



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

January 10, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Amy Roush, Brad Rohrscheib, Kyle Ludlow, Gerard Ellis (Teams).

1. Call to Order

The meeting was called to order at 1:02 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 November 8th, 2023, were approved unanimously.

3. Approval of Special Event Permits

3a. March for Life-South Bend-January 19 2024

The members of the committee discussed the application for the 30th anniversary of March for Life-South Bend. The participants begin the march in front of the Knights of Columbus Hall located at 533 E Washington St and travel along the sidewalks West along E Jefferson Blvd to the Robert A Grant Federal Building. Upon arrival, the participants will engage in a brief peaceful protest.

As this event is an annual gathering, the committee members were familiar with it and had no concerns or additional questions regarding the application.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for March for Life-South Bend was approved unanimously.

3b. Girls on the Run Michiana 5K-May 18 2024

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Hannah Francis joined the meeting on Teams in her new leadership role for Girls on the Run Michiana 5K. Ms Francis remarked that the 2024 event would follow the same route and timeframe used in 2023. Setup for the event would begin at 5:00 am and the event would conclude by 1:00 pm. Girls will begin arriving at 8:30 am to pick up their packets prior to the start time of the 5K scheduled for 9:30 am.

The committee discussed the number of “in kind” officers available according to the City Ordinance. It was pointed out that should an event of this size require additional officers, an invoice for additional hours and officers would be submitted to the Girls on the Run Organization with the expectation that the City be reimbursed for the additional costs.

Next, the committee had a conversation including Ms Francis regarding “in kind” services related to the purposes of street closures for the event. Ms Roush indicated that the supervisor of Traffic & Lighting (Mr Deal), would be contacted to confirm the number of “in kind” hours and personnel available before additional costs would be incurred. Ms Roush directed the secretary of the committee to e-mail a request for Mr Deal to contact Ms Francis in a timely manner to clarify potential additional costs and expectations for reimbursement as well as availability of personnel.

Finally, the committee discussed the closure of the angled parking spaces along Wall Street. The committee agreed that the total closure of the parking spaces or allowing only race staff to use them would be the safest option to protect the race participants.

Upon a motion by Ms. Roush and seconded by Mr. Rohscheib, the permit for Girls on the Run Michiana 5K was approved unanimously.

3c. St Patrick’s Day Parade-March 16 2024

Kylie Carter joined the meeting to discuss the application for the annual St Patrick’s Day Parade scheduled for March 16 2024 (Rain Date March 23 2024).

The parade, consisting of floats and walking units will follow a route beginning at Notre Dame Avenue and Jefferson and continue along Jefferson to Niles Avenue. The parade participants will disband at Washington Street. Floats will continue along Niles Avenue, while walking units will be free to return to the staging area located on S Frances Street between E Washington Street and E Wayne Street and E Wayne Street between S Notre Dame Avenue and S Eddy Street. The staging area reflects a change from 2023 as suggested by the committee members to diminish contact between spectators and parade participants at the starting point of the parade. Boomer will be delivered by 9:30 am facing E Jefferson Blvd at the South side of St Louis which will be used as a stage to provide music and announcements during the event.

Closures of side streets, alleys and the staging areas will commence at 9:30 am the day of the parade. The parade route will be closed to thru traffic beginning at 10:30 am and re-open at 1:00 pm. Parade volunteers will pick up cones from the various locations and group them at corners to be picked up by Traffic & Lighting crews later.

Ms Carter agreed to provide an updated map after the meeting and to contact Traffic & Lighting for any requests or questions prior to the parade.

Upon a motion by Ms. Roush and seconded by Mr. Rohscheib, the permit for St Patrick's Day Parade was approved unanimously.

4. Other Business

4a.

Discussion regarding availability and expectations for time and personnel beyond "in-kind" services in respect to action items to be added to the next agenda.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms. Roush motioned for adjournment, and Mr. Rohscheib seconded. The meeting concluded at 1:37 PM.