



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

February 26, 2025, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

1. Call to Order

The meeting was called to order at 1:00 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 January 22, 2025, were approved unanimously.

3. Approval of Special Event Permits

3a. Cinco de Mayo Festival-May 3 2025

No one attended the meeting to represent the application for the Cinco de Mayo Festival 2025. The committee decided to table the application and requested that the secretary of the committee reach out to the applicant to ask for signatures from neighbors that the requested closure would affect.

Upon a motion by Mr Rohrscheib and seconded by Mr Erquhart, the permit for Cinco de Mayo Festival was tabled unanimously, to be discussed further at the next meeting.

3b. Mind, Body, Spirit Festival-May 3 2025

Jamila Thomas joined the meeting virtually on Teams to discuss the event application for the the 4th annual Mind Body Spirit Festival. The festival will be held in Potawatomi Park and will require the closure of Wall Street between Greenlawn and the Zoo entrance.

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The festival is a collaboration between practitioners, artists and musicians to celebrate a holistic approach to wellness.

The committee made the applicant aware of the impact on the green space in the park from the demolition of the pool in the park. There is also the possibility of nearby streets being resurfaced during the time of the festival that could limit available parking spaces. It is unclear as to when the street resurfacing will occur as bids haven't been issued for the project. Ms Roush commented that the City should consciously make a point of bearing in mind the potential roadway project when approving this application.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Mind, Body, Spirit Festival was approved unanimously.

3c. Girls on the Run Michiana-May 17 2025

Hannah Francis joined the meeting virtually on Teams to discuss her Event Application for the annual Girls on the Run Michiana run/walk.

The course for the event winds thru the neighborhood West and Northwest of Potawatomi Park. Participants will be divided into groups and will have start times staggered starting at 6:00 am. Attendance is expected to be approximately 2500. The event is scheduled to be finished by noon. This event could potentially be affected by resurfacing of streets in the area.

Officer Rohrscheib reminded Ms Francis that the event is entitled to 10 (in-kind) officers and anymore than 10 will be billed to the event.

Temporary fencing and sandbags will be provided for the event by VPA.

Ms Francis was emailed Mr Erquart's contact information to discuss availability of SBFD resources for the event.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Girls on the Run Michiana was approved unanimously.

3d. Sunburst Races-May 31 2025

Courtney Kipker and Travis Bladecki joined the meeting on Teams to discuss the Special Events application for Sunburst Races 2025. The course plan follows the route used in 2024. The course is subject to changes based on road construction along the route. The race will begin and end at Century Center (on the Jefferson Bridge). 4200-4500 participants are expected along with many spectators.

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Travis spoke at length with Mr Ludlow about potential street closures along the route and potential solutions. Adjustments to the course may be made closer to the race as areas of resurfacing fall under contract.

Mr Rohrscheib reminded the organizers of the event that they are intitled to 10 SBPD officers and will be responsible for an additional charge if more officers are needed.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Sunburst Races was approved unanimously.

4. Other Business

None Scheduled

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 1:48 PM.