



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

April 9, 2025, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: Brad Rohrscheib, Kyle Ludlow

1. Call to Order

The meeting was called to order at 1:09 PM by Ms Roush.

2. Approval of minutes

Upon a motion by Ms Roush and seconded by Mr Erquhart, the minutes from the previous meeting held on March 26, 2025, were approved unanimously.

3. Approval of Special Event Permits

Items put forth under recommendation by the Special Event Committee are subject to final approval from the Board of Public Works at their regularly scheduled public meetings.

3a. May First Fridays-May 2 2025

Kylie Carter, Director of Marketing DTSB, joined the meeting to discuss the event application for May First Fridays. Ms Carter told the committee that this month's event will follow a pedals and steam theme, featuring a bicycle parade as well as vendors in a block party setting. The event will be held in 100 Blk of Michigan Street, allowing access to the Layton parking structure. The event will require the closure of Michigan Street from Washington Street to Jefferson Blvd. The festival is expected to draw approximately 2000 attendees.

The committee members present had no further comments or questions.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for May First Fridays was approved unanimously.

3b. Summer Reading Kick Off-June 6 2025

Rachel Zeiger-Toppen joined the meeting to discuss the application for Summer Reading Kick Off sponsored by the St Joseph County Public Library. The applicants requested the closure of Michigan Street between Western Street & Wayne Street to allow for more green space for attendees.

The committee requested that the applicant obtain signatures of approval from the businesses potentially affected by the requested closure. The committee also commented that this event would be held on the same day as June First Fridays and suggested to Ms Zeiger-Toppen that she should collaborate with Ms Carter from DTSB.

A motion was made to table approval of this event until the next meeting to allow the applicant time to obtain signatures of approval from the surrounding businesses.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Summer Reading Kick Off was tabled until the next meeting scheduled for April 23 2025.

3c. Leeper Park Art Fair-June 13-16 2025

Renee Keller attended the meeting to represent the St Joesph Valley Watercolor Society's application for the Leeper Park Art Fair. Ms Keller told the committee that this art fair has been an annual Father's Day event for decades. The application requests the closure of Riverside Drive between N Lafayette Blvd and Michigan Street.

Ms Roush told Ms Keller that in the future, VPA didn't want vendors, food trucks or vehicles parking in the grassy areas of the park. A vehicle (not associated with the event) damaged a major water line during the event, threatening surrounding water users. Representatives of VPA have offered their assistance in re-working the current site map to position vehicles off the grassy areas in 2026 to lessen opportunities for damage to park infrastructure going forward.

The committee members present had no concerns over the application as set forth for the requested road closure for this year's event.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Leeper Park Art Fair was approved unanimously.

3d. Bacon Around the Bend 5K-June 21 2025

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Jessica, joined the meeting to represent the Family Justice Center's event application for this well established annual fundraiser. The proposed route has been used for the last several years and neighbors, SBPD and participants are comfortable with and look forward to the event. The application does not ask for an alternate rain date.

The committee is familiar with the annual event and did not have further questions or concerns.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Bacon Around the Bend was approved unanimously.

3e. Krok Center 5K Color Run-June 28 2025

Eleanor McComish joined the meeting to represent the Krok Center and their application for the annual 5K Color Run. This year's application requests a change in the race route and included (4) alternate routes with the application. Due to Mr Rohrscheib's absence, Ms Roush proposed tabling discussion of the event until the next scheduled meeting to allow time for Mr Rohrscheib to review the proposed routes.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Krok Center 5K Color Run was tabled until the next meeting scheduled for April 23 2025.

3f. Concours d'Elegance at Copshaholm-July 12 2025

Jo McCoy joined the meeting representing the Studebaker National Museum's event application for this year's invitation only car show at the historic Oliver Mansion.

All pertinent permits have been filled out and deposits made. Alcohol sales will be contained in the Beer Garden. The requested start time for the event is 5:00 am to allow for setup of the vehicles.

Volunteers and SBPD will be on hand to assist with operations connected with the event.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Concours d'Elegance at Copshaholm was approved unanimously.

3g. Angel of Hope Memorial Ride-August 16 2025

No representative was present for this application.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Angel of Hope Memorial Ride was tabled until the next meeting scheduled for April 23 2025.

3h. Fallen Officer Scholarship Ride-August 16 2025

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The committee members present agreed to table this application in Mr Rohrscheib's absence.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for Fallen Officer Scholarship Ride was tabled until the next meeting scheduled for April 23 2025.

3i. March to the Memorial-September 11 2025

Upon a motion by Ms Roush and seconded by Mr Deal, the application for March to the Memorial was tabled until the next meeting scheduled for April 23 2025.

4. Other Business

4a. River Park Run-May 10 2025

DeAndre Barton submitted a Special Event application for a new walk/run event within the 30 days or more window and paid the expedited fee however, the committee was concerned about the short time frame and suggested to the applicant that he should consult Officer Rohrscheib over the proposed route of the walk/run and how much of a police presence would be required to accommodate the route submitted. Ms Roush explained that the committee is interested in making the event work, but the event application as presented required working with City officials to agree on a viable route for the walk/run.

Upon a motion by Ms Roush and seconded by Mr Deal, the application for River Park Run was tabled until the next meeting scheduled for April 23 2025.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms Roush motioned for adjournment, and Mr Deal seconded. The meeting concluded at 1:57 PM.