



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### Meeting Minutes: Special Events Committee

Date: August 27, 2025

Time: 1:03 pm – 1:06 pm (re-start) - 1:35 pm

#### Members Present:

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

### Agenda Items & Discussion Highlights

#### 1. Call to Order

The meeting was originally called to order at 1:03 pm and re-started at 1:06 pm.

#### 2. Approval of Minutes

The minutes of the previous meeting held on August 13, 2025 were approved.

#### 3. Approval of Special Events

##### Saint Joseph County Crop Walk – September 21, 2025

Presented by: Amy Roush

Description: Annual walk starting at Zion Church, using sidewalks and trails, with no expected impact from Fusion Fest setup. No police assistance required.

Decision: Approved.

##### Colfax Neighbors Block Party – September 27 2025

Presented by: Hannah Deputy

Description: Neighborhood block party on East Colfax between Esther and Twickenham, with food, games, and street closure. Adequate signatures confirmed. Coordination with city traffic and lighting for cones.

Decision: Approved.

##### Neighbor Fest (Intend Indiana) - September 12, 2025

Presented by: Corinne Robinson

Description: The Neighborhood Event application for this event was tabled on August 13, 2025. A City-Regional application was re-submitted at the request of the Special Events Committee. Community event and ribbon cutting for new affordable housing in Lincoln Park neighborhood, including food trucks, games, and dignitary attendance. Road closure on Harvey St. between Blaine and Allen. Resident notification by mail.

Decision: Approved.

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### **4. Other Business:**

- Discussion on digitizing event application forms, maintaining a printable option, and reviewing the signature sheet for possible updates.

### **5. Privilege of the Floor**

### **6. Adjournment**

Meeting adjourned at 1:25 PM