



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Event Committee Meeting

Date: July 23, 2025

Time: 1:02 PM – 1:49 PM

Location: South Bend, IN

Organizer: Special Event Committee Transcription:

Yes

Members Present:

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

Members Absent:

All members present

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:02 PM.

2. Approval of Minutes

The minutes of the previous meeting held on July 9, 2025 were approved.

3. Approval of Special Events

Back to School Parade and Boogie - August 9, 2025

Speakers: Amy Roush and team

Description: Parade from Washington High School to Charles Black Community Center with vendor booths.

Decision: Approved with 10:00 AM start time and setup beginning at 8:30 AM.

Back to School Rally - August 9, 2025

Speakers: Amy Roush and team

Description: A backpack giveaway at Saint John Church, coordinated with the Dream Center and Linden Market.

Decision: Approved with street closure on Orange/Colfax to manage traffic and ensure safety.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

Tim's Birthday Event - August 16, 2025

Speakers: Amy Roush

Description: Annual birthday celebration.

Decision: Approved without concerns.

Parkovash Band Presents: NST Roots Concert - August 23, 2025

Speakers: Amy Roush and team

Description: Outdoor concert at Forking Nash Park, expected attendance of 200–300.

Decision: Approved with condition to submit a regional application for added safety and traffic resources.

Porchapalooza - August 27, 2025

Speakers: Teo Reimbold (event coordinator)

Description: Local food, music, and artisan fair at Purple Porch Food Co-op.

Decision: Approved with Hill Street closure, ensuring business access remains open.

NNN Arts Café - Date: September 21, 2025

Speakers: Kathy Shuth

Description: Longstanding arts and culture event.

Decision: Approved as a recurring event.

South Bend Farmers Market Car Show - September 6, 2025

Speakers: Amy Roush

Description: Annual car show at the Farmers Market.

Decision: Approved without issues.

4. Other Business

Art Beat – August 9 2025

Speakers: Amy Roush

Description: Citywide arts celebration.

Decision: Approved additional coning off parking near East Race waterway for VPA staff.

5. Adjournment

The meeting was adjourned at 1:49 pm