



# CITY OF SOUTH BEND

## DEPARTMENT OF PUBLIC WORKS

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### Meeting Minutes: Special Events Committee

Date: January 28, 2026

Time: 1:01 pm - 1:20 pm

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#### 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 1:01 pm.

#### 2. Approval of Minutes

The minutes of the previous meeting held on January 14, 2026 were approved.

#### 3. Approval of Special Events

#### February First Fridays – Fire & Ice – February 6 2026

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- **Approval and Planning of February Fire and Ice Event:** Amy, Willow Wetherall, and the committee discussed the details, logistics, and approval of the February 1st Friday Fire and Ice event, including road closures, event programming, backup weather dates, and coordination with city teams, ultimately approving the event with an addendum for a weather contingency date.
- **Event Overview and Logistics:** Willow Wetherall provided an overview of the Fire and Ice event, explaining that the main programming will occur in Studebaker Plaza, with live ice carvings along Michigan St. and the East Bank, food trucks stationed near the activity area, additional activations in Keybank Plaza, and fireworks from the Layton Garage. The road closure request is limited to a small section of Jefferson near Studebaker Plaza and Bruno's to facilitate event logistics.
- **Staff Transition and Application Access:** Willow Wetherall informed the committee of a recent abrupt staff transition, which led to challenges in accessing event files and the application. Amy and Denise agreed to send Willow a copy of the application to ensure all necessary information is available for event planning.
- **Backup Weather Date Determination:** The committee discussed the need for a clear backup date in case of inclement weather, with Amy emphasizing the importance of specifying a single alternate date to aid city crews in

## CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

planning. Willow agreed to consult with the lead ice carver about the feasibility of moving the event to either Saturday, February 7th, or the following Friday, and later confirmed Saturday, February 7th as the backup date.

- **Notification and Coordination Requirements:** Amy requested that any decision to move the event to the backup date be made at least 48 hours in advance to allow the traffic and lighting teams to adjust signage and logistics accordingly. Willow noted that in previous years, 24 hours' notice was typical, but agreed to the 48-hour guideline and offered ambassador team support for signage adjustments if needed.
- **Event Approval and Addendum:** After confirming the backup date and discussing logistical considerations such as the availability of Jersey walls for road closure, Amy put forth a motion to approve the Fire and Ice event for February 6th with the addendum of a weather date on February 7th, which was approved by the committee.
- **Guidance on Special Event Application Deadlines and Insurance:** Willow Wetherall requested clarification on application deadlines and insurance requirements for upcoming events, including the Saint Patrick's Day parade, and Amy provided guidance on submission timelines and documentation needed for 2026 events.
- **Application Submission Deadlines:** Willow asked about the deadline for submitting the Saint Patrick's Day parade application, and Amy clarified that applications should be submitted more than 30 days in advance, with Brad suggesting 60 days for larger events to allow sufficient time for logistics and review.
- **Insurance Documentation Requirements:** Amy noted that the insurance currently on file was issued in August 2025 and requested updated insurance documentation for all 2026 events. Willow acknowledged the requirement and indicated that Jess would make note of it for future submissions.
- **Batch Submission of Applications:** Amy suggested that Willow consider submitting all event applications at once to streamline the process, especially given current staffing constraints. Willow agreed that after submitting the parade application, they would aim to prepare the rest of the summer First Fridays and the holiday light parade applications for the next meeting.

### The 574 Peace Walk – May 22 2026

- **Tabling of 574 Peace Walk Event Application:** Amy and the committee decided to table the 574 Peace Walk event application for May 22nd, 2026, due to incomplete paperwork and the applicant's absence, with plans for Denise to reach out and invite the organizer to the next meeting.
- **Application Incompleteness and New Format:** Amy explained that the 574 Peace Walk application was the first to use a new online format, which revealed some missing fields such as an email line. The committee identified the need to resolve these issues before proceeding.
- **Applicant Participation and Next Steps:** The committee agreed to table the event to the next meeting to allow the applicant, who is new to city events, to attend and clarify their plans for Howard Park. Denise was tasked with reaching out to the applicant and inviting them to the next Special Event Committee meeting.

### 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.

## CITY OF SOUTH BEND IN DEPARTMENT OF PUBLIC WORKS

- **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.

### 5. Privilege of the Floor

### 6. Adjournment

Meeting adjourned at 1:19 PM