



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

September 25, 2024, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: Cobe Deal, Derek Erquhart

1. Call to Order

The meeting was called to order at 1:07 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 August 28, 2024 were approved unanimously.

3. Approval of Special Event Permits

3a. Newcomer Birthday-October 18 2024

The committee members discussed the application s submitted. The requested closure of Randolph between Marine and Mumford will only effect the applicant and one neighbor. The hours requested for closure are 3:30 pm to 8:30 pm.

The committee members had no objections to this closure.

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

3b. Friends & Family-October 19 2024

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The committee reviewed the application in the absence of the applicant. This neighborhood event was held in 2022, but it was not in 2023. The applicant requested the closure of Arnold between Indiana Ave and Prairie Ave to safely accommodate a gathering for family, friends, and neighbors. Hours requested for the closure are 12:00 pm to 7:00 pm.

No conflicts were identified by the committee.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Friends & Family was approved unanimously,

3c. Trick or Treat (Eddy St Commons)-October 22 2024

Carissa McNeil joined the meeting via Teams. She told the committee that this would be the 10th year for this event that offers trick-or-treating along the storefronts, a small pumpkin patch, a DJ, crafts, and balloon twisting for children 12 and under. The event would require the closure of Eddy Street between Napoleon Street and Angela Blvd between the hours of 1:00 pm thru 8:00 pm. A Rain Date of October 23 2024 was noted in the application. The applicants do not require City equipment or manpower.

The representative for SBF D confirmed that there will be access to all buildings from behind.

The committee did not foresee any conflicts for the event.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Trick or Treat (Eddy St Commons) was approved unanimously,

3d. Back to School Picnic-October 24 2024

The committee reviewed the application for this annual neighborhood picnic, It offers attractions and free food.

The event is held for residents and Notre Dame students so that they can become acquainted at the beginning of the school year. This timing of this year's picnic is a bit later in the fall due to a conflicting ND home game. The event will utilize Kelly Park for the picnic and the requested closure will facilitate foot traffic between the Robinson House and the park for the event setup. The hours of the closure will be 3:00 pm to 8:30 pm.

The committee had no further comments or concerns.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit Back to School Picnic was approved unanimously.

3e. St Nick 6K Run & 3K Walk-December 7 2024

Chris Martin attended the committee meeting in person to answer any questions pertaining to this year's race, He explained that this is the annual fundraiser for St Joseph Parish and School. The event includes a 6K run, 3K run/walk and a short version for small kids called "Run, Run Rudolph". The route selected for the race, which travels along the East Bank, is their preferred route. At the time of this meeting, the route is clear for participants of the race.

Mr Rohrscheib confirmed that officers from SBPD will assist with brief closures at intersections along the route to allow participants to safely cross.

Mr Martin mentioned a possible expansion of the race to a 12K in the next year depending on interest among participants.

The committee decided to implement "No Parking" on St Louis between LaSalle and Colfax 48 hours prior to the event for the safety of the participants.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit St Nick 6K Run & 3K Walk was approved unanimously.

3f. Stand By Me Walk-June 14 2025

Madelyn Martinec was on-hand to represent a Special Events application for the Stand by Me Walk 2025.

The walk will begin in Howard Park, make a loop thru downtown along Main Street and Michigan Street, and return to Howard Park via Jefferson Blvd. Participants will remain on sidewalks and crossings will be officer assisted. A fire truck draped with the American flag will be parked at Century Center. Participants will walk under the flag as they pass by on the route. 250-300 participants are anticipated for the walk.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Stand By Me Walk was approved unanimously.

4. Other Business

4a. Mention of the ribbon cutting and open house for the new Fire Station 8. York Rd between Altgeld and Hilltop will be involved sometime in October 2024.

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 1:38 PM.