



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

August 14, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

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

3. Approval of Special Event Permits

3a. Porch-a-Palooza

The committee members discussed the application requesting the closure of Hill Street between the alley and Colfax Ave to facilitate vendor parking. The committee noted that the event would be serving alcoholic beverages. The application did not list a security group for the event, or indicate an enclosure planned for the beer garden as stipulated in Section F of the event application.

In the absence of the applicant, the committee had no way to clarify the missing information regarding adherence to Section F rules on the event application. For that reason, the committee decided the application could not be approved [as written]. The committee secretary was directed to email the applicant listing the reason(s) for the denial of the application as well as information pertaining to who to contact should they wish to appeal directly to the Board of Public Works at the next public meeting, after recommended corrections were made to the application.

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Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit Porch-a-Palooza was denied as written unanimously.

3b. N Coquillard Block Party-September 2 2024

Mr Lewis joined the Events Committee to describe the events planned for the annual block party and to answer any questions the committee had. Mr Lewis told the members that families on Rockney, Cherry Tree, and Coquillard are invited to join the gathering. The application included all the necessary neighbor signatures. No rain date was requested.

The committee had no questions or concerns. The approved time for closure was 2:00 pm to 8:00 pm.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for N Coquillard Block Party was approved unanimously.

3c. Fusion Fest-September 14-15 2024

Ms Roush addressed the committee as the representative for the Fusion Fest application. She told the committee she would recuse herself from approving or denying the application.

The application requests the closure of St Louis between St Peter and Jefferson beginning on Thursday September 10th to facilitate the building of fencing along the river side of Howard Park and encompass approximately 2/3 of the park. Access to the playground and splashpad will remain during the installation of the fencing. Full Park closure will begin on Tuesday September 11th. Overnight security will start on Monday and continue until the following Tuesday. Closure of Jefferson Blvd between St Louis and MLK will occur on Saturday thru Monday 11:00 am to 8:00 pm. The event dates are September 14-15, 2024.

The event will have multiple vendors selling alcohol and the vendors will be responsible for checking ID's to verify age. The vendors will be fenced appropriately.

Having met the requirements for the Special Event application the committee had no further questions.

Upon a motion by Mr Rohrscheib and seconded by Mr Erquhart, the permit for Fusion Fest was approved unanimously.

4. Other Business

4a. Attendance Policies re: Open Door standards (In person and virtual) for State of Indiana.

Michael Schmidt outlined the current Open Door Laws for the State of Indiana governing attendance requirements for the Special Event Committee. The committee appointees must be physically present at least 50% of the meetings throughout the year. Only 2 online meeting in a row are permitted, after which the designated committee member must attend the next meeting in person. A designee is permitted to attend to take notes or offer suggestions, but that designee isn't allowed to vote. Each meeting of the committee must have 3 designated members present to qualify as a quorum.

4b. Eastside Reunion (Coquillard Park) Complaint.

Ms Roush wanted to share with the committee that the Mayor's Office had clarified that mishaps following the approved event were not connected to the event. She went on to comment that the leadership team at VPA would try to work more closely with SBPD to identify potential avenues to lessen the chances of future mishaps.

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 1:45 PM.