



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

SPECIAL EVENTS COMMITTEE MEETING MINUTES

May 28, 2025, 1:00 PM
731 S. Lafayette Blvd, South Bend, IN 46601

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

Members absent: None

1. Call to Order

The meeting was called to order at 1:02 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 May 14, 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. 95th Birthday Block Party-July 4 2025

The applicants were not present to discuss the requested closure of Kenmore between Western and Jefferson.

The committee secretary was directed to reach out to the applicant to confirm the signatures and to ask if they had communicated with the church that would be affected by the closure.

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Upon a motion by Ms Roush and seconded by Mr Deal, the application for 95th Birthday Block Party was tabled until the next meeting unanimously.

3b. VPA 4th of July-July 4 2025

Ms Roush represented the application for VPA's 4th of July event and recused herself from voting on approval of the event.

The event will be held in Howard Park and the free community event will include a movie, vendors, music and a fireworks show afterwards.

The fireworks will be launched off the piers located below Plaza Park and have been approved by the DNR. The display will commence after the conclusion of a program scheduled at the Morris Performing Arts Center, at approximately 9:30 pm. Jefferson will be closed between Niles Ave and St Louis St for the display.

Music will be provided thru a partnership between Century Center, the Symphony and the Morris Performing Arts Center.

Upon a motion by Mr Erquhart and seconded by Mr Deal, the application for VPA 4th of July was approved unanimously.

3c. Fusion Festival-September 27-28 2025

Ms Roush also presented the application for this year's Fusion Festival and recused herself from voting on the application.

The annual event will be held in Howard Park and will feature food vendors, music, food vendors, local artisans and unique experiences.

Fencing will be put up on September 19th, however Howard Park will not close until September 25th. Barricades will be provided by Meridian Barricades.

As this is an annual event and the application contained the necessary information, the committee had no concerns with the approval of the application.

Upon a motion by Mr Ludlow and seconded by Mr Deal, the application for Fusion Festival was approved unanimously.

3c1. Second Motion to amend approved date

Vote to amend the approved date of closure. Agenda listed the closure date as September 19 2025 and the actual closure dates are September 27-28 2025.

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Upon a motion by Mr Ludlow and seconded by Mr Deal, the motion to amend the approved dates for Fusion Fest was approved unanimously.

3d. Studebaker Car Cruise-In-September 28 2025

The requested date for this event is the same as well as the general location as Fusion Festival. Therefore, Ms Roush requested to be given time to confirm with the applicant that he wanted to proceed with the event on this date before the committee voted on the application.

Upon a motion by Ms Roush seconded by Mr Rohrscheib, the application for Studebaker Car Cruise-In was tabled until the next meeting unanimously.

3e. 100th Anniversary 4-H Fair Parade Salute-June 21 2-25

Rick Kring joined the meeting to discuss the Special Event Application for the 100th Anniversary 4-H Fair Parade Salute. Mr Kring told the committee that he had spoken to Mr Rohrscheib and a representative from 4 Winds to determine the final route of the parade. The parade participants will be staging at Western and Lafayette and proceed North on S Lafayette to Washington St; turn right on Washington St to William St and then back to Western Ave. Participants will disband near Wayne St. Pending approval from the Mayor's Office, an announcer with a PA system will be stationed at the County-City Building near the Courthouse steps.

Mr Rohrscheib asked if this was a designated civic event to determine how many officers would be on hand to assist with the parade.

Mr Kring was reminded to forward a copy of the Certificate of Insurance for the event to the Secretary of the Events Committee.

The parade did not stipulate a rain date.

Having satisfied the additional questions from the committee members, Mr Rohrscheib put forward a motion to approve the event.

Upon a motion by Ms Roush and seconded by Mr Ludlow, the application for 100th Anniversary 4-H Fair Parade Salute was approved unanimously.

4. Other Business

4a. Flag Day Memo-June 14 2025

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A memo sent by Cheryl Nix representing Michiana Alliance for Democracy was read to the committee. The memo outlined a planned event for Flag Day scheduled for June 14 2025.

Ms Roush directed the committee secretary to email Ms Nix a City and Regional Event Application and ask her to fill it out and return it as soon as possible. The committee wanted the application to determine the details of the event.

5. Privilege of the Floor

None

6. Adjournment

With no additional business to discuss, Ms Roush motioned for adjournment, and Mr Ludlow seconded. The meeting concluded at 1:55 PM.