



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

June 26, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Kyle Ludlow, Derek Erquhart, Coby Deal, Brad Rohrscheib (Teams).

1. Call to Order

The meeting was called to order at 1:04 PM by Mr Ludlow.

2. Approval of minutes

Upon a motion by Mr Ludlow and seconded by Mr Erquhart, the minutes from the previous meeting held on June 12, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. McGee Birthday Bash-July 20 2024

The committee discussed the Special Event application to close Thomas Street between McPherson and Napier. The event will be attended by family members and friends to celebrate the 100th birthday of a family member. The application contained the required Neighborhood Signatures.

The committee members had no concerns regarding this Neighborhood Event application.

Upon a motion by Mr Ludlow and seconded by Mr Rohrscheib, the permit for McGee Birthday Bash was approved unanimously.

3b. Westside BBQ & Craft Fest-July 28 2024

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Sara Stewart, Founder and Executive Director of Unity Gardens attended the meeting in person to discuss the application submitted for this year's festival. The festival serves as a fundraiser for Unity Gardens. Unity Gardens supplies free food gardens, otherwise known as edible parks and provides scholarships for local chefs to attend Ivy Tech.

Attractions at the festival include craft and informational booths, food and beverages, garden tours, kids activities, harvesting of vegetables, and a beer and wine tent.

As this is an annual event, the committee members had no further concerns.

Upon a motion by Mr Ludlow and seconded by Mr Erquhart, the permit for Westside BBQ & Craft Fest was approved unanimously.

3c. March for Jesus-August 17 2024

Kevin Mitschelen joined the meeting via Teams to address questions and concerns regarding the application for March for Jesus event. Mr Mitschelen explained to the committee that (4) groups of attendees will participate in the march. Three groups will depart from the parking lot at IUSB and one group will be shuttled from Hammes Book Store at Notre Dame. All groups will converge at Potawatomi Park to share in a prayer service. All participants will remain on sidewalks except when crossing intersections.

Mr Rohrscheib commented that two motorcycle rides requiring assistance from SBPD will be happening on the same day as the march and will require motorcycle officers. Regular officers or squad cars will be asked to assist with intersection crossings.

The committee members had no further concerns regarding the application.

Upon a motion by Mr Ludlow and seconded by Mr Rohrscheib, the permit for March for Jesus was approved unanimously.

4. Other Business

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Mr Ludlow motioned for adjournment, and Mr. Rohrscheib seconded. The meeting concluded at 1:22 PM.