



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: January 14, 2026

Time: 1:00 pm - 1:19 pm

Members Present:

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

Agenda Items & Discussion Highlights

1. Call to Order

The meeting was called to order at 1:00 pm.

2. Approval of Minutes

The minutes of the previous meeting held on December 10, 2025 were approved.

3. Approval of Special Events

Martin Luther King, Jr Celebration – January 19 2026

- **Martin Luther King Jr. Celebration Walk Planning:** Amy provided details about the upcoming Martin Luther King Jr. Celebration Walk scheduled for January 19, 2026, discussed logistics with the committee, and confirmed coordination with Gladys, Shay, Paul Moreland, and the visitor experience team regarding timing, route, and weather contingencies.
- **Event Route and Logistics:** Amy outlined the walk's route, starting at the county building foyer at noon, proceeding down Main Street, stopping at the Hesburgh MLK statue, then returning to Jefferson and continuing to Century Center, with the walk remaining on sidewalks and an expected attendance of no more than 75 people.
- **Police Coordination and Safety:** Amy confirmed that the event works with Captain Herron and the South Bend Police Department, with patrol officers stationed as needed to ensure safety during the walk.
- **Weather and Sidewalk Preparation:** Amy raised concerns about potential snow on sidewalks and committed to notifying Paul Moreland and the visitor experience team to prioritize sidewalk clearing, sharing route maps to assist with planning.
- **Event Cancellation Protocol:** Amy noted that the walk had been canceled in previous years due to weather and committed to promptly informing the committee if a cancellation is decided, ensuring all members are updated.
- **Event Approval:** Amy moved to approve the Martin Luther King Jr. Celebration Walk for January 19, 2026, which was seconded and passed without opposition.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

St Margaret's House Winter Walk – February 15 2026

- **Saint Margaret's House Winter Walk Planning:** Lauren Smith from Saint Margaret's House joined the meeting to discuss the Winter Walk scheduled for February 15, 2026, explaining route changes due to construction, event logistics, safety measures, and weather contingency plans, with Amy and the committee confirming support and approval.
- **Event Purpose and Route Changes:** Lauren Smith explained that the Winter Walk is a one-mile event through downtown South Bend, intended to raise awareness for women served by Saint Margaret's House, with this year's route starting at their parking lot and ending at South Bend City Church due to building construction.
- **Route Rationale and Community Engagement:** Lauren detailed that the route includes the Monroe corridor and Western Avenue to highlight areas relevant to their guests, particularly women experiencing homelessness, and to draw donor and community attention to these realities, including passing by Hope Ministries.
- **Safety and Police Support:** Amy confirmed that, as in previous years, officers will be hired to assist with crossings due to the event's large attendance, and Lauren agreed to coordinate with the committee regarding any route adjustments for safety.
- **Weather Contingency and Sidewalk Clearing:** Lauren stated that the event follows National Weather Service guidance for cancellations and relies on volunteers and the DTSB (now venues, parks, and arts visitor experience team) for sidewalk snow removal, with Amy agreeing to notify the relevant team and ensure the date is on their calendar.
- **Route Details and Committee Approval:** Amy and Lauren discussed specific route details, including sidewalk sides and crossing points, to ensure officer coverage, and the committee approved the event for February 15, 2026.

4. Other Business

- **Ordinance Amendment on Police In-Kind Service Hours:** Michael informed the committee about a recent ordinance amendment increasing police in-kind service hours for events, clarified the implementation timeline, and discussed implications for event planning and billing with Amy and Denise.
- **Ordinance Change Overview:** Michael announced that the city council passed an amendment to section 14-75, increasing the Police Department's in-kind service for events by eight hours, pending the mayor's signature.
- **Implementation Timeline and Billing:** Michael clarified that the ordinance, though passed, is not yet in effect, so events occurring before mid-February will still be billed for police coverage exceeding 40 hours, and Denise was advised to continue current billing practices until the law is active.
- **Impact on Event Staffing:** Amy discussed how the increase from 10 to 12 officers for up to four hours would benefit events like the Saint Margaret's House Walk and others, allowing for enhanced safety without increasing costs for smaller events.
- **Future Coordination:** Amy requested to be notified when the ordinance becomes effective to adjust officer hiring for upcoming events, and Michael agreed to follow up as the implementation date approaches.
- **Change in County Bridge Permitting Contact:** Amy informed the committee that Andy Hayes from the county has retired and committed to obtaining updated contact information for county bridge permitting related to special events.
- **Permitting Contact Update:** Amy noted the need to update the committee's records for county bridge permitting, as Andy Hayes has retired, and will follow up with the new contact information for future event coordination.

CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

5. Privilege of the Floor

6. Adjournment

Meeting adjourned at 1:19 PM