



CITY OF SOUTH BEND

DEPARTMENT OF PUBLIC WORKS

Meeting Minutes: Special Events Committee

Date: February 11, 2026

Time: 1:06 pm - 1:52 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 1:06 pm.

2. Approval of Minutes

Motion to Approve Minutes: Ms Roush initiated a motion to approve the minutes from the previous meeting, which was seconded and passed without opposition, confirming the official record.

3. Approval of Special Events

The 574 Peace Walk – May 22, 2026

574 Peace Walk Event Clarification: Marla Godet clarified to Conference Room - Streets and Amy Roush that the 574 Peace Walk on May 22, 2026 does not require street closures and will be handled by Venues, Parks, and Arts, with coordination ongoing for park use and event details.

- **Event Nature and Requirements:** Marla Godet explained that the Peace Walk is a park-based event celebrating South Bend's City of Peace incorporation day and mental health awareness, with no street closures or special event committee requirements.
- **Park Use Application Coordination:** Amy Roush confirmed that Marla's park use application will be presented at the Park Board meeting and offered to connect Marla with Demetrius Kennedy and Howard Park staff for final event planning.
- **Committee Guidance and Next Steps:** The committee acknowledged Marla's conscientious completion of forms, clarified that no further action is needed from the Special Events Committee, and Venues, Parks, and Arts will manage the event logistics.

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Live Way of the Cross – April 3, 2026

Live Way of the Cross Event Approval: Father Ben discussed and confirmed the details for the Live Way of the Cross event, including the corrected date, time, route, and necessary street closures, culminating in committee approval for April 3, 2026.

- **Date and Time Confirmation:** Father Ben clarified that the event will occur on Good Friday, April 3, 2026, with a start time changed to 3:00 PM and an expected duration of one hour.
- **Route and Street Closures:** The event involves a walk through several neighborhood blocks, with Chapman Street closed between the school and church, and officers assigned to assist with the route as in previous years.
- **Event Structure and Approval:** The event will start independently at 3:00 PM, followed by a church service, and the committee approved the application with the updated details.

MLK Jr Honor Walk – April 4, 2026

- **MLK Jr Celebration Honor Walk Planning:** Amy Roush presented the MLK Jr Celebration Honor Walk, detailing the event's educational purpose, route, timing, and logistical adjustments, with the committee confirming street closure times and approving the event for April 4, 2026.
- **Event Purpose and Community Impact:** Amy Roush described the walk as an opportunity to educate the community, especially youth, about Martin Luther King Junior's significance, in partnership with the MLK Junior Foundation.
- **Route and Timing Adjustments:** The walk will follow the same route as last year from the Civil Rights Heritage Center to the Dream Center, with talking beginning at 10:30 AM and the walk starting closer to 10:50 AM, adjusted to avoid early street closures.
- **Street Closure Logistics:** The committee discussed optimal street closure times, settling on 10:00 AM to accommodate older participants and minimize disruption, noting reduced traffic due to the event being on a Saturday.
- **Approval and Coordination:** The committee approved the event, confirming that all logistical and timing details were addressed, and no further questions remained.

Sunburst Races – May 30, 2026

Sunburst Races Event Logistics and Approval: Courtney and Travis outlined the Sunburst Races logistics, including start times, course management, street closures, and officer requirements, with the committee confirming details and approving the event for May 30, 2026.

- **Event Structure and Schedule:** Courtney detailed the race schedule, including half marathon and 5K at 7:00 AM, 10K at 7:35 AM, and 5K walk at 9:00 AM, with over 5,000 participants expected and a wave start to reduce congestion.
- **Street Closures and Setup:** Early closure of Wayne and Dr. Martin Luther King Blvd was requested for setup, with closures planned after rush hour and no anticipated construction interference.
- **Course Management and Traffic Control:** Travis confirmed that course turns and delineation lines will be managed as in previous years, with internal staff and a traffic control company handling logistics.
- **Officer Requirements and Ordinance Update:** The committee noted an ordinance amendment increasing in-kind officers from 10 to 12, which benefits the event, and confirmed coordination with other agencies along the route.
- **Approval and Contingency Planning:** The event was approved, with the committee and organizers agreeing to monitor for any changes and maintain communication as the event approaches.

