



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

April 10, 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 1:01 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 March 27, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. Mind, Body, Spirit Festival-May 4 2024

Jamila Thomas, Executive Director of Conscious Michiana, joined the meeting to present the application for the Mind, Body, Spirit Festival. The event is scheduled to be held at Potawatomi Park and will include a variety of vendors, music, and activities. Ms Thomas explained that the requested closure of Wall Street between Greenlawn and the Zoo entrance was a necessary safety precaution. She went on to say that an early morning closure would allow the vendors easier access to the event venue, as well as facilitate setup on Wall Street.

Parking for the event will be available at Adams High School, Kids Kingdom, and the area near the Potawatomi pool. Volunteers will be on hand to assist vendors and visitors to the event. Ms Roush requested that the School Corporation, Adams High School and the Zoo be contacted about utilizing their parking areas prior to the event.

The event will be cancelled in the event of inclement weather.

EXCELLENCE | ACCOUNTABILITY | INNOVATION | INCLUSION | EMPOWERMENT

1316 County-City Building | 227 W. Jefferson Blvd. | South Bend, Indiana 46601 | p 574.235.9251 | f 574.235.9171 | www.southbendin.gov

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for Mind, Body, Spirit Festival was approved unanimously.

3b. National Kids to Parks Day-May 18 2024

Amy Roush represented VPA on behalf of the application. Ms Roush told the committee that this would be the second year that this event would concur with Girls on the Run and be held in Potowatomi Park. She explained that it made the most sense to utilize the same space that would already have the street closure in place.

Boomer, along with food vendors will be located on the grassy area on the South side of Wall Street.

Due to her role with VPA, Ms Roush abstained from voting on approval of the event.

Upon a motion by Mr. Rohrscheib and seconded by Mr. Ludlow, the permit for National Kids to Parks Day was approved unanimously.

3c. Leeper Park Art Fair-June 14-17 2024

Renee Keller joined the meeting to answer questions regarding the application for Leeper Park Art Fair 2024. Ms Keller is the Vice President to the St Joe Valley Watercolor Society. The Society has sponsored the annual event for over 50 years. This year's event will host 80 artists.

The application requests the closure of Riverside Drive between Lafayette Blvd and 933 to facilitate setup of the event and protect visitors to the event. The event will be contained in the area surrounding the fountain.

Parking will be available in the North section of visitor parking at Memorial Hospital.

Invictus Security will provide security for the event.

The committee members had no concerns about this annual event.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for Leeper Park Art Fair was approved unanimously.

4. Other Business

4a. Final approval of Sunburst Routes

Mr Rohrscheib updated the committee members on changes made to the original Sunburst Races routes. Mr Rohrscheib told the committee that he remains in contact with

the race route planner if last minute adjustments would need to be implemented. The committee was satisfied with the revisions.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the final routes for the Sunburst Races 2024 were approved unanimously.

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 1:41 PM.