



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

### SPECIAL EVENTS COMMITTEE MEETING MINUTES

November 13, 2024, 1:00 PM  
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: Brad Rohrscheib

#### 1. Call to Order

The meeting was called to order at 1:01 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 23, 2024 were approved unanimously.*

#### 3. Approval of Special Event Permits

##### 3a. Our Virgin of Guadalupe Procession-December 12 2024

The event is an annual walk beginning at Ford and Kosciuszko, continuing along Ford to S Olive St. A few officers from SBPD will be needed to assist with the group crossing at intersections along the route. Participants generally travel at their own pace.

The committee members present agreed that approval of the event could move forward despite Officer Rohrschieb's absence. Additionally, the committee suggested that the applicant reach out to SBPD regarding expectations for police presence at the event.

*Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for Our Virgin of Guadalupe Procession was approved based upon the application unanimously.*

##### 3b. March for Life-South Bend-January 17 2024

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Griffin McHaffie, representative for Right to Life joined the meeting on Teams to present the 2025 application for the annual march and brief protest. McHaffie told the committee that the event has been held for the last 30 years. He went on to say it is an entirely peaceful event. The march begins at the Knights of Columbus Hall and continues along E Jefferson Blvd to the Federal Courthouse. The group will spend approximately an hour in front of the Courthouse in prayer and peaceful protest. The rally will begin at 10:30am and the march will begin at 11:00am. Once the group arrives at the Federal Courthouse, they will remain until noon and disperse thereafter. The event would require assistance from SBPD at the crossing of Jefferson. The event will not have a designated rain date. Ms Roush asked that Mr Rohrscheib's contact information be provided to the event applicant.

*Upon a motion by Ms Roush and seconded by Mr Ludlow, the permit for March for Life-South Bend was approved unanimously.*

#### **4. Other Business**

An application for Chanukah Menorah Lighting scheduled for December 29 2024 was received by the secretary of the committee late on November 12 2024. The application was mentioned by Ms Roush for the sole purpose to make sure that the event is on everyone's calendars of events. This is the first time this event has sought approval thru the Special Events Committee. Ms Roush explained that by bringing the event to the Special Events Committee, it would bring awareness throughout the various City entities, and therefore better serve the event.

The committee did not act upon the application, it will be discussed at the next scheduled meeting.

#### **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 1:23 PM.