March to the Memorial – September 11, 2026

- **March to the Memorial Event Approval:** The committee reviewed the March to the Memorial event, confirming its sidewalk-based format and minimal impact, and approved the event for September 11, 2026.
- **Event Format and Impact:** The event involves a group walking on sidewalks and stopping at fire stations, with no road closures required and an expected attendance of around 30 participants.

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Making Strides Against Breast Cancer – October 24, 2026

- **Making Strides Against Breast Cancer Walk Planning:** Jamie Miller discussed the Making Strides Against Breast Cancer Walk, confirming route, timing, officer support, and parking coordination, and approved the event for October 24, 2026.
- **Event Route and Format:** Jamie Miller described the walk beginning at Howard Park, proceeding down Northside Blvd to Veterans Park, and returning via pedestrian sidewalk, with sections of roadway reopened as walkers finish.
- **Officer Support and Ordinance Update:** The committee confirmed the use of up to 12 in-kind officers, an increase from last year, to tighten side street control and support event safety.
- **Park Use Application and Coordination:** Jamie confirmed submission of the park use form, with the event scheduled for the next Park Board meeting, and no requirement for attendance at the meeting.
- **Timing and Parking Arrangements:** The walk will start at 11:30 AM, with volunteers arriving at 8:00 AM and official opening at 10:00 AM; parking coordination with local physicians' offices was discussed to avoid conflicts.

4. Other Business

St Patrick's Day Parade – March 14, 2026 (Rain Date March 21, 2026)

Saint Patrick's Day Parade Logistics and Approval: Jessica Bamber and Willow Wetherall, with the Special Events Committee, discussed the Saint Patrick's Day Parade logistics, including street closures, staging, parking, cone placement, officer assignments, and vendor coordination, and approved the event for March 14, 2026 with a rain date of March 21.

- **Parade Route and Street Closures:** The parade will start at Notre Dame Ave and Jefferson Blvd, proceed west on Jefferson to Niles Ave, and disband at Washington St, with street closures from 10:00 AM to 1:00 PM and staging beginning at 9:30 AM.
- **Parking and Safety Concerns:** The committee discussed previous issues with parked cars along Jefferson during the parade, agreeing to close the street 30 minutes prior and explore additional cone placement to improve safety.
- **Officer and Traffic Coordination:** Willow requested clarity on officer assignments and street closure confirmation, with Conference Room - Streets outlining procedures for officer reporting, traffic and lighting coordination, and vendor placement.
- **Vendor and Food Truck Placement:** Willow and Conference Room - Streets discussed flexibility in food truck and stage placement, agreeing to provide final details at least 48 hours in advance to facilitate planning.
- **Approval and Rain Date:** The committee approved the parade application, confirming the rain date as March 21, 2026, and noting team availability for contingency planning.

Online Application Process and Approval Button Removal:

- Ms Roush proposed and received consensus to remove the approval button from the new online application to comply with open door laws and prevent pre-approval appearances.

Process Change Proposal:

- The committee discussed the new online application process and agreed to remove the approval button to ensure compliance with public works subcommittee regulations and open door laws.

Event Date Conflict Awareness:

Mr Rohrscheib raised awareness about a potential date conflict between the 'Bacon Around the Bend' event and the Kroc Center Color Run, noting that both are advertising for the same date and will require resolution.

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Conflict Identification and Next Steps: The committee identified that both events are scheduled for 8:00 AM on the same date, and will need to coordinate to avoid overlap, with outreach to event organizers initiated.

5. Privilege of the Floor

6. Adjournment

Meeting adjourned at 1:52 PM