



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

March 26, 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 1:03 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 March 26, 2025, were approved unanimously.

3. Approval of Special Event Permits

3a. Making Strides Against Breast Cancer-October 24 2025

Jamie Miller, Senior Development Manager for the American Cancer Society based in South Bend, joined the meeting to briefly discuss the events application for this year's walk. He told the members that this is the largest breast cancer event nation-wide. The walk has been held in the Michiana area for the last 20 years and proceeds go towards research as well as patient and caregiver support programing. The event is returning to Howard Park this year from Mishawaka.

Set-up for the event will begin at 6:00 am and the opening ceremony and walk will commence at 9:30 am. The route for the walk will follow Northside Blvd between E Wayne and S Twyckenham and will conclude at Howard Park. It was determined by Mr Ludlow that construction in the area should be wrapped up by the time event.

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Upon a motion by Ms Roush and seconded by Mr Rohrscheib, the permit for Making Strides Against Breast Cancer was approved unanimously.

4. Other Business

Mr Rohrscheib entered a motion to publish the updated Special Events Applications. Mr Deal seconded the motion. The motion 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 1:18 PM.