



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

### SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 14, 2025, 1:00 PM  
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent:

#### 1. Call to Order

The meeting was called to order at 1:02 PM by Mr Rohrscheib

#### 2. Approval of minutes

Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the minutes from the previous meeting held on April 23, 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. Childcare Grand Opening-May 18 2025

Amber Wheatly, owner of Little Scribbler's Childcare, joined the meeting present her application for the closure of E Irvington between S Michigan & S St Joseph to accommodate foot traffic for the Grand Opening of her new childcare business. The event will feature bounce houses, giveaways and community tours.

10 of 12 neighboring homes/businesses signed the Neighborhood signature form, the remaining 2 not being at home. The new business passed inspection by the Fire Marshal and obtained a license from CPS.

Traffic & Lighting will drop cones on Friday, May 16. Organizers are responsible for placing the cones and returning them to the original drop-off location.

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the application for Childcare Grand Opening was approved unanimously.*

### **3b. St Joseph Grade School Field Day-June 6 2025**

Hannah Deputy, parent and Committee Chair, joined the meeting to discuss the events application requesting the closure of St Louis between Colfax and LaSalle to facilitate the annual school-wide event. An expected attendance of 400 teachers, school-age, and pre-school age children will be treated to games and a picnic lunch to celebrate the end of the school year. Parent and teacher volunteers will be on hand to support the event.

Traffic & Lighting will drop cones prior to the event and volunteers will be responsible for placing them and returning them to the drop-off location for pickup.

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the application for St Joseph Grade School Field Day was approved unanimously.*

### **3c. Johnson Graduation-June 7 2025**

The committee discussed the event application in the absence of representation. The committee discussed the location of the event and clarified that Eclipse has two sections and could potentially be affected by the closure. It was stipulated that cones must be placed to allow turning access (left/right) beyond Westmore.

3 signatures were collected on the Neighborhood Signature form, and was deemed adequate due to the limited housing affected by the event.

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the application for Johnson Graduation was approved unanimously.*

### **3d. Hermitage Estates Block Party-June 7 2025**

Jennifer McGuire, homeowner on Larkspur Dr and event organizer, joined the meeting to discuss the event application. She described the event as an organic block party involving 7 homes. Activities will include pop-up tents and dessert potluck. The event coincides with a neighborhood wide garage sale.

The committee members clarified the logistics of closure placement and confirmed that there wouldn't be bounce houses.

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The organizers will be responsible for placement of cones and their return to the drop-off location at the conclusion of the event.

*Upon a motion by Ms Roush seconded by Mr Rohrscheib, the application for Hermitage Estates Block Party was approved unanimously.*

### 3e. 100<sup>th</sup> Anniversary 4-H Fair Parade Salute-June 21 2-25

The committee briefly discussed the proposed route of the parade in the absence of the applicant. The route would include Lafayette, Sterling, Washington, Williams and Western. The committee had concerns over the map and route details and officer staffing requirements. It was noted that this was a new/unfamiliar event. The application was tabled and will be discussed at the next meeting, providing the organizer is present to answer questions.

*Upon a motion by Mr Rohrscheib and seconded by Ms Roush, the application for 100<sup>th</sup> Anniversary 4-H Fair Parade Salute was tabled until the next meeting unanimously.*

### 3f. Corpus Christi Procession-St Matthew's-June 22 2025

Fr Ben Landigan joined the meeting virtually to introduce the events application and answer questions from the committee. The procession involves carrying the Eucharist from St Matthew's Parish along a route that includes Miami St, Dubail St, Fellows St, and Calvert St. The procession concludes at Our Lady of Hungary Church. Participants will walk in the streets. Officer coverage will utilize a leapfrog method to block/open intersections as the procession moves.

As this procession takes place on the same day as the St Adalbert Procession (Item 3g.), officer co-ordination for coverage for both processions was discussed. Officers will manage both events using a rotating blockade strategy, utilizing 6-8 officers per event.

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the application for Corpus Christi Procession-St Matthew's was approved unanimously.*

### 3g. Corpus Christi Procession-St Adalbert-June 22 2025

This event was discussed simultaneously with item 3f on the agenda. The route taken by the procession includes Huron, Philippa, Ford and Western as the Blessed Sacrament travels from St Adalbert Church to St Casimir Church. This procession will precede the Corpus Christi Procession-St Matthew's.

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the application for Corpus Christi Procession-St Adalbert was approved unanimously.*

**3h. Clover Street Block Party-July 12 2025**

The Events Committee considered the application for this event without attendance by the event organizer. The application requests the closure of Clover between Hildreth and Ruskin to insure a safe space for families to congregate. Planned activities include kids games, prizes and potluck food. This is an annual event.

The committee members instructed the secretary of the committee to communicate the procedure used for drop-off and pick-up of cones to the event organizer.

*Upon a motion by Mr Roush and seconded by Mr Rohrscheib, the application for Clover Street Block Party was approved unanimously.*

**3i. Clark Run 5K-September 27 2025**

A representative for Stanley Clark School was in attendance at the committee meeting to present the event to the committee and answer questions regarding the event. The event includes a 3.5K walk and 5K run and utilizes the same route from 2024. This event serves as a fundraiser for Stanley Clark School.

Ten SBPD officers will help with the event per City ordinance. The race will begin at 10:00 am and will host 200-300 participants.

As this is an annual event, the members of the committee had no new questions or concerns.

*Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the application for Clark Run 5K was approved unanimously.*

**4. Other Business**

**4a. Sunburst Races-Amendment to closure dates.**

The committee was asked to amend the approved closure date to include Friday, May 30 2025 to be used for set-up for the event. If approved, Jefferson from MLK to Niles will be closed at 6:00 pm on Friday afternoon.

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

**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 1:42 PM.