



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

April 24, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 1:06 PM 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 April 10, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. Corpus Christi Procession-June 2 2024

In the absence of a representative from St Adalbert's Parish, the committee reviewed a event application asking for the closure of Ford Street between St Adalbert and St Casimir to accommodate a procession with the Blessed Sacrament between the two parishes. The procession will follow the same route as last year and will not require assistance from Traffic & Lighting.

The committee agreed that they had no concerns about the event.

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Corpus Christi Procession was approved unanimously.

3b. Rebel Art Fest-June 9 2024

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In the absence of the event applicant, Ms Roush gave the committee details of the Art Fest from previous years. She explained that up until last year, the event had been a part of Best Week Ever and therefore the organizers hadn't been responsible for submitting their own application for the event. The event has been reoccurring for 7 years.

The application is requesting the closure of Wall Street to accommodate vendors that park in or near the street. The festival celebrating local art and music will be held in Potawatomi Park and is free to the public.

Mr Ludlow mentioned that a portion of Wall Street will be inaccessible due to construction and may hinder some parking areas.

Traffic & Lighting will drop cones prior to the event and the organizers and volunteers will be responsible for set-up and removal.

The committee had no further comments for the event.

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

3c. Concours d'Elegance at Copshaholm-July 13 2024

Patrick Slebonick, executive director of the Studebaker Museum, joined the meeting to answer questions related to the 2024 event application. Mr Slebonick told the committee that the requested street closure was the same as the closure used in previous years for the event. The closure of W Washington between Laurel Street and Chapin Street allows for an awards presentation and allows spectators to see the cars running and in motion as they drive by.

Mr Shipley confirmed that cones for the event will be delivered at the corner prior to the event and the Studebaker staff will be responsible for placing them and returning them to the corner for a Monday pickup.

The committee members had no further questions or concerns.

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Concours d'Elegance at Copshaholm was approved unanimously.

3d. Studebaker Car Cruise-In-September 29 2024

John Stratigos and Kirk Phillips joined the committee meeting to present the details of his application and answer any questions from the committee members. Mr Stratigos told the committee that Barnaby's of South Bend has sponsored a Studebaker car show on the last Sunday in September for the last five years. He told the committee that historically there

have been 80-120 participants and the Studebaker Drivers Club members handle the logistics concerning the cars. Mr Phillips explained that cars will be parked on both sides of St Louis along with the parking lot at Zikers Cleaners.

The committee members had no concerns regarding the event application.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Studebaker Car Cruise-In was approved unanimously.

4. Other Business

4a. The order of the agenda was adjusted to allow for the official announcement of the appointment of Derek Erhart as the new committee representative for the Sbfd and Suzie Krill as the alternate representative to be made at the beginning of the meeting. The new committee members were allowed to participate in today's meeting and those going forward.

4b. The committee discussed an email received by John Martinez concerning a request for information from the owner of Los Humildes Mexican Restaurant. Mr Camarena is planning on extending outdoor seating during the month of May into the parking lot adjacent to his business and wanted to know if he needed to fill out an application with the Special Events Committee prior to using the parking lot. The events committee didn't need to approve an application as the event would not include a street closure.

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 concluded at 1:32 PM.