



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Event Committee Meeting

Date: June 25 2025

Time: 1:12 pm – 1:46 pm

Location: South Bend IN

Organizer: Special Event Committee

Transcription: Yes

Members Present:

Amy Roush

Brad Rohrscheib

Coby Deal

Kyle Ludlow

Members Absent:

Derek Erquhart

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:12 pm.

2. Approval of Minutes

The minutes of the previous meeting held on June 11, 2025 were approved.

3. Approval of Special Events

July 4th Celebration – July 4 2025

Speakers: Amy Roush, Denise Miller

Description: Application re-visited after further clarification. The committee confirmed road closure and cleanup times. It was emphasized that the ordinance prohibiting fireworks on the road must be included.

Decision: Approved

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

[Family 4th of July Party – July 4 2025](#)

Speakers: Amy Roush, Denise Miller

Description: The committee confirmed road closure and cleanup times. It was emphasized that the ordinance prohibiting fireworks on the road must be included.

Decision: Approved

[Light Up the Sky Event – July 4 2025](#)

Speakers: Amy Roush, Denise Miller

Description: The event was approved contingent on receiving additional signatures and including the fireworks ordinance. The road is to re-open by 11:00 PM.

Decision: Approved with conditions

[Coffee and Cars - July 19 2025](#)

Speakers: Joanne

Description: The event was presented with a request for road closures from 6:00 AM to 1:00 PM. Car show and family friendly activities.

Decision: Approved

[E Washington St. Block Party - July 26 2025](#)

Speakers: Not specified

Description: Annual block party featuring ice cream truck, corn-hole tournament, potluck. All required signatures were received for the event.

Decision: Approved

[Woodlawn Block Party - August 2 2025](#)

Speakers: Maria Fleming

Description: Due to the inclusion of food trucks and vendors, the event may need to be re-classified as a special event.

Decision: Tabled for further review

[4. Other Business](#)

Speakers: Amy Roush

Description: Amy will confirm road reopening times and address issues with neighborhood signature forms.

Decision: Action Item

Speakers: Maria Fleming

Description: Maria asked to submit clarifications to the Special Event application for the Woodlawn Block Party.

Decision: Action Item

[5. Adjournment](#)

The meeting was adjourned at 1:46 pm.