



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

March 13, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

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 February 28, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. April thru December First Fridays 2024-4/5, 5/3, 6/7, 7/5, 8/2, 9/6, 10/4, 11/1, 12/6/2024

Kylie Carter from DTSB joined the committee meeting in person to discuss the application for First Fridays April thru December 2024. This year will be a continuation of the First Fridays block parties. The event has continued to grow in popularity and requires more space. Ms Carter requested flexibility to close part or all of Michigan Street between W Wayne and W Washington according to the number of vendors expected monthly. The map attached to the application includes four options for closures. Ms Carter (DTSB) committed to notifying Traffic & Lighting each month prior to the planned activities to coordinate with the Traffic & Lighting team which closure options will need to be implemented.

DTSB has partnered with various merchants in the First Fridays location to encourage special offerings.

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The committee was satisfied that none of the closure options interfere with bus operation at the hotel or any other scheduled activities in the area surrounding the First Fridays area.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib and later amended to clarify that approval would be based on an email submitted in addition to the original map specifying closure options for each month, the permit for April thru December First Fridays was approved unanimously.

3b. Art Beat 2024-August 9-11 2024

Ms Carter remained at the meeting to discuss Art Beat 2024. Art Beat is a day-long showcase of visual, performing and culinary arts on the City streets of Downtown South Bend. This year's event will implement the same closures used in 2023. Setup for the event will begin at 6:00 pm on August 9th, to allow for the exit of the downtown workforce. The closure of Jefferson will re-open on August 11th by noon.

DTSB ambassadors will be on hand to assist vendors, participants, and visitors. The area will be patrolled by walking officers. Ms Roush volunteered to email Ms Thompson at SBPD to ensure that the event was on SBPD's calendar and that an EMT team would be available.

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Art Beat 2024 was approved unanimously.

3c. Chet Waggoner LL Opening Day Parade-April 27 2024

Kevin Ridenour joined the meeting via Teams to offer a brief description of the annual little league opening day parade and answer questions from the committee members concerning the event. The parade of players, parents, coaches, along with a police escort will begin at Holy Cross School. From there, the parade proceeds North on Portage via Wilber and Vassar Streets to Highland Cemetery to briefly pay respect at the Chet Waggoner memorial. Afterwards, the parade will continue to the Little League Park located on Riverside Drive. Historically, the timeline for the parade is 20-30 minutes. Mr Ludlow mentioned a potential conflict with construction on a new trail located on the West side of Boland but, it was decided that the construction would not interfere with the parade.

Mr Ridenour agreed to provide a copy of their Certificate of Insurance and to drop off the application fee for the event.

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Chet Waggoner LL Opening Day Parade was approved unanimously.

3d. Bacon Around the Bend 5K-June 22 2024

Amy Stewart-Brown, Director of the Family Justice Center, joined the meeting via Teams to discuss the application for this year's annual 5K. The route thru the Harter Heights Neighborhood is the same route used in 2023. The finish line is located at Corby's Irish Pub located on Niles Avenue. This years application requested the closure of (2) blocks North of Corby's on Niles Ave to facilitate a safe environment for runners and volunteers near the finish line. This year's 5K is expected to attract 500 plus runners and 50 volunteers.

Mr Ludlow identified construction scheduled for Hill Street and South Bend Ave during the race timeframe. He wanted the race organizers to be aware of potential traffic from the planned detour. Sgt Rohrscheib stated that the officers at the event would be made aware of the detour and would control traffic as needed.

The committee had no further questions or concerns.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for Bacon Around the Bend 5K was approved unanimously.

3e. Clover Street Block Party-June 29 2024

William Laske joined the meeting via Teams to discuss his application for the annual Clover Street Block Party. Mr Laske organized the block party as a community gathering for new and existing residents to meet and provide the neighborhood children with a safe space to have fun.

Mr Laske's application included signatures of approval from affected neighbors for the closure of Clover Street between Hildreth Street and Ruskin Street.

Mr Shipley said that Traffic & Lighting will drop cones at the intersection of the closure on Friday prior to the block party. The organizers will be responsible for the closure and re-opening of the block at the approved times. Traffic & Lighting will retrieve the cones the following Monday.

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Clover Street Block Party was approved unanimously.

3f. Coffee & Cars-July 20 2024

Carissa McNeil joined the meeting via Teams to discuss the application for his year's Coffee & Cars. The annual event is sponsored by the merchants of Eddy Street Commons and will require the closure of Eddy Street Commons Ph 1 between Angela and Napoleon. Local car clubs bring vehicles for display. In addition to the merchants, a DJ, inflatable

obstacle course, and a video game truck will be at the event. Last year's event drew a crowd of approximately 600 visitors.

Eddy Street Commons has barriers and cones and will not require additional items from the City.

The committee members had no questions or concerns.

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Coffee & Cars was approved unanimously.

4. Other Business

4a. The committee members present asked that it should be noted that the meeting held on February 28 2024 was the last meeting that Gerard Ellis will attend as a member of the Special Events Committee. Mr Ellis retires from the City of South Bend on March 8 2024. A replacement to represent SBFD on the committee is pending an appointment. Ms Roush passed on an invitation to Mike Damiano at SBFD to monitor upcoming events and make sure they are on the department calendar.

4b. Sgt Rohrscheib introduced Sgt Javier Bourne to the Special Events Committee and stated that he would be working along with him going forward.

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 concluded at 1:50 PM.