



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

July 10, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

Members present: Amy Roush, Kyle Ludlow, Derek Erquhart (Teams).

1. Call to Order

The meeting was called to order at 1:02 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 June 26, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. Lake Reunion-August 3 2024

Mr Coleman joined the meeting to discuss his application for a street closure to accommodate this year's Lake Reunion. The event is a neighborhood gathering for the residents in the area of LaSalle Park. A meet and greet will be held at the Charles Black Center on Friday prior to the picnic on Saturday. A prayer service will be held on Sunday, which will not require the street closure.

The closure of W Washington between Falcon St and Dundee St will allow for safe crossing between the neighborhood and LaSalle Park.

Ms Roush directed Mr Coleman to contact Suzie Krill for any assistance he may need from SBFD for the event.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Lake Reunion was approved unanimously.

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3b. E Monroe Block Party-August 3 2024

Benjamin Valle joined the meeting and explained that he and his wife had connected with several fellow residents on their street during the past couple of years. He added that several of the residents have children the same ages. The block party is being organized by a small group of neighbors to encourage community building in their E Monroe neighborhood. Mr Valle described the block party as being a casual gathering including children's games. Mr Valle mentioned contacting SBFD for a possible visit to the block party. Ms Roush instructed the applicant to contact Suzie Krill for additional information regarding SBFD.

Ms Roush explained the cone drop off procedure to the applicant and reminded them that it is their responsibility to re-open the street closure at the approved time. The organizer is responsible for returning the cones to the drop off location for future pickup by Traffic & Lighting.

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

3c. SBC-5K Peace Run-August 24 2024

The committee members present briefly discussed the route attached to the application. Mr Ludlow identified several potential areas of concern.

The members agreed that Mr Rohrscheib needed to be present to discuss alternate routes for the Run.

Upon a motion by Ms Roush and seconded by Mr Ludlow, discussion was tabled until July 24 2024.

3d. Riley Homecoming Parade-September 6 2024

Mr Henderson joined meeting via Teams to discuss this year's application for the Riley High School Homecoming Parade. The parade will be comprised of band members, homecoming cars and court, members of staff, athletes from various High School sports, and cheerleaders.

The parade participants will assemble in the parking lot of Christian Center located on Ireland Rd. The parade will depart and follow Ireland Rd to Miami and continue to Jackson Field. Rolling closures will proceed with the progress of the parade.

Ms Roush suggested that Mr Henderson contact Suzie Krill to coordinate with SBFD.

As this is an annual event, the members of the committee had no further questions

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Riley Homecoming Parade was approved unanimously.

4. Other Business

4a. Ms Roush discussed mis-communications between VPA and Traffic & Lighting regarding the East Race Celebration. The event was successful despite last minute changes.

The committee considered further changes to the new Events application.

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 1:39 PM.