



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: September 10, 2025

Time: 1:04 pm - 1:41 pm

Members Present:

- Amy Roush
- Kyle Ludlow
- Brad Rohrscheib
- Coby Deal
- Derek Erquhart

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:04 pm.

2. Approval of Minutes

The minutes of the previous meeting held on August 27, 2025 were approved.

3. Approval of Special Events

ND Irish Jam – October 3 2025

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Notre Dame Irish Jam Event Planning and Approval: Carissa McNeil from Kite Realty presented the details of the Notre Dame Irish Jam scheduled for October 3rd, 2025, with Amy Roush and Kristine discussing logistics, safety, attendance, and city support, leading to the committee's approval of the event.

- Event Overview and Schedule: Carissa McNeil explained that the Notre Dame Irish Jam is a new event sponsored by Under Armour, taking place on October 3rd, 2025, from 12:00 PM to 8:00 PM. The event will feature Notre Dame men's and women's basketball teams, community programming with local schools and centers, a DJ-based music program, and a main event with both teams and head coaches present.
- Safety, Security, and Medical Arrangements: Carissa McNeil detailed that Notre Dame will provide police and safety personnel, while Kite Realty will coordinate with South Bend Police and private security. Full-time medical staff, an ambulance, and two EMTs will be on site, with the ambulance service booked through Tri-County Ambulance Service.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

- **Logistics: Street Closures and Setup:** The event requires closing Eddie Street from Angela to Napoleon, with barricades set up by both Eddie and Notre Dame for added safety. The street will close at 10:00 PM on October 2nd, with overnight setup and communication to residents. Tear-down will begin immediately after the event, with a goal to clear the area by 8:00 AM on October 4th due to a home football game.
- **Attendance, Facilities, and Community Engagement:** Expected attendance is 2,000 to 3,000 people. Additional porta potties will be provided, and all on-site restaurants will be open. Under Armour is working to sponsor local youth teams, and efforts are being made to engage local centers and schools. There is ongoing discussion about providing temporary bleachers, with the city exploring available resources.
- **Committee Questions and Approval:** Amy Roush and Kristine asked about overnight security, seating solutions, and ambulance arrangements. Carissa confirmed overnight security and provided details on the ambulance service. The committee approved the event following these clarifications.

Hispanic Heritage Fun Run -October 4 2025

Amy Roush led the discussion with the event organizer regarding the Hispanic Heritage Fun Run on October 4th, 2025, focusing on route planning, participant safety, and city support, resulting in the committee's approval.

- **Event Description and Goals:** The organizer described the Hispanic Heritage Fun Run as a grassroots event to promote health in minority communities, aiming for 150 participants. The course is mapped to use Howard Park and Northside, avoiding hills and minimizing street closures due to ongoing construction.
- **Route Planning and Safety Recommendations:** Amy Roush recommended keeping the run on the sidewalk to reduce the need for police officers, especially given the home football game and limited city resources. The wide sidewalk and underpass at Sample St. were identified as suitable for the event, with the only potential need for an officer at the turnaround point.
- **City Support and Ordinance Explanation:** Amy Roush explained the city's in-kind support for non-profits, which includes up to ten officers per event, but emphasized that using the street would quickly exhaust this allocation due to the farmer's market and construction. The organizer agreed to keep the event on the sidewalk for this first year.
- **Approval and Future Considerations:** The committee approved the event, with recommendations to check the Notre Dame schedule for future years and consider expanding to the street if participation grows.

Northeast Neighborhood Back to School Picnic -September 26 2025

Coordination: Amy Roush and the committee discussed logistics for the Northeast Neighborhood Back to School Picnic on September 26th, 2025, including road closures, park use, and city support, and approved the event.

- **Event Details and Road Closure:** The event will take place at Kelly Park between Saint Peter streets, with a request to close Howard from 4:00 to 8:00 PM. The closure is needed for event setup and safety, with cones to be dropped by city staff.
- **City and Fire Department Involvement:** The committee confirmed that the fire department has participated in the past, bringing out equipment and trailers for community engagement. Coordination with city staff for road closure and setup was discussed.
- **Approval Process:** After confirming logistics and city support, the committee approved the event as requested.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

October 1st Friday Event – October 3 2025

Amy Roush facilitated the approval of the October 1st Friday event for October 3rd, 2025, after confirming participation and reviewing the application, with no major questions raised.

- **Application Review and Approval:** The committee reviewed the application for the October 1st Friday event, confirmed that Amy Roush's team is participating but not leading, and approved the event without further discussion.

4. Other Business

Women's Recovery Walk – October 11 2025

Andrea from Dismas House, with Amy Grill and Kristine, presented the Women's Recovery Walk for October 11th, 2025, discussing route, safety, and police support, leading to the committee's approval with guidance on sidewalk use and communication.

- **Event Overview and Route:** Andrea described the Women's Recovery Walk, organized in partnership with several organizations, starting at Life Treatment Center, stopping at the Y, continuing to Dismas House, and ending at the old Habitat office building. The event aims to raise awareness for women's recovery.
- **Expected Attendance and Route Logistics:** The application estimated up to 500 participants, though actual numbers are uncertain. The organizers initially preferred a street route for visibility and safety but were open to sidewalk use based on city recommendations.
- **Police Support and Safety Considerations:** Amy Roush explained the impact of the Notre Dame home game on police resources and recommended sidewalk use to minimize officer requirements. The only mandatory officer presence would be at the Sample St. crossing, with the possibility of using on-duty patrol officers to reduce costs.
- **Communication and Contingency Planning:** Organizers were advised to communicate any significant increase in attendance by the Monday before the event to allow for additional officer scheduling if needed. The committee emphasized ongoing communication and flexibility in planning.
- **Event Approval:** Following discussion and agreement on logistics, the committee approved the Women's Recovery Walk, with the understanding that the event would primarily use sidewalks and coordinate closely with city staff.

Follow-up tasks:

- **Bleacher Availability for ND Irish Jam:** Determine if bleachers from Beyer Softball Complex and Libra Park Tennis Center can be provided for the ND Irish Jam event and coordinate their delivery and pickup without incurring excessive overtime costs. (Amy Roush)
- **Ambulance Coordination for ND Irish Jam:** Confirm the ambulance provider for the ND Irish Jam event and communicate details to relevant parties if not already done. (Carissa McNeil)
- **Police Support for Women's Recovery Walk:** Coordinate with patrol captain to arrange for two officers to assist with Sample St. crossing at approximately 11:15 AM during the Women's Recovery Walk, and adjust officer support if attendance approaches 500 participants. (Amy Roush)
- **Attendance Update for Women's Recovery Walk:** Notify Amy Roush by Monday of event week if Women's Recovery Walk attendance is expected to be close to 500, so police support can be adjusted accordingly. (Kristine, Amy Grill)

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

5. Privilege of the Floor

6. Adjournment

Meeting adjourned at 1:41 PM