



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Event Committee

Date: August 13, 2025

Time: 1:04 PM – 1:30 PM

Members Present:

- Amy Roush
- Coby Deal
- Kyle Ludlow
- Derek Erquhart (Teams)

Members Absent:

- Brad Rohrscheib

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 July 23, 2025 were approved.

3. Approval of Special Events

Coquillard Block Party – Sept 1, 2025

Presented by: Jay Lewis

Description: A family-friendly potluck gathering with street closure from 1 PM to 5 PM.

Decision: Approved unanimously. Traffic cones to be dropped off on Aug 29 and picked up Sept 2.

Historic E Wayne St. Centennial Celebration – Sept 7, 2025

Presented by: Local residents

Description: A neighborhood picnic celebrating 100 years, with food trucks and activities in the triangular park area.

Decision: Approved with a rain date of Sept 14. Food truck vendors must have valid year-long permits. Denise Miller to coordinate with Derek Erquhart for fire department contacts.

Huron St. Birthday Party – Sept 13, 2025

Presented by: Local resident

Description: A birthday party with street closure for safety due to high traffic.

Decision: Approved. Event must end by 10 PM to comply with city noise ordinances.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

Neighbor Fest – Sept 12, 2025

Submitted by: Intend Indiana

Description: Ribbon cutting and community celebration with vendors, entertainment, and potential alcohol service.

Decision: Tabled for next meeting due to incomplete application and lack of clarity on alcohol licensing. Denise Miller to resend correct application link and coordinate with Hillary Horvath.

4. Other Business

- Rain date protocols and cone logistics were clarified for all events.
- Committee discussed outdated application forms and the need to update online versions.
- Ordinance compliance for noise and event end times were reiterated.
- Denise Miller confirmed coordination with applicants and shared contact details for fire department support.

5. Privilege of the Floor

6. Adjournment

Meeting adjourned at 1:30 PM