



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

March 12, 2025, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: Derek Erquhart

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 February 26, 2025, were approved unanimously.

3. Approval of Special Event Permits

3a. MLK, Jr Celebration-April 4 2025

Ms Roush spoke to the committee and detailed this event application. She did not participate in the approval of the event.

The MLK, Jr Dream Center will be holding a ribbon cutting sneak peak on April 4 2025 and this application is for the Martin Luther King, Jr honor walk to be held in conjunction with the ribbon cutting ceremony. Going forward, it has been decided that it will be beneficial to the community to affiliate this walk with the Dream Center annually on this date.

The walk starts at the Civil Rights Heritage Center with a brief ceremony. From there, it will proceed along the route along Washington St to Birdsell St and then Linden. It was decided that a combination of cones and Jersey walls will be used along the route to

protect the participants. The event has the potential for a large gathering as several faith leaders along with State and Local representatives have expressed interest in participating in the walk and ceremonies. SBPD will be onhand to assist where needed.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the permit for MLK, Jr Celebration was approved unanimously.

3b. Live Way of the Cross-April 18 2025

Father Ben Landrigan joined the meeting to discuss an event application put forth on behalf of a group from Our Lady of Hungary Parish in Rum Village. The group puts on an annual Live Way of the Cross-Stations of the Cross typically on Good Friday or thereabouts. Those attending the re-enactment follow a route to each station with the aid of SBPD at intersections.

The re-enactment begins in front of the church and continues along Chapin St to N Dubail St, continuing to Kemble Ave, then Donald St to Chapin St and back to the church depicting Jesus' journey prior to the crucifixion. Father Ben requested that Chapin between Calvert and Bruce be closed as the crucifixion scene will be held on an elevated area between the church and school. Mass will be held following the completion of the re-enactment.

Cones will be dropped by Traffic & Lighting at the intersections prior to the event and volunteers will move them in and out of place as needed.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Live Way of the Cross was approved unanimously.

3c. Opening Day Parade-April 26 2025

This year's Chet Waggoner Opening Day Parade will make a minor change in the route of the parade due to construction by the Waste Water Plant. The parade will begin at Holy Cross School, travel Vassar to Diamond Ave, then to Portage, stopping in Highland Cemetery to honor Chet Waggoner, then exiting onto Portage, then traveling to Boland, then Riverside to CWLL.

This is an annual event and therefore the committee had no further comments or concerns.

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Opening Day Parade was approved unanimously.

3d. Cinco de Mayo Festival

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Juan Ramos joined the meeting to represent the application for the annual Cinco de Mayo Festival hosted by St Adalbert's Parish. Mr Ramos told the committee that an additional street closure on Huron between S Meade/S Olive was requested this year to allow for handicap parking and supply offloading. The details of the festival are the same as in previous years. The festival will not offer sales of alcoholic beverages.

Mr Ramos provided a signature list of neighbors that may be affected by the closure. He added that the surrounding neighbors are very excited and supportive.

This is an annual event, and the committee members had no further questions.

Upon a motion by Ms Roush and seconded by Mr Rohscheib, the permit for Cinco de Mayo was approved unanimously.

3e. South Bend Westside Memorial Parade

Carrie Pickens and Katie Reeves joined the meeting to represent this year's South Bend Westside Memorial Day Parade. This will be the 99th year for the parade. Staging will be held at the middle school located at Lombardi and Ford St. The parade will follow along Ford St to Olive in a tribute to fallen veterans. The seventeen block route will be assisted by SB Street Department, SBPD, SBFD and a team of parade volunteers.

Ms Reeves identified issues with street closures in 2024 and communicated them to Traffic & Lighting.

The parade route will be checked for potholes and swept the week of May 19th by the Street Department. Letters will be passed out to residents along the route in preparation of the parade.

This year the City of South Bend will celebrate it's 160th birthday and this theme will be incorporated into this year's Memorial Day Parade festivities. Planning for additional activities to pay homage to fallen veterans as well as the City's birthday were not complete at the time of the meeting.

Upon a motion by Ms Roush and seconded by Mr Rohscheib, the permit for South Bend Westside Memorial Parade 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 Rohscheib seconded. The meeting concluded at 1:47 PM.