



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 22, 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 1:05 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 May 8, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. East Race Waterway 40th Celebration-June 29 2024

Representatives from VPA joined the meeting via teams to outline the planned activities for this one time event to celebrate the East Race Waterway. The event application requests the closure of S Niles Avenue from E Washington Street to E Jefferson Blvd to accommodate tents, DJ/Band, food trucks, and visitors. In addition, visitors will have the opportunity to experience rafting the Waterway.

Mr Deal decided that Jersey Walls will be used to close both intersections on Friday afternoon along S Niles Avenue. The event organizers will be responsible for re-opening the street on Sunday afternoon.

The committee directed Ms Hanna to post a notice of the street closure by Wednesday to alert residents in the area.

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Mr Erquhart directed the event organizers to park food trucks on the West side of the street to give fire trucks access to the townhomes should the need arise.

The committee had no further questions, comments or concerns. Ms Roush abstained from voting as this is a VPA event.

Upon a motion by Mr. Rohrscheib and seconded by Mr. Ludlow, the permit for East Race Waterway 40th Celebration was approved unanimously.

3b. Ellsworth Block Party-July 3 2024

The committee considered the application for the annual block party. The members agreed that the street closure should conclude at 10:00 pm. This timeframe will include time for clean-up. Ms Roush asked the committee secretary to reach out to the organizer to share the City Ordinance that governs the ending time of 8:00 pm for block parties.

The committee had no further concerns regarding the application.

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

3c. Kids Triathlon-July 20 2024

Ms Roush addressed the committee on behalf of VPA's application. She explained that the event was moving to Riley High School due to road construction surrounding Adams High School during the timeframe of the event. The event application included a rain date of July 21 2024.

Ms Roush told the committee that VPA employees will distribute fliers throughout the area surrounding Riley High School to alert them of the event.

Participants will take a route along Fellows St to Portage Ave; North on S St Joseph; East on Dubail; South on Marietta St; West on Dayton St; South on Rush to the parking lot entrance at Riley High School. The pool at the High School will be used for the swimming portion of the Triathlon.

Mr Ludlow informed the committee that road construction along Fellows St will conclude prior to the event. However, the committee requested a revised final map of the race route prior to the event over concerns about participants crossing Indiana Ave.

Upon a motion by Mr. Rohrscheib and seconded by Mr. Ludlow, the permit for Kids Triathlon (pending an updated map) was approved unanimously.

3d. Clark Run 5K-October 5 2024

An associate of the event organizer joined the meeting to discuss the application for the annual Clark Run 5K. He told the committee that the race will be the same as last year except for adding one additional block to the course to make it a true 5K.

SBPD will provide officers to assist with the rolling closure(s) and street crossings.

The committee reminded the applicant that a current Certificate of Insurance needs to be on file prior to the event.

The committee had no further comments or concerns.

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

3e. Graduation Party (Tabled 5/8/24)-June 8 2024

The organizer didn't attend the meeting and therefore the application was denied

Upon a motion by Ms. Roush and seconded by Mr. Ludlow, the permit for Graduation Party was denied unanimously.

4. Other Business

4a. Fallen Officer Scholarship Ride (Tabled 5/8/24)-August 17 2024

Dominick Rodriguez joined the committee to discuss the event application that was tabled at the last meeting. The motorcycle ride follows a route mostly thru the County. Mr. Rodriguez told the committee that the route will be changed somewhat each year so that the race will not become stagnant. The current route is approximately 60-75 miles long. Once the riders depart the City, they will not return. Riders will make stops at South Lawn and Sacred Heart Cemeteries before gathering at the FOP.

SBPD officers will escort the riders and briefly block the intersections along the route for the riders to pass.

It was noted that the Angel of Hope Ride has already been approved for the same day which will strain the available pool of officers to escort both rides. Mr Rohrscheib suggested adjusting the route and time-frame of the ride and told the committee that Lieutenant Richard will work with the organizer to finalize the map and time-frame.

Upon a motion by Mr. Rohrscheib and seconded by Mr. Ludlow, the permit for Fallen Officer Scholarship Ride was approved unanimously.

4b. Revisit Closures First Fridays

The committee members suggested closure of all options each month and leaving last minute changes to the DTSB staff. Ms Carter responded that with that approach many of the businesses in the area would have to deal with unnecessary loss of parking. The recommendation from the committee was for Ms Carter to submit maps for each month for the specific closures and types of closures needed. Mr Deal told Ms Carter that Traffic & Lighting will fill all the Jersey Walls and DTSB could drain and move those not needed.

A motion was made to amend the First Friday map layouts pursuant to Ms Carter sharing a map for each month of the remainder of 2024. It was agreed that two soft closures with a vehicle in the gap would be at each monthly event.

Upon a motion by Mr. Rohrscheib and seconded by Mr. Ludlow, the motion to amend the First Friday map(s) layout was approved unanimously.

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 2:20 PM.