



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

April 23, 2025, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: Amy Roush

1. Call to Order

The meeting was called to order at 1:04 PM by Mr Rohrscheib

2. Approval of minutes

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the minutes from the previous meeting held on April 9, 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. Rebel Art Fest-June 1 2025

A representative from Make South Bend LLC joined the meeting and gave a brief description of the event and the requested street closure. The event organizer for this free community festival requested the closure of Wall Street between the zoo entrance and Ironwood from 12:00 pm to 8:00 pm to accommodate booths and foot traffic. The annual event will celebrate local art and music for the 10th year. Security will be provided by a private security service.

Mr Ludlow noted that the demolition scheduled for the pool at Potawatomi should be completed prior to this art festival and shouldn't affect the space.

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Mr Deal was agreeable to the closure since it was the same as in previous years for the festival.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for Rebel Art Fest was approved unanimously.

3b. June thru Sept First Fridays-6/6, 7/4, 8/1, 9/5, 2025

Kylie Carter addressed the committee on behalf of DTSB and the application for the First Friday events scheduled for the summer season. The event will use the same layout for June thru September and utilize the 100 and 200 blocks of S Michigan Street while leaving access to Layton Garage.

The event is in a block party fashion and features a beer garden, live music, vendors and themed activities.

The June First Friday event will be held at the same time as Summer Reading Kick-off sponsored by the St Joseph Public Library. Therefore, the 100-300 blocks of S Michigan will be closed between 12:00 pm to 10:00 pm on June 6th.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for June thru September First Fridays was approved unanimously.

3c. Summer Reading Kick-Off-June 6 2025

Rachael Zeiger-Toppen addressed the committee on behalf of the St Joseph County Public Library to discuss their event application for Summer Reading Kick-off. The annual summer event is held to promote literacy and reading in the community. The event takes place in the courtyard at the library and the street closure would facilitate pedestrian crossings to and from the event.

Ms Zeiger-Toppen provided a signature sheet signifying that the surrounding businesses were aware of the street closure planned for the event.

Upon a motion by M Rohrscheib and seconded by Mr Ludlow, the application for Summer Reading Kick-Off was approved unanimously.

3d. Kroc Center 5K Color Run-June 28 2025

Eleanor McComish joined the committee meeting to revisit the application for the Kroc Center 5K Color Run after it was tabled on the April 9th meeting. The route was tweaked by Mr Rohrscheib and the event organizers to accommodate the run and strategically place in-kind officers to ensure the safety of the participants and spectators.

The family friendly 5K Color Run will be followed by fun games and activities.

No conflict with the ball game is expected.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for Kroc Center 5K Color Run was approved unanimously.

3e. Kids Triathlon-July 19 2025

The committee discussed the event application in the absence of the applicant. This year's event will be held at Washington High School and the surrounding area. Events include: running, biking and swimming events for ages 5-14.

It was determined by Mr Rohrscheib that in-kind officers will be sufficient to cover the bike route to be used in the event.

The committee agreed that the final details of the event will be decided as the event gets near.

Upon a motion by Mr Rohrscheib and seconded by Mr Erquhart, the application for Kids Triathlon was approved unanimously.

3f. Art Beat-August 9 2025

Kylie Carter addressed the committee on behalf of DTSB. She presented the application for Art Beat 2025. The day-long event is a showcase of visual, performing and culinary arts in downtown South Bend. Jefferson Blvd from MLK to St Louis and St Louis from Jefferson to Washington-Howard Park will be closed from 11:00 am to 7:00 pm. Set-up for the vendors will be on August 8th after 6:00 pm and cleanup will be on August 10th until 3:00 pm.

Mr Ludlow pointed out that River West Development has planned demo in the area that could limit parking.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for Art Beat was approved unanimously.

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

The committee discussed the application for this annual motorcycle ride to benefit the Angel of Hope Memorial Garden. The route remains unchanged from 2024. The application was tabled at the previous meeting as Mr Rohrscheib was absent.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for Angel of Hope Memorial Ride was approved unanimously.

3h. Fallen Officer Scholarship Ride-August 16 2025

Dominick Rodriguez joined the meeting to discuss the application for the annual Fallen Officer Scholarship Ride. The scholarship fund raiser donates all proceeds to scholarships for high school seniors in honor of fallen SBPD Officers.

The route pre-approved by Mr Rohrscheib includes three stops with the last being at the FOP grounds.

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for Fallen Officer Scholarship Ride was approved unanimously.

3i. March to the Memorial-September 11 2025

This annual event to commemorate 911 includes walkers on City sidewalks and/or grassy areas. The route proceeds thru the South Bend Metro area, stopping at firehouses along the way. Participants may join the walk at any point along the route. The route concludes at the St Joseph County Parks 911 Memorial.

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

Upon a motion by Mr Rohrscheib and seconded by Mr Ludlow, the application for March to the Memorial was approved unanimously.

4. Other Business

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Mr Rohrscheib motioned for adjournment, and Mr Ludlow seconded. The meeting concluded at 1:40 PM.