



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 8, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Amy Roush, Brad Rohrscheib, Derek Erquhart, Kyle Ludlow, Coby Deal.

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. Ludlow, the minutes from the previous meeting held on April 24, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. OLH Last Day of School Field Day-June 4 2024

Karen Carrizosa addressed the Events Committee virtually on behalf of Our Lady of Hungary School. The school has a planned field day for the last day of school and has requested the closure of Chapin Street between Calvert and Bruce. The closure will allow students and staff to cross easily to the parking lot located across the street from the church. Ms Carrizosa told the committee that the requested closure would be from 8:30 am to 3:30 pm.

Ms Roush explained the drop-off and pickup procedure for cones, as well as what the organizers will be responsible for regarding the closure.

The committee had no further comments or concerns.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for OLH Last Day of School Field Day was approved unanimously.

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3b. Graduation Party-June 8 2024

The committee considered the Neighborhood Event application in the absence of the applicant. Members of the committee voiced their concern over the fact that Johnson is a connecting road to Lincolnway and therefore very busy. It was also mentioned that more than cones may be needed for the closure of Johnson between Rupel and Fredrickson and this was not typical for a block party.

Ultimately, the committee decided to deny the application as written due to safety concerns. Ms Roush directed the committee secretary to contact the applicant and ask her to attend the meeting on May 22nd to discuss potentially safer options that would allow the event to go forward. The committee agreed that the applicant has the option to amend the application with no additional fees.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for Graduation Party was denied in its current form unanimously.

3c. Purcell Graduation Party-June 9 2024

Bill Purcell joined the meeting virtually to discuss his application that requested the closure of an alley between St Peter Street and Foster Street. The closure will be used to set up an ice cream machine and allow for additional space for guests.

Ms Roush explained to Mr Purcell that the cones for the closure will be dropped off at the curb on Friday before the event. The applicant will be responsible for placing the cones to close the alley and removing them at the approved time of 10:30 pm. The cones will be returned to the curb and retrieved on the following Monday.

The committee had no further questions or objections.

Upon a motion by Ms. Roush and seconded by Mr. Rohrscheib, the permit for Purcell Graduation Party was approved unanimously.

3d. Fun in the Park-July 6 2024

Cat Zmud attended the events meeting in person as the representative for the McKinley Terrace Neighborhood Association. Fun in the Park is an annual neighborhood event. This year's event will be held in Helmen Park and will require the closure of Helmen Street between Rexford and Manchester. Ms Zmud asked the committee to approve the total closure of the eastbound lane and to limit access on the northern side of the intersection. The partial closure will allow for Boomer and a firetruck to access the park.

Ms Roush told Ms Zmud that she would connect with the VPA representative that is working Ms Zmud and ask them to give information needed to obtain a Certificate of

Insurance. Ms Zmud was also given contact information for SBFDD to inquire about having a fire truck at the event.

The committee members had no concerns regarding the application for the event.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Fun in the Park was approved unanimously.

3e. Fallen Officer Scholarship Ride-August 17 2024

Applicant requested that the application be tabled.

4. Other Business

4a. Color Run Rain Date

Sarah VanSickle requested an addition of a rain date the application for Color Run. The committee agreed to add June 29 2024 as a rain date

Upon a motin by Ms Roush and seconded by Mr Rohrscheib, the addition of a rain date of June 29 2024 was approved unanimously.

4b. Updated Applications

The committee members were given copies of the proposed updated City and Regional and Neighborhood applications to review.

4c. Revisit Closures First Fridays

The committee members agreed that the downtown has become very busy and they agreed that it would be wise to revisit the proposed closures with DTSB to make sure all departments involved are on the same page.

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 2:00 PM.