



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

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

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

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 Rohrscheib, the minutes from the previous meeting held on July 24, 2024 were approved unanimously.

3. Approval of Special Event Permits

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

Jeffery Thomas joined the meeting to revisit the proposed route for the Peace Run, as the application had been tabled at the previous meeting. Mr Ludlow investigated a possible conflict with the race route and ongoing construction in the area. He determined that construction wouldn't move South of Madison until September and wouldn't overlap the race route at the time of the event. Mr Thomas told the committee that the past race participants favored the proposed route.

The committee agreed to approve the race route as submitted.

Mr Thomas confirmed that race setup would commence at 8:00 am. All barriers needed for the race will be dropped off on Friday prior to the event. The blow-up finish line will be set-up after registration at a non-traveled section of Notre Dame Avenue South of Corby Street.

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After potential conflicts were discussed, the committee had no further concerns.

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

3b. Back 2 School Parade/Boogie-August 10 2024

Cynthia Taylor joined the committee meeting and confirmed that participants will gather at Washington High School, and the parade will proceed East on Washington Street to conclude at the Charles Black Community Center. The street closures will be the same as last year.

Mr Rohrscheib asked Ms Taylor if Taylor Williams from the school board had contacted her about the possibility of shuttling participants between an event being held at the fairgrounds (on the same day) and the Charles Black Community Center. Ms Taylor was unaware of the idea of shuttling participants but was aware of the event being held by South Bend Community Schools on the same day. Mr Rohrscheib asked Ms Taylor to reach out to Taylor and Alisha to make sure everyone was on the same page and avoid any disconnect between the City and South Bend School Corporation.

The parade will follow a straight route on Washington between Summit Street and Iowa Street, and rolling closures will be used for the parade route.

The committee members had no further questions of concerns regarding the event.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Back 2 School Parade/Boogie was approved unanimously.

3c. Clark Birthday Party-August 17 2024

The committee discussed the Neighborhood Event application requesting the closure of Haney Avenue between Fellows and Columbia. This is the second event of the summer at this location. The event is a birthday celebration with friends and family.

The committee had no concerns regarding the application, but they did remark that it should be communicated to the applicant that clean-up for the event should be completed by 11:00 pm and the street closure be re-opened.

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

3d. Tim's Birthday-August 17 2024

The committee discussed the Neighborhood Event application requesting the closure of Golden Avenue between Riverside and Woodward. The annual event is a birthday celebration with friends and family.

The committee members asked the secretary to reach out to the applicants and ask them to make sure that any neighbors that may be affected by the gathering be notified as a courtesy.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Tim's Birthday was approved unanimously.

3e. Classic Car Show Farmer's Market-August 24 2024

Diania Franks joined the meeting as a representative for the annual Classic Car Show hosted by Farmer's Market. Ms Franks told the committee that cars start arriving at 8:00 am and will park in the lot across Beyer Avenue. Food and music will be available throughout the event. This will be the 4th year for this event.

Ms Roush reminded Ms Franks that cones will be dropped on Friday prior to the event and they will be responsible for placing them and removing them at the approved time of 3:00 pm. It was agreed that enough cones would be provided to block the alleys from thru traffic within the street closure.

The committee had no further concerns.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Classic Car Show Farmer's Market was approved unanimously.

3f. NNN Arts Café-September 29 2024

Kathy Shuth joined the committee meeting representing the application for street closure to accommodate the annual NNN Arts Café. Ms Shuth told the committee that this year's layout would basically be the same as last year with an exception to expand the event areas by about a half block. Outdoor food vendors, artists, and music stages will be at the event.

The agreed upon times for the event are 9:00 am to 8:00 pm. Ms Shuth was reminded that the event team is responsible for closure and re-opening of the approved street at the approved times. The committee asked that the cones be returned to the drop-off location to facilitate retrieval by the Traffic & Lighting Department.

As this is an annual event, the committee had no further questions regarding the application.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for NNN Arts Café was approved unanimously.

3g. St Joseph County Crop Walk-September 29 2024

The committee members reviewed the event application for the St Joseph County Crop Walk 2024. CROP Hunger Walks are community-based walk fundraising events held in cities and towns across the United States, created to support the global mission of Church World Service, a faith-based organization transforming communities around the globe through just and sustainable responses to hunger, poverty, displacement and disaster. After a CROP Hunger Walk ends, 25% of the funds raised are returned to the host community to support local hunger fighting efforts.

Participants in the walk depart from Howard Park near Zion UCC and proceed along the East Race to Christian Parish and back to Howard Park along the sidewalks to raise money for the local community. Police presence will not be needed for the event however, VPA will be made aware of the walk.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for St Joseph County Crop Walk was approved unanimously.

4. Other Business

4a. Music Festival Keria Trl-September 1 2024

Music festival was brought to the attention of the committee so that SBPD and SBFD would be aware of it's presence since it sounds like a large gathering.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms Roush motioned for adjournment, and Mr Rohrscheib seconded. The meeting concluded at 1:33 PM.