPA and the Traffic & Lighting team will be utilized for both parking and alley entrances to guarantee clear passage for the parade.

In the event of inclement weather on December 8, a rain date of December 15 has been arranged to ensure the parade's successful execution.

Since this is an annual event, the committee members are already familiar with the parade, and thus, they had no further questions.

*Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for the DTSB Holiday Light Parade was approved unanimously.*

## **4. Other Business**

### **4a. Holy Cross Parish Procession - October 15, 2023**

Father Jim from Holy Cross Parish joined the meeting to share information about a procession scheduled for Sunday, October 15, 2023. This event holds particular significance as it is part of a nationwide commemoration within the Catholic Church to honor the Hubris.

The prayer procession will commence at 11:45 am, starting at the front door of the church and featuring prayer stops along the route. Prayers will be offered on behalf of the local community, underscoring the parish's connection to the broader community.

During the procession, participants will remain on the sidewalks where applicable and will stay to one side of the Coal Line Trail to allow for the passage of other pedestrians.

*Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for the Holy Cross Parish Procession was approved unanimously.*

#### 5. Privilege of the Floor

None

#### 6. Adjournment

With no additional business to discuss, Ms. Roush motioned for adjournment, and Mr. Ludlow seconded. The meeting concluded at 1:50 PM.