



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

### SPECIAL EVENTS COMMITTEE MEETING MINUTES

October 23, 2024, 1:00 PM  
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: Brad Rohrscheib

#### 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 Kyle Ludlow, the minutes from the previous meeting held on October 9, 2024 were approved unanimously.*

#### 3. Approval of Special Event Permits

3a. DTSB Tree Lighting Ceremony-December 6 2024 (Inclement Weather Date Dec 7 2024)

Kylie Carter was in attendance to discuss the application for DTSB Tree Lighting Ceremony. She told the committee that the procession would begin at Century Center Circle Dr and culminate at the Gridiron. The procession will include a police car and firetruck. Cookie decorating will take place at the Double Tree.

Ms Carter told the committee that a brief closure of Michigan would be required for the fireworks display.

Ms Carter agreed to contact Traffic & Lighting by noon on Friday (day before the event) if the event will be moved to the alternate date.

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As this is the 8<sup>th</sup> year for the event, the committee had no further questions.

*Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for DTSB Tree Lighting Ceremony was approved unanimously.*

3b. DTSB Holiday Light Parade-December 13 2024 (Inclement Weather Date Dec 21 2024)

Kylie Carter remained at the committee meeting to discuss the application for the annual Holiday Light Parade. Ms Carter told the committee that the parade will require the closure of Jefferson between Eddy Street and Niles Avenue and Frances Street between E Washington Street and E Wayne Street from 6:00 pm to 8:00 pm. The parade is expected to contain 30 units.

The committee agreed that the closure of Jefferson will occur between 6:30 and 6:45 based on recommendations from SBPD. Additionally, the route will be posted with “No Parking” signs 48 hours prior to the parade. Traffic & Lighting will coordinate with SBPD on the timing of the closure.

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

*Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for DTSB Holiday Light Parade was approved unanimously.*

3c. Santa Run-December 14 2024 (Inclement Weather Date Dec 21 2024)

Representatives for Salvation Army Kroc Center, Eleanor Boothman and Tiffany Rusher joined the meeting to discuss the Special Events application for Santa Run. The proposed event is scheduled for December 14 2024 (Rain Date-December 21 2024) and will follow the same route used for the Color Run (in June 2024). Ms Boothman told the committee that registration fees would be held to a minimum to encourage as many participants as possible. Any give-aways such as tees or hats will depend on sponsorships pledged for the event.

Ms Roush verified with the applicants that the event had been coordinated with VPA, and the facility grounds team had been made aware that the Santa Run would be coming thru Governor Joe Kernan Park.

Minimal police presence will be required for the event. Ms Roush instructed the event organizers to communicate with Mr Rohrscheib prior to the event to establish expectations for police presence for the event.

*Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Santa Run was approved unanimously.*

#### 4. Other Business

The committee discussed how to handle approved applications not stating an alternate date and then the applicant wants to change the date of the event last minute.

The members agreed that once a date is approved, if another date is requested, the application will need to be resubmitted, and the application be considered within the stated 30-day (prior) timeline as well as time to schedule resources for the event.

#### 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 1:30 PM.